

# Faculty Senate Agenda

May 1, 2006

3:30 p.m.

## Call to order

## Approval of Minutes

April 3, 2006 Minutes

## President's Report Overview & Questions: Senator Glasser

### Unfinished Business:

- Academic Integrity Policy in Handbook Language
- Promotion & Tenure Recommendations in Handbook Language

### New Business:

- Report from Council on Academic Affairs
  1. Performing Arts (B.F.A.) - Program suspended
  2. English/Teaching (B.A.) - adding two options: 1) English; 2) Theatre/Teaching
  3. English (B.A.) - adding option: 1) Theatre
  4. Theatre (B.A.) - program suspended
  5. Theatre/Teaching (B.A.) - program suspended
  6. Masters of Arts in Teaching - adding option: 1) Agriculture
  7. Masters of Arts in Teaching - adding option: 1) Chemistry, Physics & Earth Science
  8. Master of Arts in Teaching - adding option: 1) Interdisciplinary Early Childhood Education
  9. Nursing (B.S.N.) - program revision: change name to Nursing Pre RN (B.S.N.)
  10. Nursing Post RN Option (RN-GSN) - program revision: changing name to Nursing Post RN (RN-BSN)
  11. Clinical Laboratory Science (BS) - dropping option: 1) Cytotechnology
  12. Early Childhood Development (A.S.) - program revision: changing name to Early Childhood Development (A.A.S.)
  13. Medical Assisting Technology (A.S.) - program revision: changing name to Medical Assisting Technology (A.A.S.)
  14. Removal of residency requirement for associate/baccalaureate degree programs
- Rules Committee Motion on Senate Chair Presiding Over Senate Business at Faculty-at-Large Meeting
- Rules Committee Motion to add part F to Part VII Organization of the Faculty of Eastern Kentucky University dealing with standing rules and special rules of order
- Rules Committee Motion to add Part e. to Part VII E.1 in the Organization of the Faculty in the Faculty Handbook
- Senate Rules Revision (Information Item Only)

### Report Overview & Questions:

Executive Committee Chair: Senator Siegel

Faculty Regent: Senator Schlomann

COSFL Representative: Senator Ware

Provost: Senator Chapman

Student Government Association: Kyle Moon

Standing Committees:

Budget Committee: Senator Eakin, Chair

Rules Committee: Senator Johnson, Chair

Rights and Responsibilities Committee: Senator Robles, Chair

Elections Committee: Senator Randles, Chair

Committee on Committees: Senator Vance, Chair

Welfare Committee: Senator Collins, Chair

### Reports from Ad Hoc Committees:

Centennial: Senator Hensley, Chair

## Adjournment

## FACULTY SENATE MINUTES

April 3, 2006

The Faculty Senate of Eastern Kentucky University met on Monday, April 3, 2006, in the South Room of the Keen Johnson Building. Senator Siegel called the eighth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

S. Black<sup>^</sup>, A. Chapman\*, D. Clay, L. DeBolt<sup>^</sup>, D. Discepoli, S. Fister\*, S. Hyndman, S. Konkel\*, C. Ruppel, S. Shaffer, F. Szorard<sup>^</sup>, J. Whitler\*, J. Wolf\*, M. Yoder\*

\*Indicates prior notification to the Senate Secretary

<sup>^</sup>Michael McDermott attended in place of S. Black

<sup>^</sup>Joe Beckett attended in place of L. DeBolt

<sup>^</sup>Ida Kumoji attended in place of F. Szorard

Visitors to the Senate: Jim Conneely, Student Affairs; Richard Fuller, English; Doris Pierce, Occupational Therapy; Aaron Thompson, Academic Affairs; Charles Whitaker, English; and Marc Whitt, Public Relations & Marketing

### **APPROVAL OF MINUTES:**

The March 6, 2006 minutes were approved as written.

### **PRESIDENT'S REPORT: Senator Glasser**

The March 29 Campus Update is available online at: <http://www.president.eku.edu/events/march2006/>.

The Executive Budget, House Budget and Senate Budget have varied in their recommendations for support for the Kentucky postsecondary education system. As of today, ECU anticipates receiving for FY 06-07 state appropriations in the amount of \$1.2 million. It is important to note that although state appropriations have risen the last two years after two years of decline and budget cuts, ECU has experienced a net five-year decrease in appropriations per full-time-equivalent student.

With respect to capital project funding, it seems probable that the House-Senate Conference Committee will fund our new science building at the \$54 million level. This will mean that the new building will have to be phased in over a period of time.

The dairy merger project with the University of Kentucky was fully funded at approximately \$5 million in both the House and Senate budgets.

Senator Glasser remains hopeful that state appropriations will be increased and that additional funding will be received for a new Manchester campus.

At Monday's Board meeting, the Regents approved a tuition increase of \$266 per semester for full-time, in state, undergraduate students. The Board's action was in response to the CPE's cap placed on tuition increases at all public universities in Kentucky. On April 5, 2006, Senator Glasser will be going before the CPE to formally request its approval of Monday's revised tuition increase, which is the maximum allowed by CPE. As a result of the cap imposed by the CPE, EKU's gross tuition revenues will be \$3.5 million less than the revenue that would have been generated under the original Board-approved tuition plan for 06-07.

The new tuition rates, along with a proposed increase for FY 2006-2007 of \$1.2 million in state appropriations and some internal reallocations form the basis of the budget guidelines that the Board approved at Monday's meeting. It is important to keep in mind that the internal reallocations are not cuts and these are guidelines, not the final budget. The final budget will be presented for Board approval on June 12, 2006.

Below are some highlights from the budget guideline recommendations proposed by the Budget Advisory Council.

PGA/PGM Program	\$230,000
Faculty Initiatives (recommended by the Provost)	
Staff three-tier advising in University college	\$270,000
Partial funding for faculty computer replacement plan (3 year replacement plan)	<u>\$130,000</u>
	\$630,000

This new funding is in addition to the \$750,000 pool of funds provided to the Provost in the FY 05-06 budget for academic initiatives. Among other initiatives, these funds have been allocated for 5 new faculty positions (Social Work, Justice and Safety, Teacher Education, Master-Public Health, and Baccalaureate Nursing).

Additionally, these budget guidelines incorporate an across-the-board 3.5 percent cost-of-living salary adjustment. The estimated cost of this increase, along with corresponding benefits, is approximately \$3.9 million dollars.

An additional \$150,000 in new funding is being requested to support strategic initiatives recommended by the Strategic Planning Committee and initial funding in the amount of \$100,000 to begin to establish a pool of funds for the QEP.

The guidelines also include funding for fixed costs increases in the amount of \$3.1 million. These fixed costs increases include insurance, facilities costs including utilities, and benefits costs increases (health plan and retirement).

The Capital Campaign total has exceeded thirteen million dollars in gifts and pledges. Cash gifts year to date are running forty-two percent ahead of last year this time.

This past weekend the Kentucky Science Fair hosted for its fourth consecutive year state-wide competition for middle and high school students. Senate Glasser expressed her appreciation to Bob Creek for his leadership during the conference. This year for the first time, ECU offered two scholarships for students in life and physical sciences.

Senator Glasser also shared a summary of recent faculty accomplishments.

Senator Glasser announced several upcoming dates:

1. Roark Lecture Series - Thursday, April 4 at 7 p.m. in Keen Johnson
2. Occupational Therapy Research Day & Endowed Chair's Lecture - Friday, April 7 at 9:30 a.m. in the Combs Building
3. Campus-wide Memorial Service honoring and remembering those faculty, staff and students who have passed away during the past calendar year - Monday, April 13 at 4 p.m.
4. Alumni Weekend - April 28-30. Events include the rededication of the Keen Johnson Building on the afternoon of April 28 and the Hall of Distinguished Alumni Induction Banquet on the evening of April 29.

### **UNFINISHED BUSINESS:**

Academic Integrity Policy. Senator Robles moved, seconded by Senator Sanchez, to approve the Academic Integrity Policy (in handbook format). Senator Siegel ruled the motion substantive and postponed further discussion to the May meeting.

### Amendment Motions to the Promotion and Tenure Report.

**Amendment 3 (from February meeting):** (Senator Dieckmann moved, seconded by Senator Kristofik, to approve this amendment at the December 5th meeting) Amendment 3 consists of two motions (Motion 8a and Motion 8b). Motion 8a was defeated Motion 8b was defeated with a vote of 29-21.

**Amendment proposed by Senator Schломann.** (Senator Schломann moved approval of the amendment, seconded by Senator Johnson at the March 2006 meeting.)

Under Part I, Section A, add number five, to read as follows:

- a. If all recommendations are positive, the sequence of reviews of all applications for promotion and tenure are as follows: Department committee, Department chair, College Promotion and Tenure Committee, Dean, Provost, President, and Board of Regents.
- b. If a candidate is not recommended for tenure by the Department committee, Department chair, College Promotion and Tenure Committee, or Dean, the application review process will include the University Promotion and Tenure Committee prior to being forwarded to the Provost.

- c. If a candidate is not recommended for promotion by the Department committee, Department chair, College Promotion and Tenure Committee, or Dean, the application shall not be considered further, unless the candidate appeals to the next level. If the candidate does appeal, the sequence of the process shall follow that stated in b.

The Senate were in agreement and the amendment was approved unanimously.

Senator Siegel asked the Rights & Responsibilities Committee to incorporate all the Senate's approved amendments into the University Promotion and Tenure 2003 full report and to compile the recommendations into handbook language prior to the May meeting.

### **NEW BUSINESS:**

Motion on Senate Alternates. Senator Kristofik, seconded by Senator Johnson, moved to approve the following motion on Senate alternates. The motion carried.

All voting members of the Senate are elected to represent the faculty in their departments. In order to ensure consistent and accurate representation, each department is also asked to elect an alternate for a three-year term in addition to their regular Senator(s). Each election unit shall be entitled but not required to elect alternate delegates (as many as the unit deems feasible) to ensure voting rights for their faculty. The alternate may attend for any Senator in departments with more than one representative. Elected alternates will possess full voting rights and attend meetings when the elected Senator is unavailable. In situations where an alternate is either not elected or is unable to attend, a substitute may attend. Substitutes are allowed to speak to issues and report back to their departments, but substitutes do not have voting rights. The Senate Chair and/or Secretary should be notified in advance whenever an alternate or a substitute will attend a Senate meeting in place of a Senator.

Senate Chair Nominations. Senators Dieckmann, Eakin, and May were nominated as potential candidates for Senate Chair. Elections will be held at the May organizational meeting.

### **GENERAL & STANDING COMMITTEE REPORTS**

#### **EXECUTIVE COMMITTEE REPORT: Senator Siegel**

Academic Regalia Day and the Re-dedication of Keen Johnson is scheduled for Friday, April 28, 2006 at 2:30 p.m.

The first ever Faculty Eat and Meet was held on March 28<sup>th</sup> with over 20 faculty in attendance. Senator Siegel will schedule another Eat and Meet on either a Tuesday or Wednesday in this month and will notify senators of the scheduled date.

Senator Siegel expressed her appreciation to Senator Eakin for chairing the last Executive Committee meeting.

Senator Siegel expressed special appreciation to Hal Blythe in the Teaching and Learning Center for unofficially serving as a faculty advocate during this past year.

The final coffee chat with the President for the 2005-06 academic year will be this Thursday, April 6 from 8-9 a.m. in the Faculty Club lounge in Keen Johnson.

On Friday, April 7, Arlington will host a faculty/staff social from 4-5:30 p.m. The second Arlington social will be on May 12.

**REPORT FROM FACULTY REGENT: Senator Schlomann**

The Board recently had its regularly scheduled meeting. During the past couple of weeks three Board committees—Finance and Planning, Internal Affairs, and Student Life, Discipline and Athletics—have met.

Some of the actions approved by the Board meeting include:

- a. Tuition increase of approximately 11.4 %; increase for residence hall/dining rates
- b. 3.5% salary adjustment for full time employees and \$250,000 for merit
- c. Guidelines for allocation of new revenues in the development of the 06-07 budget. These guidelines included necessary adjustments to fixed costs, six advising positions to be housed in the colleges, faculty computer leasing/replacement plan, continued (though slower than originally planned) staff equity adjustments, QEP funding, continue need-based scholarship funding at the present level/increase other financial aid to reflect increased tuition; initial funding for PGA/PGM program.
- d. In order to address concerns and to increase flexibility to employees, changes will be made in the health insurance plan. The administrators will be divided among providers as follows:
  - Medical: Anthem
  - Pharmacy: Express Scripts
  - Mental health and an employee assistance program: Behavioral MedicineThe same three options will continue to be offered however an additional tier (employee and children) will be offered.
- e. Personnel actions (including promotion, tenure, faculty emeritus, RTP).

At the various meetings, reports were also received about the capital campaign, construction, projects, contracts, scholarships, etc.

**COSFL REPORT: Senator Ware**

April 22 is the AAUP/COSFL joint conference. A box lunch is available for \$7.50. Send checks to Senator McKenney. The program will feature Dr. Roger Bowen, General Secretary of AAUP, Washington, DC, speaking on *Academia in the Red and Blue States*, followed by a panel discussion.

**REPORT FROM THE PROVOST: Senator J. Chapman**

Senator Chapman shared a list of questions and concerns that were encountered during this year's promotion and tenure process.

Two academic initiatives were funded in this year's budget guidelines: advisors for a three-tiered advising program and a three-year rotation of faculty computers.

A three-tiered approach to advising has been proposed and will be funded if state funds are available. This plan will put six advisors—two in CAS and one at each of the other colleges to supplement the individuals doing graduation checks and to change the focus of these individuals to include advising students as well as checking credentials.

As part of the new Strategic Plan, equipment for classrooms and faculty must be updated. A 3-year rotation of computers for all tenure-track faculty has been proposed. This would be accomplished by leasing laptops and docking stations. The laptops would be either be PC's or Macs, dependant upon faculty's requests. These would be high performance machines with wireless and CD/DVD capability.

The allocation from the new money is about \$130,000. The Provost's Office will provide the funds for the first year lease payment and the deans have agreed to fund the second and third year lease payments if new funds are not available through state appropriations. This will eliminate the need for the colleges to budget for faculty computers in the future. Current faculty computers will be cascaded to staff and part-time faculty. The next phase will be to put all staff computers on a three-year rotation as well.

**REPORT FROM STUDENT GOVERNMENT: Kyle Moon**

- Thanks to everyone who participated in this year's Rally for Higher Education.
- SGA elections will be held online on April 18<sup>th</sup>. Newly elected officers will be officially sworn in at the May 2<sup>nd</sup> banquet.
- The Student Activities Council is bringing MTV's Campus Invasion Tour to ECU on April 13<sup>th</sup> in Alumni Coliseum at 7 p.m. The concert will feature Motion City Soundtrack, Straylightrun and Hellogoodbye.

Budget Committee. The Faculty Senate Budget Committee has continued the development of a university-wide survey to explore the possibility of alternative scheduling for classes.

Senator Eakin shared an unsolicited summary report of possible class pattern scenarios compiled by Dr. Rob Christensen. Senator Eakin urged the senators to thoroughly read Dr. Christensen's report.

Rules Committee. Senator Johnson reported that the committee continues to work on updating the Senate rules.

Rights & Responsibilities Committee. The committee finished revising the Academic Integrity Policy in Faculty Handbook language.

There has been ongoing discussion regarding the P&T proposal on the Senate Floor.

Elections Committee. Senator Randles announced that there are 24 committee vacancies available. Nominations and the voting process will occur at the May organizational meeting

Welfare Committee.

The Welfare Committee has finished meeting on the benefits issue and are now concentrating on the academic coordinator issue. A brief boomerang survey will be distributed soon to the deans and the chairs asking them how they perceive the issue.

Ad Hoc Senate Centennial Committee. Approximately 120 people were in attendance at the recent Centennial teas. All those present termed the event a "great success."

The next scheduled event is the re-dedication of the Keen Johnson Building on Friday, April 28 at 2:30 p.m.

Ad Hoc Futures Committee. Doris Pierce, Chair of the Futures Committee was in attendance to discuss the committees findings.

Based on the committee's recommendation, Senator Collins moved, seconded by Senator Flanagan, to create a University Faculty Advisory Committee for the Analysis of Change. The committee would meet monthly with the Provost to discuss faculty issues. The Senate were in agreement and the motion carried.

**FOR THE GOOD OF THE ORDER:**

The topic of discussion was "Strategies for Improving Faculty Life at ECU: Recommendations for Facilitating Faculty Teaching, Research, and Service Effectiveness".

Senator Dieckmann stated that reports and other activities previously handled in centralized offices are now being de-centralized and the information requested is now occurring at the departmental level which requires more and more of faculty members' time. This gives faculty less time to work on research and class preparation.

Senator Jones stated that the turnaround time to complete grant proposals is now 60 or 90 days from the time the grant is announced until it's due date. It's virtually impossible to complete grant writing proposals with a 4/4 class load. Furthermore, it would be helpful if there were administrative support staff available to handle the financial end of the grant proposals rather than faculty having to learn the financial side of the Banner system.

Senator Rainey asked the question "when did the equation change from 'teaching, service and research' to 'teaching, research and service' "?

Senator Schuester indicated that things worked more smoothly when purchase orders were sent to the Purchasing Department for processing rather than faculty having to use the current Banner system. The system is too confusing for individuals that use the system infrequently. Give the processing back to the Purchasing Department.

Senator Robles indicated that there is a lack of signage available externally and internally for special areas and labs such as the Business Development Center or the Speech and Hearing Clinic. It would be helpful to have signs outside each building listing the different offices, labs, etc.

Senator Redmond stated that everything added to faculty schedules no matter how necessary takes time away from something: research, or service or teaching.

Senator Eakin stated that faculty are having to learn more and more software programs to do virtually anything and everything in their own research. How is it possible to have effective teaching if more emphasis is being placed on external research?

Senator Shasby stated the Occupational Therapy recently met with Dr. Pogatshnik to discuss the need for support once grants are awarded. There are many different programs on campus that could collaborate on projects; but there needs to be someone available to help not only locate available grants but also make helpful suggestions for collaborations.

Senator Taylor indicated that for research purposes, semester-long sabbaticals are not sufficient, and if scholarship is becoming more emphasized, longer sabbaticals should be considered.

Senator Hubbard mentioned that with more and more responsibilities for faculty in addition to teaching, RTP's place an extra burden on departments because there are fewer faculty to pick up the extra work load.

#### **ADJOURNMENT:**

Senator Chapman moved to adjourn at approximately 5:30 p.m.



## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

Office of the President

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To: Faculty Senate  
From: Joanne K. Glasser  
Re: President's Report  
Date: April 26, 2006

As we look forward to the upcoming celebration of the rededication of Keen Johnson, Alumni weekend and our spring commencement, I wish to share with you the following information for my May report:

### New Science Building

As I shared in my campus announcement on April 25, 2006, I am very pleased to report the authorization in the state budget of \$54 million in funding for our much-needed new Science Building. We are indebted to the General Assembly, specifically the tireless efforts of State Rep. Harry Moberly and State Sen. Ed Worley, and are most appreciative of Gov. Ernie Fletcher for his recognition of this great need on our campus and for his continued commitment to higher education. This new facility will enrich the teaching and research facilities for our faculty, while greatly enhancing our ability to educate and prepare students to become the scientists, health care professionals, teachers and researchers so needed in Kentucky. Also, I wish to express my appreciation to Dr. Andy Schoolmaster, Dr. Malcolm Frisbie and Mr. James Street for their leadership and all their hard work in shepherding the programming and design process for this long-awaited facility.

### Manchester Center

Governor Fletcher also authorized \$3.5 million in additional funds to go toward our new Manchester Postsecondary Education Center. We appreciate the considerable efforts of State Sen. Robert Stivers on behalf of this important facility, which will also help us better meet the educational needs of our students and service region.

### Lancaster Center

The state budget also includes community development funding in FY 2006-07 and FY 2007-08 for a Lancaster education center. Last fall, we were approached by representatives from the Lancaster community to explore interests in establishing such a center in Lancaster. A needs-assessment demonstrated interest on the part of a large number of individuals in that area and a bid was placed for space for the center. We will be joined in this venture by Bluegrass Community and Technical College (BCTC). Senator Chapman and Dr. Byron Bond have been working with BCTC on plans for the operation of the center, contingent upon authorization of state funding.

### Other State Budget Items

As you are all aware, Governor Fletcher exercised his gubernatorial veto power to eliminate certain provisions of the 2006-08 budget recommendation approved by the House and Senate. We are overall very pleased with the funding of capital projects for EKU and look forward to requesting authorization for funding for the EKU-



note that this funding had been requested due to an overall consideration for student housing renovations and the potential of new student housing, although there are currently no formal plans in place to do so. The debt service for this issuance, should we have determined the need for such funding, would have come through student residence hall charges. At this time there are no significant consequences resulting from its elimination. We will continue to examine the needs in this area and the appropriate time-line for such projects as we consider the potential for future bonding in the 2008-10 biennium.

#### Tuition Increase

In my last report I indicated that I was scheduled to appear before the Council on Postsecondary Education to formally request approval of our tuition rates for next academic year. This testimony took place on April 5<sup>th</sup> with all tuition requests approved by the CPE.

#### University Budget Process

Given that the approved state appropriations for next fiscal year did not change from the amount estimated, the budget guidelines approved at the March Board of Regents meeting, and included in my April Faculty Senate Report, will be unchanged and are being utilized in establishing the 2006-07 budget.

#### NCAA Recertification Update

I am pleased to share with you the successful completion of the NCAA Peer Review Team site visit. During the exit interview on Tuesday morning, the team was very complimentary of ECU Intercollegiate Athletics in all areas, including academic integrity, compliance, and equity and student athlete welfare, as well as leadership at the institutional and intercollegiate athletics levels. A written report will be provided to us within the next two weeks.

Also, I wish to congratulate and express my appreciation to the NCAA Recertification Committee, chaired by Senator Larry Collins, for the hard work and dedication to this process.

#### Advancement and Capital Campaign Update

Our regional campaign events and visits continue to go very well. We have recently completed a successful trip to Washington, D.C., as well as several events across the Commonwealth. In addition, we are a few days away from what will be a very well-attended Alumni Weekend. While there are many events throughout the weekend, the highlights will be Faculty Regalia Day with the Rededication of the Keen Johnson Building on Friday afternoon and the Hall of Distinguished Alumni Banquet on Saturday evening when we will recognize our 2006 Class of Distinguished Alumni along with several other awards. I want to thank Senator Siegel and, especially, Dr. Hunter Hensley and his committee for all of their work to make the special event on Friday a reality.

I also hope you will enjoy the most recent issue of our *Alumni Magazine* which you should be receiving within the week. This issue continues our year-long celebration of Eastern's Centennial and will profile the reflections of several alumni and friends on Eastern's proud history.

Our phonathon and annual fund initiatives continue to go well as we near the end of our fiscal year. Annual Fund support is ahead of this time last year and plans are underway to ensure a strong last fiscal quarter. In addition, our new Circle of Opportunity initiative, which is designed to encourage support at the one thousand dollar level and up, is also going very well. Additionally, the capital campaign has surpassed \$13 million and our major gift officers continue to aggressively cover the country, meeting with prospective donors in an effort to continue to secure support for our campaign.

#### Alumni Weekend

I also wish to remind you of Alumni Weekend, April 28-30. Special events include Academic Regalia Day and the rededication of the Keen Johnson Building on the afternoon of April 28, 2006 and the Hall of Distinguished Alumni Induction Banquet on the evening of April 29, 2006.



At this time, I wish to personally acknowledge and express my appreciation to Senator Carolyn Siegel for her service and numerous hours of work and dedication as Chair of the Faculty Senate this year.

Also, I wish each of you a very successful completion of the spring semester and look forward to seeing you on Faculty Regalia Day for the rededication of Keen Johnson, at other Alumni Weekend events your schedule will permit you to attend, and for our commencement services on May 13.

Once again, thank you for your ongoing commitment to Eastern Kentucky University and your service on Faculty Senate.

Respectfully submitted,

Joanne K. Glasser  
President



## B. Academic ~~Honesty~~ **Integrity** Policy

**Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Academic Integrity Policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it DOES not tolerate academic dishonesty.**

~~Eastern Kentucky University faculty and students are bonded by principles of truth and honesty which are recognized as fundamental for a community of teachers and scholars. The University expects that students will honor and that faculty will honor and enforce these principles which contribute to a foundation upon which a quality education can be built. With this premise, the University affirms that it will not tolerate academic dishonesty~~

**Academic integrity is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that INCIDENTS OF academic dishonesty will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.**

### 1. Plagiarism

~~Plagiarism is the act of presenting ideas, words, or organization of a source (published or not) as if they were one's own, without acknowledgment of the source. Since university instructors assume material presented by students is their own unless otherwise indicated, all quoted material must be in quotation marks, and all paraphrases, quotations, significant ideas, and organization must be acknowledged by footnotes or by some other form of documentation acceptable to the instructor for the course. Plagiarism also includes presenting material which was composed or revised by any person other than the student who submits it, as well as the deliberate falsification of footnotes. The use of the term "material" refers to work in any form including written, oral, or electronic (as in the case of computer files).~~

**Plagiarism occurs when a student represents work taken from another source as his/her own. It is imperative that a student gives credit to information, words, ideas, and images that are integrated into his/her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to:**

- **Using words, ideas, or images from another source (including the Internet); whether in quotation marks or not, without giving credit to that source in the form of a bibliographic citation;**
- **Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgment of the source.**

## 2. Cheating

~~Cheating includes buying, stealing, or otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's academic standing. During examinations or in class work, it includes receiving information from others and referring to unauthorized notes or other unauthorized information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.~~

~~Computers should not be used to acquire or provide information in conflict with the academic honesty policy. Furthermore, the Code of Ethics for Computing and Communications makes it the responsibility of computer users to keep information, data, and programs in their computer accounts secure from others.~~

**Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise.**

**Cheating includes, but is not limited to:**

- **Giving or receiving assistance not authorized by the instructor or University representative;**
- **Participating in unauthorized collaboration on an academic exercise;**
- **Using unapproved or misusing electronic devices or aids during an academic exercise.**

## 3. Fabrication

**Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to:**

- **Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials;**
- **Listing sources in a bibliography not directly used in the academic exercise;**
- **Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence;**
- **Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person.**

## 3. Co-Responsibility

~~Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.~~

#### **4. Pledge**

**“I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy.”**

#### **4. Institutional Procedures**

~~In instances of academic dishonesty, the instructor shall confront the student as soon as possible. The instructor may take any of four sanctions, depending on the seriousness of the infraction:~~

- ~~a. The instructor may assign a failing grade for the assignment;~~
- ~~b. The instructor may assign a failing grade for the course, in which case the instructor shall notify the chair of the department, the dean of the college in which the course is offered, the dean of the college of the student's major, the Dean of Graduate Studies and Research, if appropriate, and the Registrar;~~
- ~~c. The instructor may refer the matter to the departmental committee on academic practices for consideration and possible referral to the Student Disciplinary Council;~~
- ~~d. If the student is assigned a grade of "F" and the instructor thinks the matter is serious enough, the instructor may submit the case to the departmental committee on academic practices with the recommendation that the student, if otherwise eligible, not be permitted to graduate with honors. This recommendation shall be made no later than the date on which the faculty member submits to the Registrar the grade report on which the "F" for plagiarism or cheating is assigned. At the time the recommendation is submitted to the academic practices committee, the Registrar shall be informed that the recommendation has been submitted.~~

~~If the departmental committee on academic practices decides that the offense is serious enough to prohibit the student from being graduated with honors, the case shall be submitted to the Student Disciplinary Council for review. If the Student Disciplinary Council concurs with the departmental academic practices committee that the student should be prohibited from being graduated with honors, the chair of the Student Disciplinary Council shall inform the Registrar in writing. The Registrar shall keep a list of students prohibited from being graduated with honors because of plagiarism or cheating and shall check the graduation list for names of such students.~~

#### **5. Procedures for Dealing with Academic Integrity Cases**

***Step 1. When a violation of the Academic Integrity Policy is suspected:***

**If an incident of alleged violation of the AI Policy is suspected, any member of the EKU community can initiate the process of review by reporting the incident, in writing, directly to the responsible faculty/staff member. The responsible**

faculty/staff member may elect to conduct his/her own review of the allegations or may elect for the matter to be referred to the Academic Integrity Office.

*Option A: The Faculty/Staff Member Conducts a Review of the Allegations:*

If the responsible faculty/staff member chooses to continue the review of the allegations autonomously, the faculty/staff member should obtain and assess the applicable information in determining whether a violation of the AI policy has occurred. If the faculty/staff member determines that an AI policy violation has occurred, a notification of the violation must be made to the Office of Academic Integrity for recordkeeping. At this point, the faculty/staff also notifies the student in writing of the allegation, the sanction, AND the right to contest the allegation and sanction according to the AI Policy procedure. If the student accepts responsibility for the violation and the sanction in writing, the case is closed. There is no appeal from this decision. Upon determination of responsibility, the AI Coordinator will enter the report data in the database. If the student does not accept responsibility and chooses to contest the allegation and/or sanction, the process proceeds to Step 2. Note: The faculty/staff member involved in Step 1 should request information from the AI Coordinator regarding the student's previous violations of the AI Policy *prior* to rendering a sanction in this particular case.

*Option B: The Faculty/Staff Member Refers the Case to the Academic Integrity Office:*

If a faculty/staff member chooses to refer the case directly to the AI Office, the AI Coordinator will meet with the student to discuss the alleged violation. If the student chooses not to contest the allegation and sanction, the sanction is imposed and the case is closed. There is no appeal from this decision. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred. (Then proceed on to Step 3.)

*Step 2. When an Academic Integrity charge or sanction is contested:*

After the faculty/staff member and student have met and the student chooses to contest the charge and/or sanction, the faculty/staff member will refer the case to the AI Office, within five academic days of the meeting. The AI Coordinator will meet with the student to discuss the charge and/or sanctions and the right to contest these. If the student chooses not to contest the charge and sanction, the case is closed. There is no appeal from this decision. Notification of the violation is made by the AI Office into the database for recordkeeping. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred. (Then proceed on to Step 3.)

*Step 3.*

At the College Academic Integrity Committee hearing, both the student and the faculty/staff member will present their information. The Committee members will review all of the information presented and then deliberate in private. At the discretion of the Chair of the Committee, the proceeding may be extended to an additional meeting. At this level of hearing and continuing throughout the process, the student has the option of having a Peer Advisor present. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Committee, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his/her absence and the Committee's decision will be binding. If the Committee determines that the student has violated the AI Policy, before the sanctioning stage of the hearing, the AI Coordinator will provide the Committee information regarding whether the student has any previous AI Policy violations recorded and sanctions imposed. The Committee will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Committee to those present at the conclusion of the hearing.

*Step 4.*

A student can appeal the decision of the College Academic Integrity Committee to the University Academic Integrity Committee. This appeal can only be made based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The student will notify, in writing, the AI Office of their request to appeal to the University Academic Integrity Committee within 5 academic days of the College Academic Integrity Committee's decision, and a meeting of the University Academic Integrity Committee will be scheduled as soon as practicable.

*Step 5.*

At the University Academic Integrity Committee appeal review meeting, the Committee members will consider all the written information supplied by the student. The Committee can modify or set aside the applied sanction, refer the case back to the College Academic Integrity Committee, or uphold the decision. The Chair of the Committee will notify the student of its decision, in writing, within five academic days of the hearing. The decision of the University Academic Integrity Committee is final, unless the Committee determines suspension or expulsion is the appropriate sanction to be imposed.

*Step 6 through Step 9.*

The following steps will ONLY be necessary if it is determined that the student may face the sanctions of suspension or expulsion for the alleged AI Policy violation. According to KRS 164.370, Eastern Kentucky University's Student Disciplinary Council is the only body authorized to suspend or expel a student.

KRS 164.370 provides that:

“Each board of regents may invest the faculty or a committee of the faculty and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination, or immoral conduct. In every

case of suspension or expulsion of a student the person suspended or expelled may appeal to the board of regents. The board of regents shall prescribe the manner and the mode of procedure on appeal. The decision of the board of regents shall be final.”

*Step 6.*

If the College Academic Integrity Committee or University Academic Integrity Committee or AI Coordinator determines that the sanction of expulsion or suspension is appropriate for the AI Policy violation and the student wishes to appeal the sanction, the student must notify, in writing, the AI Office, within 5 academic days of the decision of the College or University Academic Integrity Committee’s decision, of his/her desire to appeal. As soon as practicable, the AI Office will schedule a hearing before the Student Disciplinary Council.

*Step 7.*

At the Student Disciplinary Council hearing, both the student and the faculty/staff member will present their information. The Council will review all of the information presented and then deliberate in private. At the discretion of the Chair of the Student Disciplinary Council, the proceeding may be extended to an additional meeting. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Council, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his/her absence and the Committee’s decision will be binding. If the Council determines that the student has violated the AI Policy, before the sanctioning stage of the meeting, the AI Coordinator will provide the Council information regarding whether the student has any previous AI Policy violations recorded and sanctions imposed. The Council will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Council to those present at the conclusion of the hearing.

*Step 8.*

If the student chooses to contest the allegation and/or sanction, the student can appeal to the Provost. The student will notify, in writing, the AI Office of his/her request and grounds for such request, within five class days of the Student Disciplinary Council’s decision. An appeal to the Provost can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The Provost will render a decision, in writing, within 10 academic days of receipt of the appeal.

*Step 9.*

If the Provost upholds the decision of the Student Disciplinary Council, and if the student chooses to contest the allegation and/or sanction, the student can appeal to the Board of Regents. The student will notify, in writing, the AI Office of his/her request and the grounds for such request, within five academic days of the Provost’s decision. An appeal to the Board of Regents can only be based upon irregularities

**in procedure, new evidence not available at the first hearing, or punishment not consistent with the violation. The decision of the Board of Regents is final.**

~~5. Further Actions~~

~~Students who are assigned a grade of "F" in a course due to academic dishonesty will not be permitted to drop the course.~~

~~If a student fails more than one course as a result of academic dishonesty, the dean of the college of the student's major shall refer the case directly to the Student Disciplinary Council for further action.~~

**6. Sanctions**

**Minimum Sanction:** The standard minimum sanction for an AI Policy violation shall be the assignment of an "F" for the test, assignment, activity in which an incident of academic dishonesty occurred. The student will not be allowed to retake or rewrite the test, assignment, or activity. A student so assigned an "F" will not be permitted to drop or withdraw from the course.

**Minimum Sanction for student with one previous Academic Integrity Policy violation:** The standard minimum sanction for an AI Policy violation for a student with one previous AI Policy violation will be an "FX" recorded for the course on the student's transcript. The "FX" grade denotes failure in the course due to academic dishonesty. A student so assigned an "FX" for a course will not be permitted to drop or withdraw from the course.

**Sanctions:** In addition to the minimum sanctions for an AI Policy violation, other appropriate educational sanctions may be assigned. These sanctions may be given even if this is the first violation of the AI Policy. Such sanctions could include, but are not limited to, the following:

- Removal from the course
- Educational sanctions
- Community service
- Restriction of computer access
- Precluded from graduating with Honors
- Assigned an "F" for the course
- "FX" notation on transcript
- Suspension \*
- Expulsion \*

\* Note: According to KRS 164.370, Eastern Kentucky University's Student Disciplinary Council is the only body authorized to suspend or expel a student, Steps 6 through Step 9.

**"FX" Notation:** The "FX" grade will be changed to an "F" on the student's transcript upon completion of the educational sanctions so specified by the

faculty/staff (Step 1) or other hearing bodies. A course with a grade of “FX” may not be repeated until the “FX” grade is changed to an “F”. The student can then choose to repeat the course with the grade earned in the later taking replacing that of the “F” grade.

## **6. Helpful Definitions**

**Scheduling of hearings:** Hearings will be scheduled as soon as practicable after the AI Coordinator receives written notification of the charge of an Academic Integrity violation.

**Coordinator:** The AI Coordinator is a faculty member who coordinates the ECU Academic Integrity Policy and procedure. The AI Coordinator does not take part in any actual hearings, but is available to answer procedural questions. The Coordinator is responsible for maintaining all records of all incidents involving the ECU Academic Integrity Policy.

**College Academic Integrity Committee:** The College Academic Integrity Committee is comprised of five members (1 faculty from the department where the incident arose, 2 faculty from the college at large, and 2 students from the college at large but not from the department where the incident arose.) If this case involves a graduate student, at least one of the students on the Committee will be a graduate student. One member, elected by the Committee, will serve as Chair. The Committee is responsible for determining the facts, and, if the student is found to have violated the AI Policy, the Committee must determine the appropriate sanction. To determine that a violation has/has not occurred, four of the five Committee members must agree. To determine the sanction, three of the five Committee members must agree.

**Student Disciplinary Council:** The Student Disciplinary Council is comprised of seven members, one faculty from each of the Colleges, and two students (one undergraduate and one graduate student) named by the President of the University. One member, elected by the Council, serves as Chair.

**University Academic Integrity Committee:** The University Academic Integrity Committee is comprised of six members. At the beginning of the academic year, there will be two names (1 faculty, 1 student) from each college and one name (faculty/staff) from the Library submitted to the President’s office for appointment to the Committee. For each AI hearing, the College from which the incident arose will have both the faculty and student serve as members of this specific Committee. The remaining members of the Committee will be randomly drawn from two separate categories in order for the make-up of the Committee to be three faculty and three students. One member, elected by the Committee, will serve as Chair. An appeal to this Committee can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The Committee can modify or set aside the applied sanction, refer the

**case back to the College Academic Integrity Committee, or uphold the decision. The decision of the University Academic Integrity Committee is final, unless the Committee determines suspension or expulsion is the appropriate sanction to be imposed.**

**Peer Advisor: An accused student has the right to have another willing student act as his or her advisor/advocate and to assist the student throughout the process, beginning at Step 3 and continuing through Step 9. The student can be any presently enrolled ECU student.**

**Silent Advisor: An accused student has the right to have an attorney present at any proceeding at Step 3 and continuing through Step 9. The attorney is not permitted to speak in any hearing through this process.**

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### **PART III**

## **FACULTY APPOINTMENT, PROMOTION, AND TENURE POLICIES**

### **ACADEMIC FREEDOM**

Eastern Kentucky University endorses the American Association of University Professors' statement concerning academic freedom, which states, in part,

“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.”

“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. Limitation of academic freedom because of religion or other aims of the institution should be clearly stated in writing at the time of appointment.

“The 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.” (“1940 Statement of Principles on Academic Freedom and Tenure,” American Association of University Professors Policy Documents and Reports, [Washington, D.C., 1984] 3. Because the “Statement of Principles” has been endorsed by one hundred organizations, AAUP has not revised the Statement to conform to contemporary standards of sex-fair language.)

### **TENURE**

The provisions for tenure are applicable to each president, professor, associate professor, assistant professor, and instructor. A faculty member shall be eligible for tenure after completing a **six five**-year probationary period of continuous full-time service and attaining the rank of assistant professor or above. If, by the end of the **six five**-year probationary period, promotion beyond the rank of instructor cannot be justified or if for any other reason a faculty member is not recommended for tenure, a one-year terminal contract shall be tendered. At the time of initial appointment, and upon the recommendation of the President, the Board of Regents may accept service at another institution in lieu of any part of the **six five**-year probationary period at this institution.

If the employment of a faculty member serving during the probationary period is to be terminated at the completion of the current annual contract, that faculty member shall be given written notice of non-reappointment, or of intention not to recommend reappointment, in accordance with the following timetable:

- A. 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.
- B. Not later than December 15 of the second academic year of service, if appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

- C. At least twelve months before the expiration of an appointment after two or more years at the institution.

Any faculty member who intends to terminate employment at the end of the current annual contract has a strong professional obligation to indicate this in writing to the President of the University at the earliest possible date. In no case should this date be later than March 1 or 30 days after receipt of the subsequent year's contract, whichever comes later.

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Attainment of tenure status by a faculty member shall remain in effect unless just cause shall be shown for terminating employment. Tenure status shall remain in force during good behavior and efficient and competent service, and a tenured faculty member shall not be terminated except for any one of the following causes: in competency, neglect of or refusal to perform assigned duties, or immoral conduct. In addition, bona fide financial exigencies may be cause for termination of employment.

Should the institution determine that a tenured faculty member is to be discharged, a written notice of the cause(s) for such action shall be given to the faculty member. Tenured faculty receiving such a notice have the right to be heard in person or by counsel before the Board of Regents. Within 15 days after receiving a notice of charges, the individual concerned shall send a written request for a hearing to the secretary of the Board of Regents. The Board of Regents shall set the time of the hearing no sooner than 15 days nor later than 45 days after receiving the request.

## **FACULTY APPOINTMENTS**

There are six kinds of appointments to the faculty: (1) temporary, (2) probationary, (3) tenure, (4) visiting faculty, (5) lectureships, (6) adjunct, and (7) retirement transition program.

### **1. Temporary Appointments**

Temporary appointments are normally for replacements for regular faculty members, visiting faculty, and part-time teaching assignments. (A separate handbook has been developed for part-time instructors.) Temporary appointments are for limited periods of time and for special purposes including outside funded projects. Time served in a temporary appointment may count toward tenure requirements if followed by a full-time probationary appointment or promotion.

Faculty appointed at the rank of instructor also have temporary appointment status since they cannot obtain tenure as an instructor.

### **2. Probationary Appointments**

- a. Initial full-time appointments at the rank of assistant professor and above are probationary.
- b. Probationary appointments are made annually.

### **3. Tenure Appointments**

- a. Applicability. The provisions for tenure are applicable to each president, professor, associate professor, assistant professor, and instructor.
- b. Eligibility. A faculty member shall be eligible for tenure after completing a **six** five-year probationary period of continuous full-time service at Eastern and attaining the rank of assistant professor or above. Leaves of absence may not be counted toward the five years of

full-time service, but they shall be considered as continuous service. A faculty member may thus take a year's leave of absence after four years, return, and after an additional year be eligible for tenure. Previous service in other institutions normally does not count toward tenure requirements. For faculty employed at mid-year, the probationary period does not begin until the beginning of the next academic year.

**c. Interruption of Continuous Full-time Service may occur for a maximum of two one-year periods at the mutual agreement of department and candidate for extenuating circumstances related to family obligation or professional development. Such an extension may occur regardless of whether the faculty has been granted leave of any kind. The extension shall in no way affect the deliberations or demands of the tenure process.**

d. Tenure Recommendations. Recommendations for tenure originate in the department in which tenure is granted. The President recommends approval of tenure to the Board of Regents, which has the authority to grant tenure. For complete details of the tenure review process, see the section entitled "University Promotion and Tenure Policy" in this section of the Handbook.

#### **4. Visiting Faculty Appointments**

The Board of Regents has established the visiting instructor, assistant, associate, and professor ranks to accommodate four types of appointments:

- a. For individuals who are employed, usually on a one-year basis, to serve as replacements for faculty members who are on leave.
- b. For individuals who are recruited and employed in relationship to an outside-funded project and whose continued employment is contingent not only on successful performance but also on continuation of funding.
- c. For individuals recruited for positions in units where enrollment trends are either downward or unstable or where program changes that will affect staffing needs are anticipated.
- d. For individuals who are recruited for teaching during the summer terms or for teaching assignments of shorter duration.>

#### **POLICIES AND PROCEDURES FOR ESTABLISHING SHARED FACULTY APPOINTMENTS**

Eastern Kentucky University (EKU) is committed to the fullest use of available professional expertise, including allowing the opportunity for faculty to request shared appointments as long as the appointments are consistent with professional policies, Affirmative Action guidelines, and the appropriate needs of an academic unit. The concept of share appointments between two (2) faculty members with similar professional expertise has been widely adopted in colleges and universities across this country. A similar arrangement is deemed appropriate at Eastern Kentucky University to provide professional opportunities for two (2) faculty members interested in sharing one faculty position (1 FTE) to further enhance the professional expertise available to students.

The University recognizes that the establishment of shared appointments is not an entitlement, but an opportunity that can be offered, (1) at the time of hire, or (2) requested by a faculty member occupying the full faculty position, and then approved by the department head, the college dean, and the Provost and Vice-President for Academic Affairs.

Examples of such job sharing might be:

1. Two tenured faculty who occupy two (2) full-time positions (2 FTE) in a department request to share one faculty position (splitting the position on a determined percentage) on a permanent or continuing basis and therefore vacating 1 FTE position.
2. Two (2) prospective faculty members apply for 1 FTE tenure track position as a shared position on a permanent or continuing basis (the percentage for each determined at time of appointment).
3. One (1) tenure-track or tenured faculty member (1 FTE) requests to share his/her appointment by working a determined percentage of 1 FTE position on a continuing basis, leaving the remainder of the position vacant to be filled by a new faculty member on a continuing or permanent basis.
4. One tenure-track or tenured faculty member (1FTE) requests to work a percentage such as 50% of the appointment for a mutually agreed upon number of semesters or years (such as 1-3 years) and a new faculty member will be recruited as a Visiting Instructor or Professor for the term of the shared appointment. At the end of the agreed upon term, the tenure-track or tenured faculty member will return to a full-time appointment, or whatever type of appointment was agreed upon when the shared appointment was approved.

All faculty members who are in shared positions are eligible for all faculty benefits as stated in the Faculty Handbook on a basis proportional to their appointment. For clarification, the following are guidelines, procedures and expectations of shared appointments:

1. Faculty members seeking a shared appointment must have their request and credentials evaluated and a positive recommendation forwarded by the faculty and chair of the department according to the needs and requirements of the department.
2. Faculty members receiving a shared appointment will receive letters of appointment (i.e. contracts) at the beginning of the shared appointment stating the terms of their shared appointment.
3. In a shared appointment, the faculty members together are expected to fulfill the stated requirements of the position as it was originally intended for one faculty member (1 FTE).
4. Evaluations of teaching, research, and service will be conducted on a basis consistent with the percentage of each faculty member's respective appointment.
5. The two (2) faculty members occupying a shared appointment shall be assigned a full-time teaching load or its equivalent as approved by the department during the regular academic year.
6. No faculty member in a shared position shall be permitted to be employed outside the University in a full-time position during the regular academic year.
7. Faculty members in a shared appointment shall be assigned service responsibilities in proportion to their respective appointments equivalent to the total amount expected of 1 FTE faculty member.
8. Faculty members in a shared appointment will be available for advising in proportion to the percentage of their respective appointments and according to departmental, college, and university policies.
9. Faculty members in a shared appointment shall be provided with available office space, supplies, and equipment.
10. The University will make available to the shared position (1 FTE) annual funding for professional travel for each faculty member in proportion to that faculty member's percentage of appointment.

11. Faculty members in a shared appointment will be eligible for faculty grants, faculty development funds, release time for research (on a proportional basis), improvement of instruction funds, and all other faculty development opportunities available to full-time faculty members.
12. Faculty/staff scholarships will be shared proportionally by faculty members in the shared position (1 FTE).
13. Each faculty member in a shared appointment (1 FTE) who has completed fourteen (14) semesters of service at the University is eligible to apply for a sabbatical leave in proportion to that faculty member's percentage of appointment.
14. Each faculty member sharing an appointment shall have full voting rights as a faculty member.
15. The actual annual salary that the faculty members receive will be their base salary multiplied by the appropriate percentage of the position that they are sharing.
  - a. If two tenured faculty who occupy two full-time positions (2 FTE) in a department request to share one faculty position (1 FTE), their base salaries will be their current EKU salaries.
  - b. If two (2) prospective faculty members apply for 1 FTE tenure track position as a shared position, the base salaries of each faculty member shall be determined individually by rank, years of service, and other appropriate comparative measures as used for full-time faculty.
16. Each year, the base salary of each faculty member will be adjusted based on his/her merit pay award, cost of living increase, and any promotions or other salary adjustments that she/he receives. After all appropriate adjustments are made, the actual annual salary that the faculty member receives in the next academic year will be his/her base salary multiplied by the appropriate percentage of the position being shared.
17. The University currently provides to each permanent full-time employee a standard health care benefit that covers the cost of a single health insurance policy. For a faculty member in a shared position, the University will contribute an amount to the single insurance policy in proportion to that faculty member's percentage of appointment. The employee will pay for any remaining cost of the University health care plan of his/her choosing.
18. The University will pay retirement benefits for each of the two (2) faculty members sharing a position (1 FTE) in proportion to each of their salaries.
  - a. For faculty presently employed at EKU who are moving from a full-time position (1 FTE) to a shared position, and who are currently member of the Kentucky Teachers' Retirement System (KTRS), the University will no longer be able to deduct the current contribution (presently 6.16%) of the faculty member to KTRS. In addition, the University will supplement the faculty member's salary by the University's current contribution to KTRS (presently 10.59%), plus the appropriate FICA. Service credit for shared positions will be prorated by KTRS in keeping with the system's regulations. The faculty member may use these funds to purchase service credit from KTRS proportional to his/her percentage of the shared position.
  - b. For new faculty members who are hired directly into a shared faculty position, and for other faculty members who are not members of KTRS, the faculty retirement benefit (plus the appropriate FICA) will be paid by the University in proportion to that faculty member's salary, except it will be allocated to an alternate retirement option offered by EKU, such as TIAA-CREF or Valic.
19. Each faculty member in a shared appointment, who is on a tenure-track appointment, shall be

considered for tenure and/or promotion independently of the other faculty member with whom they are sharing the position.

20. Each faculty member in a tenure-track shared position shall be eligible for tenure after completing the standard probationary period required by ECU plus an additional two (2) years. Exceptions to this may be negotiated if the faculty member has had previous full-time service at ECU or another university.
21. The years of service requirement for a faculty member in a shared appointment who is seeking promotion to any of the ranks shall be the same as for a faculty member whose appointment is not shared, plus an additional two (2) years. Exceptions to this may be negotiated if the faculty member has previous full-time service at ECU or another university.
22. When a faculty member in a shared appointment leaves the University for any reason, the remaining member (if tenured, or on tenure-track) shall assume the full responsibilities of the position unless the University and the faculty member both agree that the faculty member's responsibilities shall remain the same.

#### **GUIDELINES FOR RECRUITING TENURE-TRACK FACULTY ACADEMIC AFFAIRS**

1. The departmental search committee should meet with the Department Chair to draft the position announcement/advertisement once authorization is granted from the Office of the Provost and the Dean of the College for the search to begin (Appendix A, Request for Action on Vacancy). The announcement/advertisement must contain statements specifying the rank at which the candidate is to be employed, that the position is tenure earning, the minimum required qualifications and credentials, a reference to ECU's competitive compensation, application instructions and contact information. The announcement/advertisement should contain a request for a list of at least three references, together with their telephone numbers and e-mail addresses. At this stage of the process, it is generally counterproductive to request letters of recommendation. The announcement/advertisement should state the date on which the initial review of applications will begin and should clearly state that the search will continue until the position is filled. The following statement must be included at the end of the announcement/advertisement:

Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer.

2. In order to facilitate the review process, it is recommended that a draft of the announcement/advertisement be shared with the College Dean, the Equal Opportunity Office, and the Provost as early as possible in the process. Those three offices promise a 24-48 hour turnaround.
3. Two versions of the advertisement should be prepared. The longer version is for use in less expensive media and the shorter is for use in the more expensive media. The longer version should be posted on the Department's home page. Each advertisement should contain the appropriate web address where the full announcement can be found.
4. The advertisement plan for the position should include a cost estimate (See Appendix B, AA-1 Form). Human Resources can provide that information based on a draft of the announcement/advertisement.
5. It is also recommended that departments prepare an attractive announcement of the position to be sent to colleagues at similar departments across the country, and make every effort to identify and solicit a broad pool of qualified applicants.
6. Appropriate paperwork (Appendix B, AA-1 Form) is to be filed with the Equal Opportunity Officer, the College Dean and the Provost.

7. Each search committee is to select a Chair and have it understood that the committee Chair is the only contact person for communications with the candidates.
8. The Chair of the search committee is to keep all records from the search, including CVs and related materials from all applicants, evaluations of each applicant, notes from all reference calls made, and interview notes. At the end of the search process, the entire file should be transferred to the College Office for storage for five years.
9. The search committee is to develop a clear set of selection criteria for evaluating applicants and a search process timetable.
10. Each applicant is to be screened for minimum education and experience requirements. If an individual does not satisfy these requirements, the individual is not a qualified applicant and should not be given further consideration for the position. A letter should be sent to any such individual clarifying the status of the individual's application.
11. After initial screening under item 10 above, each remaining application received should be acknowledged, and the affirmative action compliance information form and a postage-paid envelope provided by the Equal Opportunity Office should be included with the acknowledgment.
12. The search committee will then conduct an initial review of the applicants and provide the Department Chair and the Dean with a summary of the applicant pool. At this point, a review of the candidate pool will be made by the Dean to ensure that it is a viable pool of applicants. If it is determined that it is not, the search can be continued or reopened at a later date.
13. The search committee will rigorously apply the stated criteria to the applicant pool to develop a list of semi-finalists. Careful notes must be kept as to the reason(s) why each applicant does or does not meet the criteria. These notes must be retained as a part of the search file.
14. The search committee will check the listed references of the semi-finalists. References can be collected in the form of traditional letters, faxed letters, e-mail communications, or telephone calls to the references. Telephone reference checks have been proven to be very effective means of gathering a good deal of information about candidates in a timely manner. Careful notes of any telephone conversation need to be kept as part of the applicants' files.
15. If reference checks are made by telephone, the caller should use a script so that the same topics are covered with each reference call for each candidate. (It is understood, though, that as in any conversation, the discussion can go in many directions. The important point is that at least the same topics are covered in each reference call.)
16. It is important through the search process that candidates be kept informed as to the status of the search process.
17. It is imperative that throughout the search process all candidates, internal and external, are treated exactly the same. No candidate should be given more or less of an advantage.
18. Following reference checks, the search committee may choose to arrange to do video interviews or telephone conference calls with some of the semi-finalists for the purpose of exploring key issues with a larger group of candidates than be brought on to campus. Once again, a script should be developed and followed for each discussion with a candidate. Records of those discussions must be kept as part of the search file.
19. The search committee will submit up to three finalists for on-campus interviews (In extraordinary circumstances either less or more candidate interviews may be approved). Prior to inviting any candidates to campus, the Chair of the search committee should review the status of the search with the Dean. The search committee must be able to articulate why the proposed interviewees

were selected for on-campus interviews. The Chair of the search committee and the Dean must ensure that all qualified applicants were given equitable employment consideration. Complete Appendix C (AA-1.1 Form) and forward to the College Dean. After all approvals, forward a copy to the Equal Opportunity Office.

20. The search committee together with the Department Chair shall plan the campus visits of the finalists. Appointments should be scheduled with the College Dean as well as with other appropriate individuals. Interviews may also be scheduled with the Provost if judged to be appropriate. Copies of the finalists' resumes should be shared with each person with whom an interview meeting is scheduled.
21. Planning for the campus visits of candidates should be done as much in advance of the visit as possible. Efforts should be made to bring in candidates on a Saturday for two reasons: 1) the air fare is less expensive, and 2) the candidate will have better opportunity to experience the Richmond area in a leisurely fashion before formal interviewing begins. It is hoped that departments will also use the weekend for informal socializing with candidates.

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22. Departments working in conjunction with their College Offices should prepare complete informational packets to be mailed to the candidates well in advance of their campus visits.
23. All individuals who will interact with the candidates should be counseled on the legal considerations of an interview and the fact that good candidates will be interviewing us as much as we will be interviewing them.
24. Cost containment is also an issue in searches. In addition to controlling the high costs of airfares, departments should consider housing candidates in an area hotel with whom we have a negotiated rate for two reasons. First, the university has established a negotiated rate per room per night with the following hotels/bed & breakfast: Best Western Holiday Plaza-\$50.00, Best Western Road Star Inn-\$45.00, Red Roof Inn-\$43.00, Comfort Suites-\$48.60, Hampton Inn-\$64.00 and the Bennett House-\$75.00. Second, the university has negotiated a direct billing process so that departments will not have to charge their accounts and then get reimbursed. Hosted meals should be kept within reason. While it is important to provide candidates with gracious hospitality, it is also important to keep the cost of hosted meals under control. No more than two to three individuals should be included in candidate meals.
25. While on campus, candidates should meet with as broad of a range of persons as possible. A formal feedback mechanism, preferably a written form developed in advance by the search committee, should be provided for everyone who meets with the candidates.
26. Questions about salary should be referred to the Dean. Candidates can be told that our salaries are very competitive. But the actual salary for a position is not determined until the top candidate is identified. At that time, a series of discussions occur between the Chair, the Dean and the Provost about the appropriate salary following an analysis of national data from at least two to three sources.
27. Following the campus visits of all finalists, the search committee will meet with the Department Chair to discuss the candidates in relation to the stated criteria, assess the feedback received on the candidates, and provide a listing of "acceptable" and "unacceptable" candidates to forward to the Dean together with a narrative of their relative strengths and weaknesses.
28. Recommendation regarding recommended candidates, rank and salary are to be forwarded to the

Dean, who in turn, will discuss them with the Provost. Following that discussion, final paperwork (See Appendix D, the AA-2) will be prepared for approval by the Department Chair, the Dean, the Provost, and for review by the Equal Opportunity Officer. Once approval to proceed is given, the Dean will authorize an offer of employment to be made. If the offeree accepts the position, the Dean's office will prepare the PAF. **The Provost and deans shall ensure that agreed-upon exceptions to tenure and promotion policy are documented at the time of a faculty member's initial appointment, or thereafter, in a full-time, tenure track position so that such contractual exceptions are recognized and applied in the review of application for tenure and promotion.**

**NOTE:** The hiree is not to begin work until a fully executed contract is in place.

29. Care should be taken following a hiring that the transition to Eastern Kentucky University is made as smooth as possible for the new colleague. Frequent contact should occur between the new colleague and the home department during the period of transition to EKV.

30. Departments should develop formal mentoring programs for new faculty members, which should begin in the first semester of employment at EKV.

### **PROFICIENCY IN ENGLISH**

In addition to other qualifications, all persons appointed to teach at Eastern Kentucky University (full-time faculty, part-time faculty, and graduate teaching assistants) shall demonstrate appropriate proficiency in oral and written communication in English. It is the responsibility of the department chair to interview all candidates and to certify that each person recommended for appointment has demonstrated such proficiency.

The law shown on the following page, enacted by the 1992 Kentucky General Assembly, also applies to "Proficiency in English":

(1) Each state university shall institute English language, proficiency assessment for all instructors, including teaching assistants, for whom English is not their primary language. The instructors shall be evaluated periodically to demonstrate their ability to deliver all lectures and oral presentations in an English speech pattern that the students understand.

(2) Subsection (1) of this section shall not apply to the teaching of foreign language courses.

(3) If an instructor receives an unsatisfactory evaluation, he/she shall have one semester to demonstrate his/her ability. If an instructor receives a second unsatisfactory evaluation, his/her employment shall be terminated.

### **CRITERIA FOR DETERMINING RANK FOR INITIAL APPOINTMENT TO THE UNIVERSITY FACULTY**

The criteria listed below are intended for guidance in determining rank for initial appointment. These criteria are most directly applicable to the disciplines in which graduate terminal degree programs are generally available and in which it is customary for university faculty members in these disciplines to hold the graduate terminal degree. It is specifically recognized that university programs in certain specialized fields require faculty whose education and/or experience will be different from the stated criteria. In special cases, professional competency may be substituted for advanced degrees

#### *For Appointment to Instructor*

- 1.1 Educational qualifications - Master's degree in appropriate discipline
- 1.2 Experience - evidence of successful teaching and/or related work experience

#### *For Appointment to Assistant Professor*

- 1.1 Educational qualifications - terminal graduate degree in appropriate discipline

1.2 Experience - evidence of successful teaching (may be part-time teaching or service as graduate assistant) and/or related work experience

or

2.1 Educational qualifications - Master's degree plus advanced graduate study (equivalent to "ABD") in appropriate discipline

2.2 Experience - evidence of successful teaching (may be part-time teaching or service as graduate assistant) and/or related work experience

or

3.1 Educational qualifications - Master's degree plus one year (24 semester hours) of advanced graduate study in appropriate discipline

3.2 Experience - three years of successful teaching and/or related work experience

*For Appointment to Associate Professor*

1.1 Educational qualifications - terminal graduate degree in appropriate discipline

1.2 Experience - three years of successful college or university teaching at the assistant professor level (including administrative experience) and/or directly related work experience

1.3 Evidence of scholarly and/or creative achievements

*For Appointment to Professor*

1.1 Educational qualifications - terminal graduate degree in appropriate discipline

1.2 Experience - five years of successful college or university teaching at the associate professor level (including administrative experience) and/or directly related work experience

1.3 Evidence of scholarly and/or creative achievements

**CRITERIA FOR THE SELECTION OF FACULTY MEMBERS FOR SERVICE IN THE GRADUATE SCHOOL**

Faculty service in the Graduate School is divided into three categories:

1. Full Graduate Faculty
2. Associate Graduate Faculty
3. Graduate Instruction

Recommendation for service in any of the three categories begins with the department chair and must be approved by the dean of the college and the Graduate Council.

The supervision of theses and service as a chair of a Graduate Advisory Committee is restricted to Full Graduate Faculty. Normally service on Graduate Advisory or Graduate Examination Committees and teaching graduate courses is restricted to Full or Associate Graduate Faculty.

*A. Full Graduate Faculty Status Criteria:*

1. Earning the highest degree normally given in the field,
2. A record of scholarly activity during the past five years, including publication in a refereed journal or comparable activity,
3. A minimum of two years of graduate faculty experience at the associate level in an accredited institution,

4. A teaching record of at least one graduate level course every two years, and
5. Service as a member of a comprehensive examination on thesis committee during the past five years.

Full Graduate Faculty are appointed for a term of five years determined by the date of the activity which was accepted as fulfilling the publication criteria.

- B. *Associate Graduate Faculty* status is provided for faculty who have earned the highest degree normally given in the field while working towards completing the requirements necessary for Full Graduate Faculty.
- C. *Graduate Instruction* status is normally reserved for faculty who are not tenure-track faculty but who have a teaching expertise that is needed by the department. Graduate Instruction status may allow individuals to serve on a limited number of graduate committees subject to the approval of the Graduate Council. Persons applying for Graduate Instruction status should meet degree requirements for appointment to the university faculty at the rank of at least assistant professor as specified by the Faculty Handbook. Individuals only meeting the requirements for appointment to the university faculty at the rank of instructor will not normally be granted Graduate Instruction status.

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## PROMOTION AND TENURE

### University Promotion and Tenure Policy Statement

Eastern Kentucky University, as a matter of principle, complies with the AAUP standards for faculty promotion and tenure. These standards establish basic policy and procedural expectations for a wide variety of institutions of higher education and for disciplines within universities while providing for appropriate professional flexibility at departmental levels. It is with this understanding that the following statements of principles and procedures are set forth to guide the faculty and the administration.

#### Principles

1. ~~The primary and initial recommendation on matters of promotion and tenure is the responsibility of faculty peers.~~ **Faculty peers elected to serve on departmental committees shall have the primary responsibility for evaluating candidates in their department for promotion and tenure. Throughout the promotion and tenure process, faculty and administrators shall recognize the primacy of departmental recommendations.**
2. The review procedures in the decision-making process shall be open, **documented** and verifiable.
3. The department and college procedures not determined by these promotion and tenure procedures shall be developed by the faculty composing these units or their representatives and shall be known and agreed to by the faculty.
4. Appeal processes shall be included in all promotion and tenure policies.
5. Policies for promotion and tenure shall state the specific criteria to be used in the evaluation and how they shall be applied.

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6. Review processes at each level shall be limited to professionally relevant considerations but shall include documented evidence of performance from the candidate, students, other faculty, and appropriate administrators. The documented evidence shall be part of the individual application file.
7. Review processes at each level shall include appropriate evaluations of performance in teaching, ~~service, and scholarship~~ **scholarship and service**. These evaluations shall become part of the individual application file.
8. ~~The entire individual application file, with all recommendations, shall be forwarded to the final University decision-making body.~~ **The case for or against promotion and/or tenure will be stipulated in writing and found in the candidate's dossier at every step in the process.**
9. At each level, the procedure shall provide a means to notify the candidates formally of the results of the deliberations, including the reasons for the recommendations.
10. At each level, provisions for appeal shall include an opportunity for the decision makers to reconsider the decision prior to referral to another body.
11. All procedures shall be subject to full faculty review at least every five years.
12. Throughout the process, principles of confidentiality shall be respected.
- 13. Membership on college and university level Promotion and Tenure Committees shall be limited to tenured faculty members with the rank of Associate or Full Professor.**
- 14. Departments may mandate external review for promotion and tenure if they so choose and are approved by their college P&T Committee.**
- 15. Department Chairs, College Deans, and the Provost shall NOT serve as voting members on promotion and tenure committees at any level; however they may request or be requested to join such meetings.**
- 16. No individual participant in the process may VOTE at more than one level of the process.**
- 17. Committees shall be comprised of members elected by their peers.**
- 18. Review of applications shall occur in the following way:**
  - a. If all recommendations are positive, the sequence of reviews of all applications for promotion and tenure are as follows: Department committee, Department chair, College Promotion and Tenure Committee, Dean, Provost, President, and Board of Regents.**
  - b. If a candidate is not recommended for tenure by the Department committee, Department chair, College Promotion and Tenure Committee, or Dean, the application will automatically be reviewed by the University Promotion and Tenure Committee prior to being forwarded to the Provost.**
  - c. If a candidate is not recommended for promotion by the Department committee,**

Department chair, College Promotion and Tenure Committee, or Dean, the application shall not be considered further, unless the candidate appeals to the next level. If the candidate does appeal, the sequence of the process shall follow that stated in b.

### **Principles for Establishing Criteria for Promotion and Tenure**

- 1. Criteria for promotion shall be distinct from criteria for tenure.**
- 2. The university shall identify university-wide criteria for tenure and promotion and shall inform faculty of these criteria.**
- 3. Consistent with the university criteria, each college shall identify college-wide criteria for promotion and tenure within the areas of teaching, scholarship, and service.**
- 4. Consistent with university and college criteria, each department shall identify specific criteria for promotion and tenure within the areas of teaching, scholarship, and service.**
- 5. All criteria shall reflect good practices at comparable institutions; shall allow for diversity in faculty contributions and shall reflect ECU's traditional emphasis upon effective teaching.**
- 6. Criteria should also be articulated for special units such as Model Lab, Interpreter Training, etc.**
- 7. Criteria shall be submitted for regular (five year) review and approval by appropriate committee and/or administration.**
- 8. Criteria at all levels will recognize the primacy of teaching over service or scholarly/creative endeavor.**

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#### *University Promotion and Tenure Policy*

##### **I. Responsibilities and Application**

###### **A. Responsibilities in the promotion and tenure process**

1. *Tenure.* It is the responsibility of the dean of the college to inform the department chairs of the need to review each person eligible for tenure. It is the responsibility of the department chairs to inform the department promotion and tenure committee. It is the responsibility of the candidate to submit an application. Failure to do so will result in a terminal contract. Appropriate forms shall be made available in department offices.

2. *Promotion.* The candidate for promotion is responsible for initiating the process: the candidate must request a departmental review by presenting a letter to the department chair, with a copy to the dean, no later than September 10 of the year of review. It is the responsibility of the chair to inform the faculty of policies, procedures, and criteria for promotion.

3. It is the responsibility of the candidates for both promotion and tenure to review the Faculty Handbook for University policies on these matters. It is also the candidates' responsibility to provide the department committee with materials listed. The committee is not responsible for collecting these materials.

In the process of being reviewed for promotion or tenure, the candidates necessarily must allow their professional materials to be open to their peers on the various promotion and tenure committees.

4. Department committees may set additional requirements for documentation materials; however, all candidates will provide the committees with the materials listed below:

- a. Accurate factual data required by the application form, which is to be provided by the chair of the department at the candidate's request.
- b. Statements by the candidate in support of the application for promotion or tenure:
  1. In the category of teaching, the candidate should provide any potentially useful information, such as teaching philosophy, descriptions of unique methods or experiments, and attitudes toward evaluation of student work.
  2. In the category of service, the candidate should provide complete details, including documentation, if available, of service to the University, professional and/or community organizations.
  3. In the category of scholarly and/or creative achievements, the candidate should provide accurate and complete details of works published, papers or other presentations, creative performances, exhibitions, grant and contract activities, etc., as appropriate to the academic field. Details such as dates, places, audiences, and professional organizations must be spelled out.

5. For promotion, the committee may concentrate on activities since the last promotion, but candidates may provide clearly dated prior activities to demonstrate a record of continued achievement.

#### B. Application

1. Since both rank and tenure are academic designations within the University, they shall be awarded only to personnel who meet the qualifications and criteria for rank or tenure in an existing department or college, whose credentials are approved by the department and college, and who are qualified to perform at that rank in the academic department.
2. A prospective faculty of the University who is being considered for academic rank and/or tenure will be awarded the rank and/or tenure in an existing department only with the prior concurrence of that department.
3. Currently employed faculty who hold academic rank, but not in an established department, must seek promotion or tenure through the academic department and college most closely related to their educational qualifications and/or professional responsibilities.

## II. Department Procedures

- A. Procedures for the selection of the department committee and procedures for the consideration of the matters of promotion and tenure within the department shall be approved by a majority of the full-time teaching members of the department and reviewed by the dean for compliance with this University document. A statement of the procedures shall be filed in both the office of the dean and the department office.

For the purpose of these procedures, full-time teaching is defined as set forth in Part Seven, II, B. of this Faculty/Staff Handbook.

- B. Changes in the department procedures shall be made by a majority vote of the full-time teaching members of the department and shall be reviewed by the dean by May 1 prior to the academic year in which the changes are to take effect.
- C. Each department shall establish procedures and methods for selecting the department committee for promotion and tenure. Department committees for promotion and tenure shall be composed as determined by the full-time teaching faculty of the department, within the following guidelines:
1. The committee shall consist of no fewer than three voting members. They shall be elected from the full-time tenured faculty. If a department is too small to provide such a committee, the department may select tenure-track faculty within the department or faculty outside the department with the advice of the dean of the college. In the latter case, the faculty member may serve on the promotion and tenure committee of more than one department.
  2. The maximum number of members shall be determined by the department.
  3. ~~While it is recommended that the department chair meet with the department promotion and tenure committee,~~ **As appropriate the committee may invite the department chair to confer; however,** the chair of the department may **NOT** ~~at the discretion of the faculty of the department, also serve on the committee. However, the department chair shall not chair the committee.~~
  4. If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, a faculty member may not serve on the committee that year. The department procedures shall provide for an alternate who shall serve throughout the year. If the department cannot comply with this provision because of the size of the department or other unique circumstance, the procedure in II. C. 1. above shall be followed.
  5. The committee shall be elected no later than September 10 of the year in which it is to function.
- D. Each department shall establish clear definitions and delineations of the responsibilities of the committee and the department chair in writing and filed as indicated above.
1. The department committee shall have the following responsibilities:
    - a. **To conduct all reviews in an ethical manner: maintaining confidentiality and recording written minutes of meetings and proceedings.**
    - b. To provide the appropriate professional interpretations for the discipline.
    - c. To ensure that the promotion and tenure recommendations are consistent with the goals and needs of the department.
    - d. To assemble material to accompany the committee's recommendations. These materials shall include the following: (1) Material presented by the candidate. (2) Peer opinions (not limited to committee members) but not anonymous opinions. (3) Formal student evaluations. (4) In addition to student opinion of instruction, each department shall use a systematic method of assessing teaching performance. This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in the department merit pay policy. (5) Results of nontenured evaluations. (6) Data and opinions provided by the chair of the department.
    - e. **To vote on applications for tenure before considering and voting on applications for promotion to associate professor and professor. In**

**evaluating applications for promotion to assistant professor and tenure, vote on promotion before voting on tenure. Assistant professor is required for tenure.**

- f. To compose the evaluation narrative using the material above and ensuring that unsubstantiated information or information sets which lack documentation are not used as part of the decision process at the department level.
  - g. To submit to the department chair the committee recommendation with appropriate documentation and required forms as follows: (1) The voting members of the committee shall complete the appropriate forms for recommendation for promotion or tenure. Members of the committee shall sign the form, indicating the accuracy of the report as it was approved by the majority of the committee. (2) Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation. (3) Justification of the decision by the committee shall be included in the recommendation and shall rest upon documented, verified information.
  - h. To complete and forward to the department chair all promotion application forms and the committee's evaluation and recommendation forms for all candidates.
2. The role of the department chair may vary considerably among the departments in the University. At a minimum, however, the chair shall fulfill the following responsibilities:
- a. Provide the committee with such documentation and data as department policy and committee needs require.
  - b. Upon receipt of the committee's recommendation form and the individual application file, the chair shall review the entire set of material and **write** ~~make a~~ separate recommendation regarding the promotion or tenure **based upon the application, supporting materials, the department committee's evaluation narrative, and other relevant information.** (1) If the department chair does not agree with the recommendation of the committee, he or she shall so indicate on the recommendation form and submit in an addendum a justification for the differing judgment. (2) Justification of the decision of the chair shall rest upon documented, verifiable information and shall be presented to the committee, the candidate, and the dean of the college. (3) Hereafter, the term "divided recommendation" refers to recommendations wherein the committee and the chair do not concur.
  - c. The department chair, together with the chair of the department committee, shall review the recommendation of the department chair and the recommendation of the committee with the candidate, provide the candidate with a copy of the report (and all addenda), and secure the candidate's signed receipt.
 

**NOTE:** Should an applicant for promotion choose to withdraw from candidacy, the applicant shall so inform the department chair and the dean of the college in writing.
  - d. The department chair shall present all positive, divided, and appealed recommendations pertaining to promotion and all recommendations on tenure to the dean no later than December 1<sup>st</sup>.
  - e. **Advise the candidate, as appropriate, of procedures of the appeal process: explaining precise steps, due dates, and expectations for content of appeal letter. Also advise candidate, as appropriate of**

**procedures for review of negative recommendations for tenure.**

E. The department shall establish procedures for the expeditious handling of reconsiderations and appeals.

1. The candidate may request reconsideration of the decision of the department committee or department chair by submitting a written notification by the department chair, with a copy to the dean of the college, within five days\* of notification by the department chair of the decision. The request shall detail grounds for reconsideration and shall include relevant evidence.
2. The committee and/or the department chair shall reconsider the recommendation in light of the information provided in the statement of the candidate. The committee and/or department chair shall consider any new information provided, shall meet with the candidate, and shall record the confirmed or revised recommendation.
3. The candidate shall be notified by the department chair of the results of the reconsideration in sufficient time to provide the candidate an opportunity to request an appeal. Decisions on the reconsiderations shall be processed in the same manner as uncontested decisions - through the department chair to the college dean.
4. If the candidate determines that the decision should be appealed within five days, he or she shall submit a formal statement appealing the decision to the dean of the college, with a copy to the department chair. The statement shall detail the grounds for the appeal and shall include relevant evidence.
5. The dean shall present the appealed recommendation with the statement of appeal to the college committee on promotion and tenure along with other recommendations from within the college.

III. College Procedures

- A. Each college, by majority vote of the full-time tenure-track faculty, shall develop written guidelines for promotion and tenure procedures to include at least the following:
  1. Criteria unique to that college.
  2. Procedures and methods of selecting the college committee to review candidates for promotion and tenure and the selection of the chair of that committee.
  3. Clear definitions of the responsibilities of the college committee and the college administration.
- B. Guidelines developed by the college shall provide for independence of decision making for the committee and the dean, while ensuring that candidates receive full consideration at every point.
  1. The committee shall consist of no fewer than ~~six~~ **five**-voting members. **Two full-time, tenured faculty shall represent each department. These representatives shall hold a minimum rank of Associate Professor (or its equivalent in programs where such rank does not obtain, i.e. Model Lab, Interpreter Training Program, etc.).**
  2. The dean of the college **shall NOT serve as a voting member; however, they may request or be requested to join such meetings.** ~~shall serve on the college promotion and tenure committee as a nonvoting member.~~
  3. If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, the faculty member shall not participate in deliberations regarding that candidate.

4. **Members of the College Promotion and Tenure Committee can not simultaneously serve on the Department or University Promotion and Tenure Committees. That is, no one individual may vote upon a particular petition at more than one level in the process.**
  5. **If an elected member cannot serve, an elected alternate should serve in their stead.**
  6. **If these provisions cannot be met, the dean shall arrange for appropriate representation from other qualified faculty.**
  7. The committee shall be selected no later than September 10 of the year in which it is to function.
- C. Each college shall establish clear definitions and delineations of the responsibilities of the committee and the college dean in writing and filed in the Office of the Provost and Vice-President for Academic Affairs.
1. The college committees shall have the following responsibilities:
    - a. **To elect a chair and recording secretary from the elected membership.**
    - b. **To conduct all reviews in an ethical manner: maintaining confidentiality and recording written minutes of meetings, proceedings and recommendations.**
    - c. **To review applications for tenure before considering and voting on applications for promotion to associate professor and professor. In reviewing applications for promotion to assistant professor and tenure, vote on promotion before voting on tenure. Assistant professor is required for tenure.**
    - d. To see that the appropriate professional interpretation for the discipline has been applied.
    - e. To ensure that the promotion and tenure recommendations are consistent with the goals and needs of the college **as well as consistent with the department's own criteria.**
    - f. To review materials prepared by departments and addenda provided by the department chair and/or the candidate.
    - g. To ensure that unsubstantiated information or material which lacks documentation is not used as part of the decision-making process at this level.
    - h. To submit the committee's recommendation with appropriate documentation and required forms to the college dean.
      - (1) Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation.
      - (2) The voting members of the committee shall complete the appropriate forms for recommendation for promotion or tenure and provide any necessary addenda. Members of the committee shall sign the form, indicating the accuracy of the report as it was approved by the majority of the committee.
  2. The chair of the college committee shall formally inform the dean of the college of the

decision of the committee.

3. The role of the college dean may vary considerably among the colleges in the University. At a minimum, however, the dean shall fulfill the following responsibilities:

- a. **The dean shall arrange for the election of members of the College Promotion and Tenure Committee and an alternate.**
- b. **The dean shall ensure that the membership of the College Promotion and Tenure Committee does not pose a conflict of interest in evaluating and voting upon applicants. If such a conflict exists, the dean shall arrange for an elected alternate.**
- c. The dean shall provide the committee with such documentation and data as college policy and committee needs require.
- d. **The dean shall arrange for the department chair or the chair of the department Promotion and Tenure Committee to meet with the College Promotion and Tenure Committee as necessary.**
- e. Upon receipt of the committee's recommendation form and the individual application file, the dean shall review the entire set of material and write ~~make a~~ separate recommendation regarding the promotion or tenure.
  - (1) If the college dean does not agree with the recommendation of the committee, he or she shall so indicate on the recommendation form and submit in an addendum a justification for the differing judgment.
  - (2) Justification of the decision of the dean shall rest upon documented, verifiable information and shall be presented to the committee and the candidate.
- f. The dean shall inform the candidate of the decisions by the college committee and the dean in time to provide the candidate with the opportunity to request a reconsideration or appeal.
- g. The dean shall forward positive, divided, and appealed recommendations pertaining to promotion and all recommendations on tenure to the Provost and Vice-President, with copies of the recommendations from the college (and addenda) to the candidate, the chair of the college committee, and the department chair no later than February 15.
- h. **In the case of a negative recommendation, the dean shall advise the candidate of procedures for appeal.**
- i. **The dean may meet with the Provost or the Chair of the University Committee in response to their request or the dean may initiate such a request for meeting.**
- j. **At least every five years the dean shall ensure that each department reviews and revises as needed departmental-level criteria for promotion and tenure.**

- D. Each college shall establish procedures for the expeditious handling of reconsiderations and appeals.

- 1. The candidate may request reconsideration of the decision of the college committee or the college dean by submitting a written request to the chair of the committee and college dean, with a copy to the Provost and Vice-President for Academic Affairs, within five days of notification of the decision by the college dean. The request shall detail grounds for reconsideration and shall include relevant evidence.

2. The committee and/or the college dean shall reconsider the recommendation in light of the information provided in the request of the candidate. The committee and/or college dean shall consider any new information provided, shall meet with the candidate, and shall record the confirmed or revised recommendation.
3. Decisions on the reconsiderations shall be processed in the same manner as uncontested decisions--through the college dean to the Provost and Vice-President. The candidate shall be notified by the college dean of the results of the reconsideration in time to provide the candidate with the opportunity to request an appeal.
4. If the candidate determines that the decision should be appealed, within five days he or she must submit a formal statement of appeal to the chair of the University Committee on Promotion and Tenure, with a copy to the departmental college dean and to the Provost and Vice-President for Academic Affairs. The statement shall detail the grounds for the appeal and shall include relevant evidence.
5. The Provost and Vice-President shall present the appealed recommendation with the statement of appeal to the University Committee on Promotion and Tenure along with other recommendations from within the University.

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\*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.

#### IV. University Procedures

- A. The Vice-President and the University Committee on Promotion and Tenure shall develop written guidelines for the committee's promotion and tenure procedures to include at least the following:
  1. The ways that established University criteria are to be applied.
  2. Clear definitions of responsibility for the University Committee and for the Vice-President.
- B. Guidelines developed by the Vice-President and the University Promotion and Tenure Committee shall provide for independence of decision making by the Committee and the Vice-President, while ensuring that the candidates receive full consideration at every point.
  1. ~~The Provost and Vice-President shall serve as a nonvoting member on the Committee.~~  
**Neither the Provost and Vice-President nor a dean nor department chair shall serve on the Committee. The Provost and Vice-president may be invited to meet with the Committee or may request to meet with them, but they will submit separate recommendations.**
  2. If a member of the immediate family of a member of this Committee is being considered for promotion or tenure, the Committee member may not serve during those deliberations. The Committee procedures shall provide for the selection of an alternate, if needed.
- C. The procedures of the University Committee on Promotion and Tenure shall be set forth in writing by the members of the Committee and filed in the Office of the President of the University, with copies to the offices of the Provost and Vice-President for Academic Affairs, the deans of colleges, and all academic departments.
  1. The University Committee on Promotion and Tenure shall have the following responsibilities:
    - a. **To elect a chair and recording secretary from the committee**

membership.

- b. **To conduct all reviews in an ethical manner: maintaining confidentiality and recording written minutes of meetings, proceedings and recommendations.**
  - c. **To review applications for tenure before considering and voting on applications for promotion to associate professor and professor. In reviewing applications for promotion to assistant professor and tenure, vote on promotion before voting on tenure. Assistant professor is required for tenure.**
  - d. To review the applications to ensure the following:
    - (1) That the promotion and tenure recommendations are consistent with the goals and needs of the University **as well as consistent with the criteria of both the college and department.**
    - (2) That the candidate meets the basic requirements of the University for promotion or tenure.
    - (3) That the appropriate review of the candidate's qualifications has been made by those professionally able to do so and that these reviews have been documented appropriately.
  - e. To review appeals and divided recommendations in light of the above factors and the supporting material submitted on behalf of the parties involved.
  - f. To determine whether the candidate's application should be approved based upon the above reviews.
  - g. The chair of the committee shall notify the Provost and Vice-President for Academic Affairs of the decision of the committee.
2. The University Promotion and Tenure Committee shall consist of ~~as many full-time teaching faculty as it does academic deans. The University Promotion and Tenure Committee shall be composed of the academic deans with an equal number of full-time tenured teaching faculty, one from each area represented by an academic dean.~~ **two tenured full-time faculty from different departments representing each college.**
- a. Each college shall devise its own method for electing a representative from the tenured teaching faculty (excluding chairs) to serve on the University Promotion and Tenure Committee. This representative--as well as a first alternate and a second alternate--shall be elected no later than May of the year preceding the academic year in which the Committee is to serve. ~~When electing The representative and alternates, all people concerned shall consider electing members~~ **shall** holding the rank of Professor (or the highest rank available).
  - b. The faculty representatives shall serve for staggered terms of **two** ~~three~~ years. Any member may be selected for two consecutive terms.
  - c. In the event the elected representative from a college cannot serve or complete the term, the first alternate shall complete the three-year term. If the first alternate also cannot serve, then the second alternate shall complete the three-year term. An exception to this general rule would involve the representative's submitting an application for a Foundation Professorship or for promotion. In this case, the alternate shall serve for that year only.
3. The voting members of the Committee shall complete their portion of the appropriate

University recommendation forms for promotion and tenure and provide any necessary addenda. Members shall sign the forms to indicate the accuracy of the report as it was approved by majority vote.

4. Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation.
- D. The Provost and Vice-President have several responsibilities in matters relating to promotion and tenure.
1. **The Provost and Vice-President shall arrange for the election of members of the University Promotion and Tenure Committee and alternates.**
  2. **The Provost and Vice-President shall ensure that the membership of the University Promotion and Tenure Committee does not pose a conflict of interest in evaluating and voting upon applicants. If such a conflict exists, the Provost and Vice-President shall arrange for an elected alternate.**
  3. The Provost and Vice-President for Academic Affairs shall review the procedure to ensure that in every case the process followed was consistent with University policies and the policies of the various colleges and departments.
  4. **The Provost and Vice-President shall arrange for the department chair or the chair of the department Promotion and Tenure Committee, the dean or the chair of the College Promotion and Tenure Committee to meet with the University Promotion and Tenure Committee as necessary.**
  5. Having determined that the appropriate procedures have been followed, the Provost and Vice-President shall review the individual application file, accompanying documentation, and addenda to determine whether the application should be supported. This decision shall be based upon documented and verifiable data contained in the file.
  6. If the Provost and Vice-President do not concur with the recommendation of the University Promotion and Tenure Committee, the basis for the disagreement shall be indicated in writing.
  7. If the Provost and Vice-President agree with the recommendation of the University Promotion and Tenure Committee, the Vice-President shall sign the recommendation form and indicate agreement.
  8. **The Provost and Vice-President shall ensure that the candidate shall be notified in time to provide the candidate with the opportunity to request a reconsideration or appeal.**
  9. **Where a negative recommendation obtains, The Provost and Vice-President shall meet the candidate in person to advise the candidate as appropriate, of appeal procedures, and to secure the candidate's signature on a dated form indicating receipt of relevant reports.**
  10. The Provost and Vice-President shall submit all recommendations to the President of the University by March 15. Copies of the recommendation shall be given to the chair of the University Promotion and Tenure Committee, the appropriate academic deans, the appropriate department chairs, and the candidates.
  11. **The Provost and Vice-President may meet with the President and the ECU Board of Regents in response to their request or the Provost and Vice-President may initiate such a request for meeting.**
  12. **The Provost and Vice-President shall ensure that deans and chairs supervise the establishment of written criteria for promotion and tenure**

and that these are consistent with and approved by the university promotion and tenure committee.

13. **At least every five years the Provost and Vice-President shall ensure that each college and department reviews and revises as needed college-level and departmental-level criteria for promotion and tenure.**
  14. **The Provost and Vice-President shall ensure that new faculty members receive at the time of their appointment the criteria for promotion and tenure.**
  15. **The Provost and Vice-President shall ensure that criteria applied in the review of applications is consistent with the terms of agreement established at the candidate's initial appointment in a tenure-track position.**
  16. **Arrange early in the fall semester for meetings wherein experienced faculty and administrators inform faculty members of the criteria for promotion and tenure.**
- E. The President of the University shall evaluate each recommendation on its merits and shall determine the appropriate recommendations to be submitted to the Board of Regents.
  - F. Official notification of a candidate that tenure will not be awarded shall be given one year prior to the candidate's termination of employment at the University.
  - G. Reconsideration and appeal procedures shall be provided at the University level also.
    1. During the reconsideration and appeals, the Committee reserves the right to request the presence and response of a department chair, college dean, or representative of any committee involved in the original decision.
    2. The candidate may request reconsideration of the decision of the University Committee or the Vice-President by submitting a written request to the chair of the Committee or to the Vice-President, with a copy to the President of the University, within five days of notification by the Vice-President of the decision. The request shall detail grounds for reconsideration and shall include all relevant evidence not previously presented.
    3. The Committee and/or the Vice-President shall reconsider the recommendation in light of the new information provided in the request of the candidate, shall meet with the candidate, and shall record the confirmed or revised recommendation.
    4. Decisions on reconsiderations shall be processed in the same manner as uncontested decisions - through the Vice-President to the President. The candidate shall be notified by the Vice-President of the decision on the reconsideration in time to provide the candidate with the opportunity to submit an appeal.
    5. If the candidate determines that the decision should be appealed, a formal request appealing the decision shall be submitted to the President of the University within five days. Copies shall be provided to the Vice-President and to the chair of the University Promotion and Tenure Committee.
    6. The appealed recommendation, with the request of appeal, shall be presented to the President of the University, along with other recommendations from within the University. The recommendations will be submitted to the Board of Regents, with the recommendations from the President, at the appropriate meeting for the consideration of faculty promotion and tenure.
    7. If the President rules against the appeal by the candidate, the candidate shall be informed prior to the submission of the approved recommendations to the Board of Regents.

#### V. Consideration of Faculty Holding Administrative Positions

- A. All the procedures and guarantees outlined above for faculty apply equally to faculty in administrative posts insofar as their academic faculty position or rank is concerned.
- B. Certain additional observations need to be made when the procedures are applied to administrative faculty. There are practical considerations of balancing administrative time against time served as a member of the faculty. These include the following:
  - 1. Administrators shall be judged by the same criteria as any other faculty. Teaching, service, and scholarship standards shall meet the approval of the various committees and administrators. Administrative performance shall not substitute for any of these three areas.
  - 2. The consideration for academic rank or tenure of a faculty member serving in an administrative post shall be made by the department and the college in which the administrator holds academic rank. If the administrator is normally a part of the process (as a department chair or dean would be) that administrator's recommendation is omitted and the committee's recommendation is forwarded to the next level.
  - 3. Procedures for reconsideration and appeal are no less a part of the process for faculty holding administrative posts than for any other faculty member. The same principles apply as for consideration of recommendations: if the administrator is normally part of the process of reconsideration or appeal, that person's responsibilities are omitted and the matter is forwarded to the next level.

#### VI. The procedure for amending this promotion and tenure document is as follows:

- A. A written request to amend the document is to be submitted to a member of the Faculty Senate.
- B. The member of the Faculty Senate is to submit the amendment to the Faculty Senate.
- C. If the proposed amendment is approved by the Faculty Senate, it proceeds through the appropriate channels for approval by the Board of Regents.
- D. The time for completion of the acceptance or rejection of the proposed amendment shall not exceed one calendar year from the initial proposal to the Faculty Senate.

### **CRITERIA FOR PROMOTION**

**Faculty peers at the department, college, and university levels have the main responsibility for recommendations concerning promotion. Department chairs and college deans are responsible for presenting separate recommendations. The Provost and President shall present recommendations from the department and college levels and their own recommendations to the Board of Regents, which has the authority for final decisions concerning promotion. Recommendations and decisions shall be based on the evaluation of candidates' performance in the areas of teaching, service, and scholarly-creative activities, with recognition that teaching is a priority at EKU.**

**Departments shall be required to identify specific criteria for promotion. These criteria shall reflect the broad criteria established for the university and shall reflect good practice in the discipline, as determined by appropriate professional organizations and comparable regional comprehensive universities. The**

departmental criteria shall be reviewed for approval by the college dean and by the college and university promotion and tenure committees, and recommendations shall be presented to the Provost and President for approval. A systematic review and approval of departmental criteria shall be conducted a minimum of every five years.

The criteria that follow are broad criteria for use university-wide. Within these guidelines, departments shall determine specific criteria and shall evaluate candidates for promotion in terms of the criteria. The following criteria apply to recommendations and decisions concerning promotion. Other criteria may apply for decisions about initial appointments. From rank to rank, criteria reflect increasing expectations within the same areas of performance considered for promotion in rank.

~~The criteria listed below are intended for guidance in determining eligibility for promotion. These criteria are most directly applicable to the disciplines where terminal degree programs are generally available and when it is customary for university faculty members in these disciplines to hold the terminal degree. It is specifically recognized that University programs in certain technical and specialized fields require faculty whose education and/or experience will be different from the stated criteria. In special cases, professional competency may be substituted for advanced degrees. For faculty employed at mid-year, the time in rank does not begin until the beginning of the next academic year.~~

*For Promotion to Assistant Professor*

1.1 Educational qualifications -- terminal graduate degree in appropriate discipline

~~1.4~~ **1.2** Time in rank -- minimum of one year of **experience at EKU prior to applying for promotion or a term of full-time service agreed upon and documented at the time of initial appointment.**

~~1.2~~ **1.3** Experience -- evidence of successful teaching ~~and/or related work experience~~ **(demonstrated, for example, through student opinion of instruction, at least one other systematic form of evaluation, course outlines, assignments, students' work, views of alumni, or other evidence requested by the department).**

**1.4** Satisfactory performance in professional-related service in the department, college, or university; in the profession; and, as appropriate, in the community.

~~1.3~~ **1.5** Evidence of potential for **Demonstrated engagement in scholarly/and/or creative achievements activities relevant to the faculty member's appointment. Examples of activities include an active program of research, participation in professional development, creative products or performances, publications, presentations, or other forms of scholarship of discovery, interpretation, application, or pedagogy.**

or

~~2.1~~ Educational qualifications — Master's degree plus advanced graduate study (equivalent to "ABD") in appropriate discipline

~~2.2~~ Experience — evidence of successful teaching and/or related work experience

~~2.3 Evidence of potential for scholarly and/or creative achievements~~

~~2.4 Evidence of potential for service to the University, the profession, and the community~~

~~2.5 Time in previous rank — minimum of two years of full-time service~~

or

~~3.1 Educational qualifications — Master's degree plus one year (24 semester hours) of advanced graduate study in appropriate discipline~~

~~3.2 Experience — evidence of successful teaching and/or related work experience~~

~~3.3 Evidence of potential for scholarly and/or creative achievements~~

~~3.4 Evidence of potential for service to the University, the profession, and the community~~

~~3.5 Time in previous rank — minimum of three years of full-time service~~

*For Promotion to Associate Professor*

1.1 Educational qualifications -- terminal graduate degree in appropriate discipline

~~1.5~~ **1.2** Time in previous rank -- minimum of three years of full-time service **at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the third year.**

~~1.2~~ **1.3** Experience -- evidence **sustained record** of successful college or university teaching (including administrative) experience and/or related work experience **(demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence requested by the department).**

**1.4 Effective contribution to teaching at EKU; for example, revision of curriculum, innovations in teaching, involving students in teaching, teaching in alternative modes and settings, etc.**

~~1.4~~ **1.5** Evidence of service to the University, the profession, and the community **Record of effective professionally related service in the department and in the college or university; in the profession; and, as appropriate, in the community.**

~~1.3~~ **1.6** Evidence of **Record of successful peer-reviewed** scholarly/and/or creative achievements **activities, some accomplished at the state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, interpretation, application, or pedagogy.**

or

~~2.1 Educational qualifications — Master's degree plus advanced graduate study (equivalent to the "ABD") in appropriate discipline~~

~~2.2 Experience—fifteen 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~~

or

~~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~~

~~1.5~~ **1.2 Time in previous rank -- minimum of five years of full-time service **experience in rank at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the fifth year.****

~~1.2~~ **1.3 Experience -- evidence **sustained record of superior** successful college or university teaching (including administrative) experience and/or related work experience **(demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence requested by the department).****

**1.4 Additional effective contributions to teaching; for example, innovations in teaching, revision of curriculum, team teaching, involving students in teaching, teaching in alternative modes or settings, etc. Demonstration of leadership in teaching.**

~~1.4~~ **1.5 Evidence of service to the University, the profession, and the community **Sustained and broad record of effective professionally related service at multiple levels in the university and in the profession; and, as appropriate, in the community. Demonstration of leadership in service.****

~~1.3~~ **1.6 Evidence of **Sustained record of successful peer-reviewed** scholarly/and/or creative achievements **activities, some accomplished at the state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, interpretation, application, or pedagogy.****

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~~

### **CRITERIA FOR TENURE**

**Faculty peers at the department, college, and university levels have the main responsibility for recommendations concerning tenure. Chairs, deans, and the Provost are responsible for reviewing all applications for tenure and making separate recommendations. The President shall present recommendations to the Board of Regents, which has the authority for final decisions concerning tenure. Recommendations and decisions shall be based on the evaluation of candidates' performance in the areas of teaching, service, and scholarly-creative activities, with recognition that at ECU effective teaching is emphasized.**

**Departments shall be required to identify and defend criteria for tenure. These criteria shall reflect the broad criteria established for the university and shall reflect good practice in the discipline, as well as practices at comparable regional comprehensive universities. The departmental criteria shall be reviewed for approval by the college dean and by the college and university promotion and tenure committees, and recommendations shall be presented to the Provost and President for approval. A systematic review and approval of departmental criteria shall be conducted a minimum of every five years. Throughout the decision making process, faculty and administrators shall recognize the primacy of departmental recommendations.**

**The criteria that follow are broad criteria for use university-wide. Within these guidelines, departments shall determine specific criteria, which as approved, shall be used in evaluation of candidates for tenure. The following criteria apply to recommendations and decisions concerning tenure. Other criteria may apply to decisions concerning promotion.**

- 1. Terminal degree, as defined by the candidate's department**
- 2. Probationary period of six years, unless otherwise specified in writing at the time of initial appointment to a tenure-track position**
- 3. Performance in the areas of teaching, service, and scholarly/creative activities that meets established department criteria.**
  - 3.1 Teaching – a continuing record of successful teaching; demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence required by the department.**

**3.2 Service – evidence of effective, professionally-related service; demonstrated, for example, by service in the department, college, or university; service in the profession; and, as appropriate, professionally-related service in the community.**

**3.3 Scholarly/Creative Activities – evidence of scholarly/creative activities relevant to the faculty member’s appointment; demonstrated, for example, through an active program of research, participation in professional development to enhance scholarly/creative activities, creative products or performances, publications, presentations, exhibitions, grant proposals/awards, professionally related innovations, and other forms of scholarship of discovery, interpretation, application, or pedagogy.**

## 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.

D.

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 recommendations, to the Vice President for Academic Affairs.

- 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:
    - i. Acceptance of recommendation. The report is then forwarded to the Provost and Vice President for Academic Affairs.
    - 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.
    - 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.
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 within five days of receipt of notification of non-reappointment.

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\*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.

## *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 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.
  3. All evaluations shall be completed according to the schedule established by the Provost and Vice President for Academic Affairs. 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).

### *IV. Appeal Procedure of Nontenured Faculty Administrators*

A. Chairs The same appeal procedures shall apply as for faculty with the following differences:

1. The letter of appeal shall be addressed to the dean of the college, who shall call a meeting of the college promotion and tenure committee.
2. If the individual is still not satisfied, he or she must write a letter to the Provost and Vice President for Academic Affairs, who will appoint a committee to consider the appeal.
3. Any further appeal shall be directed to the President of the University.

B. Deans The same procedures shall apply as for faculty with the following differences:

1. The letter of appeal shall be addressed to the Provost and Vice President for Academic Affairs, who shall appoint a committee to consider the appeal.
- Any further appeal shall be directed to the President of the University.

## **EVALUATION OF ACADEMIC ADMINISTRATORS**

The major thrust of the evaluation of academic administrators shall be to improve the effectiveness of Eastern Kentucky University's academic administration. To accomplish this, the evaluation process shall require the active support and appraisal from all persons in a position to express valid viewpoints in the performance of individual administrators. These evaluations shall be conducted in a fair and objective manner. All information shall be treated in an appropriately professional manner.

The evaluation procedures in this document are in addition to the annual merit pay evaluations of all academic administrators.

All administrators at Eastern Kentucky University serve with annual appointments and at the pleasure of the President and Board of Regents. It should be understood throughout this document that all decisions regarding appointment or reappointment of academic administrators require approval at this level.

### *General Principles and Procedures*

1. The immediate supervisors of the evaluatee shall have overall responsibility for the preparation of the evaluation.
2. Each administrator being evaluated shall prepare a self appraisal report covering the period of time since the last evaluation.
3. Primary evaluation input will be requested from all individuals who work directly with the evaluatee. These data shall be solicited on the standard Appraisal of Administrative Activity Questionnaire. Questions may be added to the questionnaire provided the immediate supervisor of the evaluatee approves them one year in advance. All completed questionnaires (whether signed or unsigned) shall be treated confidentially and shall be used by the recipients of the questionnaires in evaluating the administrator. To the extent possible, identifiable information and comments will not be provided to the administrator being evaluated; however, the recipients of the questionnaires shall review and utilize all questionnaires to prepare evaluation reports and recommendations.
4. Since the focus of administrative evaluations is the improvement of administration, evaluation reports shall include specific recommendations. The evaluatee's response to these recommendations shall be one basis for the annual merit review process and future evaluations.

#### *I. Administrative Evaluation of Department Chairs*

- A. A department chair, tenured or nontenured, shall be evaluated during the second and fourth year of service and every four years thereafter. In unusual circumstances, if requested by the chair or the departmental faculty, and with the concurrence of the dean, the chair may be evaluated more frequently. In addition, the President, Vice-President, or dean may request more frequent evaluations.
- B. The teaching faculty of each academic department shall determine whether or not the department shall have a Chair Evaluation Committee by majority vote using a secret ballot.
- C. Each academic department that so chooses shall establish a Chair Evaluation Committee. The membership of this committee shall be determined by a majority vote of the department faculty. However,
  1. if the chair is being evaluated as a nontenured faculty member, the Chair Evaluation Committee and the Nontenure Evaluation Committee shall be the same;
  2. if the chair is being evaluated for tenure or promotion, the Chair Evaluation Committee shall be the Department's Promotion and Tenure Committee; and
  3. if an administrative evaluation of a chair is being held during the same year as a nontenure evaluation, or a tenure or promotion evaluation, the evaluations shall be done concurrently.
- D. The dean shall meet with the Chair Evaluation Committee early in the year in which the evaluation is to take place to discuss the specific timetable for the evaluation, the procedures for distributing the previously approved questionnaire, and other matters related to the evaluation.
- E. The duties of the Chair Evaluation Committee shall be to:
  1. Develop and submit to the dean for review additional questions which the department may wish to add to the questionnaire. (Additional questions must have been approved one year in advance of the evaluation.)
  2. Review the chair's self appraisal report and the completed department faculty questionnaires (in keeping with the need for confidentiality) and submit a report and recommendations to the dean.

- F. All faculty in the department shall be given the opportunity to complete the questionnaire. The completed questionnaires shall be transmitted to the dean of the college.
- G. The dean shall make the completed department faculty questionnaires available to the Chair Evaluation Committee, provided the department has such a committee.
- H. After reviewing the chair's self appraisal, the questionnaires, the Chair Evaluation Committee's report and recommendations, and other available information (e.g., questionnaires completed by other chairs in the college and other individuals who work directly with the chair), the dean shall write an evaluation report, with recommendations. This report shall include a summary of the faculty questionnaires if there is no department Chair Evaluation Committee.
- I. The dean shall meet with the chair to discuss the Chair Evaluation Committee's report and recommendations if such a report has been made, as well as his/her own report and recommendations, and shall provide the chair with copies of the report(s). The dean shall then transmit the report(s), including recommendations, to the Vice-President.
- J. The chair may submit, within five days of receiving the reports, a written response to the evaluation report(s) and recommendations to the Vice-President with copies to the dean of the college and, if appropriate, the Chair Evaluation Committee.

## *II. Administrative Evaluation of Academic Deans*

- A. Academic deans shall be evaluated during the second and fourth year of service and every four years thereafter. In unusual circumstances, if requested by the dean, college chairs, or college faculty, and with the concurrence of the Vice-President, the dean may be evaluated more frequently. In addition, the President or Vice-President may request more frequent evaluations.
- B. Academic support administrators who work directly with the dean as well as all college faculty and college chairs will be given the opportunity to complete the questionnaire. The completed questionnaires shall be transmitted to the Associate Vice-President.
- C. The faculty of each college shall, by majority vote using a secret ballot, determine whether or not the college shall have a Dean Evaluation Committee.
- D. Each college which so chooses shall establish a Dean Evaluation Committee. The membership of this committee shall be determined by a majority vote of the college faculty. However,
  - 1. if the dean is being evaluated as a nontenured faculty member, the Dean Evaluation Committee and the Nontenure Evaluation Committee shall be the same;
  - 2. if the dean is being evaluated for tenure or promotion, the Dean Evaluation Committee shall be the Promotion and Tenure Committee; and
  - 3. if an administrative evaluation of a dean is being held during the same year as a nontenure evaluation, or a tenure or promotion evaluation, the evaluations shall be done concurrently.
- E. The Provost and Vice-President for Academic Affairs shall meet with the Dean Evaluation Committee early in the year in which the evaluation is to take place to discuss the specific timetable for the evaluation, the procedures for distributing the previously approved questionnaire, and other matters related to the evaluation.
- F. The duties of the Dean Evaluation Committee shall be to:
  - 1. Develop and submit to the Provost and Vice-President for Academic Affairs for review additional questions which the college may wish to add to the questionnaire. (Additional questions must have been approved one year in advance of the evaluation.)

2. Review the dean's self appraisal report and the completed college faculty questionnaires (in keeping with the need for confidentiality) and submit a report and recommendations to the Associate Vice-President's for Academic Affairs.
- G. The Associate Vice-President shall make the completed college faculty questionnaires available to the Dean Evaluation Committee, provided the college has such a committee.
  - H. After reviewing the dean's self appraisal, the questionnaires, the Dean Evaluation Committee's report and recommendations, and other available information (e.g., questionnaires completed by other deans and other individuals who work directly with the dean), the Associate Vice-President shall write an evaluation report, with recommendations. The Associate Vice-President shall summarize the results of the questionnaires, including the faculty questionnaires if there is no Dean Evaluation Committee, and shall transmit this summary, the questionnaires, and his/her own evaluation report and recommendations to the Vice-President.
  - I. The Vice-President shall meet with the dean to discuss the evaluation results, as well as his/her own report and recommendations, and shall provide the dean with copies of the report of the Dean Evaluation Committee (if appropriate), summary of results and a written copy of his/her own report and recommendations.
  - J. The dean may submit, within five days of receiving the reports, a written response to the evaluation reports and recommendations to the President with a copy to the Vice-President, and, if appropriate, the Dean Evaluation Committee.

### *III. Administrative Evaluation of the Associate Vice-Presidents within Academic Affairs*

- A. The Associate Vice-President shall be evaluated during the second and fourth year of service and every four years thereafter. In unusual circumstances, if requested by the Associate Vice-President, academic deans, university chairs, or university faculty, and with the concurrence of the Vice-President, the Associate Vice-President may be evaluated more frequently. In addition, the President or Vice-President may request more frequent evaluations.
- B. All faculty, chairs, deans, and other academic or support administrators who work directly with the Associate Vice-President shall be given the opportunity to complete the questionnaire. The completed questionnaires shall be transmitted to the Vice-President.
- C. The Vice-President shall meet with the Associate Vice-President to discuss the evaluation results, as well as his/her own report and recommendations, and shall provide the Associate Vice-President with copies of the summary of results and a written copy of his/her own report and recommendations.
- D. The Associate Vice-President may submit, within five days of receiving the reports, a written response to the evaluation reports and recommendations to the President with a copy to the Vice-President.

### *IV. Administrative Evaluation of the Provost and Vice-President for Academic Affairs*

- A. The Vice-President shall be evaluated during the second and fourth year of service and every four years thereafter. In unusual circumstances, if requested by the Vice-President, Associate Vice-President, academic deans, university chairs, or university faculty, and with the concurrence of the President, the Vice-President may be evaluated more frequently. In addition, the President may conduct more frequent evaluations.
- B. Chairs, deans, other academic support administrators, and all faculty working directly with the Vice-President will be given the opportunity to complete a questionnaire. The completed questionnaires shall be transmitted to the President.

- C. The President shall meet with the Vice-President to discuss the evaluation results, as well as his/her own report and recommendations, and shall provide the Vice-President with copies of the summary of results and a written copy of his/her own report and recommendations.
- D. The Vice-President may submit, within five days of receiving the reports, a written response to the evaluation reports and recommendations to the President.

*V. Administrative Review of the President by the Faculty*

- A. The President shall be reviewed by the faculty during the second and fourth year of service and every four years thereafter. The Board of Regents or the President of the University may request more frequent reviews.
- B. All Faculty who are members of the Faculty-at Large as designated in "organization of the Faculty of Eastern Kentucky University" shall be given the opportunity to complete the questionnaire as approved by the Executive Committee of the Faculty Senate. The completed questionnaires shall be transmitted to the Executive Committee of the Faculty Senate.
- C. Members of the Executive Committee of the Faculty Senate will be responsible for the tabulation of the responses and the transcription of all comments. A summary will be transmitted to the President and to the Board of Regents. The individual review forms will be confidential and will be destroyed.
- D. The questionnaire used to review the President shall solicit responses in the areas of leadership, management, communication, personal relations, fairness and overall evaluation. Opportunity should be given to provide open-ended comments as well as more quantitative review. Signature on the actual questionnaire should be optional, however, signature on response envelopes may be necessary to ensure faculty status of respondents. Procedures for the distribution of questionnaires and verification of respondents should be the same as those used for the election of the Faculty Regent.

*VI. Administrative evaluation of academic directors and other academic administrators* shall be conducted during the second and fourth year of service and every four years thereafter. In special cases, at the discretion of the immediate supervisor, more frequent evaluations may occur. The President, Vice-President, or dean may request an evaluation at any time. Procedures for these evaluations shall be established by the immediate supervisor and approved through normal administrative channels to include the Vice-President.

VII. The Vice-President shall submit an annual report to the President summarizing all administrative evaluation reports and recommendations.

**EVALUATION OF NON-ACADEMIC ADMINISTRATORS \*\***

The major thrust of the evaluation of administrators shall be to improve the effectiveness of Eastern Kentucky University's administration. To accomplish this, the evaluation process will require the active support and input from persons in a position to express valid viewpoints on the performance of individual administrators. These evaluations will be conducted in a fair and objective manner. All information will be treated in confidence and in an appropriately professional manner.

The evaluation procedures in this document are in addition to the annual merit pay evaluations of all administrators.

\*\*The term "administrators" as used herein includes all of those administrators not in the academic vice-

presidential area, that is, the President's staff and the Vice-Presidents, along with appropriate administrators who report to the Vice-Presidents.

*General Principles and Procedures*

1. The immediate supervisor of the evaluatee will have overall responsibility for the implementation of the evaluation process.
2. Primary evaluation input will be requested from individuals who work directly with the evaluatee. These data will be solicited on the standard Appraisal of Administrative Activity Questionnaire. All completed questionnaires will be treated confidentially and will be used by the recipients of the questionnaires in evaluating the administrator. To the extent possible, identifiable information and comments from the questionnaires will not be provided to the administrator being evaluated; however, the recipients of the questionnaires will review and utilize all questionnaires to prepare evaluation reports and recommendations.
3. Since the focus of administrative evaluations is the improvement of administration, evaluation reports shall include specific recommendations. The evaluatee's response to these recommendations shall be one basis for the annual merit review process and future evaluations.
4. Individuals affected by this policy shall be evaluated during the second and fourth year of service and every four years thereafter.
5. Every individual completing a questionnaire shall transmit it to the evaluatee's immediate supervisor.
6. Each evaluatee's immediate supervisor shall prepare a summary evaluation and meet with the evaluatee to discuss the evaluation and any appropriate recommendations. The evaluatee shall sign the summary evaluation to indicate that it has been reviewed and the summary evaluation shall be placed in the evaluatee's personnel file.
7. The evaluatee may submit, within five days of the discussion of the evaluation, a written response to the evaluation and recommendations to his/her supervisor. This response shall be placed in the evaluatee's personnel file.

**EVALUATION OF PART-TIME INSTRUCTORS**

Part-time instructors shall have the IDEA or other systematic student opinion questionnaire administered in at least one half the courses they teach each semester. Those teaching three or more sections will have this questionnaire administered in two separate courses unless they are teaching all sections of the same course. Those who teach only in the summer will be evaluated during the Summer Session.

In addition to the student opinion questionnaire and the department's other systematic method of evaluating teaching, each part-time faculty member will submit the following for each course: examinations, sample of instructional/assignment activities, and a course syllabus. The department chair will examine these materials and the course grade distributions and will provide necessary feedback to the part-time faculty member.

**DETERMINATION OF SALARY INCREMENTS**

The determination of recommended salary increments for faculty and staff is a responsibility of the organizational unit to which the individual is assigned. University merit pay guidelines are given immediately below. Information concerning specific criteria and procedures is available through the appropriate vice president, dean, chair, or director.

**UNIVERSITY MERIT PAY GUIDELINES FOR ACADEMIC UNITS**

On national and state levels, higher education is accountable for its missions of teaching, service, and

research. The approach of Eastern Kentucky University is to allow its college and departments to retain the flexibility to develop systems for accountability that reflect the unique nature and needs of the disciplines.

Standard awards and merit awards are equally important. Ideally, the University would have sufficient funds both to ensure through the standard award that those who perform satisfactorily do not suffer a real dollar loss in earnings and to ensure through the merit award that those who perform beyond normal requirements are appropriately rewarded. Historically, however, such funding has rarely been available. Thus, the University should balance both these needs and should recognize that an erosion in compensation for those who perform satisfactorily and a failure to reward those who go beyond expectations can each by itself have a deleterious impact on faculty morale and performance. Such an impact would undermine the primary objectives of the compensation policy--to employ, retain, encourage, and reward faculty who contribute to the purpose, mission, and goals of the University.

- I. The faculty of each academic unit shall participate in the development of a system for recommending merit increases for the academic unit. This may be accomplished at the college level, or, with the approval of the dean, at the department level.
  - A. If each department of a college is to have a separate system, the policies shall be recommended by a majority of the faculty in the department, shall be forwarded, with the recommendations of the chair and of the dean, to the Provost for Academic Affairs for review and approval.
  - B. If there is a college wide system, the approval process shall follow the same pattern described in "A" above.
  - C. The current practice which combines a standard award with a merit award and which bases both on performance shall continue. The standard award is a percentage of one's annual salary awarded across the board to all faculty/staff who meet minimum performance standards. The merit award varies from individual to individual and is dependent upon the extent to which an individual exceeds minimum performance standards. University merit dollars are to be divided proportionately among departments based on the number of full-time faculty who are eligible for merit consideration in each department. Individuals who exceed minimum performance standards to an equivalent extent receive merit awards in equal dollar amounts.
- II. In either case, the system must:
  - A. Be designed to differentiate with regard to performance so that no portion of the merit funds may be allocated across the board.
  - B. Conform to the University's policy on nondiscrimination due to age, race, color, religion, sex, handicap, or national origin.
  - C. Parallel the criteria for promotion and tenure, recognizing Eastern's primary mission of teaching.
    1. Salary adjustments, that is, increases occasioned by such circumstances as promotion, equities, and the need to maintain the University in a position of strength, shall be funded prior to the distribution of standard and merit award funds to the college/units.
    2. Academic merit pay systems shall be designed so that no less than 50% of the potential merit award for those with a full time teaching load is based on teaching performance.

- D. Define and clearly communicate the factors which are to be considered in evaluating meritorious performance.
  - 1. Departments may consider basing merit awards on performance over a period of time longer than one year for meritorious performance not previously considered.
  - 2. In addition to student opinion of instruction, each department shall use a systematic method of assessing teaching performance for purposes of merit awards. This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in the department merit pay policy.
- E. Provide for a formal evaluation conference where the faculty member will be notified by the department chair of the merit evaluation.
- F. Require faculty members to actively participate in the merit evaluation process by:
  - 1. Providing documentation of meritorious performance in the form of a report structured according to department/college procedures and
  - 2. Participating in an evaluation conference with the department chair.
- G. Provide a procedure for an appeal of the evaluation which must be filed with the department chair, in writing, within five days of the evaluation conference.
- H. Include a method for departments to periodically and regularly reassess their methods and procedures to insure they are continuing to support the stated purpose, mission, and goals of the University.
- I. Specify the procedures to be used in determining merit pay increases for faculty on paid or unpaid leaves. These procedures:
  - 1. Must include a case by case review by the chair and dean for compliance with the criteria,
  - 2. Must include the specification of prior agreements, in writing, concerning the criteria and process for the evaluation for merit pay, and
  - 3. May allow for differing awards according to the purpose of the leave if the basis of the difference is clearly explained and reflects the goals of the college and/or department.

Faculty receiving terminal contracts due to unsatisfactory performances will not receive a salary increase for their final year.

### **CONTRACTS (Under Revision)**

Within 30 days after the receipt of the official Notice of Faculty Appointment and Personnel Action Form (PAF-I), each person shall submit to the President a written acceptance or rejection of the contractual terms. Subsequently no faculty or staff member should resign after July 1 unless it is agreeable to the University and so stated in writing by the President.

**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 English and Theatre <hr/> College Arts and Sciences <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Performing Arts (B.F.A.) (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u> ) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	Date 03/03/06	Date NA
		Graduate Council*
		Council on Academic Affairs
		Approved <u> </u> Disapproved <u> </u>
		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 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**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.)</p> <p>To suspend BFA following CPE's recommendation because of low graduation rate.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)</p> <p>Fall 2006</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)</p> <p>Spring 2010</p>
<p><b>B. The justification for this action:</b></p> <p>CPE recommended the suspension of the Theatre programs in view of low graduation rates. BFA (an interdisciplinary Theatre and Music degree) cannot be offered as a BA degree in English.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b></p> <p>none</p> <p><b>Operating Expenses Impact:</b></p> <p>none</p> <p><b>Equipment/Physical Facility Needs:</b></p> <p>none</p> <p><b>Library Resources:</b></p> <p>none</p>

**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 the current program requirements using ~~strike through~~ for deletions and *underlines* for additions.
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.

**Performing Arts (B.F.A.)**

*CIP Code: 50.0501*

**Major Requirements.....65 hours**

~~THE 110, 135, 200, 235, 280, 285 (2), 130/330 (3), 340 (2), 341, 385 (2),; 390 or 391; 498; eight hours of applied voice: (MUS 122, 222, 322, 422), MUS 181, 182, three hours from 272, 273, 371 or 372, and two hours vocal ensemble consisting of appropriate sections of MUS 225 or 226 starting the first semester of entrance into the program. Candidate must meet piano certification requirements as stated in the music section of this *Catalog*. Fourteen hours to be chosen, in consultation with departmental advisor, from the following courses: THE 150, 210, 220, 285, 310, 311, 320, 335, 385, 390, 391, 430, 435, 442, 490, 499, MUS 272, 273, 371, 372, 322, 422, 225 or 226.~~

**General Education Requirements.....48 hours**

~~Standard General Education Program. Refer to Section Four of this *Catalog* for details on the General education and University requirements.~~

**University Requirement.....1 hour**

~~ASO 100.~~

**Free Electives.....14 hours**

**Total Curriculum Requirements.....128 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)	Department Name English and Theatre <hr/> College Arts and Sciences <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title English/Teaching (BA) (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u> ) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> March 3, 2006	<u>Date</u> NA
		Graduate Council*
		Council on Academic Affairs
		Approved <u> </u> Disapproved <u> </u>
		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 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**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.) To add Theatre / Teaching as an option, and to correct clerical errors and reflect the new General Education.	
<b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2006	
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b> Theatre / Teaching will now be an English BA option so the new capstone course (ENG 499) had to be added. Also, the new General Education program was included. Both changes affect the total hours for the degree.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> None  <b>Operating Expenses Impact:</b> None  <b>Equipment/Physical Facility Needs:</b> None  <b>Library Resources:</b> None	

**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 the current program requirements using ~~strike through~~ for deletions and underlines for additions.
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.

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

**ENGLISH/TEACHING (B.A.)**

*CIP Code: 23.0101*

<b>Major Requirements .....</b>	<b>37-56 hours</b>
<b>Core .....</b>	<b>22 hours</b>
ENG 301, 302**; 350 or 351; 352 or 353; 405, 410, <del>440, 474, 499; 510 or 520;</del> and at least nine additional upper division literature hours, three of which must be American literature and three British literature; six of these additional hours must be at the 400 level or above.	
<b>Options</b>	
<b>English Emphasis .....</b>	<b>15 hours</b>
ENG 440, 474; and at least nine additional upper division literature hours, three of which must be American literature and three British literature; six of these additional hours must be at the 400 level or above.	
<b>Theatre Emphasis .....</b>	<b>31 hours</b>
THE 110, 135, 150, 200, 220, 235, 130/330 (2), 341; 390 and 391; ENG 335 or 430 or 474.	
<b>Supporting Course Requirements.....</b>	<b>6 -9 hours</b>
<b>Options</b>	
<b>English Emphasis .....</b>	<b>6 hours</b>
Six hours of one foreign language* at the appropriate level or American Sign Language.	
<b>Theatre Emphasis .....</b>	<b>9 hours</b>
CMS 100, 205, and 210.	
<b>Professional Education Requirements .....</b>	<b>34 hours</b>
EDF 103, 203, 319, 413; SED 401; ESE <del>443, 498, 490, 499, 543,</del> and 574	
<b>General Education Requirements.....</b>	<b>42-45 hours</b>
Standard General Education program, <u>excluding general education block VIII (English Emphasis) or block I C (Theatre Emphasis).</u> Refer to Section Four of this <i>Catalog</i> for details on the General Education and University requirements.	
<b>Free Electives .....</b>	<b>0-8 hours</b>
<b>University Requirement.....</b>	<b>1 hour</b>
ASO 100.	
<b>Total Curriculum Requirements.....</b>	<b>128-142 hours</b>

\* 3-6 hours may be waived for high school foreign language study. For details, see Foreign Language Placement and Waiver Guidelines.

\*\* Should be taken before enrolling in upper level literature courses (with the exception of ENG 350, 351, 352, 353, and 499).

**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 English and Theatre <hr/> College Arts and Sciences <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title English (BA) (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u> ) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u> March 3, 2006	<u>Date</u> NA
		Graduate Council*
		Council on Academic Affairs
		Approved <u> </u> Disapproved <u> </u>
		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 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**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.)  To modify and include Theatre as an option in English B.A., following CPE's recommendation to suspend the program due to low graduation rate.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2006  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	
<b>B. The justification for this action:</b>  Theatre must be maintained as a course of study at EKU. Not only are all of the arts essential to such an educational community, but the faculty and facilities are in place and fully operational. Making Theatre a degree option within the greater Department of English and Theatre further integrates this program with the entire department. Modifying the program into an English major by including 16 hours of English courses (predominantly writing and literature courses) strengthens the program for Theatre students, but also should aid them in their overall education and marketability upon graduation.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> None  <b>Operating Expenses Impact:</b> None  <b>Equipment/Physical Facility Needs:</b> None	

**Library Resources:**

None

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

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2. For a revised program, provide the current program requirements using ~~striketrough~~ for deletions and *underlines* for additions.
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.

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

**ENGLISH (B.A.)**  
 CIP Code: 23.0101

<b>Major Requirements .....</b>	<b><del>40-54</del> hours</b>
<b>Core .....</b>	<b><del>25</del> <u>10</u> hours</b>
ENG 301, 302**, <del>350, 351, 352, 353</del> , 410, 474, 499.	
<b>Options</b>	
<b>Literature Emphasis .....</b>	<b><del>15</del> <u>30</u> hours</b>
ENG 350, 351, 352, 353, 410, and a minimum of 15 additional upper division literature hours, three of which must be in British literature and three in American literature, nine of the hours must be at the 400 and 500 level.	
<b>Creative Writing Emphasis .....</b>	<b><del>15</del> <u>30</u> hours</b>
ENG 350, 351, 352, 353, 410, <del>ENG</del> 490; a minimum of 15 additional hours selected from the following: ENG 306, <del>307</del> , 406, <u>407, 408, 409</u> , 420, <u>502, 503, 504</u> , or one <u>course</u> , for which prerequisites have been met, from the Technical Writing Emphasis.	
<b>Technical Writing Emphasis .....</b>	<b><del>15</del> <u>30</u> hours</b>
ENG 350, 351, 352, 353, 410, and a minimum of 15 hours <u>to include</u> ENG 300, 400, 420, 491 and three hours selected from ENG 306, 307, 406, 500, 502, 510.	
<b>Theatre Emphasis .....</b>	<b><del>44</del> hours</b>
ENG 335, 430, and THE 110, 135, 150, 200, 210, 220, 235;285 or 385; three hours <u>from</u> THE 310, 311 or 320; THE 341, 390, 391, and 130/330 (4).	
<b>Supporting Course Requirements</b>	
<b>Literature Emphasis .....</b>	<b>12 hours</b>
Six hours of a particular foreign language* or American Sign Language and six hours from the following with no more than three hours from any one group: CMS 210, 300, 310; HIS 336, 340, 345, 346; THE 390, 391; CIS 212 or CSC 104.	
<b>Creative Writing Emphasis .....</b>	<b>12 hours</b>
Six hours of a particular foreign language* or American Sign Language and six hours from the following with no more than three semester hours from any one group: CMS 320, 350; COM 201, JOU 305, 307; CIS 212 or CSC 104.	
<b>Technical Writing Emphasis .....</b>	<b>18 hours</b>
Six hours of a particular foreign language* or American Sign Language and twelve hours from the courses below: CCT 201, 290, 302; ART 152, BEM 375; CIS 105, 212 240; COM 320A (one credit), 320B, 320D, 320E, <u>320F</u> , 320G, 320H, <del>and</del> 320I; TEC 255, 355; CMS 250, 300, 320, 350.	
<b>General Education Requirements .....</b>	<b><del>42-48</del> hours</b>
Standard General Education program, <u>excluding general education block VIII (Literature Emphasis, Creative Writing Emphasis or Technical Writing Emphasis)</u> . Refer to Section Four of this <i>Catalog</i> for details on the General Education and University requirements.	
<b>University Requirement .....</b>	<b>1 hour</b>
ASO 100.	
<b>Free Electives .....</b>	<b><del>21-27</del> <u>27-33</u> hours</b>
<b>Total Curriculum Requirements .....</b>	<b>128 hours</b>

\* 3-6 hours may be waived for high school foreign language study. For details, see Foreign Language Placement and Waiver Guidelines.  
 \*\* Should be taken before enrolling in upper level literature courses (with the exception of ENG 350, 351, 352, 353, and 499).

**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 English and Theatre <hr/> College Arts and Sciences <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Theatre (BA) (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u> ) <hr/> *Provide only the information relevant to the proposal.											
Proposal Approved by:												
Departmental Committee  <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/> College Curriculum Committee General Education Committee* Teacher Education Committee*	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Date</u></td> <td style="text-align: center;"><u>Date</u></td> </tr> <tr> <td style="text-align: center;">03/03/06</td> <td style="text-align: center;">NA</td> </tr> <tr> <td style="text-align: center;">4-17-06</td> <td style="text-align: center;">NA</td> </tr> <tr> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> <tr> <td style="text-align: center;">NA</td> <td style="text-align: center;">NA</td> </tr> </table>	<u>Date</u>	<u>Date</u>	03/03/06	NA	4-17-06	NA	NA	NA	NA	NA	Graduate Council* Council on Academic Affairs Approved      Disapproved Faculty Senate** Board of Regents** Council on Postsecondary Edu.***
<u>Date</u>	<u>Date</u>											
03/03/06	NA											
4-17-06	NA											
NA	NA											
NA	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 ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.												

**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.) To suspend the program following CPE's recommendation due to low graduation rate.  <b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2006  <b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) Spring 2010	<b>B. The justification for this action:</b> Theatre must be maintained as a course of study at EKU. Not only are all of the arts essential to such an educational community, but the faculty and facilities are in place and fully operational. Making Theatre a degree option within the greater Department of English and Theatre further integrates this program with the entire department. Modifying the program into an English major by including 16 hours of English courses (predominantly writing and literature courses) strengthens the program for Theatre students but also should aid them in their overall education and marketability upon graduation.
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> none  <b>Operating Expenses Impact:</b> none  <b>Equipment/Physical Facility Needs:</b> none  <b>Library Resources:</b> none	

**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 the current program requirements using ~~strickthrough~~ for deletions and underlines for additions.
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.

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

**Theatre (B.A.)**  
*CIP Code: 50.0501*

<b>Major Requirements</b> .....	<b>41 hours</b>
<del>THE 110, 135, 150, 200, 210, 220, 235; 285 or 385; three hours from THE 310, 311 or 320; THE 341, 390, 391, 430, 130/330 (4).</del>	
<b>General Education Requirements</b> .....	<b>48 hours</b>
<del>Standard General Education program. Refer to Section Four of this Catalog for details on the General Education and University requirements.</del>	
<b>University Requirement</b> .....	<b>1 hour</b>
<del>ASO 100.</del>	
<b>Free Electives</b> .....	<b>38 hours</b>
<b>Total Curriculum Requirements</b> .....	<b>128 hours</b>

**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	English and Theatre
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Arts and Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	
<input type="checkbox"/> Program Revision (Part III)	*Program Title	Theatre/Teaching (B.A.)
<input checked="" type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal. (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u> )	

  

Proposal Approved by:	<u>Date</u>	
Departmental Committee	03/03/06	Graduate Council*
	<b>Is this a SACS Substantive Change?</b> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Date</u> NA
College Curriculum Committee	4-17-06	Council on Academic Affairs
General Education Committee*	NA	Approved <u> </u> Disapproved <u> </u>
Teacher Education Committee*		Faculty Senate**
		Board of Regents**
		Council on Postsecondary Edu.***
		<u>Date</u> 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  
\*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**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.)	To suspend Theatre/Teaching BA following CPE's recommendation because of low graduation rate.
<b>A. 2. Effective date:</b> (Example: Fall 2001)	Fall 2006
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	Spring 2010
<b>B. The justification for this action:</b>	CPE recommended the suspension of the Theatre programs in view of low graduation rates. Theatre Teaching will now be an English BA option.
<b>C. The projected cost (or savings) of this proposal is as follows:</b>	
<b>Personnel Impact:</b>	None
<b>Operating Expenses Impact:</b>	None
<b>Equipment/Physical Facility Needs:</b>	None
<b>Library Resources:</b>	None

**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 the current program requirements using ~~strikethrough~~ for deletions and underlines for additions.
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.

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

**Theatre/Teaching (B.A.)**  
*CIP Code: ~~23.1001.02~~*

<b>Major Requirements</b> .....	<b>28 hours</b>
<del>THE 110, 135, 150, 200, 220, 235, 130/330 (2), 341; 390 and 391.</del>	
<b>Supporting Course Requirements</b> .....	<b>9 hours</b>
<del>CMS 100, 205 and 210.</del>	
<b>Minor Requirements</b> .....	<b>27 hours</b>
<del>A 27-hour teaching minor in English is required. ENG 301, 302, 350 or 351; 352 or 353; 405, 410; 510 or 520; 335 or 430; and ESE 574.</del>	
<b>Professional Education Requirements</b> .....	<b>31 hours</b>
<del>EDF 103, 203, 319, 413, SED 401; ESE 543, 490 and 499.</del>	
<b>General Education Requirements</b> .....	<b>45 hours</b>
<del>Standard General education program, excluding Block IC. Refer to Section Four of this <i>Catalog</i> for details on the General Education and University requirements.</del>	
<b>University Requirement</b> .....	<b>1 hour</b>
<del>ASO 100.</del>	
<b>Total Curriculum Requirements</b> .....	<b>141 hours</b>

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

**Part I**

<b>(Check one)</b>	<b>Department Name</b>	Curriculum & Instruction - CURI
<input type="checkbox"/> New Course (Parts II, IV)	<b>College</b>	Education
<input type="checkbox"/> Course Revision (Parts II, IV)	<b>*Course Prefix &amp; Number</b>	_____
<input type="checkbox"/> Course Dropped (Part II)	<b>*Course Title (30 characters)</b>	_____
<input type="checkbox"/> New Program (Part III)	<b>*Program Title</b>	Master of Arts in Teaching
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major __, Option <u>XX</u> ; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	<b>*Provide only the information relevant to the proposal.</b>	

  

<b>Proposal Approved by:</b>	<u>Date</u>	
Departmental Committee	10-25-05	Graduate Council*
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	11-8-05	Approved ___ Disapproved ___
General Education Committee*	_____	Faculty Senate**
Teacher Education Committee*	12-13-05	Board of Regents**
		Council on Postsecondary Edu.***

\*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  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**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.)  
 Add "Agriculture" to list of teaching areas for M.A.T.

**A. 2. Effective date:** (Example: Fall 2001)  
 Spring 2006

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

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**B. The justification for this action:**  
 This option is already listed in the Graduate Catalog but was not listed in the original paperwork (Approved by Council on Academic Affairs on November 16,2000) The program curriculum display is the same for all secondary programs.

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

**Personnel Impact:**  
 None

**Operating Expenses Impact:**  
 None

**Equipment/Physical Facility Needs:**  
 None

**Library Resources:**  
 None

**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 the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strike through~~ 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 the current program requirements using ~~strike through~~ for deletions and *underlines* for additions.
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.

New or Revised\* Program Text

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

Same as before – agriculture is already listed as an option.

**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 Curriculum & Instruction - CURI <hr/> College Education <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Master of Arts in Teaching (Major __, Option <u>XX</u> ; Minor __; or Certificate __) <hr/> *Provide only the information relevant to the proposal.	
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	10-20-2005	Graduate Council*
<i>Is this a SACS Substantive Change?</i>	<b>Yes****</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	11-8-2005	Approved ___ Disapproved ___
General Education Committee*		Faculty Senate**
Teacher Education Committee*	12-13-2005	Board of Regents**
		Council on Postsecondary Edu.***
*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 ****If "yes", SACS must be notified before implementation. Please contact EKV's Office of Institutional Effectiveness.		

**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.)          Add "Chemistry, Physics and Earth Science" to list of teaching areas for M.A.T.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)          Spring 2006</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></p> <p>This option is already listed in the Graduate Catalog but was not listed in the original paperwork (Approved by Council on Academic Affairs on November 16,2000) Changes in state certification have occurred since the original paperwork was submitted. Originally these three certifications (chemistry, physics and earth science) fell under "Physical Science" The program curriculum display is the same for all secondary programs.</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>

**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 the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strike through~~ 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 the current program requirements using ~~strike through~~ for deletions and underlines for additions.
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.

New or Revised\* Program Text

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

Same as before –chemistry, physics and earth science are already listed as an option.

**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>Special Education</u> College: <u>Education</u> *Course Prefix & Number: _____ *Course Title (30 characters): _____ *Program Title: <u>Master's of Arts in Teaching in Interdisciplinary Early Childhood Education</u> (Major <u>x</u> , Option ____; Minor ____; or Certificate <u>x</u> )	
*Provide only the information relevant to the proposal.		
Proposal Approved by:		
	<u>Date</u>	<u>Date</u>
Departmental Committee	<u>3/27/06</u>	Graduate Council*
<i>Is this a SACS Substantive Change?</i>	<b>Yes****</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	<u>03-27-06</u>	Approved      Disapproved
General Education Committee*	_____	Faculty Senate**
Teacher Education Committee*	<u>03-28-06</u>	Board of Regents**
		Council on Postsecondary Edu.***
*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 <b>****If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.</b>		

**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.) To add an option of Interdisciplinary Early Childhood Education under the Master's of Arts in Teaching.	
<b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2006	
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable) n/a	
<b>B. The justification for this action:</b> To add to the current MAT options, an IECE certification track.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>	
<b>Personnel Impact:</b> none	
<b>Operating Expenses Impact:</b> none	
<b>Equipment/Physical Facility Needs:</b> none	
<b>Library Resources:</b> none	

**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 the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

**New or Revised\* Catalog Text**

(\*Use ~~strike through~~ 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 the current program requirements using ~~strike through~~ for deletions and *underlines* for additions.
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.

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

## **MASTER OF ARTS IN TEACHING Secondary and P-12 Education Option**

This program is designed to provide students who have already completed a major in a teaching field opportunity to complete secondary/P-12 teaching certification requirements while completing a master's degree. Teaching areas for which this program is available include: agriculture, art, biological science, business and marketing\*, chemistry, earth science, English, family and consumer sciences, health, mathematics, music\*, physical education, physics, social science, Spanish, and technology education.

\*Students seeking admission in these areas will have to provide evidence of having completed specific undergraduate courses prior to admission.

### **Middle Grades 5-9 Option**

This option is designed to allow students who have already completed an appropriate major (determined by transcript review) to complete teaching certification requirements while completing a master's degree. Students will choose two emphasis areas from the following:

- Language Arts
- Mathematics
- Science
- Social Studies

### **Elementary Education P-5 and Interdisciplinary Early Childhood Education Options**

This option is designed to allow students who have already completed an appropriate major (determined by transcript review) to complete teaching certification requirements while completing a master's degree.

#### **CRITERIA/PROCEDURES FOR ADMISSION**

**Admission** — Students seeking admission to the program must:

1. Submit an application to the Graduate School indicating a bachelor's degree including all transcripts from accredited colleges attended except Eastern Kentucky University.
2. Provide evidence of the following prior to being accepted into the program:
  - a. Master's degree OR 3.0 overall undergraduate GPA OR 3.0 in the last 60 hours of coursework.
  - b. Acceptable Graduate School Admission exams by one of the following:  
GRE 350 verbal and 350 quantitative\*

\*Applicants who completed the GRE prior to October 1, 2002 must meet the following:

1100 total score or may use the following formula to meet the GPA and GRE requirements:

Minimum 2.75 GPA and minimum 1000 GRE to apply the formula  $GPA \times GRE = \text{minimum } 3300$ .

Miller's Analogy Exam 35.

- c. Major (or equivalent) in the field in which certification is being sought (only for secondary candidates others are reviewed for appropriate course content).
- d. PRAXIS II scores in the desired certification area with the exception of IECE, elementary, middle grade, secondary (art and music).
- e. A professional resume.
- f. An autobiography documenting relevant life/work/educational experience.
- g. Three letters of reference.
- h. Complete two written disposition assignments given by the department.
- i. Complete an interview with the Master of Arts in Teaching.

**Program Planning** — During the first term of enrollment, the student must develop and submit to the Office of Graduate Education and Research a planned program. In addition to the required professional preparation courses, students will take 12 hours of graduate course work in their field of certification. Faculty from the student's major field will evaluate his/her undergraduate transcript and take into consideration life/work experiences, and performance on the PRAXIS II in recommending courses to be taken in the program. Students in business-marketing will need to complete a semester of prerequisite undergraduate courses.

### Admission to Candidacy and the Teacher Education Program

In order to be admitted to candidacy for the MAT degree and to the Teacher Education Program, students must have achieved or completed all of the following:

1. Clear admission to the Eastern Kentucky University Graduate School.
2. Core I course work: Nine hours with GPA of at least 3.0.
3. Basic skills test. (See GRE information above.)
4. Competence in computer applications including word processing, databases, spreadsheets, and web-based research. (Computer literacy test or course focusing on these skills).
5. Satisfactory recommendations from two Eastern Kentucky University faculty members with whom a graduate course was taken.
6. Satisfactory portfolio interview with the MAT Admission Committee.
7. Personal and Professional Fitness Declaration (completed and signed) and a Kentucky Criminal Records Check.

**Transfer Credit** — The student must complete the professional courses at Eastern Kentucky University. Acceptance of transfer subject matter courses will be determined on an individual basis.

**Thesis** — A thesis is not required in this program; however, an action research project which culminates in a technology enhanced presentation is required in the Capstone Seminar.

### CURRICULUM REQUIREMENTS

#### Master of Arts in Teaching

##### Secondary P/12 Education Option

<b>Professional Education Core</b> .....	<b>27 hours</b>
EGC 820, 830, 845, 846, 847, 889.....	21 hours
EMG 806 or EMS 774 .....	3 hours
SED 800 .....	3 hours
<b>Specialization</b> .....	<b>12 hours</b>
Courses will be selected with advisor approval.	
<b>Minimum Program Total</b> .....	<b>39 hours</b>

##### Middle Grades 5-9 Option

<b>Professional Education Core</b> .....	<b>27 hours</b>
EGC 820, 830, 835, 836, 837, 839.....	21 hours
EMG 806 .....	3 hours
SED 800.....	3 hours
<b>Specialization</b> .....	<b>12 hours</b>
Courses will be selected with advisor approval.	
<b>Minimum Program Total</b> .....	<b>39 hours</b>

##### Elementary Education P-5 Option

<b>Professional Education Core</b> .....	<b>21 hours</b>
EGC 820, 826, 827, 829, 830.....	18 hours
SED 800.....	3 hours
<b>Specialization</b> .....	<b>27 hours</b>
ELE 810, 871 .....	6 hours
EME 863, 866, 870, 874, 710, 796.....	18 hours
MAT 803 .....	3 hours
<b>Minimum Program Total</b> .....	<b>48 hours</b>

This program, offered out of the Department of Special Education, entitles individuals certified to teach children ages Birth to Five with and without Disabilities.

##### Interdisciplinary Early Childhood Education Option

<b>Professional Education Core</b> .....	<b>15 hours</b>
EGC 820, 829, 830.....	9 hours
SED 897.....	6 hours
<b>Specialization</b> .....	<b>28 hours</b>
SED 718, 722, 790, 811.....	13 hours
CDF 741, 744, 747.....	9 hours
OTS 715, ELE 719 .....	6 hours
<b>Minimum Program Total</b> .....	<b>43 hours</b>

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

**Part I**

(Check one)	Department Name	Baccalaureate and Graduate Nursing
<input type="checkbox"/> New Course (Parts II, IV)	College	Health 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	NURSING PRE RN (B.S.N)
<input checked="" type="checkbox"/> Program Revision (Part III)	(Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u> )	
<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	2/3/06	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	2/8/06	Approved Disapproved	
General Education Committee*	Pending	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		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  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**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 revise the BSN program to incorporate changes in support and general education requirements. To add the term PRE RN to the name to title for clarification

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2006

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

**B. The justification for this action:**

Need to reflect new general education requirements for the program. Some modification in support courses has also been included to add more flexibility in course selection. Free elective hours have been increased to add choices and a broader educational base for students. The title has been clarified.

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

**Personnel Impact: None**

**Operating Expenses Impact: None**

**Equipment/Physical Facility Needs: None**

**Library Resources: None**

**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 the current catalog text with the proposed text using ~~strike through~~ for deletions and underlines for additions.
3. For a dropped course, provide the current catalog text.

New or Revised\* Catalog Text

(\*Use ~~strike through~~ 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 the current program requirements using ~~strike through~~ for deletions and underlines for additions.
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.

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

**NURSING PRE RN (B.S.N.)**

*CIP Code: 51.1601.01*

**Major Requirements ..... 65 hours**

NSC 232, 242, 252, 330, 332, 350, 380, 386, 390, 392, 396,  
480, 484, 486, 492, 495

**Supporting Course Requirements .....~~29~~ 25-26 hours**

BIO 171, 273 or CLT 209, 301, CHE 105, 107, NFA 201,  
~~PSY 200, SOC 131 and 345 or CDF 132 or approved~~  
~~or approved substitution and~~ STA 215 or approved substitution  
270, 3 hours of general education PSY, and 3  
additional hours of general education social science.

**General Education Requirements ..... ~~31~~27 hours**

Standard General Education program, excluding ~~course categories~~  
~~03, 09, 13, 14, 15, 16, and 19.~~ Blocks IVB, VB, VC, VI, VII (QS),  
and VIII (6 hours). Refer to Section Four of this *Catalog* for details  
on the General Education and University requirements.

**University Requirement ..... 1 hour**

H SO 100

**Free Electives ..... ~~2~~ 9-10 hours**

**Total Curriculum Requirements ..... 128 hours**

**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	Baccalaureate and Graduate Nursing
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Health Sciences
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number	
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)	
<input checked="" type="checkbox"/> Program Revision (Part III)	*Program Title	NURSING POST RN (RN-BSN)
<input type="checkbox"/> Program Suspended (Part III)	(Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u> )	
*Provide only the information relevant to the proposal.		

Proposal Approved by:	Date	Date
Departmental Committee	<u>2/3/06</u>	Graduate Council* <u>NA</u>
<i>Is this a SACS Substantive Change?</i>	Yes**** <input type="checkbox"/> No <input type="checkbox"/>	Council on Academic Affairs <u> </u>
College Curriculum Committee	<u>2/8/06</u>	Approved <u> </u> Disapproved <u> </u>
General Education Committee*	<u>Pending</u>	Faculty Senate** <u>NA</u>
Teacher Education Committee*	<u>NA</u>	Board of Regents** <u>NA</u>
		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  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.

**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 revise the RN-BSN program to incorporate changes in support and general education requirements. To clarify the title.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2006

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

**B. The justification for this action:**

Need to incorporate changes in the program to reflect new general education program. Support courses have been modified. Much more flexibility in selection of general education courses and free electives has been added to enhance the program for transfer students and to facilitate students' obtainment of a broader educational base. The title has been amended slightly to aid clarification.

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

**Personnel Impact: None**

**Operating Expenses Impact: None**

**Equipment/Physical Facility Needs: None**

**Library Resources: None**

**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 the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions.
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.

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

**Plan for Registered Nurses (RN-BSN-MSN)**

The Department of Baccalaureate and Graduate Nursing offers the opportunity for registered nurses to earn both the baccalaureate and masters degree in nursing. Admission requirements include an Associate Degree in Nursing (or 3 year diploma program), and a current, free and unrestricted R.N. license in Kentucky. ~~plus the following supporting requirements or approved substitutions: minimum of 12 credit hours in Natural Sciences, which includes content in anatomy, physiology, microbiology, and chemistry; 9 credit hours in Social Sciences, including SOC 131 or equivalent, psychology, and family studies, and 3 credit hours in nutrition.~~ Students who are interested in continuing in the M.S.N. program after completion of the B.S.N. should take the Graduate Record Examination or the Miller Analogies Test and make application for graduate studies during the senior year. Students must complete the BSN and be admitted to graduate studies to continue into the MSN program.

**NURSING POST RN ~~OPTION~~ (RN-BSN)**

*CIP CODE: 51.1601.02*

**Major Requirements .....52 hours**

NSC 330\*,332, 350, 381, 385\*\*, 390, 480, 486, 492, 495

\*Credit by Exam option.

\*\*Upon successful completion of NSC 385, the RN is granted credit for NSC 380, 386,and 484

**~~Additional Supporting Requirements.....39 hours~~**

~~STA 215 or STA 270 approved substitution; BIO 171 and BIO 301~~

**General Education Requirements ..... ~~31~~39 hours**

Standard general education program, excluding ~~course~~ categories 03, 09, 13, 14, 15, 16, and 19. Block VI, Block VII (QS), and Block VIII (6 hours). Take an additional 3 hours in Block VII or VIII in lieu of Block VI. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

**Free Electives ..... ~~3~~ as needed to complete 128 hours**

**Minimum Total Degree Requirements\* .....128 hours**

*\*Degree requirements will include transfer courses, support course, major requirements, General Education requirements and University requirements that will total a minimum of 128 hours.*

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

**Part I**

(Check one)	Department Name	Clinical Laboratory Science
<input type="checkbox"/> New Course (Parts II, IV)	College	Health Science
<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	Clinical Laboratory Science (BS)
<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	3.07.06	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs	
College Curriculum Committee	3/7/06	Approved	Disapproved
General Education Committee*	NA	Faculty Senate**	
Teacher Education Committee*	NA	Board of Regents**	
		Council on Postsecondary Edu.***	
<p>*If Applicable (Type NA if not applicable.)</p> <p>**Approval needed for new, revised, or suspended programs</p> <p>***Approval/Posting needed for new degree program or certificate program</p> <p>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</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.)  Drop Option in Cytotechnology</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)  Fall, 2007</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)  No students in program</p>
<p><b>B. The justification for this action:</b>  Clinical affiliate went into suspension</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b> NA</p> <p><b>Operating Expenses Impact:</b> NA</p> <p><b>Equipment/Physical Facility Needs:</b> NA</p> <p><b>Library Resources:</b> NA</p>

**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 the current program requirements using ~~striketrough~~ for deletions and underlines for additions.
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.

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

**Baccalaureate Degree**  
**CLINICAL LABORATORY SCIENCE/~~OPTION CYTOTECHNOLOGY~~ (B.S.)**  
*CIP Code: 51.1005*

**Major Requirements (Upper Div. Core)..... ~~37-~~ 54 hours**

~~Upper Division Core~~ ..... ~~54~~ hours

CLS 201, 300, 303, 305, 308, 309, 310, 320, 346, 350, 355, 431, 432, 434,  
436, 437, 438, 439, 440, and 441.

**~~Option~~**

~~Cytotechnology~~..... ~~37~~ hours

~~CLS 404, 406, 408, 410, 412, 414, 416, 418, 420, and 422.~~

**Supporting Course Requirements ..... 29 -~~34~~ hours**

~~Upper Division~~ ..... ~~29~~ hours

BIO, 121, 348, CHE 111, 112, 330, CIS 212 or CSC 104, and MAT 107.

~~Cytotechnology~~..... ~~31~~ hours

~~Twenty hours approved biology, eight hours approved chemistry, and three hours approved math.~~

**General Education Requirements ..... ~~33~~ 36 hours**

Standard General Education program, excluding blocks II, IVA, IVB, VII (QS) and VIII (6 hours) .

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

**University Requirement..... 1 hour**

HSO 100.

**Free Electives..... 14 – 23 hours**

**Total Curriculum Requirements ..... 128 hours**

CHS 2

**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	Family and Consumer Sciences	
<input type="checkbox"/> Course Revision (Parts II, IV)	College	Health Sciences	
<input type="checkbox"/> Course Dropped (Part II)	*Course Prefix & Number		
<input type="checkbox"/> New Program (Part III)	*Course Title (30 characters)		
<input checked="" type="checkbox"/> Program Revision (Part III)	*Program Title	Early Childhood Development, <del>A.S.</del> <u>AAS</u>	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal. (Major <u>X</u> , Option <u>  </u> ; Minor <u>  </u> ; or Certificate <u>  </u> )		

  

Proposal Approved by:	Date		Date
Departmental Committee	10/20/05	Graduate Council*	NA
<i>Is this a SACS Substantive Change?</i>	Yes No X	Council on Academic Affairs	
College Curriculum Committee	12/18/05	Approved <u>  </u> Disapproved <u>  </u> .	
General Education Committee*	NA	Faculty Senate**	NA
Teacher Education Committee*	NA	Board of Regents**	NA
		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  
\*\*\*\*If "yes", SACS must be notified before implementation. Please contact EKV's Office of Institutional Effectiveness

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

**A. 1. Specific action requested:**

Early Childhood Development, ~~A.S.~~ Associate of Applied Science

Add CDF 235, 236, 246, 327, 343, and 450 as major course requirements.

Delete CDF 241, 244, 247, 345, and 350 from major course requirements.

**A. 2. Effective date:** Spring 06

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

**B. The justification for this action:**

The proposed curriculum change for the A.S. program reflects the course changes already approved for the B.S. curriculum. These changes were made to better address Kentucky KIDS NOW Initiative Professional Development Framework Core Content and knowledge areas identified by program advisory board, faculty, and students.

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

**Personnel Impact:**

None

**Operating Expenses Impact:**

None

**Equipment/Physical Facility Needs:**

None

**Library Resources:**

None

**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.

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

New Catalog Text

Early Childhood Development (~~A.S.~~) (A.A.S.)

**Major Requirements.....33 hours**

**CDF 132, ~~241, 244, 235, 236, 246, 247~~ 327, 343, 344, 345, 350 450, NFA 317**

**Supporting Course Requirements..... 9 hours**

BIO 300 or 317, CSC 104 or CIS 212, SED 104

**General Education Requirements.....18 hours**

SPE 100, six hours of English composition, six hours of general education social science, (three hours from course categories 09 and three hours from 10 or 11), and three hours general education humanities.

**University Requirements.....1 hour**

HSO 100

**Free Electives.....3 hours**

**Total Curriculum Requirements.....64 hours**

**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 College	Health Promotion and Administration Health 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	Medical Assisting Technology ( <del>AS</del> ) (AAS)
<input checked="" type="checkbox"/> Program Revision (Part III)	(Major __, Option __; Minor __; or Certificate __)	
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

  

Proposal Approved by:	Date	Date
Departmental Committee	August 18, 2005	Graduate Council* <u>NA</u>
<i>Is this a SACS Substantive Change?</i>	YES _____ NO X _____	Council on Academic Affairs _____
College Curriculum Committee	9/21/05	Approved ___ Disapproved ___.
General Education Committee*	NA	Faculty Senate** <u>NA</u>
Teacher Education Committee*	NA	Board of Regents** <u>NA</u>
		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:**

Drop the "Optional Areas of Emphasis". Move BIO171 and 301 from Gen. Ed. To Support.  
Change degree from Associate of Science to Associate of Applied Science

**A. 2. Effective date:**

Spring 2006

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

**B. The justification for this action:**

CDF 241, a core course in the "Optional Areas of Emphasis", is no longer offered. Change degree from AS to AAS

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

**Personnel Impact: none**

**Operating Expenses Impact: none**

**Equipment/Physical Facility Needs: none**

**Library Resources: none**

**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

Medical Assisting Technology (A.S. AAS)

CIP Code: 51.0801

Major Requirements.....35 hours

MAS 100, 200, 201, 323, 324, 355,360,390.

Supporting Course Requirements.....~~9~~ 15 hours

BIO 171, BIO 301, CCT 201, CIS 212 or CSC 104, EMC 102 or HEA 202 and 203

General Education Requirements..... ~~20~~ 15 hours

~~H~~SO 100, ~~BIO 171, 301~~, ~~HPR 180 or 282~~, three hours general education humanities (BLK III),

Three hours wellness (BLKVI), three hours general education social science (BLKV)

and six hours of English composition (BLKI A and B).

University Requirement HSO 100.....1 hours

Total Curriculum Requirements.....~~64~~ 66 hours

Optional Areas of Emphasis:

**Course for Pediatrics:**

~~CDF 241 Prenatal and infant development ..... 3~~

~~CDF 342 Child and Adolescent development...3~~

~~MAS 300 Maternal Child Health Care.....1~~

**Course for Obstetrics/Gynecology**

~~CDF 241 Prenatal and Infant Development .....3~~

~~MAS 300 Maternal Child Health Care.....1~~

## **Residency Requirement Policy**

### **Baccalaureate Degrees**

The residency requirement policy for Eastern Kentucky University states that students seeking a baccalaureate degree are required to “Earn at least 30 of the last 36 hours through Eastern Kentucky University, . . .”. The “residency rule” was instituted at ECU September 1, 1959 and represents a response to an academic environment that needed to be addressed at that time. It may be presumed that the policy was needed to insure that a baccalaureate degree awarded was indeed representative of the institution; more specifically that students in their discipline-based majors had completed sufficient coursework in the major at ECU to reflect an appropriate level of knowledge of the discipline, determined by the discipline-based faculty.

Today the academic environment of higher education is decidedly different than in 1959 because of the greatly increased mobility of students, a national trend referred to as “swirling”. Students very commonly attend multiple institutions during the completion of their degree program, including the transfer of significant coursework (more than six hours) near the completion of their baccalaureate degree program. Increasingly, students are finding themselves having completed all baccalaureate degree requirements except the residency requirement. Deans find themselves waiving up to three and occasionally six hours so that the student can graduate. Requests for waiver consideration in excess of six hours are becoming more frequent.

The CAA Subcommittee for Degree Requirements has examined the question of whether the residency requirement remains an academically relevant policy, especially in the educational value added to a baccalaureate degree. Are students well served in their educational experience by being required to take additional coursework (to meet the residency requirement) when all other baccalaureate degree requirements have been met?

SACS Comprehensive Standard 3.5.2 states that “The institution awards degrees only to those students who have earned at least 25 percent of the credit hours required for the degree through instruction offered by that institution.” Simply stated, students must complete at ECU a minimum of 32 hours of the 128 hours required for a baccalaureate degree at Eastern Kentucky University. This policy provides a built-in residency requirement that is not constrained by when coursework is completed.

The Subcommittee does not believe that today’s degree-seeking students are educationally well served by the residency requirement. Therefore, the following proposals are recommended.

- **The residency requirement policy (“Earn at least 30 of the last 36 hours through Eastern Kentucky University, . . .”) is abolished, effective immediately.**
- **The academic departments/colleges will determine the minimum residency requirements for the major coursework for the discipline-based baccalaureate degree programs.** (Note – Any residency requirements adopted by academic departments/colleges must be appropriately published to inform students.)

### **Associate Degrees**

There also is a residency requirement for associate degrees that requires students to “Earn a minimum of 15 of the last 18 hours through Eastern Kentucky University.” The same proposals recommended for the baccalaureate degrees will also be adopted for the associate degrees. That is (1) the residency requirement is abolished and (2) academic departments/colleges will determine the minimum residency requirements for the major coursework in the associate degree programs.

To: Faculty Senate  
From: The Committee on Rules  
Date: May 1, 2006

The Committee on Rules requests that the Faculty Senate adopt the following motion at its meeting on May 1, 2006.

MOTION: [\(Motion 1\)](#)

Add d. and i. to Part VII; Section IV, B, 1 of the Faculty Handbook.

#### **IV. Organization of the Faculty-at-Large**

##### **B. Duties of the Officers of the Faculty-at-Large**

###### **1. Chair**

- a. The Chair shall preside at all meetings of the Faculty-at-Large that he or she attends.
- b. The Chair shall call meetings of the Faculty-at-Large
- c. Upon petition of 10 percent of the members
- d. **The Chair may ask the Chair of the Faculty Senate to preside over meetings of the Faculty-at-Large when dealing with issues which have been brought forth from the Faculty Senate.**
  - i. **When the Chair of the Faculty Senate is unavailable, the Vice-chair of the Faculty Senate may be asked to preside over meetings of the Faculty-at-Large when dealing with issues which have been brought forth from the Faculty Senate.**

#### **JUSTIFICATION OF THE MOTION:**

This proposal is being put forth so the Faculty Handbook will conform to present practices during Faculty-at-Large meetings.

To: Faculty Senate  
From: The Committee on Rules  
Date: May 1, 2006

The Committee on Rules requests that the Faculty Senate adopt the following motion at its meeting on May 1, 2006.

MOTION: (Motion 2)

Add part F to Part VII Organization of the Faculty of Eastern Kentucky University, Section VII The Faculty Senate of the Faculty Handbook.

- VII The Faculty Senate
  - A. Nature and Function of the Senate
  - B. Membership of the Senate
  - C. Organization of the Senate
  - D. Meetings of the Faculty Senate
  - E. Committees of the Senate
  - F. **Special Rules of Order and Standing Rules**
    - i. **The Faculty Senate may adopt such Special Rules of Order and such Standing Rules as are deemed necessary and proper to carry out its function.**

JUSTIFICATION OF THE MOTION:

There is a section VIII in the Organization of the Faculty of Eastern Kentucky University which allows such rules to be adopted for the Faculty-at-Large. It has been understood that the Senate may do the same, but not specifically noted in the Faculty Senate Rules. Therefore by adding this section to section VII The Faculty Senate, it brings the Senate Rules into compliance with present practice.

To: Faculty Senate  
From: The Committee on Rules  
Date: May 1, 2006

The Committee on Rules requests that the Faculty Senate adopt the following motion at its meeting on May 1, 2006.

MOTION: [\(Motion 3\)](#)

Add part e. to Part VII Organization of the Faculty of Eastern Kentucky University, Section VII The Faculty Senate of the Faculty Handbook, Part E. Committees of the Senate, section 1. Executive Committee

VII The Faculty Senate

A. Nature and Function of the Senate

B. Membership of the Senate

C. Organization of the Senate

D. Meetings of the Faculty Senate

E. Committees of the Senate

1. Executive Committee

a. *remains the same*

b. *remains the same*

c. *remains the same*

d. *remains the same*

e. In the designated years, the Executive Committee shall conduct a systematic review of the President as described in Part III; EVALUATION OF ACADEMIC ADMINISTRATORS, section V of the Faculty Handbook.

JUSTIFICATION OF THE MOTION:

In Part III, section V of the Handbook, the review of the President is described, and a role is given to the Executive Committee. We felt that this review should be also listed under the duties of the Executive Committee.

## **PART VII**

### **ORGANIZATION OF THE FACULTY OF EASTERN KENTUCKY UNIVERSITY**

#### **I. NAME**

The organization hereinafter defined shall be the Faculty of Eastern Kentucky University

#### **II. MEMBERSHIP**

- A. The Faculty at Large of Eastern Kentucky University shall include the President of the University and all persons who hold appointments of the Board of Regents (1) whose regularly assigned duties include instruction, research, administration, and/or public service on a full time basis and (2) who hold the academic rank of Professor, Associate Professor, Assistant Professor, or Instructor, or those whose administrative functions in the University aren't designated as "major" by the President of the University.
- B. The Teaching and/or Research Faculty of Eastern Kentucky University shall include all full time employees of the University who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor, and whose faculty load assignment includes 50 percent or more teaching and/or research as shown by the Faculty Load Analysis or comparable report for the fall semester for each academic year or who are members of the Library Faculty.
- C. Assistant Instructors, part time instructors, and members of the administrative staff not included in Sections A. or B. above shall not be members of the Faculty at Large but may attend Faculty meetings without the right to enter into the deliberations or legislative action of the Faculty.

#### **III. RESPONSIBILITIES OF THE FACULTY AT LARGE**

- A. The Faculty at Large shall exercise responsibility, within limits established by the Kentucky Revised Statutes, Regulations of the Board of Regents, and delegation of authority by the Board of Regents, to promote the best interests of Eastern Kentucky University. It shall generally concern itself with the consideration, formulation, review, and recommendation of policies and procedures designed to foster the proper growth and development of Eastern Kentucky University as an institution of higher education. Included is concern with policies relating to the academic program, faculty welfare, and student welfare.
- B. The Faculty at Large normally shall exercise these responsibilities through its representative the Faculty Senate.
- C. The Faculty at Large shall have the power to review all actions of the Faculty Senate as provided in Article VII, Section A, Paragraph 3.

#### **IV. ORGANIZATION OF THE FACULTY AT LARGE**

- A. Officers
  - 1. The President of the University shall be the Chair of the Faculty at Large.
  - 2. The Provost and Vice President for Academic Affairs shall be Vice Chair of the Faculty at Large.
  - 3. The Secretary of the Faculty Senate shall be Secretary of the Faculty at Large.
- B. Duties of the Officers of the Faculty at Large
  - 1. Chair
    - a. The Chair shall preside at all meetings of the Faculty at Large that he or she attends.
    - b. The Chair shall call meetings of the Faculty at Large when, in the Chair's judgment, such meetings are necessary and/or desirable, or when an appeal of action of the Faculty Senate is requested as provided in Article VII, Section A, Paragraph 3.
    - c. Upon petition of 10 percent of the members of the Faculty at Large, the Chair shall call a meeting within 15 days.
  - 2. Vice Chair
    - a. In the absence of the Chair, the Vice Chair shall preside.
  - 3. Secretary
    - a. The Secretary shall cause the actions of the Faculty at Large to be recorded and preserved in a permanent record.
    - b. The Secretary shall distribute copies of the official minutes of all Faculty at Large meetings to members of the Faculty at Large. Distribution may include notification by electronic means.
    - c. The Secretary shall notify all members of the Faculty at Large of a call of a Faculty at Large meeting, giving reasonable notice.

#### **V. MEETINGS OF THE FACULTY AT LARGE**

- A. The Faculty at Large shall convene upon call of the Chair.
- B. The majority of the members of the Faculty at Large shall constitute a quorum for the transaction of business.
- C. The current edition of Robert's Rules of Order Newly Revised shall govern the conduct of meetings of the Faculty at Large except when the Faculty at Large shall adopt rules otherwise, and the Chair may appoint a parliamentarian to assist the presiding officer in questions of parliamentary procedure.

## **VI. COMMITTEES OF THE FACULTY AT LARGE**

- A. In addition to standing committees of the Faculty at Large created by the Board of Regents, the Faculty at Large may create other standing committees.
- B. The Chair of the Faculty at Large may, from time to time, establish ad hoc committees of the Faculty at Large to consider special areas of concern.
- C. All members of the Faculty at Large standing committees, other than ex officio members and nonvoting representatives designated by the Faculty Senate, shall be appointed by the Chair of the Faculty at Large. In making these appointments, the Chair shall be advised by the Committee on Committees of the Faculty Senate.
- D. All Faculty at Large committees and councils which periodically make recommendations relating to academic affairs, faculty affairs, or student affairs shall submit recommendations either directly to the Faculty Senate, to the Council on Academic Affairs, or to the Council on Student Affairs through appropriate organizational channels.
- E. All Faculty at Large committees which do not maintain a continuing relationship with the Senate through the Council on Academic Affairs shall submit an annual report of committee activities to the Senate.

## **VII. THE FACULTY SENATE**

- A. Nature and Function of the Senate
  - 1. The Faculty Senate shall be the delegate assembly of the Faculty at Large through which the Faculty at Large shall exercise its responsibilities.
  - 2. The Faculty Senate shall serve as a means of communication between the Teaching and Research Faculty and the Administration.
  - 3. Any action of the Faculty Senate must be reviewed at a general meeting of the Faculty at Large when a petition, bearing the signatures of 10 percent of the Faculty at Large and calling for a general meeting to review an issue, is presented to the Chair of the Faculty at Large.
    - a. Petition for such a review must be received by the Chair of the Faculty at Large within 30 days following notice to the Faculty-at-Large of the Senate action that is the object of the petition to review.
    - b. The action of the Senate which is the object of the petition shall be presented to the Faculty at Large at a meeting called by the Chair of the Faculty at Large and, on motion and vote, the Faculty at Large may sustain or veto the action of the Senate.
  - 4. Duties of the Faculty Senate - The Faculty Senate shall receive and consider proposals concerning policies affecting the general welfare of the University, provide for channels of communication between the Faculty at Large and other constituencies of the University, and develop procedures for the functioning of the Senate. Specifically, the Faculty Senate shall perform the following:

- a. Policy Function -- The Faculty Senate shall receive and consider proposals for the institution, abolition, or amendment of policies as detailed below. Recommendations of the Faculty Senate concerning such proposals shall be forwarded to the President of the University for consideration for recommendation to the Board of Regents.
  - (1.) The Faculty Senate shall recommend academic policy, including but not limited to policies concerning admission, curriculum, instruction, and criteria for granting degrees. In the exercise of this duty, the Faculty Senate shall receive and make recommendations concerning all policy or program proposals approved by the Council on Academic Affairs.
  - (2.) The Faculty Senate shall recommend policies relating to faculty welfare, including policies relating to the recruitment, selection, retention, tenure and promotion of faculty members, and other personnel policies affecting faculty welfare. In the exercise of this duty the Faculty Senate shall receive, review, and make recommendations concerning faculty welfare, policy proposals developed by special committees appointed to consider specific areas affecting faculty welfare.
  - (3.) The Faculty Senate shall recommend policies relating to student affairs in the areas where the proposed policy concerns the students' academic achievement and in such other areas as specifically delegated by the Board of Regents or requested by the Council on Academic Affairs, and receive, and take appropriate action concerning recommendations of the Student Affairs Committee.
  - (4.) The Faculty Senate shall receive and make recommendations concerning such other policies as are referred to the Senate for consideration by the President of the University.
  - (5.) The Faculty Senate in conjunction with appropriate administrators shall receive, review and make recommendations concerning university restructuring/reorganization proposals, such as the addition or elimination of a college, department, center/institute or other academic unit. The Executive Committee of the Faculty Senate is the vehicle for placing such restructuring/reorganization proposals on the agenda of the Faculty Senate.
- b. Communication Function - The Faculty Senate shall be responsible for maintaining communication between the Teaching and Research Faculty and the Administration of the University. In the performance of this duty, the Faculty Senate shall provide avenues of communication by which the Teaching and Research Faculty may receive information concerning University affairs and may submit information relating to matters that concern them. Specifically, the Senate shall:
  - (1.) Provide a channel for faculty involvement in the procedures concerning the selection of personnel involved in academic administration, organization of academic functions, and other matters relating to the welfare of the University.

- (2.) Provide a forum for the President of the University to discuss matters affecting the welfare of the University.
- (3.) Provide a forum for the Faculty Regent to discuss matters affecting the welfare of the University.
- (4.) Provide a channel for faculty involvement in the preparation of the University budget.
- c. Internal Function - The Faculty Senate shall exercise those duties necessary for its proper function and continuation. In the exercise of these duties the Senate shall:
  - (1.) Establish rules and procedures for the Faculty Senate and committees of the Senate.
  - (2.) Through its Committee on Elections, be responsible for supervising the election of Senate members.

#### B. Membership of the Senate

1. The membership of the Senate shall consist of administrative faculty members and elected faculty members. The administrative members shall be:
  - a. President of the University
  - b. Provost and Vice President of Academic Affairs
  - c. One Academic Dean to be elected by the Deans of the Academic Colleges, Dean of Graduate Studies, and Dean of Libraries.
  - d. Faculty Regent
2. Elected Members
  - a. Eligibility - Full time faculty members as defined in Article II, Section B, all department chairs regardless of teaching load, and full time faculty holding visiting rank shall be eligible for election to the Senate.
  - b. Election Units - The election units for the selection of the elected membership of the Senate shall be the academic departments of the several colleges of the University ~~having a total full time Teaching/Research Faculty membership of five or more~~. Additional election units shall consist of (1) the Library Faculty, who are not included in the faculties of a college, and (2) the Deans of the Academic Colleges, Dean of Graduate Studies, and Dean of Libraries (hereafter referred to as the Dean's Unit).
  - c. All individuals eligible for election to the Faculty Senate shall be eligible to vote in a Faculty Senate election. An individual shall be eligible to cast a ballot for Senate members only in that election unit in which the individual holds the academic rank of Professor, Associate Professor, Assistant Professor, Instructor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, ~~or~~ Visiting Instructor, **University Librarian, Associate University Librarian, Assistant University Librarian, or Library Instructor.**
  - d. Determination of Delegate Representation
    - (1.) ~~Each election unit shall be entitled to one delegate for each ten full time Teaching/Research Faculty members employed by that election unit during the fall semester. In other words, an election unit with 10 to 19 faculty is entitled to one delegate, an election unit with 20 to 29 faculty is entitled to two delegates, an~~

~~election unit with 30 to 39 faculty is entitled to three delegates, and so on. An election unit with 1-14 faculty members during the Fall semester shall be entitled to one delegate for the academic year, and an election unit with 15-29 faculty members during the fall semester shall be entitled to two delegates for the academic year.~~

(2.) ~~Departments employing fewer than ten full time Teaching/Research Faculty members but more than four full time Teaching/Research Faculty members shall be entitled to one delegate. An election unit with 30-39 faculty members during the Fall semester shall be entitled to three delegates for the academic year; an election unit with 40- 49 faculty members during the Fall semester shall be entitled to four delegates for the academic year; and an election unit with 50-59 faculty members during the Fall semester shall be entitled to five delegates for the academic year, and so on.~~

(3.) ~~Departments employing fewer than five full time Teaching/Research Faculty members during the fall semester shall join with other departments in the same college to form an election unit with a total of five or more full time Teaching/Research Faculty members. The Committee on Elections of the Faculty Senate shall inform departments of the need to form such departmental alignments as soon after the spring semester as possible.~~

e. The Committee on Elections shall determine as soon after the beginning of the spring semester as possible the number of delegates to be selected from each election unit and a schedule for elections of delegates.

f. Except for the member elected from the Deans' Unit and the member elected from the Part-time Faculty, whose terms are two years, elected members shall serve for a term of three years; however, if an elected member ceases to be a full time member in the election unit from which elected, a vacancy shall be declared.

g. When a permanent vacancy occurs in the elected membership of the Senate, the election unit shall elect a delegate to fill the unexpired term of the vacancy. When a temporary vacancy of at least one semester's duration occurs in the elected membership of the Senate, the election unit through the Committee on Elections shall recommend for Senate approval a member of the full time faculty of the same election unit to serve until the end of the semester for which the member is temporarily absent.

h. The Committee on Elections shall establish and notify election units needing to elect a new member of appropriate election procedures. The election unit shall carry out the election using the procedures promulgated by the Committee on Elections. The Committee on Elections shall certify to the Chair of the Faculty at Large the election of Senate members.

### 3. Part-time Faculty Representative

- a. Part-time faculty may have one voting representative on the Faculty Senate. This person shall be chosen from among the names of current part-time faculty that normally teach each semester and that are nominated by the departments in which

they teach. Each department that employs part-time faculty may nominate one person. Part-time faculty shall elect a representative from among the nominees. The election shall be conducted by April 15 of each year so that the elected representative can be seated at the May organizational meeting. The person receiving the most votes shall be the elected representative.

- b. The part-time faculty representative shall serve for a two-year term. While the part-time faculty representative is elected to a two-year term, continuing representative is contingent upon the part-time representative's being contracted by the University to teach again. The part-time faculty representative's election in no way may be construed as guarantee of employment beyond their current contract.
- c. The Chair of the Faculty Senate shall fill a vacancy in this seat for the remainder of the term by appointing a representative from the list of part-time faculty last nominated for the seat.

## C. Organization of the Senate

### 1. Chair of the Senate

- a. The Chair of the Senate shall be nominated annually in April and elected annually in May from the elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Chair, a Senator shall have **tenure and** at least one semester's prior service in the Senate. A Chair may not serve more than two terms consecutively.
- b. The Chair of the Senate shall preside at meetings of the Senate. In the absence of the Chair of the Senate, ~~a member of the Executive Committee appointed by the~~ **Vice** Chair of the Senate shall preside.
- c. The Chair shall meet with the President of the University at least once a month to confer on Senate business.
- d. The Chair shall serve as Chair of the Senate Executive Committee.
- e. The Chair shall maintain an active file for matters submitted to the President and awaiting action.
- f. The Chair of the Faculty Senate should be eligible for a campus-wide ("special") parking permit. It is the responsibility of the Chair to initiate a request for the permit through normal channels.
- g. ~~When possible, The Chair of the Senate should be eligible for~~ **will receive one-half** released time ~~from teaching and other department and college responsibilities. It is the responsibility of the Chair of the Senate to initiate a request for released time through normal channels. The Chair's home department or unit will receive funds to cover the salary of a part-time replacement for the reduced teaching load of the chair.~~
- h. The Chair shall administer the Faculty Senate budget and shall pay the bills of the Senate as approved by the Executive Committee.

### 2. Vice Chair of the Senate

- a. **The Vice Chair of the Senate shall be nominated annually in April and elected in May from the elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as**

Vice Chair, a Senator shall have tenure and at least one semester's prior service in the Senate.

- b. The Vice Chair of the Senate shall preside at meetings of the Senate in the absence of the Chair.
- c. The Vice Chair will serve as a voting member of the Senate Executive Committee.
- d. The Vice chair of the Senate will receive one-quarter release time from teaching and other department and college responsibilities.

3. Secretary

- a. The Secretary shall be elected annually at the organizational meeting in May by the members of the Senate. The term of the Secretary shall be for one year and shall begin on January 1 following the election. In the temporary absence of the Secretary, the Chair of the Senate will appoint a member from the University to serve as acting secretary.
- b. The Secretary shall cause all deliberations and actions of the Senate to be recorded in the official records of the Senate.
- c. The Secretary shall maintain a file of all minutes and progress reports for each Senate standing and ad hoc committee.
- d. The Secretary shall distribute copies of the record of each meeting to all members of the Faculty-at-Large and staff as soon as possible following a meeting of the Senate, but no later than one week prior to the next regular meeting. Distribution may include notification by electronic means.
- e. The Secretary shall distribute an agenda with attachments to all Senators by the Wednesday morning preceding the regularly scheduled meeting. The agenda shall be sent to all faculty noting the availability of the agenda with attachments from their respective Senator and/or through electronic posting.

D. Meetings of the Faculty Senate

1. The newly constituted Senate shall convene initially for an organizational meeting in May following the conclusion of the last meeting of the previous Senate. The Senate shall meet on the first Monday that the University is in regular session for each month from September ~~through December and February~~ through May. The Senate shall meet at other times on call of the Chair or the Executive Committee, reasonable notice being given to members of the Senate.
2. Meetings of the Senate shall be open to members of the Faculty at Large. Persons other than Senate members may participate in the deliberations of the Senate only on consent of the Senate.
3. Fifty percent of the membership of the Senate shall constitute a quorum.
4. The current edition of Robert's Rules of Order Newly Revised shall govern conduct of meetings of the Senate, except when the Senate shall adopt rules otherwise; and the presiding officer may appoint a Parliamentarian to aid in questions of parliamentary procedures.

5. Senate voting on all matters, except election of officers and of members of Standing Committees, shall be viva voce or by a separation of the house. Officers of the Senate and members of Standing Committees of the Senate shall be elected by ballot except that a voice vote may be taken when there is the same number of nominees as positions to be filled on the committee.

E. Committees of the Senate

1. Executive Committee

- a. The Executive Committee shall consist of the Chair of the Senate, who shall serve as Chair of the Executive Committee, the Vice President for Academic Affairs, and five members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term.
- b. The Executive Committee shall be responsible for maintaining communication between the Faculty at Large and the Administration. Once the Faculty Senate acts upon a motion, the President acting on behalf of the University shall be requested to inform the Faculty Senate of the disposition of the motion within three months.
- c. The Executive Committee shall be responsible for preparing the agenda for each regular meeting of the Faculty Senate. The Executive Committee shall receive requests from members of the Faculty at Large relating to items for consideration of the Senate and shall, through the chair, bring these to the attention of the President. Items submitted for inclusion on the Senate agenda shall reach the Chair or a member of the Executive Committee of the Senate at least two weeks before a scheduled meeting. The Executive Committee shall make known the time and place of meetings to set the agenda.
- d. The Executive Committee shall serve as an advisory agency to the President of the University in those matters referred to the Committee.

2. Committee on Committees

- a. The Committee on Committees shall consist of five members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term.
- b. The Committee Chair shall be elected annually by the Committee from among its membership.
- c. The Committee on Committees shall advise the President concerning formulation of standing committees of the Faculty at Large and the selection of appointed members of faculty standing committees.
- d. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.

3. Committee on Elections
  - a. The Committee on Elections shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of the elected senator's current term.
  - b. The Committee Chair shall be elected annually by the Committee from among its membership.
  - c. The Committee on Elections shall supervise all nominations and elections for Senate membership as provided in this Constitution.
  - d. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.
4. Committee on Rules
  - a. The Committee on Rules shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of the elected senator's current term.
  - b. The Committee Chair shall be elected annually by the Committee from among its membership.
  - c. The Committee on Rules shall review and recommend to the Senate rules of procedure for the Senate.
  - d. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.
  - e. Rules must be codified by the Committee. It is the responsibility of the Committee on Rules to distribute an updated, codified copy of the Rules to the Senate along with its annual report at the May meeting.
5. Committee on the Budget
  - a. The Committee on the Budget shall consist of the Chair of the Faculty Senate, five members elected by the Senate from its elected membership, and the administrative member elected by the Dean's Unit. Elected members shall serve for the duration of their current term while the administrative member shall serve a one year term. The Vice President for Government Relations and Planning shall serve as a non voting member of the Committee.
  - b. The Committee on the Budget shall elect annually a chair from among its membership.
  - c. The purpose of the Committee on the Budget shall be to provide a channel of communication between the Faculty Senate and the Administration on matters relating to the formulation of the University budget.
  - d. The Committee shall be available as an advisory agency to the President of the University in those matters relating to the budget formulation process. The Committee shall meet with the President at least once each semester to receive information about budgetary matters.

- e. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.
  - f. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.
6. Committee on Faculty Rights and Responsibilities
- a. The Committee on Faculty Rights and Responsibilities shall consist of five members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term.
  - b. The Committee Chair shall be elected annually from among its membership.
  - c. The Committee on Faculty Rights and Responsibilities shall make recommendations to the Senate on matters including, but not limited to, promotion, tenure, grievance, and workload.
  - d. One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.
7. Committee for Faculty Welfare
- a. The Committee on Faculty Welfare shall consist of five members elected by the Senate from its elected members. Committee membership shall be for the duration of the elected senator's current term. The Director of Human Resources shall serve as a non-voting member of the committee.
  - b. The Committee shall elect a chair annually from among its membership.
  - c. The purpose of the Committee for Faculty Welfare shall be to:
    - (1.) Review and make recommendations to the Senate on matters including but not limited to, merit/pay policies, faculty salary inequities, health insurance benefits, market salary issues, compression, as well as other university benefit policies; and
    - (2.) Provide a channel of communication between the Faculty Senate and the Administration on matters relating to faculty compensation and benefits.
  - d. The Committee shall be available as an advisory agency to the President of the University and/or Provost of the University on those matters relating to compensation and benefits for the faculty-at-large. The Committee shall meet with the President and/or Provost at least once each semester to receive information about faculty compensation and benefits.
  - e. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.
8. Ad Hoc Committees
- a. The Faculty Senate may establish such ad hoc committees as are deemed necessary.

- b One week before each Executive Committee meeting, the Chair of each ad hoc committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.
- c. The Chair of each ad hoc committee shall submit a written annual report to the Faculty Senate at the May meeting.

### **VIII. Special Rules of Order and Standing Rules**

The Faculty-at-Large may adopt such Special Rules of Order and such Standing Rules as are deemed necessary and proper to carry out its functions.

### **IX. AMENDMENTS**

Amendments to this organization may be proposed by the Faculty Senate by a two thirds majority of the members present or by petition of 10 percent of the Faculty at Large. Proposed amendments shall be presented to the Chair of the Faculty at Large, who will cause copies of the proposed amendments to be distributed to the Faculty at Large. Proposed amendments approved by two thirds majority of those present at a meeting of the Faculty-at-Large shall be submitted to the Board of Regents through the President of the University and shall become effective on ratification by the Board of Regents.

**Faculty Senate Chair's Report**  
**Executive Committee Meeting**  
**17 April 2006**

Dear Senators:

The following notes detail the business conducted at the last Executive Committee meeting. If you have questions or comments, please don't hesitate to contact me at [carolyn.siegel@eku.edu](mailto:carolyn.siegel@eku.edu) or by voice mail at 622-4973. See you at Senate on May 1st!

**NOTES FROM THE EXECUTIVE COMMITTEE MEETING**

Prior to the regularly scheduled meeting of the Executive Committee, Senators Eakin, Flanagan, Hubbard, Johnson, Konkel, Kristofik, Shasby, and Siegel met to write the cover letter for the Administrative Review of the President. The Review will be presented to the President and Chair of the ECU Board of Regents in May. This concludes the participation by the Faculty-at-Large in the Administrative Review. Thanks were expressed to the Executive Committee for their assistance throughout the process and to the Faculty-at-Large for their participation. At the conclusion of this session, Senators Chapman and Schlomann rejoined the meeting.

**New Business**

Senator Ted Randles, Chair of the Senate Election Committee, met with the Executive Committee to discuss the May election process during the organizational meeting, the second meeting on 1 May 2006. It was agreed that standard voting procedures would be followed.

**Standing Committees**

**Budget:** Senator Eakin reported that Senator Taylor has been working on the class pattern survey.

**Rules:** Senator Johnson reported that the Rules Committee should be finishing the Senate Rules revisions soon.

**R&R:** Senator Kristofik stated the Committee is putting the Promotion and Tenure recommendations into Faculty Handbook language. Hopefully the revisions will be completed in time to be submitted for the May Senate meeting. R&R is also writing the Academic Integrity policy in Handbook language.

**Committee on Committees:** Senator Shasby reported 67 faculty members self-nominated for University Committee openings. The list will be ready to be submitted to the Senate Chair within the next week or so.

**Welfare:** Senator Hubbard reported the survey on coordinators has been sent to the deans and chairs.

**Arlington Board:** Senator Flanagan stated that the Board will be meeting tomorrow.

**Residency Appeals Committee:** Senator Shasby stated the committee met on March 6. The appeal was denied.

**General Education Committee:** Senator Hubbard reported Gen Ed is working on general education waiver requests. The next meeting will be April 26th.

**Senate Chair Report**

Senator Siegel announced that the next Eat & Meet faculty luncheon will be Tuesday, April 25 in the faculty dining room from 11:30 am - 1 pm. The discussion will continue on "Strategies for Improving Faculty Life at ECU: Recommendations for Facilitating Faculty Teaching, Research, and Service Effectiveness". The rededication of the Keen Johnson building is scheduled for April 28 at 2:30 p.m. All faculty are encouraged to wear their academic regalia on that day.

Senator Siegel thanked Executive Committee members for their dedicated service on behalf of EKU's faculty. She emphasized how much she personally appreciated their good-humored support. Executive Committee meetings have been productive and often quite entertaining. These Senators are to be commended for their willingness to serve and their effectiveness in doing so!

### **Provost Report**

Senator Chapman announced that the new Registrar would be Heidi Terry. She will officially begin her duties in June. Budget rosters have been distributed to departments for proofing. The new cycle is beginning for developing action plans for the strategic plan. Senator Chapman plans to distribute a statement to everyone in the near future regarding the proposed computer upgrade plan for faculty. He further stated that all classrooms will be wireless by the end of the summer.

The meeting adjourned at approximately 5:00 p.m.

**Report to the Senate  
Interim Provost  
May 1, 2006**

Before anything else, thank you all for the good work you have done this past year. When I first came to the Senate, I thought I was facing a Roman amphitheater crowd. Matters were brought to the floor, and there was just a thumbs up or thumbs down vote. Over the last two years there has been more discussion and debate of issues and concerns. It has been a pleasure to work with you all and be part of the Senate. I particularly want to thank the Executive Committee and especially Dr. Carolyn Siegel for their leadership and selfless commitment of time and energy. There is a lot to be done, but we have done a lot.

Let me address some of the matters with which you might have some concern as this year ends.

**SEARCHES**

Registrar--Heidi Terry of Radford College has been selected as the new University Registrar.

Dean of Education—the finalists have been interviewed. The committee meets on Tuesday, May 2, to review evaluations and discuss with me the strengths and weaknesses of the candidates.

ITDS Director—all four finalists were on campus and interviewed this week. A decision should be forthcoming shortly.

Dean of Libraries—The four finalists will be on campus between May 1-12. Specifics of the visit and their resumé's can be found on the Library website.

It is my hope to have all of the individuals selected and announced to you before the end of the academic year. The library director selection will be a little close.

**PUBLIC SERVICE AND OUTREACH**

With the acquisition of funds for the Lancaster Center as mentioned in the President's Report, we will open and operate an education center in Lancaster. This is in response to a need expressed by a delegation from that community, its raising private funds for two years rent and partial renovations of the space, the response of 1100 individuals to a questionnaire of interest in higher education in Lancaster, and the support of the legislature for this project. The programming will be done in conjunction with BCTC. This center offers us the opportunity to work with BCTC to meet community needs through creative programming and delivery systems.

Along those same lines, Deans Helm and Bond, as well as two chairs from Education and I, met with a group from BCTC to discuss the implementation of the already CPE approved KCTCS/Universities 2+2 program in Education. BCTC, which now has 12,500 students, reports that it has 300 students who are in a pre-Education status. This 2+2 program has great potential to provide a diverse number of new teachers for future years.

For this program and the creation and implementation of other 2+2 programs, we are placing full-time people at both BCTC's main campus to work its six campuses and at Somerset to work closely with Somerset CTC to do three things:

- Serve as a transfer student advisor
- Create and implement more 2+2 programs
- Coordinate the offering of courses at those sites.

Such arrangements will allow us to manage the size of the Richmond campus, achieve more graduates, and better serve our service area.

### **FACULTY CONCERNS REGARDING WORKLOAD**

There has been continuing concern expressed regarding faculty workload. At this time of the year we are all weary as the year and semester come to an end, so none of us want to tackle this concern now. Over the course of the summer, my staff and I will be working to get some facts together on teaching load, research productivity, committee work, administrative course releases, and service to our constituent groups. It is hopeful that with these facts in hand the faculty and I can begin a dialogue in the fall to move toward a workable load that better and more fully utilizes the talents of our faculty. I realize this is a volatile subject but it is at the core of what we do and who we are, and like all issues one we should approach through reason, discussion, and debate and not through impressions and anecdotal references.

### **MERIT**

The deans have submitted the names of the individuals eligible for merit raises. There were 518 individuals who will be eligible for the merit raises from the \$250,000 available. The guidelines approved by the Senate and the Board for the distribution of merit money will be the ones that are followed.

### **COMPUTERS**

With new positions to be filled, there will be 571 tenure/tenure-track faculty and librarians who will receive one of the new computers. Visit the ITDS website <http://www.itds.eku.edu/facstaff/laptop.php> to see further information on the Who, What, When, Why and How of the computer distribution and FAQ's that Mona Isaacs will continue to post and answer.

Once again, it has been my sincere pleasure to be your colleague in the Senate these last two years. I wish you well and hope you have a restful, enjoyable, and productive summer.

Jim Chapman

Report: Faculty Senate Budget Committee  
April 25, 2006

This year the committee addressed the concept of alternative scheduling and its possible contributions to our faculty, students and staff. We have attempted to approach the various possibilities within the constraints of our University Strategic Plan. As an integral part of our study we developed a survey for soliciting faculty feedback. We started with the belief that this would provide a means of successfully solving our current parking problems, would result in better classroom utilization, and thus better serve the educational needs of our students. With the help, first of Senator David May and then Senator Chris Taylor, a comprehensive survey was developed for the faculty. It appeared to address all the pertinent issues - but was put on hold since the administrative review surveys were being sent to the faculty.

We then received an unsolicited document from Rob Christensen outlining many of the possible schedule permutations. He had been serving as an interim Senator while Senator Deters was on leave, and had been in a university that used one of these alternative schedules. After studying his document and spreadsheets [cf. March Minutes], the committee took a couple of steps back to reassess the bigger picture. In the light of our 2006-2010 Strategic Plan [Strategic Direction 2.5] we are to *"increase the head count enrollment to 20,000 by the year 2010,"* and *"to maintain an overall student to faculty ratio at or less than 19-1."* We feel that alternative scheduling may well prove to be part of such an overall enrollment strategy, but it will require input from every academic and support constituency of the university. So we have concluded that it would be ill advised to survey only faculty.

Based on the possible patterns offered by Dr Christensen there are three things that must be explored: [1] the schedule for day classes, [2] the schedule for evening classes, and [3] the possibility of weekend school. This would apply to both on-campus and off-campus schedules. Within each of these areas more questions and permutations must be addressed.

### **Day Scheduling:**

Starting with the assumption of 150 minutes/week for a three-hour course the consequences are very different for a "flip Friday" schedule versus a 2 by 2 scheduling with a fifth free day. Would your department choose to offer one 2 hour and 30 minute section per week, or 2 - 1 hour 50 minute sessions. In the music department they need shorter sessions with longer breaks [e.g., 30 min. and then 15 min. for break].

Overall, it appears we lose sessions on the 2 by 2 schedule that we would have to offset. Possible strategies would be:

- start earlier
- finish later
- create night classes
- create classes on the fifth free day
- combinations of 5<sup>th</sup> free day and Saturday sessions  
[2 - 1 and \_ hr. sessions]
- develop "weekend school"

**Evening Scheduling:**

We saw a couple of difficult questions here.

[1] If we offer 1 session/per week, when would you start evening classes? How late would the last class period start?

[2] If we offer 2 - 1 hr 15 min sessions, night school could start at 4:00 - 10:30 with 4 sessions offered. A student could do 12 hours of credit in night school - attracting a very different demographic. But if we are not careful the evening offerings could pirate students away from day classes. Perhaps this arrangement would work best in our extended programs and on extended campuses - allowing more time for assimilation of material.

**Weekend School:**

How will we define weekend school? Would we treat it as a Friday/Saturday combination with 2 - 1hr 15min sessions? Only Friday? Only Saturday? [Each of these would require a 2 and \_ hour session/week]. Again there would need to be "begin/end" decisions made for any alternative schedule.

Would departments be able to attract enough new candidates? Wouldn't the onus fall to departments to develop the most attractive alternative offerings for their potential students? Implementation of weekend school might hurt day classes on the main campus but not on extended campus. If a student can enroll in night and weekend classes we might end up pirating from ourselves. Students would work in the day and get their degrees at night and on the weekend. What is needed is to play to a new market or we will not reach strategic enrollment goals.

While we may not like the analogy - we are increasingly competing in an educational environment where access to education is 24/7 - and students are facing diminishing financial support and increasing time demands from work - family - and school. We are being evaluated on how we get students, hang on to them and graduate them - so on-line is not a complete solution. When we stood back it was obvious that this is new product development that impacts every university constituency [not just faculty]. Are students even interested in a new "product"? And even if they do want it, can we make the adjustment and afford it?

**Conclusion:**

The Committee backed away from the specifics and asked ourselves *why* would we do this? What are we hoping to accomplish? Do these alternatives work for all constituencies: e.g., faculty, students, and support staff? Even if the faculty wanted to make these changes we must ask ourselves two important questions: [1] Is it feasible to put into place? And [2], what are the costs? Do the costs justify the required expenditures of time and money and benefit the faculty, staff and students?

# Senate Rules Committee Report

## Year end Report 2005-06

After due deliberation by the Rules Committee, we are presenting a motion at this meeting proposing a change to Part VII. Organization of the Faculty of Eastern Kentucky University, section IV Organization of the Faculty-at-Large, B-1 to allow the presiding officer of the Faculty-at-Large (President of the University) to turn over Faculty-at-Large meetings to the Chair of the Senate when dealing with matters brought forth to that body by the Faculty Senate. This is being proposed to bring the Handbook in line with present practices.

We are also proposing a motion to add section F to the Senate Bylaws Part VII The Faculty Senate covering the adoption of Special Rules of Order and Standing Rules. One already exists for the Faculty-at-Large, but there is not specific mention that the Faculty Senate may also adopt Special Rules and Standing Rules.

The Rules Committee has worked hard this year to update the Faculty Handbook, Part VII Organization of the Faculty of Eastern Kentucky University. We have included all motions passed by the Faculty Senate, the Faculty-at-Large, and the Board of Regents to date. Included in your agenda items is a copy of this updated version of Part VII of the Faculty Handbook with the changes notated. This is an informational item only since all the changes have already been passed by the necessary governing bodies. We propose that the Senate Web page for "Senate Rules" should be changed so there are four links as follows:

- Senate Bylaws – This should link to the Faculty Handbook, Part VII
- Standing Rules – This link should remain as is.
- Special Rules – This link should remain as is.
- Rules of Order – This link should remain as is.

The Rules Committee, having deliberated for nearly two years and working through several proposals and countless revisions for the creation of an Academic Curriculum Committee with an Undergraduate and Graduate Council, recommends that the present Council on Academic Affairs should remain intact as it presently exists. We have consulted with the Chair of the Faculty Senate, the Senate Executive Committee, the Provost, the Associate Vice President for University Programs, the Dean of the Graduate School, and the Graduate Council and taken into consideration all suggestions and proposals. It is the consensus of our committee that any proposal/revision that we came up with was not as workable as what is presently in place with the Council on Academic Affairs. We furthermore suggest that changes to the Graduate Council originate with the Dean of the Graduate School and the Graduate Council and be brought forward to the Faculty Senate for approval. It is our understanding that the Dean of the Graduate School and the Graduate Council have already begun looking at their structure.

This year's Rules Committee has not had time to deal with considering alternative mechanisms, including electronic processes, by which the Faculty-at-Large can be convened to consider and/or vote on issues that concern the faculty. We have also not had the time to deal with incorporating the position of Lecturer into the Part VII of the Faculty Handbook. We strongly suggest that the Rules Committee of 2006-07 take up these issues as well as taking a new look at the Internal Procedures of the Senate to incorporate changes made since the last revision.

Respectfully submitted by the Rules Committee, 2006-07:

Keith Johnson, Chair  
Melissa Dieckmann  
Nancy McKenney  
Jane Rainey  
Margaret Yoder

## **The Rights & Responsibilities Committee**

Committee Members: Marcel Robles, Paula Kristofik, Nina Coyer, Mixon Ware, Susan Fister

1. The Academic Integrity Policy (revised into Faculty Handbook language) is on the Senate floor to be voted on at this meeting.
2. The Rights and Responsibilities committee revised the wording of the P&T ad hoc committee's Promotion & Tenure Policy into Faculty Handbook language. The link for the revised document is posted on the Senate Web site and will be brought to Senate at this meeting. It is anticipated that the item will be declared substantive and voted on at the next Senate meeting.

## Report from the Committee on Committees

A survey was sent out to all faculty asking them to nominate themselves to any of nine University Committees for which the Faculty Senate provides nominees. Notices about the self-nomination process were also posted twice in *EKU Today*. A total of 67 faculty responded.

The committee used the information from the surveys to nominate at least 2 faculty for each open position. The nominations were passed on to the Chair of the Faculty Senate, who will forward them to the President for final selection.