



FACULTY SENATE: YOUR VOICE OF REASON!

Every department is entitled to be heard, are *you* the voice of many?



Take an assertive role & nominate!

This document contains information concerning all areas of nomination; At-Large, the Peer Review Committees, Complaint Advisory Committee & Financial Exigency. We have provided the definitions to all groups in accordance to the Faculty Senate Constitution & the Faculty Handbook. Vacancies in these committees are addressed & the presences of those graciously serving presently are displayed. Please take this information in consideration. These committees affect NKU faculty, the importance of your service is undeniable. Faculty Senate is requesting you to take an active role in your university governance. Be involved in the changes and reflect your involvement in the decisions that affect your workplace. Nominate to represent the voice, opinions and advice on behalf of your colleagues.

Intellectuals solve problems, geniuses prevent them.

~ Albert Einstein

What does the Faculty Senate do?

In Accordance to the Faculty handbook:

CONSTITUTION OF THE FACULTY SENATE

ARTICLE I. FUNCTIONS AND PURPOSES

- A. The Faculty Senate is the official representative body of the General Faculty of Northern Kentucky University.
- B. The purposes of the Faculty Senate are to:
 - 1) Provide a forum for the faculty to propose policy or to discuss all matters relating to the well being of the University.
 - 2) Allow the faculty to participate effectively in the enactment of university policies.
 - 3) Provide efficient channels for the faculty to meet its obligations in implementing policies adopted by the Faculty Senate.
 - 4) Conduct studies deemed essential to the progress of the University.
 - 5) Evaluate university policies, programs, and practices and recommend such improvements as seem warranted.
- C. As the representative of the General Faculty the Senate will be a counselor to the University president in those matters of traditional faculty concern. When the University president disagrees with a recommendation of the senate, he/she may request the senate to reconsider its decision at its next regular meeting or at a special meeting called for that purpose. The University president or his/her designee will provide the Senate with the reasons for his/her disagreement. The senate will reconsider its decision, giving due weight to the University president's reasons. If the Senate and University president cannot agree, the University president, at the request of the Senate, will report the Senate's views to the Board of Regents.

ARTICLE II. POWERS

- A. The General Faculty in meeting assembled has all powers necessary to implement the functions enumerated in ARTICLE I.
- B. All powers of the General Faculty are exercised through the Faculty Senate, except as limited by ARTICLE VIII, B and H.

ARTICLE III. MEMBERSHIP

- A. The general faculty shall consist of all tenured, tenure-track, and "full-time, non-tenure track renewable" faculty members holding rank of lecturer or instructor or higher.
- B. For the purpose of election to, and service on, the Faculty Senate. Faculty is defined as full time teaching and research members of the General Faculty who spend 25% or less of their time in an administrative appointment and who have held a faculty appointment for at least one academic year before assuming a Senate seat.
- C. All questions of eligibility for the senate membership will be resolved by the Executive Committee of the Faculty Senate.

ARTICLE IV. SELECTION OF MEMBERS

A. All members of the General Faculty are eligible to vote in Faculty Senate elections.

B. Members of the Faculty Senate shall be elected as follows:

1) The Senate consists of representatives from each department and at-large representatives of the colleges and schools. (In further descriptions, any reference to *college* shall also refer to *school*.) For election purposes, University Programs, which are in the office of the Provost or his/her designee, will be considered a department not affiliated with a college or school. The Steely Library faculty shall be given the same status as a college for voting purposes. The College of Law, including the Law Library, shall be considered an academic college. It will be entitled to one Senator plus additional Senators as determined by the Executive Committee. Any Professional Colleges which may be added to the University in the future will be treated in a similar fashion.

2) The number of at-large Senators from each college shall be proportional to the total faculty as determined by the Executive Committee by September 15th of each year based on the Fall Semester faculty roster. For purposes of calculating numbers of Senators, only faculty eligible to vote for Senators shall be counted. Department Senators will make up 2/3 of the Senate and will be seated immediately upon the formation of a new academic department for their specified term of office. The total number of at-large Senators will be adjusted to make-up 1/3 of the Senate and will be elected in the normal elections cycle. Deviations from the 2/3 department, 1/3 at-large representational ratio will be corrected through the normal elections cycle.

3) Within each college, every department elects one Senator. Eligible colleges elect additional Senators to fill out their allocations of at-large Senators. University Programs collectively elects one Senator.

4) All Senators shall serve for two-year terms, with approximately one-half being elected each year. The term of office shall run from July 1st through June 30th.

5) Election of faculty Senators other than those elected by departments shall be presided over by the Elections Committee of the Faculty Senate.

6) By no later than the tenth week of the fall semester, those departments whose Senator's term will expire on June 30th shall elect, from those not already elected to the Faculty Senate, a representative from among their faculty.

7) By no later than the twelfth week of the fall semester, the Elections Committee shall provide all eligible faculty members with ballots listing those faculty members within their college who, in writing, have consented to stand for election to the Faculty Senate. Each eligible faculty member may vote for as many candidates as there are available seats in his/her college. The Elections Committee shall tabulate the ballots and submit the results to the Faculty Senate by the December meeting of the Faculty Senate.

8) All newly elected representatives shall assume office on July 1st

9)

a) Vacancies in department shall be filled by a vote of their respective faculty. Notification of the results shall be made in writing to the president of the Faculty Senate.

b) Vacancies in at-large positions shall be filled from the election results of the most recent election in that respective college. In case of a tie the selecting shall be by a coin flip conducted by the Chair of the Elections Committee in the presence of the tied candidates. If no candidates are available from that college then the position shall remain vacant until the next election.

c) Temporary vacancies shall be filled by alternate

**CALL FOR
AT LARGE SENATORS**

Two Year Term: 1 July 2010 to 30 June, 2012

Based upon the apportionment and the expiration of the terms of some of the current at-large college senators, the following vacancies need to be filled at this time for the 1 July 2010 to 30 June 2012 term.

College of Arts & Sciences— 4 Senators to be elected

College of Informatics— 2 Senators to be elected

Chase College of Law—1 Senator to be elected

Education & Health Services -- 2 Senators to be elected

Health Professions--- 1 Senator to be elected

The current call is for nominations for these at-large college positions. Nominees may **be nominated by any full-time faculty member in any college**; however, **voting on the nominee is restricted to tenured/tenure track members and full-time renewable faculty of the nominee's college**. To be eligible to serve on the Faculty Senate, a faculty member must be full-time tenured or tenure-track faculty who has held a faculty appointment for at least one academic year before assuming a senate seat and who spends 25% of the time or less in an administrative appointment, or full-time non-tenured track renewable faculty.

According to the Faculty Senate Constitution, nominees must give consent in writing that they are willing to run for Faculty Senate. To nominate a candidate, complete the form below and return to the Faculty Senate Office AC 105 by Friday, November 20, 2009. Feel free to nominate yourself. The general election will be held from 4:30 PM, November 23th, 2009 to 4:30, December 4, 2009.

2009 At Large Senators ~ terms expiring

At Large Senators & Alternates ~ two year term: 2010 - 2012

A&S

Senator	Department of A&S	Term Ending	Alternate
Jim Thomas	Psychology	2010	Vacant
K.C. Russell	Chemistry	2010	Vacant
Scott Nutter	Physics & Geology	2010	Vacant
*New Vacancy	Seat added due to department's %	2012	Vacant

Business

Senator	Department of Business	Term	Alternate
Duke Thompson	Economics & Finance	2011 (Unable to finish term)	Vacant

Education & Health Services

Senator	Department of Education & Health Services	Term Ending	Alternate
Karen Tapp	Social Work	2010	Vacant
Kevin Besnoy	Teacher Education & School	2010	Vacant

Chase Law

Senator	
vacancy	Alternate~Vacant

Health Professions

Adele Dean	Nursing	2010	Alternate ~ Vacant
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Informatics

Senator	Department of Informatics	Term Ending	Alternate
Jacqueline McNally	Communication	2010	Vacant

What does the Complaint Advisory Committee do?

In Accordance to the Faculty handbook:

XV. GRIEVANCES

C. COMPLAINT PROCESS

The following process will apply to all complaints other than those heard by the peer review committees and those not covered elsewhere in this Handbook.

1. PROCESS APPLICABILITY

A faculty member initiates the complaint process when a concern can no longer be resolved through informal discussion and is not governed by the peer review process.

2. COMPLAINT PROCESS PRECEDURE

The faculty member addresses the complaint in writing to his/her department chair, with copies to the appropriate dean and the Provost. The complaint should identify clearly the nature of the concern and record any earlier attempts to resolve the complaint through discussion.

If the matter remains unresolved at the chair's level, the faculty member may address the complaint in writing to the appropriate dean with copies to the Provost and the department chair.

If the matter remains unresolved at the dean's level, the faculty member may address the complaint in writing to the Provost with copies to the department chair and the dean.

The Provost or Associate Provost will provide oversight throughout the complaint process and will ensure that careful consideration is given to the complaint at every level without prejudice to the complainant.

The department chair, the dean, and the Provost are required to respond to the complainant in writing.

3. ADVISORY COMMITTEE

Each college shall elect one at-large member to serve on the Advisory Committee. The members shall serve staggered two-year terms. This election will be conducted by the Faculty Senate at the time of other Faculty Senate elections. Members of the Advisory Committee will be full-time tenured faculty.

The vice president of the Faculty Senate shall be responsible for calling the first meeting of the committee, which will then choose a chair from among its elected members. The vice president of the Senate will also act as an alternate member of the Advisory Committee should one be needed because of illness or conflict of interest. The Advisory Committee may be called on to review any complaint and make recommendations to either the department chair or the dean during the procedure outlined in Section C.2., above. If the complaint is addressed in writing to the Provost, the Provost is required to consult the Advisory Committee, which will then make recommendations in writing to the Provost for resolution of the complaint. The complainant shall also receive a copy of the Advisory Committee's recommendations.

A member of the Advisory Committee may not hear a complaint if he/she is from the same department as the complainant. In this event, the vice president of the Faculty Senate will serve as alternate.

More information concerning the Complaint Advisory Committee & how it affects you may be found in the Faculty Handbook located on the Faculty Senate website:

[http://facultysenate.nku.edu/docs/Working_Master_Faculty_Handbook-06 - Final.pdf](http://facultysenate.nku.edu/docs/Working_Master_Faculty_Handbook-06_-_Final.pdf)

CALL FOR NOMINATIONS FOR

COMPLAINT PROCESS ADVISORY COMMITTEE

Two Year Term: 1 July 2010 to 30 June, 2012

One of the sections of our Faculty Handbook adopted in 1994 established a complaint process by which complaints other than those heard by the peer review committees can be resolved. (See Part One, Section XV.C., Faculty Policies and Procedures Handbook.) The committee consists of one at-large, tenured, full-time faculty member **from each college** elected by her/his peers. The term of office is two years, 1 July 2010 to 30 June 2012. Nominees may **be nominated by any full-time faculty member in any college**; however, **voting on the nominee is restricted to tenured/tenure track members and full-time renewable faculty of the nominee's college.**

According to the Faculty Senate Constitution, nominees must give consent in writing that they are willing to run for Faculty Senate. To nominate a candidate, complete the form below and return to the Faculty Senate Office by Friday, November 20, 2009. Feel free to nominate yourself. The general election will be held from 12:00 PM, November 23, 2009 to 4:30 PM, December 4, 2009.

WE NEED REPRESENTATIVES FOR COMPLAINT PROCESS ADVISORY COMMITTEE FROM THESE COLLEGES:

- College of Business _____
- Chase College of Law _____
- College of Education & Human Services _____

Complaint Process Advisory Committee:

The committee consists of one at-large, tenured, full-time faculty member **from each college** elected by her/his peers.

Those needing absolute representations are:

College of Education, College of Business, & Chase Law . The Faculty Senate request alternative committee members to serve in case of the absolute representatives are unable to fulfill their responsibilities.

Colleges	2 Year Term	Alternates
College of Education	Vacant	Vacant
College of Arts & Sciences	Morteza Sadet	Wayne Bresser
College of Business	Vacant	Vacant
College of Chase Law	Vacant	Vacant
College of Informatics	Yasue Kuwahara	Vacant
College of Health Profession	Lisa MacQueen	Vacant
Steely Library	Nancy Campbell	Vacant

What do the Peer Review Committees do?

In Accordance to the Faculty handbook:

XV. GRIEVANCES

A. DEFINITION

For the purposes of this Handbook, there are two categories of grievances:

1. major issues concerning a faculty member's professional appointment that are heard by the peer review committees (Section XV. B., below), and
2. all others (see Section XV. C., below, Complaint Process).

B. PEER REVIEW PROCESS

The Peer Review Process is confidential except as agreed to by the grievant faculty member and the University, through its appointed representatives, or as provided herein, or as may be required in a court of law.

1. MATTERS SUBJECT TO PEER REVIEW

Only the following matters, all of which affect a faculty member's professional employment at the University, may be appealed to or heard by the Peer Review Process:

- a. denial of reappointment, promotion or tenure;
- b. cases involving alleged illegal discrimination, except for cases of alleged sexual discrimination which are covered in Part Two, Section IX, Sexual Harassment/ Gender Discrimination, of this Handbook;
- c. cases involving alleged violation of professional ethics and responsibilities, as set forth in Part Two, Section II, Professional Ethics and Responsibilities, in this Handbook;
- d. termination for medical reasons, as set forth in Part One, Section XI. F., Termination for Medical Reasons, in this Handbook;
- e. program reduction and faculty reassignment, as set forth in Part One, Section XI. G. in this Handbook;
- f. termination for cause, as set forth in Part One, Section XI. J., Termination For Cause, in this Handbook; and
- g. cases involving disagreement with a post-tenure review development plan, as set forth in Part One, Section X. F. 4. in this Handbook

The Peer Review Process will deal with appeals and grievances of matters listed above only for persons who receive a faculty contract; no person who receives an administrative contract (e.g. director, dean, associate provost, vice president) may utilize the Peer Review Process.

Section XV (C), Complaint Process, applies to all other complaints, grievances and appeals by faculty members.

2. COMPOSITION OF PEER REVIEW COMMITTEES

- a. There shall be two peer review committees. The Peer Review Advisory Committee shall consist of five members and five alternate members. The Peer Review Hearing Committee shall consist of five members and five alternate members. In the event that there is an insufficient number of alternate members as to any case, alternate members of the other Peer Review Committee may serve, provided that no person may serve on both the Peer Review Advisory Committee and the Peer Review Hearing Committee on any one case. If it is necessary, and to constitute a full committee, the Faculty Senate Executive Committee shall appoint persons to serve on these committees. Committee membership is for two-year terms beginning on a January 1 and ending after December 31 two years later, provided that committee membership shall continue in the event that no replacement member(s) have been elected, and no member shall be removed from a Committee until the conclusion of a proceeding which has already begun.
- b. The members of the Peer Review Committees will be elected at large by the full-time faculty of the University eligible to vote for Faculty Senators. The election shall be conducted by the Faculty Senate Elections Committee. Nominations shall be sought from all full-time faculty eligible to vote for Faculty Senators.
- c. Members of the Peer Review Committees must be tenured full-time faculty. They shall serve staggered four-year terms (1 July to 30 June) to provide continuity of membership. The alternates will serve two-year terms (1 July to June 30).
- d. Elections will be held according to the schedule of elections developed by the Elections Committee of the Faculty Senate. Members shall be elected by frequency of votes. In event of a tie, the matter will be settled by the Elections Committee, with the advice and consent of the affected individuals and the President of the Faculty Senate. Membership on the Peer Review Committees should be from a broad representation of the University faculty; therefore no Department will be represented by more than one faculty member on each Committee.
- e. Each committee will elect a chair who shall serve for one year.
- f. No member of either Peer Review Committee shall serve in the appeal or review of any matter arising from the department(s) of his/her appointment, in any case in which the member participated in any prior to referral to the Peer Review Committee on which the member participates, nor in any matter in which the member may legitimately be called as a witness. It is the responsibility of committee members to exclude themselves from participating on a committee in any proceeding in which they have any other conflict of interest.

More information concerning the Peer Review Committees & how they affect you may be found in the Faculty Handbook located on the Faculty Senate website:

http://facultysenate.nku.edu/docs/Working_Master_Faculty_Handbook-06_-_Final.pdf

CALL FOR NOMINATIONS FOR

THE PEER REVIEW COMMITTEES ~ Advisory & Hearing

Four Year Term: 1 July 2010 to 30 June 2014

The duties of members of the Peer Review Advisory and Peer Review Hearing committees are outlined in the Faculty Handbook Article xv. Each committee consists of five members and five alternates. Nominees may **be nominated by any full-time faculty member in any college**; however, **voting on the nominee is restricted to tenured/tenure track members and full-time renewable faculty**. Nominees for vacancies on these committees must be full-time tenured faculty members. However, ***no department may be represented by more than one person on any committee**. The top five, according to the frequency of votes will constitute **the committees**, and the next five, according to frequency of votes, will be **the alternates** to the committees. In the event of a tie, the matter will be settled by the Elections Committee, with the advice and consent of the affected individuals and the President of the Faculty Senate. Of the top five elected committee members of the P.R. Advisory Committee, the two top vote getters will serve for four years (**1 July 2010 to 30 June 2014**); the next two will serve for two years (**1 July 2010 to 30 June 2012**). Of the top five elected committee members of the P.R. Hearing Committee, the top three voter getters will serve for four years (**1 July 2010 to 30 June 2014**), and the next three will serve for two years (**1 July 2010 to 30 June 2012**). The results of the election process will be reported to the Elections Committee and then to the general faculty. In order to have the necessary alternates at least **six** nominees are needed for the Peer Review Advisory Committee and **six** nominees on the Peer Review Hearing Committee.

According to the Faculty Senate Constitution, nominees must give consent in writing that they are willing to run for Faculty Senate. To nominate a candidate, complete the form below and return to the Faculty Senate Office by Friday, November 20, 2009. Feel free to nominate yourself. The general election will be held from 12:00 PM, November 23, 2009 to 4:30 PM, December 4, 2009.

CALL FOR NOMINATION ~ PEER REVIEW COMMITTEES

***Departments already represented on these committees include **Psychology, Education, Geology, Communication, Economics, Steely, and Health Professions**. All other departments may apply.**

- Peer Review Advisory Committee _____
- Peer Review Hearing Committee _____

Peer Review Committees

Advisory Committee: One Seat Vacant plus alternates needed

Name	Term (4 years)	Alternates till June 30, 2011 Term (2 years)
David Hogan (Psy) Advisory	July 1, 2009-June 30, 2013	VACANT
Janet Bertog (Geology) Advisory	July 1, 2009-June 30, 2013	VACANT
Yasue Kuwahara (Communication) Advisory Advisory	July 1, 2009-June 30, 2013	VACANT
Tom Cate (Economics) Advisory	July 1, 2007-June 30, 2011	VACANT
VACANT	July 1, 2010 – June 30, 2014	VACANT

Hearing Committee: One Seat Vacant plus alternates needed

Name	Term (4 years)	Alternates till June 30, 2012 (2years)
Jacqueline Smith (Education) Hearing	July 1, 2009-June 30, 2013	VACANT
Samuel Boateng (Physics & Geology) Hearing	July 1, 2009-June 30, 2013	VACANT
Theresa Wesley (Steely) Hearing	July 1, 2009-June 30, 2013	VACANT
Andrea Cornuelle (Health Professions)	July 1, 2007-June 30, 2011	VACANT
VACANT	July 1, 2010 – June 30, 2014	VACANT

What does the Financial Exigency Committee do?

In Accordance to the Faculty Handbook:

XI. SEPARATION

H. FINANCIAL EXIGENCY POLICY

2. DEFINITIONS

- a. "Termination for Financial Exigency" means the cessation of employment of a faculty position before the end of the appointment period for reasons of financial exigency. The non-reappointment of a faculty member on a specified term appointment is not a termination for financial exigency, and no objection to a non-reappointment may be filed under this procedure. The use of "termination" in this section (XI. H.) means termination for financial exigency unless otherwise stated.
- b. "Financial Exigency" means any imminent and extraordinary decline in the University's financial resources that compels a reduction in the current operating budget to the extent that the University would be unable to meet existing financial obligations that include, but are not limited to, contractual obligations.
- c. "Financial Exigency Committee" is a special committee, the purpose of which is to provide independent guidance and advice to the President and the Board of Regents on a declaration of financial exigency and alternative approaches in alleviating said exigency, to be formed in accordance with Section XI. H. 4., Establishment and Operation of the Financial Exigency Committee.
- d. Except as otherwise specifically provided herein, "day" means every day including Saturdays and Sundays but shall not include official University holidays.

More information concerning the Financial Exigency Committee & how they affect you may be found in the Faculty Handbook located on the Faculty Senate website:

http://facultysenate.nku.edu/docs/Working_Master_Faculty_Handbook-06 - Final.pdf

**CALL FOR NOMINATION
FOR THE FINANCIAL EXIGENCY COMMITTEE**

Two Year Term: 1 July 2010 to 30 June 2012

This Committee consists of five (5) faculty members who are either tenured or tenured track faculty to be appointed by the President from an existing pool of eight (8) faculty chosen from all eligible faculty members at a general election conducted annually by the Faculty Senate. The purpose of the Committee is to study the university's financial condition when a funding crisis may be imminent and to assess possible ways of meeting such a crisis. Nominations are being accepted for the pool of five faculty from which the Committee would be selected. Nominees may **be nominated by any full-time faculty member in any college**; however, **voting on the nominee is restricted to tenured/tenure track members and full-time renewable faculty.**

According to the Faculty Senate Constitution, nominees must give consent in writing that they are willing to run for Faculty Senate. To nominate a candidate, complete the form below and return to the Faculty Senate Office by Friday, November 20, 2009. Feel free to nominate yourself. The general election will be held from 12:00 PM, November 23, 2009 to 4:30, December 4, 2009.

Financial Exigency Condition Committee:

Two Year Term...

Eight are elected in accordance to the Faculty Handbook:
Five will be chosen by the President to serve & three will serve as alternates.
There are 5 vacancies for 2010 (2 absolute & 3 alternates)

5 Elected	3 Alternates (2 year term)
Leslie Hammann ~ Steely Library Term: July 1, 2009-June 30, 2011	Vacant
Harold Wiebe ~ Physics & Geology Term: July 1, 2009-June 30, 2011	Vacant
Greg Hatchett ~ Social Work Term: July 1, 2009-June 30, 2011	Vacant
*Vacant	
*Vacant	