

Faculty Senate

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

GENERAL FACULTY MEETING
January 11, 1985

A general faculty meeting was convened at 3:05 p.m. on Friday, January 11, 1985, Faculty Senate President George Goedel presiding. There were approximately 64 faculty present.

Professor Peter Moore moved that discussion be suspended based on a provision in the current constitution. Motion was seconded but failed to achieve a majority vote.

Senate President Goedel presented proposed written amendments that had been submitted prior to the meeting, indicating amendments from the floor would be considered later.

Professor Lynn Langmeyer moved to delete all references to President Elect in Article V and establish the office of Vice President. Professor Rambo seconded. During the discussion, Professor Langmeyer stated her reasons for the proposed change and Professor Mazis supported the right of a new senate to elect its own officers. Professor Tom Cate spoke in opposition to the amendment, stating his belief that holding the office of President Elect provides an opportunity to meet personally with Central Administration and groom for leadership. Professor Kay Rosenthal pointed out that there is some impact on the department that must provide release time. Professor Sharlotte Neeley asked how this amendment would affect the incumbent President Elect and the response was that the office would no longer exist, therefore the person would not hold office unless elected by the new senate. Professor Bushee spoke for the office of President Elect. Professor Peterson asked if someone who held the office could speak positively for it and Senate President Goedel stated he felt it was a valuable experience. The motion carried by a vote of 30 to 19.

Professor Langmeyer moved that Article I, Section C, be changed from the proposed reading to "The President of the Faculty Senate must be a full-time tenure track faculty member at the time of assumption of office (or simply delete any reference to that qualification). Professor Pence spoke for allowing the faculty some freedom to choose from among their peers, rather than restricting the selection to tenured faculty. Professor Rosenthal saw the power and autonomy possible as a result of tenure as valuable to Senate leaders. A suggestion was made to amend the statement to read "a voting member of the general faculty". Professor Verderber suggested that the proposal be amended to delete Section C. Professor Langmeyer accepted the amended motion and motion carried.

Professor Langmeyer moved that all references to President Elect be deleted from Article VI and that the special session be called and presided over by the current Vice President. Motion was seconded. Following discussion, Professor Langmeyer amended the motion to read "presided over by the incumbent President" with deletion of references to President Elect. Motion carried.

Professor Langmeyer moved that Article VIII F be reworded so that a member of the general faculty may be given the right to introduce or second motions and vote if he/she is representing an elected senator and is granted the privileges by a majority vote of the senate. Following discussion the motion was amended to read: change the last sentence in VIII F to read "Only duly elected senators or their designated alternates in attendance may introduce or second motions or vote". Motion as amended carried.

Professor Rambo moved that provisions for a designated alternate be included in Article

IV, Section B, #7 to read "from those not already elected to the Faculty Senate, a representative and designated alternate from among their faculty". Professor Widmer asked if the Department should be deprived of representation if neither the senator nor the designated alternate could attend. Professor Cate pointed out that this still could happen, given this wording. Professor Weiss asked why it is necessary to stipulate. Professor Rambo felt it would avoid capriciousness. Professor Barty asked if the amendment fails would the choice be left to the Senator. Professors Rosenthal and Neeley felt the choice should be left to the departments. The motion to amend Article IV, Section B, #7 did not carry.

Professor J. Miller proposed that Article IV, B-6 be changed to read "The election of Faculty Senators (other than those elected by the departments) will be conducted by the elections committee of the Faculty Senate". Following discussion of the present reading, Professor Miller withdrew the motion.

Professor J. Miller proposed that Article V be amended to add Section D which would read "The President of the Faculty Senate shall serve as Grand Marshall for the University". Motion carried.

Professor J. Miller proposed that Article VII be amended to add Section I which reads "There shall be an additional committee of the Senate: the Elections Committee. This committee shall be appointed by the President of the Faculty Senate and shall supervise the elections of the Peer Review Committees, the Faculty Regent, the Faculty Senators, and the Faculty Senate Officers. Professor Schneider suggested that Article IV, B-6, would cover the Elections Committee if moved to Article VII: Committees and made Section I. Professor Miller agreed to this amendment of her motion. Motion carried.

Professor Stauss introduced 3 amendments. The first proposed that Article I-C be changed to read: "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". Motion carried.

Professor Stauss proposed that Article III A be revised to read: "The General Faculty shall consist of all personnel holding permanent (as opposed to temporary) faculty appointments". Professor O'Keefe asked for clarification, are there temporary tenure-track appointments. Professor Stauss pointed out that the present reading deprives some full-time faculty not in the tenure tracks of membership in the General Faculty. Following discussion of appropriate terminology the motion was amended to read as it appears in Article VII-A and the phrase "and all full-time non-tenure track, renewable faculty" added to the sentence.

Professor Stauss also proposed that Article IV, B-6, which is now Article VII-I, be amended to read: "No later than September 20 of each year, the President of the Faculty Senate shall appoint a member from each college with permanent faculty appointments to constitute an Elections Committee. Following discussion the motion was amended to read "..... shall appoint a member from each college offering degrees and with general faculty appointments to constitute an Election Committee.....preside over all elections sponsored by the Faculty Senate". Amended motion carried.

Professor Cate moved that Article IV-A be changed to read "Eligibility to vote for members of the Faculty Senate includes all members of the General Faculty". Carried.

President-elect Mazis took the chair as President Goedel proposed that the following addition be made to Article V as Section E: The President of the Senate, upon assumption of office, will serve as a representative of the General Faculty to the Senate. Should this result in a membership vacancy (departmental, independent program, or college), this vacancy shall be filled in accordance with Article IV, B-10 and that the wording of Article IV, B-1 be changed to read "the total number of Senators exclusive of the President shall be 35". Motion carried.

The following presented motions from the floor. Professor Hopgood proposed that Article -B-10 be deleted because he felt it is insulting. Discussion followed that attendance at senate meetings is both the responsibility of Departments and of the Senate. Motion carried.

Professor Jacobson moved language change to Article I-B-1 & 2 and seconded by Professor Carson:

B. The purpose of the Faculty Senate is to:

1. Provide a forum for the faculty to propose policy or discuss matters relating to the well-being of the University.
2. Allow the faculty to participate effectively in the enactment of university policies.

Motion carried following discussion.

President Boothe voiced his concern for a more clearcut process for selection of designated alternates. Professor Verderber proposed we approve the document and refer to committee the task of defining selection of alternates. Professor Pinelo suggested we try to finish the task as it was almost completed. Professor Carson suggested having constituencies elect. Professor A. Miller thought that idea has merit, possibly a list at election time. Professor Martin suggested choosing those further down on the election list as alternates. Professor Moore pointed out that the area in the constitution that would appropriately deal with the issue was Article IV-B-11. A number of proposals for amendment were generated but in the end all amendments were withdrawn and the process not further described.

Professor Lavery moved that Article VII Section H-1 be amended as follows ".....of the Faculty, both full and part time." And H-5 to read "....Faculty Policies and Procedures Manual, Part Time Faculty Handbook, Student Handbook....". Motion carried.

Professor A. Miller voiced his concern about the presence of a quorum at this late hour and moved that the vote be delayed until the corrected copy is typed and distributed to the General Faculty. No second.

Professor Bushee stated that the document can be cleaned up without changing the intent and moved acceptance of the amended constitution. Seconded. Motion carried.

The meeting adjourned at 5:55 p.m.

Faculty Senate

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

MEMORANDUM

TO: All Faculty

FR: George Goedel
Faculty Senate President

DA: December 20, 1984

RE: General Faculty Meeting

A general faculty meeting will be held on Friday, January 11, 1985 in BEP 120 at 3:05 p.m. This meeting is called to consider a new Senate Constitution for Board of Regents approval at their scheduled January 31st meeting.

As you are no doubt aware, the creation of an interim College of Business and the possibility of additional Colleges in the future necessitated revisions in the current constitution of the Senate to provide for equitable representation of all constituencies.

A Blue-Ribbon Constitutional Revision Committee composed of prior Senate presidents chaired by Dr. Michael Ryan met weekly throughout the fall term to consider such revisions. This committee also considered and has recommended several additional revisions to strengthen the role of the Senate as a participant in University governance and provide for efficiency in fulfilling this function. These recommended revisions were summarized by Dr. Ryan at the Faculty Senate meeting held on December 17th.

A copy of the constitution under consideration is enclosed. Please take the time to read through this document and direct any questions you might have prior to our meeting to your Departmental or At-Large representative, or to Dr. Ryan. I would appreciate receiving any formal amendments you might wish to make to this document prior to our meeting so that they may be considered in an orderly fashion. Any and all amendments will also be welcomed from the floor.

Since it would be desirable to implement a new constitution prior to our spring Senate elections as mandated by our current constitution, Board approval at its January meeting would appear necessary.

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Faculty Senate

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

CONSTITUTION OF THE FACULTY SENATE NORTHERN KENTUCKY UNIVERSITY

ARTICLE I. FUNCTION AND PURPOSE

- A. The Faculty Senate is the official representative body of the General Faculty of Northern Kentucky University.
- B. The purpose of the Faculty Senate is to:
 1. Provide the faculty with the opportunity to express opinions on all matters relating to the well-being of the University.
 2. Allow the faculty to participate effectively in formulation 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 to 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 matter 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 he/she may call 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 and tenure-track faculty members holding an academic 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 is limited to those faculty engaged in full time teaching and research positions who spend 25% or less of their time in an administrative appointment.
- B. Members of the Faculty Senate shall be elected as follows:
 - 1) The total number of Senators 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.

Faculty Senate
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- 6) No later than September 20 of each year, the President of the Faculty Senate shall appoint three members of the General Faculty 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 and shall include 1 representative from each academic college.
- 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) Senators absent from three consecutive, or a total of five regular Senate meetings during one academic year shall automatically be removed from Senate membership.
- 11) 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.

ARTICLE V. OFFICERS

- A. The Officers of the Faculty Senate shall be President, President-Elect, Secretary, Parliamentarian, and the Chairpersons of all standing committees/elected as hereinafter provided. The President-Elect 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. The President and President-Elect of the Faculty Senate must be tenured faculty members at the time of assumption of office.
- D. 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.

ARTICLE VI. SELECTION OF OFFICERS

At a special session of the newly elected Faculty Senate called by and presided over by the current President-Elect, 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 President-Elect shall automatically become President. 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 its committee chairpersons, 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 committee.

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.
- 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, Student Handbook, Handbook for Department Chairpersons, and other policies and procedures documents relevant to professional concerns of the faculty.

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 per cent 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 President-Elect 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 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 per cent 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.

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.