

*Vote to accept Moore pass*

FACULTY SENATE MINUTES

Special Meeting # 1

January 11, 1990

CALL TO ORDER: 4:10 pm in Riggle Room of ADUC.

SENATORS: (\*Absent; \*\*Notified Absence)

John Alcorn  
Scott Arnold  
David Bartlett  
Russell Brengelman\*  
Roland Buck  
C. Dale Caudill  
Buford Crager  
Lola Crosthwaite  
James Dahlberg  
Lynne Fitzgerald  
Teresa Forsyth  
Marc Glasser\*  
James Gotsick  
Nancy Graham  
Dale Greer

Colleta Grindstaff\*  
Janet Gross  
Larry Keenan  
Joyce LeMaster\*\*  
Robert Lindahl  
Beverly McCormick  
Barbara Moore  
Wayne Morella  
Barbara Niemeyer  
Rosemary Peavler  
James Quisenberry  
Stuart Sprague  
Rodney Stanley  
Thomas Stroik\*  
Robert Wolfe

COMMITTEE REPORTS:

Academic Policies Committee:

Chairperson Morella presented the following Standing Committee nominations, which were passed:

Tenure Committee - Deferred nominations until spring;

Athletics Committee - 2 year term (89-90; 90-91)

Dr. Ronald Tucker; Dr. Robert Wolfe; Dr. Edna Schack

Faculty Rights & Responsibilities Committee - 3 year term (89-90; 90-91; 91-92)

Mr. Buford Crager; Ms. Jane Ellington; Mr. Geroge Mays; Dr. Bradley Clough

Research & Patent Committee - 1 year term (89-90)

Dr. Ryan Howard; Dr. Rosemary Peavler; Dr. James Smallwood;  
Dr. William Weikel

Teaching Committee - 1 year term (89-90)

Mrs. Mary Netherton

Promotion Committee - 3 year term (89-90; 90-91; 91-92)

Dr. Lawrence Griesinger; Mr. Harlan Hamm

Service Committee

1 year term (89-90) - Mr. Jack Henson; Dr. James Quisenberry

2 year term (89-90; 90-91) - Dr. Teresa Forsyth; Dr. Debby Johnson

3 year term (89-90; 90-91; 91-92) - Dr. Robert Hayes; Mrs. Gaye Osborne

Ad Hoc Regional Instruction Committee - 1 year term (89-90)

Dr. Lawrence Albert; Dr. Zexia Barnes; Mrs. Janice Brumagen;

Dr. Rodger Carlson; Dr. Massoud Rabiee; Dr. William Weikel

ADJOURNMENT: 4:35 pm.

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Judy Carpenter, Faculty Senate Secretary

*Not to be accepted  
More  
pass*

FACULTY SENATE MINUTES

Special Meeting # 1

January 11, 1990

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SENATORS: (\*Absent; \*\*Notified Absence)

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David Bartlett	Larry Keenan
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Roland Buck	Robert Lindahl
C. Dale Caudill	Beverly McCormick
Buford Crager	Barbara Moore
Lola Crosthwaite	Wayne Morella
James Dahlberg	Barbara Niemeyer
Lynne Fitzgerald	Rosemary Peavler
Teresa Forsyth	James Quisenberry
Marc Glasser*	Stuart Sprague
James Gotsick	Rodney Stanley
Nancy Graham	Thomas Stroik*
Dale Greer	Robert Wolfe

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2 year term (89-90; 90-91) - Dr. Teresa Forsyth; Dr. Debby Johnson  
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Dr. Rodger Carlson; Dr. Massoud Rabiee; Dr. William Weikel

ADJOURNMENT: 4:35 pm.

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Judy Carpenter, Faculty Senate Secretary

FACULTY SENATE MINUTES

Meeting # 9  
January 18, 1990

CALL TO ORDER: 4:10 pm in Riggle Room of ADUC.

SENATORS: (\*Absent; \*\*Notified Absence)

John Alcorn	Colleta Grindstaff
Scott Arnold*	Janet Gross
David Bartlett	Larry Keenan**
Roland Buck	Joyce LeMaster
C. Dale Caudill	Robert Lindahl**
Buford Crager	Beverly McCormick
Lola Crosthwaite	Barbara Moore
James Dahlberg	Wayne Morella
Lynne Fitzgerald**	Barbara Niemeyer
Teresa Forsyth	Rosemary Peavler
Marc Glasser	James Quisenberry
James Gotsick	Stuart Sprague
Nancy Graham	Rodney Stanley
Dale Greer**	Thomas Stroik
	Robert Wolfe

MINUTES: Minutes of December 7, 1989, and January 11, 1990, were approved as distributed.

CHAIR'S REPORT: Chairperson Gross, on behalf of the Executive Council, proposed the adoption of a Draft Proposal for a Shared Governance Theme and Goals which are to be recommended to the University Planning Council. The motion was passed.

(See Attachment A)

COMMITTEE REPORTS:

Academic Policies Committee:

Chairperson Morella moved on behalf of the Academic Policies Committee to bring to the Senate for discussion purposes the Academic Restructuring Proposal. Senator Caudill moved to adopt the Academic Restructuring Proposal. The motion was seconded and passed.

Educational Standards Committee:

Chairperson Niemeyer moved for the adoption of SAC-9: Student Loads. Senator Dahlberg moved to send SAC-9: Student Loads and

SAC-11: Scholastic Standing back to the committee until further data could be made available. The motion was seconded and passed.

Next, Senator Niemeyer moved for the adoption of SAC-10: Graduation. It was approved after renumbering to become SAC-9.

Fiscal Affairs Committee:

Vice-Chair Peavler reported in Chair Fitzgerald's absence. She moved for the adoption of the Faculty Salary Distribution Option Proposal. The motion passed.

The committee presented a report concerning the Staff Congress proposal for tuition benefits for a first reading.

Professional Policies Committee:

Chairperson McCormick presented FAC-1: Selection and Hiring of Part-Time Faculty Members; FAC-2: Orientation, Supervision, and Evaluation of Part-Time Faculty; and FAC-3: Time Required of Part-Time Faculty Members for Student Conferences for a first reading.

Next, the chair moved for the adoption of PAC-6: Membership on Graduate Faculty. The motion passed.

Finally, the chair moved for the adoption of PAC-29: Faculty Workload, Responsibilities, and Overload. After much discussion Senator Gotsick moved to send PAC-29 back to committee. The motion was seconded and passed.

Elections Committee:

Chairperson LeMaster introduced Senator Stanley, new departmental senator from Industrial Education, having replaced Ron Tucker.

The chair presented for a first reading the Proposed Procedures for Faculty Regent Election.

VICE-PRESIDENT'S REPORT:

Vice-President Taylor reported on the following: 1) Shared Governance Proposal; 2) his willingness to work with Professional Policies regarding PAC-29; and 3) the search committee for the Graduate Dean.

ADJOURNMENT: 6:01 pm.

  
Judy Carpenter, Faculty Senate Secretary

FACULTY SENATE MINUTES

Meeting # 9 .  
January 18, 1990

CALL TO ORDER: 4:10 pm in Riggle Room of ADUC.

SENATORS: (\*Absent; \*\*Notified Absence)

John Alcorn	Colleta Grindstaff
Scott Arnold*	Janet Gross
David Bartlett	Larry Keenan**
Roland Buck	Joyce LeMaster
C. Dale Caudill	Robert Lindahl**
Buford Crager	Beverly McCormick
Lola Crosthwaite	Barbara Moore
James Dahlberg	Wayne Morella
Lynne Fitzgerald**	Barbara Niemeyer
Teresa Forsyth	Rosemary Peavler
Marc Glasser	James Quisenberry
James Gotsick	Stuart Sprague
Nancy Graham	Rodney Stanley
Dale Greer**	Thomas Stroik
	Robert Wolfe

MINUTES: Minutes of December 7, 1989, and January 11, 1990, were approved as distributed.

CHAIR'S REPORT: Chairperson Gross, on behalf of the Executive Council, proposed the adoption of a Draft Proposal for a Shared Governance Theme and Goals which are to be recommended to the University Planning Council. The motion was passed.

(See Attachment A)

COMMITTEE REPORTS:

Academic Policies Committee:

Chairperson Morella moved on behalf of the Academic Policies Committee to bring to the Senate for discussion purposes the Academic Restructuring Proposal. Senator Caudill moved to adopt the Academic Restructuring Proposal. The motion was seconded and passed.

Educational Standards Committee:

Chairperson Niemeyer moved for the adoption of SAC-9: Student Loads. Senator Dahlberg moved to send SAC-9: Student Loads and

SAC-11: Scholastic Standing back to the committee until further data could be made available. The motion was seconded and passed.

Next, Senator Niemeyer moved for the adoption of SAC-10: Graduation. It was approved after renumbering to become SAC-9.

Fiscal Affairs Committee:

Vice-Chair Peavler reported in Chair Fitzgerald's absence. She moved for the adoption of the Faculty Salary Distribution Option Proposal. The motion passed.

The committee presented a report concerning the Staff Congress proposal for tuition benefits for a first reading.

Professional Policies Committee:

Chairperson McCormick presented FAC-1: Selection and Hiring of Part-Time Faculty Members; FAC-2: Orientation, Supervision, and Evaluation of Part-Time Faculty; and FAC-3: Time Required of Part-Time Faculty Members for Student Conferences for a first reading.

Next, the chair moved for the adoption of PAC-6: Membership on Graduate Faculty. The motion passed.

Finally, the chair moved for the adoption of PAC-29: Faculty Workload, Responsibilities, and Overload. After much discussion Senator Gotsick moved to send PAC-29 back to committee. The motion was seconded and passed.

Elections Committee:

Chairperson LeMaster introduced Senator Stanley, new departmental senator from Industrial Education, having replaced Ron Tucker.

The chair presented for a first reading the Proposed Procedures for Faculty Regent Election.

VICE-PRESIDENT'S REPORT:

Vice-President Taylor reported on the following: 1) Shared Governance Proposal; 2) his willingness to work with Professional Policies regarding PAC-29; and 3) the search committee for the Graduate Dean.

ADJOURNMENT: 6:01 pm.

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Judy Carpenter, Faculty Senate Secretary



FACULTY SENATE MINUTES

Meeting # 10  
February 1, 1990

CALL TO ORDER: 4:10 pm in Riggle Room of ADUC.

SENATORS: (\*Absent; \*\*Notified Absence)

John Alcorn	Colleta Grindstaff
Scott Arnold*	Janet Gross
Zexia Barnes	Larry Keenan
David Bartlett	Joyce LeMaster
Roland Buck	Robert Lindahl
C. Dale Caudill	Beverly McCormick
Buford Crager	Barbara Moore
Lola Crosthwaite	Wayne Morella
James Dahlberg	Barbara Niemeyer
Lynne Fitzgerald	Rosemary Peavler
Teresa Forsyth	James Quisenberry**
Marc Glasser	Stuart Sprague
James Gotsick	Rodney Stanley
Nancy Graham	Thomas Stroik
Dale Greer	Robert Wolfe

MINUTES: Minutes of January 18, 1990, approved as distributed.

CHAIR'S REPORT: See Attachment A

FACULTY REGENTS REPORT: See Attachment B

COMMITTEE REPORTS:

Academic Policies Committee:

The following committee action was taken: Dr. Bruce Mattingly was elected to complete the remainder of Dr. Mike Seelig's term on the Athletic Committee.

Senator McCormick moved to ask Carolyn Flatt to withdraw her resignation from the University Promotion Committee and if she refused then refuse her resignation to maintain the integrity of the committee. The motion was seconded and passed.

Chairperson Morella moved on behalf of his committee for the acceptance of a proposed Revision in the Sabbatical Leave Committee. The motion passed.

Educational Standards Committee:

Chairperson Niemeyer moved on behalf of her committee for the acceptance of SAC-10: Student Loads. The motion passed with the implementation date of Fall 1990 being added.

The chair moved on behalf of her committee for the acceptance of SAC-11: Scholastic Standing. Senator Gotsick moved to table the motion. The motion was seconded and passed.

Fiscal Affairs Committee:

Chairperson Fitzgerald moved on behalf of her committee for the Seante to refuse to support the Tuition Benefits proposal brought to them by the Staff Congress. The motion passed.

The chair turned the floor over to Senator Lindahl who spoke on the guidelines for faculty salary raises.

Professional Policies Committee:

Chairperson McCormick moved on behalf of her committee for the acceptance of FAC-1: Selection & Hiring of Part-Time Faculty; FAC-2: Orientation, Supervision & Evaluation of Part-Time Faculty; and FAC-3: Time Required of Part-Time Faculty Members for Student Conferences. Senator Stanley moved to table the motion until a package could be developed. The motion was seconded but failed. The original motion passed.

The chair moved for the vote of PAC-29: Faculty Workload Responsibilities and Overload, with no recommendation from the committee. Senator Morella moved to table PAC-29 based on Regent Wheeler's remarks and the additions to the policy. The motion was seconded and passed.

Elections Committee:

Chairperson LeMaster moved on behalf of her committee for the acceptance of the Procedure for Faculty Regent Election. The motion passed.

ad hoc Committee on the Constitution:

Chairperson Keenan presented a draft copy of the Revised Constitution for the Faculty Senate for a first reading.

**VICE-PRESIDENT'S REPORT:**

Dr. Taylor reported PAC-18 would be on the February Board of Regents.

**NEW BUSINESS:**

Senator Dahlberg reported that House Bill 205 had passed the House of Representatives. He moved that the Executive Council or other designated committee be empowered to investigate what manner of support, if any, they wanted to give to this bill. The motion was seconded and passed.

**ADJOURNMENT:** 6:01 pm



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Judy Carpenter, Faculty Senate Secretary

FACULTY SENATE MINUTES

Meeting # 10  
February 1, 1990

CALL TO ORDER: 4:10 pm in Riggle Room of ADUC.

SENATORS: (\*Absent; \*\*Notified Absence)

John Alcorn	Colleta Grindstaff
Scott Arnold*	Janet Gross
Zexia Barnes	Larry Keenan
David Bartlett	Joyce LeMaster
Roland Buck	Robert Lindahl
C. Dale Caudill	Beverly McCormick
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Lola Crosthwaite	Wayne Morella
James Dahlberg	Barbara Niemeyer
Lynne Fitzgerald	Rosemary Peavler
Teresa Forsyth	James Quisenberry**
Marc Glasser	Stuart Sprague
James Gotsick	Rodney Stanley
Nancy Graham	Thomas Stroik
Dalè Greer	Robert Wolfe

MINUTES: Minutes of January 18, 1990, approved as distributed.

CHAIR'S REPORT: See Attachment A

FACULTY REGENTS REPORT: See Attachment B

COMMITTEE REPORTS:

Academic Policies Committee:

The following committee action was taken: Dr. Bruce Mattingly was elected to complete the remainder of Dr. Mike Seelig's term on the Athletic Committee.

Senator McCormick moved to ask Carolyn Flatt to withdraw her resignation from the University Promotion Committee and if she refused then refuse her resignation to maintain the integrity of the committee. The motion was seconded and passed.

Chairperson Morella moved on behalf of his committee for the acceptance of a proposed Revision in the Sabbatical Leave Committee. The motion passed.

Educational Standards Committee:

Chairperson Niemeyer moved on behalf of her committee for the acceptance of SAC-10: Student Loads. The motion passed with the implementation date of Fall 1990 being added.

The chair moved on behalf of her committee for the acceptance of SAC-11: Scholastic Standing. Senator Gotsick moved to table the motion. The motion was seconded and passed.

Fiscal Affairs Committee:

Chairperson Fitzgerald moved on behalf of her committee for the Senate to refuse to support the Tuition Benefits proposal brought to them by the Staff Congress. The motion passed.

The chair turned the floor over to Senator Lindahl who spoke on the guidelines for faculty salary raises.

Professional Policies Committee:

Chairperson McCormick moved on behalf of her committee for the acceptance of FAC-1: Selection & Hiring of Part-Time Faculty; FAC-2: Orientation, Supervision & Evaluation of Part-Time Faculty; and FAC-3: Time Required of Part-Time Faculty Members for Student Conferences. Senator Stanley moved to table the motion until a package could be developed. The motion was seconded but failed. The original motion passed.

The chair moved for the vote of PAC-29: Faculty Workload Responsibilities and Overload, with no recommendation from the committee. Senator Morella moved to table PAC-29 based on Regent Wheeler's remarks and the additions to the policy. The motion was seconded and passed.

Elections Committee:

Chairperson LeMaster moved on behalf of her committee for the acceptance of the Procedure for Faculty Regent Election. The motion passed.

ad hoc Committee on the Constitution:

Chairperson Keenan presented a draft copy of the Revised Constitution for the Faculty Senate for a first reading.

**VICE-PRESIDENT'S REPORT:**

Dr. Taylor reported PAC-18 would be on the February Board of Regents.

**NEW BUSINESS:**

Senator Dahlberg reported that House Bill 205 had passed the House of Representatives. He moved that the Executive Council be empowered to investigate what manner of support, if any, they wanted to give to this bill. The motion was seconded and passed.

*or other designated committee*

**ADJOURNMENT:** 6:01 pm.

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Judy Carpenter, Faculty Senate Secretary

## FACULTY SENATE MINUTES

Meeting # 11  
February 15, 1990

CALL TO ORDER: 4:10 pm, Riggle Room, ADUC.

### SENATORS (\*Absent; \*\*Notified Absence)

John Alcorn	Colleta Grindstaff
Scott Arnold*	Janet Gross
David Bartlett	Larry Keenan
Zenia Barnes	Joyce LeMaster
Roland Buck	Robert Lindahl
C. Dale Caudill	Beverly McCormick
Buford Crager	Barbara Moore
Lola Crosthwaite	Wayne Morella
James Dahlberg	Barbara Niemeyer
Lynne Fitzgerald	Rosemary Peavler
Teresa Forsyth	James Quisenberry
Marc Glasser	Stuart Sprague
James Gotsick	Rodney Stanley
Nancy Graham	Thomas Stroik
Dale Greer	Robert Wolfe

MINUTES: February 1, 1990, minutes approved.

CHAIR'S REPORT: (See Attachment A)

### FACULTY REGENT'S REPORT:

Regent Wheeler referred to his statements made at the last meeting and added that he hoped the senate would consider the new version of PAC-29 and make recommendations on its merit. He noted he was prepared to speak against the policy that had been presented at the last meeting and was currently going to the Board of Regents.

### COMMITTEE REPORTS:

#### Academic Policies Committee

Chairperson Morella noted that Bill Weikel had resigned from the Research and Patent Committee due to a conflict of interest.

Senator Morella presented for a first reading a proposal on the Department Chair Job Summary.

#### Educational Standards Committee

Chairperson Niemeyer stated that her committee had decided to leave SAC-11: Scholastic Standing on the table at this time.

#### Fiscal Affairs Committee

Chairperson Fitzgerald provided handouts on faculty salary comparisons and turned the floor over to Senator Lindahl to give a report on the document.

## Professional Policies Committee

Senator Stanley moved to remove PAC-29: Teaching Workload Responsibilities and Overload from the table. Motion seconded and passed.

Chairperson McCormick read a position statement from her committee, then presented PAC-29 for discussion and vote. After much discussion Senator Dahlberg moved for a five minutes recess. Motion seconded and passed.

After more discussion Senator Morella moved to see if they were ready for vote. Motion seconded and failed.

More discussion. Senator Dahlberg moved to call the question. Motion seconded and failed.

More discussion. Senator Quisenberry moved to call the question. Motion seconded and passed. PAC-29 passed unanimously.

Senator Alcorn moved to delete last sentence on page two. Motion seconded and failed.

Senator Dahlberg made the following motion, "A graduate class is a 600 level or 500 level course with 10 or more graduate students or 50% graduate students which ever is smaller." Motion seconded and failed.

Senator Quisenberry made the following motion, "A graduate course is any course required to be taught by graduate faculty as defined in PAC-6." Motion seconded and failed.

Senator Stanley moved to extend the time of the meeting. Motion seconded and passed.

Senator Stanley made the following motion, "Last paragraph of page 2 to read; 'For any single semester faculty reduced teaching load hours shall not be used to calculate an overload. Administrator initiated reassigned time will be used to calculate an overload. Overloads generally are not to exceed four hours per semester, six hours per year'." Motion seconded and passed.

Senator Buck moved that the workload position statement receive faculty senate endorsement. Motion seconded and passed.

Senator McCormick made the following motion, "The Rights and Responsibilities Committee, Professional Policies Committee, and Academic Policies Committee do not support the removal of the Special Status Paragraph from PAC-18. It is suggested that the paragraph be relocated under the heading of 'Eligibility'. We move that the senate support the decision of the above committee." Motion seconded and passed.

Senator Wolfe moved to adjourn. Motion seconded and failed.



**Ad Hoc Committee on Consitution**

Chairperson Keenan presented the Revised Constitution for vote.

Senator Dahlberg moved to table till the next meeting. Motion seconded and withdrawn.

Senator Quisenberry moved to adjourn to an adjourn session to consider the rest of the agenda. Motion seconded and passed.

**ADJOURNMENT: 6:17 pm.**

Meeting # 11  
Adjourned Meeting  
February 22, 1990

**CALL TO ORDER: 4:10 pm, Riggle Room, ADUC.**

**Ad Hoc Committee on Consitution**

Chairperson Keenan moved to accept Revised Constitution. Motion seconded. After much discussion, motion passed unanimously.

**NEW BUSINESS:**

Senator Morella moved to place Alban Wheeler on the Research and Patent Committee to serve the remainder of Bill Weikel's term. Motion passed.

Senator Morella moved to discuss a problem regarding Leave Committee in the College of Applied Sciences and Technology. Motion seconded and passed.

Senator Lindahl moved to send a letter to the faculty of Applied Sciences and Technology stating the severity of the problem. Motion seconded and passed.

Senator Morella moved to place Stuart Sprague on the Leave Committee to complete a one year term. Motion seconded and passed.

Senator Morella moved that the senate meet March 22, 1990, to replace the March 15th meeting which is during spring break. Motion seconded and passed.

Senator McCormick moved to ask Faculty Senate members of the planning council to bring the issue of shared governance to the planning council and get as high a priority as possible. Motion seconded and passed.

Senator McCormick moved to discuss PAc-29 and what was going to happen at the Board of Regents meeting tomorrow. Motion seconded and passed.

Senator Wolfe moved to instruct the Faculty Regent to take action to the effect if PAc-29 is going to board to move to defer the issue until the administration had time to reconcile with the feeling of the faculty. Motion seconded and passed.

Senator Morella moved to discuss PAc-18. Motion seconded and passed.

**ANNOUNCEMENTS:**

Professional Policies Committee would be meeting immediately following the Senate meeting.

Chairperson Gross had conducted an interview to appear in the Trail Blazer.

AAUP will meet Thursday, March 1, 1990, at 3:00 pm to discuss the Role of Faculty Senate in strategic planning at MSU.

Legislation dealing with the term of office for Board of Regents members has passed the House and is now in the Senate. This bill is Senate Bill 86. Senators are asked to call their senators in support of this bill.

Senator Wolfe noted that the Task Force on Committees had developed a philosophy statement and was currently looking at individual committees.

**ADJOURNMENT:** 5:47 pm



Judy Carpenter, Faculty Senate Secretary

FACULTY SENATE MINUTES

Meeting # 12  
March 1, 1990

CALL TO ORDER: 4:10 pm; Riggle Room; ADUC.

SENATORS: (\*Absent; \*\*Notified Absence)

John Alcorn**	Colleta Grindstaff
Scott Arnold*	Janet Gross**
Zexia Barnes*	Larry Keenan
David Bartlett*	Joyce LeMaster
Roland Buck	Robert Lindahl
C. Dale Caudill	Beverly McCormick**
Buford Crager	Barbara Moore
Lola Crosthwaite	Wayne Morella
James Dahlberg	Barbara Niemeyer**
Lynne Fitzgerald	Rosemary Peavler
Teresa Forsyth	James Quisenberry
Marc Glasser	Stuart Sprague
James Gotsick	Rodney Stanley
Nancy Graham	Thomas Stroik
Dale Greer	Robert Wolfe

MINUTES: February 15, 1990, minutes approved.

CHAIR'S REPORT: (See Attachment A)

REGENT'S REPORT:

Regent Wheeler reported that Friday had not been a great day; and what was needed now was to examine the policy very carefully and work within the guidelines.

Wheeler also noted the Board had voted to remove the statement pertaining to special status.

Finally, the regent reported that the Board had not voted to extend President Grote's contract. They had voted for the chair of the board to negotiate to extend the contract.

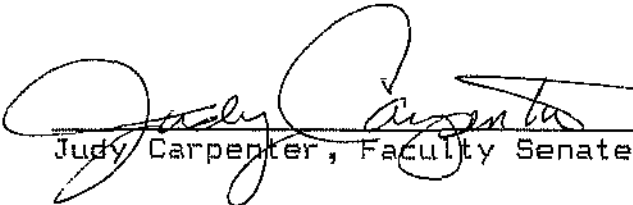
GUEST REPORT:

Dr. Virginia Wheelless, Director of Planning, Institutional Research, and Evaluation, provided a handout on assessment and gave a brief report on the assessment process.

**ANNOUNCEMENTS:**

AAUP will be sending out dinner meeting invitations. The meeting will deal with Retirement Policy.

**ADJOURNMENT:** 5:45 pm.

  
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Judy Carpenter, Faculty Senate Secretary

FACULTY SENATE MINUTES

Meeting # 12  
March 1, 1990

CALL TO ORDER: 4:10 pm; Riggle Room; ADUC.

SENATORS: (\*Absent; \*\*Notified Absence)

John Alcorn**	Colleta Grindstaff
Scott Arnold*	Janet Gross**
Zexia Barnes*	Larry Keenan
David Bartlett*	Joyce LeMaster
Roland Buck	Robert Lindahl
C. Dale Caudill	Beverly McCormick**
Buford Crager	Barbara Moore
Lola Crosthwaite	Wayne Morella
James Dahlberg	Barbara Niemeyer**
Lynne Fitzgerald	Rosemary Peavler
Teresa Forsyth	James Quisenberry
Marc Glasser	Stuart Sprague
James Gotsick	Rodney Stanley
Nancy Graham	Thomas Stroik
Dale Greer	Robert Wolfe

MINUTES: February 15, 1990, minutes approved.

CHAIR'S REPORT: (See Attachment A)

REGENT'S REPORT:

Regent Wheeler reported that Friday had not been a great day; and what was needed now was to examine the policy very carefully and work within the guidelines.

Wheeler also noted the Board had voted to remove the statement pertaining to special status.

Finally, the regent reported that the Board had not voted to extend President Grote's contract. They had voted for the chair of the board to negotiate to extend the contract.

QUEST REPORT:

Dr. Virginia Wheelless, Director of Planning, Institutional Research, and Evaluation, provided a handout on assessment and gave a brief report on the assessment process.

COMMITTEE REPORTS:

Academic Policies Committee:

Chairperson Morella moved to table the Job Summary for Chair Proposal until the March 22th meeting to allow for written comments. Motion seconded and passed.

The following people were placed for nomination to have their names submitted to serve on the Search Committee for the Dean of the College of Business: Rosemary Peavler from Finance; Beverly

McCormick from Management and Marketing; and Helen Northcutt from Informational Sciences. Motion passed.

Educational Standards Committee:

Vice-Chair Crager presented PAC-12: Courses Offered as Workshops and PAC-13: Grades; for a first reading.

Fiscal Affairs Committee:

Chairperson Fitzgerald presented a proposal regarding House Bill 205 for a first reading.

The floor was turned over to Senator Peavler; who gave a report on the options of distribution of across-the-board salary increments for 1990-91.

Senator Lindahl reported on the outline of the 1990-91 Equity Salary Plan.

Senator Wolfe moved to suspend the rule and vote today on House Bill 205. Motion seconded and passed. Motion to accept was passed.

Professional Policies Committee: No Report.

ad hoc Committee on Constitution:

Chairperson Keenan reported that packets of the revised constitution had been made up for all departmental senators. The departmental senator was asked to pick up their packet and distribute to the faculty in their department.

VICE-PRESIDENT'S REPORT: No report

NEW BUSINESS:

Senator Quisenberry moved that the Senate go on record instructing the Service Committee that they shall have a service award exclusively awarded to the faculty. This is not intended to place limitations on additional awards. Motion seconded and passed.

ANNOUNCEMENTS:

AAUP will be sending out dinner meeting invitations. The meeting will deal with Retirement Policy.

ADJOURNMENT: 5:45 pm.

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Judy Carpenter, Faculty Senate Secretary

FACULTY SENATE MINUTES

Special Meeting # 2

March 22, 1990

CALL TO ORDER: 4:10 pm; Riggle Room; ADUC.

SENATORS: (\*Absent; \*\*Notified Absence)

John Alcorn	Janet Gross**
Zexia Barnes*	Larry Keenan
David Bartlett	Joyce LeMaster
Roland Buck	Robert Lindahl
C. Dale Caudill	Beverly McCormick
Buford Crager	Barbara Moore
Lola Crosthwaite	Wayne Morella
Jame Dahlberg	Barbara Niemeyer
Lynne Fitzgerald	Rosemary Peavler
Teresa Forsyth**	James Quisenberry
Marc Glasser	Stuart Sprague**
James Gotsick**	Rodney Stanley
Nancy Graham**	Thomas Stroik
Dale Greer	Bill Thompson
Colleta Grindstaff	Robert Wolfe

A moment of silence was observed in memory of Dr. Larry Jones.

MINUTES: March 1, 1990, minutes approved as distributed.

CHAIR'S REPORT: (See Attachment A)

FACULTY REGENT REPORT: No report.

DEAN OF UNDERGRADUATE PROGRAMS REPORT:

Dr. Judy Rogers, Dean of Undergraduate Programs spoke to the Faculty Senate on assessment and SACS criteria.

COMMITTEE REPORTS:

Academic Policies Committee

Chair Morella moved that the proposal dealing with Department Chair Job Summary be brought off the table and placed on the floor for discussion. Seconded and passed. After discussion Chair Morella moved to table the proposal. Seconded and passed.

Senator Keenan moved to table the proposal dealing with the revision to International Student Advisory Committee. Seconded and passed.

Chair Morella noted that committee survey forms would be coming out early in April.

#### Educational Standards Committee

Chair Niemeyer presented SAc's 14: Academic Program Competencies; 15: Acceptance of Transfer Credit; and 16: Second Degree Requirements for a first reading.

SAC-11: Scholastic Standing was brought off the table and moved for adoption. Motion passed.

SAC-12: Courses Offered as Workshops moved for adoption. Motion passed.

SAC-13: Grades moved for adoption. Motion passed.

#### Fiscal Affairs Committee

Chair Fitzgerald presented as a first reading a proposal on faculty equity pay adjustment. The floor was turned over to Senator Lindahl for explanation of this proposal.

#### Professional Policies Committee

No report.

#### Elections Committee

It was reported that Dr. Alban Wheeler had been re-elected as the Faculty Regent.

#### ad hoc Committee on Constitution

Chair Keenan reported that ballots were coming in slowly and encouraged all departmental senators to recanvas their departments for support.



**VICE-PRESIDENT'S REPORT:**

Vice-President Taylor informed the senate that the university would not be holding a memorial service for Dr. Jones, in compliance with his wishes. A memorial service was being planned by the local clergy for Monday at St. Alban's Church.

Taylor reported that Dr. James Gotsick would be handling the day to day paper flow but no interim dean would be named. They were hoping for a new dean no later than August.

International Education Program has been transferred to the Dean of Undergraduate Programs.

**ADJOURNMENT:** 5:55 pm

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Judy Carpenter, Faculty Senate Secretary

FACULTY SENATE MINUTES

Special Meeting # 2

March 22, 1990

CALL TO ORDER: 4:10 pm; Riggle Room; ADUC.

SENATORS: (\*Absent; \*\*Notified Absence)

John Alcorn	Janet Gross**
Zexia Barnes*	Larry Keenan
David Bartlett	Joyce LeMaster
Roland Buck	Robert Lindahl
C. Dale Caudill	Beverly McCormick
Buford Crager	Barbara Moore
Lola Crosthwaite	Wayne Morella
Jame Dahlberg	Barbara Niemeyer
Lynne Fitzgerald	Rosemary Peavler
Teresa Forsyth**	James Quisenberry
Marc Glasser	Stuart Sprague**
James Gotsick**	Rodney Stanley
Nancy Graham**	Thomas Stroik
Dale Greer	Bill Thompson
Colleta Grindstaff	Robert Wolfe

A moment of silence was observed in memory of Dr. Larry Jones.

MINUTES: March 1, 1990, minutes approved as distributed.

CHAIR'S REPORT: (See Attachment A)

FACULTY REGENT REPORT: No report.

DEAN OF UNDERGRADUATE PROGRAMS REPORT:

Dr. Judy Rogers, Dean of Undergraduate Programs spoke to the Faculty Senate on assessment and SACS criteria.

COMMITTEE REPORTS:

Academic Policies Committee

Chair Morella moved that the proposal dealing with Department Chair Job Summary be brought off the table and placed on the floor for discussion. Seconded and passed. After discussion Chair Morella moved to table the proposal. Seconded and passed.

Senator Keenan moved to table the proposal dealing with the revision to International Student Advisory Committee. Seconded and passed.

Chair Morella noted that committee survey forms would be coming out early in April.

#### Educational Standards Committee

Chair Niemeyer presented SAC's 14: Academic Program Competencies; 15: Acceptance of Transfer Credit; and 16: Second Degree Requirements for a first reading.

SAC-11: Scholastic Standing was brought off the table and moved for adoption. Motion passed.

SAC-12: Courses Offered as Workshops moved for adoption. Motion passed.

SAC-13: Grades moved for adoption. Motion passed.

#### Fiscal Affairs Committee

Chair Fitzgerald presented as a first reading a proposal on faculty equity pay adjustment. The floor was turned over to Senator Lindahl for explanation of this proposal.

#### Professional Policies Committee

No report.

#### Elections Committee

It was reported that Dr. Alban Wheeler had been re-elected as the Faculty Regent.

#### ad hoc Committee on Constitution

Chair Keenan reported that ballots were coming in slowly and encouraged all departmental senators to recanvas their departments for support.

**VICE-PRESIDENT'S REPORT:**

Vice-President Taylor informed the senate that the university would not be holding a memorial service for Dr. Jones, in compliance with his wishes. A memorial service was being planned by the local clergy for Monday at St. Alban's Church.

Taylor reported that Dr. James Gotsick would be handling the day to day paper flow but no interim dean would be named. They were hoping for a new dean no later than August.

International Education Program has been transferred to the Dean of Undergraduate Programs.

**ADJOURNMENT:** 5:55 pm

---

Judy Carpenter, Faculty Senate Secretary

Barbara Moore  
UPO 715

## FACULTY SENATE MINUTES

Meeting # 12  
April 5, 1990

**CALL TO ORDER:** 4:10 pm in Riggle Room of ADUC.

**SENATORS: (\*Absent; \*\*Notified Absence)**

John Alcorn	Colleta Grindstaff
Bill Thompson*	Janet Gross
Zexia Barnes	Larry Keenan
David Bartlett	Joyce LeMaster
Roland Buck	Robert Lindahl
C. Dale Caudill	Beverly McCormick**
Buford Crager	Barbara Moore
Lola Crosthwaite	Wayne Morella
James Dahlberg	Barbara Niemeyer
Lynne Fitzgerald	Rosemary Peavler**
Teresa Forsyth	James Quisenberry
Marc Glasser**	Stuart Sprague
Bruce Mattingly	Rodney Stanley
Nancy Graham	Thomas Stroik
Dale Greer	Robert Wolfe

**MINUTES:** Minutes of March 22, 1990, were approved.

**CHAIR'S REPORT:** (See Attachment A)

**FACULTY REGENTS REPORT:**

Regent Wheeler thanked the Election Committee for a job well done.

**COMMITTEE REPORTS:**

Academic Policies Committee:

Chairperson Morella moved to remove the Department Chair Job Summary from the table. Seconded and passed. Senator Morella moved for adoption. Seconded and passed.

Chair Morella asked for endorsement of <sup>faculty</sup> committee survey form <sup>m</sup> and cover memo. No action. <sup>^</sup>

The following <sup>✓</sup> search committee nomination was approved: Herbert Berry to replace James Gotsick on the Undergraduate Curriculum Committee to complete an unexpired term until July 1, 1991.

Educational Standards Committee:

Chairperson Niemeyer moved for the adoption of SAC-14: Academic Program Competencies. Passed.

Next, the chair moved for the adoption of SAC-15: Acceptance of Transfer Credit. Passed.

Chair moved for the adoption of SAC-16: Second Degree Requirements. Senator Dahlberg moved to table. Seconded and passed.

Finally, the chair presented for a first reading SAC-17A: Course Numbering; SAC-17B: Course Numbering; SAC-18: Undergraduate Enrolling for Graduate Credit; SAC-19: Pre-College Curriculum Deficiencies; and SAC-20: Academic Bankruptcy.

Fiscal Affairs Committee:

Chairperson Fitzgerald spoke on pay schedule. The floor was turned over to Senator Lindahl who spoke on Faculty Equity Pay. Committee tabled equity salary plan.

Professional Policies Committee:

The vice-chair reported that work was in progress on PACs 1 and 18.

Elections Committee:

Chairperson LeMaster reported on the <sup>status</sup> statics of the Faculty Regent election.

**NEW BUSINESS:**

Senator Morella asked the chair to investigate the status of Privilege in Rank Statement.

Senator Barnes asked to have mailing list(s) checked and verified.

Senator LeMaster stated that the procedure for the election document went to all faculty, not only those eligible to vote.

**ADJOURNMENT:** 5:40 pm.

DAS

FACULTY SENATE MINUTES

Special Meeting # 3

April 10, 1990

CALL TO ORDER: 4:10 pm in Crager Room, ADUC.

SENATORS: (\*Absent; \*\*Notified Absence)

John Alcorn*	Colleta Grindstaff**
Bill Thompson	Janet Gross
Zexia Barnes	Larry Keenan
David Bartlett	Joyce LeMaster
Roland Buck	Robert Lindahl
C. Dale Caudill*	Beverly McCormick
Buford Crager	Barbara Moore
Lola Crosthwaite	Wayne Morella
James Dahlberg	Barbara Niemeyer*
Lynne Fitzgerald	Rosemary Peavler*
Teresa Forsyth*	James Quisenberry
Marc Glasser	Stuart Sprague
James Gotsick	Rodney Stanley
Nancy Graham	Thomas Stroik
Dale Greer	Robert Wolfe

TASK FORCE MEMBERS PRESENT:

Carol Becker	Larry Keenan
James Dahlberg	Barbara Moore
Ruth Davis	Andy Parker
Gerald DeMoss, Chair	Virginia Wheelless
James Hall	Robert Wolfe

CHAIR'S REPORT:

Chair reported that Dr. Grote had not made a decision regarding the request to approve Article II, Section 1 and 3 of the revised constitution. He indicated that he would have a response before the next scheduled meeting of the Faculty Senate.

TASK FORCE RECOMMENDATIONS:

Senator Quisenberry moved to go into a committee of the whole for the purpose of discussing the preliminary report of the Task Force on Standing Committees. Motion seconded and passed.

Discussion began with the beginning of the document and proceeded page by page. Suggestions were given to the Task Force for revisions.

Senator Quisenberry moved to dissolve the committee of the whole. Seconded and passed.

ADJOURNMENT: 6:10 pm

Senators remained functioning as a committee to complete discussion of the document.

Adjournment of the committee: 7:30 pm.



FACULTY SENATE MINUTES

*Passed  
with  
corrections*

Meeting # 14  
April 19, 1990

CALL TO ORDER: 4:10 pm in Riggle Room of ADUC.

SENATORS: (\*Absent; \*\*Notified Absence)

John Alcorn	Colleta Grindstaff
Bill Thompson	Janet Gross
Zexia Barnes*	Larry Keenan
David Bartlett**	Joyce LeMaster
Roland Buck	Robert Lindahl
C. Dale Caudill	Beverly McCormick
Buford Crager	Barbara Moore
Lola Crosthwaite	Wayne Morella
James Dahlberg	Barbara Niemeyer
Lynne Fitzgerald	Rosemary Peavler
Teresa Forsyth	James Quisenberry
Marc Glasser	Stuart Sprague
Bruce Mattingly	Rodney Stanley
Nancy Graham**	Thomas Stroik
Dale Greer	Robert Wolfe

MINUTES: Approved as corrected.

CHAIR'S REPORT: (see attachment A)

COMMITTEE REPORTS:

Academic Policies Committee:

Chairperson Morella moved to have the following names submitted to the president for placement on the following search committees: Dean of Education & Behavior Sciences - Phyllis Oakes, Frank Osborne, and Steve Young; Dean of Arts & Sciences - Harlan Hamm, Fran Helpenstine, and Glenn Johnston; Vice-President for Student Life - Terry Elliott, Wayne Morella, and Tom Scott. Senator Dahlberg moved to table. Motion seconded. After discussion Senator Dahlberg withdrew his motion to table and moved to open floor for nominations. Seconded and passed. Senator Morella withdrew his name from nomination. Senator Keenan moved to replace Wayne Morella's name with Carolyn Flatt. Motion seconded and passed. Motion to accept nominations passed.

Senator Fitzgerald asked to have a memo sent to all faculty saying committee surveys would still be accepted. Senator Quisenberry asked that a new survey form be included. Chairperson Gross agreed.

Educational Standards Committee:

Chairperson Niemeyer moved to remove SAC-16: Second Degree Requirements, from the table. Senator Niemeyer moved to adopt SAC-16: Second Degree Requirements as revised. Seconded and passed.

SAC-17A and 17B: Course Numbering, were presented for recommendation. Senator Caudill moved to accept SAC-17B. Motion seconded and failed. Senator Lindahl moved to accept SAC-17A. Motion seconded. Senator Mattingly moved to have the following sentence inserted as the third sentence in the first paragraph, "Courses will be offered by graduate faculty only." Senator Lindahl accepted as friendly amendment. Senator Buck moved as a friendly amendment to have the implementation date be Spring 1991. Accepted. Passed with friendly amendments.

Next, the chair moved for the acceptance of SAC-18: Undergraduate Enrolling for Graduate Credit. Motion passed.

The chair moved for the acceptance of SAC-19: Pre-College Curriculum Deficiencies. Senator Dahlberg moved to table and send to the Undergraduate Curriculum Committee. Motion seconded and passed.

Chair moved for the acceptance of SAC-20: Academic Bankruptcy. Motion passed.

Finally, the chair presented for a first reading the following SAC's: SAC-21: Academic or Grade Appeal Procedure; SAC-22: Incomplete Grade "I" - Undergraduate Program; SAC-23: In-Progress Grade "IP" - Undergraduate Programs; and SAC-24: College Credit Courses for High School Students.

#### Fiscal Affairs Committee:

Chairperson Fitzgerald moved for a five minute recess to review new documents. Seconded and passed.

Chair moved for the approval of Merit Pay Recommendation on first reading. Senator Buck moved to table until the next meeting. Seconded and failed. Senator Morella moved to have the implementation date be 1991-92. Senator Wolfe moved to insert "department" for "academic unit" in all places. Senator Morella moved to have the words "special status" added after full-time tenured under # 5. Senator Keenan moved to have the following start numbers 2 and 3: "Faculty in conjunction with the chair of each department...". The motion passed with friendly amendments.

The chair recommended the approval of "Across-the-Board portion of 1990-91 Salary Increment." Senator Mattingly moved to table until a special meeting next Tuesday to finish the announced agenda. Seconded and passed.

ADJOURNMENT: 5:57 pm

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Judy Carpenter, Faculty Senate Secretary

FACULTY SENATE MINUTES  
SPECIAL MEETING 4  
APRIL 24, 1990

SENATORS PRESENT:

John Alcorn	Larry Keenan
David Bartlett	Joyce LeMaster
Zexia Barnes*	Robert Lindahl
Roland Buck	Bruce Mattingly
C. Dale Caudill*	Beverly McCormick
Buford Crager	Barbara Moore**
Lola Crosthwaite	Wayne Morella
James Dahlberg	Barbara Niemeyer*
Lynne Fitzgerald	Rosemary Peavler
Teresa Forsyth	James Quisenberry
Marc Glasser	Stuart Sprague
Nancy Graham*	Rodney Stanley
Dale Greer	Thomas Stroik
Colleta Grindstaff**	William Thompson
Janet Gross	Robert Wolfe*

CALL TO ORDER: 4:10 pm in 419 Reed Hall.

FISCAL AFFAIRS:

Chairperson Fitzgerald turned the floor over to <sup>V</sup>ice-chair Lindahl. Senator Lindahl addressed the faculty salary equity plan for 1990-91 and then addressed questions regarding the plan.

Senator Quisenberry moved to divide the question to discuss each phase of the proposal. The question is to be divided as follows: marketability, time in rank, time in service, <sup>protected class issues</sup> caps, and academic qualifications. Seconded. Passed. Much discussion on marketability. Senators noted they had taken calls all week from constituents who were opposed to marketability. Senator Quisenberry moved for a roll call vote. Seconded. Passed. Roll call vote on marketability:

Alcorn, John	yes	Lemaster, Joyce	no
Bartlett, David	no	Lindahl, Robert	yes
Barnes, Zexia	absent	Mattingly, Bruce	no
Buck, Roland	yes	McCormick, Beverly	yes
Caudill, C. Dale	absent	Moore, Barbara	absent
Crager, Buford	yes	Morella, Wayne	yes
Crosthwaite, Lola	no	Niemeyer, Barbara	absent
Dahlberg, James	no	Peavler, Rosemary	yes
Fitzgerald, Lynne	yes	Quisenberry, James	no
Forsyth, Teresa	yes	Sprague, Stuart	no
Glasser, Marc	no	Stanley, Rodney	no
Graham, Nancy	absent	Stroik, Thomas	no
Greer, Dale	no	Thompson, William	yes
Grindstaff, Coletta	absent	Wolfe, Robert	absent
Keenan, Larry	no	Gross, Janet	yes

FAILED.

It was stated since the absentee ballots received did not state the exact breakage of the question, their proxy was void.

*as discussed and voted on,*

Next issue was time in rank. A lengthy discussion followed. Senator Dahlberg moved to vote on the motion. Second. Failed. After more discussion Senator Quisenberry moved to redivide the question ~~to add all the rest.~~ To reunite what was divided. *originally* Seconded. Passed. Motion ~~to pass all the rest~~ to include time in rank, service, and qualifications, protected class issues ~~was defeated.~~ *except for marketability*

Senator Fitzgerald moved for 10 minutes recess. *and* Seconded. Passed.

Meeting reconvened at 5:20 pm.

Senator Fitzgerald made the following motion: **The Fiscal Affairs Committee recommends that the following factors be considered when making equity adjustments for the 1990-91 budget year: 1) length of time in rank; 2) longevity (length of time at university); 3) terminal degree appropriate to the accrediting body of the discipline and 4) protected class issues.** Senator McCormick moved as a friendly amendment to add marketability back in.

Senator Sprague moved to adjourn. Seconded. Failed.

Senator Quisenberry moved to divide the question in topic order presented. Seconded. Senator Mattingly moved for an alternate division of 1-4 as one issue, and the marketability issue voted on last. Seconded. Senator Quisenberry withdrew his motion. Senator Buck moved for a third division. Same as the other except separate longevity (length of time at the university). Motion seconded. The Mattingly motion on length of time and longevity to be sent to the Vice-President for Academic Affairs was passed. Senator Mattingly moved for a roll call vote on marketability. Seconded. Passed. Roll call vote on marketability:

*Glasser, Mar 16*

Alcorn, John	yes	LeMaster, Joyce	no
Bartlett, David	no	Lindahl, Robert	yes
Barnes, Zexia	absent	Mattingly, Bruce	no
Buck, Roland	yes	McCormick, Beverly	yes
Caudill, C. Dale	absent	Moore, Barbara	absent
Crager, Buford	yes	Morella, Wayne	yes
Crosthwaite, Lola	abstain	Niemeyer, Barbara	absent
Dahlberg, James	no	Peavler, Rosemary	absent
Fitzgerald, Lynne	yes	Quisenberry, James	no
Forsyth, teresa	yes	Sprague, Stuart	no
Graham, Nancy	absent	Stanley, Rodney	no
Greer, Dale	no	Stroik, Thomas	no
Grindstaff, Coletta	absent	Thompson, William	yes
Keenan, Larry	no	Wolfe, Robert	absent
		Gross, Janet	yes

*FAILED.*

Senator Lindahl moved to have the roll call votes included in memorandum to the Vice-President for Academic Affairs. Seconded. Passed 10-7.

PROFESSIONAL POLICIES:

Chairperson McCormick presented for a first reading PAC-1: Definition of Academic Titles, and PAC-10: Extraordinary Compensation of Faculty.

ELECTIONS COMMITTEE:

Chairperson LeMaster recommended elections to be held in the fall. Motion failed.

Senator Keenan moved to extend time. Seconded. Passed.

Apportionment division <sup>for 1990-91</sup> was presented for vote. <sup>(see attached)</sup> Passed.

NEW BUSINESS:

~~Constitution recommend to Vice-President for Academic Affairs for approval.~~

~~On behalf of the Executive Council they suggest rejecting the modification of Section 3. Passed.~~  
*ad hoc Committee on Constitution recommends as suggested by Dr. Grote.*

Senator LeMaster moved the Executive Council be in charge of elections and send out memorandum explaining procedure. Seconded. Passed.

Meeting adjourned 6:29 pm

Faculty Senate Minutes

Regular Meeting # 15  
May 3, 1990

CALL TO ORDER: 4:10 pm in Riggle Room, ADUC.

SENATORS PRESENT: (\*Absent; \*\*Notified Absence)

John Alcorn*	Larry Keenan*
David Bartlett	Joyce LeMaster
Zexia Barnes*	Robert Lindahl
Roland Buck	Bruce Mattingly*
C. Dale Caudill	Beverly McCormick
Buford Crager	Barbara Moore
Lola Crosthwaite	Wayne Morella
James Dahlberg	Barbara Niemeyer
Lynne Fitzgerald	Rosemary Peavler
Teresa Forsyth	James Quisenberry
Marc Glasser	Rodney Stanley
Nancy Graham	Thomas Stroik*
Dale Greer	William Thompson
Colleta Grindstaff	Robert Wolfe
Janet Gross	

MINUTES: Minutes of April 10, 1990, were approved as distributed.

CHAIR'S REPORT: See Attachment A.

Handout of 1989-90 Senate action provided. (See Attachment B)

Chairperson Gross turned the senate chair over to Vice-Chair Lindahl. Chairperson Lindahl presented immediate past chair Gross with a gavel in appreciation for all her work.

Senator Dahlberg moved that the Executive Council be empowered to write a letter to Chair Gross to express appreciation for her work and dedication to the senate and to thank her for her work. Seconded. Passed unanimously.

Chair Lindahl expressed his appreciation for all the work Senator Gross had done.

COMMITTEE REPORTS:

Academic Policies Committee:

Chairperson Morella, as mandated by PAC's 2 and 27, made the following committee nominations which were passed:

**Promotion Committee:** MK Thomas to replace Betty Gurley; Freda Kilburn to replace Janet Gross; and Bill Rodgers to replace Robert Meadows.

**Tenure Committee:** Glenn Johnston to replace Larry Keenan; Janet Gross to replace James Martin; and Mike Seelig to replace Frank Osborne.

Senator Wolfe moved to let those just elected know we are in a period of transition and therefore there may be changes. Seconded. Passed.

Senator Stanley moved to have letters sent to all current committee members stating changes may be made in committee terms and structure based on results of the work of the Task Force. Seconded. Passed.

**Educational Standards Committee:**

Chairperson Niemeyer presented for vote the following: SAC-21: Academic or Grade Appeal Procedure; SAC-22: Incomplete Grade "I" - Undergraduate Program; SAC-23: In-Progress Grade "IP" - Undergraduate Programs; and SAC-24: College Credit Courses for High School Students. All were passed.

**Professional Policies Committee:**

Chairperson McCormick presented PAC-1: Definition of Academic Titles for vote. Senator Gross moved to send back to committee. Seconded. Passed.

PAC-10: Extraordinary Compensation of Faculty was presented for vote. Senator Moore made the following friendly amendment regarding workshops: "Individuals teaching these courses will be compensated on an individual contract basis." Passed with friendly amendment.

**Elections Committee:**

Chairperson LeMaster announced that ballots for at-large senators were due Monday afternoon.

**NEW BUSINESS:**

Senate Retreat will be held August 24 & 25 at Greenbo Lake State Resort Park.

**ADJOURNMENT:** 5:45 pm.

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Judy Carpenter, Faculty Senate Secretary

FACULTY SENATE MINUTES  
MEETING 15  
5/3/90

CALL TO ORDER: 4:10 pm in Riggle Room, ADUC.

SENATORS PRESENT:

John Alcorn*	Larry Keenan*
David Bartlett	Joyce LeMaster
Zexia Barnes*	Robert Lindahl
Roland Buck	Bruce Mattingly*
C. Dale Caudill	Beverly McCormick
Buford Crager	Barbara Moore
Lola Crosthwaite	Wayne Morella
James Dahlberg	Barbara Niemeyer
Lynne Fitzgerald	Rosemary Peavler
Teresa Forsyth	James Quisenberry
Marc Glasser	Rodney Stanley
Nancy Graham	Thomas Stroik*
Dale Greer	William Thompson
Coletta Grindstaff	Robert Wolfe
Janet Gross	

MINUTES: Minutes of April 10, 1990 were approved as distributed.

CHAIR'S REPORT: SEE ATTACHMENT A

Handout of 1989-90 Senate action provided. (see attachment B)

Chairperson Gross turned the senate chair over to Vice-Chair Lindahl. Chairperson Lindahl presented immediate past chair Gross with a gavel in appreciation for all her work.

Senator Dahlberg moved that the executive council be ~~impaired~~ <sup>impowered</sup> to write a letter to Chair Gross to express appreciation for her work and dedication to the senate and to thank her for her work. Seocnded. Passed unanimously.

Chair Lindahl expressed his appreciation for all the work Senator Gross had done.

COMMITTEE REPORTS:

ACADEMIC POLICIES COMMMITTEE

Chairperson Morella, as mandated by PAC's 2 & 27, made the following committee nominations which were passed:

Promotion Committee - MK Thomas to replace Betty Gurley; Freda Kilburn to replace Janet Gross; and Bill Rodgers to replace Robert Meadows

Tenure Committee - Glenn Johnston to replace Larry Keenan; Janet Gross to replace James Martin; and Mike Seelig to replace Frank



Osborne.

Senator Wolfe moved to let those just elected know we are in a period of transition and therefore there may be changes. Seconded. Passed.

Senator Stanley moved to have letters sent to all current committee members stating changes may be made in committee terms and structure. Seconded. Passed.

*based on results of the work of the Task Force.*

EDUCATIONAL STANDARDS COMMITTEE

~~Chairperson Niemeyer presented the following SAC's proposals for vote.~~

Chairperson Niemeyer presented for vote the following: SAC-21: Academic or Grade Appeal Procedure; SAC-22: Incomplete Grade "I" - Undergraduate Program; SAC-23: In-Progress Grade "IP" - Undergraduate Programs; and SAC-24: College Credit Courses for High School Students. All were passed.

FISCAL AFFAIRS COMMITTEE No reprot

PROFESSIONAL POLICIES COMMITTEE

Chairperson McCormick presented PAC-1: Definition of Academic Titles for vote. Senator Gross moved to send back to committee. Seconded. Passed.

PAC-10: Extraordinary Compensation of Faculty was presented for vote. Senator Moore made the following friendly amendment regarding workshops: Individuals teaching these courses will be compensated on an individual contract basis. Passed with friendly amendment.

ELECTIONS COMMITTEE

*for at-large senators*  
Ballots<sub>^</sub> due Monday afternoon.

NEW BUSINESS

Senate Retreat will be held August 24 & 25 at Greenbo Lake State Resort Park.

ADJOURNMENT: 5:45 pm

FACULTY SENATE MINUTES

Summer Meeting # 1  
June 21, 1990

CALL TO ORDER: 4:10 pm in East Room A, ADUC.

SENATORS PRESENT: (\*Absent)

Zexia Barnes	Joyce LeMaster
David Bartlett*	Robert Lindahl
Buford Crager*	Wayne Morella
Lola Crosthwaite*	Barbara Niemeyer
James Dahlberg*	Rosemary Peavler*
Lynne Fitzgerald	James Quisenberry
Dale Green*	Rodney Stanley
Coletta Grindstaff	Robert Wolfe

MINUTES: Minutes of April 19 & 24 approved with corrections; minutes of May 2, 1990 approved as distributed.

CHAIR'S REPORT: (See Attachment A) Budget was discussed. Senator Quisenberry moved that the Senate request the formula for salary funding be made available to the faculty. Motion seconded and passed.

COMMITTEE REPORTS  
Academic Policies Committee:

Chairperson Morella reported an 89% response to the committee surveys, and noted committee nominations would be made at the July meeting in accordance to the new regulations.

NEW BUSINESS:

Chairperson Lindahl read a memo that had been sent to Dr. Judy Rogers, Dean of Undergraduate Programs, which had supposedly been sent by the Senate Executive Council. An appropriate response will be sent to Dr. Rogers. Discussion regarding Senate Retreat, Senate involvement in early budget planning, and number of new senators. It was reported that one new senator had just been made a department chair, thereby making him ineligible to serve as a senator. Senator Quisenberry moved that the next person on the list be notified. Motion seconded and passed.

ADJOURNMENT: 5:07 pm

*Judy Carpenter*  
Judy Carpenter, Faculty Senate Secretary

FACULTY SENATE MINUTES

Summer Meeting # 2  
July 29, 1990

CALL TO ORDER: 4:10 pm in East Room A, ADUC.

SENATORS PRESENT: (\*Absent)

David Bartlett  
Buford Drager  
Lola Crosthwaite  
James Dahlberg\*  
Teresa Forsyth  
Marc Glasser  
Dale Greer\*

Robert Lindahl  
Beverly McCormick  
Wayne Morella  
James Quisenberry  
Rodney Stanley  
Thomas Stroik  
Robert Wolfe

MINUTES: Minutes approved.

CHAIR'S REPORT: (See Attachment A)

GUEST REPORTS:

Dr. - Judy Rogers, Dean of Undergraduate Programs, addressed the Senate on Student Assessment.

Dr. Virginia Wheelless, Director of Planning, Institutional Research and Evaluation, reported on University Standing Committee revisions.

VICE-PRESIDENT'S REPORT:

In the absence of Dr. Taylor, Dr. Richard Daniel reported. The following have been appointed to fill positions as deans: Dr. Bernard Davis, Dean of Business; Dr. John Philley, Dean of Arts & Sciences; and Dr. Sylvester Kohut, Dean of Education and Behavioral Science. The search for the Graduate Dean has been terminated and will be readvertised by January 1991.

Salary raises and how they were determined were discussed.

NEW BUSINESS:

Senator Morella moved that the Senate Chair appoint an ad hoc committee to serve with other groups the president may designate for evaluation/merit pay of administrators. Seconded. Failed.

Senator Stroik moved that the Chair of the Senate send a letter to the President, with copies sent to Porter Dailey and Mike Walters, requesting payroll be continued on a bi-weekly basis without a gap in pay. Seconded. Passed Unanimously.

ADJOURNMENT: 5:30 pm.

## FACULTY SENATE MINUTES

Meeting # 1

August 23, 1990

**CALL TO ORDER:** 4:10 pm, Riggle Room, ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett, Ray Bernardi, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Larry Dales, Jackie Darling, Anna Demaree, Lynne Fitzgerald, Jay Flippin, Teresa Forsyth, Scott Gillock, Marc Glasser, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff, Frances Helphinstine, Richard Hunt\*, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden, Rosemary Peavler, James Quisenberry, Brent Rogers, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, William Thompson, Vasile Venettozzi, John Viton, Wayne Willis, Mont Whitson, and Robert Wolfe.

**MINUTES:** Approved as distributed.

**CHAIR'S REPORT:** (Attachment A)

Senator Quisenberry moved for the adoption of a new senate ad hoc committee on Faculty Assessment/Performance-Based Pay. Seconded. Passed.

**ELECTIONS:**

Three elections were held: 1) one person from each college was elected to serve on the Executive Council; 2) the two vacant Executive Council seats to be filled by members of the senate at large; and 3) the Vice-Chair chosen from the Executive Council.

Senator Stroik moved for a 15 minute recess for colleges to caucus and decide on nominees. Seconded. Passed.

Nominees for Executive Council from colleges: Applied Science & Technology - Robert Wolfe and Rodney Stanley; Arts & Sciences - Tom Scott and James Quisenberry; Business - Beverly McCormick and Rosemary Peavler; and Education & Behavioral Sciences - Mike Seelig and Lynne Fitzgerald. Winners: Robert Wolfe, James Quisenberry, Beverly McCormick and Mike Seelig.

Nominees for Executive Council from Senate as whole: Rodney Stanley, Tom Scott, Rosemary Peavler, Lynne Fitzgerald, James Dahlberg, and Buford Crager. Winners: Buford Crager and Tom Scott.

Nominees for Vice-Chair: Buford Crager, Beverly McCormick, Tom Scott, Mike Seelig, and Robert Wolfe. New Vice-Chair - Robert Wolfe.

**ANNOUNCEMENTS:**

New Executive Council to meet immediately following meeting.

**ADJOURNMENT:** 5:30 pm.

## FACULTY SENATE MINUTES

MEETING # 2

September 6, 1990

**CALL TO ORDER:** 4:13 pm in Riggle Room, ADUC.

**SENATORS: (\*Absent; \*\*Notified Absence)**

John Alcorn, David Bartlett, Ray Bernardi, Alta Blair, Laradean Brown, Roland Buck\*\*, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Larry Dales\*\*, Jackie Darling, Anna Demaree, Lynne Fitzgerald, Jay Flippin\*\*, Teresa Forsyth, Walter Gillock, Marc Glasser, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff, Frances Helpinstine, Richard Hunt, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden\*\*, Rosemary Peavler, James Quisenberry, C. Brent Rogers, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, William Thompson, Vasile Venettozzi, John Viton, Wayne Willis, Mont Whitson, and Robert Wolfe.

**MINUTES:** Approved with corrections.

**CHAIR'S REPORT:** (See Attachment A)

Senator Fitzgerald moved to ask Vice-President Porter Dailey to address the entire faculty regarding the Master Plan. Seconded. Passed.

Senator Quisenberry moved to return the resolution to the committee it came from to have it redrafted in the spirit conducted. Seconded. Passed.

### **FACULTY REGENT'S REPORT:**

Faculty Regent Wheeler noted that everyone should have a copy of the survey which had been conducted and welcomed any comments.

The next Board of Regents meeting will be September 21. Two major agenda items: 1) Master Plan, and 2) Recommendation in changes in the Admission Index.

### **COMMITTEE REPORTS:**

#### **Academic Policies Committee:**

Chair Wolfe presented the following committee nominations which passed:

#### **ACADEMIC APPEALS**

Roberta Ress - AS&T; Zexia Barnes - A&S; Herbert Berry - BUS; Barbara Niemeyer - EBS; James Dahlberg - At-Large; and Freda Kilburn - At-Large.

#### **AFFIRAMTIVE ACTION**

Donna Phillips - Sociology/Social Work/Corrections; and Charles Hicks - Informational Sciences.

#### **FACULTY LEAVE**

Wayne Morella - AS&T; Raymond Ross - A&S; Vincente Cano - A&S; Charles Hicks - BUS; Beverly McCormick - BUS; Patsy Whitson - EBS; and Layla Sable - EBS.

**Fiscal Affairs Committee:**

Chair Quisenberry reported on the following: 1) maintenance and repairs; 2) faculty salaries and teaching load for summer; and 3) additional life insurance for retirees.

Senator Marc Glasser was elected Vice-Chair for the fall term and Senator Richard Hunt was elected Vice-Chair for the spring term.

**Professional Policies Committee:**

Chair McCormick reported that her committee had done work on the Drug Free Workplace policy and would be working on PAC-1; PAC-10; and PG-3.

Senator Coletta Grindstaff was elected vice-chair of the committee.

**ADJOURNMENT: 6:05 pm.**

## FACULTY SENATE MINUTES

SPECIAL MEETING # 1

September 13, 1990

CALL TO ORDER: 4:10 p in Claypool-Young 111.

SENATORS: (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett, Ray Bernardi, Alta Blair\*\*, Laradean Brown, Roland Buck, Glenna Campbell, Buford Cramer, Lola Crosthwaite, James Dahlberg, Larry Dales\*\*, Jackie Darling, Anna Demaree, Lyne Fitzgerald, Jay Flippin\*, Teresa Forsyth, Walter Gillock, Marc Glasser, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff, Frances Helpinstine, Richard Hunt, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden, Rosemary Peavler, James Quisenberry, C. Brent Rogers, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, William Thompson, Vasile Venettozzi, John Viton, Wayne Willis, Mont Whitson, and Robert Wolfe.

### BUSINESS:

Senator Glasser moved to request that the President establish a candidate review committee with faculty representation to interview the candidates and to recommend to the president. Seconded and passed.

Senator Fitzgerald moved to recommend that the interim period be for an eight (8) month period only. Seconded and passed.

Senator McCormick moved to recommend that the interim candidate not be considered for the permanent candidate. Seconded and failed.

Senator Quisenberry moved to dissolve to committee of whole to establish qualities that an interim Vice-President for Academic Affairs should possess. Seconded and passed.

The following qualities were passed by the senate:

1. To have the respect of the faculty, be a strong faculty advocate, and be perceived as having broad faculty support.
2. To have an academic background appropriate to the nature of this position. The person selected should possess the terminal degree in an academic field of study from an accredited institution and have experience in the teaching field.
3. To have extensive experience as an academic administrator.
4. To be highly qualified to resolve the important academic issues facing the University this academic year. These include, but are not restricted to, the implementation of the recommendations from the SACS report, the faculty assessment of performance and performance-based pay, and those budget-based issues which effect academic integrity and quality.
5. To fulfill the role as Dean of the Faculty by actively working with the Faculty Senate and the general faculty on academic issues of major concern to the Institution.

The Senate reconvened.

ADJOURNMENT: 6:00 pm.

## **Undergraduate Curriculum**

Rae Smith from AS&T to replace Carolyn Taylor.

## **Educational Standards Committee:**

The following proposals were passed: 1) Assessment Statement; and 2) Admission for Undergraduate Students.

Senator Buck moved that the Faculty Regent bring the Senate's concerns in regard to the Changes in the policy on Admission for Undergraduate Students to the attention of the board. Seconded. Passed.

## **Elections Committee:**

Chair Scott reported that his committee was in the process of holding elections for Faculty Rights and Responsibilities Committee membership.

## **Fiscal Affairs Committee**

Chair Quisenberry gave a report on the Employee Benefits Committee meeting.

**Professional Policies Committee:** No report.

## **Ad Hoc Committee on Faculty Assessment/Performance Based Pay**

Chair Seelig reported that the committee handout contained the following documents: 1) Minimum Guidelines for Faculty Evaluation Process; 2) a draft of the Minimum Guidelines for Performance-Based Salary Increases; and 3) Minimum Guideline for Evaluation of Administrators.

## **NEW BUSINESS:**

Dr. Wheelless spoke on the status of strategic initiatives.

**ADJOURNMENT:** 6:00 pm.



## FACULTY SENATE MINUTES

MEETING # 3

September 20, 1990

**CALL TO ORDER:** 4:10 pm; East Room A; ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett, Ray Bernardi, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg\*, Larry Dales\*\*, Jackie Darling, Anna Demaree, Lynne Fitzgerald, Jay Flippin, Teresa Forsyth, Scott Gillock, Marc Glasser, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff, Frances Helpinstine, Richard Hunt, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden, Rosemary Peavler\*\*, James Quisenberry, C. Brent Rogers, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, William Thompson, Vasile Venettozzi\*\*, John Viton\*\*, Wayne Willis, Mont Whitson, and Robert Wolfe.

**MINUTES:** Approved as distributed.

**CHAIR'S REPORT:** (See Attachment A)

Senator Fitzgerald moved to accept the Resolution commending Dr. Taylor for his work as Vice-President for Academic Affairs. Seconded. Passed unanimously.

### **FACULTY REGENTS REPORT:**

Regent Wheeler reported that the following issues were on the agenda for the September 21, 1990, Board of Regents meeting: 1) Proposal to revise Undergraduate Admissions Standards; 2) Approval of revision of Student Scholastic Standing; 3) approval of emeritus status for Betty Gurley and Edward Morrow; and 4) revision to the policy on a Drug-Alcohol Free Workplace.

### **COMMITTEE REPORTS:**

#### Academic Policies Committee:

Chair Wolfe presented a proposal on University Standing Committee Attendance for a 1st reading.

The following university standing committee nominations were approved:

#### **Affirmative Action**

Alphonso Baldwin from NAHS; and Peggy Osborne from MGT/MKT.

#### **Faculty Leave**

Carolyn Flatt from AS&T.

#### **Faculty Promotion**

Jerry Howell from BES.

#### **Research & Creative Productions**

Charles Mason from A&S to replace Madison Pryor.

**Undergraduate Curriculum**

Rae Smith from AS&T to replace Carolyn Taylor.

**Educational Standards Committee:**

The following proposals were passed: 1) Assessment Statement; and 2) Admission for Undergraduate Students.

Senator Buck moved that the Faculty Regent bring the Senate's concerns in regard to the Changes in the policy on Admission for Undergraduate Students to the attention of the board. Seconded. Passed.

**Elections Committee:**

Chair Scott reported that his committee was in the process of holding elections for Faculty Rights and Responsibilities Committee membership.

**Fiscal Affairs Committee**

Chair Quisenberry gave a report on the Employee Benefits Committee meeting.

**Professional Policies Committee:** No report.

**Ad Hoc Committee on Faculty Assessment/Performance Based Pay**

Chair Seelig reported that the committee handout contained the following documents: 1) Minimum Guidelines for Faculty Evaluation Process; 2) a draft of the Minimum Guidelines for Performance-Based Salary Increases; and 3) Minimum Guideline for Evaluation of Administrators.

**NEW BUSINESS:**

Dr. Wheelless spoke on the status of strategic initiatives.

**ADJOURNMENT:** 6:00 pm.

## FACULTY SENATE MINUTES

Meeting # 4

October 4, 1990

**CALL TO ORDER:** 4:15 pm, Riggle Room, ADUC.

**SENATOR: (\*Absent; \*\*Notified Absence)**

John Alcorn, David Bartlett, Ray Bernardi, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Anna Demaree, Lynne Fitzgerald, Jay Flippin, Teresa Forsyth, Scott Gillock\*\*, Marc Glasser, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff, Harlan Hamm, Frances Helphinstine, Richard Hunt, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden, Rosemary Peavler\*\*, James Quisenberry, Brent Rogers, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, William Thompson, Vasile Venettozzi, John Viton, Wayne Willis, Mont Whitson, and Robert Wolfe.

**MINUTES:** Approved as distributed.

**CHAIR'S REPORT:** (Attachment A)

It was moved that the motion from the Executive Council regarding the nominees for the President's Commission of General Education be voted on. Seconded, passed.

Senator Dahlberg moved to reconsider the previous motion. Motion died from lack of second.

Senator Quisenberry moved that all names be considered without comment or discussion. Seconded, passed.

The floor was opened for nominations. Senator Stanley moved that nominations cease. Seconded, passed.

Senator McCormick moved to adjourn to a body at large for 10 minutes in order to vote. Seconded, passed.

The senate reconvened at 4:40.

**FACULTY REGENT'S REPORT:**

Regent Wheeler noted that all agenda items at the September 21st Board of Regents meeting were passed. The Board approved the removal of the "for academic reasons" from the proposed Undergraduate Admissions Policy, as recommended by the Senate. Regent Wheeler expressed concern about the impact of having twice as many Provisional students as present, due to the new admissions policy.

**COMMITTEE REPORTS:**

**Ad Hoc Committee on Faculty Assessment/Performance Based Pay**

Chair Seelig announced that an open faculty forum will be held Wednesday, October 31st in 111 Claypool-Young from 3:30 - 5:30 pm. Panel of people to appear: Vice-President Philley, Dr. Bernard Davis, Dr. David Rudy, Dr. Eugene Young, and Dr. Judith Willard.

Senator Seelig presented and discussed the faculty survey results concerning faculty awareness of departmental criteria for assessment of performance.

## FACULTY SENATE MINUTES

Meeting # 5

October 18, 1990

**CALL TO ORDER:** 4:14 pm, East Room A, ADUC

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett, Ray Bernardi, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Anna Demaree, Lynne Fitzgerald, Jay Flippin\*\*, Teresa Forsyth, Scott Gillock, Marc Glasser, Nancy Graham, Lawrence Griesinger\*\*, Colleta Grindstaff, Harlan Hamm, Frances Helphinstine, Richard Hunt, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick\*\*, Eugene Norden, Rosemary Peavler, James Quisenberry\*\*, Brent Rogers, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, William Thompson, Vasile Venettozzi, John Viton, Wayne Willis, Mont Whitson\*\*, and Robert Wolfe.

**MINUTES:** Approved with corrections.

**CHAIR'S REPORT:** (Attachment A)

Senator Dahlberg moved to endorse the three additional faculty members that President Grote had selected to serve on the Commission for General Education. Seconded, passed.

**VICE-PRESIDENT'S REPORT:**

Dr. Philley discussed the following: 1) Dr. Betty Siegel's visit; 2) Reading Day during finals week; 3) University Standing Committees which had been convened; 4) Degree audit program; and 5) faculty handbook distribution.

Vice-President Philley stated agenda items for the President's Executive Committee would include: PAC-1; PAC-10; and PG-3.

**COMMITTEE REPORTS:**

### Election Committee

Chair Scott announced that the next election his committee would be holding would be graduate faculty to the Graduate Council.

### Ad Hoc Committee on Faculty Assessment/Performance Based Pay

Chair Seelig announced an open faculty forum being held Wednesday, October 31st in 111 Claypool-Young from 3:30 - 5:30 pm.

Chair provided a handout on the Evaluation of Departmental Faculty Evaluation Plans.

### Academic Policies

(See Attachment B)

### Educational Standards

Chair Crager noted that a title change in SAc Proposals. They are now identified as UAR'S (University Administrative Regulations), and no longer have to go to the Board for approval.

Chair Crager also noted that policy on residence for in-state tuition was made by the Council on Higher Education.

**Fiscal Affairs**

Senator Helpinstine reported that met with the Director of Libraries and would be presenting a resolution in the near future.

**Professional Policies**

Vice-Chair Grindstaff provided a questionnaire on reassigned time.

**ADJOURMENT: 5:25 pm**

## FACULTY SENATE MINUTES

Meeting # 6

November 1, 1990

**CALL TO ORDER:** 4:14 pm, in Riggle Room, ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett, Ray Bernardi, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Anna Demaree, Lynne Fitzgerald, Jay Flippin\*\*, Teresa Forsyth\*, Scott Gillock, Marc Glasser, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff, Harlan Hamm, Frances Helphinstine, Richard Hunt, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick\*, Eugene Norden, Rosemary Peavler\*\*, James Quisenberry, Brent Rogers, Tom Scott\*, Mike Seelig\*\*, Rodney Stanley\*\*, Thomas Stroik, Cathy Thomas, William Thompson, Vasile Venettozzi\*\*, John Viton, Wayne Willis, Mont Whitson, and Robert Wolfe.

**MINUTES:** Approved as corrected.

**CHAIR'S REPORT:** (Attachment A)

**VICE-PRESIDENT'S REPORT:**

Vice-President Philley reported the following: 1) PAC-1 and PG-3; 2) terminal degrees; and 3) international courses.

**FACULTY REGENT'S REPORT:**

Regent Wheeler reported that the next Board of Regents meeting would be December 14. Tentative agenda items include: PAC-1, PAC-10, and PG-3.

**UNDERGRADUATE DEAN'S REPORT:**

Dean Rogers spoke to the senate on UAR's.

**COMMITTEE REPORTS:**

### Ad Hoc Committee on Faculty Assessment/Performance Based Pay

Vice-Chair Fitzgerald reported on the faculty forum and work in progress on minimal guidelines for faculty evaluation plans.

### Academic Policies

The following nominees will be presented to the president for consideration for service on committees:

**Research & Patent** - to complete the remainder of this semester Dr. Karl Kundel from Sociology to replace Dr. Mont Whitson.

**Registration** - Joyce Saxon From Mathematics

A proposal entitled, "Recommendation concerning Committee on Service" was presented for a first reading.

**Educational Standards**

Chair Crager presented the proposal on Student Access to Records for a first reading.

**Fiscal Affairs**

Chair Quisenberry discussed insurance options for the university.

**Professional Policies**

Vice-Chair Grindstaff reported that surveys could still be submitted to the senate office. It was also reported that work on PAc-10 would begin as soon as it was received from Dr. Philley's office.

**ADJOURNMENT:** 5:40 pm

## FACULTY SENATE MINUTES

Meeting # 7

November 15, 1990

**CALL TO ORDER:** 4:14 pm; Riggle Room; ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn\*, David Bartlett\*, Ray Bernardi, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Anna Demaree\*\*, Lynne Fitzgerald, Jay Flippin\*, Teresa Forsyth, Scott Gillock, Marc Glasser, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff, Harlan Hamm, Frances Helphinstine, Richard Hunt, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden\*, Rosemary Peavler\*, James Quisenberry, Brent Rogers, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, William Thompson, Vasile Venettozzi, John Viton, Wayne Willis, Mont Whitson, and Robert Wolfe.

**MINUTES:** Approved with corrections.

**CHAIR'S REPORT:** (Attachment A)

**VICE-PRESIDENT'S REPORT:**

In the absence of Vice-President Philley, Dean Rogers reported to the Senate on Assessment of Students.

**COMMITTEE REPORTS:**

### Ad Hoc Committee on Faculty Assessment/Performance Based Pay

Chair Seelig gave an update on the minimum guidelines for performance-based pay.

### Academic Policies

Chair Wolfe presented the Attendance Policy for Standing Committees Proposal and the Proposal for the Selection of Distinguished Faculty Service Award for vote. Both proposals passed.

### Educational Standards

Chair Crager presented the Students Rights in Access to Records proposal for vote. Passed. A proposal on Mid-term Grades was presented for a first reading.

A report was given on academic credit for participation in intercollegiate athletics.

### Fiscal Affairs

Chair Quisenberry presented a Library Resolution for a first reading.

A combined meeting of the Fiscal Affairs and Professional Policies Committees has been scheduled for November 29th at 4:10 pm in Breck 208.



Professional Policies

Chair McCormick presented PAC-1: Definition of Academic Titles for a first reading. Senator Dahlberg moved to have a special meeting on November 29th to vote on PAC-1 and PG-3; and to present PAC-10 for a first reading. Seconded and passed.

The Thanksgiving Resolution was presented to the senate. Senator Quisenberry moved to vote on this issue immediately. Seconded. Failed. Senator McCormick moved to have the vote at the special senate meeting. Seconded, passed.

A report was given on the Release Time Survey.

**ADJOURNMENT:** 6:13 pm.

## FACULTY SENATE MINUTES

Special Meeting # 2

November 29, 1990

**CALL TO ORDER:** 4:10 pm, Riggle Room, ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett, Ray Bernardi, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager\*\*, Lola Crosthwaite\*\*, James Dahlberg\*\*, Jackie Darling, Anna Demaree, Lynne Fitzgerald, Jay Flippin, Teresa Forsyth\*\*, Scott Gillock, Marc Glasser, Nancy Graham\*\*, Lawrence Griesinger\*, Colleta Grindstaff, Harlan Hamm, Frances Helphinstine, Richard Hunt, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden, Rosemary Peavler\*, James Quisenberry, Brent Rogers\*, Tom Scott\*\*, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, William Thompson\*, Vasile Venettozzi, John Viton, Wayne Willis\*, Mont Whitson, and Robert Wolfe.

**CHAIR'S REPORT:** (See attachment A)

**VICE-PRESIDENT'S REPORT:** The Vice-President spoke to the Senate regarding PAC-1, PAC-10, PG-3, and the Thanksgiving Holiday Resolution.

**COMMITTEE REPORTS:**

Senator Quisenberry moved to extend the adjournment time. Seconded, passed.

### Professional Policies:

Chairperson McCormick presented PAC-1: Definition of Academic Titles for vote. Passed.

Senator McCormick moved that Regent Wheeler be the Senate spokesman to the Board of Regents to relay the Senate's feelings about PAC-1 and PG-3. Seconded. Senator Stanley offered the following friendly amendment: That Regent Wheeler also voice the Senate's concerns about not having enough time given to them to deal with these PACs by the administration. The motion as amended passed.

Chair McCormick present PG-3: Types of Appointments for vote. Passed.

PAC-10: Extraordinary Faculty Compensation was presented for a first reading. Senator Quisenberry moved that PAC-10 be first immediately following the minutes at the next meeting. Seconded, passed.

Chair McCormick presented the Thanksgiving Resolution for vote. Passed unanimously.

**ADJOURNMENT:** 6:30 pm.

## FACULTY SENATE MINUTES

Meeting # 8

December 6, 1990

**CALL TO ORDER:** 4:14 pm in Breckinridge Auditorium.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett, Ray Bernardi, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Anna Demaree, Lynne Fitzgerald, Jay Flippin\*, Teresa Forsyth\*\*, Scott Gillock, Marc Glasser, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff, Harlan Hamm, Frances Helphinstine, Richard Hunt, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden\*\*, James Quisenberry, Brent Rogers\*, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, William Thompson, Vasile Venettozzi, John Viton\*, Wayne Willis\*\*, Mont Whitson\*\*, and Robert Wolfe.

**MINUTES:** Approved as distributed.

### UNFINISHED BUSINESS:

PAC-10: Extraordinary Faculty Compensation was presented for vote. Senator Wolfe moved that all monetary figures be removed and replaced with generic wording. The monetary figures are to be placed in a separate document as either a regulation or procedure. Seconded and passed. Senator Stanley moved to replace "revises" with "revising" and insert "or developing" in the second paragraph under Correspondence Courses. Seconded and passed. Senator Quisenberry moved to delete the word "tenure" and replace it with "faculty status" in line two of the first paragraph under Course Taught By Administrators and Staff. Seconded and passed. Senator McCormick moved to delete paragraph two under Telecourses but to leave in paragraph three. Seconded and passed. PAC-10 was passed with amendments.

### CHAIR'S REPORT: (Attachment A)

Chair Lindahl presented the following for vote: 1) Resolution on Senate Deliberations of Policy Issues which requests that administratively initiated academic policy statements be presented to the Senate for consideration at least six weeks prior to setting the Board of Regents agenda. Passed unanimously. 2) Morehead State University Faculty Senate Resolution on Procedure requiring both a first and second reading on resolutions and motions. Senator Dahlberg moved to delete the first paragraph. Seconded and passed. Senator Quisenberry moved to remove the first section. Seconded and Passed. The resolution as amended passed unanimously.

The chair noted that Senator Peavler, at large senator from the College of Business, had resigned. He submitted Gail Ousley for her replacement for the remainder of the academic year. Senator Quisenberry moved to confirm her nomination. Seconded and passed.

### FACULTY REGENT'S REPORT:

Regent Wheeler addressed PAC-10 in that he recommended that reference to the 2% per credit hour for summer faculty salaries be removed.

### COMMITTEE REPORTS:

#### Ad Hoc Committee on Faculty Assessment/Performance Based Pay

Chair Seelig reported that the ad hoc Committee on Establishing Performance-Based Salary Procedures had finished their work. A draft of PBSI procedures should be sent to the faculty by the Vice-President of Academic Affairs in the next week.

### Elections Committee

Chair Scott noted that the faculty would be receiving two documents next week regarding the election for membership on the Graduate Council.

### Academic Policies

Chair Wolfe reported that Jane Ellington, from Home Economics, had resigned from the Faculty Rights and Responsibilities Committee. The committee placed the following names for nomination for election: James Martin, from Agricultural and Natural Resources and Rae Smith from Nursing and Allied Health Sciences. Passed. Chair turned the names over to the Election Committee. Election will be held next week for a two year term.

The Undergraduate Curriculum Committee also had a resignation. Carol Ann Georges', from Elementary Education, was nominated to fill a two year term vacated by Gretta Duncan. Seconded and passed.

### Educational Standards

Chair Crager presented the policy on Mid-Term Grades for a vote. Failed. Senator McCormick moved that the original policy requiring students of obtain mid-semester grades from their advisors remain in effect. Seconded and passed.

### Fiscal Affairs

The Library Resolution was brought to the floor by Vice-Chair Helphinstine. A quorum was no longer available, therefore the resolution will come before the Senate at the next meeting.

**ADJOURMENT: 6:00 pm**

Faculty Senate Agenda  
Special Meeting  
January 11, 1990  
Riggle Room

- I. Call To Order
- II. Academic Policies Committee - Committee Nominations
- III. Adjournment

DRAFT PROPOSAL FOR A SHARED GOVERNANCE THEME

January 11, 1990

STRETEGIC THEME 1: Strengthen, through shared governance, the commitment of administrators, faculty, staff, and students (constituent groups) toward enhancing the quality of the institution.

- GOALS:
1. To effectively utilize the human resources available from the various constituent groups in developing, analyzing, implementing, and evaluating proposals.
  2. To create an atmosphere of mutual respect and sense of accomplishment among the constituent groups.
  3. To encourage broad participation at all levels of the strategic planning process by members as representatives of their constituent groups.
  4. To create an understanding of decisions made after a thorough analysis of the issues through shared governance.

Ex Council 2+4 Fri at 2:06

Faculty Senate Agenda  
Riggle Room  
January 18, 1990

- ~~I.~~ Call to order 4:10t
- ~~II.~~ Consideration of Minutes
  - A. December 7, 1990
  - B. January 11, 1990
- ~~III.~~ Chair's Report - Proposal for a Shared Governance Theme
- ~~IV.~~ Faculty Regent's Report
- V. Committee Reports
  - A. Academic Policies - Academic Restructuring *pass*
  - B. Educational Standards
    1. SAC - 9: Student Loads - BK to com
    2. SAC - 10: Graduation - *PASS*
    3. SAC - 11: Scholastic Standing BK committee
  - C. Fiscal Affairs
    1. Faculty Salary Distribution Option *pass*
    2. Report on Tuition Benefits *1st Reading*
  - D. Professional Policies
    1. FAC - 1: Selection & Hiring of Part-Time Faculty Members
    2. FAC - 2: Orientation, Supervision & Evaluation of Part-Time Faculty Members
    3. FAC - 3: Time required of Part-Time Faculty Members for Student Conferences
    4. PAC - 6: Membership on Graduate Faculty
    5. PAC - 29: Faculty Workload, Responsibilities & Overload
  - E. Election Committee
- VI. Vice-President's Report
- VII. New Business
- VIII. Announcements
- IX. Adjournment 6:01

Gotsiel  
mw

Attachment A

Chair's Report - January 18, 1990

1. During Finals Week, Dr. Taylor requested a list of faculty who could serve on the Search Committee for Graduate Dean. On behalf of the Senate, the Executive Council recommended that faculty members on the Graduate Committee be submitted for Dr. Grote's selection and appointment to the Search Committee.
2. Progress report on development of a joint statement on shared governance. Dr. Lindahl and I have reviewed and revised the first draft and returned it to Dr. Taylor for review. Feedback is expected within a week.
3. The first meeting of the budget planning process was held December 18 primarily to review the tentative calendar. Copies have been made for review.
4. Dr. Grote briefly discussed the governor's 1990-92 budget recommendations. MSU would receive a 18.5% increase in the university general fund budget but Dr. Grote wanted it to be clear to faculty that not all of this proposed new money will be discretionary. A substantial amount is already earmarked for debt retirement. There will not be a sufficient amount of new money to adjust faculty salaries to the mid-point of the average of regional institutions so internal reallocation will still be necessary. Dr. Grote wants to assure the faculty that he is not intending to take any action through reallocation that will negatively affect the quality of instruction. He is not intending to decrease the percentage of the general operating fund that goes to instruction.
5. Dr. Grote responded to our request to place Dr. Stroik on the Task Force to Review University Standing Committees in December. It was his judgement that the four remaining faculty were effectively representing the faculty interests and there was no compelling reason to replace Dr. Seelig at this time. Therefore, our recommendation was not accepted.
6. Request has been received from Dr. Dahlberg, subcommittee chair on the Task Force for any information, studies or reports related to standing committees. Academic Policies Committee has been requested to provide this information. In addition, the subcommittee has suggested the Senate may



wish to provide other suggestions at this time. The Executive Council discussed and decided that this should be discussed by the Senate as a whole. Any recommendation would be more seriously considered if supported by the full Senate. Any motions related to recommendations can be considered under new business.

7. Handbooks for Standing Committees - the feasibility of having these printed was discussed with Dr. Taylor. Due to heavy printing demands at this time of the year, this could not be done until at least March 1. All information is on the Prime. Beth Patrick has agreed to schedule workshops for faculty to review access and printing of the handbook. Dr. Taylor will have information related to these sessions distributed. He has had a list of completed committee membership sent to all deans and department chairs with a request to route to faculty.
8. Copy of faculty evaluation plans by department is available in Senate Office.
9. Senator Brengelman will be on Sabbatical Leave this Spring and has requested an alternate be appointed to serve in his place. Dr. Zexia Barnes has agreed to serve as his alternate.
10. COSFL - The third meeting was held in Louisville, with all Morehead representatives in attendance. Discussion focused on:
  - A. Due to limited funds available in the budget and the notable lack of success with the fund-raising drive, no Legislative Retreat will be held this year. President John Taylor will be sending a letter to COSFL representatives concerning the seven legislative support statements.
  - B. Janet Gross presented a Statement of Faculty Position concerning the education of new board members and regents, which is to be submitted to the Council of Higher Education for discussion and support.
  - C. Our faculty need to be aware of the Assessment of Outcomes plan for MSU compiled by Judy Rogers, Dean of Undergraduate Programs.
  - D. The various COSFL units gave reports of their activities since January. Policy concerning the

evaluation of administrators was discussed by several institutions. Other concerns included the erosion of health insurance benefits, and tuition waiver benefits for faculty.

- E. Questions concerning legal council for faculty at various institutions were discussed. The consensus being that council has been available only through organizations such as AAUP and NEA/KEA.

## Jan. 18. - Chair's Report

1. During finals week, Dr. Taylor requested a list of faculty who could serve on the Search Committee for Graduate Dean. On behalf of the Senate, the Executive Council recommended that faculty members on the Graduate Committee be submitted for Dr. Grote's selection and appointment to the Search Committee.
2. Progress report on development of a joint statement on shared governance. Mr. Lindahl and I have reviewed and revised the first draft and returned it to Dr. Taylor for review. Feedback is expected within a week.
3. The first meeting for the budget planning process was held Dec. 18 primarily to review the tentative calendar. Copies have been made for review.
4. Dr. Grote briefly discussed the governor's 1990-92 budget recommendations. MSU would receive a 18.5% increase in the university general fund budget but Dr. Grote wanted it to be clear to faculty that not all of this proposed new money

will be discretionary. A substantial amount is already earmarked for debt retirement. There will not be a sufficient amount of new money to adjust faculty salaries to the mid-point of the average of regional institutions so reallocation will still be necessary. Dr. Grote wants to assure the faculty that he is not intending to take any action through reallocation that will negatively affect the quality of instruction. He is not intending to decrease the percentage of the general operating fund that goes to instruction.

5. Dr. Grote responded to our request to place Dr. Strick on the Task Force to Review University Standing Committees in Dec. It was his judgement that the four remaining faculty were effectively representing the faculty interests and there was no compelling reason to replace Dr. Seelig at this time. Therefore, our recommendation was not accepted.

6. Request from Dr. Dahlberg, subcommittee chair for any information, studies or reports related to standing committees. Academic Policies Committee has been requested to provide this information. In addition, the subcommittee has suggested the Senate may wish to provide other suggestions at this time. The Executive Council discussed and decided that this should be discussed by the Senate as a whole. Any recommendation would be more seriously considered if supported by the full Senate. Any motions related to recommendations can be considered under new business.

#### 7. Handbook for Standing Committees

Discussed the feasibility of having these printed with Dr. Taylor. Due to heavy printing demands at this time of the year, this could not be done until at least Mar. 1. All information is on the phone. Beth Patrick has agreed to schedule workshops for faculty to review access and printing of the handbook. Dr. Taylor will have

information related to these sessions distributed. He has agreed to have a list of completed committee membership sent to all faculty.

8. Copy of faculty evaluation plans by department is available in Senate office.

9. Senator Prengelmann will be on Sabbatical Leave this spring and has requested an alternate be appointed to serve in his place.

Mr. Rexia Barnes has agreed to serve as his alternate.

By [unclear] who is writing on [unclear] name.

10. COSFL Report

1-18-90  
Back to  
Committee

Subject: Student Loads

Section Number: SAC-9/10

Approval Date:

Revision Date:

Purpose: To establish guidelines for permitted student loads.

Minimums: In order to be considered a full-time undergraduate student, a student must maintain enrollment for at least 12 semester hours during a regular semester. In order to be considered a full-time graduate student, a student must maintain enrollment for at least 9 semester hours during a regular semester. Audited courses do not contribute toward a full-time load.

Maximums: The maximum load to be carried by an undergraduate student during any semester, including correspondence courses and audited courses, shall be 18 credit hours. (The maximum load per semester for graduate students shall be 15 credit hours. (The maximum load for any student during a summer session shall be 7 credit hours. ) Exceptions to stated maximum loads requires approval of the student advisor and departmental chair. Guidelines for exceptions are:

- Overloads of 19 hours - 3.25 in previous semester or overall cumulative G.P.A.
- Overload of 20 hours - 3.35 in previous semester or overall cumulative G.P.A.
- Overload of <sup>19.5</sup>~~21~~ hours - 3.5 in previous semester or overall cumulative G.P.A.

Students denied overloads may appeal to the appropriate College dean.

1-15-90  
pass

**PAC- 6  
Membership on Graduate Faculty**

**PURPOSE:** To outline the criteria and procedures for appointment to the graduate faculty.

**CRITERIA FOR  
FULL  
MEMBERSHIP:**

The following criteria must be met to be considered for Full Membership on the graduate faculty:

1. An earned terminal degree as defined in PAC-1, in the appropriate teaching discipline from an accredited institution.
2. Competency and experience at the graduate level in teaching, committee work, student advisement, and directing student research as defined in the Procedure for Appointment.
3. Evidence of recent professional growth and/or research and publications.
4. A departmental teaching need at the graduate level (500- or 600-level courses).
5. Associate membership for at least one year at Morehead State University.

**CRITERIA FOR  
ASSOCIATE  
MEMBERSHIP:**

The following criteria must be met to be considered for Associate Membership on the graduate faculty:

delete "or an earned  
master's degree plus 15  
hours in the appropriate  
teaching discipline"

1. An earned terminal degree as defined in PAC-1 in the appropriate teaching discipline or, in the absence of this degree an exceptionally high level of scholarly or creative productivity, competence, and experience as determined by the University Graduate Committee.
2. Potential for competency at the graduate level in teaching, committee work, student advisement, and directing student research as defined in the Procedure for Appointment.
3. Evidence of recent professional growth and/or research and publications.
4. A department teaching need for 500-level graduate courses. With the terminal degree, 600-level courses may be taught with the approval of the University Graduate Committee.



5. In the absence of available graduate faculty with Full Membership, the Associate Member may teach courses restricted to graduate students, if he/she is recommended by the departmental graduate faculty, department chair, and the college dean as being highly competent in the teaching discipline, with the approval of the Dean of Graduate and Special Academic Programs.
6. All Associate Memberships shall be one academic year appointments.

#### APPOINTMENT PROCEDURE:

The following procedure shall be used for nomination and review of candidates:

1. When the department chair of an academic department determines that he/she needs to assign a graduate course to a faculty member who is not already a full member of the graduate faculty, he/she shall gain the concurrence of the departmental graduate faculty and then nominate the individual faculty member for Associate Membership to the graduate faculty.
2. The department chair forwards the nomination with supporting documentation (curriculum vita) to the respective college dean who forwards this with his/her recommendation to the College Graduate Committee. The supporting documentation shall provide evidence of teaching excellence, professional activities, and university/community services.
3. Upon approval of the College Graduate Committee, the nomination and supporting documentation are forwarded to the University Graduate Committee. If the nomination is rejected, justification shall be provided to the nominee and the department chair.
4. The University Graduate Committee will make the final determination regarding the nominee's appointment as an Associate Member of the graduate faculty.
5. The Dean of Graduate and Special Academic Programs will inform the nominee, department chair, respective college dean, and the Vice President for Academic Affairs of the decision of the University Graduate Committee.
6. The University Graduate Committee must approve the appointment of Associate Members at least two weeks before scheduled graduate courses begin.

## TEMPORARY APPOINTMENTS:

When due to extraordinary circumstances, a member of the graduate faculty is unavailable to teach a previously scheduled course and circumstances will not permit appointment under normal procedures, the Dean of Graduate and Special Academic Programs may temporarily appoint a faculty member to temporary status on the graduate faculty.

Temporary appointments are for one semester only. At the time of the temporary appointment, the department chair requesting the appointment must initiate the regular appointment procedure.

In all other respects, a temporary appointee must meet the qualifications and expectations of a graduate faculty member.

The Dean of Graduate and Special Academic Programs will inform all appropriate persons, including the University Graduate Committee, of his/her decision and direct that the procedure for nomination for Associate Membership be initiated.

## REVIEW OF MEMBERSHIPS:

Reviews of membership are made in accordance with the following schedule and principles:

1. Associate Members of the graduate faculty will be reviewed by the appropriate College Graduate Committee and the University Graduate Committee after the first year of membership to determine if an individual should be granted Full Membership on the graduate faculty.
2. Full Members of the graduate faculty will be reviewed by the appropriate College Graduate Committee and the University Graduate Committee every fifth year of membership to determine if an individual should continue on the graduate faculty.
3. In the review process, faculty will be evaluated according to the criteria in the section Criteria for Membership.

1-18-90  
Back to  
Comments

Subject: Student Loads

Section Number: SAC-9

Approval Date:

Revision Date:

Purpose: To establish guidelines for permitted student loads.

Minimums: In order to be considered a full-time undergraduate student, a student must maintain enrollment for at least 12 semester hours during a regular semester. In order to be considered a full-time graduate student, a student must maintain enrollment for at least 9 semester hours during a regular semester. Audited courses do not contribute toward a full-time load.

Maximums: The maximum load to be carried by an undergraduate student during any semester, including correspondence courses and audited courses, shall be 18 credit hours. The maximum load per semester for graduate students shall be 15 credit hours. The maximum load for any student during a summer session shall be 7 credit hours. Exceptions to stated maximum loads requires approval of the student advisor and departmental chair. Guidelines for exceptions are:

~~ATTN 21~~  
Overloads of 19 hours - 3.25 in previous semester or overall cumulative G.P.A.

~~Overload of 20 hours - 3.35 in previous semester or overall cumulative G.P.A.~~

~~Overload of 21 hours - 3.5 in previous semester or overall cumulative G.P.A.~~

Students denied overloads may appeal to the appropriate College dean.

Subject: Scholastic  
Standing

Section Number: SAC-11

Approval Date:

Revision Date:

*Back to  
Committee  
1-18-98*

Purpose: To determine when a student should be placed on academic probation or suspended and guidelines for reinstatement.

Minimum Standards: Students are eligible to register if they meet the following minimum cumulative scholastic levels:

- I. A 1.6 cumulative grade-point average if 16 or fewer semester hours have been attempted.
- II. A 1.7 cumulative grade-point average if 17-32 semester hours have been attempted.
- III. A 1.8 cumulative grade-point average if 33-48 semester hours have been attempted.
- IV. A 1.9 cumulative grade-point average if 49-67 semester hours have been attempted.
- V. A 2.0 cumulative grade-point average if 68 or more semester hours have been attempted.

Academic Probation: A student who does not meet the above standards is placed on academic probation during the next enrollment. The student's grade report will be stamped with the words "Academic Probation," and the student will receive a letter from the Dean of Undergraduate Programs explaining his or her academic status. The student will be urged to meet with an advisor for academic counseling.

Continued enrollment while on probation is permitted for no more than two successive semesters. If the student's grade point-average does not meet the minimum standard at the end of the second semester on academic probation, he or she will receive a letter from the Dean of Undergraduate Programs stating that continued enrollment is not permitted during the next enrollment period.

A student who receives notification of academic probation may enroll for no more than 15 semester hours of course work during fall and spring semesters and for no more than 6 semester hours of course work during a summer session. A student on probation may participate in extracurricular activities.

Suspension  
and Appeal:

A suspended student may:

1. Apply for readmission after the lapse of one semester (excluding summer school) or
2. Appeal by petitioning a hearing before the university Committee on Academic Appeals. Requests for appeals are made in the Office of the Dean of Undergraduate Programs, 201 Ginger Hall.

A student readmitted under the above conditions who fails to meet the minimum academic standards will be dismissed from the University.

FACULTY SENATE PROPOSAL

1-18-90  
PASS

TITLE OF PROPOSAL Faculty Salary Distribution Option

SUBMITTED BY Fiscal Affairs Committee

DATE November 2, 1989

BACKGROUND/ANALYSIS:

There is no written policy used in regard to salary distribution at Morehead State University. The following practice is currently followed: "All professional employees will be paid monthly on the last working day of the month." Statement issued 1988-1989. A grandfather clause was simultaneously set-forth and this allowed professional employees, who were already being paid semi-monthly, to choose to continue that salary distribution option. Faculty have expressed a desire to have the option to receive their salary over the length of their contract. See attached: Kentucky Benchmark, Alternative plans: potential value and potential costs.

PROBLEM/NEED:

As compared to our benchmark institutions, in the state of Kentucky, the faculty at Morehead State University do not have the option to select a 9, 10 or 12 month salary distribution plan.

PROPOSAL:

We propose that a 9-month plan be offered to faculty who are paid semi-monthly, a 10-month plan be offered to faculty who are paid monthly, and a 12-month plan be retained for faculty who choose to retain that option.

COST:

The cost for implementing this plan would be nominal.

ANTICIPATED CONSEQUENCES:

- SHORT TERM:
- (1) There would be potential increase in buying power for faculty members.
  - (2) Comparable benefit options to other Kentucky state benchmark institutions.

LONG TERM: Same as short term.

ROUTINE SEQUENCE/TIMETABLE FOR IMPLEMENTATION:

July 1, 1990 - Implementation date

SALARY DISTRIBUTION PLANS

BENCHMARK INSTITUTIONS

1. Eastern Kentucky University

Faculty have the option on 9-month contracts of receiving salaries over a 10-month period (22 payments) or a 12-month period (26 payments.)

2. Western Kentucky University

Faculty have the option on 9-month contracts of receiving salaries over a 10-month period (22 payments) or a 12-month period (26 payments.)

3. Northern Kentucky University

Faculty have the option on 9-month contracts of receiving salaries over a 10-month period or a 12-month period. (No information on the number of payments was obtained.)

4. Kentucky State University

Faculty have the option on 9-month contracts of receiving salaries over a 9-month, 10-month, or 12-month period. For faculty choosing the 9-month option, 19 payments (1 for four days) are made. For faculty choosing the 10-month option, 20 payments are made. Faculty may choose the 12-month option at their personal request.

5. Murray State University

Faculty have a 10-month and 12-month plan. They are negotiating for a 9-month plan.

## SALARY DISTRIBUTION PLANS FOR 9-MONTH FACULTY

The table of figures given below represents the effective value (or buying power) per \$10,000 of total take-home pay (see note below) over a 1-year period, namely from August 15 to August 14 of the next year. Three options are considered, and for each the salary is subject to semi-monthly compounding, using the specified interest rates. This compounding is performed throughout the entire year.

Option A: Present 12-month payment plan -- 12 monthly payments from approximately August 31 to July 31

Option B: A 10-month payment plan -- 10 monthly payments from approximately August 31 to May 31

Option C: A semi-monthly payment plan -- 18 semi-monthly payments beginning around August 31 and ending around May 15

ANNUAL INTEREST RATE (percent):	VALUE UNDER OPTION A:	VALUE UNDER OPTION B:	VALUE UNDER OPTION C:
4	\$10,203	\$10,236	\$10,245
5	\$10,254	\$10,296	\$10,307
6	\$10,306	\$10,357	\$10,370
7	\$10,358	\$10,418	\$10,433
8	\$10,410	\$10,479	\$10,496
9	\$10,463	\$10,540	\$10,560
10	\$10,516	\$10,602	\$10,624

NOTE: Total take-home pay includes money withheld for tax-deferred annuities or any other type of investment plan. All other money withheld must be excluded (taxes, insurance, etc.). The above table is based on what the value of this take-home pay would be worth as an investment and may not reflect the actual value for a given faculty member.



1-17-90  
Back  
to  
Comm

**SUBJECT:** PAC-29--Faculty Workload, Responsibilities, and Overload

**PURPOSE:** To establish the parameters for the three major areas of responsibility--teaching, service and scholarly activity. These responsibilities are described fully in PAC 2 and 27.

The teaching responsibility will be calculated using approved formulas for determining faculty credit based on instruction type. (See attachments.)

**TEACHING--  
UNDER-  
GRADUATE:**

If teaching only undergraduate classes, then the teaching responsibility for regular full time faculty is 12 semester hours per semester or 24 per academic year. Undergraduate classes are 400-level or lower courses and 500-level courses not having a majority of graduate student courses.

**TEACHING--  
GRADUATE:**

If teaching only graduate classes, then the teaching responsibility for regular full time faculty is nine semester hours. Graduate classes are 600-level courses and 500-level courses having a majority of graduate students.

**TEACHING  
UNDER-  
GRADUATE AND  
GRADUATE:**

The teaching responsibility for regular full time faculty teaching a combination of undergraduate and graduate classes shall be determined by prorating the graduate classes so that each graduate credit hour is equivalent to four-thirds of an undergraduate credit hour. The teaching responsibility will be 24 semester hours for the academic year.

**SERVICE:**

Although teaching is the primary responsibility, faculty also have an obligation of service to the University normally through committee participation and student advisement, to the community involving their professional expertise, to the profession through participation in related professional organizations, or other activities as outlined in PAC-2 and PAC-27.

**SCHOLARLY  
ACTIVITY:**

Faculty also have an obligation to engage in scholarly activity beyond that required for preparation of classes. Scholarly activity may be research, artistic performances, creative or technical achievements or other activities as outlined in PAC-2 and PAC-27.

**ADJUSTMENTS:**

Adjustments to teaching, service, and scholarly activity workload may be granted by the department chair with approval from the college dean following guidelines established by the Academic Council.

Conditions for the adjustments may be caused by unusually heavy demands of the teaching, service, or scholarly activity.

## OVERLOAD:

Regular full time faculty may be requested to teach additional classes creating an overload. The request, if acceptable to the faculty member, must be recommended by the department chair and approved by the college dean.

When the overload occurs during the fall semester, then a correspondingly reduced workload should be planned for the subsequent spring semester. If the reduction does not occur, then the faculty member is eligible for overload pay. If the overload occurs during the spring semester, then the faculty member is eligible for overload pay.

The amount of the overload will be determined on the basis of the academic year, not to exceed six semester hours.

Fractions will be accumulated in consecutive semesters to determine the amount of overload for an academic year.

Compensation for overload shall be paid at the end of the academic year and on the basis of one-twenty-fourth of the faculty member's nine-month contract times the amount of overload.

## OTHER RESPONSIBILITIES:

### OFFICE HOURS:

Full time faculty members are expected to observe a regular schedule of office hours and post them on their office doors. Copies shall be filed with the department chairs. It is expected that full time faculty members shall be available in their offices at least six hours distributed over four days each week.

### MEETING CLASS AND EXAM SCHEDULES:

Faculty members are expected to meet all of their classes, beginning and ending as scheduled. Adherence to the published final examination schedule is required. When a faculty member cannot meet scheduled classes, they should inform the department chair. Such notification shall be given as far in advance of the absence as is feasible. If the department chair is unavailable, the college dean should be notified. Arrangements for substitute instructors or the rescheduling of classes must have prior approval of the department chair.

**FACULTY ATTENDANCE**  
**AT FACULTY MEETINGS:**

Faculty members are expected to attend all faculty meetings unless they have compelling reasons for not being able to do so. A faculty member shall inform his/her Department Chair or immediate supervisor if unable to attend a faculty meeting. Preferably that notification shall be prior to the meeting but, in any case, if unable to provide advance notice, the faculty member shall provide such information after the meeting.

**SUPERCEDES:**

This policy supersedes PAc-7, 8, 9, and 19

## Mixed Teaching Loads

A	B	C	D
$1G = \frac{1}{3} = \frac{2}{6}$	$1G = \frac{1}{3} = \frac{4}{12}$	$2G = \frac{2}{3} = \frac{4}{6}$	$2G = \frac{2}{3} = \frac{8}{12}$
$2U = \frac{1}{2} = \frac{3}{6}$	$3U = \frac{3}{4} = \frac{9}{12}$	$2U = \frac{1}{2} = \frac{3}{6}$	$1U = \frac{1}{4} = \frac{3}{12}$
$\frac{5}{6} = \frac{10}{12}$	$\frac{13}{12}$	$\frac{7}{6} = \frac{14}{12}$	$\frac{11}{12}$

- 9 hrs. all graduate is full load.
- 12 hrs. all undergraduate is full load.
- Mixed loads are currently assigned as A and D above, neither of which is a full semester's Teaching load. B and C above are considered as overload situations.

Thinking of the problem over a school year, however, gives:

- Combining A and A gives an four hour underload over two semesters.
- Combining A and D gives a three hour underload over two semesters.
- Combining D and D gives a two hour underload over two semesters.
- Combining A and C gives exactly a full load over two semesters.
- Combining A and B gives an underload of one hour over two semesters.
- Combining C and D gives one hour of overload over two semesters.

FORMULAS FOR DETERMINING FACULTY CREDIT  
BASED ON INSTRUCTION TYPE

Instruction Types and Formulas

01	Class Lecture	Faculty Credit = $\frac{\text{class minutes}}{50}$
02	Television	50
03	Seminar	
04	Workshop	
05	Ensemble ✓ <i>(see MUSA courses)</i>	
06	Laboratory	Faculty Credit = $\frac{\text{lab minutes}}{60} \times .67$
07	Activity	60
08	Clinical Experience	
09	Music Lesson ✓	Faculty Credit = $\frac{\text{class minutes}}{60} \times .67$
10	Independent Study	Faculty Credit = $\frac{\text{enrollment} \times \text{sem. hrs.}}{3} \times .25$ (Never to be below .25)
11	Internship *	Faculty Credit = $\frac{\text{enrollment}}{2}$
12	Practicum	2
13	Field Experience	
	Internship in Communications *	Faculty Credit = $\frac{PI + (CH/2)}{10} **$
14	Thesis	Faculty Credit = enrollment
15	Student Teaching	Faculty Credit = $\frac{\text{enrollment} \times \text{semester hrs.}}{16}$
16	Social Work Practicum	Faculty Credit = enrollment

\* Two formulas for internship

\*\* P = Separate preparations (COM 347, 447, 476, or 647)

I = Assigned interns

CH = Credit hours generated by total of assigned interns

Feb 1

Attachment A

Chair's Report

1. Meeting with Dr. Grote. Items passed at last meeting have been received and distributed to other individuals for feedback to the President.
2. Correspondence.
  - A. A January 24th memo from Dr. Taylor requested reconstitution of the University Promotion Committee. After a review of PAC 2 and consultation with Dr. Leslie Francis of the AAUP, it was decided that the current committee structure complied with the PAC. Furthermore, since the Promotion Process had already begun, any attempt to reform the committee could potentially invalidate the entire process.
  - B. A resignation dated January 29th, from the University Promotion Committee, was received from Carolyn Flatt.

pass  
2-1-90

Subject: Student Loads

Section Number: SAC-10

Approval Date:

Revision Date:

Purpose: To establish guidelines for permitted student loads.

Minimums: In order to be considered a full-time undergraduate student, a student must maintain enrollment for at least 12 semester hours during a regular semester. In order to be considered a full-time graduate student, a student must maintain enrollment for at least 9 semester hours during a regular semester. Audited courses do not contribute toward a full-time load.

Maximums: The maximum load to be carried by full-time undergraduate student during any semester, including correspondence courses and audited courses, shall be 18 credit hours. Enrollment in 19 to 21 credit hours is considered an overload.

Undergraduate students desiring to register for an overload must meet the following criteria:

- a. Overloads of 19 to 21 hours - 3.25 in previous semester or overall cumulative G.P.A.
- b. Approval of the student advisor and department chair.

Students denied overloads may appeal to the appropriate College Dean.

NO student shall be allowed to enroll in more than 21 hours in a regular semester.

*The maximum load per semester for graduate students shall be 15 credit hrs. The maximum load for any student during a summer session shall be 7 credit hrs.*

- 1<sup>st</sup> Faculty  
pass  
2-1-90

FACULTY SENATE PROPOSAL

TITLE OF PROPOSAL Revision of University Sabbatical Leave Committee

SUBMITTED BY Sabbatical Leave Committee thru \_\_\_\_\_ DATE February 1, 1990  
Faculty Senate Academic Policies Committee

BACKGROUND/ANALYSIS:

With the recent passage of PAC-28 (Educational Leave of Absence) and revision of PAC-17 (Sabbatical Leave of Absence) of 11-17-89 the existing standing committee of Sabbatical Leave has been charge with the Duties and Responsibilities for the administration of both forms of Leaves as per written request from Faculty Senate chairperson Gross (See Attached Request). The Sabbatical Leave committee approved and accepted the additional responsibilities at its February 1, 1990 meeting.

PROPOSAL:

The University Sabbatical Leave Committee requests the following revisions to its present status:

1. Change name from University Sabbatical Leave Committee to the University Leave Committee.
2. Change Duties and Responsibilities to:
  1. To solicit, evaluate, and make recommendations to the President regarding faculty requests for sabbatical and educational leaves in accordance with PAC-28 and PAC-17 respectively.
  2. To recommend sabbatical and educational leave policies and procedures for review to appropriate Faculty Senate committee for endorsement, revision, and eventual acceptance.
  3. Recommendatory to President

ANTICIPATED CONSEQUENCES:

One committee to handle both types of faculty leaves

ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION:

Immediately since committee has been mandated to deal with PAC-17 and PAC-28 by VPAA Taylor at its January 24, 1990 meeting.  
Also note attached document from BOR meeting of 11-17-90 which indicated that PAC-17 will not be effective until July 1, 1990.



# DRAFT

pas  
2-1-90

<p>subject: Selection and Hiring of Part-Time Faculty Members</p>	<p>Section Number: FAC-1  Approval Date: Revision Date:</p>
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PURPOSE: To outline the selection process, verification of credentials, and conditions of employment for part-time faculty members.

DEFINITION OF TERMS: The term part-time faculty refers to the category of faculty described in Pac-1 as "lecturer."

POLICY: Part-time faculty play an important and necessary role in the university. They can provide expertise to enhance educational programs, provide an additional faculty resource at university locations that are an inconvenient distance from the main campus. However, it is to be understood that part-time faculty employment, where part-time faculty are used simply to replace one or more full-time faculty is to be discouraged except on an emergency basis.

Selection Process: The main authority in filling part-time positions rests with the department chair. The chair will, to the extent possible, select the best-qualified applicant from a pool of qualified applicants. In no event will the Chair select a faculty member who is not qualified by the standards of the accrediting agency of the program or by SACS criteria, whichever are higher.

Verification of Credentials: All part-time faculty members must have academic credentials on file in the Office of the Vice President for Academic Affairs 30 days after the first class meeting. If certifications, work experience, or other qualifications are to be used to demonstrate the competency of the proposed part-time faculty member, the hiring process may not be completed until all documentation of the part-time faculty member's competence has been completed. Non-academic credentials will be maintained in the department office. It is expected that the departmental office will expedite the obtaining of credentials.

Conditions of Employment: The contract or equivalent document submitted to the proposed

part-time faculty member must include an attachment that describes any departmental conditions for employment. Conditions which may obtain include stipulations for scheduled time for conferences with students (See FAC-3) , requirements for time needed for appropriate orientation, supervision, and evaluation by the department of the part-time faculty, and any special features required by the department for basic instruction.

*Pars*  
*2-1-90*

# DRAFT

<p><b>Subject:</b> Time Required of Part-Time Faculty Members for Student Conferences</p>	<p><b>Section Number:</b> FAc-3</p> <p><b>Approval Date:</b></p> <p><b>Revision Date:</b></p>
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**PURPOSE:** To set the minimum time required of part-time faculty for student conferences

**DEFINITION OF TERMS:** The term part-time faculty refers to the category of faculty described in Pac-1 as "lecturer."

**POLICY:** All part-time faculty members, whether teaching on-campus or off-campus classes are expected to provide a minimum of one-quarter hour before a class period, during a break in the class period, or after a class period to permit individual conferences with students as needed. Students should be informed of this provision at the first class meeting of each class.

# DRAFT

*Pass*  
2-1-90

<b>subject:</b> Orientation, Supervision, and Evaluation of Part-time Faculty	<b>Section Number:</b> FAC-2  <b>Approval Date:</b> <b>Revision Date:</b>
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**PURPOSE:** To assign responsibility for and describe the process for the orientation, supervision, and evaluation of part-time faculty.

**DEFINITION OF TERMS:** The term part-time faculty refers to the category of faculty described in Pac-1 as "lecturer."

**POLICY:**

**Orientation:** The department chair is responsible for providing specific orientation to the department for part-time faculty, when hired at the university for the first time. Such departmental orientation should include relevant general information about the university as well as statements of the objectives of the department and of the course the part-time faculty member is to teach. [A formal introduction to the department faculty as a whole, and more complete introduction to relevant faculty is recommended when possible.] The expectations of the department including the necessary parts of an evaluation procedure and other details of supervision should be explicitly discussed. Additionally, any unique features of evaluation of student performance and departmental grading practices should be covered.

**Supervision and Evaluation:** The department chair shall supervise the instruction carried out by part-time faculty in the same way that the chair supervises that of full-time faculty. The chair will maintain regular contacts with part-time faculty and respond to unsolicited student comments on this instruction. Evaluation of the effectiveness of instruction will be conducted in the same way for full-time and part-time faculty members unless a specific written policy in the department provides for a different but equally effective method. No part-time faculty member will be reappointed if the results from his or her evaluation are significantly poorer than those for full-time department faculty members.

FISCAL AFFAIRS COMMITTEE REPORT

*Not accepted  
Pass  
2-1-90*

RE: Recommendation of Fiscal Affairs Committee concerning Staff Congress proposal for tuition benefits

On August 14, 1989, the Staff Congress unanimously passed a proposal that provides for virtually unlimited tuition waivers for all employees, their spouses and dependent children to age 23. Waivers would also be given to families of retired, deceased and disabled employees as well as those on authorized leave. Because of its provision for unlimited credit hours, eligible individuals could use this program to obtain a complete undergraduate, and in certain cases, graduate education.

The Staff Congress proposal replaces PG 26 which provides tuition waivers for one course (up to 4 credit hours) per semester for full-time faculty and staff only.

It is apparent that the Staff Congress has invested much time and thought in its proposal and the members of the Fiscal Affairs Committee do not take this lightly. Nevertheless, after weeks of careful scrutiny of the proposal, the Fiscal Affairs Committee cannot recommend to the Senate that the proposal be adopted without further study. In the opinion of the committee, the proposal is potentially too costly and raises serious questions of equity. Further, the proposal's timeliness is debatable in light of the stated priority of all university constituent groups of the need for greatly increased salaries.

Cost

No supporting data was supplied by the Staff Congress concerning the financial costs. However, our discussions with Porter Dailey and Jack Jones reveal that direct tuition costs would have to be allocated and state reimbursement may not make up the difference. A very large group of potential eligibles is proposed. Literally hundreds of people would be eligible for full tuition waivers in any year.

Hidden costs are also a concern. Implementation of the proposal would increase the faculty/student ratio at a time when classes are over-enrolled. Loss of manhours for staff and faculty would aggravate the under-staffing that already exists.

Tuition waivers would likely be includable in the gross income of the recipient. Thus, there appears to be no significant tax advantage.

Equity

The adoption of the this proposal would work a substantial inequity upon single or childless employees and those employees with children who do not choose to send their children to Morehead. Since the dollar value of participation varies by size of family, large families would be potentially reaping thousands of dollars in yearly benefits while others receive nothing. It is inevitable that any administration would consider this employee benefit in determining its salary options leading to the result that single or childless employees would be indirectly paying for the education of their colleagues' children.

A second serious problem of equity results from the proposal's requirement that employees be allowed to take up to a full-time credit load if they can make satisfactory arrangements concerning their workload. Such arrangements would involve subjective judgments and the likelihood of perceived or real disparities in practice.

#### Conclusion

For the foregoing reasons the Fiscal Affairs Committee recommends that the proposal not be supported.

PROPOSED PROCEDURES FOR FACULTY REGENT ELECTION

2-1-90  
pass

1. A written notice of the election shall be distributed via campus mail by the Senate Elections Committee to each faculty member at least twenty (20) working days prior to the initial ballot. This letter shall indicate:
    - a. Times and voting location for the initial ballot; ADUC East Em B
    - b. Criteria\* concerning eligibility of candidates and the voting electorate including a list of those members of the faculty deemed eligible to vote and serve as Faculty Regent;
    - c. The procedures by which a faculty member may have his or her name included on the initial ballot;
    - d. A listing of members of the Senate Elections Committee who should be contacted concerning questions of eligibility and request for clarification.
  2. A list including the name of each faculty member eligible to vote and serve shall be prepared by the Office of the Vice-President for Academic Affairs and posted on each departmental bulletin board at least twenty (20) working days prior to the initial ballot.
  3. Any eligible faculty person may declare candidacy for the Faculty Regent position and/or any eligible faculty person may be nominated by other faculty members. In order to declare candidacy or nominate another faculty member for candidacy a petition for nomination shall be signed by at least fifteen (15) members of the faculty eligible to vote in the election process who have signed no other petition for nomination in the election. All petitions for nomination are to be returned in person to the Senate Office, Breckinridge Hall 309A, by March 1, 1990.
  4. The Senate Elections Committee shall certify the validity of nomination petitions and shall prepare the initial ballot. Names of eligible candidates will be placed on the ballot in alphabetical order. The list of eligible candidates shall be posted on each departmental bulletin board at least five (5) working days prior to the initial ballot.
  5. Any person wishing to vote absentee must obtain a ballot directly from the Senate Office and sign next to his or her name on the official eligibility voter list. The ballot must be returned in person to the Senate Office in double envelopes prior to 8:00 am on the day of the election. The date and time of receipt shall be placed on the unopened absentee ballot.
- \*Faculty, for the purpose of electing or being elected Faculty Regent, shall be defined as full-time teaching/research personnel who hold academic rank of Assistant Professor or higher, exclusive of department heads and other administrative personnel.
6. The initial ballot shall take place on a single work day, between the hours of 9:00 am and 5:00 pm. (Mar 29 - Thurs)

7. Locked and secure ballot boxes shall be provided for the initial ballot in ADUC. The key to the ballot box shall be returned in the possession of the Chairperson of the Senate Elections Committee.
8. Paper ballots will be provided for each eligible voter. To receive a ballot, each eligible voter shall show an identification card. An area shall be provided at the voting location for the ballot to be marked in secret. The voting location shall be supervised at all times by members of the Senate Elections Committee.
9. Each person shall vote for one candidate only.
10. Immediately upon the closing of the polls, the ballot box shall be locked and sealed. The Senate Elections Committee shall count the ballots.
11. Upon the conclusion of the vote tabulation, the committee members shall certify the outcome of the initial ballot by affixing their signatures to the tabulation results.
12. If a ~~simple majority~~ <sup>absolute majority of those who vote</sup> is obtained by any single individual, that person shall be the duly elected Faculty Regent.
13. If a simple majority is not obtained on the initial ballot, subsequent balloting shall take place in the Adron Doran University Center. Policies and procedures of the initial ballot shall apply to subsequent balloting.
14. The second ballot shall include the minimum number of individuals receiving the highest number of votes whose cumulative votes total at least 51 percent of the votes cast.

EXAMPLE: On the first ballot there are four candidates and a total of 100 votes are cast. They are distributed as follows: candidate #1 receives 29 votes; candidate #2 receives 23 votes; candidate #3 receives 26 votes; candidate #4 receives 22 votes. Since no candidate has received a majority, there must be a second ballot. The second ballot will include candidates #1 and #3 since they represent the minimum number of candidates who received the highest number of votes and whose cumulative total of votes represent at least 51 percent of the total votes cast.

15. Ballots subsequent to the first shall take place in not less than five (5) nor more than ten (10) working days from the previous election.
16. Balloting shall continue according to established procedures until one candidate receives a simple majority.
17. The final certified result as attested by the Senate Elections Committee shall be delivered immediately to the Chairperson of the Senate who shall deliver it to the President of the University. The chairperson of the Senate Elections Committee shall deliver the final certified result directly to the University President should the Senate Chair be a candidate for election or unavailable.



OUTLINE OF MAJOR DIFFERENCES BETWEEN CURRENT CONSTITUTION AND PROPOSED CONSTITUTION REVISION  
L. KEENAN, Chair, Senate Constitution Revision Committee; Feb. 1, 1990

HISTORY: The constitution revision approved by the Senate in Spring 1989 was submitted to the general faculty in late Spring for ratification. Ballots were received from 53 senators, who voted in favor of the Revision 52-1 (98% in favor). Since this was not a majority of the faculty, the Revision was not passed. The ad hoc Senate Constitution Revision Committee (L. Keenan, Chair; J. Dahlberg, M. Glasser, J. Gross, & W. Morella) continued to refine the wording for the current revision and are now submitting this Revision to the Senate for passage and submission to the general faculty.

Proposed schedule of action:

- February 1, 1990 - First reading in Senate.  
February 15, 1990 - Second reading and passage by Senate. Final version as passed by the Senate to be given to Administration for their information.  
March 1, 1990 - Copies of Constitution and ballots are to be given to Department Senators to hand-deliver to their constituents.  
March 8, 1990 - Ballots are to be collected by Department Senators and returned to the Senate Office.  
March 9, 1990 - Ballots counted by Constitution Revision Committee and/or Election Committee and results forwarded to Administration. If the Revision is passed by a majority of the general faculty, Constitution revision is to be included on the next Board of Regents agenda.

MAJOR CHANGES INCLUDED IN CONSTITUTION REVISION DRAFT 2.0 FROM CURRENT CONSTITUTION.

CURRENT- PROPOSED REVISION

PREAMBLE is not included in current Constitution  
ARTICLE ONE:- NAME No major changes

ARTICLE TWO:- MEMBERSHIP

- (1)- Senate size made adjustable to future reorganization changes to be equal to number of departments plus an equal number of at-large senators.
- (2)- Faculty, for purposes of being elected to Senate, are defined by applicable PAC/PG and may include continuing part-time faculty.

ARTICLE THREE:- RESPONSIBILITIES/POWERS

- (1)- Name change for Academic Affairs Standing Committee to University Governance Standing Committee.
- (2)- Annual survey of general faculty by the Senate on matters/opinions dealing with the faculty.

ARTICLE FOUR:- OFFICERS

- (1)- Executive Council size made adjustable to future reorganization changes to be equal to twice the number of colleges in the University.
- (2)- Procedures for Executive Council, Chair-Elect, and Executive Council vacancy elections more clearly stated and defined.
- (3)- Chair-Elect takes office at first fall meeting and also serves as Recording Secretary.

ARTICLE FIVE:- COMMITTEES

- (1)- Senate Standing Committees shall elect Vice-Chair.
- (2)- Duties/responsibilities of Executive Council and Standing Committees more clearly stated and defined.
- (3)- Committee minutes to be filed in Camden-Carroll Library and Senate Office.

ARTICLE SIX:- MEETINGS

- (1)- Determination of quorum for summer meetings.
- (2)- Attendance definition.
- (3)- Elimination of defined adjournment time.

ARTICLE SEVEN:- VOTING

- (1)- Becomes Article Eight in Revision.
- (2)- Elimination of faculty referendum for Senate actions.

ARTICLE EIGHT:- UNIVERSITY SUPPORT

- (1)- Becomes Article Nine in Revision.
- (2)- Eliminates fixed budget limitation.

ARTICLE NINE:- AMENDMENTS

- (1)- Becomes Article Ten in Revision.
- (2)- Amendment petition increased from ten to twenty-five signatories.

ARTICLE TEN:- SEVERABILITY

- (1)- Becomes Article Twelve in Revision.

ARTICLE ELEVEN:- EFFECTIVE DATE

- (1)- Becomes Article Thirteen in Revision.

NEW ARTICLES INCLUDED IN THE REVISION:

ARTICLE SEVEN:- AGENDA

- (1)- Moved from By-Laws and more clearly stated and defined.

ARTICLE ELEVEN:- STANDING RULES

- (1)- Added to Revision from previous Standing Rules.

*Moved to accept with amend.*  
*pass 2-22-90*  
*Unanimous record show*

AD HOC COMMITTEE ON FACULTY SENATE CONSTITUTION REVISION MEMBERS:

- LARRY KEENAN, Chair
- JAMES DAHLBERG
- MARC GLASSER
- JANET GROSS
- WAYNE MORELLA

FACULTY SENATE CONSTITUTION  
Morehead State University

PREAMBLE:

The faculty of Morehead State University support a collegial system of shared university governance to promote joint deliberation, negotiation, and shared decision-making within the institution. A collegial system of shared university governance is defined as a communication process which is based on the fundamental principles of good faith consultation and mutual respect among University constituencies. Shared decision-making promotes cooperation, mutual understanding, conflict resolution, and coordination of efforts among faculty, staff, administrators, and students as they strive to meet the University's mission.

The Faculty Senate structure, as an elected representative body of the University faculty, serves to provide the clearest expression of the faculty voice and functions as the primary mechanism for faculty participation in shared university governance.

ARTICLE ONE:

NAME

The name of the organization herein described shall be the Faculty Senate of Morehead State University, hereinafter called the Faculty Senate.

ARTICLE TWO:

MEMBERSHIP

Section 1.

*proportion to*

Membership in the Faculty Senate shall consist of one representative from each academic department of the University elected by the faculty of that department, and an equal number of at-large representatives apportioned among, and elected by, the eligible faculty of the respective colleges. January 1 will be the effective date for determining annual apportionment within the organizational structure of the departments and colleges for the following academic year.

- Section 2. Election of senators shall be completed thirty (30) days prior to the end of the spring semester. Persons duly elected shall take office at the first fall meeting.
- Section 3. Faculty, for the purposes of electing or being elected to the Faculty Senate, shall be defined as continuing part-time and full-time teaching/research personnel (as defined by the applicable PG/PAC policy) who hold academic rank and who have been employed by the University for at least one full academic year, exclusive of department heads, deans, and vice-presidents.
- Faculty who are on a fixed-term contract and who have been employed by the University for at least one full academic year, may participate in the election but are not eligible for election.
- Section 4. Terms of office shall be staggered. All terms of office shall be for three years. *+ Senate Standing Committee*
- Section 5. Senators missing three consecutive, or a total of five regular Faculty Senate meetings during the academic year shall automatically be dropped from Faculty Senate membership. The Faculty Senate Chair, with the consent of the Faculty Senate, shall appoint a replacement from the same constituency to serve out the school year. Any additional unexpired terms shall be filled by special election. *portions of the term*
- Section 6. A senator who, by reason of regularly assigned University responsibilities, *or general circumstances* will be unable to attend the Faculty Senate meetings for up to one semester, shall give written notice to the Faculty Senate Chair, who shall appoint another person, with the consent of the Faculty Senate, from the same constituency to serve as a replacement during the period of absence.
- Section 7. The President, Vice-President for Academic Affairs, and the faculty representative to the Board of Regents shall serve as ex-officio non-voting members of the Faculty Senate.
- Section 8. Senate membership is governed by the latest edition of Robert's Rules of Order unless specifically preempted by the Faculty Senate Constitution, By-laws or Standing Rules.

ARTICLE THREE: RESPONSIBILITIES AND POWERS

- Section 1. The Faculty Senate shall be the official representative body of the University faculty.
- Section 2. The responsibilities of the Faculty Senate shall include matters which deal with academic excellence, academic freedom, professional ethics, and faculty welfare; specifically, but not limited to:

- (a) Report and make recommendations to the faculty and/or President for consideration by the Board of Regents. Such reports and recommendations shall be transmitted in writing by the Faculty Senate Chair to the faculty and/or President.
- (b) Originate and/or review appropriate ~~personnel~~ policies in the following designated areas for recommendation to the faculty and/or President:
  - ( i ) University Governance;
  - ( ii ) Fiscal Planning;
  - ( iii ) Educational Standards; and
  - ( iv ) Professional Policies.

Section 3. The Faculty Senate is authorized to collect, receive and store appropriate information necessary to discharge its responsibilities; specifically, but not limited to:

- (a) Copies of the final reports from University committees dealing with issues within the purview of the Faculty Senate; and
- (b) Appropriate information, upon request, from all University academic and administrative agencies.

Section 4. The Faculty Senate shall have the responsibility of annually conducting a survey of the University faculty regarding matters applicable to the faculty. [ See ARTICLE V. Section 3,e. ]

ARTICLE FOUR: OFFICERS

Section 1. The Faculty Senate Chair shall be the presiding officer of the Faculty Senate. The Chair shall be elected by the Faculty Senate, and shall serve a one year term.

Section 2. The Faculty Senate Chair shall serve as the Chair of the Executive Council.

Section 3. The Executive Council shall consist of the Chair and members of the Faculty Senate elected by the Faculty Senate. Standing Faculty Senate committee chairs shall be appointed by the Faculty Senate Chair, with the consent of the Executive Council, from members of the Executive Council. Terms of office on the Executive Council shall be for one year.

Section 4. Election of the Executive Council shall take place at the first regular meeting of the fall semester according to the following guidelines. All voting will be by secret ballot and will be monitored by the previous year's Committee on Elections.

- (a) Senators from each college will meet in caucus and nominate three senators for the first Executive Council slate from that college.
- (b) All senators present and voting will vote for one candidate from each college. The senator from each college receiving a ~~plurality~~ <sup>majority</sup> will be elected to the Executive Council.
- (c) The remaining nominees shall make up the second slate for the additional positions on the Executive Council.
- (d) All senators present and voting will vote for half of the senators on the second slate and those senators will be elected by ~~plurality~~ <sup>majority</sup> to the Executive Council. (The number of senators elected to the Executive Council on this slate will be equal to the number of colleges in the University.)
- (e) The Chair-Elect shall be elected by the Faculty Senate from the senators elected to the Executive Council and shall be elected by a simple majority of the senators present and voting. If no senator receives a majority of votes on the first ballot for Chair-Elect, additional ballots will be cast for the two senators receiving the most votes (including ties) until one senator receives the majority.

Section 5. At the request of the Chair, or in the absence of the Chair, the Chair-Elect shall preside at the meetings of the Faculty Senate or Executive Council and fulfill the duties and obligations of the Chair. The Chair-Elect shall assume the office of the Chair at the first regular meeting of the fall semester.

Section 6. Should a vacancy occur on the Executive Council during the academic year, the vacancy shall be filled by a special election according to the following guidelines. Each college must have at least one representative on the Executive Council. All voting will be by secret ballot and the election will be monitored and conducted by the Committee on Elections. Nominations for the Executive Council member shall come from the floor. The new Executive Council member shall be elected by a simple majority of the senators present and voting. If no senator receives a majority of votes on the first ballot for this position, additional ballots will be cast for the two senators receiving the most votes (including ties) until one senator receives the majority. The Vice-Chair of the affected committee shall serve on the Executive Council until this election process is completed.

Section 7. The Chair-Elect shall serve as recording secretary of the Executive Council and shall be responsible for the records of the Executive Council.

ARTICLE FIVE:

COMMITTEES

Section 1. Senators shall indicate their preference for membership on Faculty Senate committees at the first fall meeting. The Executive Council shall appoint senators to the Faculty Senate committees and will attempt to honor the stated preference. *However at least 1 representative from each college must be placed on each standing committee.*

Section 2. All Faculty Senate standing committees shall elect a Vice-chair of the committee. In the absence of the Faculty Senate Committee Chair, the Vice-chair of the committee shall fulfill the duties and responsibilities of the Chair.

Section 3. The Executive Council shall:

- (a) Serve as the liaison between the Faculty Senate, President, and other appropriate University personnel or groups, as authorized by the Faculty Senate;
- (b) Establish the agenda for Faculty Senate meetings;
- (c) Serve in a fiduciary capacity;
- (d) Direct the planning and evaluation process for Faculty Senate activities; and
- (e) Annually conduct a survey of the University faculty regarding matters applicable to the faculty. The survey is to be completed by May 1 and the results of the survey reported by the new Chair to the Faculty Senate at the first fall meeting.

*on Administration  
for Faculty Membership  
+ Search Committee  
of committees  
of any type  
ad-hoc*

Section 4. The University Governance Committee shall make studies, advise the Faculty Senate, and recommend actions on those matters pertaining to academic committees, shared University governance and organizational structure; specifically, but not limited to:

- (a) University ~~Standing and Ad-hoc-committee structure and membership;~~ *of any type*
- (b) Structure and restructure of academic departments, schools and colleges; and
- (c) Liaison on issues of common concern to Staff Congress, Student Government, Academic Council and/or the local chapter of the American Association of University Professors.

Section 5. The Fiscal Affairs Committee shall make studies, advise the Faculty Senate, and recommend actions on those matters pertaining to projected income and expenditures, and the economic welfare of the University, the Faculty, their families and dependents; specifically, but not limited to:

- (a) Travel, secretarial, and student assistance;
- (b) Salaries, compensations, and benefits,
- (c) Insurance, bonds, annuity and retirement programs authorized by the University;
- (d) Audits of financial reports and budgets;
- (e) Projected revenue changes and financial exigency policies;
- (f) Projected major or capital expenditures.

Section 6.

The Educational Standards Committee shall make studies, advise the Faculty Senate, and recommend actions on those matters pertaining to student academic standards and instructional competency, programs and curricula; specifically, but not limited to:

- (a) Admission policies, standards, and projections;
- (b) Grading systems and policies;
- (c) Continuing education credit, adult education and other non-academic credit courses that involve University faculty;
- (d) Academic honesty;
- (e) Class attendance, size, location;
- (f) Requirements for course syllabi; and
- (g) Curriculum changes, additions, and revisions with respect to courses and programs of study in graduate and undergraduate programs.

Section 7.

The Professional Policies Committee shall make studies, advise the Faculty Senate, and recommend actions on those matters pertaining to conditions, evaluation and levels of employment of faculty; specifically, but not limited to:

- (a) Faculty recruitment, conditions of appointment, and credential evaluation;
- (b) Process for promotion and changes in rank, or tenure status;
- (c) Evaluation process for faculty;
- (d) Work load including reassigned time, overload and performance based compensation;
- (e) Due process procedures for academic freedom and faculty grievances;

- (f) Faculty development; and
- (g) Retrenchment of department/program, or termination of tenured, non-tenured, and term appointment faculty.

Section 8. Senate Committee on Elections

- (a) The Chair shall appoint, with the consent of the Faculty Senate, one senator from each college to comprise a Committee on Elections. The committee is authorized to conduct, monitor and certify all regular and special elections of the Faculty Senate.
- (b) The Committee on Elections shall conduct the Faculty Regent's election according to procedure established by the Senate.
- (c) The Committee on Elections shall determine, with the consent of the Faculty Senate, the annual apportionment of at-large senators before the spring elections for at-large senators.
- (d) The previous year's Committee on Elections shall conduct the election of senators to the Executive Council at the first regularly scheduled Faculty Senate meeting in the fall. (See ARTICLE 4, Section 4.)

Section 9. Faculty Senate Ad Hoc Committees

- (a) The Executive Council, with the consent of the Faculty Senate, may recommend the formation of Faculty Senate Ad Hoc Committees to study, report and recommend action on short-term and specific issues.
- (b) Senators may be appointed to a Faculty Senate Ad Hoc Committee by the Chair, with the consent of the Faculty Senate.

Section 10. All Faculty Senate, and University Standing and Ad Hoc Committees shall forward copies of approved minutes and final reports of activities for filing in the Faculty Senate Office and Camden-Carroll Library.

ARTICLE SIX: MEETINGS

Section 1. All meetings of the Faculty Senate shall be open.

Section 2. All meetings shall be conducted according to the latest edition of Robert's Rules of Order, unless specifically preempted by the Faculty Senate Constitution, By-Laws or Standing Rules.



Section 3. Regular meetings of the Faculty Senate shall be called to order by the Chair at 4:10 P.M. on the first and third Thursday of each month during the regular academic year. Any Thursday that the University is not officially in session will not be considered in calculating meeting dates. The Faculty Senate Chair, with the consent of the Executive Council and advance written notice to all senators, may call a special meeting or reschedule a meeting, if necessary.

Section 4. By written petition to the Faculty Senate Chair, a majority of the senators may call a special meeting.

Section 5. A quorum for all Faculty Senate meetings is ~~one more than~~ <sup>a simple</sup> half of the membership.

Section 6. <sup>majority</sup> Two regular summer meetings of the Faculty Senate shall be called to order at 4:10 P.M. on the third Thursday of June and July.

Section 7. A quorum for regular summer meetings is determined as follows:

(a) Before the last regular meeting of the academic year, the Executive Council of the Faculty Senate will poll the membership to determine how many senators are scheduled to teach classes during each summer session.

(b) A quorum for the June meeting will be ~~the first whole number exceeding half the number of senators~~ <sup>a simple majority</sup> scheduled to teach during the first summer session.

(c) <sup>a simple majority</sup> A quorum for the July meeting will be ~~the first whole number exceeding half the number of senators~~ scheduled to teach during the second summer session.

Section 8. Attendance at regularly scheduled Faculty Senate meetings is taken and absences are recorded in the minutes. ~~Attendance will be determined by presence at the beginning and conclusion of Faculty Senate standing committee reports.~~ <sup>at any time during such meetings</sup>

Section 9. Absence from summer meetings will not be considered in the determination of the total year's absences as outlined in Article 2, Section 6.

Section 10. Records, excluding those covered by relevant privacy acts, but including meeting agendas, minutes, and committee reports, shall be deposited by the Chair in the Camden-Carroll Library and Faculty Senate office. Appropriate correspondence involving Faculty Senate activities shall be kept in the Faculty Senate Office. Proposed agendas and minutes of the Faculty Senate meetings shall be distributed to the University faculty, Department Chairs, President, Vice-Presidents, College Deans, and Associate Deans.

ARTICLE SEVEN:

AGENDA

- Section 1. The Faculty Senate is a deliberative body, therefore, any agenda item beyond the internal reports or brief announcements must propose policy or request action.
- Section 2. Items to be included on the published agenda must be submitted in writing to the Executive Council at least 48 hours in advance of the meeting. Items not submitted for the published agenda may be accepted for discussion and action by an affirmative vote of the majority of the senators present and voting.
- Section 3. The Official Order of Business shall be:
- (a) Call to order;
  - (b) Action on minutes of the previous meeting;
  - (c) Chair's report;
  - (d) President's report;
  - (e) Invited Guest's report;
  - (f) Unfinished business;
  - (g) Standing committee reports;
  - (h) Ad hoc committee reports;
  - (i) New business in order appearing on the published agenda, or as accepted by the voting membership;
  - (j) Vice-President for Academic Affairs report;
  - (k) Faculty Regent's report;
  - (l) Announcements;
  - (m) Adjournment.

ARTICLE EIGHT:

VOTING

- Section 1. Senate approval for recommendations shall require a simple majority of members voting.
- Section 2. A senator may designate another senator as a proxy for the purpose of casting a vote ~~on specific issues only~~, but such designation must be in writing and must be submitted to the Chair before voting occurs. A vote by proxy does not constitute attendance. Specific issues shall be defined as those issues which have been identified in the published agenda only. The senator granting proxy must indicate in writing the issues for which the proxy is given.

ARTICLE NINE:

UNIVERSITY SUPPORT

- Section 1. The Chair shall receive a minimum of three (3) hours of reassigned time in regular teaching load during each semester/session of service.
- Section 2. The University shall provide at least 20 hours per week of secretarial assistance.

- Section 3. An annual operating budget shall be provided for the Faculty Senate.
- Section 4. Office space for the Faculty Senate secretary and Faculty Senate files shall be provided.

ARTICLE TEN: AMENDMENTS TO THE CONSTITUTION

- Section 1. Amendments to this Constitution may be proposed by the Faculty Senate or in a petition signed by at least twenty-five members of the University faculty which shall be filed with the Chair of the Faculty Senate.
- Section 2. It shall be the duty of the Chair to send copies of such proposed amendments to all members of the University faculty within two weeks and to canvass the faculty by ballot within two weeks of distribution. A majority of the University faculty, as defined in Article 2, Section 3, voting shall be necessary for approval.
- Section 3. Upon approval by the University faculty, proposed amendments shall be submitted within one week to the President for recommendation to the Board of Regents for final action.

ARTICLE ELEVEN STANDING RULES

- Section 1. A senator may submit a proposed standing rule in writing to the Chair. The proposed standing rule is included on the agenda of the next regular Faculty Senate meeting.
- Section 2. At the next regular Faculty Senate meeting following submission of the proposed standing rule, the Faculty Senate shall discuss and may vote upon it.
- Section 3. A standing rule is ratified by approval of two-thirds of the members present and becomes effective immediately.

ARTICLE TWELVE: SEVERABILITY

The invalidation of any portion of this Constitution shall not affect the validity of any other portion of the Constitution.

ARTICLE THIRTEEN: EFFECTIVE DATE

This Constitution becomes effective immediately upon ratification by the University faculty, recommendation of the President and approval by the Morehead State University Board of Regents.

2-15-90

**PAC-29 WORKLOAD POLICY POSITION STATEMENT  
PROFESSIONAL POLICIES COMMITTEE**

"This University must have integrity--both administrative and academic, for it is this quality that will give the institution status and respectability over time. Integrity must be the hallmark of the University that is reflected in word and deed. Quality shall be the strength of the University. The central component of excellence at Morehead State University has been and shall continue to be its people." stated by C. Nelson Grote in his proposed vision statement on October 30, 1987. We as faculty could not agree more. We strive everyday inside and outside the classroom to make MSU a quality institution. The Workload Policy presented today is an embodiment of this sentiment. It is a policy that is the culmination of months and months of work and input by many faculty members. We believe that is is a fair and honest rendition of the feelings of the MSU faculty.

As stated in the "View", MSU has two priorities: Teaching and the student. The business of education is what MSU or any institution of higher learning is all about. The faculty is at the heart of this process. We must align together always in a march toward an increase in the quality of the educational product we produce. If we support PAC-29 as presented by the Professional Policies Committee, we will be moving in that direction.

The Policy establishes the teaching load of faculty members as being 12 hours per semester for faculty teaching undergraduate courses and nine hours per semester for those teaching one or more graduate classes. The need for a difference in load is supported by the practice of other regional institutions in Kentucky. It is mandated at MSU by the presence of the Graduate Faculty Membership Policy, PAC-6. PAC-6 outlines the criteria for membership on the graduate faculty. The criteria includes "evidence of professional growth and/or research and publications." In order to fulfill this requirement, the graduate faculty member must have time to engage in these activities. We should encourage them to do so as it increases their personal knowledge and brings recognition to MSU. This is a step toward quality.

To remove the reduction of teaching load for faculty teaching graduate classes would not be a step toward quality. The students would not benefit nor would the educational process. Of course, instead it would be hurt. In addition, it appears that NCATE would not look favorably on this increase in load. In fact, NCATE is looking toward reduced teaching loads not increased teaching loads for those teaching a graduate course. We should not tarnish the report we received recently from NCATE. An increase in load would not be a step toward quality.

All faculty regardless of rank have the same load in the proposed PAC-29. To have instructors teaching thirty hours would be to stretch their resources to an unacceptable degree. It would certainly lessen the ability of this group to grow educationally. To keep the load the same for all faculty ranks is a step toward quality.

The adjustment sections of the policy are for the purpose of allowing deserving faculty members a chance to obtain justifiable release time in a fair manner. Criteria would be established for this release and the faculty member would apply for the release. Undergraduate faculty could take advantage of this provision. The activities engaged in during this release time would be of benefit to MSU--another step toward quality.

The policy on overload needs to be stated for the benefit of all. A stated policy would lead to a controlled equitable use of overload. This would be a step toward quality.

We as faculty must keep constant vigil over the quality of education here at MSU. We should work together to enforce all policies that go in that direction. We must, however, use the accountability provisions of PAC-6 and PAC-29 to aid us in this endeavor. PAC-6 requires periodic review of graduate faculty members to enforce the stated criteria. PAC-29 has a provision in its adjustment section that would insure creditable and equitable use of release time. Being accountable for what we do is a step toward quality.

Please join us in spreading to all concerned members of the MSU community our concern that students at MSU receive a quality education. PAC-29 as proposed by the Professional Policies Committee will take us one step closer.

2-15-90

pass  
unanimously

# D R A F T

Subject: Teaching Workload  
Responsibilities  
and Overload

Section Number: PAc - 29

Approval Date:

PURPOSE:

To establish the parameters for teaching responsibility and determination of teaching overloads.

TEACHING--

The teaching load is 12 semester hours per semester for undergraduate classes. The teaching load is 9 semester hours per semester for a load consisting of one or more graduate classes. A graduate class is a 600-level course or a 500-level with one or more graduate students.

~~\_\_\_\_\_~~

Department  
Chairs

The teaching load for a Department Chair is twelve semester hours, no prorating, during the fiscal year.

Deans

The teaching load for a Dean is three semester hours, no prorating, during the fiscal year.

Adjustments:  
For Tenure-  
Track Faculty

While the normal workload of a faculty member is expected to be made up of a full teaching load plus service and scholarly activities, it is recognized that there are times when the quantity of teaching, service and/or scholarly activities is such that an individual may need a reduction in work load. Adjustment to teaching responsibilities may be either for administrator initiated purposes, in the form of reassigned time, or for faculty initiated purposes, in the form of reduced teaching load.

Administrator  
Initiated Reassigned  
Time

Faculty are often requested by the administration to assume duties outside expectations normally attributed faculty. When requested, and accepted, reassigned time in units of semester hours is awarded.

Such reassigned time may be granted by the department chair with approval from the college dean and Vice President for Academic Affairs following guidelines established by the Academic Council. Adjustments for department chairs may be granted by the college dean with approval from the Vice President for Academic Affairs. Adjustment for deans may be granted by the Vice President for Academic Affairs.

Faculty Initiated  
Reduced Teaching

The faculty member who wishes to be granted a reduced teaching load must apply in writing to the department chair. The application must describe the professional activities which will be performed in return for the reduction in teaching load, the semester hours of reduced load time being requested, and the specific outcomes expected from the activities (publications, etc.). The application will be reviewed by the departmental committee including the chair and a decision will be made based on the academic value of the activity and the credentials of the faculty member. The decision will be reviewed for adherence to stated departmental criteria by the dean of the college and the VPAA.

The document which grants reduced teaching load will represent a contract by which the faculty member accepts the responsibility for performance of the stated academic activity.

It will be the sole responsibility of the department as a whole to determine which academic activities are considered acceptable bases for a reduced teaching load. The college dean and the VPAA will be responsible for assuring reassigned time is granted fairly within and among departments and that only academic activities are involved in reduced teaching loads.

Reduced teaching load hours may be granted in credit hour units generally at a rate of up to six semester hours per year.

OVERLOAD:

Regular full-time faculty may be requested to teach additional classes creating an overload. The request, if acceptable to the faculty member, must be recommended by the department chair and approved by the college dean.

When the overload occurs during the fall semester, then a correspondingly reduced workload should be planned for the subsequent spring semester. If the reduction does not occur, then the faculty member will receive overload pay. If the overload occurs during the spring semester, then the faculty member will receive overload pay.

The amount of the overload will be determined on the basis of the academic year, generally not to exceed six semester hours. Reduced teaching load hours shall not be used to produce an overload.

*In any  
one semester*

~~Except for case of administrative  
release assigned time.~~

~~Only administrative initiated release time  
can be used to <sup>determine</sup> produce overload.~~

Fractions will be accumulated in consecutive semesters to determine the amount of overload for an academic year. Compensation for overload shall be paid at the end of the academic year and on the basis of a per credit hour amount, with fractions rounded to the nearest whole number. The amount shall be set such that progressively larger amounts are paid by rank. These amounts shall be reviewed annually by the Academic Council and recommended to the President by the Vice President for Academic Affairs.

MEETING CLASS  
AND EXAM  
SCHEDULES:

Faculty members shall meet all of their classes, beginning and ending as scheduled. Adherence to the published final examination schedule is required. When a faculty member cannot meet scheduled classes, he or she should inform the department chair. Such notification shall be given as far in advance of the absence as is feasible. If the department chair is unavailable, the college dean shall be notified. Arrangements for substitute instructors or the rescheduling of classes must have prior approval of the department chair or dean.

SUPERSEDES:

This policy supersedes PAc-7.

TABLED  
Till  
3-22-90  
PASS

FACULTY SENATE PROPOSAL

TITLE OF PROPOSAL Department Chair's Job Summary

SUBMITTED BY Academic Policies Committee DATE 2-15-90

BACKGROUND/ANALYSIS:

The lack of a adequate job description (Job Summary) for department chairs at MSU seems to exist. Since Department chairs wear two hats, i.e. faculty because they teach 6 hours per semester and supervise faculty as administrators, their duties should be reviewed by the Faculty Senate. The Academic Policies committee was charged with this review process and consequently provides the following for Faculty Senate review. The original Job Summary was developed by the department chairs and forwarded to the Acad. Pol. Com. via the Executive council.

PROBLEM/NEED:

The general faculty needs to have input into the typical generic nature of a department chair. More importantly a clear cut device for improvement and dialogue was needed prior to enactment of a document outlining the duties which directly affect faculty.

PROPOSAL: See attached original and revision

COLT:

ANTICIPATED CONSEQUENCES:

SHORT TERM:

LONG TERM:

ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION:

VPAA Taylor



Department Chair Job Summary  
(Revision 1.1)

The chair is directly responsible for the administration of programs in his or her academic department in concert with the departmental faculty and college dean. The role of the department chair at Morehead State University includes the chair being first in the administrative chain of command between the faculty and Dean regarding such duties and responsibilities as budget, faculty teaching load assignments, class scheduling, facilities management, faculty recruitment, and evaluation of faculty as per the established guidelines governing these activities. Further the chair teaches, advises students, keeps abreast of trends, encourages professional growth and communicates pertinent information both inside and outside the university community to faculty, staff, and students

DUTIES AND RESPONSIBILITIES

In keeping with the philosophy of shared governance, departmental faculty shall be included in any chair's decision concerning the areas listed under these duties and responsibilities.

Departmental Governance- the chair is responsible for assuming a major role in for assuring departmental governance in establishing ad hoc committees, departmental standing committees, and assigning unit coordinators where appropriate. Further, the chair is directly responsible for recommending budget allocations and management with input from the departmental faculty.

Faculty Recruitment- the chair is responsible for assuming a major role in the recruitment and selection of prospective faculty. Specific responsibilities for the chair, along with the departmental search committee, include initiation of search procedures, identification of a pool of well-qualified applicants, and recommendation of candidates.

Faculty and Staff Evaluations- the chair is responsible of assuming a major role in the evaluation of individual faculty and staff as per the established guidelines for this procedure. Further, the chair will make recommendations for performance-based salary increases and adjustments based on salary inequities according to the minimum guidelines for faculty and staff evaluations.

Instruction - the chair is responsible for assuming a major role to maintain academic standards among the students and faculty, prepare class schedules, assign faculty loads and classes, encourage curriculum development, and assure instructional effectiveness.

Scholarly Productivity- the chair is responsible for assuming a major role for encouragement of faculty and student involvement in appropriate research and scholarly activities, and encourages participation in professional societies and organizations.

Service- the chair is responsible for assuming a major role for encouragement of faculty and student involvement in activities that are of service to the university, region, state, and nation.

Planning and Evaluation- the chair is responsible for assuming a major role in the development of long and short range planning activities including the development of annual departmental goals and objectives as compatible with the role, scope and mission of the college and university. Further, the chair will initiate evaluation activities to measure the effectiveness of the annual goals and objectives, as well as initiate periodic program evaluation.

Student Recruitment- the chair is responsible for assuming a major role in the recruitment activities of the department relative to students.

Quality of Work Life- the chair is responsible for assuming a major role in the promotion of a positive work environment to include shared decision making, respect for academic freedom in its broadest sense, and positive interpersonal relationships with and between faculty and staff which are free of coercion and other elements of emotional abuse.

Other Administrative Activities- the chair is responsible for assuming a major role in responding to directives sent forth from the DEan of the College and other administrative offices on campus that require action, confirmation, or information and are not in conflict or violation of university published policies and/or handbooks.

Student Advising- the chair is responsible for assuming a major role in student advising regarding academics or other matters in conjunction with program advisors where applicable. Advising of academic matters should be in accordance with the published curriculum catalog.

Term of Service for chair -Department chair's term of service shall be on a three year term basis. A chair can continue for a maximum of two terms with the concurrence of a majority of the departmental faculty (51%). Departmental chairs shall be evaluated yearly by the departmental faculty in conjunction with the college dean according to the IDEA evaluation for administrators. Upon completion of one or two terms, the chair's position shall be advertised internally according to the affirmative action guidelines for employment. If a internal candidate cannot be found, a national search will be conducted utilizing the established search procedures for employment. Upon completion of either one or two terms of service the department chair shall assume a full time teaching load within the department at the rank he/she held as chair. The salary of said person shall be adjusted in accordance with a standard nine-month salary contract.

## Department Chair

### JOB SUMMARY (Original)

The chair is directly responsible for the administration of programs in his or her academic department in concert with the Dean of the College. The role of the department chair at Morehead State University includes the chair being first in the administrative chain of command between the faculty and Dean regarding such duties and responsibilities as budget, faculty teaching and load assignments, class scheduling, facilities management, faculty recruitment, and evaluation of faculty and staff. Further, the chair teaches, advises students, keeps abreast of trends, encourages professional growth and communicates pertinent information both inside and outside the university community to faculty, staff, and students.

### DUTIES AND RESPONSIBILITIES

Departmental Governance - the chair is responsible for assuring departmental governance in establishing ad hoc committees, department standing committees, and assigning unit coordinators where appropriate. Further, the chair is directly responsible for recommending budget allocations and management.

Faculty Recruitment - the chair will assume a major role in the recruitment and selection of prospective faculty. Specific responsibilities for the chair, along with the search committee, include initiation of search procedures, identification of a pool of well-qualified applicants, and recommendation of candidates.

Faculty & Staff Evaluation - the chair is responsible for the evaluation of individual faculty and staff as well as insuring that all components of a personnel evaluation procedure are followed. Further, the chair will make recommendations for performance-based salary increases and adjustments based on salary inequities.

Instruction - the chair has a duty to maintain academic standards among the students and faculty, prepare class schedules, assign faculty loads and classes, encourage curriculum development, and assure instructional effectiveness.

Scholarly Productivity - the chair will encourage faculty and student involvement in appropriate research and scholarly activities, and encourage participation in professional societies and organizations.

Service - the chair will encourage faculty and student involvement in activities that are of service to the university, region, state, and nation.

Planning and Evaluation - the chair will foster both long range and short range planning activities including the development of annual departmental goals and objectives as compatible with the role, scope, and mission of the college and university. Further, the chair will initiate evaluation activities to measure the effectiveness of the annual goals and objectives, as well as initiate periodic program evaluation.

Student Recruitment - the chair will oversee departmental student recruiting activities.

Quality of Work Life - the chair will promote a positive work environment to include shared decision making, respect for academic freedom in its broadest sense, and positive interpersonal relationships with and between faculty and staff which are free of coercion and other elements of emotional abuse.

Other Administrative Activities - the chair will respond to directives sent forth from the Dean of the College and other administration offices on campus that requires action, confirmation, or information.

Student Advising - the chair is available for student advising regarding academics or other matters.

Activities Unique to Individual Departments - (to be filled in by each department chair)



DEPARTMENT OF HEALTH, PHYSICAL EDUCATION,  
AND RECREATION

MOREHEAD, KENTUCKY 40351-1689

M E M O R A N D U M

DATE: February 21, 1990  
TO: Janet Gross, Chairperson  
MSU Faculty Senate  
FROM: Buford Crager *BC*  
RE: Faculty Senate Meeting  
Thursday, 2/22/90

Prior to the called meeting of the Faculty Senate for Thursday, February 22, I scheduled an appointment with my family doctor to receive some test results. Therefore, this appointment will conflict with the called meeting of the Faculty Senate.

I, through this memo, am notifying you of my anticipated absence from the 2/22/90 meeting of the Faculty Senate and request that you permit Dr. Lynne Fitzgerald to serve as my proxy.

Thank you.

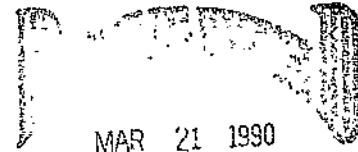
BC/llc

cc: Lynne Fitzpatrick  
Judy Carpenter ✓



MOREHEAD, KENTUCKY 40351-1689

MEMORANDUM



DATE: February 22, 1990  
TO: President Nelson Grote  
FROM: Senate Elections Committee  
RE: Result of Faculty Regent Election

FACULTY SENATE

Alban Wheeler has been elected to the position of Faculty Regent as certified by the Elections Committee of the Faculty Senate.

Joyce LeMaster Joyce LeMaster, Chair  
Dale Caudill Dale Caudill  
Marc Glasser Marc Glasser  
Coletta Grindstaff Coletta Grindstaff  
Stuart Sprague Stuart Sprague

jc



MOREHEAD, KENTUCKY 40351-1689

## MEMORANDUM

**DATE:** February 22, 1990  
**TO:** Joseph Flynn  
**FROM:** Janet Gross *JG*  
**RE:** Principles of Shared Governance

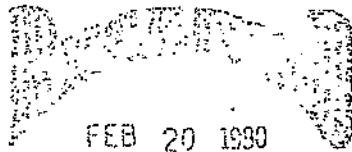
In an effort to resolve differences of opinion, the Faculty Senate and administration of Morehead State University are attempting to develop a joint statement on the principles of shared governance. It is hoped that the development of such a statement would enhance a cooperative environment at the university.

I feel that with your personal knowledge of MSU and your extensive background in faculty participation in university governance, you could provide us with some valuable insight. I would greatly appreciate it if you would review and critique the attached draft of a joint statement. I have been requested to be prepared to discuss this draft, developed by the Vice-President for Academic Affairs, at a meeting scheduled for March 1, 1990. Would it be possible for you to review and fax any comments to me by February 28, 1990? Our fax number is (606) 783-2MSU.

I realize this is a very rushed request and will certainly understand if your schedule does not permit you to respond by February 28. I would welcome any comments you have that may be of benefit to the Faculty Senate at MSU at any time that you could provide them.

jc

Attachment



FEB 20 1990

FACULTY SENATE

DRAFT 3

2/6/90

## PRINCIPLES OF SHARED GOVERNANCE AT MOREHEAD STATE UNIVERSITY

A collegial system of shared university governance is based on the fundamental principles of mutual respect and good faith among members of the University community. Members of the faculty, staff, students, and administration should take the opportunity to consult with each other on major policy issues to provide diverse points of view and propose alternatives for action. Such consultation enhances the two-way flow of communication between faculty, staff, and students and decision-makers in a spirit of cooperation and mutual understanding.

The ultimate goal of all decision-making within the University is to place the institution in a position to achieve quality with integrity. The key to reaching such a goal is the quality of decisions that are made along the way. Advising decision-makers of different approaches, responses, and courses of action provides increased opportunities to make those decisions which are in the best interest of the total University.

Final authority for making decisions at Morehead State University is specified by the By-Laws of the Board of Regents. As the "governing body" of the institution, this Board is "responsible for the essential government of the University." The approval of the Board of Regents in finalizing some policies is clearly described in the by-laws document. The President of the



University is designated as the person "responsible for the operation of the University" and for "carry[ing] out the purposes" of the institution. Final accountability for the effective operation of the University rests with the President. In an effort to explore possible alternatives to adopt policies and procedures for making quality decisions, the President will use the principles of shared governance set forth in this document to gain advice and comment on major policy issues which impact the University community.

Because of the nature of decision-making in higher education, some decisions must be made in a manner that precludes wide-spread consultation and other configurations must be used to assure timely action, i. e., consultation with appropriate University leaders, committees or groups, etc. With any decision that is made, open lines of communication will assure presentation of what action was/will be taken for what reasons and with what consequences. A system of shared governance provides for improved communication among all members of the University community.

The important process of institutional planning at Morehead State University, like at many other institutions of higher education, is meant to be a participatory procedure with significant input from all members of the University community. From the beginning steps in the process where initial parameters are set, to the adoption of priorities, faculty, staff, students, and administrators all have various opportunities to responsibly impact plans for the future, actions to achieve goals, and evaluation of change. When all participants of the University work

together toward the same end, the institution will be able to reach its goal of quality education.

Attachment A

CHAIR'S REPORT  
February 15, 1990

1. As directed at the February 1, 1990, meeting, I requested Carolyn Flatt (AS&T) to withdraw her resignation from the University Promotion Committee. On February 5th she agreed to comply with the request and is actively serving on the committee.
2. Motion passed at our last meeting to investigate what manner of support, if any, should be given to House Bill 205 which relates to teachers' retirement has been assigned to the Fiscal Affairs Committee.
3. Resignation of Bill Weikel from Research and Patent Committee due to conflict of interest has been received. Academic Policies Committee has been requested to fill the vacancy created.
4. Procedure for Faculty Regent's Election has been formally accepted by Dr. Grote with three modifications:
  - A. the Senate Elections Committee is responsible for posting eligibility lists in departments;
  - B. the key to the ballot box is retained by the Chair of the Elections Committee;
  - C. election is determined by a simple majority.
5. PAC-18: Faculty Rights & Responsibilities is on the agenda for the February 23rd Board of Regents meeting for revision which removes paragraph 3 under Scope. Last fall when the policy was being discussed, I asked the Faculty Rights & Responsibilities Committee to review the policy and provide any suggestions for revisions. On February 5th I received a memo from them requesting this paragraph not be removed but placed under eligibility. Their request was forwarded to Professional Policies Committee for review and reponse.

I have discussed the recommended change in PAC-18 with Dr. Grote. Because of pressure from the Board, he feels the revisions must be taken to the Board next week. Dr. Grote stated that the proposed deletion would not affect the four-five individuals who will, in the near future become eligible for special status. Legal counsel recommends the removal of the paragraph as it creates a "window" for individuals to be considered for special status. It was pointed out that the "window" has been created by administrative oversight, not by the policy statement. The section does provide protection should similar situations occur in the future and should be retained.

Dr. Grote indicated that he supports deletion and feels it would be more advantageous to the university to either develop or revise a policy that clearly indicates the limit to the number of years an individual may hold a fixed term appointment.

6. Draft 3 of the Joint Statement is in the mail.
7. Response received from the University Planning Council related to the proposed strategic theme and goals. After a careful review of our proposal the Council has decided to propose to Dr. Grote that the planning document incorporate assumptions to reflect what we presented in theme and goals.
8. Received request from Dr. Taylor, in anticipation on Board of Regents approving academic reorganization, he would like a panel of at least 3 faculty members submitted to him. At least one person will be selected to serve on the Search Committee for the Dean of the College of Business. He would like the names the week of February 26.
9. Board of Regents agenda for February 23rd includes:
  - A. PAC-6: Graduate Faculty
  - B. PAC-18: Faculty Rights & Responsibilities
  - C. Academic Reorganization
  - D. PAC-29: Workload

Dr. Grote indicated that the agenda book contains the background and analysis for PAC-29 but no policy has been submitted for printing. Currently the attorney is reviewing a draft and the president also wanted to keep the issue open until the Senate discussed the policy at today's meeting. He has requested that as soon as possible, I submit any specific recommendations that the Senate wants to make.

3-1-90

MEMORANDUM

**TO:** All Faculty Senators  
**FROM:** Fiscal Affairs Committee  
**DATE:** February 28, 1990  
**RE:** Options for distribution of across-the-board salary increments for 1990-91

The following are four possible options that our committee has developed to distribute the across-the-board portion of 1990-91 salary increments:

- 1) Distribute a flat percentage of each faculty member's salary.
- 2) Distribute a percentage based on salary averages by rank.
- 3) Compare average salaries by rank at MSU with state benchmarks and distribute a base increase.
- 4) Distribute a flat dollar amount to each faculty member.

Please discuss these options with your constituents and have a recommendation ready for the next Senate meeting.

Thank you.

BD:ca

Recommendation to Faculty Senators pertaining to House Bill 205

3-1-90  
1st Reading

Recommendation from the Fiscal Affairs Committee

PASS

Summary of House Bill 205

House Bill 205 is a teacher retirement window and it provides employees hired on or before January 1, 1990 (who are participating members of KTRS) with an opportunity to retire if: 1) they have 27 years service credit in the retirement system or 2) they are 55 years of age with 10 years of service credit. *In person criteria are eligible for 10% service increase.*

Window period - January 1 through March 31, 1991.

Retirement period - earliest, June 30th and latest date August 31st, 1991.

Status of this Bill:

On Thursday, February 22nd it was approved by the House Education Committee. On Friday, February 23rd it was brought up for a second reading in the House of Representatives.

Due to the fiscal impact related to the potential approval of this bill it is anticipated that it will be referred to the House Appropriations Committee. As a matter of routine, bills slated for recommital go back to the Rules Committee.

Cost

At this point in time the Commonwealth of Kentucky is identified as the payee; however we have been told that the legislative leadership has agreed to change the payee to KTRS.

Total Number of eligible employees at Morehead State is 96, according to KTRS actuarial firm. The cost is \$2,976,000.

Savings

Not clear at the present time.

Impact

If all eligible employees chose to retire during this "window" it might be difficult to find quality replacements in all academic areas.

Need

Faculty are interested in having an opportunity to choose to retire during this proposed "window period."

Recommendation: It is recommended that the Faculty Senate support House Bill 205.

1. Announce Support
2. Write letters of support to House and Senate Representatives
3. Tell faculty members who to call (plus the number to call) if they wish to express individual support.

1-800-372-7151

6 w affect 96

FACULTY SENATE AGENDA

March 1, 1990

Riggle Room

- I. Call to order
- II. Consideration of Minutes
- III. Chair's Report
- IV. Regent's Report
- V. Dean of Undergraduate Program's Report
- VI. Committee Reports
  - A. Academic Policies
    - 1. Job Summary for Chairs - 2nd reading
    - 2. Committee nominations
  - B. Educational Standards
    - 1. SAC-12: Courses Offered as Workshops - 1st reading
    - 2. SAC-13: Grades - 1st reading
  - C. Fiscal Affairs
    - 1. Progress report on Salary Distribution
    - 2. Report on House Bill 205
  - D. Professional Policies
- VII. Vice-President's Report
- VIII. New Business
- IX. Announcements
- X. Adjournment

Attachment A

CHAIR'S REPORT  
March 1, 1990

1. Executive Council Report (Monday, February 26, 1990)  
Recommendations concerning Board of Regents Decisions
  - A. Have the local AAUP investigate the impact of removing "special status" faculty statements from PAC-18: Faculty Rights & Responsibilities.
  - B. Abide by the decision of PAC-29: Faculty Workload. Senate should work constructively with academic administrators to ensure that those aspects relating to academic released/reassigned time are adhered to. Faculty must be informed concerning the potential impact of these policies relating to academic quality. Those instructors having legitimate needs must have the opportunity for a 24 hour load.
  - C. More generally, the Faculty Senate must stress academic issues that impact on quality education such as excessive overload of faculty.
  - D. Supported Regent Wheeler's responses at Board of Regents meeting and appreciated it very much.
  - E. Meeting with Steve Taylor on Shared Governance postponed until next Thursday (1 week from today) due to Chair Gross' being unavailable. Vice-President Taylor has submitted a recent draft.
2. Janet Gross meeting with President Grote:
  - A. Concerning policy approved by Senate - President will recommend approval of Revised Sabbatical Leave Policy pending the approval by the Vice-President for Academic Affairs. He will recommend approval of the Salary Distribution Option Plan pending the approval of the Vice-President for Fiscal Affairs.
  - B. Next week a publicized national search will be initiated for the Dean of Arts and Sciences and the Vice-President for Student Development.



3. Report from Wednesday, February 28th Academic Council Meeting:

- A. Discussed status of policy change concerned 500-level courses. Must have policy in place prior to April visitation by the SACS Evaluation Committee.
- B. Gene Ranvier reported on a prioritized pre-registration plan later this spring. Top priority will be placed on registering graduate students, seniors, and juniors.
- C. All open chair positions have been nationally advertised, except Physical Science, which will be advertised in the near future. The Dean of Arts & Sciences and the Vice-President for Student Development will be nationally advertised next week. The Faculty Senate must appoint faculty to serve on these committees as well as the Search Committee for the Dean of the College of Business.
- D. On-line viewing/printing of MSU's Personnel Policies Manual, Faculty Handbook, and Standing Committees Booklet is now possible. Two demonstration/training sessions are scheduled in ADUC, East Room B for Monday, March 5th at 10:00 am and Tuesday, March 6th at 3:00 pm. Please inform your faculty of these meetings.



MOREHEAD, KENTUCKY 40351

MEMORANDUM

March 6, 1990

To: Dr. Dale Greer:

From: Dr. Perry LeRoy [Signature]

Re: Chairman position of the International Student Advisory Committee

As chairperson of the named committee, I am concerned about the position being held permanently by the International Student Advisor, even though I hold said position. While I believe it is essential that the International Student Advisor always be a member of this committee (his/her experience and expertise being essential), as a faculty member and in accordance with SACs committee rules, I think the chair should be a rotating position.

I, therefore, recommend that the University Academic Policy Committee take the necessary steps to indicate, as with other standing committees, that the chairposition be rotated among the staff and faculty membership for a fixed term but that the International Student Advisor be a permanent member.

*Senate  
minutes file*



MOREHEAD, KENTUCKY 40351-1689

MEMORANDUM

TO: President Grote  
FROM: Stephen S. Taylor *ST*  
Vice President for Academic Affairs  
DATE: March 9, 1990  
RE: Privilege in Rank Statement

According to our records, the Faculty Senate recommended a Privilege in Rank Statement on May 4, 1989, to be included in the Faculty Handbook. On May 25, 1989, after consultation with the Academic Affairs Council, I wrote you a memo suggesting that the statement be revised. On August 14, 1989, you notified the Faculty Senate that the statement was approved with changes as proposed by Academic Affairs. The Faculty Senate, on October 5, 1989, proposed the following statement:

The Faculty adhere to the principle and purpose inherent in Privilege in Rank, not only between rank from instructor through Professor. Rank, seniority, and value to the university shall be major factors in administrative decisions regarding salaries, teaching responsibilities, release time, committee assignments, summer employment and sabbatical leave. Without this principal and purpose, promotion is meaningless and the system is without merit.

I recommend that the last sentence of the above statement be deleted and the statement, as amended, be included in the Faculty Handbook.

dm

*Academic  
Affairs  
3-21-90  
cc. Janet Stone ✓*

FACULTY SENATE AGENDA

March 22, 1990

Riggle Room

- I. Call to Order
- II. Consideration of Minutes of March 1, 1990
- III. Chair's Report
- IV. Faculty Regent's Report
- V. Dean of Undergraduate Programs' Report
- VI. Committee Reports
  - A. Academic Policies
    - 1. Department Chair's Job Summary - 2nd Reading
    - 2. Committee Nominations
    - 3. University Committee Survey
    - 4. Revision to International Student Advisory Committee
  - B. Educational Standards
    - 1. SAC-12: Courses Offered as Workshops - 2nd Reading
    - 2. SAC-13: Grades - 2nd Reading
  - C. Fiscal Affairs - Report of Salary Plans
  - D. Professional Policies
  - E. Election Committee
  - F. ad hoc Committee on Constitution
- VII. Vice-President's Report
- VIII. New Business
- IX. Announcements
- X. Adjournment

Attachment A

Chair's Report  
March 22, 1990

1. Draft 4 of a joint statement on faculty participation in shared governance was accepted by Dr. Taylor on March 8, 1990, and has been forwarded to Dr. Grote with the VPAA's recommendation for approval. We are awaiting Dr. Grote's reaction to the statement.
2. The president has approved the proposed revisions to the Sabbatical Leave Committee as submitted by the Faculty Senate. The changes are effective immediately and the Leave Committee was notified.
3. Dr. Grote indicated that the salary distribution option plan (9, 10, 12 months plans) has been reviewed by Porter Dailey. It was to be recommended with minor revisions to the Executive Committee for approval. A final response has not been received.
4. The Privilege in Rank statement proposed to be included as part of the introduction to the faculty handbook has been approved.
5. At the direction of the Executive Council, a memo was sent to the Task Force reviewing standing university committees requesting that the University Planning Council, and the Internal and External Environmental Scanning Groups be included in the review process. These groups do not have formalized statements of duties and responsibilities or criteria for membership. It was felt that it was an opportune time to address these questions and to provide more information related to the duties and membership about the groups to the university community.

3-22-90  
TABLED

FACULTY SENATE PROPOSAL

TITLE OF PROPOSAL Revision to International Student Advisory Committee  
SUBMITTED BY Academic Policies DATE 3-22-90

**BACKGROUND/ANALYSIS:**

Present University Standing Committee Booklet stipulates that the chairperson shall be the International Student Advisor; be non-voting member. It also does not take into account the new college of Business as a separate entity.

**PROBLEM/NEED:** The Academic Policies committee passed the revision to the committee as stipulated by Dr. LeRoy's correspondence at its March 8th meeting and therefore recommends the following proposal. (copy attached)

**PROPOSAL:** Membership of the committee shall consist of the International Student Advisor, four (4) members of the faculty, one from each college, elected by the Faculty Senate, two (2) students members (one international and one U.S. citizen), and two (2) professional staff or administrators. All members except faculty shall be appointed by the president. Term of office shall be one year with the chairperson elected by the membership.

**COLT:**

None

**ANTICIPATED CONSEQUENCES:**

**SHORT TERM:**

Variety of leadership

**LONG TERM:**


**ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION:**

President, Academic council, President's Executive Council, VPAA, etc.

M E M O R A N D U M

DATE: March 23, 1990

TO: C. Nelson Grote, President

FROM: Janet Gross,  Chair, MSU Faculty Senate

RE: SAC-11: Scholastic Standing  
SAC-12: Courses Offered as Workshops  
SAC-13: Grades

The attached student academic policies (SAC) were approved by the Faculty Senate on March 22, 1990. I understand the work on determining existence of older policies is still underway. Once this is finalized, it is the intent of the Faculty Senate that these new versions replace any other policies that may be in existence. I would be happy to discuss these with you, if you so desire.

jc

PC: Dr. Stephen Taylor  
Dr. Alban Wheeler

FACULTY SENATE DOCUMENT TRANSMITAL LOG

DATE March 23, 1990  
Document SAC-11: Scholastic Standing

Recommended by the Faculty Senate March 22, 1990  
Date

Janet Gross  
Senate Chair

Received by the President \_\_\_\_\_  
Date

President's Action:  
       Accepted             Rejected             Modified  
Comments:

\_\_\_\_\_  
President's Signature      Date

Forwarded to the Vice-President \_\_\_\_\_  
Date

Action of the Vice-President:  
       Accepted             Rejected             Modified  
Comments:

\_\_\_\_\_  
Vice-President's Signature      Date

Returned to the president on \_\_\_\_\_  
Date

\_\_\_\_\_  
Vice-President's Signature      President's Signature

Presented to the Board of Regents \_\_\_\_\_  
Date

Board Action:  
       Approved             Disapproved             Tabled             Modified

Notice of final report to the Senate \_\_\_\_\_  
Date

\_\_\_\_\_  
President's Signature      Senate Chair's Signature



Subject: Scholastic Standing                      Section Number: SAC-11

Approval Date:  
Revision Date:

Purpose: To determine when a student should be placed on academic probation or suspended and guidelines for reinstatement.

Minimum Standards: Students are eligible to register if they meet the following minimum cumulative scholastic levels:

- I. A 1.6 cumulative grade-point average if 16 or fewer semester hours have been attempted.
- II. A 1.7 cumulative grade-point average if 17-32 semester hours have been attempted.
- III. A 1.8 cumulative grade-point average if 33-48 semester hours have been attempted.
- IV. A 1.9 cumulative grade-point average if 49-67 semester hours have been attempted.
- V. A 2.0 cumulative grade-point average if 68 or more semester hours have been attempted.

Academic Probation: A student who does not meet the above standards is on academic probation during the next enrollment. The student's grade report will be stamped with the words "Academic Probation," and the student will receive a letter from the Dean of Undergraduate Programs explaining his or her academic status. The student will be urged to meet with an advisor for academic counseling.

Continued enrollment while on probation is permitted for no more than two successive semesters. If the student's grade point-average does not meet the minimum standard at the end of the second semester on academic probation, he or she will receive a letter from the Dean of Undergraduate Programs stating that continued enrollment is not permitted during the next enrollment period.

A student who receives notification of academic probation may enroll for no more than 15 semester hours of course work during the fall and spring semesters and for no more than 6 semester hours of course work during a summer session.

Suspension  
and Appeal:

A suspended student may:

1. Apply for readmission after the lapse of one semester (excluding summer school) or
2. A student readmitted under the above conditions who fails to meet the minimum academic standards will be dismissed from the University.

2-12-90

FACULTY SENATE DOCUMENT TRANSMITAL LOG

DATE March 23, 1990

Document SAC-12: Courses Offered As Workshops

Recommended by the Faculty Senate March 22, 1990

Date

*Janet H. ...*  
Senate Chair

Received by the President \_\_\_\_\_

Date

President's Action:

\_\_\_\_\_ Accepted

\_\_\_\_\_ Rejected

\_\_\_\_\_ Modified

Comments:

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

Forwarded to the Vice-President \_\_\_\_\_

Date

Action of the Vice-President:

\_\_\_\_\_ Accepted

\_\_\_\_\_ Rejected

\_\_\_\_\_ Modified

Comments:

\_\_\_\_\_  
Vice-President's Signature

\_\_\_\_\_  
Date

Returned to the president on \_\_\_\_\_

Date

\_\_\_\_\_  
Vice-President's Signature

\_\_\_\_\_  
President's Signature

Presented to the Board of Regents \_\_\_\_\_

Date

Board Action:

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Tabled

\_\_\_\_\_ Modified

Notice of final report to the Senate \_\_\_\_\_

Date

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Senate Chair's Signature

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Subject: Courses Offered      Section Number: SAC-12  
As Workshops  
Approval Date:  
Revision Date:

---

Purpose: To establish a definition of and procedures for courses offered as workshops. Workshops offered for non-credit continuing education will not be included.

Definition: A workshop is an intensive, short-term, participatory course. Workshop activities are self-contained. The short-term nature of the workshop precludes significant out-of-class work since the time for such work is limited.

Credit: Course credit will be assigned in compliance with University policy. Exceptions may be made with the approval of the appropriate curriculum committee in advance of offering the workshop. No more than six (6) student credit hours earned in workshops may be counted toward any degree requirements.

Grading: Grades will be awarded according to the University grading policy.

Implementation Procedure: All current courses with "workshop" in the title will be removed from the 1991-92 University Undergraduate or Graduate Catalog. Prior to February, 1991, departments will make appropriate changes where necessary in the content or the description of these courses so that they will be considered regular course.

The appropriate University Curriculum Committee shall be informed of all workshops offered both on and off campus for course credit. This notification may consist of a short memorandum submitted prior to the inclusion of the workshop in the MSU Schedule of classes and prior to the offering of the workshop. The notification should include the following information:

1. Name of the workshop and the credit hours offered.
2. Name(s) of the faculty member(s) teaching the workshop.
3. Location, dates, and times when offered.
4. Brief description of the topics and skills developed.
5. The methods to be used for instruction.
6. The number of time a workshop has been offered and the last date it was offered by this individual.

Approval for offering the workshop is assumed unless the appropriate curriculum committee expresses its disapproval for cause. The Dean of Undergraduate Programs or Dean of Graduate Studies will provide the appropriate committee a printout of workshops each semester to allow the committee to monitor the workshop offerings.

FACULTY SENATE DOCUMENT TRANSMITAL LOG

DATE March 23, 1990

Document SAC-13: Grades

Recommended by the Faculty Senate March 23, 1990

Date

*Janet Gron*  
Senate Chair

Received by the President \_\_\_\_\_

Date

President's Action:

Accepted

Rejected

Modified

Comments:

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

Forwarded to the Vice-President \_\_\_\_\_

Date

Action of the Vice-President:

Accepted

Rejected

Modified

Comments:

\_\_\_\_\_  
Vice-President's Signature

\_\_\_\_\_  
Date

Returned to the president on \_\_\_\_\_

Date

\_\_\_\_\_  
Vice-President's Signature

\_\_\_\_\_  
President's Signature

Presented to the Board of Regents \_\_\_\_\_

Date

Board Action:

Approved

Disapproved

Tabled

Modified

Notice of final report to the Senate \_\_\_\_\_

Date

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Senate Chair's Signature

---

Subject: Grades

Section Number:

SAC-13

Approval Date:

Revision Date:

---

Purpose:

To establish a marking system and scholastic point values.

Grades:

The evaluation of work done by undergraduate students is indicated by letters as follows:

A - Excellent Valued at four quality points per semester hour.

B - Good Valued at three quality points per semester hour.

C - Average Valued at two quality points per semester hour.

D - Below Average Valued at one quality point per semester hour.

E - Failure No semester hours earned and no quality points.

I - Incomplete Given only when a relatively small amount of work is not complete because of illness or other reasons satisfactory to the instructor. Incompletes must be made up by mid-term of the following semester (summer school excluded). I is calculated as an E in computation of GPA for the current term.

IP- In Progress Course work has not been completed, and the student must register for same course the following semester; no credit hours or quality points (restricted to approved courses).

K - Credit pass/fail	Semester hours earned; no quality points; not computed in G.P.A.
N - Failure pass/fail courses	No semester hours earned; no quality points; computed in G.P.A.
P - Withdrew from school passing	Not computed in G.P.A.
F - Withdrew from school failing	Computed in G.P.A. as credits attempted.
R - Courses repeated	Replaces original grade for repeated course; not computed in G.P.A.
U - Unofficial withdrawal	Computed as credits attempted; computed as zero quality points in G.P.A. calculation.
W - Withdrew officially	No hours attempted; not computed in G.P.A.
Y - Audit Credit	No hours attempted; not computed in G.P.A.; not applicable to degree program.
WY- Withdrawal from audit class	Not computed in G.P.A.





MOREHEAD, KENTUCKY 40354

## MEMORANDUM

DATE: 30 March 1990  
TO: Richard Hunt  
FROM: Faculty Senate Executive Committee  
RE: Faculty Regent Election

In response to your letter of March 26 regarding the recent Faculty Regent election, we wish to inform you that the March 22 election of the Faculty Regent was carried out according to a procedure adopted unanimously by the Faculty Senate and approved by President Grote as recorded in the Senate Minutes which are mailed to all faculty.

Announcement of the election was made in a letter dated February 9 and sent from the Senate Office to all faculty (attached). Accompanying the letter were a petition for nomination (attached) and a list of all faculty who were eligible to vote and to be elected (attached).

Each candidate sent mailings, of course, announcing his candidacy and stating his platform and experience.

A reminder of the election was sent by the Senate Chair to all faculty who were eligible to vote.



OFFICE OF THE PRESIDENT

201 HOWELL-MCDOWELL AD. BLDG.  
MOREHEAD, KENTUCKY 40351  
TELEPHONE 606-783-2111

TO: Faculty Senate  
Staff Congress  
Student Government Association

FROM: C. Nelson Grote, President *CNG*

DATE: April 4, 1990

RE: Preliminary Report from the Task Force to  
Review University Standing Committees

In October of 1989 I appointed fourteen people to serve on an important University Task Force to review the institution's standing committee structure. These individuals have worked many hours and have prepared a preliminary report which I am forwarding to you for review and comment.

As I indicated in my October 16th letter to you, I want to give the Faculty Senate, Staff Congress, and Student Government Association an opportunity to examine this report and provide additional feedback before changes are made. I am not asking you to approve or disapprove of the document or any part of it; instead I want your added input into this significant process. I will, in turn, ask the Task Force to consider your comments in preparing their final report to me.

In order to begin member selection and to fully implement the committee system in Fall 1990, **we will need your comments no later than April 12th.** Since preparing a lengthy written response would be time-consuming and a somewhat inconvenient task at this time of the year, I have asked members of the Task Force to meet with you at a regular or special meeting so that they can hear all viewpoints and alternatives. Please notify Dr. Gerald DeMoss, Chair of the Task Force, when you would hold such a meeting. It is my understanding that the Staff Congress will discuss the document at their April 9, 1990 meeting.

I encourage you to carefully review the Task Force's report. It is thorough and makes some significant recommendations for change. I look forward to your comments.

Enc.

c: G. DeMoss

**PREFATORY STATEMENT OF THE TASK FORCE**  
**March 30, 1990**

Attached is the preliminary report of the Task Force to Review University Standing Committees. The report is divided into three sections: (1) Overview, Philosophy, and Guideline Statements; (2) Proposed Revisions of the University Standing Committees; and (3) Recommendations Addressing Concerns Related to the University Committee Structure.

Approach

From the beginning of our work we have been guided by a philosophy that the university committee structure provides an important expression of the views across all levels of the University and is a primary mechanism for a collegial system of shared university governance. Our goal has been to enhance and strengthen the university's standing committees while maintaining the integrity of the deliberative process.

The enclosed report was based on: a respect for the autonomy of the various constituent groups; the enhancement of the status of the standing committees; recommendations for the abolition of committees which have largely ministerial, non-discretionary functions; and, where appropriate, an increase in the representation of affected constituencies on standing committees.

In making revisions to existing committees, we have tried to clarify and simplify, to eliminate jargon and redundancy and to use consistent terms throughout. For convenience, we offer proposed committee revisions in legislative script. (Deletions are highlighted by ~~strikethrough~~, additions by underline.)

Method

The Task Force initially decided to divide into three subcommittees. The Survey and Hearings Subcommittee was formed to broadly solicit ideas and comments from the university community. The Overview and Philosophy Subcommittee was charged with development of a guiding philosophy. The SACS/NCATE Subcommittee was established to review the voluminous materials generated by these studies. Two subcommittees were chaired by faculty and one by staff.

The Survey and Hearings Subcommittee developed a questionnaire to solicit information from committee members serving in 1988-89 and 1989-90. Five-hundred-ten faculty, staff, students and administrators were surveyed. Forty-six percent of the surveys were returned. Requests for information were also sent to the Faculty Senate, Staff Congress and Student Government

Association. All standing committee chairs were queried a second time for additional information. Also, members of the Task Force met with those standing committees and chairs who requested interviews.

The Overview and Philosophy Subcommittee drafted a statement to guide the Task Force in its deliberations. Because such a document did not previously exist, we felt that the development of such a statement would prove useful as a permanent contribution to university governance.

After the subcommittee established a philosophical context for deliberations, guidelines were developed for committee member selection and committee operation. The Overview and Philosophy Statement contained in this report was then fully debated and revised by the entire Task Force.

Since the NCATE study and the SACS self-study represent the product of over three years of in-depth study and examination of the entire university, the President asked us to carefully review the recommendations and suggestions of these documents regarding standing committees. A subcommittee was formed for this task and an internal document was generated which analyzed the NCATE/SACS proposals.

The materials generated by the subcommittees were then used by the entire Task Force to review existing and proposed standing committees. Existing ad hoc committees were not reviewed. The 33 existing committees were randomly assigned to the three subcommittees for review and recommendation to the full Task Force. The Task Force then completely reviewed all existing committees and made its recommended revisions. Finally, the entire report was submitted to the Task Force for draft revision. It is that draft report which is attached.

Conclusion

We are aware that some of the proposals in this report are not without controversy. We have rigorously (and sometimes heatedly) debated the proposed changes. All our deliberations have been conducted in good faith and in accordance with the principles as set forth in our philosophy statement. The goal of the entire Task Force has been to strengthen the quality of decision-making at the University and this proposal is a step in that direction.

Carol Becker  
James Dahlberg  
Ruth Davis  
Gerald DeMoss, Chair  
Chris Hart  
James Hall  
Jack Jones

Larry Keenan  
Ted Marshall  
Mike Mincey  
Barbara Moore  
Andy Parker  
Virginia Wheelless  
Bob Wolfe

**PRELIMINARY REPORT**

DRAFT  
MARCH 30, 1990

**ACADEMIC APPEALS COMMITTEE**

**Termination Date:** Standing Committee, last revision July 1990.  
**Purpose:** To provide a level of appeal for undergraduate students on academic matters.

**Membership:** Membership of the committee shall consist of two (2) ~~one~~ faculty member from each college elected selected by the Faculty Senate, ~~one student member from each college~~ two students with junior standing or higher appointed selected by the student Government Association, and one (1) college dean appointed by the Vice President for Academic Affairs. ~~A member from the Academic Services Center appointed by the Dean of Undergraduate Programs shall serve as a nonvoting ex officio member.~~ Term of service office for all faculty members and the appointed dean shall be two (2) years nonsuccessive with half of the faculty members being replaced each year. ~~Term of service for the students shall be one year with possible selection to an additional year. The Faculty Senate will identify alternates for the summer if necessary.~~

**Duties & Responsibilities:**

1. To serve as an appeals committee for those undergraduate students who have been dropped from the University for failure to meet academic standards.
2. To serve as an appeals board for student academic grievances.
3. To render a decision and notify the student and the Vice President for Academic Affairs through the Dean of Undergraduate Programs.
4. To implement, strictly monitor, and recommend revisions of approved criteria and procedures. ~~Following approval the committee will implement the criteria/procedures and monitor strict adherence.~~
5. ~~To notify the Faculty Senate of proposed revisions of criteria and procedures providing them the opportunity to review and make recommendations before finalizing the proposed change.~~

**Officers:** Chair - appointed dean who shall vote only in case of a tie; Vice Chair and Secretary as selected by the committee.

**Frequency of Meetings:** Twice a semester.

**Reporting Channels:** Proposed revisions in approved criteria and procedures must be approved by the Vice President for Academic Affairs and the Vice President for Student Life.

**Minutes and Proposals Copied to:**

**Support Services:** Office of the Dean of Undergraduate Programs.  
\*\*\*\*\*

**AFFIRMATIVE ACTION COMMITTEE**

**Termination Date:** Standing Committee, last revision July 1990.  
**Purpose:** To review and make recommendations about policies and issues related to Affirmative Action at the University according to PG-5 and the University's Affirmative Action Plan.  
**Membership:** Membership of the committee shall consist of two (2) faculty members, two (2) ~~executive/administrative staff members,~~ two support staff members, two (2) students, the Affirmative Action Officer, and a non-voting chairperson appointed by the President four staff members (at least two of whom shall be from executive/managerial or professional nonfaculty categories) and two students. Representation from each of the respective groups should consist of one male and one female. Representation from these groups shall be at least 50% female. At least two members shall come from protected classes. Additional members of the committee shall include the Affirmative Action Officer, the Director of Minority Affairs, and a nonvoting chairperson. The faculty members shall be elected by the Faculty Senate. The President shall appoint the representatives from the executive/administrative and support staff. The student members shall be appointed by the Student Association. Selection of all members shall be made by the President from slates of nominees furnished as follows: Faculty Senate - 4 nominees, Staff Congress - 2 nominees, Student Government Association - 4 nominees. The President shall make every effort to insure that pluralism and diversity are observed in membership selection. The term of membership service for student members shall be one year. All other terms of appointment shall be one two years with staggered terms.

**Duties & Responsibilities:**

1. To provide the President with recommendations concerning policies, procedures, and implementation, and revision of the University's Affirmative Action Plan.
2. To assist the Affirmative Action Officer in identifying any areas of concern regarding affirmative action and equal employment opportunity. ~~To make corrective recommendations to the Affirmative Action Officer.~~
3. To constitute, when necessary, an Affirmative Action Grievance Committee pursuant to PG-5 to review investigation findings performed by of the Affirmative Action Officer in regarding to affirmative action and equal employment opportunity complaints.
4. To constitute, when necessary, an Affirmative Action Grievance Committee pursuant to PG-5 to review investigation findings of the Affirmative Action Officer regarding claims of sexual harassment.
5. To implement strategies to educate the University community concerning affirmative action, discrimination, and sexual harassment issues.

**Officers:** Chair - appointed by the President who shall vote only in case of a tie; Vice Chair and Secretary as selected by the committee.

**Frequency of Meetings:** Monthly.

**Reporting Channels:** Recommendatory to the President.

**Minutes and Proposals Copied to:**

**Support Services:** Office of the Affirmative Action Officer.

Term of service on both subcommittees for faculty, staff, and administrators shall be for two years. Replacement shall be staggered so that no more than fifty percent of the nonstudent members are replaced in any one year. Students will be appointed for a one-year term. Members may serve no more than one successive term.

Membership of the committee shall consist of four (faculty, three (3) staff, three (3) students, the Director of the Library or his/her designee and the Director of Information Technologies. The faculty members shall be elected by the Faculty Senate, with one representative from each college. (At least one faculty member should teach data processing.) The student members shall be appointed by the Student Association, with one representative from each college. The staff members shall be appointed by the Vice President for Administrative and Fiscal Services. Term of service for appointed and elected members shall be one year. The Director of Information Technologies shall serve as chairperson.

Duties and Responsibilities:

(The subcommittees will divide duties and responsibilities by academic and administrative computing matters, but will use the whole committee to make final committee recommendations.)

1. To recommend review policies and procedures related to the University's academic and administrative computer services and recommend appropriate changes.
2. To provide liaison between the computer services staff and wider University community.
3. Recommendatory to the Vice President for Administrative and Fiscal Services.
2. To provide advice on major decisions related to new innovations in the areas of information technology.
3. To recommend at least one subcommittee member to serve on Information Technology personnel selection committees.
4. To provide information to the University community and facilitate internal communication about new innovations in information technology.
5. Minutes from the subcommittee and full committee meetings will be sent to appropriate offices. (See Philosophy of Standing Committees.)

Officers: Chair of the whole committee - Director of Information Technology who shall vote only in case of a tie; Other chairs, Vice Chairs, and Secretaries for each subcommittee and whole committee as selected by the committee or subcommittee.

Frequency of Meetings: At least twice a semester.

Reporting Channels: Recommendatory to the Vice President for Academic Affairs and the Vice President for Administrative and Fiscal Services.

Minutes and Proposals Copied to:

Support Services: Office of Information Technology.

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#### CONCERT AND LECTURE SERIES COMMITTEE

Termination Date: Standing Committee, last revision July 1990.

Purpose: To plan for the annual Arts in Morehead Concert and

Lecture Series.

Membership: Membership of the committee shall consist of six representatives of the University and six (6) four representatives from the Morehead-Rowan County Arts Council. A nonvoting chairperson will be appointed by the President. The President will appoint one (1) member from the University staff, ~~two (2) faculty members, one from each college, will be elected by the Faculty Senate. Two (2) students will be appointed by the Student Association.~~ The Faculty Senate shall select two members with one member rotating off each year and the Staff Congress shall select one member from Technical Services to serve a two-year term. The Student Government Association Program Director and the President of the Student Activities Council shall also serve as members. The Morehead-Rowan County Arts Council will select its representation on the committee. The coordinator of University Center Programs and Special Events shall serve as a nonvoting ex officio member. All appointments are for a one-year term.

Duties and Responsibilities:

1. To develop and implement all facets of the annual concert and lecture series.
2. To determine the desires of the various constituencies of the series and develop all plans in cooperation with the Morehead-Rowan County Arts Council.
3. To determine the availability and costs for desirable performers/lecturers; dates that do not conflict with other major activities/events; promotion and publicity on and off campus; all aspects of marketing the series to subscribers and others; the development of creative efforts to improve the overall series and its general acceptance; the details of staging all performances/lectures; the handling of all financial matters related to the series; and the appropriate follow-up to each performance/lecture in regard to contracts, payments and related requirements.

Officers: Chair - Director of the Academy of Arts who shall vote only in case of a tie; Vice Chair and Secretary as selected by the Committee.

Frequency of Meetings: As required.

Reporting Channels: Recommendatory to the President.

Minutes and Proposals Copied to:

Support Services: Office of the Academy of Arts.

\*\*\*\*\*

#### EMPLOYEE BENEFITS COMMITTEE

Termination Date: Standing Committee, last revision in July 1990.

Purpose: To review existing or proposed employee benefit programs or plans, and benefits data and benefits market survey materials; and to review proposals for servicing employee benefit programs and/or plans.

Membership: Membership of the committee shall consist of three (3) ~~one~~ faculty members from each college, the Chair of the Faculty Senate's Fiscal Affairs Committee, the nonvoting members of the Director of Personnel (a non-voting chairperson), and the Assistant Director of Personnel (a non-voting member), two (2)

Support Services: Office of the President.

\*\*\*\*\*

#### GRADUATE COMMITTEE

**Termination Date:** Standing Committee, last revision July 1990.

**Purpose:** To review and make recommendations on proposals for changes in graduate curriculum and admissions standards, and to provide a level of appeal for graduate students on academic matters.

**Membership:** Membership of the committee shall consist of ~~six (6) two faculty members from each college, three (3) one graduate students from each college, the Dean of Graduate and Special Academic Programs Extended Campus Programs, and the nonvoting ex officio member of the Director of Library or his/her designee.~~ The faculty members shall be ~~electd~~ selected by the Graduate Faculty (all members) from the Graduate Faculty (full members) with ~~two (2) representatives from each college.~~ The selection process will be handled by the Elections Committee of the Faculty Senate in consultation with the Dean of Graduate and Special Academic-Extended Campus Programs. The graduate student members shall be ~~appointed~~ selected by the Student Government Association with ~~representation from each college.~~ Term of service for faculty shall be two (2) years, with one-half of the members being replaced each year. Term of service for student members shall be one year.

**Duties and Responsibilities:**

1. To examine and evaluate the graduate curriculum of the University for possible improvement. To recommend revisions and to initiate suggestions for study or actions by the graduate faculty of the colleges and/or departments.
2. To pursue the development of experimental and innovative graduate curricular programs.
3. To make recommendations on proposals for new graduate curricular programs and changes in graduate offerings which have been approved by the appropriate college graduate committee and dean.
4. To coordinate and promote the activities of the college graduate committees.
5. To recommend policies, standards, and regulations pertaining to graduate programs.
6. To receive and review nominations and make the final decision of appointments to the graduate faculty.
7. ~~To report to the Registrar and the Director of Libraries actions of the Committee.~~
7. To hear grievance appeals regarding grades and academic matters within the graduate programs, render a decision on each appeal, and notify the student and Vice President for Academic Affairs through the Office of the Dean of Graduate and Extended Campus Programs.
8. To review the admissions standards for University graduate programs.
9. To monitor off-campus graduate courses and facilities to ensure compliance with University and accreditation standards.

9

**Officers:** Chair - Dean of Graduate and Extended Campus Programs who shall vote only in case of a tie; Vice Chair and Secretary as selected by the committee.

**Frequency of Meetings:** At least twice a semester.

**Reporting Channels:** Recommndatory to the Vice President for Academic Affairs.

**Minutes and Proposals Copied to:**

**Support Services:** Office of the Dean of Graduate and Extended Campus Programs.

\*\*\*\*\*

#### HONORS PROGRAM COMMITTEE

**Termination Date:** Standing Committee, last revision July 1990.

**Purpose:** To provide for the truly excellent student the very best in educational experiences through special courses and extracurricular activities.

**Membership:** Membership shall consist of one faculty member from each college selected by the Faculty Senate and three honor students selected during the Spring Semester immediately preceding the year of service. One rising sophomore shall be selected by the sophomore honor students, one rising junior shall be selected by the junior honor students and one rising senior shall be selected by the senior honor students. Term of appointment-service shall be one year for students. in the Honors Program, appointed by the Student Association. Elected and appointed members shall serve two year terms on a rotating basis to enhance continuity. Faculty members shall serve two-year terms with one-half rotating off each year.

**Duties and Responsibilities:**

1. To recruit, develop and coordinate ~~review~~ the honors program.
2. To recommend ~~to the Vice President for Academic Affairs~~ changes and modifications to improve and strengthen the program.
3. To sponsor the annual Honors Day Convocation and Honors Week activities.

**Officers:** Chair - Honors Program Director who shall vote only in case of a tie; Vice Chair and Secretary as selected by the committee.

**Frequency of Meetings:** Monthly during the Fall and Spring Semesters.

**Reporting Channels:** Recommndatory to the Vice President of Academic Affairs through the Dean of Undergraduate Programs.

**Minutes and Proposals Copied to:**

**Support Services:** Office of the Dean of Undergraduate Programs.

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#### INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

**Termination Date:** Standing Committee, last revision July 1990.

**Purpose:** To oversee the institution's animal program, facilities, and procedures according to applicable federal, state, and local policies.

**Membership:** Membership shall consist of at least five members including the following "one Doctor of Veterinary Medicine, with

10

**Termination Date:** Standing Committee, last revision July 1990.  
**Purpose:** To promote international academic programs both on campus and abroad, and to foster an atmosphere for international awareness and education.

**Membership:** Membership of the committee shall consist of three two faculty members from each college selected by the Faculty Senate and two four students selected by the Student Government Association from a slate of nominees prepared by the Director of International Study. The student nominees will, when possible, consist of undergraduate students who have successfully participated in either the Cooperative Center for Study in Britain (or other foreign countries if those programs are established at Morehead State University) or the Kentucky Institute for European Studies Programs. Term of service for faculty shall be for three two years with one-third one-half being replaced rotating-off each year. Term of service for students shall be for one year.

**Duties and Responsibilities:**

1. To provide and develop international study programs.
2. To promote higher education inter-institutional efforts by providing joint planning, coordination, and implementation for programs of international study.
3. To review any credit or noncredit tour or study programs offered by faculty members who plan to use the name of Morehead State University.
4. To serve as liaison to the wider university and local community in opportunities for University related foreign study and tour programs.
5. To review and nominate International Visiting Professor(s).

**Officers:** Chair - Director of International Study who shall vote only in case of a tie; Vice Chair and Secretary as selected by the committee.

**Frequency of Meetings:** Twice a month.

**Reporting Channels:** Recommendatory to the Vice President for Academic Affairs through the Dean of Undergraduate Programs.

**Minutes and Proposals Copied to:**

**Support Services:** Office of the Dean of Undergraduate Programs.

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**INTERNATIONAL STUDENT ADVISORY ADVOCATE COMMITTEE**

**Termination Date:** Standing Committee, last revision July 1990.  
**Purpose:** To assist international students to adapt to the United States culture and the services available to international students.

**Membership:** Membership of the committee shall consist of the International Student Advisor as an ex officio member nonvoting chairperson of the committee, three 2) one faculty member from each college selected by the Faculty Senate, two 2) six students (one three international and one three United States citizens selected by the Student Government Association, and two 2) professional or administrators two staff members selected by the Staff Congress. All members except faculty shall be appointed by the President. Term of service office shall be one year for students and two years for faculty and staff with one-half

rotating off each year.

**Duties and Responsibilities:**

1. To review the program for international students and to recommend changes to improve and enhance international awareness.
2. To assist international students in adjusting to the U.S. culture.
3. Recommendatory to the President.
1. To review the services available to international students.
2. To promote intercultural awareness.
3. To recommend and/or implement programs that will assist international students in adapting to the United States culture.

**Officers:** Chair - selected by the committee who shall vote only in case of a tie; Vice Chair and Secretary selected by the committee.

**Frequency of Meetings:** As required.

**Reporting Channels:** Recommendatory to the Vice President for Student Life.

**Minutes and Proposals Copied to:**

**Support Services:** Office of Student Support Services.

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**JOB EVALUATION COMMITTEE**

**Membership:**

Membership of the committee shall consist of one 1) representative from the Division of Academic Affairs (nonfaculty), the Division of Administrative and Fiscal Services, the division of Student Life, and the Staff Congress. The term of appointment for representatives from each of the Divisions shall be three years with one-third rotating off each year. Commencing with fiscal Year 1988-1989, the sequence for rotation from the Committee shall be the division of Academic Affairs, the Division of Administrative and Fiscal Services, and the Division of Student Life. Representatives from the Divisions shall be appointed by the appropriate Vice President. The representative from the Staff Congress shall be the annually-elected Chair of the Staff Congress. The Director of Personnel Services shall be a permanent appointment to the Committee and shall serve as the Chair of the Job Evaluation Committee.

**Duties and Responsibilities:**

1. To evaluate all exempt and nonexempt staff positions and to classify or reclassify positions in accordance with prescribed criteria established in the Job Classification and Compensation Plan.
  2. To disseminate the results of such evaluations through the vice President to the immediate supervisor levels.
- This committee is replaced with the Job Classification Appeals Committee.

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## Faculty Senate

3. The Committee shall operate in accordance with procedures outlined in FAC 2.

**Officers:** Chair, Vice Chair, and Secretary as selected by the committee.

**Frequency of Meetings:** As required. Promotion review is normally conducted in the Spring semester.

**Reporting Channels:** Recommendatory to the Vice President for Academic Affairs.

**Minutes and Proposals Copied to:**

**Support Services:** Office of the Vice President for Academic Affairs.

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## RADIATION SAFETY COMMITTEE

**Termination Date:** Standing Committee, last revision July 1990.

**Purpose:** To review, monitor, and make recommendations on purchase and use of radioactive materials.

**Membership:** Membership of the committee shall consist of one (1) faculty member from the Department of Physical Sciences, one (1) faculty member from the Department of Biological and Environmental Sciences, one (1) faculty member from the Veterinary Technology Program, one (1) faculty member from the Radiologic Technology Program, and one (1) representative from the Office of Purchasing, and one (1) student majoring in a field of study related to radiation. The Radiation Safety Officer shall be an ex officio nonvoting member appointed by the President. Faculty members shall be appointed by the appropriate college dean. The representative from the Office of Purchasing shall be appointed by the Vice President for Administrative and Fiscal Services. The student member and Term of service is one year shall be three years with staggered terms.

**Duties and Responsibilities:**

1. To review and recommend make recommendations on requests by faculty or other University personnel interested in procuring or using radioactive material or ionizing equipment.
2. To see that all users meet the requirements and regulations of the institutional radiation safety program, the Kentucky Board of Health and radioactive materials license issued to the University.
3. Monitor compliance with Federal regulations.

**Officers:** Chair - selected by the committee who shall vote only in case of a tie; Vice Chair and Secretary as selected by the committee.

**Frequency of Meetings:** As required.

**Reporting Channels:** Recommendatory to the Vice President for Academic Affairs on radiation safety policy and recommendatory to the Vice President for Administrative and Fiscal Services on radiation safety equipment and service contracts.

**Minutes and Proposals Copied to:**

**Support Services:** Office of the Dean of Applied Science and Technology.

\*\*\*\*\*

**Membership:** ~~Membership of the committee shall consist of the Registrar, who shall serve as chairperson, one (1) faculty member elected by the Faculty Senate, one (1) student appointed by the Student Association, one (1) college dean appointed by the Vice President for Academic Affairs, one (1) representative from Information Technologies with responsibilities in Computing Services, one (1) representative for Administrative and Fiscal Services appointed by the Vice President for Administrative and Fiscal Services, one (1) representative from the Office of Housing, one (1) representative from the Office of Admissions appointed by the Vice President for Student Life. Appointed and elected members shall serve one-year terms.~~

**Duties and Responsibilities:**

1. ~~To develop and implement procedures related to the registration process.~~
2. ~~Recommendatory to the Vice President for Academic Affairs through the Registrar.~~

This committee will be abolished as a standing committee effective July 1, 1990.

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## RESEARCH AND PATENT CREATIVE PRODUCTIONS COMMITTEE

**Termination Date:** Standing Committee, last revision July 1990.

**Purpose:** To promote quality faculty research and creative productions.

**Membership:** Membership of the committee shall consist of six (6) two faculty members two (2) from each college three (3) one full-time graduate students, one (1) from each college, and the Director of Research, Grants and Contracts. Faculty members shall be selected annually by the Faculty Senate for a two-year nonsuccessive term with one member of each college rotating off each year. Student members shall may be selected appointed annually by the Dean of Graduate and Extended Programs as non-voting observers, graduate students in each college with the college deans. Members of the Committee are not eligible to receive funding for research proposals, supervising the elections. When considering patent issues, the University Attorney and the Vice President for Administrative and Fiscal Services shall be added to the committee.

**Duties and Responsibilities:**

1. To promote quality research and creative productions.
2. To solicit, encourage and evaluate grant proposals and make recommendations regarding faculty proposals for internal funding from the faculty research fund for research and creative productions.
3. ~~To solicit and evaluate proposals for funding of creative productions by faculty and staff.~~
4. ~~To prepare the annual report of research and creative productions.~~
5. ~~To host the annual Research and Creative Productions Luncheon.~~
6. ~~To solicit, review, and make recommendations on nominations for the Distinguished Researcher Award.~~
7. ~~Recommendatory to the Vice President for Academic Affairs.~~



- by college/department/program making the selection;
- D. To select the recipients of the MSU Foundation, Inc., Scholarships or Awards;
  - E. Athletic scholarships recommended to the committee by the head coach of each sport and the Director of Athletics;
  - F. Scholarship renewals verified and recommended to the committee by the Director of Financial Aid; and,
  - G. Phase-out of scholarships verified and recommended to the committee by the Director of Financial Aid.
2. The committee shall serve as an appeals body for all University-budgeted and privately-funded scholarship recipients.
  3. Recommendatory to the President. To recommend policies and procedures pertaining to scholarships.

**Officers:** Chair, Vice Chair, and Secretary as selected by the committee.

**Frequency of Meetings:** Monthly.

**Reporting Channels:** Recommendatory to the Vice President for Student Life.

**Minutes and Proposals Copied to:**

**Support Services:** Office of Enrollment Services.

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#### SERVICE COMMITTEE

- Membership:** ~~Membership on the committee shall consist of:~~
1. ~~one faculty member from each college, elected by the Faculty Senate. Terms shall be for three (3) years with terms staggered so that one (1) member is selected each year.~~
  2. ~~the Executive Assist for University Advancement or his/her designee;~~
  3. ~~Director of Extended Campus Programs or his/her designee.~~
  4. ~~one (1) representative of the Student Government Association.~~
  5. ~~Vice President for Student Life or his/her designee.~~
  6. ~~two staff members selected by Staff Congress for a three (3) year term.~~

**Duties and Responsibilities:**

1. ~~To develop and implement guidelines by which the committee is to function.~~
  2. ~~To identify, recognize, publicize, and promote quality service to the University and/or region.~~
  3. ~~To identify the criteria by which service is to be recognized, evaluated, and rewarded.~~
  4. ~~To determine ways of recognizing and rewarding service.~~
  5. ~~Recommendatory to the Vice President for Academic Affairs and administratively housed in the Office of Academic Affairs.~~
- Reporting Channels:** ~~Recommendatory to the President.~~

This committee would become an ad hoc committee for one year which would more precisely define the purpose of the committee. The ad hoc committee would be asked to examine the original proposal for the committee from the Faculty Senate and consider committee structures expressed in other types of committees proposed in the Task Force's report. The committee would make a recommendation on purpose and guidelines to the President. and

for review and comment by the Faculty Senate, Staff Congress, and Student Government Association.

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#### STUDENT DISCIPLINARY BOARD

**Termination Date:** Standing Committee, last revision July 1990.  
**Purpose:** To provide a level of appeal for students on nonacademic matters.

**Membership:** Membership of the committee shall consist of four (4) faculty members, two staff members from the executive managerial and/or professional nonfaculty categories, and three (3) four students. Every effort will be made to have an equal number of faculty and students hear each case with the exception of the chairperson. The faculty members shall be selected elected by the Faculty Senate with at least one (1) representative from each college. The staff members shall be selected by the Staff Congress. The student members shall be appointed selected annually by the Student Government Association with one (1) representative from each college. The term of service for the faculty members and staff members shall be two (2) years with half of the members being replaced each year. All appointments shall be for one year.

**Duties and Responsibilities:**

1. To serve as an optional hearing board for alleged violations of University student regulations as specified in the Student Conduct Code, which may result in dismissal or suspension from Morehead State University.
2. To serve as an appeals board for decisions evolving from conferences disciplinary hearings with designated Student Life personnel.
3. To insure due process for students allegedly involved with violating regulations which may result in possible dismissal or suspension from Morehead State University.
4. To impose sanction(s) if the alleged violator is determined guilty.
5. To notify the student and the Vice President for Student Life of all imposed sanctions and appeals decisions.
6. To recommend appropriate changes deemed necessary after annual review of the Student Conduct Code.

**Officers:** Chair - selected by the committee from the faculty membership and shall vote only in case of a tie; Vice Chair and Secretary as selected by the committee.

**Frequency of Meetings:** As required.

**Reporting Channels:** Vice President for Student Life.

**Minutes and Proposals Copied to:**

**Support Services:** Office of the Vice President for Student Life.

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#### STUDENT LIFE COMMITTEE

**Termination Date:** Standing Committee, last revision July 1990.

**Purpose:** To review and recommend policies and other noncurricular proposals relating to student life.

**Membership:** Membership of the committee shall consist of the

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COMMITTEE ON TEACHING

**Termination Date:** Standing Committee, last revision July 1990.  
**Purpose:** To promote excellence in teaching and to evaluate applications for and recommend selection of the University's Distinguished Teacher.

**Membership:** Membership of the committee shall consist of ~~two (2)~~ one tenured faculty members from each college selected by the Faculty Senate, one student from each college selected by the Student Government Association. ~~The Director of the Office of Research, Grants and Contracts or his/her designee, and the two most recent recipients of the Distinguished Teacher Award who are active faculty.~~ Term of service shall be for two years with terms staggered so that ~~one (1) member from each college is elected one-half the faculty (excluding Award recipients) is selected each year.~~ The Vice President for Academic Affairs shall serve as a nonvoting member and have administrative responsibility for the committee. Term of service for students shall be one year.

**Duties and Responsibilities:**

1. ~~To develop, implement, and evaluate policies and guidelines to implement the duties and responsibilities of the committee.~~
1. To recognize, publicize, and promote excellence in teaching as well as inform the faculty about trends in improving teaching effectiveness.
2. To solicit and evaluate proposals for and to award internal grants for experiments and innovations in teaching.
4. ~~To analyze the adequacy of methods of evaluating teaching and to inform the faculty about trends in improving teaching effectiveness.~~
3. To periodically analyze consult and advise the Vice President for Academic Affairs concerning university grading practices and to report the analysis to the faculty concerning such practices.
4. To solicit nominations for, to evaluate credentials of, and, where appropriate, to visit the classrooms of the nominees for the Distinguished University Faculty Teacher Member Award, and to select the faculty member to receive the award.
5. To arrange, at the request of a faculty member, for the confidential observation and evaluation of the faculty member's classes. Findings shall be shared only with the requesting faculty member.

**Officers:** Chair - selected by the committee who shall vote only in case of a tie; Vice Chair and Secretary as selected by the committee.

**Frequency of Meetings:** As required.

**Reporting Channels:** Recommendatory to the Vice President for Academic Affairs.

**Minutes and Proposals Copied to:**

**Support Services:** Office of Undergraduate Dean and the Office of the Graduate Dean.

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TENURE COMMITTEE

**Termination Date:** Standing Committee, last revision July 1990.

**Purpose:** To review at the University level faculty credentials applicable to the awarding of tenura according to PAC-27.

**Membership:** Membership on the committee shall consist of ~~two (2)~~ tenured faculty members from each college and ~~one at large tenured faculty member~~ selected by the Faculty Senate. Membership shall include both males and females. ~~There shall be three (3) representatives from each college with no two (2) representatives from the same department/school. Two representatives from the same academic department shall not serve at any one time. Committee members shall be full professors. In the event that full professors are unavailable, associate professors may serve; if no associate professors are available, assistant professors may serve.~~ Term of service shall be three years with ~~one-third rotating off each year one member from each college being replaced each year.~~ A member may not hold successive terms. No person shall serve on the University Promotion, Tenure, or Faculty Rights and Responsibilities Committees at the same time.

**Duties and Responsibilities:**

1. To conduct the University-level faculty review of the portfolios of candidates for tenure.
2. To review the University's tenure policy (PAC 27) and to recommend changes or additions as appropriate. ~~to the Faculty Senate.~~
3. To evaluate and recommend appropriate service time towards tenure for prospective tenure applicants.
4. To annually hold informational meetings regarding tenure policies and procedures for new faculty and prospective tenure applicants.
5. The Committee shall operate in accordance with procedures outlined in PAC 27.

**Officers:** Chair, Vice-Chair, and Secretary as selected by the committee.

**Frequency of Meetings:** As required. Tenure review is normally conducted in the Fall semester.

**Reporting Channels:** Recommendatory to the Vice President for Academic Affairs.

**Minutes and Proposals Copied to:**

**Support Services:** Office of the Vice President for Academic Affairs.

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TRAFFIC APPEALS COMMITTEE

**Termination Date:** Standing Committee, last revision July 1990.

**Purpose:** To adjudicate traffic violations

**Membership:** Membership of the committee shall consist of ~~three (3)~~ four faculty members, ~~two (2) professionals~~ four staff members, and ~~two (2)~~ four students. The faculty members shall be selected by the Faculty Senate ~~for a two-year term with one-half being replaced each year.~~ with ~~one (1) representative from each college.~~ The staff members shall be appointed selected by

Kentucky State Department of Education.

**Duties and Responsibilities:**

1. To establish and publish educational goals for teacher education.
2. To approve proposed additions or changes in teacher education courses and programs, prior to Curriculum Committee review.
3. To establish and publish the policies for admission and retention in teacher education and for admission and retention in professional laboratory experiences.
4. To appoint a teacher education program admissions subcommittee which shall meet Kentucky Department of Education requirements for membership. This subcommittee will include the three public school practitioners appointed by the Dean of the College of Professional Studies upon the recommendation of the Associate Dean for Education.
- ~~5. To report to the Registrar and the Director of Libraries actions of the committee.~~
5. To perform all other duties specified by NCATE guidelines and KY Dept of Education.

**Officers:** Chair - Dean of College of Education and Behavioral Sciences; Vice Chair and Secretary as selected by the committee.

**Frequency of Meetings:** As required.

**Reporting Channels:** Recommendatory through the Graduate Committee or the Undergraduate Curriculum Committee to the Vice President for Academic Affairs, whichever is appropriate.

**Minutes and Proposals Copied to:**  
**Support Services:** Dean of the College of Education and Behavioral Sciences.

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(I) PHILOSOPHY OF COMMITTEE STRUCTURE

STATEMENT OF PHILOSOPHY:

The faculty, staff, administrators, and students of Morehead State University support a collegial system of shared university governance that assures and promotes university-wide representation and joint deliberation within the institution. A collegial system of shared university governance is defined as a communication process which encourages responsible participation and open discussion, and provides opportunities to present diverse points of view resulting in increased advice to the University administration for enhanced quality in decisions.

A representative and functional University Committee structure (consisting of faculty selected by the Faculty Senate, staff members selected by the Staff Congress, administrators appointed by the President, and students selected by the President of the Student Government Association) serves to provide the clearest expression of thought and representation of these respective constituencies in the University Committee structure, and this structure shall function as a primary mechanism for representative participation in shared university governance.

(II) GENERAL PRINCIPLES REGARDING THE FUNCTIONING OF UNIVERSITY COMMITTEES

The following principles, policies, and procedures regarding University Committees shall apply to all University committee structures regardless of the particular title.

(A) All University Committees shall:

- (1) Be established with the approval of the President, or as mandated by statute;
- (2) Be terminated with the approval of the President unless mandated by statute;
- (3) Have a clearly defined and stated purpose;
- (4) Have a clearly defined and stated structure for membership;
- (5) Have clearly defined and stated duties and responsibilities;
- (6) Have stated requirements regarding frequency of meetings;
- (7) Have a stated administrative official at the Vice President level or higher that the committee is recommendatory to;
- (8) Maintain an up-to-date record of approved minutes reflecting committee actions, proposals and recommendations in the Camden-Carroll Library,

with copies to stated individuals, offices, and representatives bodies as stated in the specific committee guidelines;

- (9) Have a Chair, Vice-Chair, and Secretary;
- (10) Hold an organizational/informational meeting by September 15th, and
- (11) Shall have a designated representative/office to be responsible for coordination of appropriate fiscal and clerical support.

(B) UNIVERSITY STANDING COMMITTEES

(1) DEFINITION OF A UNIVERSITY STANDING COMMITTEE

University Standing Committees are committees which have no stated termination date. They are expected to function on an on-going basis within the specific guidelines stated for that committee.

(2) PROCEDURES FOR SELECTING MEMBERS TO SERVE ON UNIVERSITY STANDING COMMITTEES

- (a) Committee membership on University Standing Committees shall be defined by the stated criteria under MEMBERSHIP given for each University Standing Committee.
- (b) Term of service may be successive unless prohibited by criteria under membership.
- (c) Summer alternates and replacements due to resignation if necessary may be selected by the appropriate constituent body.
- (d) Faculty members will be selected by the Faculty Senate, according to its constitution and by-laws.
- (e) Staff members will be selected by the Staff Congress, according to its constitution and by-laws.
- (f) Students will be selected by the Student Government Association, according to its constitution and by-laws.
- (g) Administrators will be selected by the President.
- (h) Final formal constitution of a committee will be granted by the President. The President may ask for changes in selected members if individuals do not meet the stated membership criteria. The President will notify members of their appointments, term of office, etc.

(C) UNIVERSITY AD HOC COMMITTEES

(1) DEFINITION OF UNIVERSITY AD HOC COMMITTEES

University ad hoc Committees are committees/task forces/etc. which have a stated termination date. They shall:

- (a) Not duplicate the function, duties, or responsibilities of University Standing Committees;
- (b) Function on a short-term basis (normally defined as less than one a year);
- (c) Have a clearly defined and specific goal or task;

PRELIMINARY RECOMMENDATIONS  
ADDRESSING CONCERNS ABOUT UNIVERSITY STANDING COMMITTEE

The Task Force generated a large volume of information about the University Standing Committees during the survey and hearing phase of its review. Portions of these data address general concerns about the overall operations of committees within the framework of the university. Because these concerns are not directly associated with the duties and responsibilities of standing committees, the Task Force submits the following recommendations to address these general concerns. These recommendations are offered to assist the university community in routine committee operations; they should also assist in providing an effective, functional standing committee system for the university. The Task Force solicits the review of these recommendations by all constituent groups in the university. We also solicit additional recommendations from all constituent groups in the university.

RECOMMENDATIONS

1. It is recommended that individuals to whom standing committees report communicate back to the committee a summary of actions taken on the committee's recommendations. It is essential that the response be made prior to the release of new, or revised, policies and procedures.
2. It is recommended that faculty, staff, and students appointed to university committees be responsible for reporting back to their representative groups the actions of the university committee.
3. It is recommended that, for purposes of maximizing the effectiveness of shared governance, constituent groups selecting the membership for standing committees limit the number of committees on which individuals serve. Whenever possible, faculty, staff, and students should not be selected for service on more than two standing committees at any one time. Whenever possible, faculty, staff, and student membership should be limited to one committee.

4. It is recommended that the Office of Personnel Services be requested to continue the publication of the calendar of official deadlines dates.
5. It is recommended that the Vice President for Academic Affairs and the Vice President for Student Life examine pertinent university documents/publications to assure that students understand the differences between academic appeals and student grievances.
6. It is recommended that the university examine all student-related media productions to determine if there is a need for the Board of Student Publications to be maintained as a standing committee. The following questions should be answered, if the Board of Student Publications is to be maintained as a standing committee: (1) Should there be an umbrella board for all student-related media productions? (2) Should each student-related media production have a separate board? (3) Would an adviser for each student-related media production be sufficient?
7. It is recommended that, strategic planning groups, because they are currently identified as ad hoc (ending date June 1991), not be considered for standing committee status until the first cycle in the development of a strategic plan for university is completed.
8. It is recommended that the newly formed standing committee on service be continued as currently structured, as ad hoc for one year. During this period the committee should develop a clearly defined purpose statement with specific duties and responsibilities to be forward to the President with review and comment by the Faculty Senate, Staff Congress, and Student Government Association.
9. It is recommended that the selection process for membership on standing committees be completed by the various constituent groups during the spring semester.
10. It is recommended that the process of reviewing university committees be continued on a five year cycle.

M E M O R A N D U M

TO: University Faculty  
FR: Faculty Senate  
DA: April 5, 1990  
RE: Committee Interest Survey

DRAFT COPY ONLY  
DATE

It is and has been the responsibility of the Faculty Senate to nominate/ select faculty members to serve on the standing committees of the university since the creation of the Faculty Senate in 1985.

In order for the Faculty Senate to determine the interest of faculty members for committee service, we ask that you review the attached list and mark those committees on which you would be willing to serve. Select up to five (5), with highest preference being the number 1. The attached sheets list the existing committees with their respective duties and responsibilities. Also note that a space is provided for you to also include a rank if you wish to be considered as a nominee to the president for consideration on any search committee as per PAd-5.

Your response is vital to the Faculty Senate committee that nominates individuals to fill vacancies on committees as they occur. Please also remember that faculty service on university committees is mentioned in PAc-8.

Please complete the survey form and return to the Faculty Senate Office in BR 309 by April 13, 1990. The results will be tabulated and nominations will be presented to the Faculty Senate by May 4, 1990.

Attachment

DRAFT COPY ONLY  
DATE

COMMITTEE INTEREST SURVEY

April 1990

IMPERATIVE THAT YOU RETURN THIS FORM TO BR 309 BY APRIL 13, 1990 EVEN IF YOU DON'T VOL.)

NAME \_\_\_\_\_

FACULTY RANK \_\_\_\_\_

COLLEGE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

TENURED \_\_\_\_\_ NON-TENURED \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> PUBLIC SAFETY ADVISORY  | <input type="checkbox"/> IRB PROTECTION OF HUMAN SUBJECTS       |
| <input type="checkbox"/> ACADEMIC APPEALS  | <input type="checkbox"/> LIBRARY                                |
| <input type="checkbox"/> AFFIRMATIVE ACTION  | <input type="checkbox"/> NON-RESIDENT FEE                       |
| <input type="checkbox"/> ATHLETICS   | <input type="checkbox"/> PROMOTION & TENURE                     |
| <input type="checkbox"/> COMMENCEMENT  | <input type="checkbox"/> RADIATION SAFETY                       |
| <input type="checkbox"/> COMPUTER SERVICES   | <input type="checkbox"/> REGISTRATION                           |
| <input type="checkbox"/> CONCERT & LECTURE SERIES  | <input type="checkbox"/> RESEARCH & PATENT                      |
| <input type="checkbox"/> EMPLOYEE BENEFITS   | <input type="checkbox"/> LEAVE (Sabbatical & Educational Leave) |
| <input type="checkbox"/> FACULTY RIGHTS & RESPONSIBILITIES                                       | <input type="checkbox"/> SAFETY & SECURITY ADVISORY             |
| <input type="checkbox"/> GRADUATE  | <input type="checkbox"/> SCHOLARSHIP                            |
| <input type="checkbox"/> HONORS COMMITTEE  | <input type="checkbox"/> STUDENT DISCIPLINARY BOARD             |
| <input type="checkbox"/> INSTITUTIONAL REVIEW BOARD FOR PROTECTION OF HUMAN SUBJECTS IN RESEARCH | <input type="checkbox"/> STUDENT LIFE                           |
| <input type="checkbox"/> INTERNATIONAL EDUCATION PROGRAMS  | <input type="checkbox"/> BOARD OF STUDENT PUBLICATIONS          |
| <input type="checkbox"/> INTERNATIONAL STUDENT ADVISORY  | <input type="checkbox"/> TRAFFIC APPEALS                        |
| <input type="checkbox"/> TEACHING  | <input type="checkbox"/> UNDERGRADUATE CURRICULUM               |
| <input type="checkbox"/> SERVICE   | <input type="checkbox"/> UNIVERSITY TEACHER EDUCATION COUNCIL   |
| <input type="checkbox"/> BOARD OF STUDENT PUBLICATION  | <input type="checkbox"/> TENURE                                 |
|  | <input type="checkbox"/> SEARCH COMMITTEES                      |

I DO NOT WISH TO VOLUNTEER FOR ANY ADDITIONAL COMMITTEE SERVICE FOR THE 1990/91 ACADEMIC YEAR

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DRAFT COPY ONLY  
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Faculty Senate Agenda  
April 5, 1990  
Riggle Room

- I. Call to order
- II. Consideration of Minutes of March 22, 1990
- III. Chair's Report
- IV. Faculty Regent's Report
- V. Committee Reports
  - A. Academic Policies Committee
    - 1. Job Summary Chair - 2nd Reading
    - 2. Committee Nominations
    - 3. Search Committee Nominations
  - B. Educational Standards Committee
    - 1. SAc-14: Academic Program Competencies - 2nd Reading
    - 2. SAc-15: Acceptance of Transfer Credit - 2nd Reading
    - 3. SAc-16: Second Degree Requirements - 2nd Reading
  - C. Fiscal Affairs Committee
  - D. Professional Policies Committee
  - E. Elections Committee
- VI. Vice-President's Report
- VII. New Business
- VIII. Announcements
- IX. Adjournment



## Attachment A

### Chair's Report April 5, 1990

1. Response has been received from the Chair of the Task Force to Review Standing Committees about the request to have the strategic planning groups included in their review process. After consulting with the President, Dr. DeMoss reported that these groups are being considered ad hoc committees and as such will not be reviewed by the Task Force. The groups will be completing the first cycle of the strategic planning process in June 1991, at which time they will probably continue as ad hoc or as new standing committees. However, the proposed Overview and Philosophy Statement developed by the Task Force will contain guidelines which will address the groups.
2. Last week each faculty senator received a copy of a memo from Richard Hunt requesting that the Faculty Regent election be nullified due to what he felt was poor communications about the process. The Executive Council discussed the request but found it could not support his request and a response has been sent.
3. The Elections Committee has completed the official count of the ballots for the revised Faculty Senate Constitution. A total of 175 (54%) of the eligible faculty voted with 97% of those, voting to approve the revised constitution. As directed by the current constitution, it has been sent to the President for approval and submission to the Board of Regents.
4. Dr. Grote has request a panel of three faculty names from which he will choose at least one to serve on the Search Committee for Vice-President for Student Life. The request has been forwarded to Academic Policies Committee.
5. A proposed course numbering system endorsed by the Graduate Council is in the hands of a sub-committee of the Educational Standards Committee. Because of the length of time this issue has been under discussion they are encouraged to address the matter as promptly as possible.
6. Elections for new Senators. Requested the President to approve Article II: Membership, Section 1 and 3 to enable Faculty Senate to elect new senators to reflect academic structure effective July 1. Awaiting his response.

7. Special meeting Tuesday, April 10 from 4:00 - 6:00 pm in Crager Room. Agenda: Task Force recommendations and approve apportionment (if request approved).
8. Proposed payroll distribution plan (9, 10, 12 month options) have been approved in principle by the Executive Council. Porter Dailey was to meet with Lynne Fitzgerald to clarify some points. An official announcement is pending this meeting.
9. Joint position statement approved Dr. Taylor has not been reviewed yet by Dr. Grote.

FACULTY SENATE AGENDA  
April 19, 1990  
Riggle Room

- I. Call to Order
- II. Consideration of Minutes of April 5, 1990
- III. Chair's Report
- IV. Faculty Regent's Report
- V. Committee Reports
  - A. Academic Policies Committee
  - B. Education Standards Committee
    - 1. SAc-17A: Course Numbering - 2nd reading
    - 2. SAc-17B: Course Numbering - 2nd reading
    - 3. SAc-1: Undergraduate Enrolling for Graduate Credit - 2nd reading
    - 4. SAc-19: Pre-College Curriculum Deficiencies - 2nd reading
    - 5. SAc-20: Academic Bankruptcy - 2nd reading
  - C. Fiscal Affairs Committee
  - D. Professional Policies Committee
  - E. Election Committee
- VI. Vice-President's Report
- VII. New Business
- VIII. Announcements
- IX. Adjournment



MEMORANDUM

TO: Ms. Janet Gross  
FROM: C. Nelson Grote *AK*  
DATE: April 19, 1990  
RE: Proposed Interim Changes - Faculty Senate Constitution

I have carefully reviewed the proposed language as suggested by the Faculty Senate regarding Article Two, Section 1. I am, therefore, approving your recommendation for Article Two, Section 1, and will propose this change to the Board of Regents when they meet on Friday, June 22.

I would prefer to leave Section 3 as it is currently stated in the Faculty Senate Constitution and consider it at the time we review all proposed revisions to the Constitution. However, if the Faculty Senate feels strongly that Section 3 must be modified at this time in order to properly constitute the Senate membership, I am willing to approve Revised Section 3 as follows:

Faculty, for the purposes of electing or being elected to the Faculty Senate, shall be defined as full-time teaching/research personnel who hold academic rank and who have been employed by the University for at least one full academic year, exclusive of department chairs, deans, and vice presidents.

Faculty who are defined as continuing part-time (PG-1) or who are on a fixed-term contract and who have been employed by the University for at least one full academic year, may participate in the election but are not eligible for election.

Ms. Janet Gross  
April 19, 1990  
Page 2

I want you to know that I have some personal reservations about the revisions to Section 3, particularly in the second paragraph. However, I would be willing to approve Section 3 as modified above and am also in position to make this recommendation to the Board of Regents when they meet on June 22, 1990.

You will note that we have transferred the phrasing concerning "continuing part-time" to the second paragraph, have removed the phrase relating to PG/PAC, and have specifically identified the PAC in which continuing part-time faculty is defined. We have also changed the language to department chairs rather than department heads.

I will await your response before placing one or both of these items on the official agenda for the June 22 meeting of the Board of Regents.

bdp

Faculty Senate Agenda  
April 21, 1990  
East Room A

- I. Call to order
- II. Consideration of minutes: April 4, 1990; April 19, 1990; May 3, 1990
- III. Chair's Report
- IV. Regent's Report
- V. Committee Reports
  - A. Academic Policies Committee - Committee nominations
  - B. Educational Standards Committee
  - C. Fiscal Affairs Committee
  - D. Professional Policies Committee
- VI. Vice-President's Report
- VII. New Business
- VIII. Announcements
- IX. Adjournment

**M E M O R A N D U M**

**DATE:** April 24, 1990  
**TO:** C. Nelson Grote, President  
**FROM:** Janet Gross, Chair, MSU Faculty Senate  
**RE:** Recommendations for 1990-91 Faculty Salary Increments

The Fiscal Affairs Committee of the Faculty Senate has spent much time and effort in considering a variety of options for determining distribution of faculty salary increases for the 1990-91 academic year. The Faculty Senate endorses a distribution plan where a major portion of the total money available (70-80%) will go toward an across-the-board allocation. The remainder is to be used toward addressing internal inequities.

At the April 19, 1990, meeting the Faculty Senate approved the following recommendation for the across-the-board portion of the 1990-91 salary increment:

1. This year's (1989-90) salary will be used as the base salary.
2. A flat percentage will be distributed to each faculty member's 1989-90 salary.

These recommendations will satisfy both the commitment of the University to raise faculty salaries to the average salary by rank at state benchmarks. In addition, the recommendations reflect the option most preferred by University faculty.

Recommendations related to the equity portion of the salary increment are addressed in a separate memo. If you have any questions please contact me.

jc

PC: Dr. Stephen Taylor  
Dr. Alban Wheeler  
Dr. Lynne Fitzgerald

MEMORANDUM

DATE: April 25, 1990  
TO: C. Nelson Grote, President  
FROM: Janet Gross, Chair, MSU Faculty Senate  
RE: Salary Plan to Address Inequities

After lengthy and careful consideration of various options to determine a distribution plan for the inequity portion of 1990-91 faculty salary increases, the Faculty Senate approved the following recommendation:

The Fiscal Affairs Committee recommends that the following factors be considered when making equity adjustments for the 1990-91 budget year:

1. length of time in rank,
2. longevity (length of time at the university),
3. terminal degree appropriate to the accrediting body of the discipline, and
4. protected class issues.

The final accepted recommendation does not include a formula for determining individual percentages for the equity portion of salary increases. As the representative body of the University faculty, the Faculty Senate recognizes their responsibility in expressing the faculty's opinions and needs in meeting the objective of fair and equitable faculty salaries. Furthermore, it is recognized that it is an administrative responsibility to develop a specific plan by which the stated factors can be addressed in order to meet the objective.

Please note that marketability has not been included as a factor to be considered when making equity decisions. Although not accepted, the Faculty Senate wishes you to know that the issue was discussed in great detail with constituent groups as well as by the senate body. I believe that all arguments both in support and opposition to the inclusion of marketability as a factor were presented, discussed, and thoughtfully considered before any final vote was taken. In fact, two motions to include marketability were made. Both motions failed by very small margins (yes: 11 - no: 12; and yes: 10 - no: 11 - abstain: 1).



Salary Plan Address Inequities  
April 25, 1990  
Page 2

At the request of the Faculty Senate, the results of the roll call votes on the motions to include marketability as a factor are attached for your information.

This recommendation is being forwarded to you for your consideration in making decisions related to the distribution of salary increases addressing inequities.

I respectfully request that serious consideration be given to this recommendation. I would appreciate feedback as to the final plan to meet the objective of fair and equitable salaries.

jc

Attachments

PC: Dr. Stephen Taylor, Vice-President for Academic Affairs  
Dr. Alban Wheeler, Faculty Regent  
Dr. Lynne Fitzgerald, Chair, Fiscal Affairs Committee

**M E M O R A N D U M**

**DATE:** April 25, 1990  
**TO:** C. Nelson Grote, President  
**FROM:** Janet Gross, Chair, MSU Faculty Senate  
**RE:** Merit Pay System

At the April 19, 1990, Faculty Senate meeting the issue of merit pay and a merit pay system was discussed.

The Faculty Senate supports the belief that the purpose of merit pay is to provide a faculty member with a stipend when he/she has produced a better than average results in one or more areas of evaluation which include: teaching, professional development, and service. Furthermore, it is believed that a fair and equitable opportunity for merit pay will be best assured when all eligible faculty have had an opportunity to participate in the development of the criteria for assessment and the system for distribution. Therefore, the Faculty Senate voted to approve and forward to you the following recommendations:

It is recommended that the following steps be completed prior to implementing "merit pay" for 1991-92:

1. Assessment of one's qualitative and quantitative work efforts should occur, initially, within the appropriate department.
2. Faculty in conjunction with the chair of each department must develop and approve an application and action process.
3. Faculty in conjunction with the chair of each department must develop and approve the criteria or guidelines to be used when considering faculty applications for merit pay.
4. All faculty members must be informed, in writing, in regard to all aspects of a department merit pay system.
5. Approval of the system requires 51% support from full-time tenured, special status, and tenure-track faculty members.

Merit Pay Memo  
April 25, 1990  
Page 2

It is the intent of the Faculty Senate to consider and facilitate the development of mechanisms for implementation of these recommendations during the 1990-91 academic year.

If you have any questions, I would be happy to discuss the recommendations with you.

jc

PC: Dr. Stephen Taylor, Vice-President for Academic Affairs  
Dr. Alban Wheeler, Faculty Regent  
Dr. Lynne Fitzgerald, Chair, Fiscal Affairs Committee

See Standing  
11 Best

3rd  
Thu  
June  
July

Faculty Senate Agenda  
May 3, 1990  
Riggle Room

- ~~I.~~ Call to order 4:10t
- ~~II.~~ Consideration of minutes 3-10-90 spe #3 - pass
- ~~III.~~ Chair's Report
- ~~IV.~~ Faculty Regent's Report No here
- V. Committee Reports
  - ~~A.~~ Academic Policies Committee - Committee Nominations
  - B. Educational Standards Committee
    - 1. SAC-21: Academic or Grade Appeal Procedure
    - 2. SAC-22: Incomplete Grade "I" - Undergraduate Program
    - 3. SAC-23: In-Progress Grade "IP" - Undergraduate Programs
    - 4. SAC-24: College Credit Courses for High School Students
  - C. Fiscal Affairs Committee - No here at
  - ~~D.~~ Professional Policies Committee
    - 1. PAC-1: Definition of Academic Titles
    - 2. PAC-10: Extraordinary Compensation of Faculty
  - E. Election Committee
- VI. Vice-President's Report - No here
- VII. New Business
- VIII. Announcements
- IX. Adjournment

pass  
ASK

Back to com

Chair's Report  
May 3, 1990

1. COSFL meeting was held on Saturday, April 28, 1990, in Frankfort with all 4 of MSU's representatives attending.

Morning session was devoted in an open discussion with representatives from NEA and AAUP. Focus was on the benefits to faculty members that each organization could bring through collective bargaining. Both organizations stressed that organizing a campus requires a core of committed leaders who are willing to invest years of personal time. The benefits to the faculty outweighed the extensive personal investment.

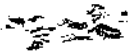
Raises at the other regional institutions were reported as follows:

University of Kentucky:	10%
University of Louisville:	7%
Western KY University:	7%
Murray State University:	9%
Northern KY University:	9%
Eastern KY University:	10%
KY State University:	Average 6.8-10%

COSFL approved on statement of Faculty Position Regarding the Education of New Members of Boards of Regents/Trustees which will be sent to all members of the Council on Higher Education.

COSFL is planning to schedule a workshop for June on how to read a budget and audited financial report.

2. Dr. Grote has reviewed and modified the March 7, 1990, draft statement on Faculty Participation in University Governance and returned it on May 1, 1990. Dr. Lindahl and I will review it prior to the end of the semester to determine if the modifications are acceptable.
3. Director of Budgets is in the process of finalizing figures for the budget. It is expected this will be completed by the second Friday of May. The next two weeks will be used to finalize the format and verify letters of appointment. The Board of Regents will meet on June 22, 1990, with letters to be distributed no later than June 25, 1990.
4. Dr. Grote is expecting to receive the final report from the Task Force this week. The President's Executive Council is scheduled to meet and complete their review of the report next week. A transition plan to implement accepted recommendations has not been developed. Dr. Grote stated today that the Task Force has indicated an interest in developing a transition plan. Dr. Grote will be asking them to continue to serve until a plan is completed.

- 
5. Major Faculty Senate activities for 1989-90 have been complied. In review of tasks outlined in the fall semester, the Faculty Senate has accomplished many of the things it set out to do this year.
  6. Any materials checked out from the senate office need to be returned before the end of the semester.
  7. In order to establish the quorum for meetings during Summer I and II please sign the appropriate sheet.



# MEMORANDUM

MOREHEAD, KENTUCKY 40351-1689

DATE: May 19, 1990  
TO: C. Dale Caudill  
FROM: Janet Gross, *JG* Outgoing Chair, MSU Faculty Senate  
RE: Faculty Senate Service

As your term of service expires, I want to thank you for your contributions to Morehead State University's Faculty Senate. Acting as the elected representative from College of Professional Studies highlights the respect held for you by your colleagues.

Faculty participation in the governance processes has required significant time and effort on your part. I deeply appreciate your willingness to freely give and to serve the university in this capacity.

jc

PC: Dr. Stephen Taylor, Vice-President for Academic Affairs  
Dr. Michael Harford, Department Chair

**M E M O R A N D U M**

**DATE:** May 24, 1990

**TO:** Faculty Serving on Standing Committees

**FROM:** Robert Lindahl, Chair, MSU Faculty Senate

**RE:** Changes in Responsibilities and Membership

Please be advised that the Task Force on standing committees has recently approved changes in committee responsibilities and membership. This could have an impact on all members of the committee to which you are currently serving.

jc



M E M O R A N D U M

DATE: June 15, 1990  
TO: Faculty Serving on Standing Committees  
FROM: Robert Lindahl, *RL* Chair, MSU Faculty Senate  
RE: Changes in Responsibilities and Membership

Please be advised that the Task Force on standing committees has recently approved changes in committee responsibilities and membership. This could have an impact on all members of the committee to which you are currently serving.

jc

MEMORANDUM

DATE: June 15, 1990  
TO: Faculty Senators  
FROM: Robert Lindahl, *RL/LC* Chair, MSU Faculty Senate  
RE: Faculty Senate Retreat

The Executive Council is developing plans for the Faculty Senate Retreat. The retreat is scheduled for August 24 and 25, 1990, at Greenbo Lake State Park.

Due to circumstances beyond our control a very limited number of rooms are available. This may mean the possibility of sharing a room with more than one person. We request that you make arrangements with another senator to share a room. In order to facilitate the registration process we need for each of you to complete the following information and return to the Faculty Senate office - UPD 1021, no later than July 2, 1990. For your convenience a list of the 1990-91 senators is attached.

This could be the most important meeting you'll attend all year and I strongly encourage your participation.

\_\_\_\_\_ I will attend \_\_\_\_\_ I will not attend

\_\_\_\_\_. Please provide the name(s) of the senator(s) with whom you will room.

jc  
Attachment



OFFICE OF THE DEAN OF UNDERGRADUATE PROGRAMS

201 GINGER HALL  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2004

**M E M O R A N D U M**

**TO:** Dr. Stephen S. Taylor  
Vice President for Academic Affairs

**FROM:** Judy R. Rogers, Dean *JRR*  
Undergraduate Programs

**DATE:** July 2, 1990

**RE:** Assessment Statement in Undergraduate Catalog

I believe that the decision to place a statement in the 1990-91 undergraduate catalog announcing that students will be assessed was wise. Now I recommend that we go one step farther and ask the Board of Regents to approve the statement as an additional academic requirement. Board approval would allow us to require students to participate even though the catalog under which they entered did not include the requirement. The disclaimer on the cover of the catalog reads:

**Changes** Morehead State University reserves the right to change its academic regulations, policies, fees, and curricula without notice by action of the Kentucky Council on Higher Education and/or the Morehead State University Board of Regents.

The rationale I propose for the Board agenda is attached.

JRR/ss

Attachment

pc: Gene Ranvier  
Patty Eldridge  
Bob Lindahl



# MEMORANDUM

**TO:** Robert Lindahl  
Chair, Faculty Senate

**FROM:** Stephen S. Taylor *ST*  
Vice President for Academic Affairs

**DATE:** July 3, 1990

**RE:** Faculty Salary Plan for 1990-91

This year was a special year for faculty salary increases. Many individuals and groups contributed to make this possible and I want to express my appreciation to the Fiscal Affairs Committee and to the Faculty Senate for their hours of work. Further, I realize that not everyone involved got exactly the salary administration plan they had wanted. At some point a decision had to be made and the wishes of the various interest groups were given consideration as much as possible.

At the start of salary administration discussion, factors which should be included in the final plan were considered. These were longevity, academic credentials, protected classes, supply/demand factors, and distance from benchmark salaries. The "Faculty Salary Equity Plan" presented to the Faculty Senate by the Fiscal Affairs Committee by memorandum on April 17 was seen as addressing most of these factors. The procedures detailed in this memorandum were used to allocate more than \$190,000 of the approximately 1.8 million dollars, including fringes.

Next, the factor of distance from benchmark salaries by rank was used to allocate the balance of funds. This was based on the objective of having the average salary of each rank reach the average of the state regional universities. Once that objective was accomplished a small pool of money was left which was used to move, proportionately, the average rank salary toward our 28 regional benchmark university average salaries. The percent increase "across the board," by rank, for the benchmark salary increases were:

Professor	12.28
Associate	12.98
Assistant	11.28
Instructor	11.30



FACULTY SENATE

UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226

MEMORANDUM

DATE: July 5, 1990  
TO: Frances Helpinstine  
FROM: Robert Lindahl, <sup>11/00</sup>Chair, MSU Faculty Senate  
RE: Election to Faculty Senate

Congratulations on your election to the Faculty Senate. You have been elected to serve a one year term as an at-large senator from the College of Arts and Sciences. Thank you for agreeing to represent the faculty in this capacity.

jc



FACULTY SENATE

UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226

M E M O R A N D U M

DATE: July 5, 1990  
TO: Lawrence Griesinger  
FROM: Robert Lindahl, <sup>RL</sup>Chair, MSU Faculty Senate  
RE: Election to Faculty Senate

Congratulations on your election to the Faculty Senate. You have been elected to serve as Departmental Senator from the Department of Leadership and Secondary. Thank you for agreeing to represent the faculty in this capacity.

jc

FACULTY SENATE AGENDA  
July 19, 1990  
East Room A

- I. Call to order
  - II. Consideration of minutes of June 21, 1990
  - III. Chair's Report *Guest Speakers: Virginia Wheelless - ~~Gerald Demoss~~*
  - IV. Regent's Report
  - V. Committee Reports
    - A. Academic Policies Committee
    - B. Educational Standards Committee
    - C. Fiscal Affairs Committee
    - D. Professional Studies Committee
  - VI. Vice-President's Report
  - VII. New Business
  - VIII. Announcements
  - IX. Adjournment
- Report on revision of standing committees*
- Judy Rogers -*
- Proposed policy on assessing seniors*

M E M O R A N D U M

August 3, 1990

To: Bob Lindahl

From: G. Tapp<sup>17</sup>

Subject: Senate replacement for Dr. Jim Gotsick

On July 23 I requested each psychology faculty member to notify me by the end of the working day on July 24th if he/she had any interest in being on a ballot for the purpose of taking Dr. Gotsick's place in the senate. I indicated at that time that a formal election would not be held if only one faculty expressed an interest in the position. On July 30th I notify the faculty that only Dr. Ann Demaree had indicating an interest in running for the position. Thus, Dr. Demaree is the departmental nominee to replace Dr. Gotsick beginning with the fall semester. Dr. Demaree is currently acting chair but will have full time faculty status at the start of the fall semester.

Please notify me if any additional information is required in respect to this action.





OFFICE OF THE PRESIDENT

201 HOWELL-MCDOWELL AD. BLDG.  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2111

TO: Vice Presidents, Deans, Chairs, and Directors  
FROM: C. Nelson Grote, President *CNG*  
DATE: August 20, 1990

This year is an exciting one for all of us at Morehead State University. As we begin a new year, we are also making important long-range plans for the future of the institution through our strategic planning process.

In addition to our institutional planning, planning in higher education has taken on new emphasis at the state level. The Kentucky Council on Higher Education has sent a clear message that future budget, capital expenditure, and academic program requests must be linked to institutional and system strategic plans. Morehead State University is certainly prepared to meet this challenge.

The progress made thus far in our strategic planning process puts us on target for use of our goals and initiatives in preparing future budgets and making program and activity decisions. In order that we can make full use of our planning priorities when preparing the 1992-94 biennial budget it will be necessary to change the time schedule that we distributed in March 1990.

Attached you will find a new schedule which asks that individual unit plans be incorporated into divisional plans and sent on March 1, 1991 to the University Planning Council for institutional priority setting. This will help the process to move at an acceptable pace and provide maximum use of our strategic plan in making budget decisions.

During the next few months you will be receiving feedback and assistance from the University Planning Council and our Office of Planning. I urge you to take advantage of this information as you take the next steps in planning at the unit level. I know how much work all of you have done thus far in the strategic planning process and it is because of your continued dedication and efforts that the University will truly be excellent in all that we do.

Attachment

c: University Planning Council

ATTACHMENT A

REPORT FROM THE FACULTY SENATE CHAIR  
August 23, 1990 Meeting

1. Campus Master Plan. The Seate Executive Council is to meet with VP Porter Dailey on Wednesday, August 29 concerning the proposed Campus Master Plan which is expected to go before the Board of Regents at the September 21 meeting.
2. New Ad Hoc Committee on Assessment of Faculty Performance & Performance-Based Pay. The Executive Council met on August 20 and agreed to the formation of this ad hoc committee for the present academic year.
3. Faculty Senate Retreat. The orientation session on Saturday, August 25 will concern all aspects of the Senate. In particular, discussion will focus on the role of the Executive council and various standing comittees. Regent Alban Wheeler will discuss the results in the faculty survey he conducted last spring. Assignments to the varous committees will be made at that time. If you are unable to attend this session, provide the Executive Council with your preferences in serving on a committee, prior to the retreat. Expenses paid to those attending the retreat are lodging (at the double rate only) and the Friday buffet meal.
4. Meetings with President Grote. The Chair was presented a statement of justification for the changes of academic title for varios administrators and staff.

The proposed Senate constitution is to be discussed with Vice-President Taylor. The Board of Regents is to act on the Constitution prior to January 1 of next year.

Because of the \$2 million equipment grant to the University for the ienium, the \$161,000 previously budgeted for equipment in the academic units is being reallocated. this general pool of money is to be used primarily for non-academic equipment purchases, but the President indicated that requests from academic areas for some of this money can be made for miscellaneous equipment purchases.

5. Meetings with Vice-President Taylor. The Chair received draft proposals on PAc-1, PAc-10, and PG 3 which change certain existing policies. In particular, PAc-10: Extraordinary Faculty Compensation calls for a change to 2.7% of base salary per credit hour for summer classes taught.
6. Changes in bi-weekly salary distribution plan. After consultation with Mike Walters and others, a change in the starting payment has been made from September 7 to August 24, due to the realization that there was a six week gap between the last payment of the 1989-90 year and the first payment for this year.
7. Temporary replacement for Senator LeMaster. Senator Joyce LeMaster will be on sabbatical leave for the Fall semeter and will be replaced during this period by Jay Flippin.

**AGENDA**  
FACULTY SENATE RETREAT  
AUGUST 24 - 25, 1990

**FRIDAY, AUGUST 24:**

- |                |  |
|----------------|--|
| 4:00 - 5:00 pm | Executive Council Meeting  |
| 5:30 - 6:30 pm | Reception  |
| 6:30 - 7:30 pm | Buffet dinner  |
| 8:00 - 9:00 pm | Introduction by Vice President Steve Taylor<br>Keynote Speaker: Dr. Robert Stenger, Dept. of Law,<br>Univ. of Louisville<br>Group discussion |
| 9:00 pm        | Get-together following speaker/discussion  |

**SATURDAY, AUGUST 25:**

- |                    |  |
|--------------------|--|
| 9:00 - 9:45 am     | Speaker: Dr. Stenger on the U. of L. Faculty Senate<br>Group discussion  |
| 10:00 - 11:30 am   | Orientation session: Recent accomplishments,<br>role of the Senate Committees and Executive Council,<br>Alban Wheeler's report on faculty survey,<br>signup of Senators on the Senate Committees |
| 11:30 - 12:00 noon | Executive Council meeting - committee assignments  |
| 1:00 - 2:00 pm     | Breakup into Senate Committees for discussion of major<br>issues.  |
| 2:00 - 3:00 pm     | Group session: Summary of committee reports; establishment<br>of major goals for the 1990-91 year.   |



DEPARTMENT OF MUSIC

106 BAIRD MUSIC HALL  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2473

4 September 1990

M E M O R A N D U M

TO: Dr. Robert Lindahl, Chairman  
Faculty Senate

FROM: Eugene Norden

RE: Senate Meeting

Bob, I am sorry that I will be absent from the Senate meeting this Thursday at 4:00. As you may know I am a Bishop of the area unit of the Church of Jesus Christ of Latter Day Saints. One each quarter a Council of Bishops meet and I am currently chair of that Council. The schedule is made a year in advance so I had no idea of the conflict since I was not a member of the senate at that time. I shall only miss this one and will try to schedule the other quarterly thursday meetings so that I will need only leave the senate a few minutes early.

I must say that I have enjoyed meeting a number of folks on the senate who I had not know before. I look forward to working with you and on the ad hoc committee.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Eugen' followed by a long horizontal flourish.

**FACULTY SENATE AGENDA**  
**September 6, 1990**  
**Riggle Room**

- I. Call to order
- II. Consideration of Minutes of August 23, 1990
- III. Chair's Report
- IV. Faculty Regent's Report
- V. Committee Reports
  - A. Academic Policies
  - B. Ad Hoc on Faculty Assessment/Performance Based Pay
  - C. Educational Standards
  - D. Elections
  - F. Fiscal Affairs
  - G. Professional Policies
- VI. Vice-President's Report
- VII. New Business
- VIII. Announcements
- IX. Adjournment

FACULTY SENATE AGENDA  
September 20, 1990  
ADUC East Room A  
4:10 pm

- I. Call to order
- II. Consideration of Minutes of September 6 and 13, 1990
- III. Chair's Report
- IV. Faculty Regent's Report
- V. Committee Reports
  - A. Academic Policies - Discussion of Standing Committee selections
  - B. Educational Standards
    - 1. Assessment Statement - 2nd Reading
    - 2. Admission for Undergraduate Students - 2nd Reading
  - C. Elections - Election for Faculty Rights & Responsibility Committee
  - D. Fiscal Affairs - Request for concerns on Fiscal Affairs issues
  - E. Professional Studies
  - F. Ad Hoc Committee on Faculty Assessment/Performance Based Pay
    - 1. Survey Results
    - 2. Unit Plans for Assessment
    - 3. Evaluation of Academic Administrators
- VI. Vice-President's Report
- VII. New Business
- VIII. Announcements
- IX. Adjournment

ATTACHMENT A

REPORT FROM THE FACULTY SENATE CHAIR  
September 20, 1990 meeting

1. Agenda for the Sept. 21 BOR meeting. The major items under consideration are:
  - a) The Campus Master Plan - This is the plan for the physical nature of the campus, through the year 2000 (and beyond) which will be driven by the strategic plan. One quote from the Agenda Book states: "Through the Campus Master Plan is by design, physical in nature, the academic goal setting and resource allocation decisions that will ultimately define the institution's classroom, faculty and staff office and student housing needs will be accomplished through the Strategic Planning Process."
  - b) AP-1: Approve Revision of Undergraduate Admissions Standards;
  - c) Report on Student Exit Assessment Procedure;
  - d) PG-47: Revision of Policy on Drug-and Alcohol-free Workplace.
2. Summary of the Faculty Senate Retreat Survey. On a scale of 1(very low) to 5(very high), the highest reating was a 4.5 - Committee members selected at the retreat. The lowest rating was a 3.1 - Having an outside speaker for the Saturday session.
3. Interim Vice-President of Academic Affairs. The recomendations made by the Senate at the Special Senate meeting held on September 13 concerning the Interim VPAA were compiled in a memo and sent to the President. President Grote approved all but the recommendation for the creation of a Candidate Review Committee. He was informed that the Senate would be again addressing the issue of a review committee for interim appointment. The MSU AAUP is also pursuing this issue.
4. Resolution of Commendations for Dr. Steve Taylor. The Faculty Senate Executive Council proposes that former Vice-President Taylor receive a commendation for his academic leadership.
5. Campus Master Plan. The Senate at the Sept. 6 meeting voted to have an oopen faculty forum in order to discuss the Campus Master Plan. This forum was held on Thursday, Sept. 13, 3-4pm with Vice-President Dailey providing information for those in attendance. The Executive Council was also instructed to develop a comprehensive statement concerning the plan. The Council is requesting that the faculty provide feedback on this plan.
6. Meetings with President Grote. A Presidential Commission on General Education is to be established soon. Dr. Grote requested that 20 (or more) faculty names be submitted to him by the Faculty Senate and that he would select at least 10 to be on the Commission, which will constitute a majority of the membership. This Commission has a term of at least 18 months.
7. Kick-off for Higher Education Week. Dr. Betty Siegel, who is a national figure in Higher Education (currently president of a college in Georgia and chair of AASCU) will be giving a presentation to faculty and academic support staff. It is to be held on Thursday, Oct. 11 at 11:20 am.
8. Meeting with President Philley. Dr. Philley proposes that on Friday, Oct. 19 (Student break day) the faculty and chairs get together individually and collectively in order to discuss the departmental plans for Faculty Assessment of Performance. Each faculty member will submit his/her performance plan to the chair.
9. Senate office hours. The Senate Chair plans to be in the Senate Office (Breck 309, Ext. 2226) from 2 to 4, M - F when feasible. You can send Senate correspondence to UPO 1021.

FACULTY SENATE AGENDA  
October 4, 1990  
Riggle Room

- ~~I.~~ Call to order *4:15*
- ~~II.~~ Consideration of Minutes of September 20, 1990
- ~~III.~~ Chair's Report - *Attachment*
- ~~IV.~~ Faculty Regent's Report
- V. Committee Reports
  - ~~A.~~ Ad Hoc Committee on Faculty Assessment/Performance Based Pay
    - 1. Survey Results on Faculty Evaluation
    - 2. Open Forum
  - ~~B.~~ Academic Policies: Attendance Policy - 2nd reading
  - ~~C.~~ Educations Standards
  - ~~D.~~ Elections Committee - Results of Faculty Rights & Responsibilities Committee Election
  - ~~E.~~ Fiscal Affairs
  - ~~F.~~ Professional ~~Studies~~ *Policies*
    - 1. Access to Faculty Handbooks
    - 2. PAC-10 - 1st reading
- VI. Vice-President's Report
- VII. New Business - Nominees for President's Commission on General Education
- VIII. Announcements
- IX. Adjournment

*TABLED*

*Passman*

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10-18-90

DEPARTMENT OF SOCIOLOGY, SOCIAL WORK,  
AND CORRECTIONS

MOREHEAD, KENTUCKY 40351

M E M O R A N D U M

TO: All MSU Faculty

FROM: Mike Seelig, Chair  
Faculty Senate Ad Hoc Committee on Faculty  
Evaluation and Performance-Based Pay

RE: Evaluation of Departmental Faculty Evaluation  
Plans

DATE: October 17, 1990

The Ad Hoc Committee has completed its task of determining whether the initial Faculty Evaluation Plans submitted to the VPAA by each department are in compliance with the Minimum Guidelines for Faculty Evaluation Plans. Attached to this memo is the instrument that committee members used in determining compliance, and a full list of findings.

Several members of the Committee first reviewed each departmental plan separately. The full Committee then convened, discussed each department, and arrived at a consensus. In a few situations, even though part of a departmental plan was technically in compliance, the Committee suggested reconsideration of that part due to perceived biases resulting from it.

Three preliminary findings are: (1) that every department plan is to some degree out of compliance with parts of the Minimum Guidelines; (2) that there is a need for a uniform format in drafting the plans; and, (3) that virtually all departments have to work on their method for assigning weighted values. Some departments have clear criteria defined, a weighting system, and method for differentiating between individual performances, but the method for assigning and measuring values is unclear.

COLLEGE OF APPLIED SCIENCES AND TECHNOLOGY

Department of Agriculture and Natural Resources:

- No method for differentiating between individual performances by at least distinguishing between below-at-or above satisfactory performance levels;
- No chairperson input into weighting systems established in individual faculty evaluation plans;
- Fixed 10% weight for "scholarly productivity" creates a bias against any research-oriented faculty;
- Recommended strengthening of criteria for defining service;
- No clear statement that the chair will annually distribute the unit evaluation system;
- No method for reconsideration of performance evaluation at the Dean and VPAA levels.

Department of Home Economics:

- No statement that full-time and part-time faculty will be assessed;
- No statement of either faculty member input or chairperson input into weighting systems established in individual faculty evaluation plans;
- No method for differentiating between individual performances by at least distinguishing between below-at-or above satisfactory performance levels since "expected minimums" are not quantified;
- No statement of either a required or optional review for tenured and non-tenured faculty;
- No statement of any of the required chairperson's responsibilities specified in the Minimum Guidelines";
- No statement of any of the required faculty member's responsibilities specified in the "Minimum Guidelines";
- No statement for reconsideration of performance evaluation at the Dean and VPAA levels;
- Recommended reconsideration of set 70/15/15 percent weightings for teaching/professional achievement/service;
- No evaluation process stated at all.

Department of Industrial Education and Technology:

- Recommended reconsideration in method for differentiating between individual performances of pre-determination that at any one time a larger number of individuals are performing at a high level than a low level;
- No method for reconsideration of performance evaluation at the VPAA level;
- Recommended reconsideration of the composition of "Evaluation Hearing Committee."

- No statement of any of the chair's required responsibilities stated in the Minimum Guidelines;
- No statement of any of the faculty member's required responsibilities stated in the Minimum Guidelines;
- No method for reconsideration of performance evaluation at the Dean and VPAA levels;
- Virtually no evaluation process stated at all.

Department of Communications:

- No statement that full-time and part-time faculty are to be evaluated;
- Criteria for teaching/scholarly productivity/service needs clarification;
- No statement of faculty member's and chair's input into weighting system established in individual evaluation plan;
- No method for differentiating between individual performances by at least distinguishing between below-at-or above satisfactory performance levels;
- No statement of either a required or optional annual review for tenured and non-tenured faculty;
- No statement of any of the chair's responsibilities stated in the Minimum Guidelines;
- No statement of any of the faculty member's responsibilities stated in the Minimum Guidelines;
- Virtually no evaluation process stated at all.

Department of English, Foreign Languages, and Philosophy:

- No weighting system;
- No statement of chair's responsibility to recommend improvements to faculty members in writing;
- No method for reconsideration of performance evaluation at the VPAA level.

Department of Geography, Government, and History:

- No statement that full-time and part-time faculty are to be evaluated;
- No criteria defined for teaching, scholarly productivity, or service;
- No weighting system defined;
- No statement of faculty member input into weighting system of individual evaluation plan;
- No method for differentiating between individual performances by at least distinguishing between below-at-or above satisfactory performance levels;
- No statement of either required or optional annual review of tenured and non-tenured faculty;
- No statement of any of the chair's required responsibilities stated in the Minimum Guidelines;

Department of Physical Sciences:

- No statement that part-time faculty will be evaluated;
- Criteria for teaching, scholarly productivity, and service needs further elaboration;
- No method for differentiating between individual performances by at least distinguishing between below-at-or above satisfactory performance levels;
- No statement that chair will annually distribute the unit evaluation system;
- No statement that chair will recommend improvements to the faculty member in writing (feedback is stated, but not improvements);
- No statement that the chair will submit a summary of faculty evaluation results to the Dean and VPAA;
- No method for reconsideration of performance evaluation at the Dean and VPAA levels.

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COLLEGE OF BUSINESS

Department of Accounting and Economics:

- Clarification that full-time and part-time faculty will be evaluated;
- Method for differentiating between individual performances needs further elaboration and clarification (no clear guidelines for assignment of weighted values);
- No statement of chair's required responsibility to provide written feedback by 3rd. Friday in February;
- No statement of chair's required responsibility to recommend improvements to faculty in writing;
- No statement of chair's required responsibility to submit a summary of faculty evaluation to Dean and VPAA;
- No statement of any of the required responsibilities of faculty members stated in the Minimum Guidelines;
- No method for reconsideration of performance evaluation at the VPAA level.

Department of Information Sciences:

- Clarification that full-time and part-time faculty will be evaluated;
- No statement of chair input into weighting system of individual evaluation plan;
- No method for differentiating between individual performances by at least distinguishing between below-at-or above satisfactory performance levels (No scale provided);
- No statement of chair's required responsibility to provide written feedback by 3rd. Friday in February;
- No statement of chair's required responsibility to recommend improvements in writing (needs to state more than "a summary");

Department of Leadership and Secondary Education:

- Clarification that full-time and part-time faculty will be evaluated;
- Lack of specificity in notion of what is average performance in the method for differentiating between individual performances;
- Clarification as to whether a required or optional annual review will occur for tenured and non-tenured faculty;
- No statement of chair's required responsibility to annually distribute the unit evaluation system;
- No statement of chair's required responsibility to submit a summary of faculty evaluation results to VPAA;
- No method for reconsideration of performance evaluation at the VPAA level.

Department of Health, Physical Education and Recreation:

- No method for differentiating between individual performances by at least distinguishing between below-at-or above satisfactory performance levels;
- No statement of chair's required responsibility to annually distribute the evaluation system;
- No statement of chair's required responsibility to submit a summary of faculty evaluation results to VPAA;
- No statement of a faculty member's right to respond to chair's evaluation in writing;
- No method for reconsideration of performance evaluation at the Dean and VPAA levels.

Department of Psychology:

- Confusion in weighting and ranking criteria, especially chair's role;
- Great difficulty in understanding process for differentiating between individual performances by at least distinguishing between below-at-or above satisfactory performance levels (formatting and writing style incorporated in plan contributed to difficulty in determining compliance);
- No statement of chair's required responsibility to provide written feedback by 3rd. Friday in February;
- No statement of chair's required responsibility to recommend improvements in writing;
- No statement of faculty member's required responsibility to keep evaluation documents for a designated number of years;
- No statement of the faculty member's right to respond to chair's evaluation in writing;
- Bias in method for reconsideration of performance evaluation at the Dean and VPAA levels since the appeal process is restricted to individuals seeking to move from one evaluation level to a higher level.

FACULTY SENATE AGENDA

October 18, 1990

East Room A

- ~~I.~~ Call to order 4:14
- ~~II.~~ - Consideration of minutes of October 4, 1990 *PASSED with addition*
- ~~III.~~ Chair's Report *Final*
- ~~IV.~~ Vice-President's Report
- ~~V.~~ Faculty Regent's Report *No Report*
- VI. Committee Reports
  - ~~A.~~ Ad Hoc Committee on Faculty Assessment/Performance Based Pay - Presentation of results of the survey of the departmental Faculty Evaluation Plans
  - ~~B.~~ Academic Policies Committee - Standing Committee nominations
  - ~~C.~~ Educational Standards Committee - University Academic Regulations (UAR's) *Administrative*
  - ~~D.~~ Fiscal Affairs Committee - Meeting with Director of Libraries
  - ~~E.~~ Professional Policies Committee - Survey of Faculty on Perceptions concerning departmental policy on released time
- VII. New Business
- VIII. Announcements
- IX. Adjournment

CHAIR'S REPORT  
October 18, 1990

1. Meeting with President Grote (Oct. 9, 18).

- a. The President has acted on the Senate's request to have approximately two thirds of the membership of the Commission on General Education come from the faculty. Dean Rogers will be the Chair (non-voting) with 2 additional members, 13 being faculty. Dr. Grote selected 10 faculty from among the 22 "approved faculty" from the original list of 52 voted on by the Senate. After consultation with the chair and others, three were chosen from the list of 52 faculty. The names of the selected faculty are:

APPLIED SCIENCES & TECHNOLOGY: Dennis Karwatka and Pauline Ramey

ARTS & SCIENCES: Lindsey Back, Russ Brengelmen, Vincente Cano, Bob Franzini, and Vickie Weir\*.

BUSINESS: Beverly McCormick and Gary VanMeter

EDUCATIONAL & BEHAVIORAL SCIENCES: Bob Bylund, Lynne Fitzgerald\*, Jerry Franklin\*, and Charles Morgan.

\*Indicates person was not on the approved list.

- b. There was discussion of the low faculty turnout for Dr. Siegel's presentation at the Thursday, October 11, 10:20 convocation, and the memo distributed to all faculty by Vice-President Philley. Reasons for the low turnout were presented with suggestions made as to how this problem can be addressed in the future.
- c. The President announced that there will be a change in the calendar concerning Finals Week. There will be a Reading Day scheduled for Wednesday of that week (Dec. 10-14).

2. Graduate Dean Search Committee. Dr. Dan Thomas announced the names of the members of the Search Committee for the Dean of Graduate and Extended Campus Programs. They are: Bernard Davis (chair), Joe Bendixon, Paul McGhee, Barbara Niemeyer (Senate nominee), Jonell Tobin (MSU Morgan Center), and Dave Saxon.

3. Senate Executive Council Meeting with Dean Philley. A Personnel Policies Manual (standard size) will be distributed to all faculty and chairs in the near future. The academic policies PAC-1, PAC-10 and PG-5 have not yet been discussed in the President's Executive Council meetings and consequently cannot be acted on by the Senate. The Senate Constitution is being looked at by various administrators. All of these policies are to be presented to the Board of Regents at their December meeting.

**ACADEMIC POLICIES COMMITTEE**  
**Standing Committee Nominations**  
**Passed October 18, 1990**

**CONCERT & LECTURE SERIES** Two faculty members. Two years, 1/2 replaced each year.

EBS	Daniel Fasko	Sec. Ed.	1
A&S	Michael Accord	Mus.	2

**EMPLOYEE BENEFITS** One faculty member from each college. Four year term, 1/4 replaced each year.

AS&T	Scott Gillock	IET	4
A&S	Maurice Esham	Phy Sci	3
BUS	Dale Caudill	Mngt/Mkt	2
EBS	Anna Demaree	Psy	1

**ENVIRONMENTAL QUALITY** Three faculty members. Three year term, 1/3 replaced each year.

Wade Cain	Chem	3
Donna Phillips	Soc	2
Brian Reeder	Bes	1

**HONORS PROGRAM** One faculty member from each college. Two year term, 1/2 replaced each year.

AS&T	Jackie Darling	NAHS	2
A&S	James Mann	Math	1
BUS	Jack Henson	Inf. Sci.	2
EBS	Larry Griesinger	Sec. Ed.	1

**INTERCOLLEGIATE ATHLETICS** Six faculty members, no two from same department. 50% from protected classes, at least two women. Three year term, 1/3 replaced each year.

Gail Ousley	Inf. Sci.	1
Ronald Tucker	IET	1
Joyce LeMaster	Eng	2
Robert Meadows	Mngt/Mkt	2
Lynne Fitzgerald	PHED	3
Ted Pass	BES	3

**INTERNATIONAL EDUCATION PROGRAMS** Two faculty members from each college. Two year term, 1/2 replaced each year.

AS&T	Debby Johnson	ANR	1
AS&T	Pauline Ramey	NAHS	2
A&S	Thomas Yancey	Comm	1
A&S	Eugene Hastings	Eng	2
BUS	Hilary Iwu	Inf. Sci.	1
BUS	Terry Elliott	Acct/Econ	2
EBS	Marium Williams	Sec. Ed.	1
EBS	Alban Wheeler	Soc	

**INTERNATIONAL STUDENT** One faculty member from each college. Two year term, 1/2 replaced each year.

AS&T	Veeramutha Rajaravivarma	IET	1
A&S	Dale Greer	Comm	1
BUS	Ray Bernardi	Inf. Sci.	2
EBS	Bradley Clough	Psy	2





FACULTY SENATE

UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226

M E M O R A N D U M

TO: Deans and Department Chairs

FROM: Bob Lindahl, Chair  
MSU Faculty Senate

Larry Griesinger, President  
MSU Chapter of the AAUP

RE: Open Faculty Forum

DATE: October 22, 1990

We would like to take a moment to invite you to an event co-sponsored by our two organizations and the Office of the Vice-President for Academic Affairs. An Open Faculty Forum on issues related to faculty evaluation and performance-based pay is scheduled for Wednesday afternoon, October 31st., from 3:30 p.m. - 5:30 p.m. in Room 111 Claypool-Young Art Building. There will be an opportunity for faculty and administrators to ask questions, voice their concerns, and find out what is taking place on campus as these two processes continue.

We would also like to request that you encourage the faculty of your respective colleges and departments to attend if their schedules permit. If you have any questions concerning the Forum, please contact either of us or Mike Seelig who chairs the Senate's Ad Hoc Committee on Faculty Evaluation and Performance-Based Pay.



FACULTY SENATE

UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226

M E M O R A N D U M

TO: All MSU Faculty

FROM: Bob Lindahl, Chair  
MSU Faculty Senate

Larry Griesinger, President  
MSU Chapter of the AAUP

RE: Reminder of Open Faculty Forum

DATE: October 26, 1990

Last week you should have received a notice from the Office of the Vice-President for Academic Affairs informing you of an Open Faculty Forum on faculty evaluation and performance-based pay to be held on Wednesday afternoon, 10/31/90, from 3:30 p.m. - 5:30 p.m. in Room 111 Claypool-Young Art Building.

As co-sponsors of the event, we would like to encourage you to attend. It will be an opportunity for faculty to ask questions, voice concerns, and find out exactly how faculty evaluation and performance-based pay processes are proceeding on campus.

FACULTY SENATE AGENDA  
November 1, 1990  
Riggle Room

- I. Call to order 4:14
- II. Consideration of minutes of October 18, 1990 *Mahoney as directed*
- III. Chair's Report
- ~~IV.~~ Vice-President's Report
- ~~V.~~ Faculty Regent's Report
- ~~VI.~~ Undergraduate Dean's Report *Task of 11/1/90*
- VII. Committee Reports
  - ~~A.~~ Ad Hoc Committee on Faculty Assessment/Performance Based Pay
    - 1. Report on Faculty Forum
    - 2. Revisions to Minimal Guidelines for Faculty Evaluation Plans
  - B. Academic Policies Committee
    - ~~1.~~ Nominations on Standing Committees
      - a. Research & Patent
      - b. Registration
    - 2. Attendance Policy Proposal *Withdrawn*
    - 3. Recommendation concerning Committee on Service
  - ~~C.~~ Educational Standards Committee - Student Access to Records (Buckley Amendment) - 1st Reading
  - ~~D.~~ Fiscal Affairs Committee
    - 1. Discussion of life insurance options for retirees
    - 2. New medical insurance rates
  - E. Professional Policies Committee
- VIII. New Business
- IX. Announcements
- X. Adjournment

*Viton 5:20 90*

Attachment A

CHAIR'S REPORT  
November 1, 1990

1. Senate Executive Council Meeting (October 29)
  - A. The chair and vice-chair, respectively, of the Faculty Rights and Responsibilities Committee are Charles Morgan and Helen Northcutt.
  - B. The Senate Executive Council is initiating a review on University policy concerning the membership on Search Committees.
  - C. Concern was raised about the lack of compensation for travel related to teaching a second off-campus course and for teaching courses abroad.
2. Meeting with Senator Seelig and Vice-President Philley (October 29) - In preparation for the Faculty Forum on faculty evaluation plans and performance-based pay, Vice-President Philley has agreed that the Senate should participate in the review of unit plans concerning compliance with minimal guideline standards.
3. Meetings with President Grote (October 23, 30) - In response to a question raised about the adequacy of the library budget, the President stated that additional money is being spent in addressing some of the concerns by SACS. The President was informed that the Senate Executive Council will be review policy on Search Committee membership.

FACULTY SENATE PROPOSAL

TITLE: Recommendation for the Selection of Distinguished Faculty Service Award

SUBMITTED BY: Academic Policies Committee DATE: November 1, 1990

BACKGROUND/ANALYSIS:

The attached proposal was prepared by the Ad Hoc Committee on Service. President Grote has asked for comments from the Faculty Senate. this is the first opportunity for Academic Policies to present a recommendation due to pressure of standing committee nominations.

PROBLEM/NEED:

PROPOSAL:

That the Faculty Senate endorse the proposed "Recommendations for the Selection of Distinguished Faculty Service Award" with a very minor modification. The modification is underlined in the proposal and originated in the Academic Policies Committee.

COST:

ANTICIPATED CONSEQUENCES:

SHORT TERM:

LONG TERM:

ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION:

The chair of the Faculty Senate shall notify the University President of Senate action.

ACADEMIC AFFAIRS  
FOR  
VICE PRESIDENT  
OFFICE OF

JUN 29 1990

RECEIVED

RECEIVED  
Planning, Institutional  
Research & Evaluation

AUG 2 1990

RECOMMENDATIONS FOR THE

SELECTION OF DISTINGUISHED

FACULTY SERVICE AWARD

Gaye L. Osborne, Chair  
1989-1990 MSU Committee on Service

Committee Approved: June 29, 1990

GUIDELINES FOR SELECTION OF  
THE DISTINGUISHED FACULTY SERVICE AWARD

Introduction

The MSU Committee on Service has been charged with the task of recommending to the Vice President for Academic Affairs the recipient of the Distinguished Faculty Service Award.

Criteria

The recipient of the Distinguished Faculty Service Award must be a faculty member who is best characterized as a person who exemplifies the highest ideals of citizenship and service.

Service

Service may include, but not be limited to the following:

Participation on University, College,  
and Department ad hoc and standing committees

Service as an official representative of the  
University

Sponsorship or advisor of University approved  
extra-curricular activities

Coordination of and participation in workshops,  
conferences, clinics, inservice, and special  
events

Development of non-research proposals

Development of relationships/partnerships with  
external groups (business, civic, education, and  
government) whether compensated or not.

Service which enhances Morehead State University  
and is rendered as a citizen, not as a representative  
of the University

Eligibility

Nominees for the Distinguished Faculty Service Award must be:

Full-time\* faculty members as defined by PG-2, page 1,  
statement 1 (University Personnel Policy Manual)

\* Reference: PG-3, statement 1 (University Personnel Policy  
Manual).



**Distinguished Faculty Service Award  
Recommended Timeline for 1991\***

The following suggested dates should only be considered as guides.

- FEB 1 Provide the Director of Media Relations with information about the DFSA nomination procedure for publication to the Update, Trail Blazer, The Morehead News, Alumni Newsletter and the radio.
- FEB 11-15 Nomination procedures will be published. Send an information sheet to faculty, professional staff (administrative, exempt and non-exempt). Sample attached. (Address labels can be obtained from the Alumni Office.)
- MAR 4 Deadline for receipt of nominations. Specify only one address for submissions, set an absolute date/time for receipt of nominations and do not deviate from it for any reason.
- MAR 6 Decide which committee members will be responsible for sending nominees a request for support information. Provide a formal letter for each nominee. Sample attached.
- MAR 25 Deadline for receipt of support information from nominees.
- APR 1-8 Committee members privately and individually read the papers supplied by each nominee.
- APR 10 Full committee review.
- APR 11 Select the DFSA recipient and keep the name confidential for at least the immediate future.
- Inform the Vice-President for Academic Affairs of the committee's selection. The VPAA will decide the best date to personally contact the DFSA recipient.
- Prepare copies of the DFSA recipient's resume (1-2 pages only).
- APR 15 Provide the Director of Media Relations with the DFSA recipient's name and the copies of the resume and letter of nomination. The Director will develop biographic information and have a photograph taken for the newspapers.

Provide the Director of the Honors Program with the DFSA recipient's name to facilitate procedures at the Academic Awards Convocation.

Provide the Director of the Office of Printing Services with the DFSA recipient's name so a certificate can be printed which the President will sign. The certificate will be incorporated into a plaque and presented by the President. Sample attached.

Have the DFSA recipient's name engraved on the medallion back and on the DFSA plaque in the library.

END APR/  
BEGIN MAY

Academic Awards Convocation and presentation of the Distinguished Faculty Service Award. The recipient will receive the Distinguished Faculty Service medallion and certificate signed by the President.

Committee members personally contact the other DFSA nominees and return their papers.

Committee chair sends the letters of nomination to the office of the VPAA to be placed in a confidential file for security.

\*

FUTURE TIMELINES SHOULD TAKE SPRING BREAK INTO CONSIDERATION.

NOMINATIONS DUE FOR  
1991 DISTINGUISHED FACULTY SERVICE AWARD

The MSU Committee on Service requests nominations by 4 p.m. March 4, 1991, for the 1991 Distinguished Faculty Service Award.

Any full-time\* MSU faculty member as defined by PG-2, page 1, statement 1 (University Personnel Manual)\*\* can be nominated. The award will be granted on the basis of satisfying a variety of the service criteria.

Service may include, but not be limited to the following:

Participation on University, College, and Department ad hoc and standing committees

Service as an official representative of the University

Sponsorship or advisor of University approved extra-curricular activities

Coordination of and participation in workshops, conferences, clinics, inservice, and special events

Development of non-research proposals

Development of relationships/partnerships with external groups (business, civic, education, and government) whether compensated or not.

Service which enhances Morehead State University and is rendered as a citizen, not as a representative of the University

Nominations may be made by faculty members, staff members, students, alumni, or individuals outside the university community. ALL NOMINATORS SHALL REMAIN ANONYMOUS. A nomination must include the name, address, and telephone number(s) of the nominee. Nominations should be submitted to (name and address to be added)

\* Reference: PG-3, statement 1 (University Personnel Policy Manual).

\*\* Those individuals whose primary responsibility is teaching and who are qualified for the titles of Professor, Associate Professor, Assistant Professor, or Instructor.

## FACULTY SENATE PROPOSAL

TITLE OF PROPOSAL Attendance Policy - University Standing Committees

SUBMITTED BY Academic Policies Committee DATE November 1, 1990

### BACKGROUND/ANALYSIS:

Situations arise where members of a standing committee are excessively absent from committee meetings. This places an added burden on other members of the committee.

### PROBLEM/NEED:

A procedure for replacing members of standing committees who are excessively absent from meetings.

### PROPOSAL:

The Faculty Senate urges each University standing committee to immediately adopt and enforce an attendance policy for meetings. Also, if a member reaches the specified limit for absences, the appointing body (Faculty Senate, Staff Congress, Student Government Association) shall be requested to name a replacement to the committee. Furthermore, each standing committee meetings are scheduled at a time which permits attendance by all committee members.

### COST:

### ANTICIPATED CONSEQUENCES:

### SHORT TERM:

L

### LONG TERM:

### ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION:

The chairperson of the Faculty Senate shall convey this request to each University standing committee, the chairpersons of other appointing bodies, and the president of the University.

FACULTY SENATE AGENDA  
November 15, 1990  
Riggle Room

- I. Call to order
- II. Consideration of minutes of November 1, 1990 - *As Corrected*
- III. Chair's Report - *Attach A*
- IV. Vice-President's Report
- ~~V.~~ Faculty Regent's Report
- VI. Committee Reports
  - A. Ad Hoc Committee on Faculty Assessment/Performance Based Pay - update
  - B. Academic Policies Committee
    - 1. Attendance Policy, Standing Committee - 2nd Reading ~~was~~ *PASS*
    - 2. Proposal from Committee on Service - 2nd Reading ~~was~~ *PASS*
  - C. Educational Standards Committee
    - 1. Students Rights in Access to Records - 2nd Reading ~~was~~ *PASS*
    - 2. Mid-term Grades - 1st Reading
    - 3. Academic credit for participation in intercollegiate athletics - report
  - D. Fiscal Affairs Committee
    - 1. Library Resolution - *1st Reading*
    - 2. Progress Report on PAC-10 - *4:10 BK 208 11-29*
  - E. Professional Policies Committee
    - 1. PAC-1 - 1st Reading
    - 2. ~~PAC-3~~ - 1st Reading
    - 3. Resolution - Thanksgiving Break
    - 4. Report on Release Time Survey
- VII. New Business
- VIII. Announcements
- IX. Adjournment

*see notes* *next 2 weeks*

**CHAIR'S REPORT**  
**November 15, 1990**

1. Meetings with President Grote (November 6, 15).

- A. The Herald-Leader article on salaries and numbers of women on the faculty/administration at KY institutions of higher education was discussed. A study at MSU is being initiated concerning women hired after the last several years. President Grote believes that the equity pay formulas used during the last two years has resulted in women faculty salaries at the University not being seriously out of line.
- B. The PAC-1, PAC-10, and PG-3 policies are now available for the Senate Committees to review. The President's Executive Council recommends the following with regard to PAC-10 (Extraordinary Compensation):
  - 1. No change in summer compensation (2% per base salary per credit hour)
  - 2. Road milage compensation for each off-campus course taught.
  - 3. Compensation for courses taught abroad when revenues are generated to the University through fees.

The President justifies the 2% summer pay formula by stating that the 14% average salary increase will more than compensate for the smaller percentage in the summer compensation rate.

- C. Dr. Grote said that he was sympathetic to concerns about the budget for library materials and that a memo has been sent to the Alumni office requesting help in raising money for this purpose.
  - D. The Senate Resolution on the Thanksgiving Week Break was discussed. The President is not favorably disposed to extending the present break to the whole week. A study is being made of the class time allocations at MSU compared to benchmark.
  - E. The Senate Constitution has been reviewed by the Presidents Executive Council. Their response will soon be made available to the Senate.
2. A committee has been created by Vice-President Philley to develop procedures relating to performance-based compensation of faculty. The members of this committee are: Marc Glasser (Chair), Richard Daniel, Gerald DeMoss, Mike Harford, Bob Lindahl, Dave Rudy, Mike Seelig, Judy Willard, and Gene Young.

The committee is to establish guidelines for the awarding of performance based pay and should complete this task within a month.

1<sup>st</sup> Reading  
1-15-90

**Policy: PG-3**

**Subject**

**Types of Appointments**

**Approval Date: 07/01/85**  
**Revision Date: 03/26/87**

**PURPOSE:**

The purpose of this policy is to list and define the types of appointments which may be made to faculty or staff members of the University.

**STANDING I APPOINTMENT:**

Standing I Appointment designates those appointments which are full-time and for which no ending date is specified. Such appointments are terminable in accordance with the appropriate University policy. Standing Appointments are regular (see PG-4 and PG-1) and must be backed by permanent budgeted funds. The position for each Standing Appointment appears as a line item of a departmental budget salary schedule and is assigned a budget position number on the payroll record. Standing Appointments may be used for all four payroll classification categories (see PG-2).

Standing appointments may be specified for seven, eight, nine, ten, eleven, or twelve months per fiscal year.

**STANDING II APPOINTMENT:**

Standing II Appointment designates those appointments which qualify as continuing part-time (see PG-1). Such appointments are terminable in accordance with the appropriate policy.

**FIXED-TERM I APPOINTMENT:**

Fixed-Term I Appointment designates those appointments which are full-time for a fixed period of time of at least six calendar months. Such appointments are regular. The position does not have to be backed by permanent funds.

Fixed-Term I Appointments may be used for all payroll classification categories including Instructors and any other individual in the academic payroll classification category not covered by the tenure regulations.

Fixed-Term II Appointments may be used when an individual is designated to serve in an Acting or Interim capacity. In such cases, the individual will:

1. Be granted a Leave of Absence with the mutual consent of both the losing and gaining administrative units, or
2. If mutual agreement cannot be obtained, relinquish any claim to the position from which he/she is departing.

Fixed-Term I Appointments, for those who qualify under PG-43 and PAc-25, may be made for up to four years.

*three additional*

*renewed*

A Fixed-Term I Appointments for faculty may not exceed one academic year nor span parts of two academic years, and the total of these appointments cannot exceed four consecutive academic years. Subsequent Fixed Term-I Appointments may be made after a minimum of one academic year absence from University employment.

Non-Faculty Fixed-Term I Appointments are renewable.

Such appointments are discontinued automatically at the stated ending date or for cause during the term of the appointment at the discretion of the President.

**FIXED-TERM II APPOINTMENT:**

Fixed-Term II Appointment designates those academic appointments which are full-time for less than six calendar months or for less than full-time for up to one year. Such appointments are nonregular and are for a fixed period of time. Such appointments are discontinued automatically at the stated ending date or for cause during the term of the appointment. These appointments may not be renewed.

1. If full-time for less than six months, until a period of six months has elapsed; or
2. If less than full-time for a period of up to one year, until a period of twelve months has elapsed.

**VISITING APPOINTMENT:**

Visiting Appointment designates an appointment in which "visiting" is part of the title. Such an appointment is nonregular whether full-time or part time. Visiting Appointments apply to academic personnel only. Such appointments are normally limited up to one year. The position does not have to be backed by budgeted funds.

**SUPPLEMENTARY APPOINTMENT:**

Supplementary Appointments designate those appointments which are supplementary to Standing Appointments and have the effect of providing additional contractual obligation beyond the terms of the Standing Appointment. For example, a Supplementary Appointment is used if an individual whose standing contractual obligation is for nine months but is employed temporarily for one to three additional months.

Supplementary Appointments are also used to designate those appointments which are supplementary to Standing or Fixed-Term I Appointments to compensate for approved additional services provided during the same weeks of service of those appointments. For example, a Supplementary Appointment is used if an eligible employee whose standing contractual obligation is for twelve months and is employed to teach a course for additional compensation.



**APPOINTMENT  
WITHOUT  
REMUNERATION:**

Appointment Without Remuneration designates an appointment of an individual who does not receive remuneration for the academic position held in the University. Such individuals include those designated as Clinical Faculty Appointments outlined in PAC-1 or those visiting faculty who are not being paid by the University. The position does not appear as a line item on the departmental budget salary schedule and is not assigned a budget position number on the payroll record.

**WAGE PAYROLL:**

All other employees of the University who are not specifically appointed to budgeted positions are considered wage payroll employees. As such, they are nonregular and may be terminated upon notice. A Personnel Action Request is submitted on which the time frame for the appointment and the rate of pay are designated. Actual hours worked are submitted on biweekly time sheets.

Wage Payroll appointments are used for:

1. Temporary positions which are positions for a period of time not to exceed six (6) months in any even and are not renewable; or
2. Part-time positions which are positions that may be permanent in duration, but which require less than an annual or fiscal year average of one hundred (100) hours of work per month.

# DRAFT

11/15/90

FACULTY SENATE

Subject: Definition of Academic Titles	Section Number: PAC-1 Approval Date: 7/1/85 Revision Date:
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**PURPOSE:** To describe ~~the academic titles types of ranks~~ and the qualifications necessary for appointments or promotion to them.

**EARNED DEGREES:** In assessing candidates' credentials for personnel actions, the University will accept only those degrees earned at institutions in the United States that have been accredited by regional higher education accrediting associations and professional accrediting associations in disciplines in which such accrediting takes place or foreign degrees that have been earned at institutions recognized by their respective governments. These earned degrees from qualified institutions (per above) are the only ones that the University will acknowledge for appointment, determination of rank, or subsequent personnel decisions. Further, misrepresentation of such information by an individual can be cause for termination of employment.

**TERMINAL DEGREES:** The terminal degree will be considered an earned doctorate from an accredited institution ~~(per above)~~ in the individual's teaching area field as recognized by the Southern Association of Colleges and Schools. Exceptions will be those non-doctoral degrees considered to be terminal degrees by the professional accrediting bodies in that discipline recognized by the Council on Post-secondary Accreditation (COPA). A list of acceptable nondoctoral degrees that are considered terminal by SACS and professional accrediting bodies recognized by COPA shall be maintained in Vice President for Academic Affairs office unless the national professional organization representing the individual's teaching area recognizes an alternate degree. In those situations where the national professional organization does not define the term terminal degree, the faculty of the department in question will be responsible for identifying and providing evidence to the Vice President for Academic Affairs to reflect common national practice in that teaching area which supports the acceptance of the alternate degree as the terminal degree.

**GENERAL ACADEMIC** ~~These~~ The following ranks are recognized by the University applicable to individuals classified in the academic category, to Deans of the colleges, and Academic Department Chairs and to individuals in the administrative category if specifically approved by the President.

1. Lecturer--This title is used for appointments of nonregular faculty members who teach on a temporary or casual basis or if on a continuing basis for less than full-time. ~~A~~ The minimum qualification is the master's degree ~~or equivalent experience~~ with 18 graduate semester hours in the teaching field or approved unique experience and demonstrated competence is required.

~~Individuals whose entire teaching assignment is composed of remedial and/or developmental courses can also qualify for the title with the baccalaureate degree in the teaching field as well as experience appropriate to this teaching assignment or graduate training in remedial education.~~

2. Instructor-- This title is for an individual whose primary responsibility is teaching. ~~and who does not meet the criteria for assistant professor will hold this~~ The minimum qualification for this fixed-term, non-tenurable faculty rank is the master's degree ~~in the teaching field is considered the minimal level of education for those holding this rank,~~ with 18 graduate semester hours in the teaching field or approved unique experience and demonstrated competence.

~~Other individuals whose entire teaching assignment is composed of remedial and/or developmental courses can also qualify for this fixed-term non-tenurable rank with the baccalaureate degree in the teaching field as well as with experience appropriate to this teaching assignment or graduate training in remedial education.~~

3. Assistant Professor--The terminal degree in the teaching specific field or master's degree with 18 graduate semester hours in the teaching field and unique experience and demonstrated competence are required for those holding this rank. ~~evidence of an equivalent level of achievement through professional growth usually is considered the minimal level of education for this rank.~~

4. Associate Professor--The Associate Professor shall possess the terminal degree in the teaching field, ~~same basic requirements as the Assistant Professor, and in addition~~ if the rank is granted upon appointment, there must be evidence of ~~an established reputation in~~ scholarly, artistic, or professional achievements. When considered for promotion to this rank, ~~in addition to meeting the above requirements,~~ a faculty member must have been an ~~hold the rank of~~ Assistant Professor for a minimum of four years, three of which must have been at Morehead State University, and meet the criteria required under PAC-2 (Promotion).
  
5. Professor--The terminal degree in the teaching his/her ~~specific field is required, and in addition~~ if the rank is granted upon appointment, there must be evidence of an ~~outstanding established reputation in~~ scholarly, artistic, or professional achievements. This rank should be reserved for persons of proven stature in their fields. When considered for promotion to this rank, in addition to meeting the above requirements, a faculty member must have been an ~~hold the rank of~~ Associate Professor for five years, three of which must have been at Morehead State University, and must show evidence of outstanding teaching, professional achievement, and service to the University during that period. ~~Case~~ PAC 27

**REGARDING THE CRITERIA FOR RANKS:**

*Move to Sen. Academic*

The minimal criteria set forth for these ranks should not be interpreted as an exclusive set of conditions to be met; nor should they be so rigidly applied as to prevent the appointment or promotion of an individual with outstanding professional experiences and accomplishments whose application is accompanied by tangible supporting evidence. These criteria may be supplemented by departmental and/or college requirements agreed upon by the faculty of the department and colleges. Deans and/or Department Chairs must inform faculty members and the University Faculty Promotion Committee of all supplemental requirements for promotion.

**EXCEPTIONS TO MINIMAL REQUIREMENTS:**

~~It is expected that the minimal requirements will be used in determining rank of regular faculty members. Requests for exceptions must be submitted to the President through the Tenure and Promotion Committee, Department Chair, the Dean, and the Vice President for Academic Affairs with the recommendations from each recommending party.~~

CLINICAL FACULTY  
APPOINTMENTS:

A clinical faculty appointment is used for ~~supervisor-instructors~~ in such programs as Medical Technology, Nursing, and Radiological Technology. Such individuals normally ~~are~~ professional staff employees of the off-campus external clinical affiliates associated with ~~such~~ programs of study at the University. They are not paid by the University; however, the title may be used to identify their role with University programs.

VISITING  
APPOINTMENTS:

Visiting appointment titles (see Types of Appointments PG-3) are used to designate individuals from other institutions or employees who are employed ~~teach~~ either full-time or part-time for a limited period of time (usually no more than a year). The titles used for these visiting appointments will be determined by the academic unit and approved by the Vice President for Academic Affairs and Dean of Faculties, may be Visiting Professor, Visiting Associate Professor, or Visiting Assistant Professor.

FACULTY SENATE AGENDA  
SPECIAL MEETING  
November 29, 1990  
Riggle Room - 4:10 pm

- I. Call to order
- II. Professional Policies Committee
  - A. PAC-1: Definition of Academic Titles - 2nd Reading
  - B. PAC-10: Extraordinary Faculty Compensation - 1st Reading
  - C. PG-3: Types of Appointments - 2nd Reading
  - D. Thanksgiving Break Resolution - 2nd Reading
- III. Adjournment

**CHAIR'S REPORT**  
**November 29, 1990**

1. Meeting with President Grote (today).
  - A. The President agrees that fix term faculty who were hired with the understanding that there could be up to 5 years of continuous service will still be provided with that opportunity. the proposed PAC-1 and PG-3 policies may be further modified by the Presidents Executive Council so as to place a cap of 3 ears of continuous service, as opposed to 4 years. This policy will affect all new fixed term faculty effective as of the next academic year.
  - B. Concerning PAC-10, the President believes that due to the limited budgets for the 1990-92 academic years, no change should be made in the percentage compensation for summer pay in 1991. The President stated that a priority should be made during the 1992-93 year in faculty summer salaries reaching benchmark salaries.
2. The Chair received a memo from the Presidents office concerning suggested revisions and clarifications of the proposed Senate Constitution. Discussion will take place next Thursday between the President and the Chair.

1st Reading  
11-29-90

Subject: Extraordinary Faculty Compensation

Approval Date: 7/1/85

Revision Date: 8/6/88

**PURPOSE:**

To outline pay policies for services in excess of those covered in the basic contract for services.

**SUMMER COURSES:**

Nine-month faculty contracted for instructional purposes during summer terms will receive compensation equal to 2 percent per semester credit hour of his/her previous year's nine-month contract. For faculty on extended-month contracts, the nine-month base salary will be used.

A faculty member's summer compensation is not to exceed 24 percent of his/her previous contract and is paid on a per semester credit hour basis. Exceptions must be approved by the Vice President for Academic Affairs and Dean of Faculties.

**TELECOURSES:**

University faculty supervising/teaching credit telecourses offered over the Kentucky Educational Television network should have the telecourse scheduled as part of the faculty member's regular teaching load. If scheduling the class is not feasible as part of the faculty members' regular workload and the telecourse requires an additional workload assignment, the faculty member will be paid \$100 ~~\$70~~ per student up to maximum of 12 students in a three-semester-hour telecourse.

In circumstances where there are fewer than 12 students, teaching load and compensation will be calculated at the rate of four students equal one semester credit hour.

In addition, faculty will be paid \$100 for preparation of telecourse material. This compensation is a one-time payment per course, not contingent upon the enrollment of the course.



**COURSES TAUGHT  
ON-CAMPUS BY  
LECTURERS PART  
TIME FACULTY OR BY  
APPROVED MEMBERS  
OF THE UNIVERSITY  
STAFF:**

Compensation shall be paid on a per semester credit hour basis. Additionally, lecturers such faculty who reside outside Rowan County the county where the course is taught may be reimbursed for travel and food expenses in accordance with University and State travel regulations. This does not apply to university staff whose official work place is campus. The rate of expense reimbursement is that fixed by the State. A receipt may be required for expenses other than food. Except in the case of an emergency, there is no provision to reimburse such faculty for overnight lodging expenses.

Each college Dean will submit a request to the Vice President for Academic Affairs for the number of such faculty needed each semester. This request should be submitted only after a check is made to determine if qualified faculty in other departments or colleges at the University are available to teach the needed courses. The Vice President for Academic Affairs will respond to the requests of the Deans by memorandum in which the number of positions available for each is designated. If the requested positions are not used in a given college, the Vice President for Academic Affairs can make them available to another college.

**COURSES TAUGHT  
IN THE REGION  
BY LECTURERS OR  
BY APPROVED  
MEMBERS OF THE  
UNIVERSITY STAFF:**

Compensation shall be paid on a per semester credit hour basis. Lecturers who live outside the county where a regional course is taught will receive additional compensation based on the distance between place of residence and the official work place (time-on-road). The formula for determination of the amount of time on-road pay will be the same as that used for full-time faculty with place of residence used instead of campus. Additionally, such faculty who reside outside the county where the course is taught may be reimbursed for travel and food expenses in accordance with University and State travel regulations. The rate of expense reimbursement is that fixed by the State. A receipt may be required for expenses other than food. Except in the case of

~~an emergency, there is no provision to reimburse such faculty for overnight lodging expenses. Distance will be determined by the official mileage chart that is maintained in the Office of Business Services.~~

~~Each college Dean will submit a request to the Vice President for Academic Affairs for the number of such faculty needed each semester. This request should be submitted only after a check is made to determine if qualified faculty in other departments or colleges at the University are available to reach the needed courses. The Vice President for Academic Affairs will respond to the requests of the Deans by memorandum in which the number of positions available for each is designated. If requested positions are not used in a given college, the Vice President for Academic Affairs can make them available to another college.~~

**COURSES TAUGHT  
IN THE REGION  
BY REGULAR  
OR PART-TIME  
UNIVERSITY  
FACULTY**

The compensation for teaching in the region is based entirely upon upon the factor of distance from the campus or official work place (time-on-road). the compensation is based on the official miles for one round trip between the campus or official work place and the site/center. The formula to be used is:

1. \$6.00 per mile for the first 50 miles.
2. \$5.00 per mile for the next 50 miles or fraction thereof.
3. \$4.00 per mile for all remaining mile.

This formula is for a three-semester hour course requiring a minimum of 15 trips class sessions. For one- and two- semester hour courses, the formula is reduced to one-third and two thirds of the base amount, respectively. Also, if the a three-hour course is in the nature of a workshop and thus requires less than 15 sessions or trips, the formula is reduced proportionately accordingly.

Each faculty member who teaches in the region will be compensated ~~for one course per term~~ whether it is taught as an in-

load or as overload. Deans should not schedule a faculty member for more than one regional course per term. If, because of extenuating circumstances, it is necessary for a faculty member to be assigned two additional regional courses during a given term, it must be approved in advance by the Vice President for Academic Affairs and the Dean of Faculties. ~~There will be no time-on-road compensation for the second class.~~

If a regular faculty member is scheduled to teach more than one regional course, then the time-on-road compensation will be based on the total round-trip mileage for one week.

Travel Mileage expenses and ~~food allowance~~ will be disbursed according to University and State regulations.

Distance will be determined by the official mileage chart that is maintained in the Office of Business Services.

Faculty who reside in counties where they are scheduled to teach an off-campus class will not receive time-on-road pay or travel expenses for that class.

#### CORRESPONDENCE COURSES:

Correspondence course instructors are paid \$3.50 per correspondence course lesson and \$12.00 per final examination grade.

A faculty member who revises an existing course is paid \$400.00 for the course revision.

#### COURSES TAUGHT IN FOREIGN COUNTRIES OR IN DISTANT PARTS OF THE UNITED STATES

The compensation for a faculty member teaching a course in foreign countries or within the United States but at a considerable distance from the University shall be determined by the formula used for faculty members who teach in the summer.

For a faculty member to be eligible for compensation, the course(s) being taught must be controlled by the University in the same manner as other offerings for which the University receives tuition.

Therefore:

- 1) The courses offered must be approved through

University channels:

- 2) The faculty member teaching the course(s) must be approved and scheduled by the appropriate academic units;
- 3) The University must receive tuition at the appropriate rate as established by the Council on Higher Education.

In the event travel expenses are not provided by any other agency, the University may will reimburse the instructor's travel expenses in accordance with University travel regulations provided sufficient revenue is generated by the course(s).

**COURSE TAUGHT  
BY ADMINISTRATORS  
AND STAFF  
WITHOUT  
COMPENSATION:**

~~Administrators and staff-exempt employees (other than Department Chairs and Deans) who hold tenure in an academic program and academic rank shall teach one course per calendar year. when requested. Failure to accept the teaching assignment shall result in the loss of faculty status. In very unusual circumstances The President may grant a one-year exceptions to this requirement. if other unusual conflicting assignments merit such an adjustment.~~

~~The course shall be taught without extra compensation. Extra compensation for these teaching assignments shall be made in accordance with PSE-11.~~

## APPROVAL OF UNIVERSITY ADMINISTRATIVE REGULATIONS (UARs)

December 3, 1990

General Assumptions: The following basic assumptions have been used in adopting a process to establish University regulatory procedures (non-PACs, PGs, PSEs and PAdS):

1. The Board of Regents has been granted certain statutory duties and other duties outlined in the 1983 By-Laws.
2. The 1983 By-Laws grant management of institutional operations to the President.
3. "Academic Policies" will be the name used for policies dealing with matters pertaining to academic matters that require BOR approval. The 1987 BOR approved procedure (see attached) will be used for the establishment of such policies.
4. Other personnel policies which require BOR approval will follow the 1990 process in use for submission to the Board of Regents.
5. Those regulations which are necessary for the administration of policies or statutes will be referred to as "University Administrative Regulations" (UARs) regardless of the division to which they relate to, i.e., Academic Affairs, Administration and Fiscal Services, Student Life, and/or University Advancement.

University Administrative Procedures: UARs are defined as administrative procedures that require written guidelines/steps to execute a policy and/or statute. A written format for submission of a UAR is attached.

Steps to be taken for the approval of these UARs will be as follows: 1) All UARs shall be initiated through the President or a Vice President. If another person/group proposes a procedure, it should be sent through the President or appropriate Vice President for completion of the established steps: 2) It is the responsibility of the initiator (President or Vice President) to circulate a draft of the UAR to all members of the Executive Council for comment. Using these comments, the UAR should be redrafted and submitted to the Executive Council for discussion; 4) After such discussion, the President or Vice President should seek input as appropriate from the Faculty Senate, Staff Congress, Student Government Association, Academic Council, University Standing Committees, etc. Comments from all those consulted will be used to draft a final version. If necessary, the UAR would be sent back to the Executive Council for further discussion; and 5) The President shall have final authority to approve UARs. UARs will be given a title and assigned a number. The numbers will include digits after the decimal point which will be reserved for identification of revision/version of the regulation (e.g., 1001.01 would indicate the original regulation #1001, first version).

Approved by Pres. Grote - 2-1-91  
Received 9-5-91  
ZHW

Differences between a BOR Approved Policy and an Administrative Regulation: The basic difference between these two is that a policy establishes the foundation for making decisions according to statute and by-laws, and regulations describe how to carry-out operations and actions to meet the "letter of a policy." All policies related to personnel matters should take the form of a PAc, PG, PSE, PSNE and/or PAD.

## POLICY ON THE DEVELOPMENT OF ACADEMIC POLICIES

1. Any interested individual or group within the university may suggest policy for Academic Affairs. The suggestion for new or amended academic policy must take the form of a written proposal with rationale. The proposal shall be delivered to the Vice-President for Academic Affairs (hereafter referred to as VPAA) and to the Chair of the Faculty Senate. In the event that the originating group is the Faculty Senate, the proposal shall be delivered to the VPAA by the Senate Chair.
2. The VPAA will schedule each proposal for consideration by the Academic Affairs Council. The Council will recommend whether to develop the proposed policy or to take no action. In the case of no action, written notification with rationale will be sent to the individual or group responsible for the written proposal and to the Senate chair.
3. When the Academic Affairs Council determines that the proposal is indeed a needed policy, the VPAA will submit an administrable draft of the proposed policy to the Faculty Senate. Actions of the VPAA and the Academic Affairs Council prescribed herein by paragraphs 2 and 3 must be completed within 30 calendar days of initial delivery of the written proposal to the VPAA.
4. When the Academic Affairs Council takes no action on the proposal, the individual or group suggesting the policy may request that the Faculty Senate consider the written proposal.
5. As the Faculty Senate considers the development of policy as a result of submission from the VPAA (see paragraph 3) or of request from an individual or group (see paragraph 4), it will request that its final draft of the proposed policy be reviewed by the VPAA and the Academic Affairs Council for advice as to its administrative feasibility before final Senate action.
6. The President of the university will be notified of the final Faculty Senate recommendation on the proposed policy. It is the prerogative of the President to recommend to the Board of Regents regarding the proposed policy.

Adopted by BOR, June 19, 1987  
Morehead State University

FACULTY SENATE AGENDA  
December 6, 1990  
BRECKINRIDGE AUDITORIUM  
4:10 pm

- I. Call to order *4:14*
- II. Consideration of Minutes: November 15, 1990; November 29, 1990 *PASS*
- III. Unfinished Business - PAC-10: Extraordinary Faculty Compensation *PASS*
- IV. Chair's Report *Ad Hoc A*
- V. Vice-President's Report *- Not here*
- VI. Faculty Regent's Report
- VII. Committee Reports
  - A. Ad Hoc Committee on Faculty Assessment/Performance Based Pay - Report on activities by Committee on Performance-Based Compensation
  - B. Academic Policies - Nomination for Faculty Rights & Responsibility Committee
  - C. Educational Standards - Mid-Term Grade Policy, 2nd Reading
  - D. Fiscal Affairs - Library Materials Budget Policy, 2nd Reading
  - E. Professional Policies
- VIII. New Business
  - A. Senator Hunt's Resolution on Second Readings of Policy Matters
  - B. Executive Council's Resolution on Minimal Time *Ⓢ*  
*(Specifications for Policy Considerations by the Senate)*
- IX. Announcements
- X. Adjournment

*yes 7*  
*no*

*Alta Blair*  
*did not* → *min*



Attachment A

CHAIR'S REPORT  
December 6, 1990

1. Meeting with Vice-President Philley and Dr. Wheelless. (Nov. 30) - The chair met with Vice-President Philley and Dr. Wheelless to discuss PAC-1, PAC-10 and PG-3 modifications of existing policy. Dr. Philley was to recommend the following to the President's Executive Council:

PAC-1:

- a) The paragraph on faculty teaching remedial courses is to be left in (deleting the word "developmental").
- b) Terminal degrees are expected for faculty at the assistant professor level and above.
- c) University Academic Regulations (UAR's) will be written concerning the review of credentials of incoming faculty without terminal degrees.

PAC-10:

No restrictions will be placed on the right of the President to exempt administrators having faculty rank from teaching.

PG-3:

There will be a maximum of three consecutive years of service for fixed-term faculty, except for those who were initially hired with an expectation of possibly four additional years of service.

2. Memo to Regent Wheeler. As directed by the Senate, the Chair sent a memo to Regent Wheeler expressing concern about the lack of time for proper consideration of PAC-1, PAC-10, and PG-3 by the Senate. It was requested that Dr. Wheeler address the Board of Regents concerning the issue of lack of time for Senate consideration of important academic issues.
3. Meeting with the President. (Dec. 6) - The chair met briefly with President Grote to discuss the proposed Senate Constitution. The Senate Executive Council will be meeting in January in order to get the President's approval after modifications have been made.

**MOREHEAD STATE UNIVERSITY FACULTY SENATE  
RESOLUTION ON PROCEDURE  
December 6, 1990**

WHEREAS, a large number of confusing procedural situations have arisen in the Faculty Senate this year, and

WHEREAS, much time has been spend in discussing the presence of a hypothetical standing rule dealing with first and second readings, and

WHEREAS, the procedure for making appointments and nominations seem to be agreed upon as being subject for immediate action,

THEREFORE, BE IT RESOLVED that the Faculty Senate of Morehead State University adopt:

**FACULTY SENATE STANDING RULE**

All resolutions and motions regarding policy to be considered by the Faculty Senate shall be presented initially for a first reading. These resolutions and motions shall be voted on at a subsequent meeting.

The exceptions of this rule shall be nominations or elections to Senate offices and University Standing Committees, in which event the vote may take place immediately after the first reading.

FACULTY SENATE PROPOSAL

TITLE OF PROPOSAL Recommendations for Revisions to Minimum Guidelines for FE

SUBMITTED BY Ad Hoc Comm. on Faculty Eval/PBSI DATE December 17, 1990

BACKGROUND/ANALYSIS:

There was not a specified role for the Faculty Senate in the initial draft of the "Minimum Guidelines for Faculty Evaluation."

PROBLEM/NEED:

The recent proposal entitled, "Performance-Based Salary Increase Procedure," specifies as one of the roles of the Faculty Senate to be to review departmental FEP's for compliance with the Minimal Guidelines.

PROPOSAL:

That the Faculty Senate be specifically responsible for reviewing departmental FEP's for compliance with Minimal Guidelines, and for suggesting revisions to the Guidelines.

COST:

None.

ANTICIPATED CONSEQUENCES:

SHORT TERM:

That the VPAA will call upon the Senate to review revised departmental FEP's recently submitted to his office.

LONG TERM:

That an on-going relationship between the Faculty Senate and the Office of the Vice-President for Academic Affairs is formed to ensure the continuous development of departmental FEP's in accordance with Minimum Guidelines.

ROUTING SEQUENCE /TIMETABLE FOR IMPLEMENTATION:

## REVISIONS TO MINIMUM GUIDELINES FOR FACULTY EVALUATION

It is proposed that the following underlined words relative to administrative responsibilities in the faculty evaluation process be included in a revision of Page #4 of the "Minimum Guidelines for Faculty Evaluation":

Vice President for Academic Affairs: The Vice President for Academic Affairs shall ensure the conduct of the FEP for the total University. Accordingly, he/she shall be responsible for the following:

- 1) Assuring that the individual departments, the colleges, and the Division of Academic Affairs as a single unit relate adequately to the mission, purposes, and strategic plan of the university.
- 2) Assuring that there is credibility within the total FEP system, while recognizing the quality and diversity of the respective individual departments.
- 3) Monitoring the college deans in their charge to assure quality outcomes from each academic department.
- 4) Assuring that all unit plans are in compliance with the FEP.
- 5) Making changes in the FEP minimal guidelines, as are needed.

Faculty Senate: The Faculty Senate shall participate in the development and evaluation of the FEP. It shall be responsible for the following:

- 1) Annually reviewing unit plans for compliance with minimal guidelines and reporting its findings to the VPAA.
- 2) Making suggestions for changes in the minimal guidelines to the VPAA

FACULTY SENATE PROPOSAL

TITLE OF PROPOSAL Establishment of a new Senate Standing Committee to be known as the Faculty Evaluation, Development and Performance-Based Pay Comm.

SUBMITTED BY Ad Hoc Comm. on Faculty Eval. and PBSI

DATE December 17, 1990

BACKGROUND/ANALYSIS:

The MSU Faculty Senate established an Ad Hoc Committee during the 1990-1991 academic year to educate the Faculty Senate and general faculty of issues related to faculty evaluation, faculty development, and performance-based pay.

PROBLEM/NEED:

The Ad Hoc Committee is proposing specific responsibilities for the Faculty Senate to be included in a revision of the Minimum Guidelines for Faculty Evaluation. Also, the proposed PBSI Procedure specifies on-going responsibilities for the Faculty Senate. Members of the Ad Hoc Committee feel that a Standing Committee needs to be established.

PROPOSAL:

The proposal calls for the creation of a new Faculty Senate Standing Committee with on-going responsibilities in faculty evaluation, faculty development, and performance-based salary increase processes and procedures.

COST:

None.

ANTICIPATED CONSEQUENCES:

SHORT TERM:

That the Ad Hoc Committee continue to function until such time as a proposal for a Standing Committee can be voted upon by the general faculty and approved by the Board of Regents.

LONG TERM:

That a Standing Committee is formed to further faculty evaluation, development, and performance-based salary increase processes and procedures.

ROUTING SEQUENCE /TIMETABLE FOR IMPLEMENTATION:

FACULTY EVALUATION, DEVELOPMENT, PERFORMANCE-BASED PAY COMMITTEE

It is proposed that this committee shall be established as a standing committee of the Faculty Senate with the following responsibilities:

- 1) Assess, annually, processes related to the implementation of both the "Minimum Guidelines for Faculty Evaluation" and the "Performance-Based Salary Increase Procedure," and to recommend revisions to the Faculty Senate;
- 2) Report to the Senate, identifying the ways in which departmental FEP's are not in compliance with the minimum guidelines and make suggestions for bringing each unit plan into compliance with the guidelines;
- 3) Communicate suggested changes in both the "Minimum Guidelines for Faculty Evaluation" and the "Performance-Based Salary Increase Procedure" to the Senate;
- 4) Establish "Faculty Development" as a component of the faculty evaluation and performance-based salary increase processes. Faculty development would present programs to improve faculty performance in areas of evaluation identified weaknesses; and,
- 5) Recommend, annually, to the Fiscal Affairs Committee the percentage of the total raise to be set aside for performance-based pay.