Call to order

Approval of Minutes
March 3, 2008 Minutes

President's Report Overview & Questions: Senator Whitlock

New Business:

- Report on Health Insurance & Benefits - Wally Skiba
- Draft policy regarding EKU Email - Shannon Means & Mona Isaacs
- Policy 4.1.2 (Syllabus Policy) & Discussion Points - Informational only
- Policy 4.6.4 (Promotion & Tenure) - clarification revision
- Posthumous Degree for Joseph Flohre
- Report from Council on Academic Affairs
  1. Globalization & International Affairs (B.A.) – New Program
  2. Learning & Behavior Disorders Non-Teaching Option – Option Suspension
  3. Secondary Education MAEd – Program Revision
  4. Memorandum of Agreement for Awarding Academic Credit (action item)
- Nominations for Chair & Vice Chair

Report Overview & Questions:
Executive Committee Chair: Senator Eakin
Faculty Regent: Senator Frisbie
COSFL Representative: Senator McKenney
Provost: Senator Piercey
Student Government Association: David Fifer
Standing Committees:
  - Budget Committee: Senator Ciocca, Chair
  - Rules Committee: Senator McKenney, Chair
  - Rights and Responsibilities Committee: Senator Robles, Chair
  - Committee on Committees: Senator Foote, Chair
  - Elections Committee: Senator Randles, Chair
  - Welfare Committee: Senator Waters, Chair

Joint Ad Hoc Committee Report on Dead Week Policy: Senator Ware
Report on Colonel 1 Card Work Group: Senator Noblitt

Announcements:

Faculty Senate meeting dates for 2008-09 (dates included in Senate materials)

For the Good of the Order:

- Identifying Barriers in Order to Work More Effectively and Efficiently
  1) availability of records
  2) ways to reduce "drudgery"

Adjournment
FACULTY SENATE MINUTES
March 3, 2008

The Faculty Senate of Eastern Kentucky University met on Monday, March 3, 2008, in the South Room of the Keen Johnson Building. Senator Eakin called the sixth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:
*Indicates prior notification to the Senate Secretary

^Janna Vice attended for R. Piercey

Visitors to the Senate: David Fifer, SGA; Deborah Newsom, Financial Affairs; Sherry Robinson, Academic Affairs; Virginia Underwood, Chief of Staff; and John Wade, Arts & Sciences

APPROVAL OF MINUTES:

Senator Wray moved approval of the February 4, 2008 minutes, seconded by Senator Hesse.

Senator Kristofik moved to add an asterisk to the discussion on the Colonel 1 Card and to the discussion on the Policy on Policies to indicate that the full transcript is available for review, seconded by Senator Winslow. The majority were in favor and the motion carried.

Senator Hunter moved, seconded by Senator Winslow, to revise the official minutes for February to include at least a comment that there were several points of discussion and some disagreement about the Colonel 1 Card. The majority were in favor and the motion carried.

The majority were in favor of approving the amended minutes and the motion carried.

PRESIDENT’S REPORT: Senator Whitlock
The state budget is unknown at this time. However, the House will be meeting with the Governor on Wednesday to share their recommendations before going to the General Assembly. They are proposing a multi-part program that, if enacted, will generate $400-$450 million dollars in recurring money that could help address the current budget crisis. If approved, this may mean that EKU could begin the '08-'09 fiscal year with less state support than was received in '07-'08, but that would still be better than the potential 12% reduction originally proposed.

Senator Whitlock reported that the higher education community has been actively lobbying the General Assembly. EKU Faculty Regent Malcolm Frisbie has been involved in a number of these kinds of events, as well as Mrs. Darlene Eakin, Director of the Kentucky Optometric Association.

The Council on Postsecondary Education recently approved EKU’s Ed.D. program in Educational Leadership. Senator Whitlock reminded that funds to support the doctoral program have already been allocated in the University's strategic plan.
A press conference was held this morning at 10 a.m. to accept a check from Congressman Ben Chandler for approximately $300,000 in federal funds to help purchase equipment, primarily for the Department of Chemistry, for the new science building.

Senator Whitlock reported that Ron and Sherrie Noel recently donated more than $1 million for the University's soon-to-be-constructed Studio for Academic Creativity which will be located in the Crabbe Library.

On Tuesday, March 4th, a press conference will be held at 9 a.m. in Keen Johnson to announce the energy management contract EKU has entered into with Siemens Building Technologies, Inc. The total scope of this project is $18 million which makes it the largest such project that has ever been entered into on a college campus. Siemens has guaranteed that EKU will save $5,900 a day in energy costs on campus which will go towards paying off the $18 million for the project. If those savings aren't realized, then Siemens will reimburse the University for any shortfall.

Senator Whitlock continues to visit alumni across the United States. He recently returned from California where he visited with alumni in San Francisco, San Diego and Los Angeles.

There will be an installation ceremony for President Whitlock on the afternoon of April 25. Everyone is welcome to attend, if schedules permit.

NEW BUSINESS:

**Welfare Committee Resolution on Budget Cuts.** Senator Waters indicated that the Welfare Committee worked on the resolution to provide additional support for the letter written by the university presidents to the Governor, as well as to support other faculty senates in the state who have previously written resolutions, and to express EKU’s particular perspective about the budget. Senator Waters moved approval of the resolution, seconded by Senator Johnson. The resolution was approved unanimously by the Senate.

**Rules Committee Motions on New Senator Orientation.** Senator Kristofik moved, seconded by Senator Resor, to approve the motion to include the section on new senator orientation in the Faculty Handbook under Part VII, section e. Committees of the Senate. The majority were in favor and the motion carried. This motion will need to go before the Faculty-at-Large for a vote in August, 2008.

Senator Johnson moved, seconded by Senator Randles, to approve the motion to include the section on new senator orientation in the Senate’s internal procedures. The majority were in favor and the motion carried. Instructions are taken from procedures that have been followed by the Ad Hoc committee.

**Council on Academic Affairs Report.** Dr. Janna Vice reported for Senator Piercey.

1. Bachelor of Music - Program Revision to change title of program
2. Fire & Safety Engineering Technology (B.S.) - Program revision to drop Safety & Industrial Relations Option
3. Emergency Medical Care (B.S.) - Program revision to add Emergency Services Administration Option
Senator Robles moved approval of item #1, seconded by Senator Koontz. The majority were in favor and the motion carried.

Senator Hunter moved approval of item #2, seconded by Senator Collins. The majority were in favor and the motion carried.

Senator Hunter moved approval of item #3, seconded by Senator Collins. The majority were in favor and the motion carried.

GENERAL & STANDING COMMITTEE REPORTS

EXECUTIVE COMMITTEE REPORT: Senator Eakin
Senator Eakin announced that the Senate is still working on two issues with the Student Government Association: Dead Week Policy and Bulletin Board Postings.

Senator Ware announced that she just met with the joint Ad Hoc Committee on Dead Week Policy and the students seem to be very proactive and are going about this issue very systematically. The committee has received some very good input from faculty and are putting together an updated dead week policy which should be shared with the Executive Committee in the near future. One issue of concern shared by several faculty was the fact that certain courses such as practicums and lab courses do not have a set exam schedule while other courses are designed for the final lab exam to be administered during dead week. Senator Eakin suggested that all concerns relating to the dead week policy should be forwarded to members of the joint committee. The names of the committee members are available from the Senate website.

Senator Waters asked for clarification in the chair's report regarding the transference of policies into the new policy template and if that meant the Policy on Policies is already in effect without Senate approval. Senator Eakin assured her that the Policy on Policies document, which the Senate has discussed at least twice now as an informational item, will eventually come back to Senate as an action item.

In addition, Senator Eakin shared the following in his written report to the Senate.

The Executive Committee asked Dr. Sherry Robinson to provide three or four academically-related policies in the new policy template as examples to consider, which she supplied. Those were discussed at the February 18th meeting. The Executive Committee suggested that the former University Faculty Handbook Committee should be reconstituted with one of its charges to be to help Dr. Robinson's office with the policy review process. Ultimate responsibility for any wordsmithing needed in order to transfer old policies into the new template would fall to Dr. Robinson.

In addition, the committee agreed that once an existing policy has been completely transferred to the new template - and all relevant constituents are in agreement - a University Policy Review Committee be created with the sole responsibility to carefully review the implementation process of each policy. After that review, all policies dealing with academia would then come before the Senate for review.
Senator Johnson introduced a proposed resolution from the Faculty Welfare Committee to send to the members of the General Assembly. The Executive Committee offered several suggestions to strengthen the language of the resolution.

REPORT FROM FACULTY REGENT: Senator Frisbie
The Board will next convene on April 11, 2008 for a regular quarterly meeting.

REPORT FROM THE PROVOST: Janna Vice reported for Senator Piercey

Senator Piercey shared the following in his written report to the Senate.

The Office of Academic Affairs continues to work on reviewing and organizing the University’s body of policy relating to Academic Affairs. Existing policies are being converted to the new policy template and then being reviewed for accuracy, currency, and consistency. Currently, four existing policies in this format have been submitted as examples to the Executive Committee of the Faculty Senate for their review. Additionally, 4.1.2 (Course Syllabi) will be presented to the Provost Council in an upcoming meeting. The existing policy has proposed revisions and a syllabus template, which is based from the recommendations of a work group formed by former Provost Chapman. Following Provost Council review, 4.1.2 will be submitted to the Executive Committee.

The Office of Academic Affairs is also working on two proposed policies. The first is 4.6.1 (Determination of Qualifications for Teaching Faculty). The recent SACS reaffirmation process revealed the need for EKU to have more explicit qualification guidelines in its policy. In addition, this policy will establish explicit procedures for ensuring these qualifications and ongoing compliance with accrediting standards. The draft policy is currently being reviewed by the Provost Council. The second proposed policy is also an outgrowth of the SACS reaffirmation. Policy 4.3.4 (Joint Curricular, Collaborative, and Consortial Agreements), which is in early draft form, will ensure that Academic Affairs Memoranda of Agreement comply with SACS policies and that all agreements are properly vetted and periodically reviewed.

Finally, The Office of Academic Affairs is working on providing some clarifications to the recently passed 4.6.4 (Promotion and Tenure). As soon as these clarifications are vetted through appropriate channels, including the Executive Committee, they will be published to the academic community. Additionally, 1.1.1 (Formulation and Adoption of University Policies) continues to be vetted across campus. Comments made at the last Faculty Senate meeting have been noted and revisions will continue to be made. A revised draft will be re-submitted to Faculty Senate in the future.

Senator Piercey shared updates on the following areas within the Office of Academic Affairs: Institutional Effectiveness and Institutional Research.

Budget Committee. Senator Johnson reported for Senator Ciocca.
The committee met on February 20. The main emphasis of the meeting dealt with the actions the administration was in the process of taking in view of the budget cuts. Dr. Piercey reiterated the intention of President Whitlock to front these cuts without layoff but through attrition and hiring freeze. Further, there will be no cuts across the board, but more of a strategic nature.

The amount of the cut is not certain, and, according to Dr. Piercey and Vice President Newsom, the University is well poised to face all cuts, even the worst case scenario of 12% reduction in state's appropriation. These cuts, no matter at what level, should be considered as permanent. The state budget, however, will not be available until the month of April. In the event of cuts less than 12%, there could be funds available for various initiatives.

While waiting for the amount of the cut to be known, Dr. Piercey has therefore asked the faculty at large, through their representative on the Faculty Senate and the Faculty Senate Budget Committee, to help set priorities in case the cuts are less than the worst case scenario.

Please e-mail a member of the Budget committee with suggestions of which of the following items are the most important. Please rank them in order of importance. Additional items may also be added to the list. Please respond as soon as possible or no later than March 21st.

- Keeping existing faculty/staff lines
- New faculty/staff lines
- New/expanded student services
- Student recruitment
- Equity adjustments for faculty/staff
- Equipment
- Operating money
- Across the board compensation increase
- Merit compensation increase
- Technology refresh/enhancements
- Professional development for faculty/staff
- Capital expansion debt service

Committee on Committees. Senator Foote announced that the committee will be meeting after spring break.

Welfare Committee. Senator Waters reported that the committee met with Provost Piercey on February 29 to discuss a number of issues. Senator Ciocca shared a secondary analysis of the hiring trend data that was received previously from the University. To summarize it, from 2002-2007 there was not a significant increase of full-time, tenure-track faculty. There was, however, a significant increase in the number of part-time faculty hired and the number of administrators hired.

Pursuant to a question raised by Senator Shadur in the December Senate meeting, the committee talked at length about the lifetime maximum benefit of $1 million on the current health care plan and also compared plans from other benchmark universities. In comparison, EKU’s maximum lifetime benefit should be re-considered and that concern was conveyed to Provost Piercey.
The committee also discussed compensation and benefits issues with the Provost. In addition the importance of continued shared governance was discussed.

**Colonel 1 Card Work Group Report.** Senator Noblitt gave a detailed report on her initial meeting with Karen Pettit, the Colonel 1 Card Office Supervisor, and several meetings she attended with the work group working on the Colonel 1 Card project. The impetus for the project for the Colonel 1 Card is that the University basically wants to stop cutting checks for students. The process of cutting financial aid checks and work checks for students is very expensive and this was a way to outsource that function. In addition, this initiative would allow students to get their residual checks from financial aid more promptly; though how much more promptly the process would be versus direct deposit to a regular bank account is questionable. Last year EKU sent out an RFP to several banks and financial institutions, and the University decided to go with Higher One which is the bank that will be sponsoring the Colonel 1 Card. Higher One was chosen in part because students would not be offered any credit through the Colonel 1 Card or through Higher One.

As currently proposed, all students, faculty and staff will be issued Colonel 1 Cards and this will be EKU's official identification card, replacing the current system. The MasterCard debit logo and a Higher One Bank logo will appear on all cards, along with EKU's logo. In order to issue the cards, Higher One has already been given a database which includes the following information: all faculty, staff, and student names; month and year of birth for everyone, everyone's EKU I.D. number, and their campus mailing address.

The senators raised a number of issues regarding the new card system, some of which included:

1) Personal information could be at risk through the new card system and identify theft could be more likely to occur.
2) Information regarding fees, etc. to use the Higher One accounts seems unduly difficult to find and therefore students may not fully understand the terms of the accounts.
3) The new I.D. card was viewed as unprofessional by faculty because of the credit card logo. It is possible faculty might not be eligible for special pricing discounts and perhaps the card will not be accepted at professional events.
4) The colonel 1 site does not indicate that there are other options available to students and prospective students, and parents may mistakenly assume they have to open a Higher One account for their student in order to attend EKU.

Senator Noblitt requested that comments on this issue should be e-mailed to her, and she will share those with the work group.

Senator Whitlock informed the group that in light of the conversation at today's meeting, the plug on this project is pulled pending all of these questions and others being addressed.

Senator Eakin thanked Senator Noblitt for her excellent work on this issue and asked that she share her report electronically with the Senate secretary so that it can be distributed to all the Senators in the future.
FOR THE GOOD OF THE ORDER:

The topic of discussion was "Identifying Barriers for Working More Effectively and Efficiently" examples: availability of records, ways to reduce "drudgery", etc.

The discussion was postponed to the April meeting due to time constraints. Senator Carter requested that at least 30 minutes should be devoted to this topic at the next meeting.

ADJOURNMENT:

The meeting adjourned at approximately 5:30 p.m.
Policy Statement

An official EKU email address is established and assigned by Information Technology for each registered student; each current full- and part-time faculty; and each full- and part-time staff. All university communications sent via email will be sent to this address. Faculty members will use their official university email address to communicate with students registered in their classes and administrative units will correspond with students via this address. All official university business conducted internally and with outside agencies via email will be done through an appropriate university email account.

The University provides support for EKU e-mail only and is not responsible for the handling of email by other service providers. The Code of Ethics for Computing & Communications provides additional information about EKU’s expectations for users of the University’s computer systems. Users should be aware that unless an exemption applies under state or federal law, electronic communications may be considered public records and are subject to being disclosed.

In the case of an emergency, the University may send university communications via the Emergency Text Messaging System.

Purpose

Because Eastern Kentucky University has established email as one of the primary vehicles for official communication with all students, faculty, clerical and administrative staff, this policy outlines the use of and responsibilities associated with University-established accounts.

Entities Affected by the Policy

- Faculty
- Staff
- Students

Who Should Read the Policy

- Faculty
Policy Background

Electronic communications is part of everyday life on university campuses, where an expectation of immediacy is the norm. In this environment, communications by standard post are unnecessarily slow and expensive. In recent years, more and more universities are abandoning many of their traditional paper mailings in favor of electronic communications; resulting in cost savings for printing and postage with faster delivery.

In this age of electronic communications, individuals have a wide range of choices for email service, most having multiple addresses which can change daily. This produces a significant lack of consistency which is necessary to ensure reliable communications. This reliability is ensured when a single, reliable address exists. This reliability exists only with university-sponsored email accounts.

University email accounts guarantee consistency in email addresses and provide the same email service and user experience to the entire community. In addition, university email provides backup and security services which reduce the risk of data loss and unintended interception of email messages, which may contain sensitive information. Finally, official notifications, educational dialog, research and general business correspondence are all consistently enhanced in institutions of higher learning where email policies exist and are supported by procedures, practice and culture.

Definitions

<table>
<thead>
<tr>
<th>Staff</th>
<th>Employees of the University who use computers as a tool to do their work and communicate with others.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Faculty who are employed by the University part-time or full-time, tenured or non-tenured.</td>
</tr>
<tr>
<td>Student</td>
<td>Individuals enrolled in credit-bearing courses at the University at the undergraduate or graduate level.</td>
</tr>
<tr>
<td>University</td>
<td>Eastern Kentucky University</td>
</tr>
</tbody>
</table>

Responsibilities

Students

Students will receive and read email in a timely manner. Students are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. A student’s failure to receive and read University communications delivered to his/her official email address in a timely manner does not absolve the student from knowing and complying with the content of such communications. Students have the responsibility to recognize that certain communications may be time-critical.

Faculty, Staff

All faculty (full and part-time) and staff (full and part-time) will receive and read email in a timely manner. Faculty and staff are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. A faculty or staff’s failure to receive and read University communications delivered to his/her official email address in a timely manner does not absolve the faculty or staff from knowing and complying with the content of such communications.

Procedures
### Requesting Faculty or Staff email account

Faculty and staff members apply for an email account by printing and completing both the [Email application and Code of Ethics forms](http://www.itds.eku.edu/codeofethics/). Completed forms should be mailed or brought to the IT Helpdesk in Combs 207.

### Activating Student email account

Student email accounts are created automatically when students are admitted to the university. Students must activate this account online at [http://webapps.eku.edu/stumail/](http://webapps.eku.edu/stumail/).

---

#### Violations of the Policy

- Violations of this policy may be reflected in performance evaluations.

#### Interpreting Authority

- Executive Vice President for Administration

#### Relevant Links

- Code of Ethics for Computing and Communications
  - [http://www.itds.eku.edu/codeofethics/](http://www.itds.eku.edu/codeofethics/)

#### Policy Adoption Review and Approval

- Provost Council: Recommended November 7, 2007
The recent presentation of a draft of a revised Syllabus Policy to the Council on Academic Affairs has generated a great deal of discussion and a number of concerns. In the interest of open communication and transparency, this email is being sent in order to provide clarification.

- The revised policy draft was presented to the CAA on March 20th for review and discussion. The primary concerns raised then and since that meeting have centered around two discussion points that were attached at the end of the policy. The placement of these discussion points “inside” the policy template inadvertently suggested that they were part of the policy revision. However, rather than being part of the policy, they were simply intended to generate discussion (which clearly they did) about some possible future considerations.

- Concerns have also been raised because many people have not yet seen the policy, which has fueled rumors that the policy is a fait accompli. The fact is, however, that the CAA was only one stop in the policy vetting and approval process. The policy has had a first reading at the Provost Council, the CAA, and the Executive Committee of the Faculty Senate. The policy will soon be presented to the full Faculty Senate for review and recommendation, based on feedback from faculty in each senator's department. The reason the policy has not been disseminated more widely is that it just hasn’t reached that stage in the process.

- A preliminary draft of the policy is attached to this e-mail, and Faculty Senators are asked to disseminate the information to their constituents for discussion, said discussion to continue at the next senate meeting. **Again, please note that the discussion points are just that – points for discussion.** They are not a part of the policy, but they are issues for consideration and deliberation.

The discussion surrounding the revised Syllabus Policy is providing a great example of shared governance at work here at EKU. The Office of Academic Affairs has continued to affirm its commitment to open discussion and to involving key stakeholders in the development and endorsement of University policy. The revised Syllabus Policy was scheduled to be distributed as part of the normal packet of Senate materials prior to the meeting on April 7. However, to avoid any confusion or misperceptions about the nature of the document, we decided to attach the draft policy now to facilitate discussion and to **assure everyone that this is a draft for discussion and scholarly discourse.**
Policy Statement

Each course and each section of each course must have a complete syllabus. Faculty members will distribute a complete syllabus either in paper format or online to students and their department chair on the first day of class. Faculty choosing the online option must inform the class that a paper copy will be provided upon request.

Purpose

This policy ensures that course syllabi across the University consistently contain the required elements.

Entities Affected by the Policy

- Colleges
- Departments
- Faculty
- Students

Who Should Read the Policy

- College deans
- Department Chairs
- Faculty members
- Students
Policy Background

NA

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provost and Vice President for Academic Affairs</td>
<td>Refers to either the Provost and Vice President for Academic Affairs or his/her designee.</td>
</tr>
<tr>
<td>Syllabus</td>
<td>An outline for a course that describes the course content, provides a general framework for covering the course material, and identifies requirements for successful completion of the course.</td>
</tr>
<tr>
<td>University</td>
<td>Eastern Kentucky University</td>
</tr>
</tbody>
</table>

Requirements for a Syllabus

A complete syllabus should contain the following elements:

1) Department, prefix, number, title, and credit hours
2) Catalog course description, including prerequisites
3) Text(s) with dates, supplemental text(s), other required readings and references
4) Student learning outcomes. Student learning outcomes express in the following manner what successful students learn in the course:
   a) Outcomes should use action verbs that express what students will learn and demonstrate in the course.
   b) Upper division and graduate courses should expect students to acquire more sophisticated skills in critical and creative thinking than lower division courses. For courses taught concurrently at the 500/700 levels, outcomes should clearly distinguish what is expected of students enrolled at the 500 level from what is expected of students enrolled at the 700 level. See note 1 below.
   c) Outcomes should be measurable. Faculty members should be able to evaluate student mastery of the learning outcome.
   d) Multi-section courses must have a common core of student learning outcomes that are addressed in all sections. Individual faculty members may add outcomes to the common core.
   e) Approved general education courses must list the General Education Goals addressed in the course in addition to the common core of student learning outcomes. See [www.gened.eku.edu/faculty/syllabus/](http://www.gened.eku.edu/faculty/syllabus/).

5) Evaluation method(s) and relative weight of each course requirement
6) Student Progress. The syllabus will describe a mechanism by which the instructor will provide students with written information on their progress in the course at least once prior to the mid-point of the course.
7) Attendance policy. Faculty members will outline a specific course attendance policy consistent with their departmental attendance policy, if one exists. Do not refer students to the University attendance policy. The policy would normally describe how absences and tardiness will be recorded, how excused and unexcused absences will be handled, and how missed exams and late or missed assignments will be handled.

8) Notification of the last day to drop the course. For courses that start and stop on standard dates, the faculty member may either list the drop date or direct the student to the Colonel's Compass for the date. For courses that start or stop on nonstandard dates, the faculty member should list the drop date.

9) Disability Statement. All faculty should include the following standardized statement on the course syllabus to establish consistency between individual instructors, departments, colleges and other University offices.

   If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.

10) Academic Integrity Policy. All faculty should include the following standardized statement on the course syllabus.

   Students are advised that EKU’s Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

11) Course requirements: required activities, papers, quizzes, exams, oral reports, special projects, field trips, labs, etc. For courses taught concurrently at the 500/700 levels, the course requirements should clearly distinguish requirements at the 500 level from those at the 700 level. For specific guidance go to http://www.gradschool.eku.edu/gradfaculty/docs/crs_guide_500_700.pdf. An approximate time schedule for these requirements must be included. (Faculty members may combine 11 and 12)

12) Course outline: a topical outline indicating subject matter, scope, contents, and an approximate time schedule.

13) Other. Faculty members may add other information.

Responsibilities

| Course Instructor |  
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                   | • For each course taught, create a course syllabus that contains all of the required elements. | • Distribute a complete syllabus to students no later than the first course meeting. | • Give a copy of all syllabi to the department chair no later than the first course meeting. | • Inform students and department of changes in syllabi. |

| Department |  
|------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|            | • Review syllabi to ensure compliance with this policy. | • Keep a copy of complete syllabi for all sections of all courses (or one copy for multiple sections using the same syllabus) offered by the department. |

| Student |  
|---------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|         | • Read the syllabus and adhere to the information contained therein. | • Keep a copy of the course syllabus until course is complete and grades are final. |

Format Adapted from Cornell University
Procedures

NA

Violations of the Policy

NA

Interpreting Authority

- Provost/Vice President for Academic Affairs

Relevant Links

NA

Policy Adoption Review and Approval

Revised Policy
- Faculty Senate: Revised October 24, 2005
- Board of Regents: Revised April 27, 2007
- Faculty Senate: Approved December 3, 1984
- Faculty Senate: Revised March 1, 1993

Policy Adopted
- Board of Regents: Approved October 30, 1993
Appendix:
Notes to Faculty and Syllabus Template

1. **Student learning outcomes.** Course objectives commonly express what the faculty member will do or the topics addressed in the course. In contrast, student learning outcomes emphasize what knowledge and skills the student will be expected to demonstrate throughout the course. If accurately expressed, student learning outcomes are measurable and assist both the faculty member and students. They help the faculty member design the course (classroom experiences, assignments, examinations, papers, projects, etc.), develop effective teaching strategies, and design an effective assessment process. They also help the student understand what knowledge and skills are addressed in the course and the faculty member's expectations.

All courses should normally have student learning outcomes that expect students to acquire not only knowledge and comprehension, but also skills in critical and creative thinking. Bloom's Taxonomy categorizes educational objectives into knowledge, comprehension, application, analysis, synthesis, and evaluation. Critical thinking occurs when students are expected to apply their knowledge and comprehension to new and concrete problems (application), to analyze component parts in order to understand an organizational structure (analysis), to synthesize parts into a whole (synthesis), and to evaluate the value of information (evaluation). Creative thinking occurs in conjunction with critical thinking when the student develops something new.

Sample action verbs to each category in Bloom's Taxonomy are (list adapted from the General Education Program Guidelines 1998, San Jose State University (www2.sjsu.edu/ugs/ge/guideline.html) on November 4, 2004):

- **Knowledge (recall of previously learned information):** defines, enumerates, identifies, labels, lists, matches, names, reads, reproduces, restates, selects, states, views.
- **Comprehension (understand the meaning of information):** classifies, cites, converts, describes, discusses, estimates, explains, generalizes, gives examples, paraphrases, summarizes, understands.
- **Application (apply information to new and concrete problems):** acts, administers, articulates, charts, collects, computes, constructs, contributes, controls, determines, develops, discovers, establishes, extends, implements, includes, informs, instructs, participates, predicts, prepares, preserves, produces, projects, provides, records, relates, reports, solves, takes, teaches, transfers, uses, utilizes.
- **Analysis (separate a whole into component parts in order to understand organizational structure):** breaks down, correlates, diagrams, differentiates, discriminates, distinguishes, focuses, illustrates, infers, limits, outlines, points out, prioritizes, recognizes, separates, subdivides.
- **Synthesis (organizes parts into a whole):** adapts, anticipates, categorizes, collaborates, combines, communicates, compares, compiles,-composes, contracts, contrasts, creates, designs, devises, expresses, facilitates, formulates, generates, incorporates, initiates, integrates, intervenes, models, modifies, negotiates, plans, progresses, rearranges, reconstructs, reinforces, reorganizes, revises, structures, substitutes, validates.
- **Evaluation (assess the value of information for a given purpose):** appraises, concludes, confronts, criticizes, critiques, decides, defends, interprets, judges, justifies, reframes, translates.

Critical and creative thinking develop more fully as students acquire deeper knowledge and comprehension of a subject. Student learning outcomes should therefore increasingly emphasize skills in critical and creative thinking as student knowledge and comprehension increase. Learning outcomes in lower division courses may have more outcomes expressing knowledge and comprehension than outcomes expressing skills in critical and creative thinking. Upper division and graduate courses should emphasize skills in critical and creative thinking.

Examples of student learning outcomes for lower division, upper division, and graduate courses are provided below.

**Lower Division Courses**
1. The student will demonstrate the ability to apply the model of demand and supply to determine equilibrium price and quantity in a competitive product market. (The action verb “apply” suggests that the student will learn how to apply knowledge and comprehension to new and concrete problems.)

2. The student will demonstrate the ability to test hypotheses about the sample mean of one population. (The action verb “test” suggests that the student will learn how to apply knowledge and comprehension to new and concrete problems.)

3. The student will be able to apply genetic theory to discover how genetic traits are inherited within populations. (The action verb “apply” suggests the student will learn application.)

4. The student will be able to analyze the social and cultural significance of the visual art of other societies relative to western society. (The action verb “analyze” suggests the student will learn analysis.)

**Upper Division Courses**

1. The student will demonstrate the ability to analyze macroeconomic performance. (The action verb “analyze” suggests that the student will learn how to identify and use the component parts of an organizational structure.)

2. The student will demonstrate the ability to contrast the short run and long run economic effects of fiscal and monetary policies. (The action verb “contrast” suggests that the student will learn how to synthesize information.)

3. The student will analyze the ethical issues within organizations and the importance of choices and consequences to the decision makers. (The action verb “analyze” again suggests that the student will learn analysis.)

4. You will be able to synthesize knowledge of social psychology with your own life experience. (The action verb “synthesize” suggests that the student will learn to integrate knowledge.)

5. Students will be able to evaluate the risk of natural disasters for an area given its tectonic, physical, and climatic environment. (The action verb “evaluate” suggests the student will learn to evaluate knowledge for a specific purpose.)

**Graduate Courses**

1. The student will demonstrate the ability to assess the economic effects of international trade policies. (The action verb “assess” suggests that the student will learn how to evaluate economic policies.)

2. The student will evaluate theory in nursing and related disciplines for use in advanced nursing practice in rural settings. (The action verb “evaluate” suggests the student will learn to evaluate knowledge.)

3. The student will apply principles of financial and resource management to the management of rural health delivery systems. (The action verb “apply” suggests the student will learn application.)

4. The student will be able to formulate a strategy for protecting the sector by various means: target hardening, regulatory policies, or restructuring the sector. (The action verb “formulate” suggests the student will learn to synthesize knowledge.)

2. **Disability statement.** At least one out of every ten students has some type of disability. Those students who request accommodations will need to self-identify with the Offices of Services for Students with Disabilities and provide appropriate documentation concerning the stated disability. Including the exact wording of the above statement in course syllabi is important because the process: 1) invites students with disabilities to self-identify, 2) makes no promises for particular accommodations, but it allows a campus wide policy and process to take place concerning the determination of accommodations, 3) discourages students from presenting documentation directly to faculty, and 4) indicates that faculty are willing to work with students who are officially registered with the disabilities office. When students do make an appointment to discuss academic accommodations, faculty can and should ask for the “letter of accommodation” issued by the Office of Services for Students with Disabilities.
The following is a syllabus template. Required elements are in **bold** and recommended elements are in *italics*. For specifics on the required elements see pages 2 and 3 of this policy.

---

**Eastern Kentucky University**  
**Department of XXXXXXXXX**  
**Syllabus for MMM ###, Course Title**  
**# credit hours**  
**Semester and Year**

**Professor's name**  
**Professor's Office #**  
**Professor's Contact information**  
 *(Phone and email)*  
**Professor's Office Hours**

**Catalogue Course Description:**  
*(including pre-requisites)*

**Text(s):**  
*(with dates, supplemental text(s), and other required readings or references)*

**Student Learning Outcomes:**

**Evaluation Methods:**  
*(including relative weight of each course requirement)*

**Student Progress:**  
*(mechanism for notifying students of progress in the course)*

**Attendance Policy:**

**Last Date to Drop the Course:**

**Disability Statement:** If you are registered with the Office of Services for Individuals with Disabilities, please make an appointment with the course instructor to discuss any academic accommodations you need. If you need academic accommodations and are not registered with the Office of Services for Individuals with Disabilities, please contact the Office on the third floor of the Student Services Building, by email at disserv@eku.edu or by telephone at (859) 622-2933 V/TDD. Upon individual request, this syllabus can be made available in alternative forms.
Academic Integrity Statement: Students are advised that EKU’s Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at www.academicintegrity.eku.edu. Questions regarding the policy may be directed to the Office of Academic Integrity.

Course Requirements:

Course Outline:
Discussion Points for Policy 4.1.2

• Should multiple-section courses be required to have a common textbook(s)?
• Should multiple-section courses be required to have a common syllabus?
Promotion and Tenure Policy

Clarifications and Recommended Editorial Changes – March 2008

1. An editorial change was made in Policy Principles 13 (pg. 2 of editorial draft) in order to clarify that Associate Professors are not eligible to serve on the University Promotion and Tenure Committee.

2. As the policy currently stands, Policy Principles 18 will add approximately 15 days to the department and college timelines to allow for reconsiderations. Timelines should be adjusted accordingly. The new process also makes “divided” decisions irrelevant for promotion but still possible for tenure decisions. For promotion decisions, department chairs and college deans are still responsible for notifying a candidate of a negative decision at the committee level.

3. Principles for Establishing Criteria have been reordered for better flow, and in Principle 9 (editorial draft) the word “scholarship” has been substituted for the word “research.”

4. Under Tenure Appointments, the phrase “for example” has been added and “five” has been substituted for “four.”

5. The phrase “continuous full-time service” has been added to tenure criterion 2 (pg. 6 of editorial draft) in order to make the language consistent with other references in the policy.

6. In Candidate Responsibilities (4.a), the modifier “which is to be provided by the chair of the department at the candidate’s request” has been moved behind “accurate factual data.”

7. In Department Promotion and Tenure Committee Responsibilities (e), the phrase “reviewing applications for promotion to assistant professor and” had been inadvertently omitted and is now restored. In (h), “and tenure” has been added.

8. In Reconsideration and Appeals section of all Procedure Levels, the “and/or” circumstances have been rephrased to “the committee, the [administrator], or both.”

9. In the University Level Procedures (C.1.c.), the length of term has been changed from three to two in order to be consistent with C.1.b.

10. In the University Level Procedures (Reconsiderations and Appeals, G.6.), the following sentence has been deleted: “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.” This sentence suggests that recommendations other than the President’s are submitted to the Board (which is not the case). Additionally, the sentence is unnecessary because negative rulings are procedurally dealt with in G.7. and all other recommendations are procedurally dealt with in E.
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.

Purpose

This policy ensures that the University has established criteria and processes by which the awarding of tenure and/or promotion may be evaluated. The policy ensures that these criteria are clearly articulated and that all processes related to the evaluation of those criteria are transparent and accessible to all persons in the university community.

Entities Affected by the Policy

- University-level administrators
- Colleges
- Departments
- Faculty

Who Should Read the Policy

- Provost and Vice President for Academic Affairs
- Deans
- Department Chairs
- Faculty
Policy Principles

1. 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.

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, scholarship, and service. These evaluations shall become part of the individual application file.

8. 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. Membership on the University Promotion and Tenure Committee is limited to tenured faculty members with the rank of Professor or the highest rank available.

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.

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 Committee on Promotion and Tenure 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.
Policy Principles, continued

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 EKU’s traditional emphasis upon effective teaching.
6. Criteria should also be articulated for special units, such as Model Lab, the Libraries, etc.
7. Criteria shall be submitted for regular (five year) review and approval by appropriate committee(s) and/or administrator(s).
8. Criteria at all levels will recognize the primacy of teaching over service or scholarly/creative endeavor.
9. Evaluations of teaching, research scholarship, and service will be conducted on a basis consistent with the percentage of each faculty member’s respective appointment, if part of a shared appointment.

Provisions for 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-year probationary period of continuous full-time service and attaining the rank of assistant professor or above. If, by the end of the six-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-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 nonreappointment, 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
Provisions for Tenure, continued

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.

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: incompetency, 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.

Tenure Appointments

**Applicability**
The provisions for tenure are applicable to each president, professor, associate professor, assistant professor, and instructor.

**Eligibility**
A faculty member shall be eligible for tenure after completing a six-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 six years of full-time service, but they shall be considered as continuous service. *For example*, 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.

**Adjustments to Probationary Period**
A faculty member may request an adjustment to his/her probationary period for extenuating circumstances (i.e., a need to care for a family member; an event beyond the faculty member’s reasonable control affecting his/her research; etc.). Such an adjustment may occur regardless of whether the faculty member may have been granted leave of any kind. The request or any approved adjustment shall in no way affect the deliberations or demands of the tenure process and does not relieve the faculty member from fulfilling his/her regularly assigned duties.

Requests for an adjustment to the probationary period must be submitted in writing to the chair of the department as soon as possible after the occurrence of extenuating circumstances. The request shall be forwarded via the chair and the dean, with the recommendations or comments to the contrary of each, to the Provost for review and any approval. Adjustments may be granted for a maximum of two one-year periods.

**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.
Application for Tenure and Promotion

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. 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.

4. 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.

5. 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.

6. Each faculty member in a tenure-track shared position shall be eligible for tenure after completing the standard probationary period required by EKU plus an additional two (2) years. Exceptions to this may be negotiated if the faculty member has had previous full-time service at EKU or another university.

7. 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 EKU or another university.

Criteria for Tenure and Promotion

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, scholarly/creative activities, and service, with recognition that at EKU 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 the 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.
Criteria for Tenure and Promotion, continued

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 of continuous full-time service, unless otherwise specified in writing at the time of initial appointment to a tenure-track position
3. Performance in the areas of teaching, scholarly/creative activities, and service 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 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.
   3.3 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.

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, scholarly/creative activities, and service, 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 the 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.

For Promotion to Assistant Professor
1.1 Educational qualifications: terminal graduate degree in appropriate discipline
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.
1.3 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).
Criteria for Tenure and Promotion, continued

1.4 Demonstrated engagement in scholarly/creative 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.

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

For Promotion to Associate Professor

1.1 Educational qualifications: terminal graduate degree in appropriate discipline

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.

1.3 Experience: sustained 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 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.

1.5 Record of successful peer-reviewed scholarly/creative 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.

1.6 Record of effective professionally-related service in the department and in the college or university; in the profession; and, as appropriate, in the community.

For Promotion to Professor

1.1 Educational qualifications: terminal graduate degree in appropriate discipline

1.2 Time in previous rank: minimum of five years of full-time 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.

1.3 Experience: sustained record of superior teaching (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.

1.5 Sustained record of successful peer-reviewed scholarly/creative 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.

1.6 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.

Definitions

| Full-time Teaching Faculty | For the purpose of this policy, full-time teaching faculty is defined as 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 |

Format Adapted from Cornell University
Policy 4.6.4
Volume 4, Academic Affairs
Chapter 6, Faculty
Section 4, Promotion and Tenure

Library Faculty.

Provision

Refers to either the Provost and Vice President for Academic Affairs or his/her designee.

Terminal Degree

The terminal degree is generally, for teaching purposes, the highest academic degree awarded in a field. In most cases, the terminal degree will be the doctorate; however, sometimes an advanced professional degree or a master's degree will be the terminal degree in a particular field (e.g. MFA in Creative Writing, MLS in Library Science, etc.). On rare occasions, the terminal degree may be a bachelor's degree in the field. A distinction is made here between a terminal degree appropriate for teaching in higher education and a degree appropriate for autonomous practice outside the academy.

University

Eastern Kentucky University

Within Five Days

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.

Responsibilities

Board of Regents

The Board of Regents shall have final approval authority for all tenure and promotion recommendations.

Candidate for Tenure/Promotion

The candidate for tenure/promotion is responsible for the knowing and adhering to the principles and criteria set forth in this policy.

Specifically

1. For TENURE, 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. For PROMOTION, it is the responsibility of the candidate to initiate 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.

3. For both promotion and tenure, it is the responsibility of the candidate 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, which is to be provided by the chair of the department at the candidate's request, as required by the application form.

b) Statements by the candidate in support of the application for promotion or tenure:

• 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.

• 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.

• 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
Candidate for Tenure/Promotion (continued)

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:

Regarding the College Promotion and Tenure Committee

1. The dean shall arrange for the election of members of the college promotion and tenure committee and an alternate.
2. 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.
3. The dean shall provide the committee with such documentation and data as college policy and committee needs require.

Regarding 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.

Regarding Recommendations

1. Upon receipt of the committee’s recommendation form and the individual application file, the dean shall review the entire set of material and write 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 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.
2. 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.
3. The dean shall forward positive, divided, and appealed recommendations pertaining to promotion and all recommendations on tenure to the Provost, 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.
4. In the case of a negative recommendation, the dean shall remind the candidate of procedures for appeal.

Regarding Communication with Others

1. 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.
2. 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.
Regarding Review of Criteria

At least every five years the dean shall ensure that each department reviews and revises as needed departmental-level criteria for promotion and tenure.

The college committees shall have the following responsibilities:

a. To ensure that a chair and a recording secretary are provided for in accordance with college policies and procedures.

b. To conduct all reviews in an ethical manner: basing decisions on relevant information, 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 that 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.

i. The chair of the college committee shall formally inform the dean of the college of the decision of the committee.

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:

Regarding the Department Promotion and Tenure Committee

Provide the committee with such documentation and data as department policy and committee needs require.

Regarding Tenure

It is the responsibility of the department chairs to inform the department promotion and tenure committee of the need to review each person eligible for tenure.

Regarding Promotion

It is the responsibility of the chair to inform the faculty of policies, procedures, and criteria for promotion.
Regarding Recommendations
1. Upon receipt of the committee's recommendation form and the individual application file, the chair shall review the entire set of material and write 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.
2. 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.
3. 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 1st.
4. The department chair shall remind the candidate, as appropriate, of procedures of the appeal process, such as explaining precise steps and due dates. Also remind candidate, as appropriate of procedures for review of negative recommendations for tenure.

The department committee shall have the following responsibilities:
  a. To conduct all reviews in an ethical manner: basing decisions on relevant information, 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) department's systematic method of assessing teaching performance [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...]

Department Chair (continued)
Responsibilities, continued

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 reviewing 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 unsubstantiated information or information sets that 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:

- 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;
- Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation;
- 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 and tenure application forms and the committee’s evaluation and recommendation forms for all candidates.

President

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.

Provost and Vice President for Academic Affairs

The Provost shall have the following responsibilities in matters relating to promotion and tenure.

Regarding the University Promotion and Tenure Committee

1. It is the responsibility of the Provost to arrange for the election of members and alternates of the University Promotion and Tenure Committee.
2. It is the responsibility of the Provost to 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 shall arrange for an elected alternate.
3. To 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.
Responsibilities, continued

Regarding Communication with Others

1. It is the responsibility of the Provost to 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.

2. The Provost may meet with the President and the EKU Board of Regents in response to their request or the Provost may initiate such a request for meeting.

Regarding Recommendations

1. Having determined that the appropriate procedures have been followed, the Provost 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.

2. If the Provost does not concur with the recommendation of the University Promotion and Tenure Committee, the basis for the disagreement shall be indicated in writing.

3. If the Provost agrees with the recommendation of the University Promotion and Tenure Committee, the Provost shall sign the recommendation form and indicate agreement.

4. The Provost shall ensure that the candidate shall be notified in time to provide the candidate with the opportunity to request a reconsideration or appeal. Where a negative recommendation is given, the Provost shall meet the candidate in person to remind the candidate, as appropriate, of appeal procedures and to secure the candidate's signature on a dated form indicating receipt of relevant reports.

5. The Provost shall submit all recommendations to the President of the University by March 15. Copies of the recommendations shall be given to the Chair of the University Promotion and Tenure Committee, the appropriate academic deans, the appropriate department chairs, and the candidates.

Regarding Criteria

1. The Provost 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.

2. At least every five years the Provost shall ensure that each college and department reviews and revises as needed college-level and departmental-level criteria for promotion and tenure.

3. Ensure that new faculty members receive at the time of their appointment the criteria for promotion and tenure.

4. 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.

5. Arrange early in the fall semester for meetings wherein experienced faculty and administrators inform faculty members of the criteria for promotion and tenure.
Responsibilities, continued

The University Promotion and Tenure Committee 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: basing decisions on relevant information, 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 of the decision of the committee.

Procedures

ESTABLISHING PROCEDURES AND THE COMMITTEE

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.

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
Procedures, continued

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. The chair of the department may NOT serve as a voting
member on 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 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.

RECONSIDERATIONS AND APPEALS
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, the department chair, or both by
submitting a written notification to 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, the department chair, or both shall reconsider the
recommendation in light of the information provided in the statement
of the candidate. The committee, the department chair, or both 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.

ESTABLISHING PROCEDURES AND THE COMMITTEE
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.
Procedures, continued

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 voting members and shall be constituted so as to ensure fair representation in regard to diversity and department. These representatives shall hold a minimum rank of Associate Professor (or its equivalent in programs where such rank does not apply, i.e. Model Lab, the Libraries etc.).

2. The dean of the college shall NOT serve as a voting 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 cannot 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.

RECONSIDERATIONS AND APPEALS

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, the college dean, or both 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, the college dean, or both shall reconsider the recommendation in light of the information provided in the request of the candidate. The committee, the college dean, or both 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. 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.
Procedures, continued

College Level (continued)

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 Promotion and Tenure Committee, 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 shall present the appealed recommendation with the statement of appeal to the University Promotion and Tenure Committee along with other recommendations from within the University.

University Level

ESTABLISHING PROCEDURES AND THE COMMITTEE

A. The Provost and the University Promotion and Tenure Committee 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 Provost.
B. Guidelines developed by the Provost and the University Committee on Promotion and Tenure shall provide for independence of decision making by the Committee and the Provost, while ensuring that the candidates receive full consideration at every point.
1. Neither the Provost nor a dean nor department chair shall serve as a voting member on the Committee.
2. If a member of or 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 Promotion and Tenure Committee 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, the deans of colleges, and all academic departments.
1. The University Promotion and Tenure Committee shall consist of 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. The representative and alternates shall hold the rank of professor (or the highest rank available).
   b. The faculty representatives shall serve for staggered terms of two 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 two three-year term. If the first alternate also cannot serve, then the second alternate shall complete the two three-year term. An exception to this general rule would involve the representative's
Procedures, continued

subsection

submission of an application for promotion. In this case, the alternate shall serve for that year only.

2. 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.

3. 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. Having determined that the appropriate procedures have been followed, the Provost 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. See Provost Responsibilities for specific recommendation actions.

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.

RECONSIDERATIONS AND APPEALS

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, the Provost, or both by submitting a written request to the chair of the Committee or to the Provost, with a copy to the President of the University, within five days of notification by the Provost of the decision. The request shall detail grounds for reconsideration and shall include all relevant evidence not previously presented.

3. The Committee, the Provost, or both 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 Provost to the President. The candidate shall be notified by the Provost 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 Provost 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
Procedures, continued

University Level (continued)

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.

Faculty Holding Administrative Positions

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, scholarship, and service 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.

Amending the Promotion and Tenure Policy

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.

Effective Date

The effective date of the policy, as revised, is August 1, 2008. Tenure-track faculty whose employment at EKU began prior to August 2008 may request a one-year extension of their probationary period. Requests must be made in writing to the chair of the department and must be approved by the chair, the dean of the college, and the Provost. All requests for the
one-year extension of the probationary period must be made within 30 days of the effective date of this policy. This extension request does not preclude a tenure candidate from requesting other adjustments to the probationary period as allowed by this policy.

---

**Violations of the Policy**

NA

**Interpreting Authority**

- Provost and Vice President for Academic Affairs

---

**Relevant Links**

[www.forms.eku.edu](http://www.forms.eku.edu) (Promotion and Tenure Application)

---

**Policy Adoption Review and Approval**

**Revised Policy**

- Faculty Senate: Recommended on October 2, 2006
- Provost Council: Recommended on November 7, 2007
- Board of Regents: Approved on January 18, 2008
- Faculty Senate: Approved September 5, 2003
- Faculty Senate: Approved November 3, 1986

**Policy Adopted**

- Board of Regents: Approved July 30, 1986

---
TO: Dave Eakin, Chair
Faculty Senate

FROM: Candace Brandenburg
Office of the Provost, Administrative Assistant
Office of the Provost & Vice President for Academic Affairs

DATE: March 14, 2008

RE: Nomination of Mr. Joseph Flohre for Posthumous M.S. in Safety, Security & Emergency Management Degree

The Provost’s office has received a nomination for Mr. Joseph Flohre to be awarded a posthumous M.S. in Safety, Security & Emergency Management degree. Per the policy on the awarding of posthumous degrees, this nomination is being forwarded to you for review by the Executive Committee and Faculty Senate. The Provost will receive positive recommendations for posthumous degrees and implement awarding of such degrees at the Commencement at which the student(s) would have been otherwise recognized.

Attached is the current policy on the awarding of posthumous degrees and the nomination letters from Dr. Collins and Dr. Schneid. If you have any questions, please contact our office at 859-622-3884.

Enclosure

c. Dr. Janna Vice, Interim Associate Provost for Academic and Faculty Affairs
MEMORANDUM

To: Dr. Rodney Piercey, Provost
Via: Dr. Janna Vice, Interim Associate Provost
Via: Dr. Allen Ault, Dean of the College of Justice and Safety
From: Larry R. Collins, Chair, Safety, Security and Emergency Management

Date: Tuesday, March 04, 2008

Re: Nomination of Mr. Joseph Flohre for Posthumous M.S. in Safety, Security & Emergency Management Degree

I am writing to concur with Dr. Tom Schneid’s recommendation to award Mr. Joseph Flohre the degree of Master of Science in Safety, Security and Emergency Management. I believe he has met the university requirements for awarding the posthumous degrees. Please see Dr. Schneid’s letter that accompanies this request. If you have any additional questions or need any other information, please contact me.
February 27, 2008

To: Dr. Larry Collins
   Chair, SSEM

RE: Nomination for Posthumous M.S. in SSEM Degree

Dear Larry:

Pursuant to the university procedure, I would respectfully nominate Mr. Joseph Flohre for the posthumous awarding of the M.S. in Safety, Security and Emergency degree. Mr. Flohre was an online graduate student who died recently after earning 30 hours toward his 36 hour degree. He was employed as the Safety and Loss Prevention Manager for Ryder in Mason, Ohio and was a graduate of Sinclair Community College and the University of Dayton. Mr. Flohre was married for 33 years and had three sons (two deceased) and two grandchildren.

Mr. Flohre was an outstanding graduate student in our online graduate program and an exceptional member of the safety profession. In accordance with the EKU procedure, Mr. Flohre has completed more than 75% of the graduate program requirements for the M.S. in Safety, Security and Emergency Management degree and meets all of the requirements for the awarding of this posthumous degree.

Thank you very much for your consideration in this matter. If you should wish to discuss this matter in greater detail, please contact me.

Very truly yours,

[Signature]

xc. Tim Matthews
xci. Jackie Levine
xcii. Sheila Patterson
POLICY ON THE AWARDING OF POSTHUMOUS DEGREES

Eastern Kentucky University recognizes the importance of acknowledging significant student achievement at all times, including following the tragic death of a student who has made substantial progress towards the completion of a degree and who has made noteworthy contributions to the University community.

It is therefore proposed that posthumous degrees be considered by the Executive Committee of the Faculty Senate if all of the following conditions are met:

1. The student is nominated by the Chair of his/her major department.

2. At the time of his/her death, the student had achieved senior standing/or was within one year of graduation in the case of a Bachelor's degree; fourth semester standing or within one semester of graduation in the case of an Associate's degree; have obtained Candidacy plus completed 75% of program requirements for the Master's degree.

3. The student had been in good academic standing in their program of study at the time of their death.

4. Documentation is provided of the student's noteworthy contributions to the University community during his/her tenure at the University.

Nominations for posthumous degrees should be forwarded to the Chair of the Faculty Senate and copied to the Provost and Vice President for Academic Affairs and Research. The Faculty Senate Executive Committee will forward positive recommendations on to the Faculty Senate, unless there is an emergency situation. The Faculty Senate will forward positive recommendations on to the Provost and Vice President for Academic Affairs and Research for implementation. The appropriate degree would be awarded at the Commencement at which the student would have been otherwise recognized. The student’s family will be asked to identify an appropriate person to receive the diploma when the student is recognized at the appropriate time in the Commencement ceremony. Except for the fact that the individual receiving the diploma on behalf of the student would not be attired in cap or gown, there would be no other changes in the ceremony.

Proposed: 10/20/99
Approved by Council on Academic Affairs: 10/20/99
Approved by Faculty Senate: 02/07/00
Approved by Board of Regents: 02/00
Part I

<table>
<thead>
<tr>
<th>(Check one)</th>
<th>Department Name</th>
<th>College</th>
<th>Economics</th>
<th>Arts and Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Course (Parts II, IV)</td>
<td>*Course Prefix &amp; Number</td>
<td>*Course Title (30 characters)</td>
<td>Globalization and International Affairs (B.A.)</td>
<td></td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
<td>Program Title</td>
<td>(Major xx, Option ; Minor ; or Certificate )</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proposal Approved by: [Departmental Committee: January 23, 2008] [Graduate Council*: NA] [College Curriculum Committee: February 18, 2008] [Council on Academic Affairs: 03/20/08] [General Education Committee*: NA] [Faculty Senate**: Pending] [Teacher Education Committee*: NA] [Board of Regents**: Pending] [Council on Postsecondary Edu.***: Pending]

*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 propose a new major, “Globalization and International Affairs”

**A. 2. Effective date:** (Example: Fall 2001)
   - Fall 2008

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

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

There is no major on campus that focuses specifically on globalization and international affairs. Individual departments and programs have course offerings that are globally focused and there is an International Studies minor, but there is no comprehensive, cohesive program that offers this focus.

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

**Personnel Impact:** None; existing faculty and staff will be used.

**Operating Expenses Impact:** None; existing department and college institutional support is satisfactory.

**Equipment/Physical Facility Needs:** None; existing facilities will be used.

**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.)

The intent of the Globalization and International Affairs (GLO) major is to create an interdisciplinary major that focuses on the nature of globalization and its impacts on individuals, communities, regions, and nations, and to assist in broadening the international horizons of EKU students. The program will graduate culturally aware students who are comfortable in a variety of international public-sector, private-sector, and non-profit positions. GLO students will possess an enhanced awareness of worldwide economic and political events and will be able to assess their impacts on international affairs. Upon completion of the GLO degree graduates will be able to: (1) analyze cultural, economic, geographical, historical, political and social forces affecting globalization, (2) identify factors which impede or encourage globalization, (3) evaluate the impacts of increasing globalization on individuals, communities, regions, and nations, (4) integrate globalization ideas and concepts from the various disciplines into a unified whole, and (5) compete well for international positions or for domestic positions requiring international expertise.
**Major Requirements**

- 42 hours

A minimum grade of “C” is required in all courses counted toward the major.

**Foundation courses**

- 15 hours

  Complete 15 hours from the following list, including 9 hours from group (a) and 6 hours from group (b).

  (a) ANT 120 or 200 (choose one), ECO 231, GEO 200, POL 212

  (b) Up to six hours of one foreign language

  Up to six hours of EKU-approved Study Abroad courses

  Up to three hours from one of the following courses:

  FCC 210, FCC 220, FCC 222, FCC 226, FCC 227

**Core courses**

- 12 hours

  ECO 394, GEO 322, HIS 347, POL 220.

**Elective courses**

- 12 hours

  Choose four courses from the following list, with no more than two having the same course prefix.

  - ANT 499, ECO 340, ECO 395, GEO 322, GEO 330, GEO 347, HIS 320, HIS 346, HIS 350, HIS 365, HIS 375, HIS 378, HIS 380, HIS 384, HIS 386, HIS 434, HIS 474, HIS 475
  - HUM 360, POL 310, POL 315, POL 316, POL 321, POL 325, POL 327, POL 410, POL 415, POL 421, POL 451, POL 499, POL 517, POL 525, SOC 425, plus (with prior approval) various “special topics” and seminar courses offered by individual departments.

**Capstone course**

- 3 hours

  GLO 490, Globalization Senior Seminar.

**Supporting Course Requirements**

- 9 hours

  - MAT 107 or higher (General Education Area II or VII-QS).
  - HIS 247 (General Education Area V-A).
  - ECO 230 (General Education Area V-B).

**General Education Requirements**

- 39 hours

  Standard General Education program excluding block II or VII-QS; block V-A; and block V-B. Refer to Section Four of this Catalog for details on the General Education and University requirements.

**University Requirement**

- 1 hour

  ASO 100.

**Free Electives**

- 37 hours

**Total Curriculum Requirements**

- 128 hours
Preliminary Environmental Scan for Proposed Major in

“Globalization and International Affairs”

Submitted by

Fred J. Ruppel, Interim Chair
Department of Economics
College of Arts and Sciences

I. Internal
   A. Related programs
      1. International Studies Minor
      2. General Business Major options
         a. International Business
         b. Global Supply Chain Management
   B. Student demand
      1. Estimating demand for something that does not exist?
      2. Anecdotal evidence
         a. Political Science (Gregg Gunderson)
         b. Economics (Fred Ruppel)
      3. Study Abroad is expensive
      4. Foreign language can be difficult for some students
   C. EKU mission
      1. University (Note: the words “international” and “global” do not appear in EKU strategic goals or directions)
         a. Strategic Goal 1: Diversity
         b. Strategic Goal 3: Learning
         c. Strategic Goal 4: Intellectual curiosity; Cultural opportunities
         d. Strategic Goal 5: External constituency engagement
         e. Other
            1) Request by GenEd to consider a Globalization Theme for Block VIII
            2) Remarks by Carole Garrison: Global security; global policing
      2. College: Interdisciplinary! (Primarily, Social and Behavioral Sciences)
      3. Departmental
         a. International Economics is our most frequently offered elective course. It typically brings in more students than any other ECO elective:
            Fall 99 18
            Fall 00 20
            Fall 01 18
            Spring 03 20
            Fall 04 16
            Spring 06 21
            Fall 07 21
         b. Four of our ECO faculty are decidedly “international” (FO, JW, JH, FR)
II. External
   A. Potential demand for graduates
      1. Google
         a. March 6, 2008: “Globalization” returned over 23,400,000 hits
         b. March 6, 2008: “Globalisation” returned over 6,920,000 hits
      2. Public sector
         a. Federal
            1) Economics positions
            2) Diplomatic/political positions
            3) State Department, USAID, etc.
         b. State/Local
      3. Private sector
         a. With a foreign language
            1) International posting
            2) Domestic position, with international travel
            3) Domestic position at international “desk”
         b. Without a foreign language
            1) Market research
            2) Regional/country analyses
            3) Regional specializations
   B. Related programs at other Kentucky Universities (see next page for details)
      1. University of Kentucky
      2. University of Louisville
      3. Western Kentucky University
      4. Northern Kentucky University
      5. Morehead State University
      6. Murray State University
      7. Kentucky State University

III. One late item, verbally stated at CAA:
Please accept this memo as my enthusiastic support for the proposed new degree program
“Globalization and International Affairs”. This program promises to be the first really
"global" curriculum, a critical addition to EKU's offerings and our ability to prepare students
for the 21st Century. I see it as a minor or even a double major for my current students. We
are very interested as we are looking at global security and global policing as the focus of
our degrees. My additional hope is that parts of this program can be integrated into the
thematic area of general education as well.

Respectfully,

Dr. Carole Garrison, Chair
Criminal Justice and Police Studies
University of Kentucky
A. Foreign Language and International Economics Major – All subfields require Econ 202, 203, a series of Macroeconomic courses, business statistics, international trade, and international monetary policy. Subfields include:
1. French
2. German
3. Japanese
4. Russian
5. Spanish
B. Related programs include:
1. Major in Latin American Studies (mainly language and culture)
2. Major in Russian and Eastern Studies (mainly language and culture)
3. Minor in Indian Studies
4. Minor in Islamic Studies
5. Minor in Japan Studies
6. Minor in International Affairs (website under construction, could not see requirements)

University of Louisville
A. Minor in International Business
   1. Twelve hours of a foreign language
   2. Six hours of international business courses
   3. Three hours of international relations course
B. Major in Economics requires both Intro to International Relations and Comparative Politics
C. Related Programs:
   1. Minor in Chinese Studies
   2. Minor in Latin American Studies
   3. Major in Women’s and Gender Studies has large international component including courses on women’s roles in international development and politics

Western Kentucky University
A. International Business Minor
   1. Twelve hours of a foreign language
   2. Nine hours of foreign history and culture: Choose from history, government, intercultural studies and geography
   3. Nine hours of “business”: Choose from courses in Marketing and Economics departments
B. Related programs include:
   1. Minor in Asian Studies
   2. Minor in Canadian Studies
   3. Minor in Latin American Studies
   4. Minor in Middle Eastern Studies
   5. Minor in Russian and East European Studies

Morehead State University:
No similar programs listed in Undergraduate Catalog or on the web
Northern Kentucky University
International Studies Major
1. Required courses:
   a. Cultural Anthropology
   b. Intro to Macroeconomics
   c. World Geography
   d. Comparative Politics
   c. The Post Cold War World
2. Students then specialize – may choose:
   a. African Option
   b. Asian Option
   c. Business Option
   d. European Option
   e. Latin American Option
   f. Social Sciences Option

Kentucky State University
International Studies Minor: Requirements could not be found after searching both the Undergraduate Catalog and the website

Murray State University
International Affairs Major – Required Courses:
1. Probability and Statistics
2. Principles of Microeconomics
3. Intercultural Communication
4. Issues In the Global Economy
5. World Geography
6. World Religions
7. Introduction to International Relations
8. Contemporary Political Systems
9. Seminar in International Affairs
10. American Foreign Policy OR International Law and Organizations
11. Fundamentals of Management
12. Principles of Marketing
13. Global Sociology
14. Students choose “Theme” for nine additional hours
   a. Art, Culture and Literature
   b. International Development
   c. Regional Studies:
      1) Africa and the Middle East
      2) Asia
      3) Europe
      4) Latin America
Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

<table>
<thead>
<tr>
<th>Part I</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Check one)</td>
<td>Department Name</td>
<td>Special Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>College</td>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>New Course (Parts II, IV)</td>
<td>*Course Prefix &amp; Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
<td>*Course Title (30 characters)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td>*Course Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Program (Part III)</td>
<td>*Program Title</td>
<td>Learning and Behavior Disorders - Non Teaching</td>
<td></td>
</tr>
<tr>
<td>Program Revision (Part III)</td>
<td>(Major ____, Option ____; Minor ____; or Certificate ____)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Provide only the information relevant to the proposal.

Proposal Approved by:  | Date | Date |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental Committee</td>
<td>1/28/08</td>
<td>Graduate Council*</td>
</tr>
<tr>
<td>College Curriculum Committee</td>
<td>2/5/08</td>
<td>Approved</td>
</tr>
<tr>
<td>General Education Committee*</td>
<td>n/a</td>
<td>Faculty Senate**</td>
</tr>
<tr>
<td>Teacher Education Committee*</td>
<td>2/26/08</td>
<td>Board of Regents**</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council on Postsecondary Edu.***</td>
</tr>
</tbody>
</table>

*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.)
Suspension of the non teaching program option in learning and behavior disorders

A. 2. **Effective date:** (Example: Fall 2001)
Fall 2008

A. 3. **Effective date of suspended programs for currently enrolled students:** (if applicable)
Fall 2012. At present, only ten students are majors in the non-teaching LBD option and four are seniors who are near completion. Because all of the courses required in this program are used in other majors and will continue to be offered, students in this option will not encounter course-offering barriers to completion.

B. **The justification for this action:**
Positions are rare for graduates of this program option. Although not certified to teach, some graduates are hired to teach, which was not the program’s intent. Typically, the students in this program option are ones who cannot meet the teacher preparation eligibility requirements due to low GPA and/or ACT scores.

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

**SPECIAL EDUCATION (NON-TEACHING) (B.S.)**

**Learning and Behavior Disorders (CIP Code: 13.1001)**

**Major Requirements**

- **Core (LBD)**

  - SED 104, 260, 341, 375, (9 hours), 518, and 545.

- **Option**

  - Learning and Behavior Disorders (LBD)

    - SED 351, 356, and 434.

**Supporting Course Requirements**

- **LBD Option**

  - PSY 280, (12 hours selected from CDF 132, 437, NSC 500, OTS 515, PHI 130, PSY 308, REC 311, SOC 235, or SWK 358.) Courses taken for General Education may not be used for Supporting Course Requirements.

**Minor Requirements**

- **LBD Option** (Refer to Section Five of this Catalog for listing of minors offered.)

**General Education Requirements**

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

**University Requirement**

- EDO 100.

**Free Electives**

- (As needed to complete 128 hours.)

**Total Curriculum Requirements**

- 128 hours
**Curriculum Change Form**

(Present only one proposed curriculum change per form)

(Complete only the section(s) applicable.)

<table>
<thead>
<tr>
<th>Part I</th>
<th>Department Name</th>
<th>College</th>
<th>Curriculum and Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>X New Course (Parts II, IV)</td>
<td>Department Name</td>
<td>Curriculum and Instruction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>College</td>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
<td>*Course Prefix &amp; Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td>*Course Title (30 characters)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Program (Part III)</td>
<td>*Program Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Revision (Part III)</td>
<td>MAED in Secondary Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
<td>*(Major ___ , Option ___ ; Minor ___ ; or Certificate ___)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Provide only the information relevant to the proposal.

Proposal Approved by:  
Departmental Committee  10/18/07, 11/15/07, 11/29/07  
Graduate Council*  3/3/08  
Council on Academic Affairs  
College Curriculum Committee  11/6/07, 12/6/07  
Approved  X  Disapproved  03/20/08  
General Education Committee*  NA  
Faculty Senate**  Pending  
Teacher Education Committee*  1/29/08  
Disapproved  X  
Board of Regents**  Pending  
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.)

1) Clean up the catalog copy display
2) Drop the following options: Allied Health (Non-Teaching) and Social Studies: Geography
3) Update specialization courses in the Business Education
4) Update specialization courses and elective course information in the Family and Consumer Science Education option.
5) Update specialization courses in the Social Studies: History option.
6) Update specialization courses in the School Health option.

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

Summer 2008

**A. 3. Effective date of suspended programs for currently enrolled students:** (if applicable)
B. The justification for this action:

1) Electives are listed twice; options should be in ABC order; program total hours are listed in the wrong place; clean up of language.

2) Allied Health is no longer needed by the College of Education as it is a non-teaching option. Social Studies: Geography is no longer a certification area at the state.

3) Deleted courses no longer exist, have changed prefixes, have a changed number, or are no longer viable to the education program. Deleted and added courses have been recommended by program advisor and a faculty member from the College of Business and Technology.

4) Deleted courses no longer exist, have changed prefixes, have a changed number, or are no longer viable to the education program. Deleted and added courses have been recommended by the program advisor and faculty member of the Family and Consumer Science option in the College of Health Sciences. Elective course choice needed clarification.

5) Deleted courses no longer exist, have changed prefixes, have a changed number, or are no longer viable to the education program. Deleted and added courses have been recommended by the program advisor in the Department of Curriculum and Instruction.

6) Deleted courses no longer exist, have changed prefixes, have a changed number, or are no longer viable to the education program. Deleted and added courses have been recommended by the program advisor and faculty member of the School Health option in the College of Health Sciences.

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

Personnel Impact: N/A

Operating Expenses Impact: N/A

Equipment/Physical Facility Needs: N/A

Library Resources: N/A

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

1. For a new program, provide the catalog description as being proposed.

2. For a revised program, provide 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.)

SEE NEXT PAGE
Master of Arts in Education: Secondary Education

Professional Education Core .................................. 15 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPY 869</td>
<td>3</td>
</tr>
<tr>
<td>EPY 839</td>
<td>3</td>
</tr>
<tr>
<td>ELE 810, EMG 810, or ESE 863</td>
<td>3</td>
</tr>
</tbody>
</table>

ELE 810 may be taken in P-12 programs.
EMG 810 may be taken by individuals with middle grade certification.
ESE 863 may be taken by individuals with 5-12 or 8-12 certification.

One course from each of the following lists:
A. ESE 774, EMG 806, EPY 816, or SED 800 .... 3 hours
B. EMS 818, 830, 842, 855, 883, or EPY 854 .... 3 hours

Specialization Options
Courses selected from student’s area(s) of certification.

OPTIONS—The Master of Arts in Education in Secondary Education is offered with the following academic specialization options:

Agriculture Option
Selected from AGR 701*, 770*, 777, 807*, or OHO 807.
*May be retaken to a maximum of 6 hours with advisor approval

Allied Health (Non-teaching) Option
HEA 798, HEA 898. Additional courses selected from HEA or related areas with advisor approval.

Art Option
*May be retaken to a maximum of 9 hours with advisor approval.

Biology Option
BIO 714, 718, 721, 722, 724, 725, 728, 731, 736, 742, 750, 753, 754, 755, 756, 757, 758, 799, 802, 806, 816, 845, 846, 848, 849, 850, others with advisor approval.

Business Education Option
ACC 721, 750, 820, 850, CCT 760, 770, 780, 850, 880, CIS 850, 860, ECO 280, 700, 810, 850, GBU 850, 855, MGT 821, 850, others with advisor approval. You may also select your elective from this list.

Elective: Any course from above list not taken as subject matter requirement; others with prior advisor approval

English Option
At least one course from each of the following areas:

AREA I (ENG 730, 731, 735, 740, 745, 750, 770, 833, 850, 853, 854, 870, 873, 874, 876, 878, 880), others with advisor approval.

AREA II (ENG 702, 710, 715, 720, 725, 800, 804, 807, 808, 809, 810, 825), others with advisor approval.

Students may take Six hours of ENG 805 Writing Project may be used
and use three hours in AREA II (but the remaining three of the six hours can be used as an elective if not used in area II only).

Family and Consumer Science Education Option
Certification in family and consumer science education is for grades 5-12.
Select courses from the following list which emphasize area of certification:
ADM 217, 219, 750, 810
CDF 234, 738, 741, 744, 747, 749, 750
FCS 750, NFA 700, 701, 705, 707, 215, 717, 811, 841

Recommended Electives: ESE 776, 860, 861, 867, others with advisor approval.

Mathematics: Computer Science Option
CSC 812, CSC 831, Two courses selected from the following:
CSC 745, CSC 746, CSC 833, CSC 834, CSC 842, CSC 880.
Electives: Students lacking six hours of high level programming language such as Pascal or “C” must take CSC 730 or an equivalent (this course may be used as an elective).
Students lacking mathematical background adequate for CSC 831 should take CSC 801 (this course may be used as an elective).
Students having the background described above will select 3 hours of electives from Computer Science or other advisor approved options.

Mathematics: Mathematics, Statistics, and Computer Science Option
Select courses from at least three of the following groups, including at least one 800 level course. One course must be at the 800 level. Other courses may be selected with advisor approval.
Group A (MAT 706, 806, 809, 810, 870);
Group B (MAT 740, 750, 815, 850, 856, 870);
Group C (MAT 705, 735, 755, 760, 870, 871);
Group D (CSC 730, 745, 746, 812, 831);
Group E (STA 700, 701, 720, 721, 825).

Music Option
To be selected from the following: MUS 713, 751, 754, 755, 756, 764, 765, 784, 789, 845, 846, 847, 850, 872, 880, 883, 885.

Physical Education Option
Certification in physical education may be K-12.
Select two courses from one category and one course from each of the remaining categories:
Category I (PHE 820, 835, 851, 869 or 875);
Category II (PHE 822, 848, 891);
Category III (PHE 821, 831, 833, 852, 895).

Physical Science: Chemistry, Earth Science, or Physics Option
With advisor approval, student will choose science courses from one science discipline in order to strengthen background in that discipline. At least one course at the 800 level is required.

School Health Option
HEA 800, 810, 875; 6 hours selected from: HEA 790, 792, 793, 294, 804, 795, 807, 855, 880, other options with advisor approval.
Electives: Candidates seeking initial certification in School Health must also complete EME 786 (this course may be used as an elective).

Social Studies: Geography Option
GEO 701 (May be taken for a maximum of six hours credit if topics differ), 753, 755, 756, 797, others with advisor approval.
Social Studies: History Option
HIS 200, 207, 209, 216, 220, 224, 249, 800, 806, 807, 849, 860, 861, 862, 863, 864, 865 others with advisor approval.

Technology Education Option
Certification in technology education in the grades 5-12.
MFG 801, 867, TEC 701, 733, 830, TTE 864, VIT 861, 863, 865 or 888, other options with advisor approval.
INT 801, TEC 801, 867, 830, 833, TTE 861, 863, 864, 865, or 888, other options with advisor approval.

Electives........................................................................................................3 hours

Minimum Program Total TOTAL REQUIREMENTS........................................30 hours
Memorandum of Agreement for Awarding Academic Credit for Non-Collegiate Instruction Between Eastern Kentucky University and Department of Criminal Justice Training

For Criminal Justice Executive Development

I. Purpose

The purpose of this Memorandum of Agreement (MOA) is to describe the conditions under which academic credit will be awarded for non-collegiate instruction and to assign, as appropriate, the responsibilities of the agreement's designated parties.

II. Background and General Information

[Include relevant background as well as any general information about the non-collegiate instruction here.]

Since the inception of the Criminal Justice Executive Development program (CJED) in 1998, EKU has provided the opportunity for students successfully completing the CJED course to request and earn college credit; nine (9) undergraduate hours or three (3) graduate hours. The nine undergraduate hours consisted of three separate courses: CRJ 313 Criminal Justice Ethics (3 credit hours), PLS 315 Police Administration (3 credit hours), and PLS 330 Special Topics (3 credit hours). The graduate level course is CRJ 897 Independent Study (3 credit hours).

The CJED program is a 204 hour, five-week course of instruction structured for small to medium size, law enforcement agency administrators and managers. Purpose is to provide the students with contemporary theories, management techniques, and leadership skills enabling them to perform more effectively as community leaders.

The Kentucky Law Enforcement Council (KLEC) approves the curriculum that includes objectives of all topics taught as well as a schedule and bibliography. Additionally, all presenters in the CJED course are certified by the KLEC as well.

III. Recruitment, Admission, and Advisement of Students

[Indicate who is responsible for recruiting students to apply for credit at Eastern Kentucky University and describe how this recruitment will occur.]

Individuals who wish to receive academic credit at EKU must be admitted to the University based on the normal requirements outlined in the Undergraduate or Graduate Catalog. If they are matriculating as degree-seeking students, prospective students may also need to meet admission requirements for a specific program. Students will be advised by EKU faculty/advisors concerning the process for receiving credit for [name of the non-collegiate experience].

The academic advisor for the College of Justice & Safety (or person responsible for MOA at the College) will recruit students to apply for credit during the first meeting of the CJED class.

During this meeting the College representative will outline the agreement in place specifying that credit will be awarded only to an individual who applies to EKU and is admitted based on normal admission requirements as outlined by the Undergraduate or Graduate Catalog. If the student will be matriculating as a degree-seeking student, they will also have to meet the admission requirements for a specific program.

The student will be advised by the College of Justice & Safety academic advisor (or person responsible for MOA) concerning the process for receiving credit for CJED.
IV. Awarding and Transcripting of Credit

Eastern Kentucky University agrees to accept the [name of the non-collegiate experience] for [insert number of hours] hours of [undergraduate/graduate] credit. [If there is a condition for awarding credit (i.e. earning XX of credits at EKU before transcripting the non-collegiate experience).]

[Describe the mechanism by which EKU has determined the amount and level of credit. The mechanism should include a periodic review of the non-collegiate experience to ensure that the amount and level continue to be appropriate.]

Credit for [non-collegiate experience] will be transcripted as CR with the name of the experience and the number of credit hours. Credit for non-collegiate instruction will not be recorded on student transcripts unless a valid Memorandum of Agreement is in effect.

Eastern Kentucky University agrees to accept Criminal Justice Executive Development program (CJED) for 9 undergraduate hours OR 3 graduate credit hours after the individuals passing completion of the CJED program.

EKU has determined the amount and level of credit by having College of Justice & Safety faculty from the department of Criminal Justice & Police Studies as well as the academic advisor for the College, evaluate the course and topics covered to ensure that material covered is at the appropriate level of credit received and consistent with academic content. The course comparisons have also been evaluated by the College curriculum committee and approved. A three year periodic review will be initiated by the College of Justice & Safety to ensure that content of the CJED program is consistent with the agreement. EKU or CJED may request a review of the credit received at any time to ensure consistency and will notify the other party if curriculum has changed.

Credit for CJED will be transcripted as CR with the name of the experience and number of credit hours. Credit for non-collegiate instruction will not be recorded on student transcripts unless a valid Memorandum of Agreement is in effect.

V. Curriculum and Faculty

[Indicate that the development and delivery of the curriculum as well as the qualifications and hiring of faculty is the responsibility of the partner in this agreement.]

CJED is solely responsible for the development and delivery of the curriculum delivered by the CJED program.

CJED is also responsible for ensuring the qualifications and hiring the faculty that will be delivering their program.

VI. Recordkeeping

An original signed copy of this MOA will be kept in the Academic Affairs Office at Eastern Kentucky University. Copies will be distributed to the Registrar, the appropriate dean and department, and to the Graduate Dean (if applicable).

To execute the awarding of credit for [name of non-collegiate experience], the Office of the Registrar must have a completed Credit for Non-Collegiate Instruction form. This form is initiated by the student.

An original signed copy of this MOA will be kept in the Academic Affairs office at Eastern Kentucky University. Copies of the agreement will be distributed to the Registrar, the Dean of the College of Justice & Safety, Chair of department of Criminal Justice & Police Studies, and to the Graduate Dean.

To execute the awarding of credit for CJED, the Office of the Registrar must have a completed Credit for Non-Collegiate Instruction form. This form is initiated by student.
VII. Terms, Review, Renegotiation, and Review of MOA

A. Terms of the MOA.
[Describe the terms of the MOA, including the period of the agreement and the mechanism for periodic review of the MOA.]

B. Renewal and Renegotiation of the MOA.
[Describe the conditions under which any possible renewal or renegotiation of the agreement would take place. The conditions should, at the very least, include changes in the EKU mission, changes in programs for which the credit could count, changes in federal or state regulations, or changes in policies of the accrediting bodies for the institution. The other party to this agreement may also have conditions for renewal or renegotiation.]

C. Termination of the MOA.
Either Eastern Kentucky University or [name of other party] may terminate this agreement with adequate notice. Adequate notice is defined as providing sufficient time to implement the "affected students" agreement below. Termination of the MOA may occur for any number of reasons but particularly if changes in any of the following make it impossible to continue accepting credit for [name on non-collegiate experience]: EKU's mission, state or federal regulations, accrediting policies/standards.

D. Affected Students Agreement.
In the event that a decision is made to terminate this MOA, every effort will be made to accommodate students so as to minimize the disruption to their academic careers. To the extent possible, students already admitted to EKU or students who have a reasonable expectation of receiving credit for [name of non-collegiate experience] at EKU will be accommodated. When this is not possible, students will be advised by EKU advisors as to their options.

Please see attachment A

The undersigned agree to the terms and conditions set forth in this document.

President (or designee)  
Eastern Kentucky University

Date

Date

Date

This MOA has been reviewed by EKU Counsel

University Counsel  
Eastern Kentucky University

Date

Date

Other Signators (Optional)

Date

Date

Date

EASTERN KENTUCKY UNIVERSITY

Original to Office of Academic Affairs. Copies: 1. Dean 2. Department 3. Graduate Dean (if applicable) 4. Registrar

Document #  Page 3 of 3
Attachment A:

A. This agreement will be considered active upon final approval by the President of Eastern Kentucky University and ??? of CJED. The agreement shall be in effect three calendar years upon approval until the review period for the MOA has been completed. If no changes have been made, the agreement will stand for another three years until a new agreement has been agreed upon by both parties. This agreement will also be retroactive to include CJED classes that were not covered under the old MOA and the current MOA.

B. Renegotiation of this agreement will take place upon any change in curriculum that will affect how credit will be awarded at EKU or by any change in curriculum of CJED. Renegotiations will also take place upon any change in the EKU Mission, changes in programs for which the credit could count, changes in Federal or state regulations, or changes in policies of the accrediting body for EKU or CJED.

C. Either Eastern Kentucky University or CJED may terminate this agreement with adequate notice. Adequate notice is defined as providing sufficient time to implement the "affected students" agreement below. Termination of the MOA may occur for any number of reasons but particularly if changes in any of the following make it impossible to continue accepting credit for the CJED program: EKU's mission, state or federal regulations, and accrediting policies/standards.

D. In the event that a decision is made to terminate this MOA, every effort will be made to accommodate students as to minimize the disruption to their academic careers. To the extent possible, students already admitted to EKU or students who have a reasonable expectation for receiving credit for CJED at EKU will be accommodated. When this is not possible, students will be advised by EKU advisors as to their options.
Executive Committee Report  
David A. Eakin, Chair  
March 24, 2008

Suggested Bulletin Board Language Revision. Mr. Fifer was in attendance to present the proposed bulletin board policy from Student Government. He requested that the policy be placed on the April Senate agenda. The Executive Committee was in agreement that the policy should first be vetted by the University Council before going to the Senate. Senators Frisbie, Shadur and Eakin agreed to work together to create the specific wording for the official notification of the committee’s decision to Mr. Fifer, as SGA President. The SGA workgroup has requested an opinion from our university Counsel.

Posted Item Stamping Guidelines Draft. Mr. Colin Reusch and Mr. Robert Miller were in attendance to introduce the draft policy for the poster stamping guidelines proposed by Student Government. The Executive Committee was also in agreement to have the SGA workgroup request an opinion from the University Counsel before bringing it to the full Senate.

EKU E-Mail Policy Draft. This discussion has been put on the April agenda for Senate.

Syllabus Policy Draft. Dr. Sherry Robinson was in attendance to introduce the proposed syllabus policy draft. In addition, she shared two additional questions pertaining to the syllabus policy for future discussion. Dr. Robinson agreed to formulate a background document on the policy and will forward on to Senator Eakin as soon as possible. The Executive Committee agreed to list the syllabus policy as an informational item on the April Senate agenda. The policy will come back to the Senate at a later date as an action item.

In an effort to avoid miscommunication, the Executive committee agreed to send the syllabus policy draft, future questions for consideration, and the background information, to all Senators prior to our normal mailing of the agenda and attachments. This allows more time for us to share this information with our colleagues prior to the Senate meeting.

Promotion & Tenure Clarifications. Dr. Sherry Robinson presented the promotion and tenure policy with the recommended clarifications. In addition, she shared a list of additional items for future discussion. The Executive Committee agreed to list everything as an informational item for our April meeting. However, in order to avoid confusion, I have chosen to introduce only the clarifications as an action item for our April meeting.

The Executive Committee recommended that a work group should be established to work with Dr. Robinson on all the additional changes prior to them coming to the Executive Committee. Senator Ware suggested that Senator Kristofik should be a
member of this work group. Tom Otieno was also suggested as a possible member. Thus, the additional items for discussion will probably come to the Senate in May as an informational item.

**Grant Writing Seminar.** I would like to call to your attention an announcement posted in *EKU Today*. Sponsored Programs is considering offering a 12-week proposal development course for EKU faculty and staff. The goal of this course will be to provide a collaborative environment of continuous and structured support in which participating faculty and staff will develop grant proposals for submission to external agencies. Participants will meet on a weekly basis for 2 1/2 hours and will benefit from a variety of experiences geared toward enhancing their knowledge of the external funding process. A tentative outline of activities for the course is available on the Sponsored Programs Web site. In order to determine the feasibility of this offering, Sponsored Programs needs to determine how many individuals on campus would be interested in participating. In order for the course to be effective, a minimum of 10 participants will be required. The day and time for weekly meetings will depend on the schedules of those individuals who commit to participation. If you are interested in participating in this experience, contact Tiffany Hamblin at 622.3636.

**Full Senate Minutes Transcription.** Senator Eakin urged the committee to reconsider our decision to disclose parts of our detailed transcriptions of Senate minutes. Two issues that have been voiced include: [1] possible legal ramifications, and [2] faculty becoming uneasy in speaking out knowing that full transcripts may become public domain.
TO: Faculty Senate
FROM: Rodney B. Piercey
DATE: April 7, 2008
RE: April Faculty Senate Report

ACADEMIC AFFAIRS POLICY AND GOVERNANCE:

The following items represent draft policies currently in the review process:

- Policy 4.1.2 (Course Syllabi) has been reviewed for a first reading by the Provost Council, the Council on Academic Affairs and the Executive Committee and is submitted for consideration to the full Senate at the April meeting.

- Policy 4.6.1 (Determination of Qualifications for Teaching Faculty) has been reviewed a second time by the Provost Council and revisions continue to be addressed. Once the Provost Council is finished with its revisions, Policy 4.6.1 will be presented to key stakeholders for review.

- Policy 4.3.4 (Joint Curricular, Collaborative, and Consortial Agreements) has not been worked on since the last report to the Faculty Senate.

- Policy 1.1.1 (Formulation and Adoption of University Policies) continues to be vetted across campus. Comments made at the last Faculty Senate meeting have been noted and we will continue to work on revisions. As soon as it is ready, a revised draft will be re-submitted to Faculty Senate.

All new or revised policies are presented as drafts until they are approved by the Board of Regents.

The recently passed Policy 4.6.4 (Promotion and Tenure) requires some editorial clarifications. These clarifications were presented to the Executive Committee and will be presented to Faculty Senate at the April meeting. Pending recommendation, the clarifications and the revised policy will be published to the academic community.

The Office of Academic Affairs continues to work with the Executive Committee to establish a process by which existing policy can be reviewed.

ENROLLMENT MANAGEMENT:

Total enrollment has increased 8.1% since fall 2000. During this time period enrollment has fluctuated, showing the largest one-year increase (4.6%) between 2002 and 2003 and the largest one-year decrease (3.5%) between 2000 and 2001. Since last year, enrollment has slightly increased by 0.5% to 15,839 students.

In comparison to this time last year, EKU’s applications and admitted numbers are up 2% and 9%, respectively (as of March 31, 2008). Tuition rates for 2008 – 2009 will be a determining factor in the degree of success in converting admits to enrollment. As of the end of March, the 2008 spring enrollment is 2.1% greater than for 2007.
The current retention rate of first-time freshmen is 62.3%, a decrease of 2.4% since fall 2001 and a decrease of 2.8% since last year. Retention rates remained steady until fall 2005, when they increased 2.4% to 66.1%; however, since then, retention rates have consistently decreased.

While recruiting has received most of the scrutiny, retention requires equal, if not greater, attention in efforts to increase enrollment.

**GRADUATE EDUCATION AND RESEARCH:**

**Graduate Council:**

The next meeting of the Graduate Council will be on April 7. Agenda items include the continuation of the review of revised recommendations for graduate faculty status. Members of the Faculty Senate are encouraged to contact representatives on the Graduate Council or the Graduate School for additional information on the proposed recommendations.

**Graduate Recruiting:**

The Graduate School will be conducting follow up meetings with graduate program coordinators for each of the colleges to assist in the development and provide support for graduate recruiting. Please contact Dr. Jaleh Rezaie for more information

**Sponsored Programs Policies Update:**

A working group chaired by Executive Vice President Moberly has been reviewing the proposed policies for sponsored programs administration. Final recommendations are expected at the end of the month. Faculty senators serving on the committee are Guenter Schuster, Karen Petronio, and Malcolm Frisbie.

**HONORS PROGRAM:**

The Honors Program will be holding its senior thesis presentation event April 10-12. Fifty-eight seniors will make presentations this semester. Presentations will be held in the Kennamer and Jaggers Rooms of the Powell Building. A banquet will be held in the Keen Johnson Ballroom on April 11th featuring special speaker Dr. Bonnie Gray on *Musings of an Almost Retired Honors Program Director*.

**INSTITUTIONAL EFFECTIVENESS:**

**Strategic Planning and Program Review:**

A work group chaired by Dr. E. J. Keeley has been formed to rework the Program Review process to make it more effective and more user-friendly. The work group is currently looking at the purpose of program review in order to design an innovative streamlined model for future EKU Program Reviews. Dr. Keeley is working with University groups to develop strategic plans for EKU’s Child Care Center and Powell Student Center. Stacey Street continues to provide training for the new TracDat upgrade. The KPI Revision subcommittee is reexamining the University KPIs and working to streamline and reduce redundancy where possible. Dr. Keeley is participating in the Web Marketing work group which provides guidance for EKU’s Web presence and marketing with respect to our potential and present student population. We seek to position EKU on the cutting edge in presenting ourselves to students.
QEP:
The QEP Advisory Board discussed receipt of a letter from SACS reminding the University that an impact report on the QEP would be due in four years. Dr. E. J. Keeley is a member of the QEP search committee which has started an internal search for the QEP Director position. A total of seven senior level classes (400 & 500 level) have been administered the CAT test. There are 10 more classes signed up to have the CAT test given by the end of the semester. The current goal is to have 5% of the senior population take the CAT test. Michele Goltz has met with all the QEP program initiatives except for the Studio for Academic Creativity (due to building issues). Most of the programs will be starting in the fall 2008 with the exceptions of one that is already in progress, one that will start spring 2009, and the Studio. All programs seem to have a good handle on their assessment plan. Spring 2008 assessment data from the CACTUS program will be available by the beginning of the fall 2008 semester. The first-year-program (GSD 101) is steadily revising the assessment plan for program-level assessment. Data from this program will also be used for university assessment of incoming freshmen on critical thinking skills. Stacey Street has worked with Somerset Community College on planning for their QEP preparations.

State Compliance and University Accreditations:
The Department of Nursing had their ADN program accreditation site visit, in which OIE participated. OIE is working with the College of Education on implementation of the new Ed.D. (Program Assessment). EKU will have a SACS visit next year in conjunction with the launch of the Ed.D program. The SACS on-site visit to review the Ed.D. will occur within six months of the implementation of the program.

Assessment:
IR and IE collaborated with members of UAC Subcommittee Three in preparing their reviews on course-completion and grade-distribution studies and non-returning student surveys as a means of university-wide assessment. The Assessment Exemplar was held March 27th. We have provided consultations to First Year Programs and the Honors Program on their assessment goals, objectives and assessment measures. The NSSE is currently being administered on campus and we have worked to increase participation through marketing efforts. Stacey Street attended the Texas A&M Assessment Conference in February to learn more about and share best practices in assessment.

INSTITUTIONAL RESEARCH:
During March, Institutional Research completed the Factbook (which is now posted on the web - printed copies will be finished soon). OIR also completed the data submission for the Consortium for Student Retention Data Exchange, as well as IPEDS Graduation Rates. IR completed two external surveys and is currently working on 10 internal surveys (including the HR Survey, Diversity Survey, Education Advising Survey, Alumni Surveys, etc). We also consulted on planning the summer session survey schedule. We finalized and distributed the fall 2007 IDEA reports and have begun distributing IDEA materials for spring 2008. IR also completed 16 ad hoc data requests.
At the Senate meeting of March 3, following Provost Piercey request, the Faculty Senates Budget Committee elicited input from senators and their constituencies to help set priorities in case the possible cuts to Eastern Operating Budget were less than the 12% worse case scenario.

In view of the current proposed cuts of 3% of our State Appropriations (as per President Whitlock e-mail of April 1) further discussion on these priorities seem very appropriate.

The faculty was asked to consider the areas listed below to provide input and feedback to the Faculty Senate Budget Committee and to the Provost. These areas were not the only one to consider, and others could be (and were) added.

New faculty/staff lines
New/expanded student services
Student recruitment
Equity adjustments for faculty/staff
Equipment
Operating money
Across the board compensation increase
Merit compensation increase
Technology refresh/enhancements
Professional development for faculty/staff
Capital expansion debt service
Etc.

The committee met on April 2, and discussed the preliminary result obtained. Respondents were a mixture of individual faculty voicing the opinion and senators representing the view of their respective departments, totaling approximately 100 Faculty. The priorities were given a decreasing value (13 to 1) according to their ranking (Highest ranking is 13 and lowest is 1). These results are by no means exhaustive, but should be the starting point of further discussion of what are the priorities of the faculty at large. These are the preliminary results obtained.

<table>
<thead>
<tr>
<th>Scores</th>
<th>(Value of ranking x frequency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Living Adjustment</td>
<td>925</td>
</tr>
<tr>
<td>Keeping existing faculty lines</td>
<td>773</td>
</tr>
<tr>
<td>Operating Money</td>
<td>655</td>
</tr>
<tr>
<td>Merit Pay Increase</td>
<td>644</td>
</tr>
<tr>
<td>Technology enhancements, equipment</td>
<td>448</td>
</tr>
<tr>
<td>Professional development for Faculty</td>
<td>406</td>
</tr>
<tr>
<td>Equity Adjustments for Faculty</td>
<td>244</td>
</tr>
<tr>
<td>Student recruitment</td>
<td>237</td>
</tr>
<tr>
<td>New Faculty Lines</td>
<td>137</td>
</tr>
<tr>
<td>Capital expansion</td>
<td>104</td>
</tr>
<tr>
<td>More office space for Faculty sharing offices</td>
<td>20</td>
</tr>
<tr>
<td>Student services</td>
<td>4</td>
</tr>
<tr>
<td>More Part-time instructors</td>
<td>1</td>
</tr>
</tbody>
</table>

Report presented to the Faculty Senate meeting of April 7, 2008
<table>
<thead>
<tr>
<th>Value</th>
<th>Individual Faculty</th>
<th>Individual Faculty</th>
<th>Individual Faculty</th>
<th>Individual Faculty</th>
<th>Individual Faculty</th>
<th>Individual Faculty</th>
<th>Individual Faculty</th>
<th>Individual Faculty</th>
<th>Individual Faculty</th>
<th>Individual Faculty</th>
<th>Individual Faculty</th>
<th>Anthropology, Sociology and Social Work (23)</th>
<th>History (18)</th>
<th>Occupational Therapy (21)</th>
<th>Biological Sciences (8)</th>
<th>Physics (7)</th>
<th>Score (Value of ranking x frequency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Operating Money</td>
<td>Equity adjustments for faculty</td>
<td>Keeping existing faculty lines</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money or Equipment or Technology</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
</tr>
<tr>
<td>12</td>
<td>Across the board compensation increase</td>
<td>New faculty/staff lines</td>
<td>Across the board compensation increase</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money or Equipment or Technology</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
</tr>
<tr>
<td>11</td>
<td>New faculty/staff lines</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Equity adjustments for faculty and staff</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money or Equipment or Technology</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
</tr>
<tr>
<td>10</td>
<td>Equity adjustments for faculty/staff</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money or Equipment or Technology</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
</tr>
<tr>
<td>9</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money or Equipment or Technology</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
<td>Operating money</td>
</tr>
<tr>
<td>8</td>
<td>Equipment</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
<td>Professional development</td>
</tr>
<tr>
<td>7</td>
<td>Student recruitment</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
</tr>
<tr>
<td>6</td>
<td>Merit compensation</td>
<td>Capital expansion</td>
<td>Capital expansion</td>
<td>Capital expansion</td>
<td>Capital expansion</td>
<td>Capital expansion</td>
<td>Capital expansion</td>
<td>Capital expansion</td>
<td>Capital expansion</td>
<td>Capital expansion</td>
<td>Capital expansion</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
</tr>
<tr>
<td>5</td>
<td>Professional development for faculty/staff</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
</tr>
<tr>
<td>4</td>
<td>Professional development for faculty/staff</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
</tr>
<tr>
<td>3</td>
<td>Professional development for faculty/staff</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
</tr>
<tr>
<td>2</td>
<td>Capital expansion</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
</tr>
<tr>
<td>1</td>
<td>Professional development for faculty/staff</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Debt service</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
<td>Merit compensation</td>
</tr>
</tbody>
</table>
One of the charges of the Faculty Senate Welfare Committee this year is a discussion of the philosophy and reality of shared governance at Eastern. The Faculty Welfare Committee would like to begin a discussion about shared governance within the professoriate and the EKU community during this year. At this time in the country, there is a concern about the business model of governance that is being promoted in academic institutions. This model of governance is a top down decision making model in which there is either no shared governance or very little among faculty, staff, and administration.

In an AAUP document that described a study of Indicators of Sound Governance: [http://www.aaup.org/AAUP/protect/legal/topics/legal-govern.htm?PF=1](http://www.aaup.org/AAUP/protect/legal/topics/legal-govern.htm?PF=1) shared governance is discussed and a survey of universities is described. The survey defines 3 models of shared governance on page 19.

The “fully collaborative decision making” model is one in which faculty and administration make decisions jointly and consensus is the goal. The “consultative decision making” model is one in which faculty’s advice and opinion is sought yet authority is with the senior administration and board of trustees. Information sharing and discussion are the goals instead of joint decision making. The “distributed decision-making” model is one in which specific groups make decisions in areas in which they have primacy.

We would like to recommend these documents: [http://www.aaup.org/AAUP/pubsres/policydocs/contents/governancestatement.htm?PF=1](http://www.aaup.org/AAUP/pubsres/policydocs/contents/governancestatement.htm?PF=1)

```
AAUP link
http://www.aaup.org

“Shared Governance”
http://www.aft.org/topics/shared-governance
```

The Faculty Senate Welfare Committee recommends that each department begin the discussion of shared governance within their unit. We hope that faculty will become engaged in a discussion that is important to all of us during this time of change within the university. This discussion is especially important in light of academic administrative decisions in which faculty had little to no role in the decisions.

We would like to begin this discussion now by asking two questions of faculty:

1. What does faculty think about shared governance at Eastern at this time?
2. What shared governance model, principles, and elements does faculty want at Eastern?
My Fellow Senators,

The following report is based upon meetings with Karen Pettit, the Colonel 1 Card Office Supervisor, a meeting held March 19, 2008 with President Whitlock, representatives of Higher One, and other university members, and a review of the RFP and contract between EKU and Higher One.

**Impetus for Project:**
The impetus for the project is both to cut administrative costs and to improve student services. In short, EKU wants to "get out of the banking business". Cutting checks for students is very expensive and therefore the University started to look for a way to outsource this function. It is unclear how much the University will be saving through outsourcing, but the cost associated with cutting checks to students is significant. EKU would also like to get students their residual financial aid funds more promptly and not in paper check form.

**History of Project:**
EKU sent out a RFP last year and got proposals from several banks and financial institutions. The University chose Higher One because, among other factors, it would not be offering the students credit as part of their services. Higher One is held by Frost Bank. Higher One works solely with higher education to provide student financial services. During the RFP process, Higher One reported having 66 university clients and $2 billion in disbursements to date.

**Summary of Project Once Implemented:**
As currently planned, all students will be given Colonel 1 Cards as an identification card. These cards will be required for the library, gym, and anywhere else on campus that requires university ID. In addition to serving an ID function, the card will also have a Mastercard Debit Logo and a Higher One Logo. These two corporate logos are prominently displayed on the card along with the EKU logo and the new EKU Colonel logo. To start issuing the cards, Higher One will be given a database which will include student name, abbreviated birth date, photo, EKU ID number, and campus mailing address.

Faculty and staff will not receive Colonel 1 Cards, but they will need to receive new ID cards due to technical difficulties associated with using new card readers. It is not clear yet what design will be on the faculty and staff ID cards; however, there will be no Mastercard Debit Logo or Higher One Logo on the card. The card will have no other functions than current campus ID cards have.

Higher One will oversee distribution of student financial aid reimbursements and perhaps other student funds. Students have three choices on how to receive funds: (1) placed on Colonel 1 Card within 24 hours, (2) transferred to own bank account within 24-72 hours, or (3) cut a personal check within 3-5 days. Depending upon how quickly a bank processes transfers, it may be no faster to use the Colonel 1 Card than direct depositing to a local bank.

Higher One will also offer banking services for students. Any funds placed on the Colonel 1 Card can be accessed through one of three ATM's on EKU campuses (1 on main campus, 1 near Stratton, and 1 on Corbin campus). If students use any other ATM to access their money, they will be charged $2 by Higher One and additional fees from the other bank's ATM. If ATM's on campus are not functioning properly, students will have transaction fees from Higher One waived. There is no overdraft protection or other type of credit extended to students.

Students can have their checking through Higher One. When I originally asked about terms of these checking accounts, I was unable to obtain this information. However, upon further investigation, it appears that the checking account has comparable terms and fees to other local banks. The "goal" of the checking account is touted to "be free". Terms relating to account inactivity are similar to those of other banks. Higher One also sends notices to students via e-mail prior to charging inactivity fees. Higher One will not offer any savings accounts to students or other financial opportunities offered through full-service banks. Higher One will also not have
any physical bank representatives on campus. If students have questions about their account, they must visit the website or call the toll-free number. Higher One, however, will offer all students a checking account regardless of credit history or bankruptcy status.

Documentation regarding consequences of loss or theft of the card is conflicting. While some documentation claims that students will be liable for $50 if they report the theft or loss within 2 days and liable for $500 if they report loss or theft after 2 days, other documentation associated with the Higher One references zero liability. The contract between EKU and Higher One states that “Higher One accepts all responsibility related to the DDA including fraudulent use of the card by persons other than the User.” Representatives of Higher One also assured university representatives that the company believed that “students have no capability of absorbing financial loss” and thus any fraudulent use or loss was covered. For further information on liability issues, please visit http://www.mastercard.com/general/zero_liability.html.

Contract Terms
The contract between Higher One and EKU begins on March 31, 2008. Some pertinent terms are as follows: The original term of the contract is one year. The contract includes four one-year automatic extensions which require 120 days notice for cancellation. There are penalties involved in EKU failing to fulfill the initial terms of the contract, including $50,000 in liquidated damages. EKU has agreed to allow Higher One to use the EKU logos on ATM cards and checks. EKU has also agreed to work with Higher One on mutually-approved marketing materials for the Colonel 1 Card. If EKU wishes to have a customized website related to the Colonel 1 Card, additional funds will be required. Higher One agrees to provide the following additional services through the Colonel 1 Card: electronic tuition checks, employee reimbursement, electronic bill pay, payroll, and alumni products. EKU will be charged the following fees: $2.50/disbursement by check (this is capped at 33% of all disbursements), $5.00/check reversal, $20.00/card replacement, and 1% for on-campus spending accounts. Higher One is required to mark all materials as “confidential” and use “reasonable care” when dealing with confidential information. Higher One may disclose confidential information to subcontractors and vendors on a need-to-know basis. Higher One will be responsible if such subcontractors of vendors disclose confidential information or fail to fulfill responsibilities. Higher One is also required to provide free financial education programs to students upon request and may provide NO credit or overdraft protection to students.

Personal Concerns and Thoughts:
As I have explained before, I approach this project as both an educator and a victim of identity theft. While some of my concerns related to the project have been alleviated, I continue to be wary. Higher One wishes to present itself as a “student friendly” bank. Higher One representatives tout that they “bank to the unbankable.” They also claim that they try to give students the benefit of the doubt when charging banking fees and the like. It could be that Higher One provides students an excellent option in banking, especially for those students that cannot qualify for checking accounts from other local banks. However, given the special status EKU grants Higher One, the institution could also take advantage of students. In short, Higher One could be either a benefit or a detriment to the EKU Community.

I would suggest that Senate discuss options for addressing the following issues surrounding the Higher One project: (1) Development of an assessment tool to determine student satisfaction with the Colonel 1 Card and associated checking accounts. This could be done in cooperation with Student Senate. The results of such assessment should be reviewed annually and in time for EKU administration to consider whether to extend the Higher One contract another year. (2) Implementation of appropriate financial education programs for incoming students that directly address the Colonel 1 Card and other banking options. While Higher One offers such programs for students as part of its contract with EKU, I believe that faculty should develop such educational programs in conjunction with the appropriate student services offices. (3) Assignment of a Faculty Senate Committee to review reports on the relationship of Higher One to EKU, including the cost-savings EKU enjoys as part of the relationship and any changes in the
scope relationship. This committee should also review any breaches of confidential information or other problems that arise relating to the relationship.

I apologize that I cannot attend Senate to present this report. I am traveling with the EKU Mock Trial Team to the Gold-Level National Tournament in Minneapolis. If you have any further questions or concerns, please feel free to contact me.

Sincerely,
Senator Noblitt
Department of Government
Fall 2008
School begins: 08-25-08 (Mon.)
Holiday: 09-01-07 (labor day)
Fall Break/Election: 11-03-08 - 11-04-08 (Mon. - Tues.)
Thanksgiving: 11-25-08 (Tues. @ 9pm) - 11-28-08)
Finals begin: 12-15-08 (Mon.)
Finals end: 12-20-08 (Sat.)

Spring 2009
School begins: 01-12-09 (Mon.)
Holiday: 01-19-09 (Martin Luther King)
Spring Break: 03-09-09 - 03-13-09
Finals begin: 05-04-09 (Mon.)
Finals end: 05-09-09 (Sat.)

2008-2009 Monday Meeting Dates @ 3:30 p.m.

EXECUTIVE COMMITTEE
August 25 (school begins)
September 22
October 20
November 17
December 15
January 26 (01-19-09 is holiday)
February 16
March 23
April 20

2008-2009 Monday Meeting Dates @ 3:30 p.m.

FACULTY SENATE
September 15 (09-01-08 is holiday) &
[Sorority recruitment booked ALL of Keen Johnson from 4th - 9th]
October 6
November 10 (11-03-08 is fall break)
December 1
January 12 (school begins)
February 2
March 2
April 6
May 4 (first day of finals)