

TO: Faculty Assembly

FROM: Nick Melnick

Due to technical difficulties, the Faculty Assembly Meeting scheduled for tomorrow (27 Jan) will be held at 12:05 p.m., 10 February in Room 19.

TO: Faculty
FROM: Dr. Nick Melnick
DATE: January 24, 1972
SUBJECT: FACULTY ASSEMBLY MEETING
TIME: 12:05
PLACE: ROOM 19
DATE: Thursday, January 27

Agenda

1. Call to order
2. Minutes as distributed
3. Report of flower fund
4. Faculty Handbook

Secretary's Report from

Faculty Assembly

10 February 1972

The February meeting of the Faculty Assembly was called to order at 12:05 by Chairman Nick Melnick.

A quorum being present, the chairman called for the Secretary's report to be accepted as distributed. The motion was made by Ralph Peterson; seconded by Jim McKinney and passed by voice vote.

It was reported that there is \$64 in the treasury and \$28.12 in the Flower Fund. (A plant was sent to Dixie Smith.)

The Chairman turned the meeting over to Thad Lindsey, chairman of the Handbook Committee.

Mr. Lindsey presented the background of the preparation of the handbook and thanked both the former committee and the present committee.

The following items were brought up for discussion:

Q: Kumar: On page 5 -5th line - change "Planning" to "Affairs"

Q: Henry, Enid: May we assume that the years with Northern Community College count as service with NKSC?

A: Pres. Steely: The committee of Department Chairmen have been discussing this and the answer will probably be "yes."

Q: Kumar: Salary scale and table organization are missing.

A: Lindsey: They are at present being worked on and will be in the minutes of the Academic Council.

Dr. Steely: The Academic side of this organization chart is pretty well set, but the placement of certain staff positions needed when all the new campus, ie building and grounds superintenden have not been decided upon.

Dr. Steely also praised the Handbook Committee, noting that they "were slaves to the accrediting association" who demanded that certain things be in the handbook.

The Chairman asked for reports from the standing committees
Academic Affairs: Ray Waggoner, Chairman:

There will be a meeting of the committee at 12:05, Tuesday, February 15, in H-1. The committee is working on a student evaluation this semester.

Student Affairs: Jim Niewahner - no report.

Dr. Steely then took the floor to discuss the status of the college and the budget. He complimented the Northern Kentucky legislators who have been very loyal to the college.

The money in the budget, he explained, will be used in the following manner:

2.8 million for debt service

300 thousand for more land

4 million for operating expenses next year

5 million for operating expenses the following year.

This is less than 9 hundred per student (the smallest in the

in the Flower Fund. (A plant was sent to Dixie Smith.)

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This is less than 9 hundred per student (the smallest in the state), but without dormitories and the necessity to be in the food business "we will manage."

Dr. Steely also pointed out that Senate Bill 54 concerning the Council on Higher Education has an ammendment that provides that nothing can affect the Law School merger.

SB. 99 sponsored by Gibson Downing has been buried in committee

In answer to a question concerning moving to the new campus, Dr. Steely stated that not much in the way of furniture will be moved. The transporting of personal possessions will be worked out and the faculty will be notified.

The estimated student head count (now 3000) for fall of 1972 is 4000 to 4500 which may be conservative and 5500 the following year. He pointed out that we have 1800 freshmen this year while Morehead and Murray each had 1900.

He also noted that a raise of \$30 per semester per student in tuition may pass the legislature. This would bring the tuition to \$180 per semester at NKSC and the regionals and higher at U.K. Out-of-state tuition will also be proportionally higher.

The president also pointed out that there will be additional meetings with the architect to convey faculty ideas.

The projection for buildings is as follows:

First building completed and occupied for the fall semester of 1972.

Second building completed and occupied for the fall semester of 1972.

Third building - contracts to be let in May of 1972 with completion date in the fall of 1973.

Preliminary plans for the library may be started when the legislature is over in March.

A Fine Arts Building and Auditorium will be the next Academic Buildings after the library.

Dr. Steely pointed out that the Law School will move into the Covington building and that by Kentucky law, all Associate Degree programs (ie Nursing) must remain here.

Some science classes will also be on the Covington Campus.

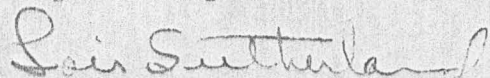
Summer school classes will also be on the Covington Campus.

He stated that there will be double the amount of parking spaces on the new campus and all efforts are being made to have the parking lot for the third building put in before the building is started.

A motion for adjournment, made by Jim Niewahner was seconded by George Manning, passed by a voice vote.

The meeting was adjourned until 12:05, Thursday, 17 February, in Room 19.

Respectfully submitted,



Lois Sutherland
Secretary

MEMO

To: The Faculty

From: Thad P. Lindsey
Chairman
Faculty Affairs Committee

Date: February 8, 1972

Attached is your copy of the first Northern Kentucky State College faculty HANDBOOK. The meeting of the Faculty Assembly on this Thursday, February 10th, will be devoted to discussion of the HANDBOOK. Should you have any questions prior to that time, please contact me or any of the other members of the Faculty Affairs Committee:

Clara Richards

Sherry Barnes

Larry Landman

Robert Losey

Ralph Peterson

Zelda Smith

Rosemary Stauss

Lew Wallace

Richard Ward

NORTHERN KENTUCKY STATE COLLEGE

FACULTY HANDBOOK

Outline of the Faculty Handbook

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FOREWARD

This work represents the combined efforts of a committee of representatives from all academic departments and the College administration. The committee has attempted to write a handbook as inclusive and informative while as succinct as possible.

Two distinct circumstances make the writing of this Handbook more than usually difficult. First, the physical details described will, necessarily, change with the move to the new campus in mid-1972. Second, the extraordinarily rapid growth of Northern Kentucky State College, in faculty, students, and physical plant size, makes some of the items described dated before the work reaches its readers. However, in its policy statements and general outline, this Handbook should be regarded as accurate and official.

President Steely has often stated that the emphasis at Northern Kentucky State College will be on developing a distinguished teaching faculty. This Handbook is an attempt to make excellent teaching easier, for it reflects the belief that the services of the College exist to aid the faculty in achieving that goal.

Related information not contained in this Handbook can be found in the College Catalogue and the Student Handbook.

ORGANIZATION OF THE COLLEGE

TABLE OF ORGANIZATION

(Insert here the Table of Organization.)

BOARD OF REGENTS

The Board of Regents of Northern Kentucky State College performs those duties necessary to its function as the governing body of the College. It shall make and enforce such rules and regulations as are required for the government of its members and the officers, agents, and employees of the College. With the advice of the administration and faculty of the College, it shall receive and expend monies for the benefit of the College, grant diplomas and confer degrees, and determine the organizational structure needed for the successful conduct of affairs of the College. Membership of the Board includes a non-voting faculty representative and a non-voting student representative. Further details on the Board's duties and responsibilities are contained in the Kentucky Revised Statutes available in the library.

ADMINISTRATIVE COUNCIL

The Administrative Council is the final body of the College to recommend policy through the President to the Board of Regents. In formulating its recommendations, the Council receives suggestions from any source in the college community, such as the Faculty Assembly, Standing and ad hoc committees, and departmental chairmen. The membership of the Council is appointed by the Vice President for Academic Affairs and approved by the President. At the present time, the membership consists of:

The President of the College, as ex officio member of all committees
The Vice President for Academic Affairs, who is the Chairman of the Council
The Vice President for Administrative Affairs
The Associate Dean of the College
The Dean of the Law School
The Dean of Admissions

(continued - next page)

The Librarian, or his specifically appointed representative
The Chairmen of the various departments, or their specifically
appointed representatives
The Chairman of the Faculty Assembly and the chairmen of the three
standing committees of the Assembly: Academic ~~Planning~~^{Planning}
Committee, Faculty Affairs Committee, and Student Affairs Committee.
The President of the Student Government or his specifically
appointed representative
The Registrar
The Director of the Budget
The Business Manager of the College
The Public Relations Director
A Representative from the Counseling Office.

At its weekly meetings, the Council deals with the major questions of policy facing the college. On academic matters only persons holding academic rank will be eligible to vote.

FACULTY ASSEMBLY

The Faculty Assembly, with the membership open to all full-time faculty, serves as an organized voice in the development and implementation of the academic policies of the College.

Its constitution calls for it to exercise the following functions:

1. It shall make recommendations regarding academic policy;
2. It shall serve as an official medium of communication among this community of scholars;
3. It shall have the authority to review and to make recommendations of new and old curricula and courses;
4. It shall make recommendations regarding the professional, economic, and social welfare of the faculty; and
5. It shall endeavor to promote the academic, intellectual, and social welfare of the students.

The Assembly has three standing committees, each with an elected representative from each department: Faculty Affairs Committee, Academic Affairs Committee, and Student Affairs Committee.

It is the responsibility of the Chairman of the Assembly to distribute copies of the Constitution of the Assembly to all incoming faculty.

THE FACULTY MEMBER AND THE COLLEGE

ACADEMIC RANK AND PROMOTION

General: While the College adheres to the principle that what a faculty member accomplishes during a given period is far more important than the length of the period itself, nevertheless under the usual circumstances certain minimum periods and certain minimum requirements in rank are expected. This guideline is not to be construed as prohibiting a candidate of unusual merit from earlier promotion; it simply describes what will obtain in the usual situation. Recommendations for promotions of candidates in less than these periods must be for especially meritorious service. It should be noted that mere longevity in rank is not to be construed as constituting in and of itself justification for promotion.

1. Instructor - Under the usual circumstances the minimum time in rank, including the current year, for an instructor (one who holds the master's or the required technical degree or accepted equivalent credentials) will be four years.
2. Assistant Professor - Under the usual circumstances the minimum time in rank, including the current year, for an assistant professor (one who holds an earned doctorate in his discipline or accepted equivalent credentials) will be four years.
3. Associate Professor - Under the usual circumstances the minimum time in rank, including the current year, for an associate professor (one who holds an earned doctorate or accepted equivalent credentials) will be five years.
4. Professor - The highest academic rank in the College. This designation is reserved for those demonstrating exceptional skill in effective teaching, creative work, or special service to the College.

SALARY SCALE

(Insert here Salary Scale)

TEACHING LOAD

The normal faculty teaching load at the College is twelve hours or the equivalent. In those instances in which faculty members still teach more than twelve hours, every effort will be made to reduce their load to twelve hours as quickly as possible. In every case, teaching loads will be determined by departmental chairmen and approved by the Vice President for Academic Affairs.

TENURE

The College regards the granting of tenure as a protection of its faculty from arbitrary dismissal, as a means of increasing faculty confidence and stability, and as an encouragement in a sense of responsibility and involvement. Before granting tenure the College requires a period of probation, during which time it will evaluate the faculty member as to competence, personal qualities, and the capacity for continual growth. The usual amount of time for the probationary period is three years. It is recognized that there may be exceptions to this, such as a distinguished record or service to another institution.

Once tenure is granted service of the faculty member shall be terminated only for extreme cause, except in the case of retirement because of age or under extraordinary circumstances because of the College's demonstrable financial exigencies.

When a faculty member acquires tenure, he shall be notified in writing of such by the President of the College.

THE STANDARDS FOR NOTICE OF NONREAPPOINTMENT AND FACULTY RECOURSE

Notice of nonreappointment, or of intention not to recommend reappointment to the governing board, should be given in writing in accordance with the following standards:

1. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year, or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than January 1 after the first year of service, if the appointment expires at the end of that year.
3. At least twelve months before the expiration of an appointment after two or more years in the institution.
4. Beyond these general policies which are designed to include most exigencies, the following statements are in order:

(a) After formal notification, should question arise as to the reason for nonreappointment, the faculty member may request in writing a hearing before a committee composed of the Vice President for Academic Affairs, the immediate departmental superior, and a peer of the faculty member's own choosing. Such hearings will take place within a period of ten to fourteen days from the presentation of the petition.

(b) If for reasons of fitness the faculty member's continued performance of his unexpired contract is challenged, the member may request, in writing, a hearing with the same committee as outlined above, along with a representative of the Board of Regents.

(c) Finally, the faculty member may request in writing a hearing before the Board of Regents. At this final hearing the faculty member has the right to legal counsel at his own expense if he so desires.

ACADEMIC FREEDOM

The following statement of principles of academic freedom was adopted by the American Association of University Professors in 1940. This statement and the Academic Community Code below essentially state the position of the College:

Institutions of higher education are conducted for the common good and not to further the interests of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) Freedom of teaching and research and of extramural activities and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman.

ACADEMIC COMMUNITY CODE

Written by a committee of the College's students, faculty members, and a representative from the Board of Regents, the following states a code of conduct for the entire College Community:

Academic institutions exist for transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression* are indispensable to the attainment of these goals. Members of the academic community should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic harmony of these members outlined below are essential to any community of scholars.

Academic freedom means the right to pursue ideas as far as the mind is capable and is essential to the existence of higher education. Freedom to teach and freedom to learn are inseparable facets of academic freedom. Such freedoms depend upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community as well. Since this pursuit cannot be exercised in a state of disorder, nor repression, members of the academic community shall exercise their freedom with responsibility.

The organization of the academic community presupposes degrees of administrative and academic competence within an institution and within each discipline. Constituents of the academic community should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the academic community. The constituents should have clearly defined means to participate in the formulation and application of institutional policy. Likewise, the roles and responsibilities of campus organizations should be well defined by these organizations. Changes in those rules and responsibilities should occur only through formal procedures involving representatives of all interested parties.

Academic community members and organizations of members should be free to examine and discuss all questions of interest to them, and to express opinions, publicly and privately. They should always be free to support causes by orderly means which do not disrupt the operations of the institution. At the same time, it should be made clear to the academic and larger community that in their public expressions, academic community members or organizations speak only for themselves.

Members of the academic community should be allowed to invite and hear any person of their own choosing, provided that those routine procedures required by an institution before a guest speaker is invited to appear on campus are observed. These procedures should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that the sponsorship of a guest speaker does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

*defined as: expressions, whether oral or written, which are made from reasoned rational judgments without vulgarity or legal defamation.

ACADEMIC COMMUNITY CODE (continued)

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of publicizing events, opinions, and concerns of the academic community. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their discipline, except as otherwise provided by law.

A part of education is the development of self-control, of a knowledge of diplomacy or discretion, and of good manners. The acceptance of the principle of treating another as one would wish to be treated shall be a measure of fitness to be a member of the academic community. The utterance or spreading of a false statement, or statements harmful to another's character or reputation also shall call into question one's fitness to be a member of the academic community. No member of the academic community shall infringe upon the personal or property rights of another member of the academic community. No member of the academic community shall infringe upon the personal or property rights of a nonmember within this same jurisdiction. Further, violation of local, state, federal law and college regulations shall be in violation of this code.

Any breach of this code by a member of the academic community shall bring such member within the jurisdiction of the proper authorities.

CONTRACTS

The terms of the employment of full-time faculty members are a matter of written record in the office of the President. Until a faculty member has achieved tenure status, he is employed on an annual basis. Reappointments are acted upon by the Board of Regents in February. Each person who is not on tenure will be informed by April 1 (one) in writing of his appointment. The appointee will have until May 1 (one) to accept the contract.

When a contract is offered, it will be accepted or rejected on the basis of that contract. Northern Kentucky State College will not be bound by a signed contract containing a counter proposal. However, this does not prevent the faculty member from negotiating the terms of his contract in a personal interview.

Northern Kentucky State College will not accept or be bound by a contract which is received after the deadline for acceptance. The position will be declared open and Northern Kentucky State College will seek applications without any further notification to the faculty member involved.

SUMMER SCHOOL

Two three-credit hour classes are considered a full teaching load for the summer with assignments of faculty members being made by the Academic Vice-President and the department chairmen. Salary for teaching a full summer load will be a range of 15 - 20% of the faculty member's base salary, depending on enrollment.

PAYROLL

The faculty member on a ten month contract may choose to be paid in ten equal monthly installments or twelve equal monthly installments. Salary checks for the members of the faculty and other staff members are distributed on the last business day of the calendar month.

COMMITTEE ASSIGNMENTS

In addition to regular teaching duties, faculty members are called upon to serve on various academic committees and to participate in or direct College and student activities. Standing committees of the College include:

Advanced Standing Committee - Composed of appointed faculty members from various departments, this committee recommends policy and procedures for course waiver with credit for students of exceptional ability.

Athletic Committee - Representing a cross section of academic disciplines, this group plans and coordinates the emerging athletic program of the College. The committee operates on the philosophy that the College's sports program should "parallel the general intellectual development of the student body."

Library Committee - Comprised of the Librarian and a faculty member representing each academic department, this committee serves to assist the Librarian in the building of the library collection, in acquainting the faculty with new equipment and other library acquisitions, and in channeling communication between the faculty and the library administration.

Publications Board - With membership consisting of representatives of the administration, faculty, and student body, the Board oversees all student publications of the College. It has three major goals: "To promote fair journalism, correct style, and good taste in student publications."

Teacher Education Committee - Composed of faculty representatives from the areas in which certification is possible at Northern Kentucky State College. The primary concerns of this committee are to study and recommend curriculum changes which affect teacher education, admit students to teacher education, and relate teacher education to departmental faculty members.

RESEARCH

The major emphasis at Northern Kentucky State College is on quality teaching.

Research, however, is recognized as an integral part of the academic profession and the College encourages members of the faculty in their research. Assistance will be provided to the extent that resources permit.

FACULTY MEETINGS

Faculty members are expected to attend regular faculty meetings. These faculty meetings include the general meeting held at the beginning of each semester as well as occasional ones called during the semester.

CONVENTIONS AND MEETINGS OF LEARNED SOCIETIES

The College most strongly urges faculty members to attend and to take an active role in conventions in their discipline, in learned societies, and in organizations in their various fields. Money is allocated to aid in one's attending meetings of these groups.

To insure reimbursement, faculty members should familiarize themselves with the detailed regulations of the Commonwealth of Kentucky regarding such travel. Major stipulations include approval of requests for travel by one's chairman (in the case of a chairman's travel, from the Vice President for Academic Affairs), and the submitting of the request to the Business Office 14 days prior to out-of-state travel and 7 days prior to departure for in-state travel.

Complete information and request forms should be obtained from the Business Office.

FACULTY MEMBER'S ABSENCE

The College expects faculty members to meet their classes promptly and completely as scheduled. In the case of illness, emergency, or other serious matter, the faculty member should notify his chairman immediately. In the case of an anticipated absence, the faculty member must receive prior approval from his chairman.

THE LIBRARY

The College regards the development of the library as one of the major efforts of Northern Kentucky State College, and every faculty member is expected to give his vigorous support to this development, following the approach outlined by his particular department.

All books for general circulation may be checked out on an extended loan privilege by all faculty members. However, all are encouraged to return books as soon as use of them is completed and all books are due at the end of each semester. Books may be recharged at that time if needed. The faculty member may be expected to return books at any time which are in demand.

The Library Committee is composed of the Librarian and a representative from each academic department of the College.

PUBLIC RELATIONS

The Director of Public Relations has the responsibility of supervising and coordinating public relations for the College. Public announcements must be channeled through this department. In the case of department or individual faculty member's publicizing a College related event, duplication and confusion can be avoided if the Director of Public Relations is informed.

THE FACULTY MEMBER AND THE STUDENT

TEXTBOOKS

Generally, each faculty member selects the texts he wishes to use in his courses and then notifies his department chairman as to author, title, publisher, and edition. In the case of changing texts, to insure no outstanding stock exists from a previous semester, the chairman will clear these orders with the Vice President for Academic Affairs. The chairman then sends the list to the manager of the College bookstore, estimating the number of copies needed. Each instructor should submit his text requests to his chairman in sufficient time for ordering.

Desk copies must be ordered in writing by the individual faculty member from publishers. The bookstore does not handle this process.

The bookstore sells new textbooks currently adopted and used textbooks in good condition at a minimum of 50% of list price. Full-time faculty and staff members are granted a courtesy discount on books and materials purchased at the bookstore.

OFFICE HOURS

The College expects each faculty member to hold a reasonable number of office hours, not less than five per week, and also to be available for students by appointment. At the beginning of each semester, a schedule of these office hours should be filed with one's department chairman and posted on one's office door.

ADVISING

In addition to classroom efforts, the College expects each faculty member to be available for advising students. The College counselors are available to handle the more difficult and severe problems.

STUDENT ABSENCES

At Northern, there are no excused absences, but the individual faculty member may use his judgement in the decision. However, should a student miss one-fourth or more class meetings he cannot receive, by College regulation, credit for the course. No faculty member is required to provide make-up work for a student.

CLASS MEETINGS AND FINAL EXAMINATIONS

Faculty will meet classes and give final examinations to all students as scheduled. Any departure from the schedule, either in time or location, must have prior clearance through one's chairman. Such a departure should be regarded as highly unusual.

GRADING SYSTEM

Each faculty member has the responsibility to assign and report a grade for every student who is enrolled in his class. All grades are reported to the Registrar's Office on the official class roll and in accordance with instructions issued by the Registrar. Once a grade is reported, it may be changed only by the teacher concerned and only in the case of error in reporting. Grade books are available in the Registrar's Office, and should be turned in to the department chairman if employment at the College is terminated.

FACULTY EVALUATIONS

The College requires that student evaluation of each faculty member's courses be made. Results of these evaluations are given to the individual faculty member, his chairman, and to the Vice President for Academic Affairs. These evaluations are intended to serve as a guide to the faculty member in supporting him in his methods, etc. while pointing out any areas where change might be helpful.

In addition to the student evaluations, some departments have instituted a policy of evaluation by the senior faculty of that department.

THE FACULTY MEMBER'S WELFARE

LIFE INSURANCE

All full-time faculty and staff members receive a \$5000 life insurance policy paid for by the College. Optional additional coverage is available to the employee who requests it on or before the date he becomes eligible. The maximum amount of optional coverage is the equivalent of the annual salary rounded off to the next \$1000. The rate for this additional coverage is \$.40 per \$1000, per month. Details on the plan are available in the Business Office.

DISABILITY INSURANCE

The College provides each faculty member, after one year's full-time employment at the College, with total Disability Insurance. The Income Benefit becomes effective after six consecutive months of total disability and continues during such disability until the age of 65. The Business Office has details on this coverage.

MEDICAL INSURANCE

Blue Cross and Blue Shield medical insurance is available at group premium rates. The plan includes comprehensive Blue Cross, Schedule D Blue Shield benefits, and major medical protection. Participation is optional. *Complete info. —*

RETIREMENT

All full-time faculty members are required to participate in the system of retirement. The Teachers' Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF) programs are organized upon the contributory-reserve plan. Deductions become effective after completion of one year of employment and after the age of thirty. The preliminary service period of one year is waived for an employee who already owns a TIAA contract. Participation before the age of thirty is optional after one year of service. Salary deductions

are made of 5 percent, while the College adds 10 percent. Detailed information about the retirement system, with illustrations of retirement figures, is available in the Business Office.

SABBATICAL AND LEAVES-OF-ABSENCE

Sabbatical Leaves - Each year the President may approve a number of requests for sabbatical leave for one semester with full pay or two semesters at one-half base contract. An applicant must have been a full-time member of the Northern Kentucky State College faculty for at least six years. The number of sabbatical leaves that can be awarded in any year will be contingent upon the funds available and for the extent to which the applicants' departments are able to arrange for their absence.

Leave-of-Absence - A faculty member may be allowed a leave-of-absence for one year without compensation, to carry on research or to accept an outside assignment which will enhance the worth of the faculty member to the College. In these cases, salary increments and promotions will be stated as if the faculty member were in residence during the period. Under appropriate circumstances, a leave-of-absence may be extended to a second year. Military and maternity leaves may be granted.

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

The Northern Kentucky State College chapter of the American Association of University Professors is open to all faculty members who teach at least half a normal load or carry an equivalent research load. Recognized and encouraged by the College Administration, the Chapter, among other projects, sponsors frequent, informal luncheon meetings with the President of the College.

WOMEN'S SOCIETY

The Northern Kentucky State College Women's Society seeks to provide social contacts through promotion of any worthy cause related to the College. Membership is open to all faculty wives and women faculty and staff members.

FACULTY IDENTIFICATION CARDS

To aid in identification, especially for those new to the area, the College issues color photo identification cards early each Fall Semester. The Public Relations Office supervises this operation.

CAMPUS PARKING

The College provides special areas for faculty parking. Car stickers, costing a nominal amount and indicating faculty status, should be purchased from the Business Office at the beginning of each school year. The limit is one sticker per faculty member.

Also provided by the College is parking for visitors to the campus. Information on facilitating this may be obtained from the Business Office.

OFFICE SUPPLIES

Standard supplies, from stationery to chalk, are available from the College. Responsibility for handling these supplies rests with the department chairmen.

DUPLICATING SERVICES AND OFFICE MACHINES

A Press Room, equipped with ditto, mimeo, off set, and Xerox Machines, exists for Faculty members' use. Staffed by student personnel, the facility is available for use by the faculty for College related business. While the attendants will run off material for the faculty member, should the faculty member wish to run something off himself, he may do so after the student has set up the machine.

POSTAL SERVICE

Mailboxes are assigned to all College faculty members. These serve to handle campus communications as well as all other mail sent to individuals at their College address. Metered postage is available in the Business Office for all correspondence related to authorized school business. Mass mailings are handled in the Press Room.

COLLEGE VEHICLES

College vehicles may be used for official business by full-time employees. Requests for such use go through one's chairman to the Business Office. Ample notification should be given for such requested use.

KEYS

Office and building keys may be obtained through one's chairman from the Maintenance Superintendent. Key holders may not permit the key to be used in making a duplicate and care should be taken that such keys are not used by unauthorized personnel. Keys should be returned when a faculty member terminates employment with the College or takes a leave of absence.

RECEPTION CENTER

The College maintains a Reception Center on the campus. As well as its use for meetings, the Center offers accommodations for overnight guests of the College. The Public Relations Office handles these matters.

USE OF FACILITIES

Reservation for special use by faculty of the auditorium, meeting rooms, etc. should be made well in advance. Also when rooms are not being utilized for instruction, the College makes facilities available to school and community groups. Clearance for such use of these facilities is given by the administration.

TELEPHONE SERVICE

A Centrex System enables one to dial direct to any office on the campus. Long distance calls may be made from the College phones for official business only. WATS lines are available for calls made in Kentucky. The College prints, at the beginning of the Fall Semester, a Faculty and Staff Telephone Directory and distributes it to each faculty member. Extra copies are available in the office of the Vice President for Academic Affairs.

RECREATION

The College has reserved each Tuesday night for the faculty and staff use of the Gymnasium.