

NKU FACULTY SENATE

MEMORANDUM

TO: All Faculty
FROM: Billie Brandon, Secretary, Faculty Senate
DATE: April 9, 1982
RE: FACULTY SENATE MEETING

The next meeting of the Faculty Senate will be held on April 19th in the Ballroom, University Center at 3:05 p.m.

AGENDA

- I. Additions to/deletions from the agenda.
- II. Minutes of the March 22nd meeting.
- III. President's Report
 - A. Financial Exigency Policy
 - B. Regent Election
 - C. 1982/83 Senate Election
 - D. Faculty Senate Image
 - E. Faculty Evaluation of Administrative Functions
 - F. Faculty Accomplishments Brochure
 - G. Chairperson's Handbook
 - H. Appendix to Faculty Handbook
 - I. May 3rd meeting in BEP 120
- IV. Old Business
 - A.
 - B.
- V. Committee Reports
 - A. Curriculum Committee
 - 1. Report on Common Learning
 - 2.
 - B. Professional Concerns Committee
 - 1. Faculty Handbook Changes
 - 2. Faculty Workload
 - 3. Program Review Document
 - C. Budget Committee
 - 1. Merit Award Policy
 - 2.
 - D. Faculty Benefits Committee
 - 1. Medical Insurance
 - 2.
- VI. New Business
 - A.
 - B.
- VII. Adjournment

MINUTES OF THE FACULTY SENATE
April 19, 1982

Senators Present:	Richard Ward	Jonathan Bushee
	Kathy Brinker	Larry Giesmann
	Gary Johnston	Art Miller
	Jim Kinne	Debra Pearce
	Rosetta Mauldin	Mike Ryan
	George Goedel	Edwin Weiss
	Lois Schultz	Rachelle Bruno
	Julie Gerdson	Tom Cate
	Byron Renz	Richard Snyder
	Vernon Hicks	Pam Juengling
	Macel Wheeler	Donna Bennett
	Kay Cooper	Donald Cobb

Senators Absent without Alternates:

Joseph Ohren	Susan Kissel
Mike Gray	Tom Rambo
Paul Joseph	Frank Stallings
Glen Mazis	Billie Brandon
Frank Dietrich	David Elder
Jerry Warner	

Guests Present: Robert T. Rhode (alternate for Peter Schiff)
Jeffrey Williams, Faculty Regent
Michael Klembara, Associate Provost
Ray Souder

The Faculty Senate meeting was brought to order at 3:10 p.m. by Debra Pearce.

I. Additions to/deletions from the agenda

Tom Cate asked that the Senate suspend the rule for 1 week notification and add 3 voting items to the agenda: 3 general studies courses. Vernon Hicks made motion that the Senate suspend the rule for 1 week prior notification relevant to the aforementioned 3 courses. Mike Ryan seconded. Passed unanimously.

II. Minutes of March 1 and March 22.

Kathy Brinker stated she was present at the March 1, 1982 Faculty Senate meeting and that she made the statement on page 2 item I - the definition ... instead of Paul Joseph.

Art Miller made motion that the minutes be accepted as corrected. Tom Cate seconded. Motion carried.

III. President's Report

A. Financial Exigency Policy

President Pearce reported on the changes as agreed on by Dr. Albright in a meeting with the Executive Committee. These

changes are as follows:

1. Change of the word may to would in the definition of "Financial Exigency" (page 1)
2. Footnote permitting the pool of faculty members to be a standing committee of the Faculty Senate, i.e.

The Faculty Senate is hereby authorized to constitute the eight (8) elected faculty members as a continuing committee of the Senate to study the University's financial condition when a funding crisis may be imminent and to assess possible ways of meeting such a crisis. (page 2)

3. Change the burden of proof from clear and convincing evidence to preponderance of evidence. (page 8)
4. Provide one copy of the transcript of a hearing to the affected faculty member free of charge. (page 7)
5. Change the number of days of notice the University will attempt to give any terminated faculty member from 60 to 75 days. (page 6)
6. Add a statement which provides that a faculty member who receives notice of termination may request a clarification of the information provided. (page 6)

Dr. Pearce related that there is now an addition to the Financial Exigency Policy designating the faculty portion of the Financial Exigency Committee to be a standing committee of the Faculty Senate. Bylaws of this committee will be developed at a later time by the Faculty Senate as far as the criteria for election, the rotating basis, the broad representation, etc., but the policy does now state that the Faculty Senate is hereby authorized to constitute the eight(8) elected faculty members as a standing committee of the Faculty Senate to study the university's financial condition when a funding crisis may be imminent and to assess possible ways of meeting such a crisis. She stated that change #5 - giving the faculty member a 75 day termination notice along with the unemployment pay that they would receive should give them one year's pay if notification comes at the beginning of the school year.

These changes will be presented to the Board of Regents at their April 28th meeting.

Dr. Pearce stated that while this is still not an ideal policy, it is a step in the right direction. She directed those with further suggested changes to submit them to Ted Weiss, Chair of the Professional Concerns Committee.

Jim Kinne made motion to endorse the changes in the exigency policy as presented by Dr. Pearce. Kathy Brinker seconded. A friendly amendment was proposed by Ted Weiss, and accepted by Jim Kinne, to note that this endorsement does not reflect an endorsement of the existing financial exigency policy as a whole by the Senate. Motion passed unanimously.

B. Regent Election

Byron Renz urged Senators to encourage their colleagues to vote in the Regent Election.

C. At Large Election

Dr. Pearce related that the 1982-83 Faculty Senate At Large election results are in and are as follows:

ARTS AND SCIENCES

Ted Weiss	(Geography)
Jonathan Bushee	(Physical Sciences)
Nancy Martin	(Fine Arts)
Elly Welt	(Literature and Language)

PROFESSIONAL STUDIES

Linda Olasov	(Education)
Becky Sturm	(Steely Library)
Lois Schultz	(Steely Library)

CHASE

? o Linda Newman	(Chase Library)
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D. Faculty Senate Image

Dr. Pearce expressed dismay over faculty apathy. She stated that she feels that the faculty are generally not aware of the hard work done by the Senate. For example, how many faculty benefits would there be at this time if it were not for the work of the Faculty Benefits Committee. Dr. Pearce proposed the establishing of an ad hoc committee whose charge it is to communicate Senate accomplishments to the faculty. She related that we have a faculty Newsletter, but felt it was limited to a factual presentation of Senate business transacted and Senate news items. She suggested that something monthly or bi-monthly that would let everyone know what the Senate intends to accomplish, what it is in the process of accomplishing and has accomplished should be established.

E. Faculty Evaluation of Administrative Functions

Status report: A questionnaire has been sent out to each Director of major programs asking what kind of evaluation items would be most helpful for them. The response thus far has been very positive.

F. Faculty Accomplishment Brochure

Dr. Pearce reported that a questionnaire is to be filled out by each faculty member and handed back to the departmental representative to the Senate and on to the Senate. (These questionnaires were taken by the departmental representatives in attendance and Dr. Pearce asked them to distribute these to the faculty in their department.) Questionnaires will be sent through the mail to those departments who were not represented at the the Senate meeting.

Dr. Pearce related it was a voluntary procedure whereby the faculty list accomplishments in 1980-81, 1981-82 academic years. They can include or not include items they wish. It will go into a Brochure. This Brochure will be organized once the amount and variety of responses are received.

Question was asked if chairs were to respond, and Dr. Pearce indicated that for this purpose, chairs are considered faculty and could complete the form. The completed forms should be returned to department Senators by May 7th.

G. H. Chairperson's Handbook and Appendix to Faculty Handbook

Dr. Pearce asked Gary Johnston to report.

Mr. Johnston noted that a few departments, including History and Fine Arts, use coordinators appointed by the chair in promotion and tenure recommendations who function much the same as department chairpersons. This is because these disciplines are split into distinct areas, History/Geography - Music/Art/Theatre. With respect to tenure and promotion considerations, this presents a problem because in neither the Chairperson's nor the Faculty Handbook does it mention these positions as being legitimate appointments. Therefore, the Chairperson's Handbook is going to be amended as per the sheet that was passed out to the Senators (attached) at the upcoming Regent's meeting April 28th. He stated what he was proposing was that this addition to the Faculty Handbook be sent to Ted Weiss and the Professional Concerns Committee for consideration and then routed to the Faculty Senate. This proposed addition, except for one word, is exactly what appears in the Chairperson's Handbook.

In discussion with Ted Weiss as to where it should be put in the Faculty Handbook, it was realized there was no section that deals with the university organizational structure. The Executive Committee discussed this and felt that the Professional Concerns Committee should be asked, with the permission of this body, to actually put the university structure/organizational chart into the Faculty Handbook. Also, the Chairperson's Handbook which deals directly with procedures relevant to faculty promotion and tenure, might also be included in the Faculty Policy and Procedures document.

Gary Johnston moved that the Professional Concerns Committee be given the authorization by this body to pursue those ends. To have the Professional Concerns Committee investigate the inclusion in the Faculty Handbook or with the Faculty Handbook with inclusions of any additional material that is directly relevant to faculty concerns. Kay Cooper and Dick Ward seconded. (photo finish).

Larry Giesmann stated that the Faculty Benefits Committee had discussed something similar to this and the feeling is that this could be handled as an appendix and when benefits change it could be updated appropriately, and stated that if it is going to be a university faculty policy procedures manual, certainly those policies related to faculty benefits should also be included. Dr. Pearce added that a copy of the Faculty Senate Constitution should also be included. Dr. Pearce called for a vote. Carried.

I. May 3rd meeting of the Faculty Senate

Larry Giesmann moved that the May 3rd meeting be postponed until May 10th - time 1:00 p.m. Kay Cooper seconded. Carried.

IV. Old Business

None

V. Committee Reports

A. Curriculum Committee - T. Cate

1. Tom Cate related he had sent a memo to Dr. Albright requesting a meeting with the Curriculum Committee for the purpose of discussing the concept of common learning and some concerns that were raised during their last Curriculum Committee meeting.
2. The three courses recommended by the Curriculum Committee are:
 - 300 Geography and Population
 - 300 Regional Economic Geography
 - 265 Literature and the Human Experience

Dr. Pearce asked when these courses would be offered, Ted Weiss responded that they would be offered in the Spring of 1983. After discussion, Rosetta Mauldin moved to table the decision of all three courses until the course descriptions are distributed to the Senate. George Goedel seconded. Failed - 10 against, 6 for, 2 abstentions.

Other discussion and the recommendation from the Committee to accept the three courses presented as general studies courses was voted upon. Carried with one nay and 2 abstentions.

3. Debra Pearce authorized Tom Cate, Chair of the Curriculum Committee, to consult John Thieret as to problems with wording in the bulletin about catalog entries.

B. Professional Concerns Committee - T. Weiss

1. Faculty Handbook changes

The Professional Concerns Committee made recommendations as to amendments to the Faculty Handbook. Passed unanimously.

2. Faculty Workload. This document was returned to committee by the Executive Committee. The Committee is also working on a Program Review Document as well as a statement trying to clarify workload for teaching as well as library faculty.

C. Budget Committee - Dick Snyder

1. Merit Award Policy - a policy has been passed by the Benefits Committee for consideration by the Executive Committee regarding merit awards.

D. Faculty Benefits Committee - L. Giesmann

- 1.. Because of increased utilization and cost, there will be a change in premiums for Blue Cross/Blue Shield. There may be changes in the policy as a result. (See Larry Giesmann for details).
2. Dr. Giesmann related that there have been proposed changes in their bylaws streamlining the process of evaluation of the Faculty Development Program applications. Next Fall the applications deadline for summer fellowships, sabbatical leaves, and project grants is coincident: October 15. Whoever is on the committee next year will be working on one of those, at least one of those programs, several months after that time, so these changes will clarify the committee process. The committee also has a proposal they will be working on this coming Thursday entitled "The Faculty Educational Expansion Grant."
3. Dr. Giesmann announced that a total of 25 faculty project grants have been funded out of 27 that had been applied for. (These grants amounted to \$30,946.50). The names are as follows:

Barry Anderson	Fine Arts
Roger Billings	Chase Law School
Chris Boehm	Social Sciences
Kevin Booher	Fine Arts
Annette Chavez	Education
Y Datta	Business Administration
Diana Duffin	Fine Arts
David Hogan	Psychology
Sally Jacobsen	Literature/Language
Bob Kempton	Physical Sciences
Cynthia McDaniel	Psychology

Lou Noyd/Dick Snyder	Business Administration
David Payne	History/Geography
Debra Pearce	Biological Sciences
Terry Pence	Social Sciences
James Ramage	History/Geography
Ray Richmond	Biological Sciences
Janet Scarlatta	Fine Arts
Gayle Sheard	Fine Arts
Ray Souder	Business Administration
John Thieret	Biological Sciences
Bob Wallace	Literature/Language
Elly Welt	Literature/Language
Macel Wheeler	History/Geography
Jeffrey Williams	History/Geography

This was a particularly outstanding group of applications and Dr. Giesmann related he was pleased with the way the committee had handled this.

President Pearce commended the Faculty Benefits Committee for their hard work. She also thanked the Provost, Lyle Gray, for his work toward Faculty Project Grants.

VI. New Business

Dr. Pearce announced her intent to resign as of June 1, 1982 so that she may leave the country to pursue her faculty project grant goals.

VII. Adjournment

The meeting was adjourned 4:47 p.m.

Gary Johnston, Vice President and
Acting Secretary to the
Faculty Senate

*corrected
copy*

FINANCIAL EXIGENCY POLICY

Changes

The following changes to the Financial Exigency Policy, passed by the Board of Regents in March, 1982, are going to be recommended to the Board for approval at the April 28, 1982 meeting.

1. Change of the word may to would in the definition of "Financial Exigency" (Page 1)
2. Footnote permitting the pool of faculty members to be a standing committee of the Faculty Senate, i.e.

The Faculty Senate is hereby authorized to constitute the eight (8) elected faculty members as a continuing committee of the Senate to study the University's financial crisis may be imminent and to assess possible ways of meeting such a crisis. (Page 2)

- *condition when a funding*
3. Change the burden of proof from clear and convincing evidence to preponderance of evidence. (Page 8)
4. Provide one copy of the transcript of a hearing to the affected faculty member free of charge. (Page 7)
5. Change the number of days of notice the University will attempt to give any terminated faculty member from 60 to 75 days. (Page 6)
6. Add a statement which provides that a faculty member who receives notice of termination may request a clarification of the information provided. (Page 6)

FINANCIAL EXIGENCY

I. DEFINITIONS

- A. "Termination" means the cessation of employment of a faculty position before the end of the appointment period for reasons of financial exigency. The non-reappointment of a faculty member on a specified term appointment is not a termination, and no objection to a non-reappointment may be filed under this procedure.
- B. "Financial Exigency" means any imminent and extraordinary decline in the University's financial resources that compels a reduction in the current operating budget to the extent that the University would be unable to meet existing contractual obligations.
- C. "Financial Exigency Committee" (hereinafter referred to as Committee) is a special committee, the purpose of which is to provide independent guidance and advice to the President and Board of Regents on a declaration of financial exigency and alternative approaches in alleviating said exigency, to be formed in accordance with Section III.
- D. "Day" except as other wise specifically provided herein, shall mean everyday including Saturdays and Sundays but shall not include official University holidays.

II. PRELIMINARY STATEMENT AND DETERMINATION OF FINANCIAL EXIGENCY

Board Authorization

If the President determines that circumstances indicate the University faces a financial exigency, he/she shall take immediate action to apprise the Board of Regents of the nature and extent of the financial crisis. He/she shall also present a general plan for how the exigency can be alleviated. The statement to the Board shall outline in terms as specific as the circumstances permit, the options readily apparent at the time.

The President's statement to the Board shall include a request for authorization to investigate further the necessity for a declaration of financial exigency. The statement shall also include the nature and extent of conditions and an outline of expenditure categories and major department areas to be examined in projecting a course of action that would meet such an emergency. Once Board authorization has been secured, the President shall proceed in accordance with the procedures outlined in this policy.

III. ESTABLISHMENT AND OPERATION OF THE FINANCIAL EXIGENCY COMMITTEE

A. Committee Composition

The President shall, within five (5) days after the Board has authorized such action, establish a Financial Exigency Committee.

The Committee shall consist of ten (10) members representing various segments of the University and to be selected in the following manner, and consistent with the University's Affirmative Action policies:

(1) five (5) faculty members who are either tenured or tenure-track faculty to be appointed by the President from an existing pool of eight (8) faculty chosen from all eligible faculty members a general election conducted annually by the Faculty Senate. ¹ The President shall in his selection ensure a broad representation of programs and departments.

(2) three (3) administrative employees, one of whom is an academic chairperson shall be appointed by the President.

(3) one (1) staff representative shall be appointed by the President after consultation with the Staff Congress.

(4) one (1) student representative shall be appointed by the President after consultation with Student Government.

(5) a Chairperson of the Committee shall be appointed by the President from the ten (10) committee members.

B. Committee Charge

The Financial Exigency Committee shall make recommendations regarding:

(1) whether a declaration of exigency is warranted.

(2) a review of expenditure categories and the major department areas as outlined in the President's statement to the Board, and

(3) alternative considerations in the area of Academic Affairs.

¹ The Faculty Senate is hereby authorized to constitute the eight (8) elected faculty members as a continuing committee of the Senate to study the University's financial condition when a funding crisis ~~is~~ *maybe* imminent and to assess possible ways of meeting such a crisis.

C. Committee Process

Once the committee has been formed pursuant to subsection A, but no later than five (5) days subsequent to the Board's action, the President shall submit to the Committee the statement that outlines the necessity for a declaration of financial exigency including establishment of a specific dollar amount necessary to alleviate the emergency, and, a general plan indicating means by which the emergency can be alleviated. This statement shall include efforts already undertaken by the University in response to the financial emergency. Upon receipt the Committee, shall evaluate this statement and plan, and prepare a recommendation for the President's review.

The Committee shall review the information presented by the President and shall recommend whether a declaration of financial exigency is necessary. The committee shall also review the major departments, each department's percentage of budget and any general reductions proposed by the president in his/her statement. This review may include an examination of alternate approaches to alleviating the emergency including, but not limited to, increases in revenues, reallocation of current revenues and use of University reserves to phase out activities. The Committee may review the various expenditures of the University, including academic and non-academic departments and activities. The committee may also review alternative considerations.

The Committee shall present its report and recommendations to the President within fifteen (15) days after receipt of the President's plan.

IV. PRESIDENT'S ACTION

Upon receipt of the report and recommendations of the Committee, the President shall transmit the report and recommendations, any committee minority reports and any recommendations or comments he/she has to the Board of Regents for action. The President shall, upon receipt, also make this report available to the University community.

V. BOARD ACTION

The Board shall consider such recommendations as it receives from the Committee, any committee minority reports, and the President. Faculty, students, staff, and others may request in writing permission to address the Board regarding any recommendations concerning financial exigency. The written request to address the Board shall contain a statement of the purpose and reasons for the address.

Within fifteen (15) days after it receives the report and recommendations of the Committee, any committee minority reports, and the report and recommendations of the President, the Board shall determine if a declaration of Financial Exigency is necessary. Upon a declaration of financial exigency, the Board shall direct the President to act.

VI. UNIVERSITY ACTION UPON DECLARATION OF FINANCIAL EXIGENCY

Upon receipt of the Board's declaration of financial exigency, the President shall submit this decision and the amount needed to alleviate the exigency through normal channels, to the departments to be affected. If a faculty position is to be terminated, due consideration shall be given to the criteria established in Section VII (A) (1), (2), (3), (4), (5).

The department chairperson shall recommend to the appropriate dean ways in which the required savings shall be effected in that department; the Dean shall review this recommendation and submit his/her recommendation to the Provost; the Provost shall review this recommendation and shall submit his/her recommendation to the President; the President shall review this recommendation for submittal to the Board for action. The Director of Libraries shall make recommendations to the Provost where a review is made and recommendations forwarded to the President.

VII. TERMINATION OF FACULTY POSITIONS

A. Consideration/obligations to Faculty Members

1. If termination of faculty positions becomes necessary, due consideration shall be given to:
 - (a) the missions of the University and
 - (b) the criteria for faculty evaluation as established in the Faculty Handbook
 - (c) normal attrition of faculty members.
 - (d) program review documents
 - (e) cost analyses
 - (f) the affirmative action policies of the University.
2. Northern Kentucky University recognizes that tenure includes property rights. Every effort shall be made to preserve the positions of tenured faculty members. Such positions may be terminated only in situations involving such issues as program distortion or program discontinuance.
3. The full teaching load of a terminated faculty position shall not be assumed by a part-time faculty.
4. The University shall make reasonable efforts to provide support for retraining, reeducation, and/or reassignment within the University of a faculty member identified for termination.
5. At the request of a terminated faculty member, the University shall provide reasonable and timely reemployment assistance.
6. The University may not fill a position in a discipline in which a tenured faculty member who has been terminated is qualified to teach and/or perform the job for a period of three (3) years from the date of termination, unless the position is first offered to that faculty member. The University may not fill a position in a discipline in which a non-tenured faculty member who has been terminated is qualified to teach and/or perform the job for a period of two (2) years from the date of termination, unless the position is first offered to that faculty member. The offer shall be made by certified mail, restricted delivery, return receipt requested, and the acceptance of such offer must be made in writing. Each Faculty member is responsible for providing the University with a current

address. The address on file in the Provost's Office shall be deemed the current address for mailing notices required by this procedure. Failure to accept the offer in writing within fifteen (15) calendar days of receipt of the offer or rejection of the position eliminates the reemployment rights of the faculty member to the position. Such acceptance or rejection must be made in writing.

7. A faculty member who is recalled within the specified three (3) year period for tenured faculty or two (2) year period for tenure-track faculty shall have restored all sick leave accrued on the effective date of layoff. Tenured faculty shall be recalled with full tenure, and non-tenured faculty shall be recalled with the number of years of prior service at the University counting as part of the probationary period. Further, the salary for such positions filled through recall of terminated faculty shall be negotiable but in no case shall the faculty member receive less than he/she was paid at the time of termination.

B. Notice to Individual Faculty Members

If the Board's final action includes the termination of faculty, the President or his/her designee shall give written notice of that fact by certified mail, restricted delivery, return receipt requested, to the faculty to be terminated. The notices shall include a statement of the conditions requiring termination of employment, a general description of the procedures followed in making the decision, and a disclosure of pertinent financial or other data upon which the decision was based. A faculty member receiving notice may request clarification. The President and the Board shall make every reasonable effort to ensure that notice to tenured or tenure-track faculty be give not less than seventy-five (75) calendar days before the effective date of termination.

C. Unemployment Compensation

Any faculty member who is terminated shall be eligible for unemployment compensation if he/she meets the conditions of qualification for benefits defined in S 341.350 Kentucky Revised Statutes. Benefits are calculated in accordance with S 341.38 Kentucky Revised Statutes.

VIII REVIEW OF INDIVIDUAL TERMINATIONS

A. Request for a Hearing

Within ten (10) days after receiving a notice of termination, a tenured or tenure-track faculty member may request a review of the action by the Board. Review may be had solely to determine whether the decision to terminate was made in accordance with established procedures with respect to that individual. The request for review must be in writing and addressed to the Chairman of the Board. It must specify the grounds on which it is contended that the established procedures were abridged, and must include a short, plain statement of facts which the faculty member believes supports the contention.

Submission of such a request constitutes on the part of the faculty member 1) a representation that he/she can support this contention by factual proof and 2) an agreement on the part of the faculty member that the University may offer in rebuttal any relevant data in its possession. The Board shall consider the request upon the transmission of the request by the President and shall grant a hearing if it determines that a prima facie case is presented by the statement. A denial of the request finally confirms the decision to terminate, and the Board shall so notify the faculty member. If the request is granted, a hearing shall be held within ten days after the request is received; the faculty member shall be given at least five (5) days' notice of the hearing.

B. Conduct of the Hearing

The hearing shall be conducted informally and in private, with only the members of the Board, the faculty member, the President, and such witnesses as may be called, in attendance. During the hearing, the faculty member and/or the President will be permitted to have an advisor who may give advice to that party but may not otherwise represent the party. A quorum for purposes of the hearing is a simple majority of the Board's total membership. If the faculty member asks for a transcript of the proceeding, the transcript shall be made and one (1) copy provided to the faculty member free of charge. The Board may consider only such evidence as is presented at the hearing, and it need consider only the evidence that it considers fair and reliable. All witnesses may be questioned by the Board members, the faculty member, and the President.

Except as herein provided, the conduct of the hearing shall be under the Chairman's control. The hearing shall begin with the faculty member's presentation of contentions, limited to those grounds specified in the request for a hearing and supported by such proof as he/she desires to offer. The burden is on the faculty member to satisfy the Board by a preponderance of evidence that the procedures used to reach the decision to terminate were abridged. When this presentation is concluded, the Board shall recess to consider whether the proof offered in support of the contention establishes the contention, unless it is not rebutted. If it determines that the contention has not been so established, it shall notify the parties and conclude the proceedings. If it determines that rebuttal is desirable, it shall so notify the parties and the hearing shall proceed. The President may then present, in rebuttal of the faculty member's contention or in general support of the decision to terminate, such testimonial or documentary proofs as he/she desires to offer, including his/her own testimony. After the President completes his/her presentation, the Board shall consider the matter in executive session.

C. Procedure After Hearing

If the Board determines that the faculty member's contention has not been established, it shall be a simple statement to notify the faculty member and the President. If the Board determines that the faculty member's contention has been established, it shall so notify him/her and the President by a written notice that states what corrective action must be taken.

IX. EXCLUSIVE PROCEDURE

Any existing procedure for reconsidering or examining an employee discharge, non-reappointment, or grievance is not available for considering an issue that arises from a reduction in force. Similarly, no personnel action other than a reduction in force may be considered under this procedure.

X. TERMINATION OF FINANCIAL EXIGENCY

The Financial Exigency terminates when the University has, under the directions of the Board of Regents given to the President, reformulated the institutional budget to meet the specified financial constraints that imposed the emergency.

4-14-82

AMENDING THE FACULTY HANDBOOK

Amendments to the Faculty Handbook may be proposed by any full-time faculty, chairperson, academic dean, the provost, or the university president. Such amendments shall be accompanied by the rationale for the change and must point out all sections of the Faculty Handbook which will be altered or deleted if the amendment is adopted. The proposed amendment and the documentation shall be presented simultaneously to the Executive Committee of the Faculty Senate and to the Provost for the purpose of initiating discussion of the amendment by the faculty and administration.

The Executive Committee shall refer the proposal to the appropriate Senate standing committee. After the Committee has reported to the Senate, the proposal shall not be voted on until it has been on the Senate's agenda for two meetings. Amendments which have been approved by a majority of the total membership of the Senate and by the administration may then be submitted to the Board of Regents.

MEMORANDUM

TO: Faculty Senate
FROM: Gary Johnston
DATE: April 19, 1982
RE: Proposed addition to the Faculty Handbook

Upon approval of the dean, departments may select coordinators to whom specific duties of the chairperson may be assigned. The duties of coordinators and their relationship to the faculty* should be contained in a written document for each department affected.

* "chairperson" in the Handbook for Department Chairpersons

:bk