

Faculty Senate

Northern Kentucky University

Highland Heights, Kentucky 41099

FACULTY SENATE MEETING
Monday, August 26, 1991

CAFE A,B & C
3 P.M.

(Light refreshments will be served)

AGENDA

- I. Call to Order
- II. Approval of Minutes of May, 1991 meeting
- III. Additions to and/or deletions from agenda
- IV. Senate President's Report - Mike Thomson
- V. Committee Reports (No Voting Items)
 - A. Benefits - Gary Scott (5 minutes)
 - B. Budget & Commonwealth Affairs - Dennis Lye (5 minutes)
 - C. Curriculum Committee - Acting Chair, Pres. Mike Thomson (5 mins)
 - E. Professional Concerns - Ray McNeil (5 minutes) Handbook
- VI. Old Business
- VII. New Business
- VIII. Adjournment

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MINUTES OF THE AUGUST 26, 3:00 PM MEETING, CAFE A, B & C

Senators present: Joseph Akbary, Valeria Amburgey, Mike Avery, Carole Bredemeyer, Gary Clayton, Y Datta, Sudesh Duggal, Nancy Firak, Chuck Frank, Randy Holt, Sally Jacobsen, Don Kelm, Mike King, Vinay Kumar, Dennis Lye, Phil McCartney, Cheryl McKenzie, Ray McNeil, John Metz, Margaret Myers, James Niewahner, L. MacKenzie Osborn, Terry Pence, Brad Scharlott, Vince Schulte, Gary Scott, Mark Stavsky, Jim Thomas, J. Michael Thomson, Stephen Walker, Emily Werrell.

Senators absent: Steven Goacher, Nan Littleton, Michael Prioleau

Guests present: Sandy Easton, Jerry Legere, Rachael Klink, Rosetta Mauldin, Gayle Vaughn, David Jorns, Daryl Poole, Tom Isherwood, David Tukey

I. Call to Order: 3:06 pm

II. Approval of minutes of 5/16/91 meeting:

- moved (Jim Niewahner), seconded (Mike Avery), approved

III. Additions to and/or deletions from agenda:

- none

IV. Senate President's Report - Mike Thomson:

1. Introduction of guests and liasons
2. Release time for senate committee chairs implemented (for one year)
3. Degree audit system being implemented, Tom Cate will work with committee
4. Summer school offerings to be studied by Provost, report to Senate
5. Reciprocity with U.C. passed
6. Instructional equipment policy (Niewahner's committee) from previous year being implemented
7. Ideas for capital gifts solicitation to be followed up later by Mike Thomson
8. Senate president will hold office hours 9-11 TR in senate office (AC 25), call for appointment at 572-6400
9. Newsletter to be distributed approximately 1-2 weeks after senate meeting
10. Committee vacancies reported:
 - non-senate positions: calendar, commencement, financial aid appeals, student media board
 - senate positions: curriculum chair, B. Wagner's seat open (Fall only): M. Thomson's A&S at-large seat open all year.

V. Committee Reports (no voting items)

A. Benefits - Gary Scott, Chair

- Aug 5 faculty development grants guidelines mailed to faculty
- Aug 29, 4 pm, workshop in AC 506 to be held
- copies of old grants are in the library
- our early retirement plan is not legal according to Dr. Jorns, the problem is with the maximum age requirements -- the policy is currently under review by the administration

B. Budget & Commonwealth Affairs - Dennis Lye, Chair

- Dennis Taulbee will be asked to meet with the committee soon
- Dennis Lye is on the search committee for the new budget director
- committee is working on salary policy, merit raises in light of CUPA data
- committee plans to be more involved in long-run planning, especially as it impacts the budget

C. Curriculum Committee - Mike Thomson, Acting Chair

- Meetings Thursday, 3:00 pm, 722 AC, first meeting on 8/29
- Mike Thomson will chair first meeting of committee
- full-time chair of the committee being sought
- general studies assessment to be covered this year
- Integrative studies and diversity copurse to be proposed by strategic planning implementation sub-committee

D. Professional Concerns - Ray McNeil, Chair

- focus to be on the revised Faculty Handbook
- sections at a time to be submitted to the faculty for approval
- meetings will be on Thursdays at 3:00, Sept 5 is first meeting

VI. Old Business

none

VII. New Business

none

VIII. Adjournment: 3:40 pm

Next meeting September 23, 3:00 in Ballroom

Minutes submitted by Gary Clayton, Secretary

2.4 EVALUATION

The criteria and procedures set forth in this Article apply to reappointment [See Article 2.5], to promotion [See Article 2.6], and to tenure [See Article 2.7]. The criteria set forth in this Article also apply to performance review [See Article 2.9].

2.4.1 CRITERIA

In making the evaluations required for reappointment, promotion, tenure, and performance review decisions, three criteria are to be used: TEACHING EFFECTIVENESS, SCHOLARLY AND CREATIVE ACTIVITY, and INSTITUTIONAL AND PUBLIC SERVICE. Departments or Colleges may add additional criteria, but may not delete any of these criteria. If a Department or a College proposes additional criteria, the additional criteria shall be treated as an amendment to this Handbook for that Department or College and must be approved through the normal amendment process before becoming effective. Such additional criteria must be promptly distributed to every member of the Department or College and must thereafter be applied to all appropriate decisions.

2.4.1.1 TEACHING EFFECTIVENESS

Evidence of teaching effectiveness may include, but is not limited to, the following:

A. An evaluation of course syllabi, including systematic organization of appropriate materials for presentation and communication to students of course objectives, plan of study, and means of student performance evaluation;

B. An evaluation of the effectiveness of presentation, whether by lecture, discussion, recitation, demonstration, laboratory exercise, practical experience, consultation, field trips, computer-assisted instruction, or other instruction methods.

C. An evaluation of assessment procedures, such as test, grading practices, and student performance.

D. An evaluation of professional responsibility, such as meeting classes timely, returning materials in a timely fashion, supervising students; advising students; treating students in a fair and impartial manner;

E. An evaluation of the effectiveness with which students are stimulated to develop critical and creative abilities and intellectual curiosity by such means as independent study, research projects, or student performances.

F. An evaluation of textbooks, workbooks, manuals, tapes, slides, other print and nonprint learning resources developed primarily for one's own classroom use.

2.4.1.2 SCHOLARLY AND CREATIVE ACTIVITY

Evidence of creative and scholarly activity may include, but is not limited to, the following:

A. Publication of books, monographs, articles, maps, bibliographies, indexes, catalogs, textbooks, and papers in professional journals; production or direction of non-print media work; reports to federal, state or local agencies; cases;

B. Production and display of musical compositions, paintings, sculpture, ceramics, weaving, photographs, graphics and other works of art; recitals, choreography, stage design and

construction, costuming, direction; production of film and video taped materials;

C. Presentations of papers, cases, media productions, etc., at professional and other scholarly meetings; discussant and panelist in scholarly meetings and juried shows;

D. Editing and reviewing of books, articles and monographs for publication in scholarly journals;

E. Participation in studies, programs, and creative activity supported by extramural funds; attendance at professional meetings and leadership in professional meetings;

F. Inventorship or co-inventorship leading to U. S. or other patents, or both;

G. Development of experimental programs, of innovative curricular materials such as curriculum guides, computer assisted instruction, lab equipment, video tapes, films and film strips, manuals, workbooks, tools, or models which break new ground and successfully advance concepts, ideas and approaches that transcend ordinary instructional material;

H. Invitations to conduct research, lecture or display works at other universities or research oriented agencies; to prepare questions for professional examinations;

I. Continued progress in current research or creativity not yet resulting in publication, presentation, performance, or display.

2.4.1.3 INSTITUTIONAL AND PUBLIC SERVICE

Evidence of institutional and public service may include, but is not limited to, the following:

A. Service on departmental, college or university committees, councils, senates; to local, state or national governmental boards, agencies, commissions; to business and industry or private citizens as technical expert or member of a policy advisory committee; as organizer/director of seminars, workshops or other conferences;

B. Participation in meetings, symposia, conferences, workshops; in radio, television by developing and presenting materials for public awareness; conducting or performing;

C. Work with schools through contact with teachers, administrators, students; through participation in events such as science fairs, college day programs, lectures, performance, in-service programs; through advice on curricular matters, pedagogy;

D. Direction of internships, cooperative education, practical; learning laboratories, professional clubs and other organizations;

E. Advising student organizations, and facilitating student events and activities;

F. Writing of grants for instruction, research, and administrative support activities.