



**Eastern Kentucky University**

**Faculty Handbook**  
**2013-2014**

This *Faculty Handbook* is an official publication of Eastern Kentucky University and supersedes previous Faculty Handbooks. This Handbook is intended for a quick reference of policies, regulations, and information pertaining to or relevant for faculty at Eastern Kentucky University. As such, the Handbook may not include all University policies. Policies, regulations, and information contained in this Handbook are subject to revision without prior notice.

#### **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

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#### **EMERGENCIES**

The University has established a telephone line restricted to use in reporting emergency situations on-campus such as fires, accidents, or injuries.

*In case of such emergencies, please call 911.*

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## PART ONE

### EASTERN KENTUCKY UNIVERSITY OVERVIEW AND STRATEGIC PLAN

In 1906 a group of public-minded citizens, concerned with the provision of public higher education in the Commonwealth, convinced the Kentucky General Assembly to create Eastern Kentucky State Normal School.

Historic Richmond, where the Bluegrass region meets the foothills of the Cumberland, was chosen as the site of the new, two-year school. Higher education had begun in the community some 32 years earlier with the founding in 1874 of Central University. The Central University campus, which had served from 1901 to 1906 as the grounds for Walters Collegiate Institute, became the physical plant for the normal school.

An urban college community of about 25,000, Richmond is in a rich farming area. Inter- and intra-state highway systems enhance Richmond's accessibility. Interstate 75 (north-south) passes within a mile of the campus, and I-64 (east-west) is only 30 minutes away. The Blue Grass and Mountain Parkways are also less than an hour's drive from Richmond.

Places of historic and scenic interest surround the University. Richmond, 20 miles south of Lexington on I-75, is within easy driving distance of Boonesborough State Park, Kentucky Horse Park, Herrington Lake, Cumberland Falls, the State Capitol at Frankfort, Natural Bridge State Park, and My Old Kentucky Home in Bardstown.

The normal school at Richmond soon began the development that culminated in the granting of university status in 1966. Eastern became a four-year institution in 1922, and its name was changed to Eastern Kentucky State Normal School and Teachers College.

Eight years later the words "Normal School" were dropped, and in 1935 Eastern offered its first graduate-level degrees. The first nonprofessional degrees were offered in 1948, when the General Assembly removed "Teachers" from Eastern's name.

On February 26, 1966, a state law was signed renaming the institution Eastern Kentucky University. With university status came the approval of graduate degrees in fields other than education.

Today, Eastern Kentucky University stands as a testimonial to its founders, a multi-purpose institution with a history of service to its students, the Commonwealth, and the nation. Its role expanded beyond the original mission of teacher preparation. Eastern now seeks to fulfill higher education's threefold purpose: teaching, research, and public service.

Eastern Kentucky University's interest in teaching is twofold. Besides the preparation of teachers for elementary, secondary, and college classrooms, the University is deeply concerned with the quality of instruction that takes place within its own halls.

It is difficult to find a program at Eastern Kentucky University that cannot be construed as public service. The University's existence can be justified only in terms of the benefits reaped by the society that created it. However, certain functions can be described as public service in nature. These include extended campus courses, the University radio stations, and workshops and institutes for professional, in-service personnel.

As a regional university, Eastern Kentucky University is charged with the responsibility of providing services to the people of the region. As an example, Eastern specializes in areas such as local government; law enforcement, recreation, public health, business administration, and ecology provide consultative services to the communities of the Commonwealth.

Many Eastern professors engage in scholarly research in their disciplines. In the early years, research was predominantly education oriented. However, since the institution gained university status, the research activities of individual faculty have become much more diverse as well as more numerous.



## Eastern Kentucky University Strategic Plan 2011-2015

**Mission Statement:** As a comprehensive public institution, Eastern Kentucky University prepares students to lead productive, responsible, and enriched lives. To accomplish this mission, the University emphasizes:

1. Student Success,
2. Regional Stewardship, and
3. Critical and Creative Thinking and Effective Communication.

**Values:** Eastern Kentucky University values

- *intellectual vitality*, which is characterized by knowledge, scholarly inquiry, creativity, critical thinking and curiosity;
- *sense of community*, which is characterized by a supportive environment with strong relationships and a commitment to service, shared governance, collaboration, and unity of purpose;
- *diversity*, which is characterized by equitable opportunities and treatment, mutual respect, and the inclusion and celebration of diverse peoples and ideas;
- *stewardship of place*, by which the University enhances the intellectual capacity, economic vitality, environmental sustainability, and quality of life of the communities it serves;
- *accountability*, which is characterized by fiscal responsibility and responsiveness to the needs of internal and external stakeholders; and
- *excellence*, which is achieved through integrity, continuous quality improvement, and a focused emphasis on the personal and professional growth of students, faculty, and staff.

**Vision:** Eastern Kentucky University will be an accessible, nurturing, and academically rigorous center of learning and scholarship that transforms lives and communities and enables them to adapt and succeed in a dynamic, global society.

### **Goal 1: Maximize student success**

Strategic Direction 1.1: Emphasize and improve critical and creative thinking and effective communication on the part of students.

- Every academic program will develop two QEP-related student learning objectives, one for each of (1) critical/creative thinking and (2) communication, and will assess these objectives via direct assessment methods at the programmatic level.
- Measures will show that students are improving in critical/creative thinking and communication skills.

Strategic Direction 1.2: Improve student recruitment, retention, graduation, and career transitions.

- Mean ACT score for entering freshmen will increase.
- The number of new college-ready freshmen, new transfers, and new graduate students will increase.
- The freshman to sophomore retention rate will increase to a goal of 75% by 2015.
- The four-year graduation rate will increase.
- The six-year graduation rate will increase to a goal of 45% by 2015.
- The number of baccalaureate degrees conferred, including for STEM+H disciplines, will achieve CPE-related targets by 2015.
- EKU will develop and implement methods to assess student career transitions by 2015.

Strategic Direction 1.3: Expand student opportunities for engagement, leadership, and scholarship.

- Opportunities for undergraduate research to increase student engagement will increase as measured by National Survey of Student Engagement (NSSE) results on student engagement and scholarship.

- Measures will show that EKU will be at or above NSSE mean peer institution scores on the five benchmark domains (academic challenge, active and collaborative learning, student-faculty interaction, enriching educational experience, and supportive campus environment).

Strategic Direction 1.4: Demonstrate faculty excellence in teaching and scholarship, staff excellence in support of academics and student services, and student excellence in academic achievement.

- Every academic department will develop and assess an objective for each of 1) teaching effectiveness and 2) advising effectiveness.
- Every college will develop and assess a strategic direction related to scholarship/research.
- All planning groups will have a professional development plan that includes measurable outcomes and annual activity assessment.
- A faculty and staff recognition initiative will be developed in support of student success.
- Demonstrate student excellence via measures such as certification/licensure pass rates; student awards and accomplishments at the state and national levels; and standardized exam results.

## **Goal 2: Build and sustain the University's capacity for excellence**

Strategic Direction 2.1: Improve financial capacity and flexibility to support strategic priorities while ensuring transparency and accountability.

- All planning groups will examine measures related to their efficiency and effectiveness by 2012.
- The University will increase revenues and cut costs while enhancing quality programs and services by 2015.

Strategic Direction 2.2: Reach and maintain salary equity with benchmark and comparable institutions.

- EKU will reach and maintain compensation package norms in rank and discipline, or position, comparable to benchmark averages accounting for cost of living.
- Allocations to the Compensation Fund will increase.

Strategic Direction 2.3: Support and increase online and regional-campus enrollments and programs.

- EKU will enhance the infrastructure to support high-quality programs and courses.
- EKU will increase access to high-quality programs, both online and at regional campuses.
- Revenues from enhanced online offerings will be used to improve EKU's academic and University infrastructure by 2015.

Strategic Direction 2.4: Improve the University's environmental impact and the quality and maintenance of University facilities.

- By 2015, EKU will improve its Green Report Card rating to a B+.
- The percent of facilities with grade of "remodeling-B" or better will be maintained or improved.

Strategic Direction 2.5: Increase support for professional development, service, scholarly activity, and external funding pursuits in order to improve teaching, service, and scholarship.

- University-level financial support for faculty development opportunities will increase.
- All Colleges will report faculty scholarly activity and service in Digital Measures.

Strategic Direction 2.6: Increase support for staff for professional development, focused training, and recognition for service excellence to improve performance on behalf of academics and student services.

- University-level financial support for staff development opportunities will increase.
- All planning groups will report staff scholarly activity and professional service.

**Goal 3: Create and maintain an inclusive, equitable, and diverse environment**

Strategic Direction 3.1: Improve recruitment and retention of diverse students, faculty, staff, and University administrators.

- Develop and implement the ECU Comprehensive Diversity Plan.\*
- The number of diverse new college-ready freshmen, transfers, graduate students, and new faculty and staff hires will increase.\*
- The freshman to sophomore retention rate of diverse students will increase.\*
- The four-year and six-year graduation rates of diverse students will increase.\*
- Diverse faculty/staff retention will increase.\*
- International enrollment will increase.\*

*\*All definitions and metrics will be in alignment with the ECU Comprehensive Diversity Plan.*

Strategic Direction 3.2: Build a climate of respect for diversity, inclusion, and equity, including the enhancement of multicultural and international experiences.

- Student, faculty and staff responses to the campus climate survey will show:
  - A climate supportive of diversity.
  - A positive perception of University efforts to enhance a climate supportive of diversity.
- Multicultural and international experiences will be enhanced, as reflected in NSSE results.

**Goal 4: Collaborate with the University's regional community partners to promote academic achievement, economic development, and quality of life**

Strategic Direction 4.1: Provide guidance, assistance, and curriculum expertise for P-12 schools in order to increase the motivation of the region's elementary and secondary students and working adults in seeking post-secondary education, and to increase their success in earning a college degree.

- Demonstrate ECU's commitment to Regional Stewardship by enhancing the assistance provided to primary and secondary education partners in the region through initiatives such as the Educational Extension Agent, Dual Credit/EKU Now!, and Transitions Programs.

Strategic Direction 4.2: Collaborate with regional partners to improve health, economic development, research and development, cultural opportunities, and environmental sustainability.

- Demonstrate ECU's commitment to Regional Stewardship by continuing and enhancing quality collaborations with regional partners.

## PART TWO

### ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

The current University organizational chart can be found on the Office of the President's [webpage](#). In addition to the offices on the organizational chart, the following groups provide leadership in the University.

#### I. BOARD OF REGENTS

The Board of Regents governs the University. The membership of the Board is determined by Kentucky Revised Statute 164.320, which states that the Board shall consist of eight members appointed by the Governor, one member of the teaching faculty, one member of non-teaching staff, and one member of the student body. The members of the board shall select a chairperson annually. The terms of appointed members shall be for six years or until their successors are appointed and qualified. The Governor shall make such appointments within 30 days after the expiration of the term of each member.

Not more than two appointed members of any board shall be residents of one county; in addition, the appointed members of any board shall reflect the proportional representation of two leading political parties of the Commonwealth based on the state's voter registration. Membership on the board shall reflect no less than proportional representation of the minority racial composition of the Commonwealth. Appointments to fill vacancies shall be made in the same manner and within the same time after the occurrence of the vacancy as regular appointments. The person appointed shall hold the position for the unexpired term only.

The faculty regent shall be a teaching or research member of the faculty of the rank of assistant professor or above and shall be elected by secret ballot. All faculty members of the rank of instructor or above, or librarians holding comparable ranks, are eligible to vote. The faculty regent shall serve for a term of three years and until a successor is elected and qualified. The faculty regent shall be eligible for reelection but shall not be eligible to continue to serve as a member of the Board if no longer a member of the teaching staff of the University. Elections to fill vacancies shall be for the unexpired term and shall be held in the same manner as the original election.

The staff regent shall be any full-time staff member excluding the president, vice presidents, academic deans and academic department chairs, and shall be elected by secret ballot by the employees who do not hold academic rank. The staff regent shall serve a term of three years and until a successor is elected and qualified. The staff regent shall be eligible for reelection but shall not be eligible to continue to serve as a member of the Board if no longer a member of the staff of the University. Elections to fill vacancies shall be for the unexpired term and shall be held in the same manner as the original election.

The student regent shall be the president of the student body of the University. The Board meets at least once each quarter and in special meetings at the call of the chairperson of the Board.

#### II. FACULTY SENATE

The *Faculty Senate* is the delegate assembly of the University faculty through which the faculty normally exercises its responsibilities as a group. The Faculty Senate makes recommendations to the President on academic policy and procedures including admissions, curriculum, instruction, degree requirements, staffing, and related matters. The "Organization of the Faculty" appears as Part VII of this Handbook.

The Senate shall convene initially for an organizational meeting on the first Monday in May at the conclusion of the last meeting of the previous Senate. The Senate shall meet on the first Monday of each month that the University is in regular session from September through December and February through May. The Senate shall meet at other times on the call of the President or the Senate Executive Committee, reasonable notice having been given to the members of the Senate.

#### III. UNIVERSITY COUNCILS

The *President's Cabinet* is composed of the vice presidents of the University and other administrative personnel appointed by the President. The council assists the President in administering the programs of the University. The President serves as chair of the President's Cabinet.

The *Provost's Council* is the major advisory body to the Provost for the development, review, and recommendation of policies and procedures in the area of Academic Affairs. The Council also advises the Provost on other matters affecting Academic Affairs as needed or as requested by the Provost. The Council membership is comprised of academic and other University leadership, all of whom are appointed by the Provost. The Provost chairs the Council.

The *Council on Academic Affairs* provides university-level oversight for the curriculum and academic programs of the University. All college curriculum committees report to the Council. The Council also reviews and recommends policies that affect curriculum, academic programs, or academic requirements for students. Major actions of the Council are reviewed by the Faculty Senate and subsequently presented to the Provost Council, the President, and the Board of Regents for final approval. Council membership is comprised of the deans and/or associate deans of the academic colleges, the Associate Dean of University Programs, the representative from the Libraries, the Associate Vice President for Research and Dean of Graduate School, the Registrar, the chair of Faculty Senate, the chair of Chairs Association, the Executive Assistant to the Provost, a representative from the Faculty Senate Academic Quality Committee, the Associate Provost for Diversity Planning (non-voting), the Director of Admissions (non-voting), and two students. The Provost serves as chair of the Council.

The *Graduate Council* proposes policies and standards concerning graduate study and program requirements. The council makes recommendations to the Council on Academic Affairs. The council membership is comprised of twelve graduate faculty and two graduate students all of whom are appointed by the President from nominations by the Faculty Senate and/or the Student Association. The council is chaired by a faculty member elected by the membership of the Graduate Council. The Associate Vice President for Research and Dean of Graduate School serves as non-voting members.

The *Student Success Advisory Council* is responsible for ensuring the coordination and planning of all functions involving recruiting, retaining, and graduating students. The council is comprised of leadership from Academic Affairs, Student Affairs, and Administrative Affairs as well as representatives from faculty and students.

The *Council on Student Affairs* is the major policy recommending body for the area of Student Affairs. All other committees related to students report to the council for clearance of recommended Student Affairs policies. The recommendations of the council to the Vice President of Student Affairs may be presented to the Faculty Senate, the President, and the Board of Regents, when appropriate, for final approval. The Vice President for Student Affairs serves as chair of the council, and the membership consists of the directors in the area of Student Affairs, directors in the area of Judicial Affairs, in addition to the presidents and vice-presidents of the Student Government Association, Residence Hall Association, and Student Activities Council.

#### IV. UNIVERSITY COMMITTEES

A system of administrative, instructional, and student affairs' committees function to provide a framework for the development of general policies affecting the internal operation of the University and to oversee certain institutional functions. These committees are comprised of members appointed by the President of the University from nominations made by the Faculty Senate, the Student Association and the administrative units of the institution. Each fall the President's office makes available a complete listing of committee assignments for the academic year. A directory of all committees is maintained in the President's Office and on the ECU website.

## PART THREE

### FACULTY APPOINTMENT & EVALUATION

*University policies and regulations can be found at [www.policies.eku.edu](http://www.policies.eku.edu).*

#### I. FACULTY APPOINTMENTS ([Policy 4.6.3P](#))

There are eight kinds of appointment to the faculty: (1) temporary, (2) probationary, (3) tenure, (4) visiting faculty, (5) lectureships, (6) clinical, (7) adjunct, and (8) retirement transition program.

- A. **Temporary** ([Policy 4.6.3P](#))  
*This policy describes the use of temporary faculty, including part-time faculty.*
- B. **Probationary** ([Policy 4.6.5P](#))  
*This policy describes the process for the evaluation and reappointment of non-tenured, tenure-track faculty. (See Handbook, page 10)*
- C. **Tenure** ([Policy 4.6.4P](#))  
*This policy describes the criteria and process for tenure and promotion. (See Handbook, page 10)*
- D. **Visiting Faculty** ([Policy 4.6.8P](#))  
*This policy describes the conditions for faculty in visiting appointments.*
- E. **Lectureships** ([Policy 4.6.10P](#))  
*This policy describes the conditions for faculty in lecturer appointments.*
- F. **Clinical/Senior Clinical Faculty** ([Policy 4.6.11P](#))  
*This policy describes the conditions for faculty in clinical appointments.*
- G. **Adjunct Faculty** ([Policy 4.6.2P](#))  
*This policy describes the conditions for faculty in adjunct appointments. NOTE: This is a unique, unpaid appointment and does not refer to traditional part-time faculty who are paid.*
- H. **Retirement Transition Program** ([Policy 4.6.9P](#))  
*This policy describes the conditions for faculty in the Retirement Transition Programs.*

#### II. FACULTY QUALIFICATIONS ([Policy 4.6.1P](#))

*This policy describes the criteria and process for determining the qualifications of faculty teaching credit-bearing courses.*

##### Policy Statement

Eastern Kentucky University will employ qualified faculty to teach credit-bearing courses. The University places primary importance on academic credentials, which must be awarded from accredited institutions. In addition to academic credentials, other competencies may be identified, as appropriate, when establishing qualifications. Faculty qualifications will be linked to the course(s) a faculty member is assigned to teach and will be initially determined by the department. Approval of faculty qualifications must be made by the dean and the Provost and Vice President for Academic Affairs. The criteria for qualifications are outlined in this policy.

#### III. PROFICIENCY IN ENGLISH ([Policy 4.6.15P](#))

*This policy ensures the University's compliance with Kentucky Revised Statute 164.297.*

#### IV. SPECIAL APPOINTMENTS

- A. **Foundation Professorships** ([Policy 4.6.16P](#))  
*This policy describes the criteria and process for selecting Foundation Professors.*

- B. [Graduate Faculty Criteria](#)
- C. **Shared Faculty Appointments** ([Policy 4.6.12P](#))  
*This policy describes the conditions for creating shared faculty appointments. For the effects of shared appointments on the tenure process, see Policy 4.6.4, Promotion and Tenure, pages 4-5.*
- D. **Part-Time Faculty Appointments** ([Policy 4.6.13P](#))  
*This policy describes the evaluation of teaching for part-time faculty.*

## V. EMPLOYMENT AGREEMENTS

New faculty members receive an Initial Terms of Appointment Form from their College Dean, which serves as their employment agreement with the University. Returning faculty members receive a Terms of Appointment Form from their College Dean, which serves as their employment agreement with the University. The signature of the faculty member on the form is written acceptance of the agreement terms.

## VI. GUIDELINES FOR RECRUITING TENURE-TRACK FACULTY

1. The Department search committee should meet with the Department Chair to draft the position announcement/advertisement once authorization is granted from the Provost and College Dean for the search to begin. The announcement/ advertisement must contain statements specifying the rank at which the candidate is to be employed, that the position is tenure earning, the minimum required qualifications and credentials, a reference to EKU's competitive compensation, application instructions and contact information. The announcement/ advertisement should contain a request for a list of at least three references, together with their telephone numbers and e-mail addresses. At this stage of the process, it is generally counterproductive to request letters of recommendation. The announcement/advertisement should state the date on which the initial review of applications will begin and should clearly state that the search will continue until the position is filled. The following statement must be included at the end of the announcement/advertisement: Eastern Kentucky University is an Equal Opportunity/Affirmative Action Employer.
2. In order to facilitate the review process, it is recommended that a draft of the announcement/advertisement be shared with the College Dean, the Equal Opportunity Office, and the Provost as early as possible in the process. Those three offices promise a 24-48 hour turnaround.
3. Two versions of the advertisement should be prepared. The longer version is for use in less expensive media and the shorter is for use in more expensive media. The longer version should be posted on the Department's home page. Each advertisement should contain the appropriate web address where the full announcement can be found.
4. The advertisement plan for the position should include a cost estimate. Human Resources can provide that information based on a draft of the announcement/advertisement.
5. It is also recommended that departments prepare an attractive announcement of the position to be sent to colleagues at similar departments across the country, and make every effort to identify and solicit a broad pool of qualified applicants.
6. Appropriate paperwork is to be filed with the Equal Opportunity Officer, the College Dean and the Provost.
7. Each search committee is to select a Chair and have it understood that the committee Chair is the only contact person for communications with the candidates.
8. The Chair of the search committee is to keep all records from the search, including CVs and related materials from all applicants, evaluations of each applicant; notes from all reference calls made; and interview notes. At the end of the search process, the entire file should be transferred to the College office for storage for five years.
9. The search committee is to develop a clear set of selection criteria for evaluating applicants and a search process timetable.
10. Each applicant is to be screened for minimum education and experience requirements. If an individual does not satisfy these requirements, the individual is not a qualified applicant and should not be given further consideration for the position. A letter should be sent to any such individual clarifying the status of the individual's application.
11. After initial screening under item 10 above, each remaining application received should be acknowledged, and the affirmative action compliance information form and a postage-paid envelope provided by the Equal Opportunity Office should be included in the acknowledgement.
12. The search committee will then conduct an initial review of the applicants and provide the Department Chair and the Dean with a summary of the applicant pool. At this point, a review of the candidate pool will be made



- by the Dean to ensure that it is a viable pool of applicants. If it is determined that it is not, the search can be continued or reopened at a later date.
13. The search committee will rigorously apply the stated criteria to the applicant pool to develop a list of semi-finalists. Careful notes must be kept as to the reason(s) why each applicant does or does not meet the criteria. These notes must be retained as a part of the search file.
  14. The search committee will check the listed references of the semi-finalists. References can be collected in the form of traditional letters, faxed letters, e-mail communications, or telephone calls to the references. Telephone reference checks have been proven to be very effective means of gathering a good deal of information about candidates in a timely manner. Careful notes of any telephone conversation need to be kept as part of the applicants' files.
  15. If reference checks are made by telephone, the caller should use a script so that the same topics are covered with each reference call for each candidate. (It is understood, that as in any conversation, the discussion can go in many directions. The important point is that at least the same topics are covered in each reference call.)
  16. It is important through the search process that candidates are kept informed as to the status of the search process.
  17. It is imperative that throughout the search process all candidates, internal and external, are treated exactly the same.
  18. Following reference checks, the search committee may choose to arrange to do video interviews or telephone conference calls with some of the semi-finalists for the purpose of exploring key issues with a larger group of candidates than be brought on to campus. Once again, a script should be developed and followed for each discussion with a candidate. Records of those discussions must be kept as part of the search file.
  19. The search committee will submit up to three finalists for on-campus interviews (in extraordinary circumstances either less or more candidate interviews may be approved). Prior to inviting any candidates to campus, the Chair of the search committee should review the status of the search with the Dean. The search committee must be able to articulate why the proposed interviewees were selected for on-campus interviews. The Chair of the search committee and the Dean must ensure that all qualified applicants were given equitable employment consideration. Complete AA-1 form and forward to the College Dean. After all approvals, forward a copy to the Equal Opportunity Office.
  20. The search committee together with the Department Chair shall plan the campus visits of the finalists. Appointments should be scheduled with the College Dean as well as other appropriate individuals. Interviews may also be scheduled with the Provost if judged to be appropriate. Copies of the finalists' resumes should be shared with each person with whom an interview meeting is scheduled.
  21. Planning for the campus visits of candidates should be done as much in advance of the visit as possible. Efforts should be made to bring in candidates on a Saturday for two reasons: 1) the air fare is less expensive, and 2) the candidate will have a better opportunity to experience the Richmond area in a leisurely fashion before formal interviewing begins. It is hoped that departments will also use the weekend for informal socializing with candidates.
  22. Departments working in conjunction with their College offices should prepare complete informational packets to be mailed to the candidates well in advance of their campus visits.
  23. All individuals who will interact with the candidates should be counseled on the legal considerations of an interview and the fact that good candidates will be interviewing us as much as we will be interviewing them.
  24. Cost containment is also an issue in searches. In addition to controlling the high costs of airfares, departments should consider housing candidates in an area hotel with whom we have a negotiated rate for two reasons. First, the University has established a negotiated rate per room per night with the following hotels/bed & breakfast: Best Western Holiday Plaza, Best Western Road Star Inn, Ref Roof Inn, Comfort Suites, Hampton Inn, and the Bennett House. Second, the University has negotiated a direct billing process so that departments will not have to charge their accounts and then get reimbursed. Hosted meals should be kept within reason. While it is important to provide candidates with gracious hospitality, it is also important to keep the cost of hosted meals under control. No more than two to three individuals should be included in candidate meals.
  25. While on campus, candidates should meet with as broad of a range of persons as possible. A formal feedback mechanism, preferably a written form developed in advance of the search committee, should be provided for everyone who meets with the candidates.
  26. Questions about salary should be referred to the Dean. Candidates can be told that our salaries are competitive. But the actual salary for a position is not determined until the top candidate is identified. At that time, a series of discussions occur between the Chair, the Dean and the Provost about the appropriate salary following an analysis of national data from at least two to three sources.
  27. Following the campus visits of all finalists, the search committee will meet the Department Chair to discuss the candidates in relation to the stated criteria, assess the feedback received on the candidates, and provide a listing of "acceptable" and "unacceptable" candidates to forward to the Dean together with a narrative of their relative strengths and weaknesses.



28. Recommendation regarding recommended candidates, rank and salary are to be forwarded to the Dean, who in turn, will discuss them with the Provost. Following that discussion, final paperwork will be prepared for approval by the Department Chair, the Dean, the Provost, and for review by the Equal Opportunity Officer. Once approval to proceed is given, the Dean will authorize an offer of employment to be made. If the offeree accepts the position, the Dean's office will prepare the PAF.  
NOTE: The hiree is not to begin work until a fully executed PAF is in place.
29. Care should be taken following a hiring that the transition to Eastern Kentucky University is made as smooth as possible for the new colleague. Frequent contact should occur between the new colleague and the home department during the period of transition to EKU.
30. Departments should develop formal mentoring programs for new faculty members, which should begin in the first semester of employment at EKU.

**VII. CRIMINAL BACKGROUND INVESTIGATIONS ([Policy 8.1.1P](#))**

*This policy applies to all positions for employment as well as to all volunteers for the University.*

**VIII. EVALUATION (INCLUDING TENURE AND PROMOTION)**

**A. Evaluation of Academic Administrators ([Policy 4.8.1P](#))**

*This policy describes the process for evaluating academic administrators (Chairs, Deans, Provost, Academic Vice Presidents, and other academic administrators) and the process for faculty involvement in evaluation the President.*

*Policy Statement*

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

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

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

**B. Evaluation of Non-Tenured Tenure-Track Faculty ([Policy 4.6.5P](#))**

*This policy describes the process for the evaluation and reappointment of non-tenured, tenure-track faculty.*

*Policy Statement*

Eastern Kentucky University, as a matter of principle, complies with the American Association of University Professors (AAUP) 1989 "Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments" and the AAUP and the Association of American Colleges and Universities "1940 Statement of Principles on Academic Freedom and Tenure." These AAUP statements address policy and procedural expectations for a wide variety of institutions of higher education. With these statements in mind, EKU has established criteria and processes by which tenure-track faculty will be evaluated. EKU's policy ensures that processes are clearly articulated and published and are available to all persons in the university community.

EKU's policy for evaluation of non-tenured tenure-track faculty respects the uniqueness of disciplines within the University and provides for appropriate professional flexibility at College and Department levels.

**C. Evaluation of Part-Time Instructors ([Policy 4.6.14P](#))**

*This policy describes the evaluation of teaching for part-time faculty.*

**D. Tenure and Promotion ([Policy 4.6.4P](#))**

*This policy describes the criteria and process for tenure and promotion.*

*Policy Statement*

Eastern Kentucky University, as a matter of principle, complies with the American Association of University Professors and the Association of American Colleges and Universities "1940 Statement of Principles on Academic Freedom and Tenure." The AAUP and AAC&U statement addresses policy and procedural expectations for a wide variety of institutions of higher education. With this statement in mind, EKU shall

establish specific, objective criteria and processes by which tenure and promotion decisions will be made. EKU's policy ensures that criteria and processes are clearly articulated and published and are available to all persons in the university community.

EKU's policy for tenure and promotion respects the uniqueness of disciplines within the University and provides for appropriate professional flexibility at college and department levels

- E. Tenured Faculty Member Review (Post Tenure Review)** ([Policy 4.6.7P](#))  
*This policy describes the process for post-tenure review.*

## PART FOUR

### RIGHTS, RESPONSIBILITIES, BENEFITS, AND RESOURCES

*University policies and regulations can be found at [www.policies.eku.edu](http://www.policies.eku.edu)*

#### I. RIGHTS

**A. Academic Freedom ([Policy 4.1.1P](#))**

*This policy affirms the protection of academic freedom as defined by the American Association of University Professors.*

**B. Consultant Services**

Requests are frequently received for consultative services and speeches to public schools, businesses and industries, government agencies, and community groups. Performance of such service is considered to be a desirable professional activity. Budget unit travel funds may be used to cover expenses of travel involved in such activity if the agency involved does not reimburse or compensate the faculty member.

**C. Equal Opportunity/Affirmative Action**

Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, disability, national origin or Vietnam era or other veteran status, in the admission to, or participation in, any educational program or activity which it conducts, or in any employment policy or practice. Any complaint arising by reason of alleged discrimination should be directed to Executive Director, Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD), or the Director of the Office for Civil Rights, U.S. Department of Education, Philadelphia, PA.

**D. Grievances ([Policy 4.7.4P](#))**

*This policy describes the permissible conditions and the process for faculty grievances.*

**E. Intellectual Property ([Policy 4.4.2P](#))**

*This policy defines intellectual property and describes the uses and protections of such intellectual property.*

*Policy Statement*

The Intellectual Property (IP) Policy at Eastern Kentucky University (EKU) recognizes that universities are institutions committed to the creation and dissemination of knowledge. The IP Policy affirms the University's commitment to academic freedom, to a rich and vibrant public environment, and to a healthy local and regional economy. The University supports these endeavors by encouraging, fostering, and protecting scholarship, research, service, and creativity.

IP includes, but is not limited to, copyrights, patents, trade secrets, trademarks, and plant variety protection. Activities resulting in the creation of IP may also contribute to professional development, enhance the institution's reputation, promote additional educational opportunities, and promote collaborative or cooperative arrangements. Therefore, when faculty, staff, administrators, student employees, students, and/or visiting faculty or researchers develop intellectual property, their IP rights and privileges must be protected and preserved.

The policies set forth here constitute an understanding that is binding on EKU faculty, staff, and students as a condition of their participation in EKU research, teaching, and service programs and for their use of EKU funds, facilities, or other resources.

**F. Political Activity of Faculty ([Policy 4.7.6P](#))**

*This policy describes the conditions and limitations of political activity of EKU faculty.*

**G. Veterans Statement**

It is the policy of the University that there shall be no discrimination in employment (including recruitment,

hiring, promotion, compensation and any other condition, or privilege of employment) on the basis of status as a disabled veteran, Vietnam era veteran (as defined in 38 USC Sec. 4211 and 41 CFR 60-250) or as a veteran who has served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, with regard to any position for which such individual may be qualified. This policy is intended to be in compliance with the University's obligation as a federal contractor under the Vietnam Era Veteran's Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing regulations, 41 CFR 60-250. Any complaint arising by reason of alleged discrimination shall be directed to: Executive Director, Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD).

## II. RESPONSIBILITIES

### A. **Conflict of Interest/Financial Disclosure Policy** ([Policy 4.4.1P](#))

*This policy conditions and procedures for potential conflicts of interest involving sponsored projects.*

#### Policy Statement

Eastern Kentucky University encourages interaction with both the public and private sectors as an important component of all education, public service activities, and research. Accordingly, the University is committed to conducting its sponsored projects within the highest standards of integrity. This includes the identification of the potential for conflicts of interest, and further ensuring that the conflicting financial interest of an individual investigator does not reasonably appear to affect the objectivity of his/her funded research or educational activities.

### B. **Convocations**

Faculty members are expected to attend convocations as requested by the President. Academic caps, gowns, and hoods are required for the fall, spring and summer graduation ceremonies and for other occasions as the President may direct. Faculty members provide their own academic regalia. These may be rented if proper arrangements are made with the University Store at the time notices are distributed to the faculty.

### C. **Faculty Absences** ([Policy 4.7.5R](#))

*This regulation describes the process for handling faculty absences, including planned absences and short-term leaves.*

### D. **Faculty Workload** ([Policy 4.7.3P](#))

*This policy describes the components of faculty workload, including the expectations of this workload, and its conditions and limitations.*

### E. **Limitation on Academic Work while under Contract to Teach at Eastern** ([Policy 4.7.9P](#))\*

*This policy describes the limitations on the amount of coursework a full-time faculty member may be enrolled in while teaching.*

\*Added to 2009-2010 Faculty Handbook as a result of academic policy review

### F. **Misconduct in Science** ([Regulation 4.4.11R](#))

*This regulation describes the process for handling misconduct in scientific research.*

#### Regulation Statement

The principles that govern scientific research are well established and have long been applied toward the discovery of new knowledge. High ethical standards based on these principles are a critical responsibility of faculties and administrators of academic institutions, and accuracy in the collection and reporting of data are essential to the scientific process. Dishonesty in these endeavors runs counter to the very nature of research which is the pursuit of the truth.

The academic community is ultimately responsible to the public, and public trust in the academic community is absolutely vital. It is in the best interests of both the public and academic institutions to prevent misconduct in research and to deal responsibly with instances where misconduct is alleged.

### G. **Outside Activities** ([Policy 4.7.7P](#))

*This policy describes the condition, limitations, and procedures for full-time faculty engaging in activities outside of the University, whether paid or unpaid.*

**H. Regional Campus Classes**

Eastern Kentucky University has the responsibility to offer regional campus courses in a 22-county service region designated by the Kentucky Council on Post-Secondary Education. Academic departments are expected to identify and meet the need for regional campus courses. In certain program areas, academic departments have the opportunity, in cooperation with other universities, to offer courses outside the service region. The 22 counties in the Eastern Kentucky University service region are Bell, Boyle, Casey, Clay, Estill, Garrard, Harlan, Jackson, Knox, Laurel, Lee, Leslie, Lincoln, Madison, McCreary, Owsley, Perry, Powell, Pulaski, Rockcastle, Wayne, and Whitley.

In accordance with the aims and standards of various accrediting associations, regional campus courses should be taught as a part of the normal load. However, additional compensation is provided when regional campus teaching is done in addition to an otherwise full teaching load.

**I. Summer Teaching ([Regulation 4.8.3R](#))**

*This regulation describes the priorities for summer teaching assignments.*

**J. Teaching By Contract Staff and Classified Personnel**

Contract staff and classified personnel are expected to devote their energy and effort toward fulfilling all assigned duties and responsibilities for the University. Employees who do not have teaching duties as part of their normal assignment may teach for the University when there is sufficient student enrollment and demonstrated need for them to do so. In such cases, contract staff and classified personnel may be employed to teach under the following guidelines:

1. Meet all criteria for academic and professional preparation as specified by the Commission on Colleges of the Southern Association of Colleges and Schools as well as criteria specified by discipline accrediting agencies.
2. Receive approval of their immediate supervisor and the appropriate department chair, college dean, and vice president.
3. Teach no more than one class (or three hour equivalent) in the fall, spring and summer terms (i.e. no more than one course each term). Online or other non-traditional courses are considered the same as regular classroom courses.
4. Teach only during those time periods that do not conflict with their normal work schedules or assigned duties if receiving supplemental pay. For example, those persons whose normal work schedule is from 8:00 a.m. to 4:30 p.m. could not teach and receive supplemental pay until after 4:30 p.m. All preparation for classes will be done outside the normal work hours. In cases where no supplemental pay is given, the immediate supervisor may approve teaching during normal working hours.

Exceptions to this policy must be approved by the immediate supervisor, the appropriate chair, dean, and vice president(s).

**III. BENEFITS**

**A. Benefits Availability to Faculty**

Eligible faculty may participate in the University benefit plans, subject to the Plan Eligibility and Requirements set forth in documents that govern those plans. Comprehensive benefit design and eligibility information is available in the office of Human Resources.

**1. Core Benefits**

The University provides core benefits to all eligible staff that include Health Insurance, Basic Life and AD&D Insurance and Long Term Disability Insurance and Retirement. A detailed overview and enrollment information of these benefits can be obtained from Human Resources.

**2. Optional Benefits**

The University also provides a number of optional voluntary benefits for purchase through payroll deductions. An overview of these and other benefits are detailed in the Employee Benefit Supplement that can be obtained through Human Resources.

**3. Employee Assistance Program**

The University provides Employee Assistance Programs to assist employees and members of their household with problems of daily living. This free, confidential service is provided by the Access Wellness Group. To schedule an appointment with the Access Wellness Group simply call their office at 877-834-7836 (toll free) or (859) 309-0309 and identify yourself as a member of the ECU faculty, spouse or dependent.

**4. Benefits upon Termination of Employment**

Faculty terminating employment at ECU prior to retirement will receive no compensation for accumulated sick leave days. A faculty member who retires from ECU can receive up to one half year of service credit toward retirement benefits based on accumulated sick-leave days.

**B. Determination of Salary Increments**

The determination of salary increments for faculty and staff is a responsibility of the organizational unit to which the individual is assigned. University merit pay guidelines are given below. Information concerning specific criteria and procedures is available through the appropriate Vice President, Dean, Chair, or Director.

**University Merit Pay Guidelines for Academic Units**

On national and state levels, higher education is accountable for its mission of teaching, scholarly/creative activities, and service. The approach of Eastern Kentucky University is to allow its colleges and departments to retain the flexibility to develop systems for accountability that reflect the unique nature and needs of the disciplines.

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

1. The faculty of each academic unit shall participate in the development of a system for recommending merit increases for the academic unit. This may be accomplished at the college level, or, with approval of the Dean, at the department level.
  - a) If each department of a college is to have a separate system, the policies shall be recommended by a majority of the faculty in the department, shall be forwarded, with recommendations of the Chair and of the Dean, to the Provost and Vice President for Academic Affairs for review and approval.
  - b) If there is a college-wide system, the approval process shall follow the same pattern as described in “a” above.
  - c) The current practice which combines a standard award with a merit award and which bases both on performance shall continue. The standard award is a percentage of one’s annual salary awarded across the board to all faculty/staff who meet minimum performance standards. The merit award varies from individual to individual and is dependent upon the extent to which an individual exceeds minimum performance standards. University merit dollars are to be divided proportionately among departments based on the number of full-time faculty who are eligible for merit consideration in each department. Individuals who exceed minimum performance standards to an equivalent extent receive merit awards in equal dollar amounts.
2. In either case, the system must:
  - a) Be designed to differentiate with regard to performance so that no portion of the merit funds may be allocated across the board.
  - b) Conform to the University’s policy on nondiscrimination.
  - c) Parallel the criteria for promotion and tenure, recognizing Eastern’s primary mission of teaching.
    - (1) Salary adjustments, that is, increases occasioned by such circumstances as promotion, equities, and the need to maintain the University in a position of strength, shall be funded prior to the distribution of standard and merit award funds to the college/units.
    - (2) Academic merit pay systems shall be designed so that no less than 50% of the potential merit award for those with a full-time teaching load is based on teaching performance.
  - d) Define and clearly communicate the factors which are to be considered in evaluating meritorious performance.
    - (1) Departments may consider basing merit awards on performance over a period of time longer than one year for meritorious performance not previously considered.
    - (2) In addition to the student opinion of instruction, each department shall use a systematic method of assessing teaching performance for purpose of merit awards. This method shall include a consideration of the perspectives of

- students, colleagues, and supervisors and shall be clearly defined and communicated in the department merit pay policy.
- e) Provide for a formal evaluation conference where the faculty member will be notified by the Department Chair of the merit evaluation.
  - f) Require faculty members to actively participate in the merit evaluation process by:
    - (1) Providing documentation of meritorious performance in the form of a report structured according to department/college procedures and
    - (2) Participating in an evaluation conference with the Department Chair.
  - g) Provide a procedure for appeal of the evaluation which must be filed with the Department Chair, in writing, within five days of the evaluation conference.
  - h) Include a method for departments to periodically and regularly reassess their methods and procedures to ensure they are continuing to support the stated purpose, mission, and goals of the University.
  - i) Specify the procedures to be used in determining merit pay increases for faculty on paid or unpaid leaves. These procedures:
    - (1) Must include a case by case review by the Chair and Dean for compliance with the criteria,
    - (2) Must include the specification of prior agreements, in writing, concerning the criteria and process for the evaluation for merit pay, and
    - (3) May allow for differing awards according to the purpose of the leave if the basis of the difference is clearly explained and reflects the goals of the college and/or department.

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

**C. Faculty Emeritus/Emerita ([Policy 4.7.8P](#))**

*This policy describes the criteria and procedures for designating faculty with emeritus status.*

**D. Faculty Identification Cards**

Faculty ID cards may be obtained from the Colonel 1 Card Office located in Powell Student Center. Prior to obtaining the ID card, the faculty member should obtain his/her University identification number from Human Resources located in 203 Jones Building.

**E. Faculty Organizations**

Many professional organizations and honor societies are active on the University campus. Meeting announcements and invitations to membership are circulated periodically.

The Faculty Club and Eastern Kentucky University Women are local organizations that are primarily social. Information is supplied to faculty members concerning the functions, dues, objectives, and programs of these clubs at the beginning of the fall semester each year.

The American Association of University Professors (AAUP) was established in 1915 and is well known for its support of faculty rights and responsibilities, such as tenure, academic freedom, shared governance, and curriculum excellence. The AAUP supports these tenets through its national policy and practice standards for the academic profession and through local university chapters within which faculty members can consider these rights and responsibilities as they apply to their own institutions, and serves in some states other than Kentucky as a faculty trade union. Most institutions of higher education base their policies and procedures for faculty on The AAUP Redbook.

The AAUP has national offices in Washington, D.C. and lobbies for faculty and their concerns. The national office and its website are important sources of information for faculty. The Association also holds an annual conference and workshops for faculty. The AAUP also has staff attorneys that respond to questions from faculty, administrators, and other attorneys involved with higher education litigation. The Association submits numerous briefs to appellate courts, and thus, AAUP standards often figure in court decisions affecting



faculty. The AAUP also tracks trends in faculty salaries and hiring at over 1,500 institutions and reports this information annually in its bi-monthly journal, *Academe*.

Membership in the national AAUP ([www.aaup.org](http://www.aaup.org)) enrolls faculty members into the ECU AAUP Chapter. To reach the ECU AAUP Chapter, email the current chapter president at [doris.pierce@ecu.edu](mailto:doris.pierce@ecu.edu). ECU Today posts regular announcements of ECU AAUP Chapter meetings and programs during the academic year, at which both members and non-members are welcome.

**F. Holidays** (See the [Holiday Schedule](#))

**G. Leaves**

**1. Family and Medical Leave**

The Family and Medical Leave Act (FMLA) provides faculty who have twelve (12) months of service with the University and who have performed at least 1,250 hours of service in the prior twelve (12) month period, with up to twelve (12) weeks of leave during a rolling twelve (12) month period. This leave may be paid, unpaid, or a combination of paid and unpaid depending on the faculty's accumulated vacation and/or sick leave. In cases where paid leave ends prior to the end of the twelve (12) weeks the balance of the leave will be unpaid. In cases where a faculty member qualifies for more than twelve (12) weeks of paid leave, the twelve (12) weeks required by the FMLA will be included within the period of paid leave. For the complete policy, see the [policy website](#).

a) **Extended Medical Leave** ([Policy 8.2.5](#))

**2. Leave without Pay**

A faculty member desiring a leave from the institution without pay must file a request that requires the approval of the Department Chair, the College Dean, the Provost, the President, and the Board of Regents. If the request for leave without pay is granted, the outside employment agency, if any, will be informed that during the applicant's leave from the University a faculty position is being held for the return of the applicant to the University. Also, the faculty member on leave from the institution without pay is not covered by the benefits package that is applicable to individuals on pay status (see Continuation of University Benefits while on Leave below). The faculty member should review all University policies regarding leaves.

The faculty member who has been granted a leave from the institution without pay will communicate to the Provost, no later than February 1, (1) his/her intention to return to the University or (2) his/her letter of resignation. If notification is not received by the February 1, the faculty position will be declared vacant. In unique circumstances, a request to extend the leave for an additional year will be considered.

a) **Continuation of Benefits While on Unpaid Leave**

- (1) For faculty who are on an approved unpaid leave for the purpose of professional development, determined to be in the interest of the institution, (e.g. graduate work, Fulbright Fellowship), the University will continue all employer paid benefits under the same conditions, as coverage would be provided if he or she were continuously employed during the entire leave period. Both the University and the faculty member will be responsible for payment of their share of the premium during the leave period. Faculty should make arrangements through the Benefits section of Human Resources to pay premiums associated with any voluntary benefits.
- (2) Faculty members who are on leave, other than FMLA, Extended Medical Leave, or professional development from the institution without pay are not covered by the benefits package that is applicable to individuals on pay status. The faculty member and their covered dependents will have the option to extend their health insurance coverage through COBRA, and will be notified of their choices and premium rates in accordance with COBRA regulations.

**3. Military Leave** (See [Policy 8.2.8](#))

**4. Sick Leave** ([Regulation 8.2.14](#))

*Policy Statement*

Beginning with their employment, regular full-time and part-time employees are provided with sick leave. The sick leave benefit provides paid time for the employee's absence due to personal illness, injury or other short-term disability. Additionally, sick leave may be used for child(ren),



spouse, significant other whose condition requires the employee's direct care and in instances of qualified FMLA leaves. Sick leave may also be used for relationships not covered by the University's bereavement leave policy and instances where additional bereavement time is needed.

a) **Sick Leave Bank** (see [Policy 8.2.9](#))

5. **Bereavement Leave** ([Policy 8.2.2](#))

6. **Court Leave** (see [Policy 8.2.3](#))

#### **H. Parking Permits**

The University requires that all faculty, staff, and students driving automobiles to campus register their vehicles with the Division of Public Safety and observe the parking regulations contained in the publication Motor Vehicle Parking Regulations which can be obtained from the Parking & Transportation Services, Mattox Hall, telephone number (859) 622-2821. Parking regulations are also posted on the Parking & Transportation Services link from the University's web site.

##### **1. Guests and Visitors**

Guests and visitors can obtain temporary parking permits from the Parking Office, Mattox Hall Suite A which is next to the Student Services Building. The Parking Office is open Monday through Friday, 7:30 a.m. to 5:00 p.m. Temporary parking permits may also be obtained from the Division of Public Safety when the Parking Office is closed.

##### **2. Part-time Instructors**

Part-time instructors can obtain a parking permit with an authorization form from the Division of Human Resources. Parking permits can then be picked up at the Parking Office.

#### **I. Payroll Options**

Effective October 1, 2007 all payments made to faculty will be made electronically via direct deposit.

If the period of employment is August 15 to May 15, an employee may elect to receive payment under three options:

##### **OPTION 1: (Ten-month plan)**

The Basic Pay Plan for nine-month employees calls for payment over a ten-month period (20 times). Paydays are semi-monthly and are on the 15<sup>th</sup> and last business day of the month.

##### **OPTION 2: (Deferred Pay)**

If an employee elects the 24 pay period option, all taxes and other deductions will be processed from the first 20 pay periods and the net pay for the year is divided by 24. If an employee is currently enrolled for the 24 pay period option; that option will continue unless changed at the employee's request to Human Resources.

##### **OPTION 3: (Direct Deposit)**

Another alternative to Option 2 is to participate in the direct deposit program by placing 16.67 percent of the net pay into a savings account or a checking account. An employee can then withdraw one quarter of that amount semi-monthly during the summer. This process not only accomplishes the same result as Option 2, but also gains interest on deferred pay. If this option is elected, the payroll office will need a voided check or savings account number along with an authorization form available from Human Resources.

#### **J. Retired Faculty**

Retired faculty have many of the privileges of the faculty, including faculty parking privileges: an ID card: faculty library privileges; the purchase of athletic tickets at reduced rates; discounts at EKV bookstore: obtaining a Faculty/ Staff Telephone Directory: and the use of the facilities at Information Technology Services (as space allows). Persons age 65 or older may also take one course tuition free under the O'Donnell Scholarship Program.

#### **K. Sabbaticals** ([Policy 4.7.2P](#))

*This policy describes the criteria and process for awarding sabbatical leave.*

##### Policy Statement

Eastern Kentucky University maintains and promotes a program of sabbaticals for faculty as a part of its overall efforts to maintain high quality academic programs and an energized faculty. A sabbatical can be a rejuvenating experience for a faculty member, permitting time to investigate avenues for improving academic quality in the pursuit of excellence. All eligible faculty members are strongly encouraged to apply for sabbaticals.

Sabbaticals are designed for professional improvement of current faculty members by providing, for a specified period, time away from the usual contractual obligations. This time enables faculty members to pursue scholarly activities that will strengthen teaching, scholarship, service and/or any combination therein at the department, college, library, or university levels. Sabbatical requests are to be closely related to each faculty member's teaching area but are not granted for the completion of an advanced degree or for any other activities related to that.

Since a sabbatical is a privilege and not a right, sabbaticals are not granted automatically after the required semesters of service. A sabbatical may be granted to a faculty member who has demonstrated an above average ability in teaching, scholarship, and service and who has completed an application which meets the sabbatical requirements.

**L. Salary Compensation for Summer University Employment for Nine-Month Employees**

1. Policy 4.7.7, Outside Activities, provides that compensation for university-supported activities through grants or other university resources may not exceed one-ninth of the prior academic year salary for any one month during the period May 16 -August 14. Compensation may also be paid on a consultant-day-rate basis. The total of the compensation for the May16 – August 14 period on the consultant-day-rate basis will not exceed 3/9's of the academic year salary. Requests for summer employment are to be filed in advance for each activity.
2. Since project employment for summer employment is justified on the needs of the project plan of work, vacation days will not be paid.
3. Faculty who are employed by the University during the summer months and who wish to take on additional employment funded by non-EKU sources must file a Request for Outside Employment, approved in advance. If summer employment is paid through sponsored program funds, the Requests for Outside Employment must be approved by the Associate Vice President for Research.

**M. Tickets for Athletic Events**

The University sponsors a wide range of men and women's intercollegiate sports. These teams participate in the Ohio Valley Conference and also compete against non-conference institutions. Eastern is a member of the National Collegiate Athletic Association competing in Division I (Division IAA in football).

The University encourages staff support of its athletic teams by providing the opportunity to purchase football and basketball reserved seat season tickets at half-price for all full-time faculty. Single game tickets are sold at regular prices. Tickets and schedules for all athletic teams may be acquired from the athletic ticket office in the Alumni Coliseum. Ticket and game information is regularly included in various newsletters and bulletins distributed on-campus.

Faculty may purchase a maximum of four season tickets at half-price. An Eastern faculty may purchase the season tickets at half-price for himself/herself only. Faculty are not permitted to purchase tickets for another Eastern faculty at half-price.

In order to receive tickets at half-price, the recipient must be a full-time faculty of Eastern. Retired Eastern faculty and spouses of deceased Eastern faculty may also purchase season tickets at half-price.

When tickets become available for football and basketball games the sale of such tickets will begin on a "first-come-first-served" basis. Ticket holders desiring seat improvement or relocation must notify the ticket office in writing. Requests will be honored on "first-come-first-serve" basis.

When any season tickets become available for football and basketball, priority will be honored as follows: Colonel Club Membership, season ticket holders, general public. It is the ticket holder's responsibility to notify the ticket office in writing of a change of address.

Internal Revenue Code, Section 132 mandates that a portion of ticket discounts should be treated as taxable income. Since ECU faculty receive a fifty percent discount, twenty percent of the total value is tax-free and thirty percent of the total value is taxable income.

**N. Tuition Waiver at Berea College ([Policy 8.2.1](#))**

**O. Tuition Waiver (Faculty and Staff Scholarship) ([Policy 8.2.6](#))**

**P. U.S. Savings Bonds**

Those desiring to purchase Government Bonds by a payroll deduction may arrange to have this done at Human Resources.

**Q. Voting**

The University strongly encourages all eligible faculty to participate in the democratic processes by exercising their right to vote. Therefore, faculty who are registered voters, upon request, will be given up to four hours off to vote on Election Day, with one hour to be with pay. Specific time off must be coordinated with appropriate supervisors.

**R. Worker's Compensation**

**1. Scope**

All faculty, are covered under the Kentucky Workers' Compensation Law. (KRS 342)

**2. Purpose**

The Workers' Compensation Law is designed to compensate faculty for loss of earning power due to work-related injuries or illnesses arising out of and in the course of their employment. This coverage includes both medical expenses and loss-time payments to a faculty who is unable to work for an extended period of time because of a compensable injury or disease.

**3. Faculty Requirements**

Faculty members are required to report all incidents to his/her supervisor as soon as practicable after the incident (KRS 342.185).

- a) Return to Work Form (WCF-1). Supervisors are required to notify the University Claims Specialist in the [University Claims Office](#) upon the faculty's return. After receiving this form Human Resources will be notified that the employee has returned to work.
- b) Medical bills or other information received by a faculty for treatment of on the job injuries or illness should be submitted to the University Claims Specialist in the University Claims Office.

**IV. RESOURCES**

**A. Externally Sponsored Projects**

**1. Division of Sponsored Programs**

All requests for sponsored projects (i.e., externally funded grants and contracts) must be coordinated through the Division of Sponsored Programs. Such requests are usually designed to improve instruction, provide expanded public services to the Commonwealth, and/or conduct research. Copies of the operational policies and procedures governing grants and contracts are available in the offices of department chairs, academic deans and the vice presidents as well as the Division of Sponsored Programs.

**2. Policies**

**a) Cost Sharing on Externally Sponsored Projects ([Policy 4.4.3P](#))**

*This policy describes the criteria and obligations for cost sharing on externally sponsored programs.*

*Policy Statement*

Cost sharing constitutes additional financial obligations for the University. All cost sharing must be reviewed and approved prior to proposal submission and expenditures must be documented throughout the period of the award. All types of cost sharing obligations described below must be documented and identifiable in the University accounting system. This policy describes the criteria and obligations for cost sharing on externally sponsored programs.

*Purpose*

Cost sharing or matching (the terms may be used interchangeably) represents the use of institutional funds to supplement project costs not borne by the sponsoring agency. Some sponsored projects require that the University participate to some extent in the total cost of the project; other times, voluntary cost share may be necessary to effectively conduct the project. This policy sets forth the University guidelines for committing cost share on externally-sponsored projects.

**b) Cost Transfers on Externally Sponsored Projects ([Policy 4.4.4P](#))**

*This policy sets forth conditions for the transfer of charges from one sponsored program to another or from a sponsored program to a University account.*

Policy Statement

Cost transfers must meet conditions for allocability, allowability, reasonableness and consistency established under federal guidelines. Cost transfers must normally be made within 90 days of the incurred expenditure.

Purpose

This policy sets forth conditions for the transfer of charges from one sponsored program to another or from a sponsored program to a University account. OMB Circular A-21, “Cost Principles for Educational Institutions” establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions, as well as proper documentation required. To comply with the cost allowability and allocability requirements, it is necessary to explain and justify transfers of costs from one account to another.

**c) Direct Charges on Externally Sponsored Projects ([Policy 4.4.5P](#))**

*This policy describes the criteria for determining costs that may be directly charged to sponsored agreements and costs that should be treated as indirect costs.*

Policy Statement

This policy sets forth conditions for allowable costs charged to grants or sponsored agreements administered by Eastern Kentucky University. All expenditures on sponsored agreements must meet conditions for allocability, allowability, reasonableness, and consistency established under federal guidelines as outlined in the policy below.

**d) Effort Reporting on Externally Sponsored Projects ([Policy 4.4.6P](#))**

*This policy describes the requirement for documentation of effort on externally sponsored projects.*

Policy Statement

This policy sets forth conditions for the documentation of effort for faculty and professional staff who receive compensation, in whole or in part, through a grant or sponsored agreement, or who have committed personnel costs as part of cost sharing obligation on a grant or sponsored agreement.

Purpose

The purpose of this document is to outline the University’s policies for ensuring compliance with effort reporting. Adherence to this policy is necessary to prevent cost disallowances and penalties by the federal government and other sponsoring agencies.

**e) Externally-Sponsored Proposal Submission and Award Acceptance ([Policy 4.4.7P](#))**

*This policy describes the criteria for submitting proposals to external sponsors and for accepting grant and contract awards on behalf of the University.*

Policy Statement

This policy sets forth conditions for the submission of grant proposals and other sponsored agreements on behalf of Eastern Kentucky University. The policy outlines the proper signatory authorizations, eligibility criteria, and internal approval process required for all sponsored agreements.

**f) Salary Compensation on Externally Sponsored Projects ([Policy 4.4.8P](#))**

*This policy describes criteria and process for salary compensation on externally sponsored projects.*

Policy Statement

This policy sets forth conditions for faculty and staff who receive compensation, in whole or in part, through a grant or sponsored agreement, or who have committed personnel costs as part of cost sharing obligation on a grant or sponsored agreement. The policy establishes guidelines for effort in terms of the assigned time for faculty and staff.

Purpose

This policy establishes criteria for faculty and staff that are supported, in full or in part, on any externally sponsored program through Eastern Kentucky University. The University is obligated to comply with all federal policies related to the fiscal management of grants under guidelines established by the Office of Management and Budget circulars A-21 and A-110.

**g) Subrecipient Monitoring ([Policy 4.4.9P](#))**

*This policy describes the process for managing subrecipients in externally sponsored projects.*

Policy Statement

This policy sets forth conditions for review, approval, and monitoring of subrecipients on sponsored programs administered through Eastern Kentucky University. The policy also outlines the responsibilities of the project director in assuring both programmatic and fiscal compliance of subrecipients to the terms and conditions established by the sponsoring agency.

Purpose

This policy seeks to:

- promote stewardship of funds used to pay subrecipient organizations;
- promote appropriate responsibility and accountability for contractual subrecipient relationships;
- promote compliance with federal, state, University, and other legal requirements related to subrecipient monitoring; and
- ensure that the University and its sponsors receive value for funds expended.

**h) Facilities and Administrative (F&A) Cost Recovery and Distribution ([Policy 4.4.10P](#))**

*This policy describes the guidelines for facilities and administrative cost recovery and distribution of such funds from externally sponsored projects.*

Policy Statement

All externally-sponsored projects are expected to recover the University's full negotiated Facilities and Administrative (F&A) cost recovery rate. If a sponsor imposes a limit on F&A cost recovery, the University may, at its discretion, accept a lesser rate if written documentation (i.e., policy statement) from the sponsor is provided prior to the submission of the proposal.

Purpose

This policy provides guidelines for the recovery of F&A costs and establishes a method for the internal sharing of recovered F&A funds resulting from externally-sponsored projects. This policy is inclusive of all sponsored activities funded externally at the University.

**B. Human Resources**

The Division of Human Resources provides services for the following:

1. Employment processing for all positions
2. Administration of all fringe benefits
3. Assisting supervisory personnel with employee relations issues
4. Coordinating training and development programs

5. Coordinating the University's wellness program

All new faculty must visit Human Resources to fill out the necessary forms for payroll and fringe benefits. Any questions concerning payroll should be directed to Payroll Services in the Division of Financial Affairs. Questions regarding fringe benefits should be directed to the Benefits section Human Resources.

**C. Library Services to the Faculty**

The John Grant Crabbe Library, with the Thomas and Hazel Little Addition, is centrally located on the campus in a complex that also houses the University Building, the Madison County & Eastern Kentucky Law Library, and a large computer lab. Branch Libraries are located in the Foster Building (Music) and in the Stratton Building (Justice & Safety).

EKU Libraries exist to strengthen and engage our community by advancing knowledge and inspiring lifelong learning. EKU Libraries aspire to be a creative, stimulating learning environment with forward-leaning resources, services, and practices that meet the evolving needs of our diverse community of users.

Visit the library web page [library.eku.edu](http://library.eku.edu) for information about our services and collections.

Reference and Instruction

- Faculty can invite a librarian into their classroom to teach students how to find, evaluate and use information. For more information about instruction and to request a librarian, visit this web page <http://library.eku.edu/library-instruction>.
- Reference Librarians are available to help faculty and their students on a drop in basis. Librarians are available via online chat, text, email, phone, or in person. More information can be found at <http://library.eku.edu/ask-us>
- Each academic program has a librarian assigned to assist the faculty in that program. The librarian can help faculty order materials for the library, schedule a library instruction session, and assist with research, among other research and instructional services. For more information, visit the Library Liaison page <http://library.eku.edu/liaison-program>.

Library Collections

- Faculty can suggest the library purchase materials for use by students, faculty and staff. Fill out the form at <http://library.eku.edu/suggest-purchase-form>.
- Faculty can check out most print materials for 120 days. However, should a book be requested by another patron, the item may be recalled after 2 weeks. Items in our popular reading collection, located in the Grand Reading Room, only circulate for 14 days. Most items can be renewed in person, by phone, or through the online library catalog. More information about checking out materials can be found by visiting <http://library.eku.edu/borrowing-privileges>. Spouses, Domestic Partners, and Dependents are also eligible to check out material from our library. Visit the library webpage or stop by the Help Desk for more information.
- Proxy Borrowing: EKU faculty may authorize assistants to check out Library materials on their behalf. These assistants must be employed by the University or be registered students. Under this arrangement, the faculty member agrees to be responsible for any materials borrowed on their behalf, including the return of all materials or the payment of replacement charges for items that are lost or damaged. Proxy authorization may be granted for up to one academic year, and may be renewed as necessary. Faculty can pick up the authorization form at the Main Library Help Desk or by going to <http://library.eku.edu/proxy-borrowing>.
- Interlibrary Loan: Our interlibrary loan service is a comprehensive document delivery service that we call Library Express. Books and journal articles not owned by EKU Libraries can be obtained from another library and delivered to your faculty office, to a library location or for electronic materials; they can be delivered via email. We will also pull and deliver materials in our collection to your office or inbox for you. Please visit the Library Express web page for more information <http://library.eku.edu/library-express>.
- Online Resources: The library subscribes to thousands of electronic journals and access to hundreds of research databases. To see a list of online resources organized by subject visit <http://library.eku.edu/resources/subject>.

Library Spaces

- There are three libraries on EKU's Richmond Campus. The John Grant Crabbe Main Library is located in the center of campus near the Ravine, the Keen Johnson Building and the Powell Student Center. The Business Library and Academic Commons is located on the second floor of the Business and Technology

Complex on the south side of campus. The Elizabeth K. Baker Music Library is located in the Foster Building. Visit this page for more information: <http://library.eku.edu/campus-libraries-collections>.

- Study areas are available in the Main Library for private study or research by EKU Faculty. The area is a drop in space that can be used anytime during the library's operation hours. To use the area a faculty member can check out a key at the Main Library Help Desk. A staff member will be available to direct the faculty member to the space.

**D. Model Laboratory School**

The Model Laboratory School, located in the Donovan Building, offers programs from nursery school through the twelfth grade. Application for admission should be made to the Director of the Laboratory School. The Board of Regents fixes tuition fees for the Laboratory School. Information about fees is available in the Office of the Director.

**E. Office of Services for Individuals with Disabilities**

Any member of the faculty, staff or student body who believes she or he requires a reasonable accommodation with respect to their employment or participation in any program or activity should contact the Office of Services for Individuals with Disabilities, located in room 315 of the Whitlock Building (SSB), (859) 622-2933 (V/TDD). Information concerning the Americans with Disabilities Act (ADA), and the rights provided there under, is available from the ADA Coordinator, located in Whitlock (SSB) 361, (859) 622-1500 (V/TDD) or (859) 622-2933.

**F. Social, Cultural, and Recreational Activities and Facilities**

Faculty members are invited to participate in a multitude of University social, cultural, and recreational functions. Included in these opportunities are lectures, movies, plays, recitals, concerts, art exhibits, and athletic contests.

The University provides many physical activity and recreational facilities. Faculty members may participate in a variety of games and sports in Alumni Coliseum, Weaver Building, Begley Building, Greg Adams Building (indoor tennis), or outside areas, including the Thomas E. McDonough Intramural Fields. Tennis, golf, swimming, and other facilities are available for faculty recreation.

Faculty are also eligible for membership to the Fitness & Wellness Center. Contact the Center at (859) 622-1244 for more information.

**G. University Wellness Program**

EKU encourages and supports faculty participation in wellness activities such as seminars, health screenings, health fairs, fitness, and other wellness challenges. "Healthy You at EKU" is open to all full time faculty. Faculty can earn a pre-determined amount of wellness credits through the year in order to be eligible for the incentives. Visit the website at [www.healthyyouateku.com](http://www.healthyyouateku.com) or contact Human Resources' Wellness Manager for more information about the employee wellness program.

**H. Wellness Center**

The Wellness Center is located in the Weaver Building and is available to all university faculty. It offers a wide range of health and lifestyle testing procedures, as well as exercise and weight equipment



## PART FIVE

### INSTRUCTION

*University policies and regulations can be found at [www.policies.eku.edu](http://www.policies.eku.edu)*

#### I. INSTRUCTIONAL PRACTICES AND POLICIES

##### A. Instruction

###### 1. Institutional Responsibility

The University has an obligation to provide faculty members of the highest quality obtainable for each course and to teach each course with the person best suited for it. Each instructor should view the course as a means to a significant educational end; the instruction should relate to the catalog description of the course. The instructor is obligated to update continually the content of the course. The instructor should also strive to employ a variety of techniques for the development of good learning conditions, view each student as a unique individual, and insofar as possible provide for individual differences in abilities and interests.

###### 2. Student Responsibility

The student has an obligation to perform at the highest level possible in all courses. The student should refrain from taking short cuts and should refuse to participate in any action that is commonly defined as cheating or plagiarism. The University regulations concerning student behavior prohibit disrupting the peace or interfering with classroom or other University activities.

##### B. Academic Advising

###### 1. Institutional Responsibility

The University has the obligation to provide for every student an academic advisor who has knowledge of the academic programs available and the institution's academic regulations. Faculty members accepting advisory duties shall regard them highly and conduct them in a conscientious and professional manner.

###### 2. Student Responsibility

Students have an obligation to work closely with their advisors, striving to be cooperative in carrying out instructions and meeting obligations to the advisor with proper regard for advice received.

It is the students' responsibility to become familiar with all regulations and procedures required in the program being pursued. In no case should a student expect waiver or exception to published program requirements by pleading ignorance to the regulation or asserting that an advisor or other authority did not correctly present the information. All students should become familiar with the general academic information section of the appropriate Catalog and the specific college/departmental program requirements.

##### C. Academic Credit ([Policy 4.2.3P](#))

*This policy identifies how the University defines the amount and level of academic credit.*

##### D. Academic Freedom for Students (See the EKU Handbook for Students)

##### E. Academic Integrity Policy ([Policy 4.1.3P](#))

*This policy defines academic integrity violations and describes the process for handling such violations.*

###### Preamble

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct and respect for others. In order to meet these values, students at EKU are expected to adhere to the highest standards of academic integrity. These standards are embodied in this policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it does not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing an instructor's belief that some form of academic dishonesty has in fact occurred.

###### Policy Statement

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



**F. Academic Records**

**1. Institutional Responsibility**

Accurate records of the academic performance of each student are to be maintained. Such records are to be regarded as confidential, with access on a “need to know” basis by the faculty advisor and appropriate administrative officials. Transcripts of a student’s record are not to be provided to agencies outside the University without the consent of the student, except at the discretion of the Registrar in accordance with the ethical practices of the profession.

**2. Confidentiality of Student Records**

The University has developed a policy for the implementation of the Family Education and Privacy Act of 1974 (The Buckley Amendment). This policy appears in the Undergraduate Catalog. In summary, it provides that only directory type information about students, such as name, address, and dates of enrollment can be made public without the permission of the student. Consequently, the posting or other distribution of academic records, such as grades, may not be done in such a way that the identity of an individual student is discernible to anyone except the student.

**3. Student Responsibility**

Students have the responsibility to provide full and accurate information necessary for the maintenance of valid academic records. Submission of false information, failure to submit information, or alteration of official records is irresponsible acts subject to appropriate action by the University. Students are obligated to respect the confidentiality of the records of their peers.

**G. Attendance (Student) ([Regulation 4.1.6R](#))**

*This regulation delegates to departments the implementation of attendance requirements in courses. The regulation also describes the process for absences due to University-sponsored activities.*

**H. Cancellation or Delay of Classes ([Regulation 4.8.2R](#))**

*This regulation describes the University’s process when classes must be cancelled or delayed.*

**I. Class Meetings ([Regulation 4.1.13R](#))**

*This regulations describes the expectations for class meetings.*

**J. Curriculum**

**1. Institutional Responsibility**

The faculty of the University have the responsibility to provide a wide variety of high quality courses and degree programs consistent with the varied interests and abilities of the members of the student body and relevant to the changing nature of society. However, academic program development must be consonant with statutory limits, policies defined by the Board of Regents, financial resources, and faculty and facilities available.

**2. Student Responsibility**

Because the offerings of no university are unlimited, before enrolling at Eastern the student should be aware of what courses and programs are offered or being planned and recognize the necessity of making choices within this context.

**K. Dealing with Disruptive Students (Procedures)**

At Eastern Kentucky University, faculty are committed to providing a positive learning environment. Faculty are strongly encouraged to clearly communicate their guidelines for classroom behavior to all students. At times, students are disruptive in academic settings. In response to these situations, the University has set suggested guidelines that faculty should follow to effectively deal with disruptive behavior. See General Regulations Concerning Student Behavior in the EKU Handbook for Students. See the [Eastern Kentucky University Faculty Guidelines for Dealing with Disruptive Student Behavior in Academic Settings](#). For further information, contact the Office of Student Rights & Responsibilities, Turley House 1, ext. 2-1500.

**L. Faculty Responsibility for English Composition ([Policy 4.7.11P](#))**

*This policy describes the shared responsibility of faculty for assignment and evaluation of written work.*

**M. Final Examinations ([Policy 4.1.14P](#))**

*This policy describes the conditions for scheduling and holding final exams.*

**1. Pre-Final Examination Week (Dead Week) Policy ([Policy 4.1.5P](#))**

*This policy describes the limitations on major assignments during the week prior to final exams.*

## N. Grading

Each instructor has an obligation to evaluate the academic achievement of students in a manner consistent with the following statements of the purposes and principles of grading.

### 1. Purposes of Grading

The purposes of grading are to define and communicate the level of educational achievement, to motivate students to greater effort, and to appraise the effectiveness of teaching methods.

### 2. Principles of Grading

- a) Grading should be directly related to the objectives of the course. Grades assigned should reflect the relative level of attainment of objectives. The grading system should take into account the emphasis given to the various objectives of the course.
- b) Students shall be informed in writing, no later than the second class meeting, of the course objectives and the procedure to be used in determining grades.
- c) Grades should be based upon a combination of several factors for higher validity and more effective evaluation.
- d) Every effort should be made to make measurement valid, reliable, and objective.
- e) Grading should be based on understanding rather than belief.
- f) Evaluation should be consistent with accepted norms for the institution.
- g) Evaluation should be an integral part of the teaching learning process; hence, the necessity for students having knowledge of progress during the course.
- h) Student personality should not be a factor in grading except where clearly relevant to stated course objectives.
- i) In all sections of a multi-section course, evaluations should be consistent with accepted norms for the course.

## Grading System

Grades, which are represented by letters, are given point values as indicated:

<u>Grade</u>	<u>Meaning</u>	<u>Grade Points Per Hour</u>
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failure	0.00
FN	Failure (Student Stopped Attending Class)	0.00
I	Incomplete	0.00
IM	Incomplete Due To Military Activation	0.00
P	Passing	0.00
S	Passing	0.00
U	Failure	0.00
UN	Failure (Student Stopped Attending Class)	0.00
W	Withdraw	0.00
WM	Withdraw Due To Military Activation	0.00
AU	Audit	0.00
CR	Credit Only	0.00
IC	Incomplete Correspondence	0.00
IP	In Progress	0.00
NC	No Credit	0.00
NR	Not Reported	0.00

Specific grade requirements are to be interpreted precisely as stated. Thus, if a requirement specifies that a grade of at least "C" is required, a "C-" will not satisfy the requirement. If it is intended that "C-" is to be allowed, "C-" will be listed rather than "C." This applies to all specific grade requirements.

The grade point average (GPA) is based on those courses in which a student earned grades of "A," "B," "C," "D," "F," or "U." To calculate the GPA, one first figures the number of hours attempted in courses numbered 100 or above that award any of these grades. Next, one obtains the total grade points for each of these courses. This is figured by multiplying the grade points for each grade by the number of credit hours

of the course. For example, a student earning a “B” in ENG 101, a three-hour course, would earn nine grade points. Finally, the total grade points are divided by the hours attempted. To meet graduation requirements of at least a 2.0 GPA, students must earn at least twice as many grade points as they have hours attempted.

**4. Grade Appeals ([Policy 4.1.15P](#))**

*This policy describes the process for a student to appeal a course grade.*

**5. Grade Changes ([Policy 4.1.9P](#))**

*This policy describes the process for a changing a student’s grade after final grades are submitted*

**6. Incomplete Grades ([Policy 4.1.11P](#))**

*This policy describes the process for awarding an incomplete grade in a course.*

*Policy Statement*

An Incomplete Grade Contract may be initiated by a student (undergraduate and graduate) or faculty member prior to the last day of class when a student wishes to pursue an incomplete grade. If the instructor agrees that the student has extenuating circumstances beyond their control and he or she agrees to assign an incomplete grade, the instructor will identify on the Incomplete Grade Contract all outstanding assignments.

**7. Midterm Grades in Undergraduate Courses ([Regulation 4.1.16R](#))**

*This regulation describes when undergraduate midterm grades will be reported.*

**8. Midterm Grades for Graduate Courses ([Regulation 4.5.4R](#))**

*This regulation states that midterm grades are not required for graduate courses.*

**9. Pass-Fail Option ([Policy 4.3.15P](#))**

*This policy describes the conditions for establishing a pass-fail option for a course.*

**O. Institutional Expectations for Class Preparation on the Part of Students**

Lower Division Courses: Minimum of two hours of outside preparation for every hour of lecture.

Upper Division Courses: Minimum of three hours of outside preparation for every hour of lecture.

Graduate Level Courses: Minimum of four hours of outside preparation for every hour of lecture.

Courses with laboratory or clinical components or lecture/laboratory courses that meet for “double periods” may have reduced expectations for outside preparation and study. Syllabi for such courses, as for all other courses, should indicate the minimum expectations for outside preparation and study.

**P. Recourse for the Student in the Event of Institutional Failure**

Any student who has reason to believe that a member of the University faculty has failed to carry out institutional responsibilities should discuss the matter with the person most directly involved. Almost all such problems can be resolved in this manner.

If a student believes there has been some type of breach of policy not covered above, the student should first attempt to resolve the matter with the person most directly involved. If the student is unable to gain satisfaction at this point, or if the matter so justifies, the student should register a detailed complaint, oral or written, with the immediate supervisor of the person in question.

In the event that satisfaction is not obtained, following established procedure, the student or faculty member may make a full report to the dean of the college or head of the other administrative unit and/or the Provost.

**Q. Research**

Although Eastern Kentucky University is primarily a teaching institution, research is recognized as a necessary part of the professional life of faculty members, especially those whose major concern is with students at the upper division and graduate levels. Therefore, faculty are expected to engage in research on their own initiative and to seek outside support of their endeavors. In addition, a research project fund is budgeted to provide partial support for faculty research. The vice chair of the University Research Committee, the Director of the Division of Sponsored Programs, should be contacted for information on proposal format and deadline dates. Research funds may not be used to support faculty development activities.

**1. Animal Use in Research and Teaching (Policy 4.4.13P)**

*This policy describes the process for ensuring compliance when using animals in research or teaching.*

Policy Statement

It is the policy of Eastern Kentucky University to ensure the proper care, use, and humane treatment of animals used in research and teaching activities and to maintain an animal care and use program that is managed in accordance with applicable local, state, and federal laws and regulations. In doing so, the University complies with applicable provisions of the Animal Welfare Act (AWA) and other state and federal statutes and regulations relating to animals. The University is guided by the “United States Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training,” and the University’s animal care and use program is based on the Guide for the Care and Use of Laboratory Animals (Guide).

This policy is applicable to all research, training, experimentation, biological testing, teaching, and related activities at EKU involving animals, regardless of whether the activities are supported by externally sponsored agreements or University funds. This policy is also applicable to such activities occurring at another institution as a consequence of subgranting or subcontracting from EKU.

**2. Human Subjects in Research (Policy 4.4.12P)**

*This policy describes the process for ensuring compliance when using human subjects in research.*

Policy Statement

In compliance with Title 45 Code of Federal Regulations Part 46 (45 CFR 46), Protection of Human Subjects, the University is responsible for ensuring that research investigators protect the rights, privacy, and welfare of individuals recruited for participation in research. The Institutional Review Board (IRB) is responsible for overseeing the use of human subjects in research projects conducted at the University or conducted by University faculty, staff, or students at locations other than those owned by the University. The jurisdiction of the IRB includes the authority to review, approve, require modifications to, or deny approval of research protocol applications submitted by faculty, staff, and student investigators. The process of review serves to ensure the safe and ethical conduct of research that ultimately will protect the rights and welfare of human subjects in an atmosphere of mutual trust and scientific integrity in the pursuit of knowledge. All research projects shall be submitted for IRB review and approval prior to the initiation of research activities. The IRB authority and jurisdiction is outlined further within this policy.

**R. Student Opinion of Instruction (Policy 4.1.7P)**

*This policy describes the requirements for student evaluation of instruction in a course.*

**S. Student Representation on Academic Committees (See EKU Handbook for Students)**

**T. Syllabi for Courses (Policy 4.1.4P)**

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

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 typically on the first day of class but no later than 8 a.m. of the last day of the Add/Drop period. If requested by students, a faculty member must provide a syllabus in an alternate format (e.g., a paper copy, an email attachment, etc.)

**U. Textbooks**

The Textbook Manager shall be notified by the department chair of textbooks to be used in all courses to be offered according to the following schedule:

Fall Semester .....	April 1
Spring Semester .....	October 1
Summer Session .....	March 1

It is assumed that textbooks will not normally be changed after these dates.

The department chair shall approve a proposed change in textbooks. A textbook should be used at least two semesters before a change is made and then only for substantial reasons. Notice of intention to change a textbook should be sent to the Textbook Manager; EKU Bookstore Keen Johnson.

**1. Faculty Authored Materials (Policy 4.7.1P)**

*This policy describes the process for faculty using self-authored texts in their own courses.*

### Policy Statement

The authoring of textbooks and other educational materials is a common and encouraged outcome of faculty research and instruction activities. The selection and use of educational material is essential to academic freedom and, therefore, such decisions should remain primarily with the faculty. However, potential conflicts of interest may occur when a faculty member requires or recommends self-authored materials for courses he/she is teaching and where the sale of such material results in financial gain for the faculty member. Such a practice requires careful review and monitoring.

Faculty Authored, Co-Authored, and Customized textbooks must be approved through the process outlined in this policy if 1) they are required or recommended in the faculty author's courses and 2) they produce a financial benefit for the faculty author(s). Educational materials—such as class notes, workbooks, lab manuals—produced for sale to students must be approved through this process if they create a financial benefit to the faculty author(s).

Faculty Authored, Co-Authored, Customized textbooks, and educational materials that generate no royalties, or for which no royalties are paid by any entity, are not subject to this policy. Materials written by co-authors (e.g., a Department or program) that generate no royalties, or for which no royalties are paid by any entity, are not subject to this policy.

During the review and approval process for textbooks and educational materials covered under this policy, consideration shall be given to the following: 1) appropriateness of the text for the course(s) in question, 2) the extent to which the text is used outside the University, 3) the cost effectiveness to the students, and 4) compliance with federal/state law as well as other University policies.

Contracts/agreements for publishing textbooks or educational materials are personal agreements between publishers and faculty author(s). Any tax consequences from royalty income are the responsibility of the recipient.

## V. Waiver of Academic Requirements (See the EKU Handbook for Students)

### W. Withdrawal from Courses

#### 1. Drop and Withdrawal from Courses ([Policy 4.3.7P](#))

*This policy describes the effects of dropping or withdrawing from a course.*

#### 2. Military Activation and Course Completion ([Policy 4.3.14P](#))

*This policy describes the process for course completion in the event of military activation during a semester.*

## II. INSTRUCTIONAL DELIVERY OPTIONS

### A. Distance Learning

Distance learning is defined by the Southern Association of Colleges and Schools (SACS) as

“a formal educational process in which the majority of the instruction (interaction between students and instructor and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may employ correspondence study, or audio or video, or computer technologies.” (Distance Education, SACS, December 2006).

Distance education at Eastern includes the following delivery modalities: Interactive TV (ITV), online, Kentucky Education Television (KET) telecourses, and correspondence courses.

### A. Interdisciplinary and Team Teaching

“Team Teaching” is defined as a collaborative activity within departments, across departments and across colleges in which content is integrated and all participating faculty are involved in the planning, delivery and evaluation of the course. It is specifically distinguished from “multidisciplinary teaching” in which faculty may divide course content into separate units that are planned and delivered independently.

In the case of team-taught courses, the responsibility for determining student credit hour division and faculty workload assignments rests with the department(s) of the participating faculty mutually agree upon an alternate arrangement for credit hour distribution. Such agreements shall be spelled out in a memo for approval by the appropriate dean(s) signed by all faculty who teach the course and their chairs. Higher minimum enrollments may be

necessary to sustain certain team-taught courses. Any adjustment in minimum enrollments to justify a team teaching model should be roughly proportional to normal faculty load expectations for viable courses.

### III. INSTRUCTIONAL FACILITIES AND RESOURCES

#### A. Instructional Facilities

##### 1. Institutional Responsibility

The University should give high priority to the provision of instructional facilities, equipment, and materials which are essential for the success of the teaching-learning process.

##### 2. Student Responsibility

The student has an obligation to utilize instructional facilities, equipment, and materials in a mature and responsible manner free from abuse or wastefulness.

#### B. Counseling Center

The staff of professional psychologists and counselors offers consultation to faculty regarding mental health issues as it relates to their students. The counselors also offer psycho educational programs in the classroom for faculty upon request. Referral services are available to faculty who request psychological counseling.

#### C. Instructional Development Center

The Instructional Development Center (IDC), located in the Crabbe Library, supports faculty in the development of online courses, with priority given to those courses that are part of an e-Campus / ECU Online program. Consistent with the availability of resources, staff also assist in supporting other online and traditional on-campus courses. Faculty who wish to enhance their instructional delivery can work with the staff of the IDC to design and create quality online courses, including rich and engaging instructional resources. Other services include assistance with the development and creation of media resources and the transcription of video or audio resources for ADA accessibility compliance. The IDC supports the development of online courses that meet the Quality Matters standards and provides professional development for faculty and departments for the creation of online courses.

#### D. Technology Support Services

Technology Support Services is a department within the division of Information Technology. Technology Support Services assists faculty, deans, and chairs in developing and successfully integrating technology into the classroom and coordinates technical training for the entire university. Technology Support Services also keeps the ECU community informed of new technologies; brings awareness to users on availability of products and services on campus; and assists with purchasing options. For more information, go to [www.it.ecu.edu](http://www.it.ecu.edu).

#### E. Libraries

##### 1. Electronic Resources

ECU Libraries provides many online resources, including eQuest, our online catalog. Many journals are available full-text through the databases or as e-journals. For a complete list of journals we purchase in electronic formats, see the library's home page. All of these resources are available to off-campus users. Your library liaison can help you with the linking of these and other resources to your course pages.

##### 2. Course Reserves

The ECU Libraries maintains a Course Reserve collection comprised of books, journal articles, and other class related materials in paper or electronic format. These items support the instructional requirements of specific courses and are placed on reserve at the request of the faculty member. Reserves may be checked out of the library for short periods of time, or accessed electronically, by ECU students, faculty, or staff. Information and forms may be obtained at the Circulation/Reserve desk or on the library's home page.

##### 3. Library Liaisons

The Libraries have developed a liaison program to better serve academic departments. Each department or college has been assigned at least one member of the library faculty to provide tailored services to the faculty in the department. Services can include research consultation, development of research assignments for classes, assistance with linking library resources to course pages, classroom instruction, database tutorials for faculty members or their classes, collection development, and maintenance of regular hours within the department. A list of library liaisons is available on the library's web page.

##### 4. Library Instruction

ECU librarians provide library instruction to acquaint faculty and students with library materials and services. The library's instruction program offers options that range from a basic presentation for freshman orientation classes to a hands-on introduction to electronic resources that specifically meet the needs of a research assignment. Librarians are available to assist faculty members with adapting these and other options to their particular courses. To schedule library instruction for a class, please contact your library liaison or the Library Instruction office.



### **5. Ordering Library Resources**

Requests for the ordering of books, and other materials for the library should generally be cleared through the department chair or the designated faculty representative. Order forms are available on the library's web page, as are ordering tools such as *Books in Print*, useful for obtaining authors, titles, publication dates, pricing, and edition information. Faculty members are welcome to recommend book purchases outside of their own field of expertise.

Requests for new journal subscriptions may be submitted at any time but are generally ordered, funds permitting, in late summer or early fall. If an online version of a journal is available, the library will typically order that format. Duplicate subscriptions of print and online versions are usually not approved. Request forms are available on the web or from the Periodicals department or the Serials Acquisitions department. Because of their high cost, careful attention is given to the written documentation describing the faculty member's need for a new journal title.

### **6. Special Services to Off-Campus Faculty and Students**

The Distance Education librarian provides informational and instructional support to faculty and students involved in off-campus classes at EKU Centers or at other locations. Students may request specific books, journal articles, or research assistance. The requested information is then mailed to the home or delivered (faxed or couriered) to their Center library at no cost to the student. Faculty are eligible for all services normally provided to support instruction, including the placement of reserved items in the Center library or on the web, library instruction sessions in the off-campus classroom, interlibrary loan services, etc.

EKU Library maintains a small collection of print resources in each Center, which includes basic reference books and periodicals. Almost all of the Library's electronic resources are accessible from computers in the Centers, as well as from the homes of students and faculty in the distance education programs. Details are available from the Distance Education librarian and on the library's web pages.

### **7. University Archives**

Special Collections and Archives operate as a unit within the Eastern Kentucky University Libraries. Its mission is to collect and make accessible for teaching and research purposes selected publications, manuscripts, institutional records, photographs, film and other historical material of enduring value that document Kentucky history. The materials collected focus generally on Eastern's twenty-two county service region, and the history of Eastern Kentucky University, but also include published material by Kentucky authors and about Kentucky. Faculty should send two copies of their published monographs to the University Archives where one will be preserved and one will be made available for general circulation.

Special Collections and Archives at Eastern functions in three main areas: university records; rare books and selected monographs; and manuscript collections. University records encompass permanently valuable and historic official documents as well as publications, photographs and personal papers of faculty, staff and students. The Archives is responsible for the safekeeping of these permanent records and for coordinating a University-wide records management system. The book collection consists of rare, out-of-print, first editions, autographed and other published material about Kentucky. The manuscript collections contain a variety of material with topics ranging from local history to statewide athletic competitions to modern politics.

Faculty are encouraged to make use of the resources available in the Archives and to collaborate with Archives staff when creating student research projects. Hours and contact information is posted on the library's web page.

### **F. Teaching & Learning Center**

The Teaching & Learning Center serves the University through a variety of faculty development activities, including one-on-one consultations, small-group workshops, learning communities, guest lectures, university-wide forums, and Center-sponsored conference trips. Through collaborations with IT, the Instructional Development Center, the Library, the Noel Studio for Academic Creativity, Sponsored Programs, and the Training Resource Center, the TLC strives to answer the needs of the campus community across a wide spectrum. Often the most important role is that of conduit, bringing together faculty with the right resource personnel.

### **G. Tech Commons**

Tech Commons is located in room 13 of the Powell Building. This facility features cutting edge technology in a multi-function classroom called the Incubator Classroom, which seats 40 comfortably and is equipped with netbook and multitouch computers.

There is also a spacious computer lab with over 40 Windows workstations , as well as several Macs. The most popular software titles are installed on these machines, just as in all of the labs that IT services. Student meeting facilities, a large conference table, video teleconferencing equipment, and an interactive white board are all available for student use. A separate, large open lounge area is filled with numerous comfortable couches, and chairs.

**H. Noel Studio for Academic Creativity**

The Noel Studio for Academic Creativity is an integrated support service for writing, communication, and research. Its primary service is the consultation, a peer-to-peer conversation about a student's communication project or product focused on the student's questions, ideas, and expectations.

In addition to consultations, the Noel Studio offers technologically sophisticated spaces and events and workshops designed to support the development of creative and effective writing, communication, and research practices in every discipline. The Discovery Classroom and Conference Room can be used for a variety of class projects. Visit <http://www.studio.eku.edu/> for more information on working with the Noel Studio.

**IV. INSTRUCTIONAL AWARDS**

**A. Alumni Association Award for Teaching Excellence**

In recognition of and appreciation for teaching excellence, the Eastern Kentucky University National Alumni Association has established the Award for Teaching Excellence.

Each year two members of the Eastern teaching faculty are recognized by the Alumni Association with a cash award of \$750. A slate of faculty, selected from nominations made by students, is submitted to the Executive Council of the Alumni Association, which makes the final decision. Further information may be obtained from the Alumni Association.



## PART SIX

### ADMINISTRATIVE

*University policies and regulations can be found at [www.policies.eku.edu](http://www.policies.eku.edu)*

#### I. UNIVERSITY POLICIES AND REGULATIONS

##### A. Policy on Policies ([Policy 1.1.1P](#))

*This policy describes the process for policy formation and revision at the University.*

###### Policy Statement

Eastern Kentucky University, through the practice of shared governance, formally develops, approves, disseminates, implements, and maintains policies, as defined in this document, through a uniform process. All members of the University community may be involved in developing, updating, recommending, and disseminating University policies and thus must adhere to the precepts set forth in this policy. This document defines a University policy, and also provides a format for the development, revision, approval, and dissemination of such policies. Additionally, it describes the responsibilities of the parties involved in the formulation and adoption of University policies.

This policy enables the University to make policy development and retrieval efficient and consistent. Further, a comprehensive document that outlines the development, revision, approval, dissemination, implementation, and maintenance of University policies allows for more consistent enforcement, greater accessibility, and timelier review. This process will enhance communication, organizational operations, compliance, and accountability.

Eastern Kentucky University will be guided by the following principles:

- Policies will
  - support the University's mission, values, initiatives, and strategic goals;
  - be designed to encourage students' success in achieving their goals while at the same time be intended to maintain the mission of a high quality educational experience;
  - align ownership with authority, responsibility, and accountability;
  - comply with applicable federal and state and local laws and regulations as well as accrediting standards; and
  - be consistent with other university policies; and
- The policy process will
  - be transparent;
  - honor shared governance by seeking participation from stakeholders;
  - have a mechanism for evaluation and improvement in a timely manner; and
  - minimize bureaucratic gridlock.

##### B. Authorization for Regulations ([Policy 1.1.2P](#))

*This policy defines and authorizes University regulations.*

###### Policy Statement

Eastern Kentucky University acknowledges the statutory authority of its Board of Regents to adopted University policies (both academic and non-academic) that govern the University. It is the responsibility of the President, the administration, and the faculty to administer and implement these policies. Further, it is the expectation of the Board of Regents that the President and the administration will develop a system of regulations that implement the policies or that manage routine operations of the University.

#### II. CAMPUS AND BUILDINGS

##### A. Building Hours

The academic building hours will be as follows:

7:00 a.m. to 5:00 p.m. – Monday thru Friday

Million and Miller

7:00 a.m. to 6:00 p.m. – Monday thru Friday

Coates, Jones, Ellendale Hall, Alumni House, and Student Services Building

7:00 a.m. to 10:00 p.m. – Monday thru Friday

Alumni Coliseum, Ault, Beckham, Begley (upper floors), Burrier, Business and Technology Center (closes at 5:00 p.m. on Friday), Cammack, Campbell, Carter, Donovan Annex, Dizney, Fitzpatrick, Gibson,

Keith, Memorial Science, McCreary, Moore, Roark, Rowlett, Turley, University Building (lower two floors), and Weaver

7:00 a.m. to 11:00 p.m. – Monday thru Friday	Combs, Wallace, and Stratton (Stratton opens at 6:30 a.m.)
7:00 a.m. to midnight – Monday thru Friday	Foster
7:00 a.m. to midnight – Saturday	
4:00 p.m. to midnight – Sunday	
6:00 a.m. to 11:00 p.m. – Monday thru Thursday	Fitness and Wellness Center
6:00 a.m. to 8:00 p.m. – Friday	
10:00 a.m. to 6:00 p.m. – Saturday	
1:00 p.m. to 10:00 p.m. – Sunday	
7:00 a.m. to 12:00 noon – Saturday	Those academic buildings which have classes scheduled.

The following buildings have posted hours: Library, Begley (lower floors), Greg Adams, Donovan (Model), Powell, Keen Johnson, Chapel of Meditation, residence halls, Donaldson Service Complex, Perkins, Ramsey, Stateland Dairy Center

Other than the hours shown above, all academic buildings will be closed to everyone except EKU employees who have been issued keys. Exceptions to this policy (for both on-campus and off-campus groups) may be made through application to the Director, Division of Public Safety. Application must include: reason for after-hours activity, duration of activity, provisions for ensuring safety and security, and name of person(s) responsible for supervising activity and locking building. Approved exceptions will be granted for a specified time period (e.g. one calendar year, one semester, one week, one night).

The Directors of the Extended Campus Centers and other off-campus facilities will develop a safety and security plan to be reviewed by the Director, Division of Public Safety.

#### **B. Cafeterias**

The cafeterias in the Powell and Stratton Buildings are generally available for faculty use. Faculty may obtain a Colonel Card for use in the University eating facilities.

#### **C. Drug Free Workplace ([Regulation 8.3.7](#))**

Eastern Kentucky University complies with the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act Amendments of 1989, and prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol of any other drug or controlled substance in the workplace. Violators of this policy will be subject to the normal disciplinary procedures of the University. Individuals convicted by Federal or State Courts for such a violation will be subject to personnel action up to and including termination. If employment is continued, the employee will be required to satisfactorily participate in an alcohol or drug abuse assistance program approved for such purposes by a Federal, State, or local health or law enforcement agency. The University provides educational programs designed to inform members of the University community of the dangers of abusing alcohol and other drugs. These are open to employees of the University and they will be announced through appropriate channels. Information concerning the dangers of alcohol and other drugs is available through the University Counseling Center, which also provides assessment and referral services.

#### **D. Emergency Building Evacuation for Individuals with Disabilities**

Individuals with disabilities need particular assistance during various kinds of emergencies on campus. These emergencies may occur during class. The most obvious of these is a fire evacuation, which demands the immediate evacuation of all persons from any building in which it occurs. Since elevators may not be in use in the case of fire evacuation, special procedures must be followed to ensure the safety of all individuals.

*Prior to an evacuation situation, faculty and staff should consider the following precautionary steps:*

1. Encourage students and others with disabilities to identify themselves at the onset of a semester. A discussion of their needs is most appropriately done within the privacy of an office. Although the Office of Services for Individuals with Disabilities distributes information about evacuation to those registered through the Disabilities Office, there may be others who are not aware of this information.
2. Advise all individuals with disabilities, particularly those with hearing, visual, and physical impairments, to discuss evacuation responsibilities with the Office of Services for Individuals with Disabilities. It is imperative that all individuals with disabilities clearly understand what they are to do in an emergency situation, both in class and

elsewhere on the campus.

*If an emergency should occur, faculty and staff are asked to take the following steps:*

1. When responding emergency personnel arrive, advise them of the presence of an individual with a disability. If possible, give information that includes their name, nature of the person's disability as well as their location within the building.
2. If there is no response emergency personnel in the area, locate the nearest telephone and call "911." Report the nature of the emergency. Report the name and location of the individual with the disability. If known, specify the type of disability.
3. The choice to assist a person with a disability during an evacuation procedure by waiting with them for emergency personnel to arrive or by carrying a person to safety is a *personal decision, not a University requirement*. Locations to wait for emergency personnel include stairway landings or in new buildings are identified as "area of rescue."

Throughout the period of evacuation it is very important to remember that in no circumstances should elevators be used to transport a person with a disability unless that procedure is assisted by emergency response personnel. Questions regarding these steps may be addressed by the Safety Coordinator, Public Safety or the Disabilities Office.

**E. Smoke Free Zone Policy** ([Smoke Free Zone Policy](#))

**F. Solicitation On-Campus**

Inasmuch as solicitation of goods and services on the campus is a potential interference with the educational program of the University, the practice is generally prohibited. However, solicitation for certain worthy causes or those in the best interest of the University may be permitted if cleared through the office of the appropriate vice-president.

The resale of complimentary examination copies of textbooks is unethical and unprofessional. Furthermore, the activities of textbook solicitors are restricted by invitation only under present administrative policy on the campus of Eastern.

**G. Violence in the Workplace**

Eastern Kentucky University, in an attempt to maintain a violence-free workplace, has adopted a zero-tolerance policy toward workplace violence. Accordingly, all acts or threats of violence will be taken seriously. For our purposes, a threat or act of violence shall include, but not be limited to, any act or gesture intended to harass or intimidate another person; any act or gesture likely to damage University property; any act or gesture likely to leave another person injured or fearing injury. Any student that is violent should refer to the ECU Faculty/Staff "911" Guide located at <http://faculty911.eku.edu/>.

All employees are responsible for helping to maintain a violence-free workplace. To that end, each employee is required to govern themselves accordingly. In addition, any employee experiencing an act or threat of violence is asked to report such act or threat to his or her immediate supervisor and to Public Safety by dialing 911 on an ECU phone or 859-622-2821 if calling from a cell phone. Each act or threat of violence will be investigated, and appropriate action will be taken. Any such act or threat may lead to discipline, up to and including dismissal.

**H. Deadly Weapons and Dangerous Materials/Instruments on Campus** ([Policy 9.4.1](#))

**I. Utility Disruptions (Plan of Action)**

Following is the sequence of calls that Facility Services will initiate if there is a disruption of utilities.

1. Facility Services will notify: Vice Presidents' Offices, Public Safety, and Building Supervisors. (Emergency phone numbers should be on file in Office of the Director of Facilities Services.) The President's Office should see to an immediate web posting.
2. Vice Presidents' should notify: Directors/Deans/Chairs who shall notify faculty. (Deans will work out emergency contact numbers with Chairs if disruptions occur in the evenings and on weekends. Any special projects, such as on-going research in chemical labs will work directly with Facility Services.)

Public Safety should place signs on doors of all affected buildings.

The Registration Center will continue to notify Public Safety and Facility Services of all Saturday and Sunday classes. These locations should have additional notification by Public Safety and Facility Services. An alternative meeting site should be communicated.

Faculty teaching online courses will be asked to have a backup plan if they are using on campus computers or meeting with class participants

### III. EQUAL OPPORTUNITY OFFICE

#### A. Disability Statement

Any member of the faculty, staff, or student body who believes she or he requires a reasonable accommodation with respect to their employment or participation in any program or activity should contact the Office of Services for Individuals with Disabilities for information concerning the Americans with Disabilities Act (ADA), and the rights provided there under.

#### B. Establishing Reasonable Accommodations ([Regulation 1.4.4](#))

#### C. Diversity Statement

Eastern Kentucky University is an EEO/AA institution that values diversity in its faculty, staff, and student body. In keeping with this commitment, the University welcomes applications from diverse candidates and candidates who support diversity.

#### D. Nepotism ([Regulation 8.3.2](#))

*This policy describes the conditions and processes for avoiding nepotism in employment situations.*

#### E. Sex Fair Language (Equal Opportunity Policies & Procedures)

#### F. Sex Offender Registry ([Policy 8.3.5](#))

#### G. Sexual Harassment ([Policy 1.4.2](#))

### IV. FISCAL POLICIES AND PRACTICES

#### A. Acquisition of Supplies and Equipment

As a state institution, Eastern can benefit from state, General Services Administration, and cooperative price contracts but is also required to comply with Kentucky's administrative regulations regarding purchases. To avoid unauthorized purchases, it is necessary that appropriate procedure be followed.

University departments can procure goods by one of the following means: Purchase Order, Central Stores requisition, ECU Procurement credit card, or Direct Pay Request. General purchasing includes the approval and processing of all purchase requisitions submitted by University departments. Additional information is available at [www.purchasing.eku.edu](http://www.purchasing.eku.edu).

#### B. Budgetary Process

As a public institution of the Commonwealth, Eastern Kentucky University receives approximately 28% of its operating state appropriation from the General Assembly (2013-14). Approximately 72% of the budget comes from tuition and fees and other sources. State appropriations are made for a biennium period by the General Assembly upon passage of the Commonwealth's biennial budget. Funding recommendations for postsecondary institutions are made to the Governor by the Council on Postsecondary Education.

#### C. Code of Ethics ([Policy 1.2.1](#))

#### D. Fiscal Misconduct ([Policy 6.1.3](#))

*This policy describes the process for handling fiscal misconduct.*

#### E. Solicitation of Outside Funds

##### 1. Solicitation of Private Resources

The Eastern Kentucky University Division of University Development is responsible for designing, planning, and implementing fundraising strategies, which increase the level of private giving to the institution. The Advancement Council will assist and advise the Division of University Development as well as provide a forum for campus wide communication regarding fundraising and management of major donors. A copy of the fundraising guidelines is available through the Division of University Development.

##### 2. Gift Management

Gifts in any form, including in-kind gifts of equipment, and or services must be transmitted to the Division of University Development within two days of receipt. All correspondence and/or written instructions from the donor(s) must be included with the gift notification. The Division of University Development is responsible for depositing gifts to the appropriate account within the ECU Foundation, establishing new accounts, and creating donor information files. The Division of University Development will assist the Office of Financial Aid with the timely disbursement and acknowledgment of community and civic funded scholarships. The Division of Student Accounting Services will accept deposits of private funds only from the Division of University Development.

The Division of University Development will provide the donor(s) with an acknowledgment letter conforming to the Internal Revenue Guidelines for gift substantiation. The individual departments or units are encouraged to acknowledge the donor(s) gift as well, however they should not provide a monetary value for the gift in the correspondence. This procedure is outlined in the Fund-Raising policy and guidelines.

The Vice President of University Development and Alumni Relations must be fully informed and approve before in-kind gifts are accepted on behalf of the University. All in-kind gifts must have prior approval from the appropriate Dean or Director, and the Vice President of University Development and Alumni Relations. This is to insure that legal and other considerations relative to in-kind gifts are satisfied and have a useful purpose.

**F. Travel**

All travel for official University business must be approved by the University prior to departure. Within thirty (30) days of completion of travel, travelers are required to submit an approved travel voucher detailing all travel expenses. Current University travel policy and procedures are available at on the [policy web page](#) or an overview is available on the Accounting and Financial Services [webpage](#).

**V. INFORMATION MANAGEMENT**

**A. Bulletin Board & Posting Places (See the Policy on Bulletin Board & Posting Places)**

*This policy describes the places where materials may be posted on campus and the process for posting.*

**B. Campus Mail**

The University operates a central mailroom for incoming and outgoing United States Postal Service mail and intra-campus mail.

All mail to and from units located outside the Jones, Coates, and Student Services Buildings is delivered and picked up by mail service workers twice daily. Intra-campus mail must be restricted to mail between faculty, student organizations, or other official University business. The delivery of the mail or material of any third party or organization through the mail system is a violation of postal regulations.

Faculty are encouraged to use the complete address as provided in the campus directory for both on- and off-campus mailing.

**C. Marketing & Institutional Branding**

The Division of Public Relations and Marketing designs and/or coordinates production and placement of marketing materials, informational announcements and public service announcements. Requests to advertise University programs and services must be approved by the appropriate area vice president and reviewed by the Division of Public Relations and Marketing. A copy of the University's advertising policy is available from the Public Relations and Marketing office. The Division of Human Resources coordinates the placement of job vacancy notices.

**1. Media Relations**

The Division of Public Relations and Marketing coordinates institutional media relations and the preparation and dissemination of news and official University announcements. Working with members of the University community, the staff prepares materials that inform the various publics and promote institutional initiatives while accurately reflecting programs and services.

**2. Trademark Licensing Program**

Eastern Kentucky University's Trademark Licensing Program is designed to protect the University's good name and other identifying marks, contribute to a positive institutional image and generate new revenues. The Division of Public Relations and Marketing, in cooperation with the University's licensing agent, Licensing Resource Group Inc., Holland, Michigan, administers the program and has responsibility and sole authority to manage use of the University's trademarks, including all associated abbreviations, nicknames, slogans, symbols and other marks in accordance with federal and state statutes. A copy of the Trademark Licensing Policy is available from the Public Relations and Marketing office.

**3. Use of University Symbols ([Visual Identity Guide](#))**

## PART SEVEN

### ORGANIZATION OF THE FACULTY OF EASTERN KENTUCKY UNIVERSITY

#### I. NAME

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

#### II. MEMBERSHIP

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

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

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

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

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

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

- A. The Faculty-at-Large shall convene upon call of the Chair.



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

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

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

## VII. THE FACULTY SENATE

- A. Nature and Function of the Senate
  - 1. The Faculty Senate shall be the delegate assembly of the Faculty-at-Large through which the Faculty-at-Large shall exercise its responsibilities.
  - 2. The Faculty Senate shall serve as a means of communication between the Teaching and Research Faculty and the Administration.
  - 3. Any action of the Faculty Senate must be reviewed at a general meeting of the Faculty-at-Large when a petition, bearing the signatures of 10 percent of the Faculty-at-Large and calling for a general meeting to review an issue, is presented to the Chair of the Faculty-at-Large.
    - a) Petition for such a review must be received by the Chair of the Faculty-at-Large within 30 days following notice to the Faculty-at-Large of the Senate action that is the object of the petition to review.
    - b) The action of the Senate which is the object of the petition shall be presented to the Faculty-at-Large at a meeting called by the Chair of the Faculty-at-Large and, on motion and vote, the Faculty-at-Large may sustain or veto the action of the Senate.
  - 4. Duties of the Faculty Senate -- The Faculty Senate shall receive and consider proposals concerning policies affecting the general welfare of the University, provide for channels of communication between the Faculty-at-Large and other constituencies of the University, and develop procedures for the functioning of the Senate. Specifically, the Faculty Senate shall perform the following:
    - a) Policy Function -- The Faculty Senate shall receive and consider proposals for the institution, abolition, or amendment of policies as detailed below. Recommendations of the Faculty Senate concerning such proposals shall be forwarded to the President of the University for consideration for recommendation to the Board of Regents.
      - (1) The Faculty Senate shall recommend academic policy, including but not limited to policies concerning admission, curriculum, instruction, and criteria for granting degrees. In the exercise of this duty, the Faculty Senate shall receive and make recommendations concerning all policy or program proposals approved by the Council on Academic Affairs.
      - (2) The Faculty Senate shall recommend policies relating to faculty welfare, including policies relating to the recruitment, selection, retention, tenure and promotion of faculty members, and other personnel policies affecting faculty welfare. In the exercise of this duty the Faculty Senate shall receive, review, and make recommendations concerning faculty welfare, policy proposals developed by special committees appointed to consider specific areas affecting faculty welfare.
      - (3) The Faculty Senate shall recommend policies relating to student affairs in the areas where the proposed policy concerns the students' academic achievement and in such other areas as specifically delegated by the Board of Regents or requested by the Council on Academic Affairs, and receive, and take appropriate action concerning recommendations of the Student Affairs Committee.
      - (4) The Faculty Senate shall receive and make recommendations concerning such other policies as are referred to the Senate for consideration by the President of the University.
      - (5) The Faculty Senate in conjunction with appropriate administrators shall receive, review and make recommendations concerning university restructuring/reorganization proposals, such as the addition or elimination of a college, department, center/institute or other academic unit. The Executive Committee of the Faculty Senate is the vehicle for placing such restructuring/reorganization proposals on the agenda of the Faculty Senate.

- b) Communication Function -- The Faculty Senate shall be responsible for maintaining communication between the Teaching and Research Faculty and the Administration of the University. In the performance of this duty, the Faculty Senate shall provide avenues of communication by which the Teaching and Research Faculty may receive information concerning University affairs and may submit information relating to matters that concern them. Specifically, the Senate shall:
  - (1) Provide a channel for faculty involvement in the procedures concerning the selection of personnel involved in academic administration, organization of academic functions, and other matters relating to the welfare of the University.
  - (2) Provide a forum for the President of the University to discuss matters affecting the welfare of the University.
  - (3) Provide a forum for the Faculty Regent to discuss matters affecting the welfare of the University.
  - (4) Provide a channel for faculty involvement in the preparation of the University budget.
- c) Internal Function -- The Faculty Senate shall exercise those duties necessary for its proper function and continuation. In the exercise of these duties the Senate shall:
  - (1) Establish rules and procedures for the Faculty Senate and committees of the Senate.
  - (2) Through its Elections and University Nominations Committee, be responsible for supervising the election of Senate members.

**B. Membership of the Senate**

- 1. The membership of the Senate shall consist of administrative faculty members and elected faculty members. The administrative members shall be:
  - a) President of the University
  - b) Provost
  - c) One Academic Dean to be elected by the Deans of the Academic Colleges, Dean of Graduate School and Dean of Libraries.
  - d) Faculty Regent
- 2. Elected Members
  - a) Eligibility -- Full-time faculty members as defined in Article II, Section B, all department chairs regardless of teaching load, and full-time faculty holding visiting rank shall be eligible for election to the Senate.
  - b) Election Units -- The election units for the selection of the elected membership of the Senate shall be the academic departments of the several colleges of the University. Additional election units shall consist of
    - (1) the Library Faculty, who are not included in the faculties of a college, and
    - (2) the Deans of the Academic Colleges, Dean of Graduate School, and Dean of Libraries (hereafter referred to as the Dean's Unit).
  - c) All individuals eligible for election to the Faculty Senate shall be eligible to vote in a Faculty Senate election. An individual shall be eligible to cast a ballot for Senate members only in that election unit in which the individual holds the academic rank of Professor, Associate Professor, Assistant Professor, Instructor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, University Librarian, Associate University Librarian, Assistant University Librarian, and Library Instructor.
  - d) Determination of Delegate Representation
    - (1) An election unit with 1-14 faculty members during the Fall semester shall be entitled to one delegate for the academic year, and an election unit with 15-29 faculty members during the fall semester shall be entitled to two delegates for the academic year.
    - (2) An election unit with 30-39 faculty members during the Fall semester shall be entitled to three delegates for the academic year; an election unit with 40-49 faculty members during the Fall semester shall be entitled to four delegates for the academic year; an election unit with 50-59 faculty members during the Fall semester shall be entitled to five delegates for the academic year, and so on.
  - e) The Elections and University Nominations Committee shall determine as soon after the beginning of the spring semester as possible the number of delegates to be selected from each election unit and a schedule for elections of delegates.
  - f) Except for the member elected from the Deans' Unit and the member elected from the Part-time Faculty, whose terms are two years, elected members shall serve for a term of three years. Elected members shall serve no more than two consecutive full year terms; eligible members must then forego membership for one year before being eligible for Senate election again. If a senator is elected as chair of the Senate at the end of their second term, they can then serve a third term before stepping down. However, if an elected member ceases to be a full-time member in the election unit from which elected, a vacancy shall be declared. All voting members of the Senate are elected to represent the faculty in their departments. In order to ensure consistent and accurate representation, each department is also asked to elect an alternate for a three-year term in addition to their regular Senator(s). Each election unit shall be entitled but not required to elect alternate delegates (as many as the unit deems feasible) to ensure voting rights of their faculty. The alternate may attend for any Senator in the departments with more than one representative. Elected alternates will possess full voting rights and attend meetings when the elected Senator is unavailable. In situations where an alternate is either not elected or is unable to attend, a substitute may attend.



Substitutes are allowed to speak to issues and report back to their departments, but substitutes do not have voting rights. The Senate Chair and/or Secretary should be notified in advance whenever an alternate or a substitute will attend a Senate meeting in place of a Senator.

- g) When a permanent vacancy occurs in the elected membership of the Senate, the election unit shall elect a delegate to fill the unexpired term of the vacancy. When a temporary vacancy of at least one semester's duration occurs in the elected membership of the Senate, the election unit through the Elections and University Nominations Committee shall recommend for Senate approval a member of the full-time faculty of the same election unit to serve until the end of the semester for which the member is temporarily absent.
  - h) The Elections and University Nominations Committee shall establish and notify election units needing to elect a new member of appropriate election procedures. The election unit shall carry out the election using the procedures promulgated by the Elections and University Nominations Committee. The Elections and University Nominations Committee shall certify to the Chair of the Faculty-at-Large the election of Senate members.
3. Part-time Faculty Representative
- a) Part-time faculty may have one voting representative on the Faculty Senate. This person shall be chosen from among the names of current part-time faculty that normally teach each semester and that are nominated by the departments in which they teach. Each department that employs part-time faculty may nominate one person. Part-time faculty shall elect a representative from among the nominees. The election shall be conducted by April 15 of each year so that the elected representative can be seated at the May organizational meeting. The person receiving the most votes shall be the elected representative.
  - b) The part-time faculty representative shall serve for a two-year term. While the part-time faculty representative is elected to a two-year term, continuing representative is contingent upon the part-time representative's being contracted by the University to teach again. The part-time faculty representative's election in no way may be construed as guarantee of employment beyond their current contract.
  - c) The Chair of the Faculty Senate shall fill a vacancy in this seat for the remainder of the term by appointing a representative from the list of part-time faculty last nominated for the seat.

C. Organization of the Senate

1. Chair of the Senate

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

2. Vice Chair of the Senate

- a) The Vice Chair of the Senate shall be nominated annually in April and elected in May from elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Vice Chair, a Senator shall have tenure and at least one semester's prior service in the Senate
- b) The Vice Chair of the Senate shall preside at meetings of the Senate in the absence of the Chair.
- c) The Vice Chair will serve as a voting member of the Senate Executive Committee.
- d) The Vice Chair will be appointed by the Senate Chair to be the chair of a Senate Standing Committee.
- e) The Vice Chair of the Senate will receive one-quarter release time from teaching and other department and college responsibilities.

3. Secretary

- a) The Secretary shall be appointed annually by the Chair of the Senate at the regular business meeting in December. The term of the Secretary shall be for one year and shall begin on January 1. The Secretary will be paid on an hourly basis from the Senate budget for all services rendered to the Senate.
- b) The Secretary shall cause all deliberations and actions of the Senate to be recorded in the official records of the Senate.
- c) The Secretary shall maintain a file of all minutes and progress reports for each Senate standing and ad hoc committee.

- d) The Secretary shall distribute copies of the record of each meeting to all members of the Faculty-at-Large and staff as soon as possible following a meeting of the Senate, but no later than one week prior to the next regular meeting. Distribution may include notification by electronic means.
- e) The Secretary shall distribute an agenda with attachments to all Senators by the Wednesday morning preceding the regularly scheduled meeting. The agenda shall be sent to all faculty noting the availability of the agenda with attachments from their respective Senator and/or through electronic posting.

**D. Meetings of the Faculty Senate**

1. The newly constituted Senate shall convene initially for an organizational meeting in May following the conclusion of the last meeting of the previous Senate. The Senate shall meet on the first Monday that the University is in regular session for each month from September through May. Adjustments may be made to compensate for Holidays and when the University is not in session. The Senate shall meet at other times on call of the Chair or the Executive Committee, reasonable notice being given to members of the Senate.
2. Meetings of the Senate shall be open to members of the Faculty-at- Large. Persons other than Senate members may participate in the deliberations of the Senate only on consent of the Senate.
3. Fifty percent of the membership of the Senate shall constitute a quorum.
4. The current edition of *Robert's Rules of Order Newly Revised* shall govern conduct of meetings of the Senate, except when the Senate shall adopt rules otherwise. The Executive Committee shall seek a parliamentarian from among the faculty or retired faculty. The parliamentarian shall not be at the same time a member of the Senate. If no qualified person is available and willing to serve, or in the absence of that person, the vice-chair shall serve as parliamentarian until a qualified person is found.
5. Senate voting on all matters, except election of officers and of members of Standing Committees, shall be viva voce or by a separation of the house. Officers of the Senate and members of Standing Committees of the Senate shall be elected by ballot except that a voice vote may be taken when there is the same number of nominees as positions to be filled on the committee.

**E. Committees of the Senate**

1. Executive Committee
  - a) The Executive Committee shall consist of the Chair of the Senate, who shall serve as Chair of the Executive Committee, the Vice President for Academic Affairs, and five members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term.
  - b) The Executive Committee shall be responsible for maintaining communication between the Faculty-at-Large and the Administration. Once the Faculty Senate acts upon a motion, the President acting on behalf of the University shall be requested to inform the Faculty Senate of the disposition of the motion within three months.
  - c) The Executive Committee shall be responsible for preparing the agenda for each regular meeting of the Faculty Senate. The Executive Committee shall receive requests from members of the Faculty-at-Large relating to items for consideration of the Senate and shall, through the chair, bring these to the attention of the President. Items submitted for inclusion on the Senate agenda shall reach the Chair or a member of the Executive Committee of the Senate at least two weeks before a scheduled meeting. The Executive Committee shall make known the time and place of meetings to set the agenda.
  - d) The Executive Committee shall serve as an advisory agency to the President of the University in those matters referred to the Committee.
  - e) In the designated years, the Executive Committee shall conduct a systematic review of the President as described in Part III of the Faculty Handbook (See Part III, Section VIII, A).
2. Committee on Elections and University Nominations
  - a) The Committee on Elections and University Nominations shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of the elected senator's current term.
  - b) The Committee Chair shall be elected annually by the Committee from among its membership.
  - c) The Committee on Elections and University Nominations shall supervise all nominations and elections for Senate membership as provided in this Constitution.
  - d) The Committee shall advise the President concerning formulation of standing committees of the Faculty-at-Large and the selection of appointed members of faculty standing committees.
  - e) One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.
3. Committee on Rules
  - a) The Committee on Rules shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of the elected senator's current term.
  - b) The Committee Chair shall be elected annually by the Committee from among its membership.
  - c) The Committee on Rules shall review and recommend to the Senate rules of procedure for the Senate.

- d) One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.
  - e) Rules must be codified by the Committee. It is the responsibility of the Committee on Rules to distribute an updated, codified copy of the Rules to the Senate along with its annual report at the May meeting.
4. Committee on the Budget
- a) The Committee on the Budget shall consist of the Chair of the Faculty Senate, five members elected by the Senate from its elected membership, and the administrative member elected by the Dean's Unit. Elected members shall serve for the duration of their current term while the administrative member shall serve a one-year term. The Vice President for Financial Affairs shall serve as a non-voting member of the Committee.
  - b) The Committee on the Budget shall elect annually a chair from among its membership.
  - c) The chair of the Committee on the Budget shall serve as a member of the University Financial Planning Council.
  - d) The purpose of the Committee on the Budget shall be to provide a channel of communication between the Faculty Senate and the Administration on matters relating to the formulation of the University budget.
  - e) The Committee shall be available as an advisory agency to the President of the University in those matters relating to the budget-formulation process. The Committee shall meet with the President at least once each semester to receive information about budgetary matters.
  - f) One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.
5. Committee on Faculty Rights and Responsibilities
- a) The Committee on Faculty Rights and Responsibilities shall consist of five members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's current term.
  - b) The Committee Chair shall be elected annually from among its membership.
  - c) The Committee on Faculty Rights and Responsibilities shall make recommendations to the Senate on matters including, but not limited to, promotion, tenure, grievance, and workload.
  - d) One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall submit a written annual report to the Faculty Senate at the May meeting.
6. Committee for Faculty Welfare
- a) The Committee on Faculty Welfare shall consist of five members elected by the Senate from its elected members. Committee membership shall be for the duration of the elected senator's current term. The Director of Human Resources shall serve as a non-voting member of the committee.
  - b) The Committee shall elect a chair annually from among its membership.
  - c) The purpose of the Committee for Faculty Welfare shall be to:
    - (1) Review and make recommendations to the Senate on matter including but not limited to, merit/pay policies, faculty salary inequities, health insurance benefits, market salary issues, compression, as well as other university benefit policies; and
    - (2) Provide a channel of communication between the Faculty Senate and the Administration on matters relating to faculty compensation and benefits.
  - d) The Committee shall be available as an advisory agency to the President of the University and/or Provost of the University on those matters relating to compensation and benefits for the faculty-at-large. The Committee shall meet with the President and/or Provost at least once each semester to receive information about faculty compensation and benefits.
  - e) The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.
7. Committee on Academic Quality
- a) The Committee on Academic Quality shall consist of the Vice Chair of the Faculty Senate and five members elected by the Senate from its elected membership. Elected members shall serve for the duration of their current term.
  - b) The Committee on Academic Quality shall elect annually a chair from among its membership.
  - c) The Committee on Academic Quality shall provide a channel of communication among the Faculty Senate, the faculty-at-large, and the Administration on academic matters and the formulation of academic policy.
  - d) The Committee shall be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on academic matters. The Committee shall meet with the President and/or Provost at least once each semester to share information about academic affairs and policies.
  - e) The Committee shall serve as a channel of communication with the Student Government Association on matters concerning student academic responsibility and students' role within the academic community.

- f) The Committee shall make recommendations to the Senate on matters including, but not limited to, the teaching and learning environment (e.g. may survey faculty regarding their academic concerns), the responsibility of students in the learning process, advising, academic calendar issues, and student records and assessment.
  - g) One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.
8. Informational Technology Committee
- a) The Informational Technology Committee shall consist of five members elected by the Senate from its elected membership. Elected members shall serve for the duration of their current term.
  - b) The Informational Technology Committee shall elect annually a chair from among its membership. The elected chair shall also serve on the University Informational Technology Committee as the Faculty Senate Representative to that committee.
  - c) The Informational Technology Committee shall provide a channel of communication among the Faculty Senate, the faculty-at-large, and the Administration on faculty perspectives regarding information technology services and policy.
  - d) The Committee shall be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on information technology matters. The Committee shall meet with the President and/or Provost at least once each semester to share information about faculty perspectives regarding information technology.
  - e) The Committee shall make recommendations to the Senate on matters including, but not limited to, information technology practices in the university environment.
  - f) One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.
9. Ad Hoc Committees
- The Faculty Senate may establish such ad hoc committees as are deemed necessary.
- a) One week before each Executive Committee meeting, the Chair of each ad hoc committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.
  - b) The Chair of each ad hoc committee shall submit a written annual report to the Faculty Senate at the May meeting.
- F. Special Rules of Order and Standing Rules
10. The Faculty Senate may adopt such Special Rules of Order and such Standing Rules as are deemed necessary and proper to carry out its function.

## VIII. BYLAWS

**SPECIAL RULES OF ORDER AND STANDING RULES:** The Faculty-at-Large may adopt such Special Rules of Order and such Standing Rules as are deemed necessary and proper to carry out its functions.

- 10. As a matter of courtesy, individuals who are not members of the Faculty Senate who attend a meeting of the Senate should register with the Secretary at the beginning of the meeting so the visitor's attendance can be noted in the minutes.
- 11. The Secretary of the Senate shall distribute a complete agenda to all members of the Senate by the Wednesday morning preceding the regularly scheduled meeting. By the same time, the complete agenda shall be distributed to all faculty noting the availability of the agenda with attachments from their respective Senator and/or through electronic posting.
- 12. At the organizational meeting in May, the Chair of the Senate shall distribute to the members of the Senate:
  - a) A compendium of Robert's Rules of Order Newly Revised, which governs the conduct of the meetings of the Faculty Senate.
  - b) A copy of the Organization of the Faculty and the Special Rules of Order and Standing Rules of the Faculty Senate.
  - c) A list of the current standing committees and ad hoc committees.
  - d) Notification of the location of Faculty Senate files, indexes, and minutes.
- 13. The Secretary of the Senate shall prepare a seating chart.
- 14. The hour of the regular Senate meetings shall be at 3:30 p.m. and meetings of the Senate shall adjourn by 5:30 p.m.

## IX. AMENDMENTS

Amendments to this organization may be proposed by the Faculty Senate by a two-thirds majority of the members