

# Faculty Senate

March 3, 2003

3:30 p.m.

## Call to order

## Approval of Minutes:

February 3, 2003

## Reports:

Report from the President: Senator Glasser

Report from the Executive Committee Chair: Senator Johnson

Report from the Faculty Regent: Senator Schlomann

Report from the COSFL Representative: Senator Siegel

Report from the Provost: Senator Wasicsko

Report from the Student Senate: Mary Hall

Report from Standing Committees:

Budget Committee: Senator Wade

Rules Committee: Senator Yoder

Rights and Responsibilities Committee: Senator Gillaspie

Elections Committee: Senator Everett

Committee on Committees: Senator Wolf

Faculty Welfare Committee: Senator Rahimzadeh

Report from Ad Hoc Committees:

Lecturers/Part-Time Lecturers: Renee Everett, chair

Plus/Minus Grading: Senator Fisher

## Unfinished Business:

Motion from Ad Hoc Lecturers/Part-time Lecturers Committee

## New Business:

Report from the Council on Academic Affairs: Senator Wasicsko

1. Interior Design (BA)
2. Art (BFA)
3. Public Administration (MPA)
4. Masters of Business Administration (MBA)
5. Transferring Students With Degrees (Information Item Only)
6. Evaluation of Non-Tenured Faculty
7. Course By Special Arrangement

Report from the University Budget Council: Senator Wasicsko (Informational item only)

## Adjournment

**TO:** Executive Committee/Faculty Senate  
**FROM:** Ad-Hoc committee on Lectureships and Part-time lectureships (Renee Everett & a committee from the Chairs' Association comprised of Dr. Jaleh Rezie, Dr. Bonnie Plummer, Dr. Pat Costello, Dr. Larry Collins, Dr. Steve Savage and Dr. Carole Garrison )  
**DATE:** 2/1/03  
**RE:** Proposal for non-tenure, renewable Lecturer position at EKU  
Summary Chart Attached

**Summary:**

The committee was asked to consider the viability of creating a yearly renewable non-tenured lecturer position at Eastern Kentucky University as a (a) partial solution to the hiring of part-time or adjunct instructors and (b) to provide a way to hire "professionals" with a particular skill set necessary in some applied fields. The ad-hoc committee on Promotion and Tenure also recommended this type of position based on (b) above.

Almost **all** other schools in our benchmark listing **have** such a position, as do Northern Kentucky University and the University of Kentucky (see attached chart).

The position is **not** intended to replace or detract from tenure track positions. This position would be in **addition** to such lines. The number of such positions would also be clearly limited in terms of the overall percentage of such positions within the university.

The committee's discussions, along with input from the Provost's Council (consensus of agreement to support 2/26/03), Chairs' Association (consensus of agreement to support 2/19/03) and faculty, plus comments from AAUP and COSFL, led the committee to conclude there **is** an appropriate use of such a rank at EKU.

**Statement of Principle:**

Although the committee has agreed such a position is appropriate at EKU, it is understood that this type of rank is never a "first" choice at a comprehensive, regional university. It is our belief that the university should always attempt to create full-time, tenure-track lines first and to consider the creation of lectureships as only a second choice. The committee also believes it is the University's responsibility to indicate why a tenure track line could not be created and why a lectureship might be recommended instead.

**Possible Modified Statement of Principle** (recommended by Provost's Council):

Although the committee has agreed such a position is appropriate at EKU, it is understood that this type of rank would rarely be a "first" choice at a comprehensive, regional university. It is our belief that the university should attempt to create full-time, tenure-track lines and lectureships as appropriate based on departmental wants/needs. The committee also believes it is the

University's responsibility to indicate why a tenure track line could not be created and why a lectureship might be recommended instead.

**Guidelines for Creation of a Lecturer Rank:**

To make this system work, **guidelines** must be clearly set forth. The committee has looked at concerns from both AAUP and COSFL and feel those concerns can be addressed through a clear articulation of guidelines to govern the non-tenure lecturer rank..

1. This rank will **not** be considered tenurable regardless of years re-hired into rank and is **not** intended to replace or detract from tenure-track positions.
2. Non-tenured renewable faculty should constitute no more than 15% of the total full-time faculty within the institution and should be no more than 20% of the total full-time faculty within any given department (**or** departments could be permitted to vary that percentage individually based upon their needs)
3. The faculty member hired into the non-tenured, renewable rank would be hired into a fixed 9-month term with limitless renewals
4. Credential requirements **could** be less than those for tenure track faculty (MA/MS required, plus any additional credentials as required by individual departments)
5. All appointments in the non-tenured, renewable rank should have a description of the specific professional duties required in the position
6. The performance of faculty members on non-tenured, renewable tracks should be evaluated annually by the respective department with appropriate, established criteria
7. Faculty in the non-tenured, renewable rank should be eligible for merit pay based on the specified duties of the position
8. Compensation for non-tenured, renewable rank faculty should include such essential fringe benefits as health insurance, life insurance and retirement contributions
9. Faculty in non-tenured, renewable rank who have been employed consecutively for 3 or more academic years should receive at least a full term's notice of nonreappointment
10. Departments with faculty in non-tenured, renewable rank must provide the conditions necessary to perform the assigned duties in a professional manner, including such things as appropriate office space, necessary supplies, support services and equipment.
11. Faculty in non-tenured, renewable rank should be included in appropriate departmental and institutional structures of faculty governance
12. A faculty member in this position **may** apply for a full-time tenure track position and would be permitted to negotiate for early tenure based upon some portion of the teaching completed in the non-tenure, renewable position.

**Justification:**

Even AAUP acknowledges, “there are legitimate uses” of non-tenure track, full-time lecturers to “meet unexpected increases in enrollment or faculty vacancies, to provide service in a specialized field, or to develop a new academic program” (AAUP Non Tenure Track Guidelines, 2001). In fact, non-tenure track, full time faculty now hold more than 20 percent of all faculty positions across the U.S. (AAUP).

A system, which combines the use of both tenure track and non-tenure faculty, seems appropriate. Different kinds of faculty are appropriate to different kinds of settings and classroom experiences. However, to protect those faculty in non-tenure track positions, certain guidelines and policies must be established. When this is done and clearly communicated to all faculty, the “divide” that so often occurs between the two tracks can be diminished.

To make this system work successfully, those guidelines must be clearly set forth. The committee has looked at concerns from both AAUP and COSFL and feel those concerns can be allayed through clear articulation of guidelines to govern non-tenure track, full-time faculty. Most of those concerns revolve around the fact that part-time or non-tenure track faculty are short term and can't participate in the long-term plans and goals of a department and/or university. However, the renewable, non-tenure track position (the “lecturer” or “teaching associate”) would be continuing. The individual could be rehired year after year and provide the continuity missing in part-timers and adjuncts. Another concern is the “reduction in the sense of community of the university” (COSFL comment page). The statement is made that part-timers are not considered part of the university family (i.e., no benefits, short-term contracts). This would not be true of a renewable position that the committee will suggest here. Individuals holding the rank of “teaching associate” would have benefits, would undergo evaluation, and would be eligible for return the next year.

Anecdotal evidence from several institutions (University of Cincinnati Pharmacy School, West Virginia University, University of Illinois at Champagne-Urbana, Berry University, University of Georgia, Northern Kentucky University and Ball State University) supports the viability of such non-tenured lecturer positions. Faculty in those positions are long-term. The committee talked to several faculty members who had been in such positions for over 15 years. They felt completely welcome in their respective departments and believed they were full and active participants in the university. Most underwent annual evaluations, received merit raises, and were active in departmental committees. Jobs posted on the West Virginia University web site were written to allow the candidates to choose either a tenure-track (which included research, etc.) or a non-tenure track renewable lecturer track (with a heavier emphasis on teaching and less on research).

The committee's polling of deans and faculty on campus also generally supported the creation of such a “teaching associate” rank (see attached summary of comments). It is particularly interesting to note Dean Hart's comments. Dean Hart chaired a committee charged with this same issue back in 1993. That committee decided not to recommend such a position at that time.

However, Dean Hart now notes that he would be “somewhat softer on the possibility now than he was several years ago – though [he] still has serious misgivings.” Dean Hart recommends, “If it were to be instated, there should be appropriate and secure restrictions on its use.” This committee agrees, wholeheartedly.

The committee feels the “treatment of non-tenure track faculty is the barometer whereby the general status of the profession may be measured. While the colleague whose performance is undervalued or whose potential is blighted by underemployment bears the brunt of the situation, the status of all faculty is undermined by the degree of exploitation the profession allows of its members” (AAUP, non-tenure track guidelines, 2001).

There is justification for the creation of such a position, but it must be treated carefully to ensure faculty placed in such positions are not de-valued or treated as second-class citizens.

Additionally, by ensuring such faculty do not exceed 15% of the entire institution, we protect against the marginalization of faculty as whole and the de-valuing of tenure among the rest of the faculty.

Recommendations for Implementation of the Non-Tenure Lecturer Rank:

1. It is recommended that this rank be phased in over a period of 5 years.
2. It is recommended that during Phase One (first year), the University convert **some** existing Visiting Instructor (3-year positions) lines into Non-Tenure Lecturer positions
3. It is recommended that additional Non-Tenure Lecturer lines be created in the remaining 4 years following a review of Phase One and keeping within the % guidelines as set forth
4. It is recommended that Non-Tenure Lecturers undergo annual evaluation and that the whole rank be reviewed at the end of year one.

#### **Summary of Deans' Comments (2002):**

Dean Rogow (College of Business and Technology): (verbal discussion) Dean Rogow is in favor of such a position and attempted for 7 years to create such a position at Auburn University. He feels it is useful in cases of “skills” oriented classes such as accounting, broadcast skills, and others.

Dean Hart (College of Arts and Sciences): (email) Dean Hart was on a committee in 1993 that decided against such a “lecturer” position, but notes today that he “would be somewhat softer on the possibility [now] than he was several years ago – though [he] still has serious misgivings.” He is fearful that such positions are often used to “staff lower division course which the regular faculty often find unattractive and to do so at a reduced cost.” Dean Hart also recommends that “if it were to be instituted, there should be appropriate and secure restrictions on its use.”

Dean Corder (College of Justice and Safety): (email) Dean Corder is generally agreeable to the idea and notes that he checked with several folks in his area and that “we generally support the idea. Anything that would give us more flexibility in hiring would be a plus.” He also cautioned “figuring out how to avoid making such folks second class citizens is important.” Larry Collins, chair of Loss Prevention and Fire Safety, also added he feels this “has potential to solve the problem of finding people in some of the technical areas. In some fields, even the best don’t pursue terminal degrees.”

Dean Gale (College of Health Sciences): (by phone) Dean Gale is also very much in favor of this kind of position, as it would be extremely helpful in the areas of clinical work. He said he has also tried for several years to get ECU to pursue this kind of position to no avail.

Dean Wasicko (former Dean of College of Education): Declined to respond. (Now, as Acting Provost, Dr. Wasicko has commented he is interested in seeing such a plan regarding the creation of a non-tenure, lecturer position.)

Summary of Benchmarks  
Lecturer Position

School	Has Lec. Pos.	Limit %	Eligible/Promo	Get Benefits	Merit
Northern Mich	Yes (Continuing Contract Status)	No	Yes	Yes	Yes
Northern Iowa	Yes (term Contracts - up to 8 yr)	No	No	Yes	Yes
SE Miss State	Yes (Regular, NonTenureTrack)	Yes 20%	No	Yes	Yes
Bowling Green	Yes NTT FT positions	?	?	?	?
U. NC/Greens	Yes (3 depts. Use them Nursing, Health, Human Environmental Used for clinical lecturers/ranks)	?	?	?	?
Youngstown State	Yes - very few out of 270 FT But 300-400 Part-timers !	No	Yes	Yes	Yes
E. Illinois	Yes	No	Yes	Yes	Yes
W. Illinois	Yes (Associate Faculty) teach 4 in the fall 3 in the spring	No	Yes	Yes	Yes
W. Carolina	Yes (given contracts as long as there is a need)	Yes (6% but a new rank)	Yes	Yes	Yes
Indiana State	Yes (w/ a 12-hr. load)	?	?	?	?
Calif State/Fresno	Yes, but only up to 6 yrs.	No	?	?	?
Ball State	Yes (Continuing Contract Status)	35%	?	?	?
Utah State	Yes (Non-Tenure lecturer)	?	?	?	?
Northern KY	Yes (Renewable & Temporary) Renewable (Indef) Temp (1-3 yrs)	10-15%	Yes - New Promo Ladder for them after 5 yr - Lec II = \$1,200 increase after 10 yr - Sr. Lec \$1,500 increase	Yes	Yes - but w/ diff. Require. No scholar/ creative
Utah State	Yes (Renewable year to year)	74/829 9%	Yes - Unique Promo Ladder for them Lecturer to Senior Lecturer to Principal Lecturer inc. salary increases	Yes	Yes- but with diff. Require. No scholar/ creative

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input checked="" type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Art & Design Arts & Sciences  B. A. Interior Design (Major <u>  x  </u> , Option <u>  </u> ; Minor <u>  </u> ; or Certificate <u>  </u> )
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Proposal Approved by:	Date		Date
Departmental Committee	10 May 2002	Graduate Council*	NA
College Curriculum Committee	9 Dec 2002	Council on Academic Affairs	
General Education Committee*	NA	Approved <u>  X  </u> Disapproved <u>  </u>	02-20-03
Teacher Education Committee*	NA	Faculty Senate**	
		Board of Regents**	
		Council on Postsecondary Edu.***	NA

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 Suspend existing undergrad degree program in Interior Design (BA), to be replaced by revised BFA program in Art.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2003

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)  
 Fall 2006 (current students will be able to rollover into the revised BFA curriculum with little problem)

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**B. The justification for this action:**  
 Program is redundant if revised Studio Art BFA program is approved.

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**C. The projected cost (or savings) of this proposal is as follows:**

**Personnel Impact:**  
 No net effect (resources for suspended program will be rededicated to the revised BFA program).

**Operating Expenses Impact:**  
 No net effect.

**Equipment/Physical Facility Needs:**  
 No net effect.

**Library Resources:**  
 No net effect.

**Part II. Recording Data for New, Revised, or Dropped Course**

(For a new required course, complete a separate request for the appropriate program revisions.)

1. For a new course, provide the catalog text.
2. For a revised course, provide (a) the current catalog text and (b) the proposed text, reflecting the exact changes being proposed.
3. For a dropped course, provide the current catalog text.

Current Catalog Text

New or Revised\* Catalog Text

(\*Use ~~strikeout~~ for deletions and underlines for additions. Also include Crs. Prefix, No., and description, limited to 35 words.)

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

Current Program Requirements as Shown in Catalog

**INTERIOR DESIGN (B.A.)**

CIP Code: 19.0601

**Major Requirements**

69 hours

IDH 121, 221, 222, 224, 229, 322, 326, 327, 328, 329, 330, 331, 422, 426, 428\*\*;  
CON 250, 350; TEC 331; ADM 201, 302; ART 152, 153

**Supporting Course Requirements**

10 hours

ART 390, 391, and four hours from the following:

ART 100, 101, 250, 280; JOU 325; TEC 391; OHO 362A, 362E, 362K; IDH electives

**General Education**

45 hours

Standard General Education program, excluding course categories 07 and 08.

Refer to Section Four of this Catalog for details on the General Education and University requirements.

**University Requirements**

4 hours

ASO 100 and 3 hours of restricted electives

**Total Curriculum Requirements**

128 hours

\*\* Students must have a minimum 2.25 GPA and a minimum 2.6 Major GPA in the major to enroll in IDH 428. Students not meeting these requirements will take other IDH electives or repeat IDH required courses to meet these criteria.

[Minor in Interior Design is being revised simultaneously to reflect program changes.]

New or Revised\* Program

(\*Use ~~strikeout~~ for deletions and underlines for additions.)

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name <u>Art &amp; Design</u> College <u>Arts &amp; Sciences</u> *Course Prefix & Number _____ *Course Title (30 characters) _____ *Program Title <u>B.F.A. in Art / Studio Options</u> (Major <u>x</u> , Option _____; Minor _____; or Certificate _____) *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	<u>22 November 2002</u>	Graduate Council* <u>NA</u>
College Curriculum Committee	<u>9 December 2002</u>	Council on Academic Affairs <u>As Amended</u>
General Education Committee*	<u>NA</u>	Approved <input checked="" type="checkbox"/> Disapproved _____ <u>02-20-03</u>
Teacher Education Committee*	<u>NA</u>	Faculty Senate** _____
		Board of Regents** _____
		Council on Postsecondary Edu.*** <u>NA</u>
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.) Revise existing BFA program to include a new option in Interior Design, major revision in the Graphic Design option, and minor revisions in Sculpture and Printmaking.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2003  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) NA	
<b>B. The justification for this action:</b>  The requested action is intended to more fully integrate the ID program, students, and resources with the operations of the department it joined in 2000. The action is accompanied by a request to suspend the old ID degree program. Changes in the Graphic Design, Printmaking, and Sculpture options are included as part of general curricular housekeeping.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> The action will eventually require the addition of one full-time faculty in Art & Design, raising the teaching staff in the Interior Design area to three, in order to cover all the degree requirements mandated for eventual program accreditation that can't be otherwise met by existing Art & Design faculty. <b>Operating Expenses Impact:</b> None. Resources already exist for program being suspended. <b>Equipment/Physical Facility Needs:</b> None. Resources already exist for program being suspended. <b>Library Resources:</b> None. Resources already exist for program being suspended.	

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

Current Program Requirements as Shown in Catalog

**ART/STUDIO OPTIONS (B.F.A.)**

*CIP Code: 50.0702*

<b>Major Requirements</b> .....	<b>73 hours</b>
<b>Studio Foundations</b> .....	<b>15 hours</b>
ART 100, 101, 152, 153, and 164.	
<b>Art Core</b> .....	<b>31 hours</b>
ART 210, 220, 230, 240, 270, 280, 390, 391, 499, 562, and three hours art history elective.	
<b>B.F.A. Studio Options</b> .....	<b>15 or 27 hours</b>
<b>Ceramics</b> .....	<b>15 hours</b>
ART 371, 372, 472, 473, and 474.	
<b>Graphic Design</b> .....	<b>27 hours</b>
ART 250, 254, 350, 351 or 352, 451, 452, 453, and 454 with additional requirement of three hours credit to be approved by area chair in accordance with departmental policy.	
<b>Jewelry and Metalsmithing</b> .....	<b>15 hours</b>
ART 341, 343, 344, 443, and 444.	
<b>Painting</b> .....	<b>15 hours</b>
ART 312, 313, 314, 413, and 414.	
<b>Photography</b> .....	<b>15 hours</b>
ART 381, 382, 383, 483, and 484.	
<b>Printmaking</b> .....	<b>15 hours</b>
ART 331, 332, 433 for six hours, and 434.	
<b>Sculpture</b> .....	<b>15 hours</b>
ART 321, 322 for six hours, 423, and 424.	
<b>Art Electives</b> .....	<b>12 hours</b>
Hours to be taken outside the student's selected option, nine hours must be upper division. (Due to a 27 hour option, design majors do not have the 12 hour art elective requirement.)	
<b>General Education Requirements</b> .....	<b>46 hours</b>
Standard General Education program, excluding course categories 07 and 08. Refer to Section Four of this <i>Catalog</i> for details on the General Education and University requirements.	
<b>University Requirements</b> .....	<b>3 hours</b>
ASO 100 and two hours of restricted electives.	
<b>Free Electives</b> .....	<b>6 hours</b>
<b>Total Curriculum Requirements</b> .....	<b>128 hours</b>

**ART/STUDIO OPTIONS (B.F.A.)**

CIP Code: 50.0702

**Major Requirements .....73 ~~61-64~~ hours**

**Studio Foundations ..... 15 ~~12~~ hours**

ART 100, 401, 152, 153, and 464

Interior Design: DES 250

All other areas: ART 101.

**Art/Design History.....15 hours**

ART 164, 390, 391, and

Interior Design: DES 327, 328

All other areas: ART 562, and three hours art history electives.

**Art Core .....31 ~~19~~ hours**

ART 499, and

Interior Design: DES 122, 225, 325, 330, 421\*\* (6 hours)

All other areas: ART 210, 220, 230, 240, 270, and 280, 390, 391, 499, 562, and three hours art history elective.

**B.F.A. Studio Options Major Studios:\*.....15 or 27 ~~18~~ hours**

**Ceramics (3D)..... 15 hours**

ART 371, 372, 472, 473, and 474.

**Graphic Design..... 27 hours**

DES 250, 350, 351, 453, and 454.

ART 250, 254, 350, 351 or 352, 451, 452, 453, and 454 with additional requirement of three hours credit to be approved by area chair in accordance with departmental policy.

**Interior Design**

DES 222, 226, 322, 326, 422, and 426.

**Jewelry and Metalsmithing (3D)..... 15 hours**

ART 341, 343, 344, 443, and 444.

**Painting (2D)..... 15 hours**

ART 312, 313, 314, 413, and 414.

**Photography (2D)..... 15 hours**

ART 381, 382, 383, 483, and 484.

**Printmaking (2D)..... 15 hours**

ART 331, 332, 333, 432, 433 for six hours, and 434.

**Sculpture (3D)..... 15 hours**

ART 321, 322, 323 for six hours, 423, and 424.

**Art Electives .....12 hours**

Hours to be taken outside the student's selected option, nine hours must be upper division. (Due to a 27 hour option, design majors do not have the 12 hour art elective requirement.)

**Supporting Course Requirements .....15-18 hours**

Graphic Design- DES 251, 252, 254, 353, 452, and three hours advisor-approved electives

Interior Design- ADM 302; CON 250; TEC 331; INT 195 and 3 hours advisor-approved electives

All other areas- 9 hours of ART/DES electives, 3 hours advisor-approved elective, and: 2D majors- 6 hours outside major studios from ART 312, 331, or 381; 3D majors- 6 hours outside major studios from ART 321, 341, or 371

<b>General Education Requirements.....</b>	<b>46 hours</b>
Standard General Education program, excluding course categories 07 and 08. Refer to Section Four of this <i>Catalog</i> for details on the General Education and University requirements.	
<b>University Requirements .....</b>	<del>3</del> <sup>1</sup> hours
ASO 100 and two hours of restricted electives.	
<b>Free Electives.....</b>	<del>6</del> <sup>2</sup> hours
<b>Total Curriculum Requirements .....</b>	<b>128 hours</b>

\* Probationary candidacy and eventual advanced study for the BFA is conditional upon meeting qualifications and having a portfolio reviewed no earlier than the fourth semester (transfers must have 24 hours in Art and/or Design). Students wishing to pursue the BFA degree should consult with a departmental advisor to obtain a copy of the "Entrance Criteria and Degree Requirements for the BFA in Art and Design" in effect for their area at the time of their initial application for admission to the program.

~~\*\* Students must have a minimum 2.25 GPA overall, and a minimum 2.6 GPA in the Interior Design major to enroll in DES 421. Students not meeting these requirements will take other ART/DES electives or repeat ART/DES required courses to meet these criteria.~~  
 for DES 421

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

<input type="checkbox"/> (Check one) New Course (Parts II, IV)	Department Name Department of Government	College Arts and Sciences
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	
<input type="checkbox"/> New Program (Part III)	*Program Title	MPA Program
<input checked="" type="checkbox"/> Program Revision (Part III)	(Major ____, Option <u>X</u> ; Minor ____; or Certificate ____)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

  

Proposal Approved by:	<u>Date</u>		<u>Date</u>
Departmental Committee	11/5/02	Graduate Council*	12-11-02
College Curriculum Committee	11-25-02	Council on Academic Affairs	
General Education Committee*	N/A	Approved <u>X</u> Disapproved ____	<u>02-20-03</u>
Teacher Education Committee*	N/A	Faculty Senate**	
		Board of Regents**	
		Council on Postsecondary Edu.***	<u>NA</u>

\*If Applicable (Type NA if not applicable.)  
 \*\*Approval needed for new, revised, or suspended programs  
 \*\*\*Approval/Posting needed for new degree program or certificate program

**Completion of A, B, and C is required: (Please be specific, but concise.)**

**A. 1. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  
 To add an option to the MPA program in Environmental Health, and to correct typos and other editorial mistakes that were made when the last catalog was printed.  
 Under the program description, bold the sentence **The MPA program is accredited by the National Association of Schools of Public Affairs and Administration.** Under the program description, change the number of options from two to three (if Environmental Health Option is approved).

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2003

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)

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**B. The justification for this action:** Environmental Health Option: A number of students in the MPA program are working in the health or emergency management sectors and are interested in getting an option in this area to go along with their administrative degree. We expect that with the rise of homeland security there will be more students interested in this option. This option was developed in cooperation with the environmental health sciences and MPH faculty.  
 Correction of typos and editorial matters:  
 Changes under Community Health Administration Option: Drop ECO 770 because course was dropped by Economics Department in 2001. Insert HEA 855 in place of 755: typo from previous catalog. Under MPA Core: insert POL 875: typo from previous catalog.

---

**C. The projected cost (or savings) of this proposal is as follows:**  
 Personnel Impact: Courses are already being taught in the Environmental Health Science area.

**Operating Expenses Impact: N/A**

**Equipment/Physical Facility Needs: N/A**

**Library Resources: N/A**

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

Current Program Requirements as Shown in Catalog

**Public Administration  
MASTER OF PUBLIC ADMINISTRATION**

...  
The MPA program is accredited by the National Association of Schools of Public Affairs and Administration.  
...

**Program ...**

While observing the above requirements, students may choose to complete the general degree program or may choose from two options within the program. Curriculum requirements for the general program and options are as follows:

**GENERAL DEGREE PROGRAM**

**MPA Core**.....21 hours  
POL 765, 800, 801, 875, 876, 877, and 879  
**Field Study in Public Administration**..... 6 hours  
POL 871  
**Electives**..... 12 hours  
Must have approval of advisor to count for degree  
**Total Requirements**..... **39 hours**

**COMMUNITY HEALTH ADMINISTRATION OPTION**

**MPA Core**.....21 hours  
POL 765, 800, 801, 876, 877, and 879  
**Community Health Core**.....12 hours  
All students in this option will take HEA 898 and with their advisor's prior approval select nine hours from the following: ECO 770, HEA 816, 755, 798, 875, 880  
**Field Study in Public Administration**..... 6 hours  
POL 871  
**Total Requirements**.....**39 hours**

**COMMUNITY DEVELOPMENT OPTION**

**MPA Core**.....21 hours  
POL 765, 800, 801, 875, 876, 877, and 879  
**Community Development Core**.....12 hours  
All students in this option will take POL 845 and with their advisor's prior approval select nine hours from the following: POL 733, 835, GEO 725, GEO 701, SOC 865, ECO 780, 790, LAS 735  
**Field Study in Public Administration**..... 6 hours  
POL 871  
**Total Requirements**..... **39 hours**

New or Revised\* Program  
(\*Use ~~strikeout~~ for deletions and underlines for additions.)

**Public Administration**  
**MASTER OF PUBLIC ADMINISTRATION**

...  
The MPA program is accredited by the National Association of Schools of Public Affairs and Administration. {bold face added}  
...

**Program ...**

While observing the above requirements, students may choose to complete the general degree program or may choose from ~~two~~ three options within the program. Curriculum requirements for the general program and options are as follows:

**GENERAL DEGREE PROGRAM**

**MPA Core**.....21 hours  
POL 765, 800, 801, 875, 876, 877, and 879  
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**COMMUNITY HEALTH ADMINISTRATION OPTION**

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POL 871  
**Total Requirements**.....**39 hours**

**COMMUNITY DEVELOPMENT OPTION**

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POL 765, 800, 801, 875, 876, 877, and 879  
**Community Development Core**.....12 hours  
All students in this option will take POL 845 and with their advisor's prior approval select nine hours from the following: POL 733, 835, GEO 725, GEO 701, SOC 865, ECO 780, 790, LAS 735  
**Field Study in Public Administration**..... 6 hours  
POL 871  
**Total Requirements**..... **39 hours**

**ENVIRONMENTAL HEALTH OPTION**

**MPA CORE**.....**21 hours**  
POL 765, 800, 801, 875, 876, 877, and 879  
**Environmental Health Core**.....**12 hours**  
All students in this option will take EHS 850, and with their advisor's prior approval select nine hours from the following EHS 825, EHS, 845, EHS 855, EHS 870, EHS 880  
**Field Study in Public Administration**.....**6 hours**  
**Total Requirements**.....**39 hours**

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Department Name</td> <td style="width: 50%;"></td> </tr> <tr> <td>College</td> <td>College of Business and Technology</td> </tr> <tr> <td>*Course Prefix &amp; Number</td> <td></td> </tr> <tr> <td>*Course Title (30 characters)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>Masters of Business Administration</td> </tr> <tr> <td></td> <td>(Major __, Option __; Minor __; or Certificate __)</td> </tr> <tr> <td colspan="2">*Provide only the information relevant to the proposal.</td> </tr> </table>	Department Name		College	College of Business and Technology	*Course Prefix & Number		*Course Title (30 characters)		*Program Title	Masters of Business Administration		(Major __, Option __; Minor __; or Certificate __)	*Provide only the information relevant to the proposal.															
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<p>*If Applicable (Type NA if not applicable.)          **Approval needed for new, revised, or suspended programs          ***Approval/Posting needed for new degree program or certificate program</p>																													

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)          Change MBA Program requirements to allow for thesis option.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)          Fall 2003</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p>
<p><b>B. The justification for this action:</b>          To allow Thesis option as an option instead of MBA Comprehensive Exam.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b>          None</p> <p><b>Operating Expenses Impact:</b>          None</p> <p><b>Equipment/Physical Facility Needs:</b>          None</p> <p><b>Library Resources:</b>          None</p>

MBA-21

**Part III. Recording Data for New, Revised, or Suspended Program**

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

Current Program Requirements as Shown in Catalog

**Masters of Business Administration Degree Program**

**MBA Program Requirements**

**Semester Hour**

ACC 850, Managerial Accounting .....	3
CIS 850, Information Systems .....	3
QMB 850, Regression Analysis for Business .....	3
FIN 850, Problems in Managerial Finance .....	3
MGT 850, Administrative Analysis in Organizations .....	3
MKT 850, Marketing Problems .....	3
GBU 851, Business Policy .....	3
Approved Business Electives* .....	9
<b>Total Core Hours Required .....</b>	<b>30</b>

\*MGT 824 may not be used as an elective.

Students should complete QMB 850 in the first semester they enroll in graduate courses. Students with an undergraduate degree in accounting, computer information systems, finance, management, or marketing may waive the corresponding 850 core course. Waiving a course allows these students to take one additional elective or a total of twelve elective hours. Students whose undergraduate degree is not in any of the above five areas will have nine hours of electives. Students may select elective courses that allow them to focus on areas of their interest.

New or Revised\* Program  
 (\*Use ~~strikeout~~ for deletions and underlines for additions.)

**MBA Program Requirements**

**Semester Hour**

ACC 850, Managerial Accounting .....	3
CIS 850, Information Systems .....	3
QMB 850, <del>Regression Analysis for Business</del> <u>Business Forecasting</u> .....	3
FIN 850, Problems in Managerial Finance .....	3
MGT 850, Administrative Analysis in Organizations .....	3
MKT 850, Marketing Problems .....	3
GBU 851, Business Policy .....	3
Approved Business Electives* .....	9
<b>Total Core Hours Required .....</b>	<b>30</b>

\*MGT 824 may not be used as an elective.

**Non-Thesis Option**

**Total Hours.....30**

**Thesis Option**

GBU 891 Hours..... 6

**Total Hours.....36**

~~Students should complete QMB 850 in the first semester they enroll in graduate courses. Students with an undergraduate degree in accounting, computer information systems, finance, management, or marketing may waive the corresponding 850 core course. Waiving a course allows these students to take one additional elective or a total of twelve elective hours. Students whose undergraduate degree is not in any of the above five areas will have nine hours of electives. Students may select elective courses that allow them to focus on areas of their interest.~~

Students may either complete a comprehensive exam, or a thesis approved by a Thesis committee of three MBA Faculty. The thesis will be guided by an Advisor, who is also a member of the MBA Faculty, and who will serve on the Committee. Students who pursue the Thesis Option will register for three credit hours of GBU 891 per semester, up to a maximum of six credit hours, until the thesis is approved. Those who pursue the Comprehensive Exam Option, but fail the Comprehensive Exam, are not allowed to pursue the Thesis Option. Students who pursue the Thesis Option, but who do not complete the thesis may change to the Comprehensive Exam Option.



## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

Office of Academic Affairs and Research  
Associate Vice President  
Enrollment Management

SSB CPO 63  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3163  
(859) 622-2076 Fax (859)622-1479

TO: Council on Academic Affairs

FROM: Aaron Thompson, Associate Vice President  
Office of Enrollment Management

*Aaron Thompson*

DATE: February 13, 2003

RE: Agenda Item for 2/20/03 Council on Academic Affairs Meeting

### PROPOSAL:

Beginning with the Fall 2003 semester, students transferring to ECU with an Associate of Arts, Associate of Science, or Associate of Applied Sciences, and Associate of Science in Nursing degree should be considered proficient in the three basic skill areas of English (writing), mathematics, and reading.

*or equivalent*

### JUSTIFICATION:

Students with AA, AS, or AAS degrees typically attended community colleges or institutions of higher education where the basic skill area proficiencies were needed to acquire the degree. Therefore, these students should be considered developmentally proficient in all basic skill areas.



- 3.1 Educational qualifications -- Master's degree plus one year (24 semester hours) of advanced study in appropriate discipline
- 3.2 Experience -- twenty years of successful college or university teaching (including administrative) experience and/or directly related work experience.
- 3.3 Evidence of scholarly and/or creative achievements
- 3.4 Evidence of service to the University, the profession, and the community
- 3.5 Time in previous rank -- minimum of fifteen years of full-time service

#### **For Promotion to Professor**

- 1.1 Educational qualifications -- terminal graduate degree in appropriate discipline
- 1.2 Experience - evidence of successful college or university teaching (including administrative) experience and/or directly related work experience
- 1.3 Evidence of scholarly and/or creative achievements
- 1.4 Evidence of service to the University, the profession, and the community
- 1.5 Time in previous rank -- minimum of five years of full-time service

or

- 2.1 Educational qualifications - Master's degree plus advanced graduate study (equivalent to the "ABD") in appropriate discipline
- 2.2 Experience -- twenty-five years of successful college or university teaching (including administrative) experience and/or directly related work experience
- 2.3 Evidence of scholarly and/or creative achievements
- 2.4 Evidence of service to the University, the profession, and the community
- 2.5 Time in previous rank -- minimum of ten years of full-time service

#### **EVALUATION OF NONTENURED FACULTY**

The following policies apply specifically to tenured track faculty in years one through four of employment. Fifth year faculty will be evaluated by policies and procedures detailed in the section entitled "University Promotion and Tenure Policy" in this section of the Handbook.

##### **I. Procedure**

The procedure for the evaluation of nontenured faculty for years one through four of employment is based on the principle that the department chair is ultimately responsible for the evaluation report. The chair must ensure that the report is a fair and accurate description of the faculty member's performance including both strengths and weaknesses.

##### **A. Evaluation Committee**

1. Each department shall select a committee(s) to advise the chair in the writing of the evaluation report for nontenured faculty.
2. The method of selecting the committee shall be approved by a majority vote of the full-time tenure-track faculty of the department and approved by the dean. It is expected that the committee will be selected whenever possible from among the senior faculty in the department. Departments which do not have a sufficient number of faculty may select faculty outside the department with the advice and consent of the dean.
3. The department chair shall chair the committee.
4. Once the committee is selected, the department chair shall announce the names of the committee members to the department and shall report the names of the committee members to the dean.

- B. Completion of the Evaluation Report
1. In the writing of the evaluation report, the chair shall indicate the extent of the committee's involvement in the process. The committee shall review the evaluation and may indicate areas of disagreement on the report form.
  2. While the department chair is responsible for the evaluation report, he or she may delegate the writing of the report to the committee. Should the chair elect to delegate, the report shall include the extent to which the chair agrees with the details of the report.
- C. Information to Be Used in Completing the Evaluation Report
1. Self-evaluation
  2. Peer evaluation
  3. Student evaluation data
  4. Data from other systematic method(s) for evaluating teaching effectiveness
  5. Results of previous evaluations
  6. Other information as available
- D. Action Subsequent to Completion of Evaluation Report
1. A copy of the evaluation, including reasons for the recommendation, shall be given to the faculty member immediately.
  2. The faculty member may respond to the evaluation and recommendation by one of the following:
    - a. Acceptance of the evaluation and recommendation. The report is then forwarded to the dean.
    - b. Filing a statement, including any documentation desired, to be appended to the document. This statement shall be submitted to the department chair within five days. The report and the appended material are forwarded to the dean.
    - c. Requesting reconsideration of the report by the department promotion and tenure committee.
      - i. Requests for reconsideration shall be submitted to the chair of the committee by the faculty member concerned within five days\* of receiving the evaluation report from the department chair. Requests for reconsideration shall detail grounds for reconsideration and shall include relevant evidence.
      - ii. The committee shall reconsider the evaluation and recommendation in light of the information provided in the statement of the faculty member. The committee shall consider any new information provided, meet with the faculty member and department chair, and make its decision. If the faculty member cannot agree to a meeting date within ten calendar days from receipt of the request for reconsideration, the faculty may forfeit the right to present evidence beyond that furnished in the reconsideration request. The chair of the committee shall inform the faculty member of the committee decision. The original evaluation, all information provided by the faculty member, and the report of the department promotion and tenure committee shall all be forwarded to the dean.
  3. The dean shall examine all of the material provided by the department.
    - a. If the dean concurs with the recommendation of the department, the dean shall submit ~~the report with his or her~~ <sup>list with</sup> recommendations <sup>for renewal</sup> to the Vice-President for Academic Affairs and Research. a
    - b. If the dean does not concur with the recommendation of the department, a copy of the dean's recommendation and the report, including the reasons for that recommendation, shall be given to the faculty member and the department chair. The faculty member may respond to the evaluation and recommendation by one of the following:

\*Throughout this document "within five days" shall be interpreted to mean no later than the fifth calendar day following the day of notification. If the fifth day occurs on a weekend or holiday, the request for reconsideration or the statement of appeal shall be due on the first day on which University administrative offices are open.

- i. Acceptance of recommendation. The report is then forwarded to the Provost and Vice-President for Academic Affairs and Research.
  - ii. Filing a statement, including any documentation desired, to be appended to the document. This statement shall be submitted to the dean within five days. The report and the appended material are forwarded to the Provost and Vice-President for Academic Affairs and Research.
  - iii. Requesting reconsideration of the report by the college promotion and tenure committee.
    - (a) Requests for reconsideration shall be submitted to the dean by the department and/or faculty member concerned within five days of receipt of the evaluation report. Requests for reconsideration shall detail grounds for reconsideration and shall include relevant evidence.
    - (b) The committee shall reconsider the evaluation and recommendation in light of the information provided by the department and/or faculty member. The committee shall consider any new information provided, meet with the faculty member and department chair, and make its decision. The dean will inform the faculty member of the committee decision. All information will be forwarded to the Provost and Vice-President for Academic Affairs and Research.
4. After the Vice-President and President have made their recommendations; the faculty member shall be notified by the department chair. The chair shall provide a copy of the final report to the faculty member. The faculty member shall sign the last page of the report indicating receipt of a copy of the report.
  5. When written notification of non-reappointment or of a terminal contract is necessary, the letter shall be prepared and signed by the President. The letter shall be received not later than the applicable notification date specified in the Faculty Handbook (see section "Tenure" in this section of the Handbook).
  6. Any further appeal shall be based on procedural grounds and shall be addressed in writing to the Provost and Vice-President for Academic Affairs and Research within five days of receipt of notification of non-reappointment.

## II. Evaluation of Nontenured Faculty Administrators

- A. Chairs - All of the same procedures shall apply with the following differences:
  1. The dean shall take the chair's place on the department committee and be responsible for the report.
  2. An evaluation of administrative performance shall be included.
- B. Deans - All of the same procedures shall apply with the following differences:
  1. The Provost and Vice-President for Academic Affairs and Research shall be responsible for the report and shall appoint an evaluation committee composed of chairs and one faculty member elected from each department of the college.
  2. An evaluation of administrative performance shall be included.

## III. Schedule of Evaluation

- A. Each department chair shall provide each first-year faculty member an information copy of the evaluation form (blank) and go over it in some detail prior to the time of evaluation. This shall be done early in the first semester of employment.
- B. All evaluations shall be completed according to the schedule established by the Provost and Vice-President for Academic Affairs and Research. The schedule shall permit notification of non-reappointment by the dates specified in the current Faculty Handbook (see section "Tenure" in this section of the Handbook).

## Course by Special Arrangement

### Course By Special Arrangement

A Course By Special Arrangement (CBSA)\* is a course that is part of the approved curriculum program but is being offered to a student during a term or at a time when it is not scheduled. It should be employed only in cases of extreme scheduling conflict when no substitution is appropriate or available. Prior to registration, students must file the CBSA Petition. This petition requires the signature/approval of the instructor, program chair and dean. An additional \$100 per semester hour fee is assessed in addition to regular tuition and fees. Faculty are compensated at \$100 per semester hour.

The purpose of an independent study is to allow the competent and prepared student to pursue study of a topic of special interest under the supervision of a full-time faculty member. The independent study is an agreement between a student and faculty member which bring mutual benefit to both with no additional compensation/release for faculty. Tuition and fees for independent study courses are computed at the same rate as other courses.

\*As apposed to Independent Study.