

# MEMORANDUM

**TO:** Faculty Senate Welfare Committee

**FROM:** Carolyn F. Siegel, Chair  
EKU Faculty Senate

**DATE:** 29 August 2005

**RE:** Committee Charges for the 2005-2006 Senate Term

First, let me thank the Committee for your hard work on Senate business last year as well as your service on the University Benefits Committee. This Committee plays a vital role in ensuring the continued advancement of faculty welfare at Eastern Kentucky University and your efforts are deeply appreciated.

For the 2005-2006 Senate term, please:

1. Work with the Provost to develop procedures and rules for a proposed ECU Faculty Recognition Awards Program. This is an urgent charge as it is critically important that such procedures and rules be developed without delay and approved so the program can be implemented. The Provost is available to meet with the Committee at the earliest possible time to determine parameters and participants. Please report your recommendations to the Faculty Senate Executive Committee, also at the earliest possible time. If your recommendations require changes in the Faculty Handbook, please identify what sections in the Handbook are to be replaced or whether new language must be inserted and where.
2. Consider whether the position of ECU Faculty Ombudsperson should be created. This will require researching the role of the ombudsperson, responsibilities, reporting requirements, and legal implications, as well as related issues. The Committee might begin by contacting public institutions in the Commonwealth as well as ECU benchmarks to determine comparative information about ombudspersons. Please report your recommendations to the Faculty Senate Executive Committee at the January 23, 2006 meeting. If your recommendations require changes in the Faculty Handbook, please identify what sections in the Handbook are to be replaced or whether new language must be inserted and where.

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3. Please work with the Provost to review the equity distribution program and issue a final report on the process as recently concluded. Please submit this report to the Executive Committee at your convenience this term.
4. Please continue your examination of the role of Academic Coordinators as stated in the charge from the last Senate term.

*To conduct a study of the role of Academic Coordinators at Eastern Kentucky University, identifying their numbers, responsibilities, selection criteria, accountability, and release time received. Based on results from the study, which may include the determination of the existence, role, and reward for Academic Coordinators at benchmark institutions, develop recommendations for the position that take into consideration how Coordinators affect the welfare of the faculty in their department.*

Please report the results of the study and recommendations about the selection, responsibilities, selection criteria, accountability, and release time for Academic Coordinators to the Faculty Senate Executive Committee no later than the meeting on January 23, 2006. If your recommendations require changes in the Faculty Handbook, please identify what sections in the Handbook are to be replaced or whether new language must be inserted and where.

5. Please continue your study of Eastern Kentucky University's benchmark institutions to determine if policies for temporary, short-term suspensions under extraordinary circumstances of the tenure clock exist. If they do, determine the specific conditions under which suspensions are authorized, the process for doing so, sign-offs required, the process for restarting the tenure clock, and other details of how the policy is administered and controlled.

Please report the results of the study, recommendations for or against implementing such a policy, and specific details about how it would be administered (if the recommendation is to implement a policy) to the Faculty Senate Executive Committee on November 21, 2005. If your recommendations require changes in the Faculty Handbook, please identify what sections in the Handbook are to be replaced or whether new language must be inserted and where.

6. Please continue your study of which EKU Colleges and/or Departments currently offer a junior faculty mentoring program. If such programs are offered, review their format and how they are like and differ from the A&S program initiated by Dean Schoolmaster. If the Committee believes the study should be expanded to benchmark and other institutions of higher education, please do so.

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Based on your review of these programs, consider the desirability and feasibility of implementing an ECU junior faculty mentoring program. If the Committee believes such a program should be rolled out to all Colleges; identify a structure for the program; how it should be implemented; if institutional support is needed, what form it should take; and, a possible implementation timetable. If your recommendations require changes in the Faculty Handbook, please identify what sections in the Handbook are to be replaced or whether new language must be inserted and where.

Please report your recommendations to the Faculty Senate Executive Committee by 20 March 2006.

Thank you in advance for your work on these extremely important issues.