

# **Faculty Senate**

Northern Kentucky University Highland Heights, Kentucky 41076

TO: All Faculty

FR: George Goedel, President  
Faculty Senate

DA: February 19, 1985

RE: Agenda for Faculty Senate Meeting, February 25, 1985, BEP 110, 3:05 p.m.

## AGENDA

- I. Call To Order
- II. Approval of January 21st Minutes
- III. Additions to and/or deletions from Agenda
- IV. Presidential Reports and Recommendations
  - 1. Meeting with President Boothe
  - 2. Outstanding Professor Award
  - 3. Recommendations for Constitution implementation
  - 4. Academic Council Meeting
  - 5. Representative to Women's Center Advisory Committee
- V. Faculty Regent Report
- VI. Committee Reports
  - A. Curriculum
    - Voting Item: Change in By-laws
  - B. Benefits
  - C. Budget
  - D. Professional Concerns
  - E. Commonwealth Affairs (Ad-hoc)
- VII. Discussion from the Floor
  - A. Old Business
  - B. New Business
- VIII. Adjournment

# **Faculty Senate**

**Northern Kentucky University** **Highland Heights, Kentucky 41076**

## **FACULTY SENATE MINUTES**

**February 25, 1985**

- I. The February 25, 1985 meeting of the Faculty Senate was called to order at 3:05 p.m. by Senate President George Goedel.
- II. Approval of previous minutes  
Senator Schneider moved and Senator Price seconded that the minutes of January 21 be approved. Motion carried.
- III. Additions to or deletions from the agenda:  
Senate President Goedel announced he would have several additional items to report. There were no additions or deletions from the floor.
- IV. Presidential Reports and Recommendations:
  - A. Meeting with President Boothe: President Goedel reported that the issue of the Budget Committee Report had been discussed following the January 21 meeting by President Boothe and himself. He reported that President Boothe confirmed that he had not yet received the recommendation of the senate nor from the Provost's office and that no official determination had been made by his office as to how the 3% would be split up. A meeting of the President and Senator Ramage was scheduled at this time. The Regents meeting in May is the time when this issue will be considered. Some discussion followed about the reasons for Chairs to feel need to have performance reviews concluded by March 1.
  - B. Outstanding Professor Award: The Executive Committee met with the Committee for the Outstanding Professor Award. The committee is composed of past recipients of the award. Deadline for submission of applications is Wednesday, March 27, 1985. Those planning to make nominations should be aware of that date.
  - C. Recommendations for Constitution Implementation: A copy of the new constitution was provided all senators. The Executive Committee has received the recommendations of an Implementation Committee chaired by Senator Mazis. President Goedel asked that Senator Mazis present his committee's recommendations to the Senate. Senator Mazis asked that the report be deferred until Senator Janet Miller was present. With that, President Goedel moved to the next report item.
  - D. Academic Council Meeting: Both Senator Rambo and President Goedel attended the last meeting. Another meeting is scheduled for Wednesday, February 27, 1985. The primary discussion centered on the importance of teaching as a primary mission of the University, and how one goes about evaluating teaching effectiveness. There will be a charge to the senate to determine how one goes about teaching effectiveness.
  - E. Representative to the Women's Center Advisory Committee: A request for senate recommendation of someone to sit on the Women's Center Advisory Committee was received. Interested persons should contact the Executive Committee.

- F. Search for new Dean of Professional Studies: Those who are interested in serving on a Search Committee for Dean of Professional Studies should make their interest known to the Executive Committee.
- C. Implementation Subcommittee report resumed as Senator Miller had arrived. Senator Mazis reported that the Executive Committee recommended that President Goedel serve as Grand Marshall this year and that he serve as Vice President for the interim three months and then asked Senator Miller of the Elections Committee to clarify the numbers of senators from each college that should be elected at large. She reported they are still gathering information for an accurate count but would soon have the percentages calculated for a correct election. She also described the method for deciding the ongoing representative where a college might be losing a position. Complete information will be provided to faculty through a memo. Senator Fred Schneider questioned Departmental Senators election and noted that election should precede at-large election. Professor Miller stated she would be following on that immediately.
- G. Recommendation for Written Feedback: After review by counsel, the Administration has decided not to accept the recommendation of last year's senate that the Faculty Handbook be amended to include reasons in writing for denial of tenure and promotion. This matter has been referred back to the Professional Concerns Committee.
- H. Nancy Martin is recovering from surgery and thanks everyone for the friendly cards and notes.

V. Faculty Regent Report:

Jeffrey Williams presented a brief review of the January Board Meeting, gave his impression gained through six years of service of the role and emotional tone of the Board and its relationship to University Administration. He made some suggestions for an effective Faculty Regent. Following this report Senate President recognized Senator Olasov who moved that the Faculty Senate endorse a resolution thanking Jeff Williams as our Faculty Regent expressing our deepest appreciation for his advocacy role, his support, his encouragement and his voicing of our concerns, a better Regent we couldn't have had and we thank him for his time. Seconded. Carried unanimously. Regent Williams was presented with a plaque by Senate President Goedel. The Regent then entertained questions from the Senators. Senator O'Keefe asked about the state requirement for public meetings. Regent Williams pointed out that questions about agenda matters may often be clarified prior to the meeting but that this law is adhered to by open meetings.

VI. Committee Reports:

- A. Curriculum: In the absense of Chairman Martin Senator Miller introduced proposed changes for the by-laws. The proposed changes were accepted.
- B. Budget: Chairman Ramage reported on his meeting with President Boothe indicating administrative support of input from the senate and will consider it in his decision. He has also received a copy of the memo from Provost Gray to the Deans stating the University's commitment to consideration of last year's performance review with this years for allocation of merit as recommended by the senate.



- C. Benefits: Chairman Langmeyer reported a number of subcommittees are at work and will be reporting. One committee is preparing recommendations about process and criteria for faculty development grants. A second is reviewing the national faculty exchange program.
- D. Professional Concerns: Chairman Linda Olasov reported committee work is continuing on evaluation of administrators, faculty workload, early childhood center (in cooperation with Benefits), class cancellation process, review of tenured faculty, grade inflation. The committee is asking for the reports of counsel on the recommendation to revise the Faculty Handbook to provide written feedback in the tenure and promotion process. Once those have been evaluated, the committee will know how to proceed.
- E. Commonwealth Affairs: Senator O'Keefe reports that COSFL has been meeting monthly and there is an effort to enlist support for a faculty representative organization which would be different than the Faculty Senate in that it would be an independent or nationally affiliated organization (with the NEA) that would speak, maybe more forcefully, for faculty members. Twenty faculty at WKU met on this issue. This has been promoted at NKU about 6 years ago and generated little interest. Further information will be provided as the proposal develops.

VII. Discussion from the floor:

- A. Old Business: none
- B. New Business: none

VIII. Meeting adjourned 4 p.m.

January 1985

# Faculty Senate

Northern Kentucky University Highland Heights, Kentucky 41076

## CONSTITUTION OF THE FACULTY SENATE NORTHERN KENTUCKY UNIVERSITY

### ARTICLE I. FUNCTIONS AND PURPOSES

- A. The Faculty Senate is the official representative body of the General Faculty of Northern Kentucky University.
- B. The purposes of the Faculty Senate are to:
  1. Provide a forum for the faculty to propose policy or to discuss all matters relating to the well-being of the University.
  2. Allow the faculty to participate effectively in the enactment of university policies.
  3. Provide efficient channels for the faculty to meet its obligations in implementing policies adopted by the Faculty Senate.
  4. Conduct studies deemed essential to the progress of the University.
  5. Evaluate university policies, programs, and practices and recommend such improvements as seem warranted.
- C. As the representative of the General Faculty the Senate will be a counsellor to the University President in those matters of traditional faculty concern. When the University President disagrees with a recommendation of the Senate, he/she may request the Senate to reconsider its decision at its next regular meeting or at a special meeting called for that purpose. The University President or his/her designee will provide the Senate with the reasons for his/her disagreement. The Senate will reconsider its decision, giving due weight to the University President's reasons. If the Senate and University President cannot agree, the University President, at the request of the Senate, will report the Senate's views to the Board of Regents.

### ARTICLE II. POWERS

- A. The General Faculty in meeting assembled has all powers necessary to implement the functions enumerated in ARTICLE I.
- B. All powers of the General Faculty are exercised through the Faculty Senate, except as limited by ARTICLE VIII, B and H.

ARTICLE III. MEMBERSHIP

- A. The General Faculty shall consist of all tenured, tenure-track, and "full-time, non-tenure track renewable" faculty members holding rank of instructor or higher.
- B. For the purpose of election to, and service on, the Faculty Senate, faculty is defined as full time teaching and research members of the General Faculty who spend 25% or less of their time in an administrative appointment and who have held a faculty appointment for at least one academic year before assuming a Senate seat.
- C. All questions of eligibility for the Senate membership will be resolved by the Executive Committee of the Faculty Senate.

ARTICLE IV. SELECTION OF MEMBERS

- A. Eligibility to vote for members of the Faculty Senate includes all members of the General Faculty.
- B. Members of the Faculty Senate shall be elected as follows:
  - 1) The total number of Senators(exclusive of the president)shall be thirty-five.
  - 2) The number of Senators from each college shall be proportional to the total faculty as determined by the Executive Committee by January 31st of each year based on the Spring Semester faculty roster. For purposes of calculating numbers of Senators only faculty eligible to vote for Senators shall be counted. A college is defined as a group of departments and/or independent programs headed by a dean. For voting purposes the NKU Library faculty will be placed in the College of Professional Studies. The College of Law shall be considered an academic college.
  - 3) Within each college, every department or independent program elects one Senator.
    - a) Department is defined as a group of faculty having a chairperson.
    - b) Independent program is defined as a group of faculty having a director.
    - c) The NKU Library faculty shall be considered as one program. The Salmon P. Chase College of Law, including the Law Library, shall be considered as one program.
  - 4) Eligible colleges elect additional Senators to fill out their allocation.
  - 5) All Senators shall serve for two-year terms, with approximately one-half being elected each year.



- 6) Election of faculty senators other than those elected by departments or independent programs shall be presided over by the Elections Committee of the Faculty Senate.
- 7) By no later than March 20th of each year, those departments or independent programs whose senator's term will expire on July 31 shall elect, from those not already elected to the Faculty Senate, a representative from among their faculty.
- 8) By no later than April 20th of each year, the Elections Committee shall provide all eligible faculty members with ballots listing those faculty members within their college, who, in writing have consented to stand for election to the Faculty Senate.

Each eligible faculty member may vote for as many candidates as there are available seats in his/her college. The Elections Committee shall tabulate the ballots and submit the results to the Faculty Senate by April 30th.

- 9) All newly elected representatives shall assume office at the first meeting of the Faculty Senate held on or after August 1.
- 10)
  - a) Vacancies in department or independent program memberships shall be filled by a vote of their respective faculty. Notification of the results shall be made in writing to the President of the Faculty Senate.
  - b) Vacancies in other memberships shall be filled from the election results of the most recent election in that respective college. In case of a tie the selecting shall be by a majority vote of the Faculty Senate. If no candidates are available from that college then the position shall remain vacant until the next election.
  - c) Temporary vacancies shall be filled by alternates.

#### ARTICLE V. OFFICERS

- A. The Officers of the Faculty Senate shall be President, Vice President, Secretary, Parliamentarian, and the Chairpersons of all standing committees elected as hereinafter provided. The Vice President shall serve as presiding officer in the absence of the President.
- B. The officers of the Faculty Senate shall serve in their respective positions as the officers of the General Faculty.
- C. Officers serve at the pleasure of the Faculty Senate. An officer may be removed by a two-thirds vote of Senators present and voting. Any vacancy created by the removal or resignation of an officer should be filled by special election of the Faculty Senate.
- D. The President of the Faculty Senate shall serve as the Grand Marshall of the University.
- E. The President of Senate, upon assumption of office, shall serve as representative of the General Faculty to the Senate. The departmental, independent program or college membership vacancy created shall be filled in accordance with Article IV, B.10.

ARTICLE VI. SELECTION OF OFFICERS

At a special session of the newly elected Faculty Senate called by and presided over by the incumbent President, to be held no later than May 15, the Senate shall elect its officers by a majority vote. Terms of office shall be for one year. The incumbent Executive Committee (as defined in Article VI, B) shall compile a list of nominations solicited by the Elections Committee and circulate same at least five working days prior to the special session. Nominations may also be made from the floor at this session.

ARTICLE VII. COMMITTEES

A. There shall be five standing committees of the Faculty Senate: the Executive Committee; the Budget & Commonwealth Affairs Committee; the University Curriculum Committee; the Faculty Benefits Committee; and the Professional Concerns Committee. Every senator shall be assigned to at least one committee; assignments shall be made by the Executive Committee, where possible, based upon preferential lists submitted by each senator. The remainder of each committee shall be composed of elected representatives from those departments or independent programs not already represented by a senator.

B. The Executive Committee shall consist of the officers of the Faculty Senate and it shall be chaired by the President of the Faculty Senate.

C. Reassigned time shall be allotted to the following members of the Executive Committee:

President - 50%

Curriculum Committee Chair - 25%

Faculty Benefits Chair - 25% for Fall Semester

D. The following duties shall be the specific responsibilities of the Executive Committee:

- 1) It shall function as the official representative body of the faculty when the Faculty Senate is not in session and may take whatever emergency action it deems necessary. Such action shall be presented for approval to the Faculty Senate at its next regular meeting.
- 2) It shall cause matters approved by the Faculty Senate to be conveyed to the President of the University for appropriate action, and shall report the action taken to the Faculty Senate.
- 3) It shall serve as a committee on committees to work with the administration in forming university committees and in appointing their membership when appropriate.
- 4) It shall receive the written reports of the committees of the Faculty Senate.
- 5) It shall refer such matters as are designated by the Faculty Senate for action by the appropriate committee.



- 6) It shall prepare the agenda for meetings of the Faculty Senate. Committee recommendations intended for Senate action shall be so designated on the agenda.
- 7) It shall insure that nominations and elections are carried out as specified in the Constitution.
- 8) It shall make committee assignments, taking into account preference of Senators, by the regular August meeting, and notify those departments and independent programs which still require representation on the standing committees.

E. The following duties shall be the specific responsibility of the Budget and Commonwealth Affairs Committee:

- 1) It shall review, analyze, recommend and report to the Faculty Senate on all matters pertaining to the budget, including the following:
  - a) The University's biennial budget proposal.
  - b) The University's annual operating budget in at least the preliminary, intermediate and final stages of its development.
  - c) Salary data relating to University salary policy and appointment.
  - d) Major capital expenditure proposals submitted by the administration.
- 2) It shall keep the Faculty Senate informed of the actions and proposals of the Legislature, Governor's office, Council on Higher Education, and other agencies, public and private, which might affect aspects of University programs and governance for which the Faculty Senate has responsibility.
3. It shall serve as an advisory board to the Executive Committee and our representatives to the Congress of Faculty Senate Leaders (COSFL) to ensure that our interests are represented by COSFL at the state level.

F. The following duties shall be the specific responsibility of the University Curriculum Committee:

1. It shall make recommendations to the Faculty Senate, and through it to the University administration, in all areas of curriculum policies and procedures with the exception of those policies and procedures that fall under the purview of the Chase College of Law.
2. It shall periodically review, evaluate, and make recommendations concerning such policies and procedures. In examining proposals it shall apply criteria including pedagogy, academic quality, staffing, and available resources.
3. All recommendations of the University Curriculum Committee are subject to the approval of the Faculty Senate except those matters specifically delegated to that Committee by the Senate. No curriculum changes may be made without approval by the regular curriculum process.

G. The following duties shall be the specific responsibility of the Faculty Benefits Committee:

- 1) The Faculty Benefits Committee shall review, evaluate, and make recommendations concerning those policies, procedures, and programs related to faculty benefits; in particular those policies dealing with insurance, retirement, salary schedules, academic leaves, summer fellowships, institutional project grants, deferred compensation, the credit union, travel allowance, and reassigned time.
- 2) It shall process applications of and make recommendations on candidates for Faculty Sabbatical Leaves, Faculty Project Grants, Faculty Summer Fellowships and other programs assigned by the Faculty Senate.

H. The following duties shall be the specific responsibility of the Professional Concerns Committee:

- 1) It shall review, evaluate, and make recommendations concerning the various University policies relating to the general academic and professional concerns of the faculty, both full and part time.
- 2) It shall review, evaluate, and make recommendations concerning policies on all matters of faculty responsibilities, tenure, promotion, and performance evaluation.
- 3) It shall review, evaluate, and recommend student policies regarding all matters of professional concern to the faculty.
- 4) It shall review, evaluate, and make recommendations regarding all policies and procedures related to governance of the University.
- 5) It shall periodically review and make recommendations concerning the Faculty Policies and Procedures Manual, Part-Time Faculty Handbook, Student Handbook, Handbook for Department Chairpersons, and other policies and procedures documents relevant to professional concerns of the faculty.

I. No later than September 20 of each year, the President of the Faculty Senate shall appoint a member of the general faculty from each college offering degrees to constitute an Elections Committee. Members of the Election Committee may not be candidates for election to the Faculty Senate. This committee shall preside over all elections sponsored by the Faculty Senate.

#### ARTICLE VIII. MEETINGS

- A. The General Faculty shall meet at least once a year, the meeting to be convened by the President of the Faculty Senate, the President of the University, the Provost, or the Executive Committee of the Faculty Senate.
- B. Should a petition, signed by at least ten percent of the General Faculty as exhibited on the official roster, requesting a meeting of the General Faculty and indicating proposed items of business be filed with the President of the Faculty Senate, the Executive Committee shall call a meeting of the General Faculty to consider those matters. Such a meeting shall be held not later than fourteen calendar days, exclusive of holidays, from the filing date of the petition. The filing of a petition challenging Senate action shall be interpreted as a declaration that the General Faculty is asserting its jurisdiction.

- C. No meeting of the General Faculty called by the Executive Committee shall be held unless an agenda prepared by that committee is distributed to all members of the General Faculty at least one week prior to the meeting date.
- D. The Faculty Senate shall meet at least once each month, unless deemed unnecessary by the Executive Committee, during both semesters and the summer sessions. Special meetings may be called by the President of the Faculty Senate or its Executive Committee. Regular meetings shall be on the third Monday of each month; emergency changes of date may be made by the Executive Committee.
- E. The Executive Committee shall appoint a temporary chairperson should neither the President nor the Vice-President be in attendance.
- F. All meetings of the Faculty Senate shall be open to the University community. Any member of the General Faculty present shall receive floor privileges upon request; however, these privileges will not include the right to introduce or second motions or to vote. Other members of the academic community may be granted floor privileges with the same restrictions by a majority vote of the Senate. Only duly elected senators or their designated alternates in attendance may introduce or second motions or vote.
- G. Agenda items and supporting information shall be submitted to the Executive Committee at least fourteen calendar days prior to the scheduled Senate meeting. Items may also be placed on the agenda by the Executive Committee on its own motion or on the motion of any member of the Senate, or by petition signed by at least ten members of the General Faculty at least seven calendar days in advance of the Faculty Senate meetings.
- H. Minutes of the meeting of the Faculty Senate shall be distributed to all members of the Faculty Senate at least seven calendar days prior to the subsequent Senate meeting. A second copy shall be sent to each Senator for posting and review by all faculty. Actions of the Faculty Senate shall become final fourteen calendar days, exclusive of holidays, following the official distribution of said minutes, unless the General Faculty asserts its jurisdiction.

#### ARTICLE IX. FACULTY REGENT

The Faculty Regent shall report regularly to the Faculty Senate, and through it to the General Faculty, on those matters which are coming before the Board of Regents and shall report action taken on such matters.

#### ARTICLE X. RULES OF ORDER

A majority vote is defined as a majority of those present and voting. An abstention shall not count as a vote. In the absence of any other special rules of order which the General Faculty or the Faculty Senate may adopt, Robert's Rules of Order shall govern the conduct of the meetings.

#### ARTICLE XI. QUORUM

A quorum for a Faculty Senate meeting shall be fifty percent of its members.

#### ARTICLE XII. STANDING COMMITTEES' BYLAWS

Each standing committee shall maintain its own by-laws. All amendments are subject to the approval of the Faculty Senate.



Faculty Senate  
Constitution

(8)

ARTICLE XIII. SEVERABILITY

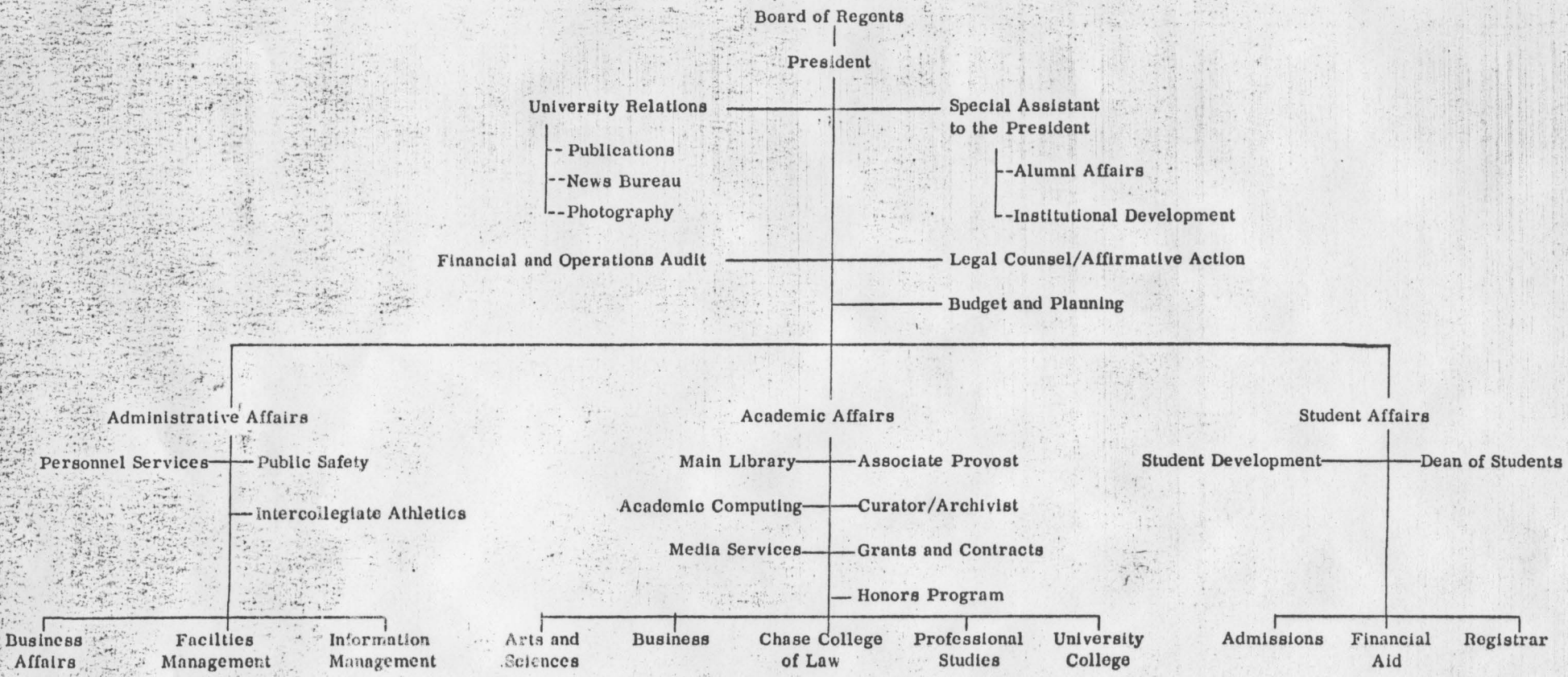
The invalidation of any portion of this constitution shall not affect the validity of any other portion of the constitution.

ARTICLE XIV. EFFECTIVE DATE

This constitution becomes effective upon approval by the Board of Regents and becomes part of the Faculty Policies and Procedures Manual.

ARTICLE XV. AMENDMENTS

This constitution may be amended at any meeting of the General Faculty by a two-thirds majority of those present and voting, provided the proposed amendment was included in the agenda and was available to the members of the General Faculty for one week prior to the meeting. The approved amendment becomes operative upon ratification by the Board of Regents.



1/30/85