

Faculty Senate Agenda

November 7, 2005
3:30 p.m.

Call to order

Approval of Minutes

October 3, 2005 Minutes

Report from the President: Senator Glasser

Report from the Executive Committee Chair: Senator Siegel

Report from the Faculty Regent: Senator Schlomann

Report from the COSFL Representative: Senator Ware

Report from the Provost: Senator Chapman

Report from the Student Government Association: Kyle Moon

Report from the Standing Committees:

Budget Committee: Senator Eakin, Chair

Rules Committee: Senator Johnson, Chair

Rights and Responsibilities Committee: Chair, TBA

Elections Committee: Senator Randles, Chair

Committee on Committees: Senator Vance, Chair

Welfare Committee: Senator Collins, Chair

Unfinished Business:

Lectureship Proposal

Motion to approve University Ad Hoc Committee Recommendations for Promotion & Tenure

New Business:

- Report on Joint Ed.D. with ECU & WKU - Dean Marlene Helm (Informational only)
- Nominations for Vice Chair (Election will be in December)
- Report from Council on Academic Affairs
 1. *Aviation Area Major (B.S.) - Change Aviation Option name from Aviation Administration to Aerospace Management*
- Motion to update syllabus statement in the Faculty Handbook

For the Good of the Order:

Streamlining Senate agendas and meetings

Adjournment

FACULTY SENATE MINUTES

October 3, 2005

The Faculty Senate of Eastern Kentucky University met on Monday, October 3, 2005, in the South Room of the Keen Johnson Building. Senator Siegel called the second meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

S. Black, A. Chapman*, D. Clay, E. Fenton*, M. Gerken*, M. Hesse*^, N. Coyer*, J. Short*, F. Szorad, S. Wilson, M. Yoder

*Indicates prior notification to the Senate Secretary

^Maureen Everett attended in place of M. Hesse

Visitors to the Senate:

Katy Allen, Ad Hoc P & T; Onda Bennett, QEP; Jim Conneely, Student Affairs; Kyle Moon, SGA; Bruce Pratt, Agriculture; David Sefton, History; Aaron Thompson, University Programs; Virginia Underwood, Chief of Staff; Sheila Virgin, Baccalaureate & Graduate Nursing; Charles Whitaker, English & Theatre; and Marc Whitt, Public Relations and Marketing.

APPROVAL OF MINUTES:

The September 12, 2005 were approved as written.

PRESIDENT'S REPORT: Senator Glasser

Senator Glasser reported that EKU's QEP theme will be "Eastern Kentucky University will develop informed, critical and creative thinkers who communicate effectively".

The four approved QEP focus statements are:

1. Students will be able to identify, discover, and use relevant information in order to gain knowledge and solve problems.
2. Students will be able to analyze information and ideas using appropriate methods.
3. Students will generate their own ideas and express them effectively.
4. Students will be able to clearly articulate a point of view and develop it with awareness of alternative perspectives.

The QEP Committee has scheduled numerous activities during October to promote the QEP theme on all EKU campuses:

1. Onda Bennett will visit all student groups at their meetings to talk about the QEP theme and focus statements.
2. The Provost will talk about the QEP theme and focus statements at the Provost Council meeting on October 6.
3. Jaleh Rezaie will talk with the Chairs at the Chairs' Association meeting on October 19.
4. Onda Bennett will meet with the Staff Council to talk about the QEP theme and focus statements.

5. Byron Bond will meet with the Extended Campus coordinators to talk about the QEP theme and focus statements.
6. The SACS Communication and PR committee is making arrangements for an Ice cream social on October 20.
7. There will be announcements and informative paragraphs about the QEP published every week in the EKU Today, EKU Students Today, and also in EKUupdate.

Senator Glasser has established a University Committee on Responsible Environmental Stewardship. The purpose of this committee is to promote an environmentally sound physical environment for members of the University community. The committee members are:

Dr. Alan Banks	Dr. Carolyn Harvey	Ms. Danita LaSage	Dr. Diane Vance
Mr. Joe Beck	Dr. Bob Houston	Mr. G.W. Newsom	Dr. Robert Weise
Dr. Charles Elliott	Dr. Alice Jones	Dr. Gary Ritchison	Dr. Melina Wilder
Dr. Robert Frederick	Dr. Steve Konkel	Mr. James Street	TBD, Student Rep.

On October 17th and 18th, the Committee On Equal Opportunity For The Council On Postsecondary Education will be making an institutional site visit to measure EKU's progress in meeting the eight objectives of the Kentucky plan for equal opportunity in postsecondary education.

EKU marks National Disabilities Awareness Month in October in an effort to heighten awareness campus-wide about disabilities. A number of activities are scheduled. For more information about Disabilities Awareness Month at EKU or about services available to those with disabilities, call 859-622-2933 or visit disserv@eku.edu

Undergraduates in all academic disciplines are invited to participate in the annual Posters-at-the-Capitol event. The deadline for submitting abstracts is October 26, 2005. Students who plan to submit an abstract or those who have questions should contact Dr. Rose Perrine, professor of psychology, at 622-2378 or rose.perrine@eku.edu.

Congratulations to Dr. Charlie Sweet who was recently chosen as the recipient of the Acorn Award.

On Friday, September 23, over 400 people attended the gala to kick off the capital campaign and EKU's 100-year centennial celebration.

EXECUTIVE COMMITTEE REPORT: Senator Siegel

Senator Siegel announced that the next Coffee Chat with President Glasser will be on October 27 from 8-9 a.m. in the Faculty Club.

The Senate will collaborate with the Teaching and Learning Center to sponsor a "Discussion on Shared Governance," 3:30 to 4:30 pm, October 18 and 19 in the Faculty Club in Keen Johnson.

Senator Siegel reminded everyone that the deadline for submission of grades is Friday, October 7. This is the first time the new grade codes (FN & UN) the Senate recently approved will be available for use.

Senator Siegel distributed a flyer listing all of TLC's upcoming workshops.

Senator Siegel announced that a Senate representative is needed to serve on the TLC Steering Committee and the QEP Committee. Anyone interested in serving should contact Senator Siegel.

REPORT FROM FACULTY REGENT: Senator Schlomann

Senator Schlomann reported that the Board Members attended the 2005 Governor's Conference on Postsecondary Education Trusteeship in Louisville September 18-19. The Theme was "Getting to Yes...Answering the Five Questions".

At the Sunday session, Brad Cowgill, state Budget Director, reported on the status and projections for the state budget.

A report was also given (<http://cpe.ky.gov/about/cpe/meetings/20050918.htm>) on affordability of higher education to SCOPE.

The day concluded with a dinner meeting during which Charlie Sweet received the Acorn Award.

The Board of Regents will be meeting October 5. In preparation for this meeting several of its committees are meeting: Student Life, Discipline and Athletics on September 21, Internal Affairs on September 28, Finance on October 4, and the Executive and Academic Affairs early on October 5.

REPORT FROM THE PROVOST: Senator Chapman

The salary equity distribution process has been completed and all appeals have been addressed. As stated in the last meeting, the remaining \$260,000 was used to cover benefits on the million dollars that was distributed.

We are proposing an increase to the amounts awarded for promotion as follows:

Assistant professor	from \$900 (at \$300 a year for three years) to \$1800
Associate professor	from \$1,800 (at \$600 a year for three years) to \$3,000
Full professor	from \$3,000 (at \$1,000 a year for three years) to \$4,500

On the issue of merit, the President and the Board of Regents have provided additional money to recognize outstanding performance on the part of individuals. One suggestion is to create a Performance Excellence Award in the amount of \$5,000 to be awarded for outstanding teaching, research and/or service. There will be a couple of open forums held in the near future for faculty input. Additional information will be forthcoming.

The Ad Hoc Committee on Lecturers has met and developed a proposal which will be shared with the affected departments for feedback. Once revision are complete, the proposal will be brought before the Senate.

REPORT FROM STUDENT GOVERNMENT: Kyle Moon

All benefits and proceeds from the recent camp out for the homeless were donated to the Hurricane Katrina victims.

The student organizational funding was distributed last week.

Rapper Fat Joe will be in concert on October 27 at 8:00 p.m. in Alumni Coliseum.

The Residence Life Council recently approved legislation to change three residence halls (Combs, Clay and Sullivan) to 24/7 visitation on a trial basis. If successful, other residence halls may have visitation hours expanded in the future.

Several activities are scheduled later in the month to get students more involved politically. On October 18, Kentucky Secretary of State Trey Grayson will be speaking at the Civic Literacy Summit in the Perkins Building. The "Listen Up Legislators" event is scheduled for October 26-27. Phones and computers will be set up on the corner of the Powell Building and students will be encouraged to e-mail or phone all Kentucky representatives to request their support for higher education funding. EKU is one of eight Universities scheduled to participate.

The Colonel Spirit Challenge continues in an effort to encourage more students to attend home athletic events.

STANDING COMMITTEE REPORTS

Rules Committee. Senator Johnson reported that the committee met on September 28 to developed some procedures for working on the committee's charges for this year.

Rights & Responsibilities Committee. Senator Kristofik reported that the committee will meet after the Senate meeting today.

Elections Committee. Senator Randles reported that the committee continues to work on the May election process.

Committee on Committees. Senator Vance was elected Chair of the committee.

Welfare Committee. Senator Collins reported that the committee met last Friday and will meet again this Friday. There are six charges the committee will be working on this year: 1) work with the Provost to develop procedures and rules for a proposed ECU Faculty Recognition Award program; 2) Consider whether a faculty Ombudsman position should be created; 3) Work with the Provost to review the equity distribution program and issue a final report; 4) Continue discussions on the role of coordinators on campus; 5) possible tenure clock suspension in extraordinary cases; and 6) a mentoring program for junior faculty.

Ad Hoc Committee on New Senator Orientation. Senator Robles reported that the new senator orientation session was held last Thursday in the Regents dining room in the Powell Building. Any new or returning senator who would like a Senate notebook should contact Senator Robles.

Ad Hoc Committee on Lectureships. Senator Siegel reported that the committee is working on a proposal which will be presented to the department chairs before coming to the Senate.

UNFINISHED BUSINESS:

Motion on Promotion and Tenure. On behalf of the Senate, Senator Siegel expressed her appreciation to the University Ad Hoc Committee on Promotion and Tenure for their hard work on the report.

Senator McKenney moved, seconded by Senator Reed, to strike number three from Appendix "B". With a vote of 32 to 20, the motion carried.

Senator Schlomann moved, seconded by Senator Milde, to make the entire document consistent with the previously approved motion. The majority of the Senate was in agreement and the motion carried.

Senator Dieckmann moved, seconded by Senator Hubbard, to strike E. 1. on page 12. The majority of the Senate was in agreement and the motion carried.

Senator Konkel asked that the Chairs' Association comments regarding the Promotion and Tenure report be posted on the Senate website.

Senator Chapman moved, seconded by Senator Hyndman, that the following statement be included in the Promotion and Tenure policy:

The case for or against Promotion and Tenure will be stipulated in writing and found in the candidate's dossier at every step in the process.

The majority of the Senate was in agreement and the motion carried.

Senator Schломann moved, seconded by Senator Ware, to postpone further discussion until the November meeting. The majority of the Senate was in agreement and the motion carried.

FOR THE GOOD OF THE ORDER:

Senator Siegel stated that the discussion on advising would be postponed until the advising survey report becomes available.

November's discussion topic will be "Streamlining Senate agendas and meetings".

ADJOURNMENT:

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

Dear Senators:

This written report substitutes for an oral report to the Senate of the Executive Committee meeting on October 24th. In addition to hearing updates from the standing committee liaisons, the Committee also learned from Election Committee Chair Senator Randles about a plan for the election of our first ever Senate Vice Chair. In other news:

- The **Parking & Transportation Report** is almost ready to be sent to the President for her consideration. The Committee worked diligently throughout the summer and this fall narrowing the consultant's recommendations.
- Faculty shortly will receive the Anthem **Benefits Booklet**.
- The **bookstore** reports that as of mid-October, 45% of textbook adoptions for the Spring semester have been received compared to 31% of adoptions obtained on this date last year. They currently have 1,201 courses with adoptions in comparison to 830 at this time last year. Approximately 2,663 courses are expected to have textbook adoptions for a total number of 4,750 separately adopted textbooks. By the end of October, Lisa Crowe will have sent reports to each department informing them of which textbook adoptions are still needed. The goal is to have all adoptions in by the beginning of finals week so that students may sell their books back and get the most money back for them.
- The Board of Regents is in the process of selecting consultants to implement the **President's evaluation**. The faculty's evaluation of the President will be conducted by the consultants. The Faculty Senate Executive Committee will review all the evaluations and prepare a report for the President and Board.
- Two discussions on **shared governance** were held in cooperation with the Teaching and Learning Center. Both were very informative and helped identify issues that we should focus on, as well as possible directions for further discussions. A direct outcome of the preliminary discussions was the formation of an ad hoc Senate **Futures Committee**. The charge for this committee will be: *To engage in consideration of the challenges facing the faculty of Eastern Kentucky University and develop recommendations for strategies to turn challenges into opportunities to stimulate faculty engagement and productivity, and develop effective workload distributions.* A preliminary report is due to the Senate at its May 1, 2006 meeting.
- A proposal is under development to create a **Clinical Appointment**, much like the Lecturer Appointment but for clinical faculty primarily in the health sciences.
- The ad hoc committee developing a **Lecturer Appointment** has completed its work and the proposal will be sent to the Senate in November.
- An ad hoc committee is in the process of being formed to review the **Faculty Handbook** and ensure that practices are in compliance with the Handbook. This Committee will report its findings to the Senate Rules Committee.
- Two open meetings on the proposed **Faculty Achievement Awards** were held in the Faculty Club. The Provost will report on the outcome.
- The November Senate *For the Good of the Order* discussion will be on *Streamlining Senate Agendas and Meetings*. In December, we'll consider *Strategies for Revitalizing the Faculty Club – What Types of Activities Should the Club Sponsor?*
- President Glasser will participate in our next Coffee Chat on November 10th.

Respectfully submitted,
Carolyn F. Siegel, Chair
EKU Faculty Senate

To: Faculty Senate
From: Pam Schlomann
Date: October 24, 2005
Re: Regent's Report

The Finance and Planning Committee of the Board of Regents met on October 4, 2005. The majority of the agenda dealt with updates including regarding the following items: 2006-2010 Capital Plan, Financial for 2005, Financial Aid Task Force, Application of FY06 budget guidelines, FY07 budget process. A report was also given about a new initiative to outservice marketing, recruitment and retention for an online masters program in Justice and Safety. The committee voted to recommend a uniform (in- and out-of-state) tuition fee of \$350 for the undergraduate Justice and Safety online programs.

The Executive Committee met on October 5, 2005 and heard a presentation by The Oliver Group, a possible consultant for the President evaluation. A formal proposal will be requested from The Oliver Group and at least one other consultant before a final decision. The committee will tentatively meet again on November 11, 2005.

The Board of Regents met on October 5, 2005. New officers were elected: Hunter Bates is chair, Cynthia Rogers is Vice Chair, and Gary Abney is Secretary. Several reports were received including the following: President Glasser, William Clements for the ECU Foundation, James Street (project update and capital plan), Debbie Newsom (Budget update), J Rezaie (SACS and Strategic Planning), J. Foster (Capital Campaign). Action included approving 1) an amendment to the Board Bylaws (separating the functions of Vice Chair of the Board and Chair of the Finance and Planning Committee), 2) personnel decisions, 3) a uniform tuition rate of \$350/credit hour for J & S on-line program, 4) permission to pursue the development of a joint Educational Doctorate Program with WKU, 5) amendments to the faculty handbook (previously approved by the Faculty Senate), 6) an amendment to the campus residence requirement, and 7) degree candidates for December 2005 graduation.

Please feel free to contact me for further information about any of these items or to discuss topics of concern to you!

Respectfully submitted,

Pam Schlomann
622-1959
pam.schlomann@eku.edu

Note: This text will replace the text in the Faculty Handbook:
PART III - Faculty Appointments, Promotion & Tenure Policies
Faculty Appointments

5. Lecture and Senior Lecture Appointments

Lecturer

Lecturers are professionals with appropriate qualifications that satisfy SACS standards. They are appointed to teaching assignments (a) that regular tenure-appointed faculty cannot fill, (b) where class enrollments are unstable, (c) where other appointments are not appropriate, or (d) to provide unique expertise. Lecturers cannot be tenured; perform any administrative, service, or research duties; or teach less than the equivalent of a 5-5 load each fall and spring semester.

Rationale: The primary objective of a comprehensive regional university is to maintain the primacy of regular tenure appointments. In rare circumstances, lecture appointments may be required for the short term or for a longer period. Lecture appointments may be no more than 10 percent of the total full-time faculty in a college and when feasible, lecture positions should be converted to tenure positions. Lecturers cannot be tenured; however, should a lecture position be converted to a tenure position, the incumbent lecturer may apply for that tenure appointment competitively, but lecturers cannot be grandfathered into a tenure position.

Lecturer appointments are on a year-by-year fixed nine-month contract basis and may be renewed annually for up to three consecutive years. Appointment contracts must include a detailed description of the specific responsibilities of the position and evaluation procedures. In order to qualify for one additional continuation appointment for up to two years, the department must (a) justify the need for continuation of the lecture position including provision of enrollment data and trends (for example, FTE-SCH analysis), (b) provide documentation to support the request, a plan for how the lecturer will be used in teaching, and evidence of acceptable teaching performance by the incumbent using normal department evaluation procedures for temporary faculty, and (c) gain approval of the appropriate college dean before a continuation contract can be issued.

Senior Lecturer

Senior lecturer appointments have the same responsibilities and terms as lecturers. Lecturers are eligible for appointment to this rank only after serving the second year of the continuation lecturer appointment. Appointment to this rank may be annually for periods up to five years provided evidence of satisfactory performance and enrollment demand. The department must (a) thoroughly justify the need for the senior lecture appointment including providing detailed enrollment data, (b) provide documentation to support the request, a plan for how the senior lecturer will be used, and demonstrate acceptable teaching performance by the incumbent, and (c) gain approval of the appropriate college dean and the Provost before a senior lecturer contract can be issued. Appointment contracts must include a detailed description of the specific responsibilities of the position and evaluation procedures.

Additional Terms

1. Lecturers and senior lecturers will receive compensation comparable to that of tenure-track faculty teaching similar courses and will receive comparable health insurance, life insurance, and retirement contributions.
2. Notice of non-reappointment or of intention not to recommend reappointment will comply with AAUP standards as follows: (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 the 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 the 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; and (c) at least twelve months before the expiration of an appointment after two or more years at Eastern Kentucky University.

3. Departments with lecturers must provide the tools necessary for these professionals to perform their assigned duties including appropriate office space, supplies, support services, and equipment.

4. Lecturers and senior lecturers may apply for a full-time tenure-track position and could negotiate for early tenure by applying some of the time spent as a lecturer or senior lecturer. However, this is not guaranteed and must be considered on a case-by-case basis by the department and college.

Amendments approved to the Promotion and Tenure Report
10-03-05 Faculty Senate Meeting
(Original Report Created by the University Ad Hoc Committee, Spring 2003)

Motion 1:

Senator McKenney moved, seconded by Senator Reed, to strike number three from Appendix "B". With a vote of 32 to 20, the motion carried.

Motion 2:

Senator Schlomann moved, seconded by Senator Milde, to make the entire document consistent with the previously approved motion (to delete item three on Appendix "B"). The majority of the Senate was in agreement and the motion carried.

Motion 3:

Senator Dieckmann moved, seconded by Senator Hubbard, to strike E.1. on page 12. The majority of the Senate was in agreement and the motion carried.

Motion 4:

Senator Chapman moved, seconded by Senator Hyndman, that the following statement be included in the Promotion and Tenure policy:

The case for or against Promotion and Tenure will be stipulated in writing and found in the candidate's dossier at every step in the process.

The majority of the Senate was in agreement and the motion carried.

Appendix B: Recommended University-wide 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 ECU 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, scholarly/creative activities, and ability to work effectively with others inside and outside the university in professionally-related activities, with a 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 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 6 Years, unless otherwise specified in writing at the time of initial appointment to a tenure-track position
- ~~3. A Record of Working Effectively with Students and Colleagues in Professionally-related Activities~~
3. Performance in the Areas of Teaching, Service, and Scholarly/Creative Activities that Meets Established Departmental Criteria

Teaching	Service	Scholarly/Creative Activities
<p>A Continuing Record of Successful Teaching</p> <p>(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)</p>	<p>Evidence of Effective, Professionally-related Service</p> <p>(demonstrated, for example, by service in the department, college, or university; service in the profession; and, as appropriate, professionally-related service in the community)</p>	<p>Evidence of Scholarly/Creative Activities Relevant to the Faculty Member's Appointment</p> <p>(demonstrated, for example, through an active program of research, participation in professional development to enhance scholarly/creative activities, creative products or performance, publications, presentations, exhibitions, grant proposals/awards, professionally-related innovations, and other forms of scholarship of discovery, interpretation, application, or pedagogy)</p>

Motion 3: Approved at 10-03-05 Faculty Senate meeting

applications for promotion and tenure, administrators may have information concerning an application that is not evident or available to committee members. The system should provide opportunity for administrators to offer relevant information, while preserving the autonomy of committees.

3. **Faculty members serving on committees concerning promotion and tenure at any level shall be tenured and currently full-time employed at EKU. Committee members shall be elected by their peers.**

This recommendation is consistent with current practice at the university, and the committee sees no reason to recommend a change.

4. **Faculty rank shall be a consideration for service on promotion and tenure committees.**

- a. **The rank of Associate Professor or Professor shall be required to serve on the College Promotion and Tenure Committee.**
- b. **The rank of Professor shall be required for a faculty member to serve on the University Promotion and Tenure Committee.**
- c. **When this provision cannot be met, chairs and deans shall arrange for appropriate representation, subject to approval by the promotion and tenure committees at the college and university levels.**

Those faculty making recommendations concerning promotion and tenure should have appropriate professional experience and rank to review applications.

5. **Those departments with special units, such as Model Lab, the Interpreter Training Program, associate degree programs, and other such units, shall propose the qualifications for faculty in those units to serve on departmental committees concerning promotion and tenure. The qualifications shall be reviewed for approval by deans, the Provost, and the promotion and tenure committees at the college and university levels.**

Faculty in a variety of units and programs, not all of them traditional university departments, serve the university's mission and are eligible for promotion and tenure. Faculty, including those serving in such programs, should determine qualifications to apply to membership on departmental promotion and tenure committees. These qualifications should be consistent with university-wide criteria and relevant to the faculty member's appointment. This provision is needed to promote fairness and consistency in the promotion and tenure process.

E. Additional Recommendations

- ~~1. The committee recommends that to meet special needs the university may appoint faculty to a full-time, annually renewable, but non-tenure track position of Teaching Associate. Teaching Associates shall not be eligible for tenure but may apply for a tenure track position if one becomes available and, if appointed, may shift to a tenure track position. Appointments for Teaching Associates shall be on an annual basis but shall not necessarily be limited to a fixed number of years. Teaching~~

~~Associates shall be evaluated annually by the department chair and departmental committee.~~

~~The university sometimes has needs that require people with professional skills and experience not currently available in tenure-track appointments. Until these needs can be met through tenure-track appointments, Teaching Associate positions may be necessary. Note: Teaching Associate positions are justified to meet special needs in the university; however, the Ad Hoc Committee emphasizes that EKU's administration should not rely on such positions when needs clearly justify establishing a tenure-track appointment and when people qualified to fill such an appointment are available.~~

- 1. The Provost shall arrange for informational sessions to be available for faculty, especially new faculty, in which procedures and criteria for promotion and tenure are explained by senior faculty and appropriate administrators.**

This provision is needed to inform faculty throughout the university of the promotion and tenure process.

- 2. The Provost shall arrange for forms for the promotion and tenure process to be revised and for schedules to be reconsidered and revised as needed.**

If the Ad Hoc Committee's recommendations are approved, the Provost shall arrange for forms to be reviewed and revised as needed.

- 3. The university shall continue to follow AAUP deadlines concerning notification of non-renewal for non-tenured faculty: March 15 for first-year faculty, December 15 for second-year faculty, and 12-month notice for third year and beyond faculty.**

- 4. The procedure for evaluation of first-year faculty shall be changed.**

- a. Evaluations of first-year tenure-track faculty, to be completed by March 15 of the first full-year of a faculty member's employment, shall be done only by administrators, following criteria established by the department.**
- b. Positive recommendations for reappointment shall be initiated by the department chair and forwarded through administrative channels.**
- c. In the event the chair wishes to recommend non-reappointment of first-year faculty, the chair shall consult the department annual evaluation committee.**

It is difficult for faculty committees to evaluate adequately a first-year faculty member based on the work done during only a single semester (or less). An evaluation by the department chair should be adequate in cases of recommendation for reappointment. In cases where the department chair recommends non-reappointment of a first-year faculty member, the chair should consult with the department annual evaluation committee in order to promote fairness in the evaluation.

- 5. Beginning with the second year, evaluations for non-tenured faculty shall involve recommendations from both the department chair and the departmental annual evaluation committee. The evaluation report and recommendations shall be**

forwarded through administrative channels.

This is current practice, and the committee recommends no change in the evaluation of second-year, tenure-track faculty.

- 6. The Provost and deans shall ensure that exceptions agreed upon and documented at the time of a faculty member's initial appointment in a full-time, tenure track position are recognized and applied in the review of applications for promotion or tenure.**

This provision is needed to ensure fairness and to provide participants in the promotion and tenure process relevant information.

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

Part I

(Check one)	Department Name	<u>Department of Technology</u>	
<input type="checkbox"/> New Course (Parts II, IV)	College	<u>College of Business & Technology</u>	
<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	<u>B.S. in Aviation Area Major (Aviation Administration)</u>	
<input checked="" type="checkbox"/> Program Revision (Part III)		<u>(Major ____, Option <u>X</u>; Minor ____; or Certificate __)</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	<u>8/19/2005</u>	Graduate Council*	<u>N/A</u>
<i>Is this a SACS Substantive Change? Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/></i>		Council on Academic Affairs	_____
College Curriculum Committee	<u>9/16/2005</u>	Approved Disapproved	_____
General Education Committee*	<u>N/A</u>	Faculty Senate**	_____
Teacher Education Committee*	<u>N/A</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
****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 change the Aviation option name Aviation Administration to Aerospace Management
A. 2. Effective date: (Example: Fall 2001)	Fall 2006
A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)	N/A
B. The justification for this action:	
To align the title with the subject matter in program option and the aerospace industry.	
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 ~~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.)

Aviation (B.S.) Area Major

CIP Code: 49.0102

University Requirement.....1 hour

BTO 100.

General Education Requirements.....34 hours

Standard General Education program, excluding courses categories 03, 04, 14, 15, 16, and 21. Refer to Section Four of this *Catalog* for details on the General Education and University requirements.

Supporting Course Requirements.....36-38 hours

CSC 104 or CSC 177 or CIS 212 or TEC 161; GEO 215; MAT 107 and 108 or 109(5); 124(4) or 211; MGT 300 or 301, 480 or INT 408; PHY 131(5), 132(5); PSY 200; and STA 215.

Free Electives.....7-12 hours

Major Requirements.....45-48 hours

Aviation Core.....15 hours

AVN 150, 315, 350, 410, 460.

Majors must also select an option in professional flight or ~~aviation administration~~ aerospace management.

Options:

Professional Flight.....33 hours

AVN 192(5), 194A(1), 204A(1), 206A(1), 220, 220A(1), 229A(1), 230A(1), 300(2), 300A(1), 310(4), 310A(1), 320(2), 320A(1), 325(3), 400(1), 400A(1), and 425. All electives must be upper division.

~~Aviation Administration~~ **Aerospace Management.....30 hours**

AVN 340, 360, 370, 390, 401, 402; and *† twelve hours from the following prefixes: ACC, AFS, AVN, CIS, ECO, FIN, GBU, INS, MGT, MKT, MSL, PUB, RST.

*Selection of lower division courses may result in a failure to meet university requirement of 43 hours of upper division credits.

†May require prerequisites.

Total Curriculum Requirements.....128 hours

Students must take an Aviation exit examination before graduation.

To: Faculty Senate
From: The Committee on Rules
Date: October 24, 2005

The Committee on Rules requests that the Faculty Senate adopt the following motion at its meeting on Monday, November 7, 2005.

MOTION:

The Faculty Senate Rules Committee moves that the following changes be made to the opening paragraph of Part V – Instructional and Academic Policies and Procedures, Syllabus Policy, page 2, of the Faculty Handbook.

Each course and each section of each course must have a complete syllabus. A complete syllabus consisting of the elements listed below shall be placed on file in the office of the department chair. ~~and shall be distributed to students not later than the second meeting of the course.~~ **It shall be made available to students either in paper format or on-line no later than the second meeting of the course. Faculty choosing the on-line option must inform the class of the on-line location of the syllabus no later than the second class meeting and must inform the class that a paper copy will be provided upon request.** Multi section courses must have at least some common course objectives. Some instructors or some departments may prefer to rearrange the order or combine certain elements; for example, E. and F. could be effectively combined in some cases.

JUSTIFICATION OF THE MOTION:

This motion updates the Faculty Handbook Syllabus Policy so that it is in compliance with practices already being used at Eastern Kentucky University.