

# Faculty Senate Agenda

December 5, 2005  
3:30 p.m.

## **Call to order**

## **Approval of Minutes**

November 7, 2005 Minutes

## **President's Report Overview & Questions: Senator Glasser**

## **Unfinished Business:**

- Motion to approve University Ad Hoc Committee Recommendations for Promotion & Tenure
- Election of Senate Vice Chair (Senator Johnson was nominated at 11-07-05 meeting)
- Motion to approve Clinical Lectureship Proposal

## **New Business:**

- Report from Council on Academic Affairs
  1. *Geology (B.A.) Program Suspended*
  2. *Geology (M.S.) Program Revision (Name Change)*
- Faculty Senate Centennial Resolution
- Academic Integrity
- Motion on Revised Merit

## **Report Overview & Questions:**

Executive Committee Chair: Senator Siegel

Faculty Regent: Senator Schlomann

COSFL Representative: Senator Ware (no written report available)

Provost: Dr. Pogatshnik reporting for Senator Chapman

Student Government Association: Kyle Moon

Standing Committees:

Budget Committee: Senator Eakin, Chair

Rules Committee: Senator Johnson, Chair

Rights and Responsibilities Committee: Senator Robles, Chair

Elections Committee: Senator Randles, Chair (no written report available)

Committee on Committees: Senator Vance, Chair (no written report available)

Welfare Committee: Senator Collins, Chair (no written report available)

## **Reports from Ad Hoc Committees:**

Centennial: Senator Hensley, Chair

Futures: TBN (no written report available)

Membership: Senator May, Chair (no written report available)

## **For the Good of the Order:**

Strategies to Revitalize the Faculty Club

## **Adjournment**

## **FACULTY SENATE MINUTES**

### **November 7, 2005**

The Faculty Senate of Eastern Kentucky University met on Monday, November 7, 2005, in the South Room of the Keen Johnson Building. Senator Siegel called the third meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:

A. Chapman, D. Clay, N. Coyer\*, L. DeBolt\*^, D. Discepoli\*, J. George\*, R. Miller\*^, C. Ruppel, G. Schuster\*, J. Short\*^, J. Stratman\*, F. Szorad

\*Indicates prior notification to the Senate Secretary

^ Jack Rutherford attended in place of L. DeBolt

^Shelia Virgin attended in place of J. Short

^ M. Marchant substituted as Parliamentarian for R. Miller; Ray Richardson attended for M. Marchant

Visitors to the Senate: Mario Anderson, SGA; Gary Barksdale, Human Resources; Paul Blanchard, Government Relations; Nicole Brathwaite, University Housing; Sue Cain, Transition & University Services; Nickole Hale, University Housing; Brittney Haynes, Eastern Progress; Marlene Helm, COE; Debbie Newsom, Financial Affairs; Barry Poynter, Financial Affairs; Gerald Pogatshnik, Graduate Education & Research; Kathryn Polmanteer, COE; Bruce Pratt, Agriculture; Aaron Thompson, University Programs; Virginia Underwood, Chief of Staff; Charles Whitaker, English & Theatre; and Marc Whitt, Public Relations and Marketing.

#### **APPROVAL OF MINUTES:**

The October 3, 2005 were approved as written.

#### **PRESIDENT'S REPORT: Senator Glasser**

Senator Glasser reported that earlier today the Council on Postsecondary Education had their full board hearing and Dr. Tom Layzell proposed to the council his recommendations for the proposed state appropriations for the next two bienniums. Senator Glasser distributed to the senators a copy of her testimonial speech to the Council which states her concerns and objections to the proposed plan. The Council did agree to appoint a task force to re-evaluate benchmarks, FTEs and tuition.

At the same meeting, the CPE recommended prorated funding of \$59,400,000 for EKU's new science building. This is considerably lower than what was originally requested. Senator Glasser plans to make it a top priority to get the original funding restored for the new building.

Successful alumni events were recently held in Lexington, Louisville and Henderson, Kentucky. More than forty alumni events have been scheduled throughout the region for spring and summer 2006.

EKU's annual phonathon is progressing well with nearly two thousand pledges totalling more than \$100,000.

There will be three commemorative issues of the alumni magazine published this year with each issue featuring photos and articles celebrating Eastern's Centennial. In addition, a new email update system for all Eastern's alumni has been launched in an effort to provide more current communications to alumni and friends.

Mike Johnson from SACS COC visited campus this past week. He confirmed that we are making excellent progress in preparation for the upcoming SACS accreditation visit.

The CPE Committee on Equal Opportunities visit took place October 17-18. While we continue to make progress in this area, we have the opportunity to make improvements in the areas of faculty, student and staff recruitment and retention and student life.

The Computer Science accreditation visit was last week, and the feedback was very positive. Senator Glasser thanked the Computer Science chair, Jaleh Rezaie, and the faculty for their preparation for the visit.

The NCAA self-study draft report has been posted to the ECU home page for review and feedback. Senator Glasser thanked Senator Collins for his leadership and commitment as Chair of the committee.

Senator Glasser shared some faculty highlights:

1. Gay Sweely was awarded the prestigious Kentucky Art Education Association: "Higher Educator of the Year" (2005) for the state of Kentucky.
2. Keven McQueen's new book, *Murder in Old Kentucky: True Crime Stories from the Bluegrass*, was released by McClanahan Publishing in October.

Senator Glasser shared some upcoming dates of interest:

1. December 6: Deadline for nominations for the 2006 Award for Teaching Excellence.
2. November 9-12: Dance Theatre
3. November 16-19: Theatre Production - Fallen Angels
4. November 10: Philosophy Club at 7:30 in Grise Room of the Combs Building
5. November 12 at 11 am: ECU's Veterans' Weekend Ceremony. The names of two former ECU students, Robert Worthington and James Farmer, both killed in action during the Vietnam War, will be added to the memorial wall. Also, all veterans are invited to participate in the "Halftime Tribute to Veterans" at ECU's game against UT-Martin.
6. November 15: Chautauqua Lecture Series continues with James Archambeault
7. November 11: Veterans Day Events
8. April 28-30, 2006: Alumni Weekend

### **EXECUTIVE COMMITTEE REPORT: Senator Siegel**

Senator Siegel reported that the Executive Committee met on October 24th. In addition to hearing updates from the standing committee liaisons, the Committee also learned from Election Committee Chair Senator Randles about a plan for the election of the first ever Senate Vice Chair.

Senator Siegel expressed her appreciation to Senator Marchant for filling in as Parliamentarian for today's meeting.

A proposal is under development to create a Clinical Appointment, much like the Lecturer Appointment but for clinical faculty primarily in the health sciences.

An ad hoc committee is in the process of being formed to review the Faculty Handbook and to ensure that practices are in compliance with the Handbook. This Committee will report its findings to the Senate Rules Committee.

The December Senate *For the Good of the Order* discussion will be on "Strategies for Revitalizing the Faculty Club – What Types of Activities Should the Club Sponsor?"

President Glasser will participate in the next Coffee Chat on November 10th.

Senator Siegel shared a brochure with the senators from the Housing Office on the three-tiers program. Anyone wishing additional information should contact Nickole Hale.

The pre-final midnight breakfast for students is scheduled for December 7 from 10 p.m. to 12:30 a.m. Anyone interested in participating, should contact Alison King at [alison\\_king40@eku.edu](mailto:alison_king40@eku.edu).

Senator Siegel has formed three new ad hoc Senate committees. The first is a Faculty Handbook Committee to review the Faculty Handbook and to ensure that practices are in compliance with the Handbook. This Committee will report its findings to the Senate Rules Committee.

The second is a Senate Futures Committee which will be charged with looking at some of the challenges facing faculty in the future and ways to turn these challenges into opportunities to stimulate faculty engagement and productivity. Committee members will be announced soon. A preliminary report is due to the Senate at its May 1, 2006 meeting.

The third is a Senate Centennial Committee which will be charged with developing activities for the faculty in the spirit of the Centennial celebration. Committee members are: Charles Hay, retired University archivist; Hal Blythe, Director of TLC; Marc Whitt, Public Relations and Marketing; and Hunter Hensley, Senate liaison to the TLC. One additional member is needed. Anyone interested in serving should contact Senator Siegel.

Hunter Hensley gave a brief report of the Teaching and Learning Center. The TLC Steering Committee met on October 12. Their charge is to solicit ideas from all University faculty for future implementation by the TLC. Members of the Faculty Senate are encouraged to contact Hunter Hensley or Hal Blythe to offer ideas for enabling the Teaching and Learning Center.

Senator Siegel announced that the next TLC workshop "Using the IDEA Evaluation System Effectively" will be on November 9 and 10.

**REPORT FROM FACULTY REGENT: Senator Schlomann**

Senator Schlomann reported that the Finance and Planning Committee of the Board of Regents met on October 4, 2005. The majority of the agenda dealt with updates including the following items: 2006-2010 Capital Plan, Financial for 2005, Financial Aid Task Force, Application of FY06 budget guidelines, FY07 budget process. A report was also given about a new initiative to outservice marketing, recruitment and retention for an online masters program in Justice and Safety. The committee voted to recommend a uniform (in- and out-of-state) tuition fee of \$350 for the undergraduate Justice and Safety online programs.

The Executive Committee met on October 5, 2005 and heard a presentation by The Oliver Group, a possible consultant for the President evaluation. A formal proposal will be requested from The Oliver Group and at least one other consultant before a final decision. The committee will meet again on November 11, 2005.

The Board of Regents met on October 5, 2005. New officers were elected: Hunter Bates, Chair; Cynthia Rogers, Vice Chair; and Gary Abney, Secretary. Several reports were received including the following: President Glasser, William Clements for the ECU Foundation, James Street (project update and capital plan), Debbie Newsom (Budget update), J Rezaie (SACS and Strategic Planning), J. Foster (Capital Campaign). Action included approving 1) an amendment to the Board Bylaws (separating the functions of Vice Chair of the Board and Chair of the Finance and Planning Committee), 2) personnel decisions, 3) a uniform tuition rate of \$350/credit hour for J & S on-line program, 4) permission to pursue the development of a joint Educational Doctorate Program with WKU, 5) amendments to the faculty handbook (previously approved by the Faculty Senate), 6) an amendment to the campus residence requirement, and 7) degree candidates for December 2005 graduation.

**REPORT FROM COSFL: Senator Ware**

The following were elected as new officers: President Carol Bredemeyer (NKU); Vice President Terry Irons (Morehead); Treasurer Carolyn Siegel (EKU); and Secretary Tucker Landry (KSU).

An issue referenced in an October Special Newsletter to KTRS participants was brought up. Western Kentucky University's Faculty Senate expressed displeasure that the university is required by statute to make annual payments to the Kentucky Teachers' Retirement System (KTRS) as a result of legislation enacted in 1994 creating the Optional Retirement Plan (ORP). The newsletter mentioned a possible lawsuit; however, they are not pursuing this avenue as the payments arrangement appears to have legal standing. What is being evaluated is the source of the funds for the payments. It appears that universities are not required to deduct this amount from

retirement program participants as is being done at present, so the question arises as to whether the dispute is with KTRS or with the universities. A study was done and the approximate impact of funding the KTRS payments amounts to \$2,000 per ORP participant. The Murray faculty senate is hoping to get the state legislature to impose some caps on the amount taken to fund this.

Mark Wattier, new Faculty Representative to the Council on Postsecondary Education (CPE) announced that:

1. CPE's Public Agenda was approved as of July 2.
2. Regarding the CPE budget process, capital construction is the first priority, along with an effort to move each institution to the benchmark median with regard to state funds per FTE so that they can complete House Bill 1 goals.
3. Small economic growth, producing about a 2% increase in state revenues, is projected for next fiscal year.
4. The issue of affordability is at the forefront, as large tuition increases last year was a concern to the CPE Council. The CPE will be looking at asserting more control over tuition rates.
5. Also under discussion is the issue of developing a statewide, rigorous, pre-college curriculum with a greater emphasis on math, English, reading. In addition, criteria for getting and keeping KEES scholarships are to be changed to reflect the new emphasis on a rigorous curriculum.

Following the COSFL meeting, representative Wattier distributed an e-mail inquiry to COSFL representatives asking for feedback on changing CPE program productivity review from every two years to every four years. The response was overwhelmingly positive.

#### **REPORT FROM THE PROVOST: Senator J. Chapman**

Senator Chapman reported that the Strategic Plan is in final draft form and is posted on the Strategic Planning website. Please look over, evaluate it, and share any comments with your constituents. Senator Chapman commended Dr. Rezaie for her leadership on the strategic planning process.

At the last Senate meeting, Senator Chapman proposed giving 50 \$5,000 faculty recognition awards with the \$250,000 that has been made available for recognizing outstanding faculty achievement. Two forums were recently held to gain faculty input. One group was for the awards, and one group preferred the funds to be dispensed as merit. If used for merit, the money disappears. However, if distributed as non-recurring awards, the fund could be available on an annual basis. Senator Chapman will continue to discuss the issue with the Welfare Committee.

**REPORT FROM STUDENT GOVERNMENT: Mario Anderson reported for Kyle Moon** SGA recently sponsored a concert with rapper Fat Joe. In addition, SGA held a Vice President forum to answer students' questions on academic advising on campus.

EKU students recently participated in "Listen Up Legislators" where students across the Commonwealth were encouraged to contact the different representatives and senators in support of higher education.

A diversity forum is scheduled tonight at 5 p.m. in the Combs Building Grise Room. Senate representatives will speak and answer questions about different multi-cultural issues and events.

SGA is creating an official "Cheer Squad" for EKU in an effort to boost attendance at EKU athletic events. SGA also plans to hold rallies for students and faculty outside Alumni Coliseum prior to every home game.

SGA is working closely with Media Resources to make channel 76, the campus TV channel, available 24 hours a day. The future goal is to tape all campus events and air them on channel 76.

## **STANDING COMMITTEE REPORTS**

Rules Committee. Senator Johnson reported that the Rules Committee continues to work on the creation of a Senate Curriculum Committee. The proposal for the Undergraduate sub committee is basically ready, but we are awaiting a response from the Graduate Dean and Graduate Council.

The committee also continues to work on the Senate Rules, Internal Procedures, and the Faculty Handbook.

In addition, a motion will be brought forward later in the meeting to bring the Faculty Handbook section on class syllabi up-to-date.

Rights & Responsibilities Committee. Senator Robles was elected as chair of the committee.

The committee met a couple of weeks ago with the Academic Integrity process committee and discussed the Academic Integrity process. The committee will submit the Academic Integrity Proposal for review at the next Executive Committee meeting.

Elections Committee. Senator Randles announced that the Board approved the Senate's motion for a Vice Chair position and nominations will be asked for later in the meeting.

Senator Randles announced that February's *For the Good of the Order* topic will be to discuss ways to streamline the May Senate election process.

Welfare Committee. Senator Collins reported that the committee has spent a lot of time discussing the faculty achievement awards issue. The other topic occupying a lot of time is whether or not to move forward with a faculty ombudsman.

**UNFINISHED BUSINESS:**

Lectureship Proposal. Senator Robles moved, seconded by Senator J. Chapman, to approve the lectureship motion. The majority of the Senate were in favor and the motion carried.

Motion to Approve Promotion and Tenure Report. Senator Collins moved, seconded by Senator Yoder, to approve amendment 1.

Amendment 1. Public record of exceptions to tenure and promotion policy: **Recommend** a change in language but not intent of #7, page 6 Summary "The Provost and deans shall ensure that exceptions agreed upon are documented at the time of a faculty member's initial appointment, *or there after*, in a full-time, tenure track position are recognized and applied in the review of applications for promotion or tenure."

The majority of the Senate were in agreement and the motion for amendment 1 carried.

Senator Collins moved, seconded by Senator Ault, to approve amendment 2.

Amendment 2. Flexible tenure timelines for family and professional development conflicts: **Recommend** "Policies include flexible timelines for tenure that includes entitlement of all tenure track faculty (male or female) to stop the tenure clock for a maximum of two one-year periods for **specified\*** family obligations and/or professional-educational development. These extensions would be available **whether or not** the faculty member was on leave and policy would make explicit that taking such extensions would not impose any greater demands upon the faculty at the time of the tenure decision. (\*Criteria to be established in the policy governing this change if adopted.)

The majority of the Senate were in agreement and the motion for amendment 2 carried.

Senator Collins moved, seconded by Senator Hyndman, to approve amendment 3.

Amendment 3. Flexibility in University Promotion and Tenure Committee membership: **Recommend** "Membership on college and university level Promotion and Tenure committees shall be limited to tenured faculty members with the rank of Associate or Full Professor."

The majority of the Senate were in agreement and the motion for amendment 3 carried.

Senator Collins moved, seconded by Senator Reed, to approve amendment 4.

Amendment 4. External evaluations: **Recommend** "Departments may mandate external review for promotion and tenure if they so choose and are approved by their college Promotion and Tenure Committees."

The majority of the Senate were in agreement and the motion for amendment 4 carried.

Senator Collins moved, seconded by Senator Konkell, to approve amendment 5.

Amendment 5. First year evaluations: **Recommend** "Formal evaluations of first-year tenure-track faculty be completed in the second year of employment; but, that informal feedback to the faculty member be provided by the chair and/or the appropriate department committee prior to the University renewal decision deadlines."

Senator Kristofik moved, seconded by Senator Sanchez, to postpone amendment 5 to be re-written and distributed to senators prior to the December Senate meeting. The majority of the Senate were in agreement and the motion to postpone carried.

Senator Collins moved, seconded by Senator May, to approve amendment 6.

Amendment 6. Promotion prior to tenure: **Recommend** removal of provision to mandate tenure and promotion reviews to be held concurrently.

Senator Jones moved, seconded by Senator Kristofik, to postpone amendment 6 to the December Senate meeting. The majority of the Senate were in agreement and the motion to postpone carried.

#### **NEW BUSINESS:**

New Joint Degree Report. Dean Marlene Helm was in attendance to give an updated report on the progress of creating a joint Ed.D. degree with Eastern and Western.

Senate Vice Chair. Senator C. Jackson nominated Senator Johnson for the position of Senate Vice Chair. The actual election will be held at the December meeting.

Report from Council on Academic Affairs. Senator Chapman moved, seconded by Senator Eakin, to approve the Aviation major revision to rename the option. The majority of the Senate were in agreement and the motion carried.

Syllabus Motion. Senator Johnson moved, seconded by Senator Collins, to approve the motion to update the syllabus motion in the faculty handbook. The majority of the Senate were in agreement and the motion carried.

Clinical Lectureship. Senator Fister moved, seconded by Senator Shasby, to approve the addition of a clinical faculty line. Senator Siegel declared the motion substantive and postponed discussion to the December meeting.

**FOR THE GOOD OF THE ORDER:**

The topic of discussion was "Streamlining Senate agendas and meetings".

Senator Dieckmann suggested that standing committee reports should be distributed with the agenda and attachments. After further discussion, it was the consensus of the Senate that all reports should be submitted prior to the meeting and distributed along with the agenda and attachments. The individuals submitting reports should be available at the Senate meeting to answer questions.

Senator Jones suggested changing the order of the Senate discussion to have unfinished business listed first on the agenda.

**ADJOURNMENT:**

Senator Chapman moved to adjourn at approximately 5:30 p.m.

To: Faculty Senate  
From: Joanne K. Glasser  
Re: President's Report  
Date: November 30, 2005

First, please let me express my regrets that I will not be able to attend the December 5, 2005 Faculty Senate meeting as I will be attending the Commission on Colleges (SACS) Annual Meeting in Atlanta. I am committed to attending Faculty Senate meetings and to communicating and being available in person to each Senator and to the Faculty-At-Large.

Also, I would like to request that you please take a few moments to reflect upon our campus community, the sadness we have experienced with the untimely passing of two of our students, Chase Hall, a sophomore from Kite, Ky., and Shawn Samples, a freshman from Ravenna, Ky. and the tragic loss to their families. Please share with students whom you may be assisting in coping with these tragic events that the University has many available resources through its Student Affairs area. Any student who is in need of counseling or other types of support is encouraged to seek assistance through the appropriate university office. Also, ECU's Counseling Center and Housing staff are available for any student wishing to discuss these recent incidents. Located in Room 571 of the Student Services Building, the Counseling Center may be contacted by calling 622-1303. University Housing, also located in the Student Services Building in Room 552, may be contacted by calling 622-4806. Persons wishing to contact the ECU Meditation Chapel in Memorial Plaza may do so by calling 622-1723.

The following are my updates for this month's report:

### **Budget Process**

- The FY 06-07 budget planning process is underway. I have shared with the Budget Advisory Council my commitment to provide funding in FY 06-07 for both a cost of living adjustment and a faculty merit pool and that it is my expectation to see both coming forward in the Budget Advisory Council recommendations. Additionally, I have shared with the Budget Advisory Council my commitment to providing additional recurring funds for faculty professional development and faculty recruitment and retention, as well as increased funding for strategic priorities. I will keep you apprised of developments in the budget process.

### **Faculty Senate Lounge**

- To create a warmer and more welcoming environment for your use, the faculty senate lounge is receiving a face lift. The lounge will be painted over the winter break and I have authorized the purchase and funding of new furniture for the lounge.

### **University Advancement**

- University Advancement, in cooperation with Financial Aid, has initiated a new emphasis on coordination of Foundation Scholarships and Endowed Funds. As members of the Senate are likely aware, each endowed fund and, in particular, each endowed scholarship fund has unique characteristics related to the donors' interests. This new emphasis will provide for a more detailed involvement by University Advancement in regards to assisting the Colleges and Departments with the specific requirements of each endowed fund. The intent is to allow increased responsiveness to endowed donors, as well as better assist with the coordination of privately funded scholarships and endowed funds across campus.

- Our annual fund efforts continue to be successful. As we close out the calendar year and move into 2006, we will be launching annual fund appeals to targeted constituencies, encouraging them to give with their respective graduating class and to join certain annual giving societies.
- The regional outreach component of the Capital Campaign continues to move forward with an event in South Carolina planned for December 8th and an extensive schedule of events scheduled to begin after the first of the year.
- The latest edition of the Eastern magazine has been mailed to more than one hundred thousand constituents. The latest edition is the first of three editions to commemorate our Centennial Celebration.

### **Capital Projects**

- OMNI Architects, who designed the ECU Fitness and Wellness Center and the Student Services Building, were selected to provide design services on the proposed ECU Science Building. Programming meetings with faculty that will be housed in the new structure are ongoing, and OMNI's educational and lab design consultant, HERA, has been on campus several times to gather information about the various science disciplines that are to be housed in the building. A separate group is working on site selection, and eight sites on both sides of the Bypass have been evaluated by the committee. Design of this project will take just over one year, and we have emphasized to the CPE, Capital Projects Advisory Board and other interested parties that securing full funding for this project in the 2006 Legislative Session is the University's number one capital project priority.
- I am very pleased to share that approximately 95% of the infrastructure associated with the electrical renovation project is in place. The only major facilities remaining to be connected to the new system are the Carter Building and associated environs and the Samuels Track. Work is underway to finish the Samuels Track wiring and lighting upgrade. This project should reach completion just after the first of the new year and in advance of the contract's March completion date.
- The Business and Technology (Phase 1) project is 90% complete with much of the exterior masonry, window, roof and site work nearing completion; however, the masonry work is approximately 30 days behind schedule and is adversely affecting the installation of much of the interior work. The current substantial completion date is February 6, 2006; however, the current 30 day delay caused by the masonry situation may move the date at which time the University can occupy the building to March 6.
- Sherman Carter Barnhart Architects were selected to design Phase II of the Business and Technology project and are now under contract to begin design of the building. A committee comprised of state legislators, local officials and members of the University community is currently working on the building's program. An initial meeting has been held with the architect to review the preliminary project programming information, and the architect will begin working with the programming committee in the next few weeks to determine the program elements that will be included in the structure. As reported previously, the 2005 Legislative Session funded this project at a level of \$32.85 million. Phase II includes the completion of Phase I (approximately 25,000 square feet will be added to the building currently under construction), conferencing facilities and a performing arts venue. Site work, including an entrance that directly connects to the Bypass and paved parking for 500 cars, will take place during Phase II.

A series of public forums have been planned to gather public input into the Performing Arts and Conference Center portion of Eastern Kentucky University's Business and Technology Complex.

Five public forums, each geared to a specific segment of the community, are scheduled Wednesday, Nov. 30, and Thursday, Dec. 1, in the Perkins Building on the ECU campus.

Members of the campus community are invited on Nov. 30 from 9:30 to 11 a.m. Also on Nov. 30, representatives of external arts organizations are invited to participate from 2 to 3:30 p.m.

On Dec. 1, regional community leaders (Madison and other counties) are invited from 9:30 to 11 a.m., primary and secondary school representatives from 2 to 3:30 p.m., and the community at large from 6 to 7:30 p.m.

- Evans Murphy Design Group was selected to design the Manchester Center and they also received a contract to begin work. Early in this project's evolution a site was identified that is owned by the City of Manchester and Clay County that was to be contributed for this building's construction. In July the University learned that the site is to be sold to the Commonwealth which was an expense not anticipated in the original proposal and associated budget. Also not anticipated was the delay associated with the state's acquisition process. The design of the building is temporarily on hold so the Finance Cabinet can evaluate the proposed site to determine if access and subsurface conditions are acceptable, and this evaluation is underway. Upon successful completion of that phase, the state's Division of Real Properties will begin the formal acquisition process.

As we approach the close of the semester, I wish to express my deep appreciation to each of you for your hard work and dedication to Eastern Kentucky University and my continued commitment to our faculty and to moving this great University forward together.

Respectfully submitted,

Joanne K. Glasser  
President

## Tom Reed Substitute Motion

*(Distributed at 11-07-05 Senate meeting, but not discussed or voted on yet.)*

This motion proposes an addition to the Recommended Changes for Promotion and Tenure submitted by the Ad Hoc Committee on Promotion and Tenure, April 2003, Responsibilities of the Department Chair in the Promotion and Tenure Process (p. 26).

I move that the following sentence be added to Part IV, item 9:

When the chair's recommendation opposes the granting of promotion or tenure, supporting documentation should show that faculty members whose performance is judged to be unsatisfactory did receive fair and timely notice of the possibility of this judgment and opportunities to clarify any role ambiguities or relevant circumstances.

Rationale:

Such documentation follows the doctrine of no surprises and encourages open lines of communication among faculty and administrators. Such documentation also helps to incorporate procedures that encourage collaborative, facilitative, and participative governance as important expressions of shared governance. Further, this documentation approaches the promotion and tenure process in a problem-solving mode that recognizes the inherent and challenging conflicts that exist in professional as opposed to purely traditional bureaucracies.

To: Faculty Senate  
From: Senator Melissa Dieckmann, Department of Earth Sciences  
Date: November 28, 2005

I would like to bring forward at the December 5<sup>th</sup> meeting the following two amendments to the Ad Hoc Committee P&T report:

AMENDMENT 1:

To strike Part I, Section A, #5 in favor of the current policy of having department, college and university committees review all tenure and promotion recommendations, whether positive or negative.

Part I: Main Recommendations

A. Promotion and Tenure Process Recommendations

5. Review Process

- a. If a candidate receives a positive recommendation for promotion or tenure from the department committee and chair, the application shall not be forwarded to the College Promotion and Tenure Committee but shall be forwarded for consideration by the dean.
- b. If a candidate is not recommended for tenure by committee or administrator at any level, the application shall be reviewed by the promotion and tenure committee at the next level. The chair, dean, or Provost shall initiate the review.
- c. If a candidate is not recommended for promotion by committee or administrator at any level, the application shall not be considered further, unless the candidate appeals to the next level.
- d. The Ad Hoc Committee recommends no change in the practice in which administrators at all levels review and make their own recommendations concerning all applications for tenure, applications for promotion that have received a positive recommendation, and applications for promotion that have received a negative recommendation, which the candidate has appealed.

JUSTIFICATION OF THE AMENDMENT:

University functioning is based on two principles that we at ECU say that we embrace wholeheartedly: peer review and shared governance. However, the recommended change in review process by the Ad Hoc Committee diminishes these two prerogatives of the entire university faculty.

First, by removing the faculty-based committees from the decision-making process, but retaining the authority of the administrators at those same levels, faculty shared governance in personnel decisions is diminished greatly, and “peer review” is reduced to peers within one’s own discipline rather than the collegiality of the entire faculty as peers in the teaching and learning process.

Second, the basis of a decision of tenure and promotion has implications beyond the department level. The tenure decision is basically one that grants employment for life, and faculty members are more than simply departmental teaching and research colleagues. Faculty members are part of the university community who serve in shared governance in a variety of college-level and university-level responsibilities (e.g., search committees, P&T committees); and who represent the university and the college through active scholarship, quality of teaching and service to the community and profession. Because a long-term hire impacts the college and university in addition to the department, the faculty at the college and university level have both a right and a responsibility to share in the tenure decision for these colleagues. Promotion decisions also affect the college and university in addition to the department, directly because of the financial implications of the promotion decision, and indirectly through rank-based requirements for service and shared governance issues. For this reason, faculty members at the department, college and university level should all have the right and the responsibility to review their peers and participate in the promotion and tenure process.

#### AMENDMENT 2:

To change Part 1, Section C, #8 as follows:

##### Part I: Main Recommendations

##### C. Promotion in Faculty Rank

8. The university shall ~~continue to permit~~ prohibit faculty ~~to apply~~ from applying for promotion in rank prior to being considered for tenure. Tenure will not be granted without concomitant promotion.

#### JUSTIFICATION OF THE AMENDMENT:

Joint granting of tenure and promotion to associate professor are common, best management practices at universities throughout the country. The separation of these two actions provides significant ambiguity and variance of policy throughout the university. Often, the practice at the departmental level is to have two standards for promotion – if a faculty member wishes to apply for promotion to associate professor prior to tenure, then the expectation is that the faculty member significantly exceeds the standards required for tenure. On the other hand, these same departments are willing to grant tenure to a faculty member who does not meet the requirements for promotion to associate professor. This inconsistent application of criteria is a legal landmine.

Additionally, if, as is the common practice, promotion to associate professor prior to tenure implies that all requirements for tenure (except for time in service) have been met or exceeded, then the university is, in effect, granting early tenure by granting promotion prior to tenure. A candidate who achieves promotion then is denied for tenure would have just cause to question the action if the criteria are identical. The university should be very leery about making a decision that has implications for lifetime employment after only three years of employment at ECU, and it must be questioned whether three years of employment at ECU provides sufficient knowledge of the long-term success of one's teaching, scholarship and service.

Move that a clinical faculty line be established according to the following:

This text will be added to Faculty Handbook:

PART III - Faculty Appointments, Promotion & Tenure Policies Faculty Appointments It will require renumbering the list, inserting clinical as number 6, adjunct as 7, and RTP as 8.

## FACULTY APPOINTMENTS

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

### 6. Clinical Faculty

Clinical Faculty are health care professionals with appropriate degrees/qualifications that satisfy SACS standards and who hold appropriate professional licensure/certification/registration. The primary responsibilities of non-tenure track faculty members appointed in this series are to provide direct on-site clinical supervision to students engaged in clinical practice settings and laboratories. Clinical faculty cannot be tenured and cannot be grandfathered into a tenure track position; however, clinical faculty may apply competitively for any tenure track position that is opened. Clinical faculty cannot teach less than 24 to 32 clinical clock hours per week during each fall and spring semester. The fifth day is used for grading and for conferencing with clinical students and other course faculty.

Rationale: The University has a role which involves three functions: teaching, service and scholarship. In Health Sciences and potentially other Colleges, a clinical component is a mandatory part of the educational experience for students who are in programs that prepare them for licensure and certification. The practice disciplines are enhanced by having clinically competent faculty who provide direct supervision in locations where students have clinical experiences. Colleges such as Health Sciences need adequate numbers of faculty to provide direct student supervision in legally regulated faculty student ratios that meet patient safety and accreditation standards. Appointment of these clinical faculty positions in high demand clinical programs provides consistent and assured clinical coverage. The addition of clinically competent professionals well versed in a department's curriculum, who are highly qualified to meet responsibilities in providing direct clinical supervision to students, contributes to quality student learning experiences.

Terms: Clinical faculty shall be appointed on a year by year contract basis that may be renewed annually for up to three consecutive years. Senior clinical faculty appointments have the same responsibilities as clinical faculty and may be appointed to this rank after serving the third consecutive year as clinical faculty or having previously demonstrated equivalent clinical teaching experience. Senior clinical faculty may be appointed annually for periods up to five years. A faculty member may be reappointed in the senior clinical line for additional terms beyond the five years as needed by the department. All reappointments of clinical faculty and senior clinical faculty are contingent on the individual's clinical teaching evaluation and the program's need for clinical coverage as based on enrollment data and clinical specialist needs. Areas of activity for appointment and performance review include effective clinical teaching, practice-relevant activities, and maintenance of clinical currency and appropriate licensure and certification.

To establish and/or extend a position for additional terms in the clinical series, the chairperson of the initiating educational unit shall: (1) demonstrate need for such a position based on enrollment numbers and needed coverage in a specialty area (2) indicate the amount of funding needed for the position and recommended term of appointment and (3) obtain approvals of the Dean, and the Associate Provost and/or Provost.

Additional Terms:

1. Clinical faculty will receive compensation comparable to that of tenure-track faculty teaching similar courses and will receive comparable health insurance, life insurance, and retirement contributions.
2. Notice of non-reappointment or of intention not to recommend reappointment will comply with AAUP standards as follows: (a) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year or, if a one-year appointment terminates during the academic year, at least three months in advance of its termination; (b) not later than December 15 of the second academic year of service if the appointment expires at the end of that year or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination; and (c) at least twelve months before the expiration of an appointment after two or more years at Eastern Kentucky University.

3. Departments with clinical faculty must provide the tools necessary for these professionals to perform their assigned duties including appropriate office space, supplies, support services, and equipment.
  
4. Clinical faculty may apply for a full-time tenure-track position and could negotiate for early tenure by applying some of the time spent as a lecturer or senior lecturer. However, this is not guaranteed and must be considered on a case-by-case basis by the department and college.

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input type="checkbox"/> Program Revision (Part III) <input checked="" type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Earth Sciences Arts and Sciences  Geology (B.A.) (Major <u>X</u> , Option ___; Minor ___; or Certificate ___)
Proposal Approved by:		
	<u>Date</u> 08/31/05	<u>Date</u> NA
Departmental Committee		Graduate Council*
	<i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Council on Academic Affairs
College Curriculum Committee	10/17/05	Approved ___ Disapproved ___
General Education Committee*	NA	Faculty Senate**
Teacher Education Committee*	NA	Board of Regents** Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program <b>****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.</b>		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<p><b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)          To suspend the Geology (B.A.) program.</p> <p><b>A. 2. Effective date:</b> (Example: Fall 2001)          Fall 2006</p> <p><b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)          Spring 2008</p>
<p><b>B. The justification for this action:</b>          Revisions proposed to the Geology (B.S.) program are close enough to the (B.A.) to make having two separate programs redundant.</p>
<p><b>C. The projected cost (or savings) of this proposal is as follows:</b></p> <p><b>Personnel Impact:</b>          none</p> <p><b>Operating Expenses Impact:</b>          none</p> <p><b>Equipment/Physical Facility Needs:</b>          none</p> <p><b>Library Resources:</b>          none</p>

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

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strickethrough~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

New or Revised\* Program Text  
(\*Use ~~strickethrough~~ for deletions and underlines for additions.)

**Geology (B.A.)**

Major Requirements..... 32 hours

~~GLY 108, 109, 309, 409, 410, 415, 420, 535, and a minimum of three additional hours from GLY 351, 408, 409, 499, 512, 540, 580.~~

Supporting Course Requirements..... 21-24 hours

~~BIO 100 or NAT 101 or BIO 121; CHE 101 or 111; MAT 109 or 124; NAT 171 or PHY 101 or 131; two semesters of foreign language required by department.~~

General Education Requirements..... 31 hours

~~Standard General Education program, excluding course categories 03, 04, 13, 14, 15, 16 and 21. Refer to Section Four of this Catalog for details on the General Education and University Requirements~~

University Requirement..... 1 hour

ASO 100

Free Electives..... 38-43 hours

Total Curriculum Requirements..... 128 hours

**Curriculum Change Form**  
**(Present only one proposed curriculum change per form)**  
**(Complete only the section(s) applicable.)**

**Part I**

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	Department Name College *Course Prefix & Number *Course Title (30 characters) *Program Title *Provide only the information relevant to the proposal.	Earth Sciences Arts & Sciences  Geology (M.S.) (Major <input checked="" type="checkbox"/> , Option ___; Minor ___; or Certificate ___)
Proposal Approved by:		
Departmental Committee	<u>Date</u> 09/12/05	<u>Date</u> 11/9/05
<i>Is this a SACS Substantive Change?</i> Yes*** <input type="checkbox"/> No <input checked="" type="checkbox"/>		
College Curriculum Committee	10/17/05	Graduate Council* Council on Academic Affairs
General Education Committee*	NA	Approved ___ Disapproved ___ Faculty Senate**
Teacher Education Committee*	NA	Board of Regents** Council on Postsecondary Edu.***
*If Applicable (Type NA if not applicable.) **Approval needed for new, revised, or suspended programs ***Approval/Posting needed for new degree program or certificate program ****If "yes", SACS must be notified before implementation. Please contact EKU's Office of Institutional Effectiveness.		

**Completion of A, B, and C is required: (Please be specific, but concise.)**

<b>A. 1. Specific action requested:</b> (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)  To rename the Geology (M.S.) program the Geosciences (M.S.) program to more accurately reflect the interdisciplinary scope of the revised program, and to revise the curriculum to allow a greater (and equal) role for faculty from the Department of Geography to participate.	<b>A. 2. Effective date:</b> (Example: Fall 2001) Fall 2006
<b>A. 3. Effective date of suspended programs for currently enrolled students:</b> (if applicable)	 
<b>B. The justification for this action:</b>  The M.S. program is being revised to become more interdisciplinary, involving faculty from both the Departments of Earth Sciences and Geography. The core is being revised to include advanced geotechniques. Graduate-level geography classes will be offered as electives. It is anticipated that this will allow and encourage more students to enroll in our program, and will provide all students with a strong background in geotechnical skills.	
<b>C. The projected cost (or savings) of this proposal is as follows:</b>  <b>Personnel Impact:</b> none  <b>Operating Expenses Impact:</b> none  <b>Equipment/Physical Facility Needs:</b> none  <b>Library Resources:</b> none	

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

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide the current program requirements using ~~strike through~~ for deletions and underlines for additions.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

#### New or Revised\* Program Text

The Department of Earth Sciences and the Department of Geography jointly offer the Master of Science degree in Geology Geosciences. The M.S. degree program is designed to provide students with a broad background in geology and geography (geotechniques), plus more in-depth knowledge of at least one sub-discipline of geology geoscience through concentrated thesis research or literature review. Students may be advised by graduate faculty from either the Department of Earth Sciences or the Department of Geography. Sub-disciplines of geology recommended for thesis research or literature review include geochemistry, surficial geology, geomorphology, hydrogeology, paleontology, petrology, sedimentology, stratigraphy, structural geology, and tectonics. The program emphasizes solution of geologic geoscience problems through combined library research, field studies and laboratory applications. The Department of Earth Sciences cooperates with the other natural science departments and the College of Education in offering the Master of Arts in Education with an option in Earth Science. Regulations for this degree can be found in the College of Education section of this *Catalog*.

#### MASTER OF SCIENCE

##### Geology Geosciences

**Admission** – The Department of Earth Sciences and Department of Geography adheres to the requirements for general admission to graduate degree study as described in the General Academic Information Section of this *Catalog*. Minimum GRE score: for test taken before October 1, 2002: combined verbal and quantitative, and analytical test score of 1000: for test taken after October 1, 2002: combined verbal and quantitative total score of 670. Prospective graduate assistants should forward three letters of recommendation directly to the Department of Earth Sciences.

**Prerequisites** – Applicants who ~~have completed an undergraduate major in geology equivalent to the Bachelor of Science degree in Geology at Eastern Kentucky University~~ have an adequate undergraduate background in geosciences (earth materials, earth processes, and geotechniques) and supporting sciences qualify for clear admission into the M.S. degree program. ~~Applicants who have completed an undergraduate major in another science or mathematics can qualify for admission but they may be required to complete GLY 703 and/or GLY 704 in addition to program requirements, and GLY 750 as part of their program.~~ Applicants are considered to have an adequate background in earth materials if they have successfully completed an upper-division undergraduate class in petrology; otherwise, the student will be required to enroll in GLY 703 in addition to program requirements. Applicants are considered to have an adequate background in earth processes if they have successfully completed an upper-division undergraduate class in one of several earth processes (e.g., stratigraphy and sedimentation, structural geology and tectonics, geomorphology, hydrology, biogeography, or meteorology and climatology); otherwise, the student will be required to enroll in GLY 704 or an appropriate upper-division undergraduate class in addition to program requirements. Applicants are considered to have an adequate background in geotechniques if they have successfully completed an upper-division undergraduate class in Geographic Information Systems (GIS); otherwise, the student will be required to enroll in GEO 353 in addition to program requirements. They may also be required to remediate designated deficiencies in undergraduate support areas: at least one semester of introductory bioscience, one semester of introductory chemistry or geochemistry, one semester of trigonometry or higher, and one semester of “conceptual physics” or higher. ~~All students must successfully complete an approved geology field camp, either with their undergraduate program or before completing the M.S. degree in Geology.~~ Other field experience may qualify as a substitute for the geology field camp requirement. It is expected that the applicant will have had at least some intensive field experience, which can be demonstrated by either successful completion of 6 credit hours of undergraduate field experience (e.g., Field Methods, Geology Field Camp) or appropriate work experience. Students that lack this background will be required to enroll in at least one 3 credit-hour graduate-level field course approved by the Graduate Program Committee as part of their program, plus one 3 credit-hour undergraduate-level field methods course in addition to program requirements. If the student lacks 6 credit hours of intensive field class, but has had 3 credit hours of a field experience course equivalent to GLY 351, then they will be expected to enroll in at least one 3 credit-hour graduate-level field course as part of their program.

#### CAS-98

**Candidacy** – In order to qualify for admission to candidacy for the M.S. degree program, the student must have: (1) achieved clear admission; (2) completed all deficiencies as designated; (3) achieved a 3.0 grade point average for all graduate course work.

**Thesis and Non-Thesis-Options** – Students in the M.S. degree program must either complete a research thesis or a comprehensive literature review of a current problem in geology. The student chooses the topic of the thesis or of the literature

**Geology Geosciences Program**

**Required Core**..... **6 9 hours**  
GLY 802, 803, 804, and GEO 753 or 756 or equivalent.

**Distribution Electives**..... **9 hours**

Must take three hours from three of the following four broad subject areas.

1. Earth Materials: GLY 712, 822, 823; and GLY 780 & 880, if so designated.\*
2. Earth Processes: GLY 805, 821, 860; and GLY 780 and 880, if so designated.\*
3. Historical and Regional Geology: GLY 750; and GLY 780 and 880, if so designated.\*
4. Applied Geology: GLY 735, 740, 836, 837, 838; and GLY 780 & 880, if so designated.\*

**\*GLY 780 & 880 are variable topic courses, dependent on student interest and available resources; designation to one of the above subject areas is at the discretion of the Department Graduate Committee.**

**Other Electives**..... **9 15 hours**

Graduate-level GLY and GEO courses selected with prior approval of student's advisor; may include relevant offerings of other departments.

**Thesis**..... **6 hours**

GLY 899 (credit will not be given for GLY 890 in this option.)

**Non Thesis**..... **12 hours**

GLY 890 (credit will not be given for GLY 899 in this option)..... 3 hours

Nine additional elective hours of graduate course work..... 9 hours

**Total Curriculum Requirements**..... **30-36 hours**

~~\*Students with a baccalaureate degree other than in geology may be required to complete GLY 703 and/or GLY 704 in addition to the above prior to candidacy and GLY 750.~~

## **Centennial Resolution**

Be it resolved on this the centennial year of Eastern Kentucky University that the Faculty Senate of Eastern Kentucky University celebrates and honors our faculty colleagues and this University for one hundred years of being a school of opportunity for our service region in southeastern Kentucky and the Commonwealth. We also take this opportunity to honor our sister institution, Western Kentucky University, on this shared centennial year as we move forward together in common pursuit of higher education advancement for the people of the Commonwealth.

## Eastern Kentucky University

### Academic Integrity Policy (EKU Honor Code and Pledge)

#### Preamble

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Academic Integrity Policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty.

#### Academic Dishonesty Defined

Academic integrity is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

##### ***Cheating***

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise.

Cheating includes, but is not limited to:

- Giving or receiving assistance not authorized by the instructor or University representative;
- Participating in unauthorized collaboration on an academic exercise;
- Using unapproved or misusing electronic devices or aids during an academic exercise.

##### ***Plagiarism***

Plagiarism occurs when a student represents work taken from another source as his/her own. It is imperative that a student gives credit to information, words, ideas, and images that are integrated into his/her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to:

- Using words, ideas, or images from another source (including the Internet); whether in quotation marks or not, without giving credit to that source in the form of a bibliographic citation;
- Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgment of the source.

##### ***Fabrication***

Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials;
- Listing sources in a bibliography not directly used in the academic exercise;
- Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and

knowing concealment or distortion of the true nature, origin, or function of such data or evidence;

- Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person.

### **Pledge**

I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy. @

Eastern Kentucky University  
Academic Integrity Policy  
(EKU Honor Code)

Procedures for dealing with Academic Integrity Cases

**Step 1. When a violation of the Academic Integrity Policy is suspected:**

If an incident of alleged violation of the AI Policy is suspected, any member of the EKU community can initiate the process of review by reporting the incident, in writing, directly to the responsible faculty/staff. The responsible faculty/staff may elect to conduct his/her own review of the allegations or may elect for the matter to be referred to the Academic Integrity Office.

**Option A: The Faculty/Staff Member Conducts a Review of the Allegations:**

If the responsible faculty/staff chooses to continue the review of the allegations autonomously, the faculty/staff should obtain and assess the applicable information in determining whether a violation of the AI policy has occurred. If the faculty/staff member determines that an AI policy violation has occurred, a notification of the violation must be made to the Office of Academic Integrity for recordkeeping. At this point, the faculty/staff also notifies the student in writing of the allegation, the sanction, AND the right to contest the allegation and sanction according to the AI Policy procedure. If the student accepts responsibility for the violation and the sanction in writing, the case is closed. There is no appeal from this decision. Upon determination of responsibility, the AI Coordinator will enter the report data in the database. If the student does not accept responsibility and chooses to contest the allegation and/or sanction, the process proceeds to Step 2. Note: The faculty/staff involved in Step 1 should request information from the AI Coordinator regarding the student's previous violations of the AI Policy *prior* to rendering a sanction in this particular case.

**Option B: The Faculty/Staff Member Refers the Case to the Academic Integrity Office:**

If a faculty/staff chooses to directly refer the case to the AI Office, the AI Coordinator will meet with the student to discuss the alleged violation. If the student chooses not to contest the allegation and sanction, the sanction is imposed and the case is closed. There is no appeal from this decision. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred. (Then proceed on to Step 3.)

**Step 2. When an Academic Integrity charge or sanction is contested:**

After the faculty/staff and student have met and the student chooses to contest the charge and/or sanction, the faculty/staff will refer the case to the AI Office, within 5 academic days of the meeting. The AI Coordinator will meet with the student to discuss the charge and/or sanctions and the right to contest these. If the student chooses not to contest the charge and sanction, the case is closed. There is no appeal from this decision. Notification of the violation is made by the AI Office into the database for recordkeeping. If the student contests the allegation and/or sanction, the AI Office will schedule a hearing, as soon as practicable, with the specific College Academic Integrity Committee from which the incident occurred. (Then proceed on to Step 3.)

**Step 3.**

At the College Academic Integrity Committee hearing, both the student and the faculty/staff will present their information. The Committee members will review all of the information presented and then deliberate in private. At the discretion of the Chair of the Committee, the proceeding may be extended to an additional meeting. At this level of hearing and continuing throughout the process, the student has the option of having a Peer Advisor present. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Committee, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his/her absence and the Committee's decision will be binding. If the Committee determines that the student has violated the AI Policy, before the sanctioning

stage of the hearing, the AI Coordinator will provide the Committee information regarding whether the student has any previous AI Policy violations recorded and sanctions imposed. The Committee will deliberate again in private in order to determine the appropriate sanction for this violation. The Chair will announce the decision of the Committee to those present at the conclusion of the hearing.

***Step 4.***

A student can appeal the decision of the College Academic Integrity Committee to the University Academic Integrity Committee. This appeal can only be made based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The student will notify, in writing, the AI Office of their request to appeal to the University Academic Integrity Committee within 5 academic days of the College Academic Integrity Committee's decision, and a meeting of the University Academic Integrity Committee will be scheduled as soon as practicable.

***Step 5.***

At the University Academic Integrity Committee appeal review meeting, the Committee members will consider all the written information supplied by the student. The Committee can modify or set aside the applied sanction, refer the case back to the College Academic Integrity Committee, or uphold the decision. The Chair of the Committee will notify the student of its decision, in writing, within 5 academic days of the hearing. The decision of the University Academic Integrity Committee is final, unless the Committee determines suspension or expulsion is the appropriate sanction to be imposed.

***Step 6 through Step 10.***

The following steps will **ONLY** be necessary if it is determined that the student may face the sanctions of suspension or expulsion for the alleged AI Policy violation. According to KRS 164.370, Eastern Kentucky University's Student Disciplinary Council is the only body authorized to suspend or expel a student.

KRS 164.370 provides that:

"Each board of regents may invest the faculty or a committee of the faculty and students with the power to suspend or expel any student for disobedience to its rules, or for any other contumacy, insubordination, or immoral conduct. In every case of suspension or expulsion of a student the person suspended or expelled may appeal to the board of regents. The board of regents shall prescribe the manner and the mode of procedure on appeal. The decision of the board of regents shall be final."

***Step 7.***

If the College Academic Integrity Committee or University Academic Integrity Committee or AI Coordinator determines that the sanction of expulsion or suspension is appropriate for the AI Policy violation and the student wishes to appeal the sanction, the student must notify, in writing, the AI Office, within 5 academic days of the decision of the College or University Academic Integrity Committee's decision, of his/her desire to appeal. As soon as practicable, the AI Office will schedule a hearing before the Student Disciplinary Council.

***Step 8.***

At the Student Disciplinary Council hearing, both the student and the faculty/staff will present their information. The Council will review all of the information presented and then deliberate in private. At the discretion of the Chair of the Student Disciplinary Council, the proceeding may be extended to an additional meeting. Absent exceptional circumstances beyond the control of the student as determined by the Chair of the Council, if the student who has been notified of the hearing fails to appear, the proceeding may take place in his/her absence and the Committee's decision will be binding. If the Council determines that the student has violated the AI Policy, before the sanctioning stage of the meeting, the AI Coordinator will provide the Council information regarding whether the student has any previous AI Policy violations recorded and sanctions imposed. The Council will deliberate again in private in order to

determine the appropriate sanction for this violation. The Chair will announce the decision of the Council to those present at the conclusion of the hearing.

**Step 9.**

If the student chooses to contest the allegation and/or sanction, the student can appeal to the Provost. The student will notify, in writing, the AI Office of his/her request and grounds for such request, within 5 class days of the Student Disciplinary Council's decision. An appeal to the Provost can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The Provost will render a decision, in writing, within 10 academic days of receipt of the appeal.

**Step 10.**

If the Provost upholds the decision of the Student Disciplinary Council, and if the student chooses to contest the allegation and/or sanction, the student can appeal to the Board of Regents. The student will notify, in writing, the AI Office of his/her request and the grounds for such request, within 5 academic days of the Provost's decision. An appeal to the Board of Regents can only be based upon irregularities in procedure, new evidence not available at the first hearing, or punishment not consistent with the violation. The decision of the Board of Regents is final.

### Sanctions

**Minimum Sanction:** The standard minimum sanction for an AI Policy violation shall be the assignment of an "F" for the test, assignment, activity in which an incident of academic dishonesty occurred. The student will not be allowed to retake or rewrite the test, assignment, or activity. A student so assigned an "F" will not be permitted to drop or withdraw from the course.

**Minimum Sanction for student with one previous Academic Integrity Policy violation:** The standard minimum sanction for an AI Policy violation for a student with one previous AI Policy violation will be an "FX" recorded for the course on the student's transcript. The "FX" grade denotes failure in the course due to academic dishonesty. A student so assigned an "FX" for a course will not be permitted to drop or withdraw from the course.

**Sanctions:** In addition to the minimum sanctions for an AI Policy violation, other appropriate educational sanctions may be assigned. These sanctions may be given even if this is the first violation of the AI Policy. Such sanctions could include, but are not limited to, the following:

- Removal from the course
- Educational sanctions
- Community service
- Restriction of computer access
- Precluded from graduating with Honors
- Assigned an "F" for the course
- "FX" notation on transcript
- Suspension \*
- Expulsion \*

\* Note: According to KRS 164.370, Eastern Kentucky University's Student Disciplinary Council is the only body authorized to suspend or expel a student, Steps 6 through Step 10.

**"FX" Notation:** The "FX" grade will be changed to an "F" on the student's transcript upon completion of the educational sanctions so specified by the faculty/staff (Step 1) or other hearing bodies. A course with a grade of "FX" may not be repeated until the "FX" grade is changed to a "F". The student can then choose to repeat the course with the grade earned in the later taking replacing that of the "F" grade.

### Helpful Definitions

**Scheduling of hearings:** Hearings will be scheduled as soon as practicable after the AI Coordinator receives written notification of the charge of an Academic Integrity violation.

**Coordinator:** The AI Coordinator is a faculty member who coordinates the ECU Academic Integrity Policy and procedure. The AI Coordinator does not take part in any actual hearings, but is available to answer procedural questions. The Coordinator is responsible for maintaining all records of all incidents involving the ECU Academic Integrity Policy.

**College Academic Integrity Committee:** The College Academic Integrity Committee is comprised of 5 members (1 faculty from the department where the incident arose, 2 faculty from the college at large, and 2 students from the college at large but not from the department where the incident arose.) If this case involves a graduate student, at least one of the students on the Committee will be a graduate student. One member, elected by the Committee, will serve as Chair. The Committee is responsible for determining the facts, and, if the student is found to have violated the AI Policy, the Committee must determine the appropriate sanction. To determine that a violation has/has not occurred, 4 of the 5 Committee members must agree. To determine the sanction, 3 of the 5 Committee members must agree.

**Student Disciplinary Council:** The Student Disciplinary Council is comprised of 7 members, one faculty from each of the Colleges, and two students (one undergraduate and one graduate student) named by the President of the University. One member, elected by the Council, serves as Chair.

**University Academic Integrity Committee:** The University Academic Integrity Committee is comprised of 6 members. At the beginning of the academic year, there will be 2 names (1 faculty, 1 student) from each college and one name (faculty/staff) from the Library submitted to the President's office for appointment to the Committee. For each AI hearing, the College from which the incident arose will have both the faculty and student serve as members of this specific Committee. The remaining members of the Committee will be randomly drawn from two separate categories in order for the make-up of the Committee to be 3 faculty and 3 students. One member, elected by the Committee, will serve as Chair. An appeal to this Committee can only be based upon irregularities in procedure, new evidence not available for the first hearing, or punishment not consistent with the violation. The Committee can modify or set aside the applied sanction, refer the case back to the College Academic Integrity Committee, or uphold the decision. The decision of the University Academic Integrity Committee is final, unless the Committee determines suspension or expulsion is the appropriate sanction to be imposed.

**Peer Advisor:** An accused student has the right to have another willing student act as his or her advisor/advocate and to assist the student throughout the process, beginning at Step 3 and continuing through Step 10. The student can be any presently enrolled ECU student.

**Silent Advisor:** An accused student has the right to have an attorney present at any proceeding at Step 3 and continuing through Step 10. The attorney is not permitted to speak in any hearing through this process.

**Eastern Kentucky University's Academic Integrity Policy  
Comparison of Present Policy With  
Revised Academic Integrity Policy and Honor Code  
(Fall 2005)**

	<b>Present Policy</b>	<b>Proposed Policy</b>
<b>Title</b>	EKU Academic Honesty Policy	EKU Academic Integrity Policy
<b>Preamble</b>	Not included	Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Academic Integrity Policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty.
<b>Honor Code</b>	Not included	Included. Consists of the Introduction, Definitions, Description of process, Pledge, and Signature.
<b>Pledge</b>	Not included	I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy.
<b>Introduction</b>	Eastern Kentucky University faculty and students are bonded by principles of truth and honesty which are recognized as fundamental for a community of teachers and scholars. The University expects that the students will honor and that faculty will honor and enforce these principles, which contribute to a foundation upon which a quality of education can be built. With this premise, the University affirms that it will not tolerate academic dishonesty	Academic integrity is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty is not tolerated and incidents of it will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.
<b>Definition - Cheating</b>	Cheating includes buying, stealing, otherwise fraudulently obtaining copies of examinations or assignments for the purpose of improving one's	Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise. Cheating includes, but is not limited to:

	academic standing. During examinations or in-class work, it includes receiving information from others and referring to unauthorized notes or other written information. In addition, copying from others, either during examinations or in the preparation of homework assignments, is a form of cheating.	Giving or receiving assistance not authorized by the instructor or University representative; Participating in unauthorized collaboration on an academic exercise; Using unapproved or misusing electronic devices or aids during an academic exercise.
<b>Definition- Fabrication</b>	Not included	Fabrication is a form of deception and occurs when a student misrepresents written or verbal information in an academic exercise. Fabrication includes, but is not limited to: Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials; Listing sources in a bibliography not directly used in the academic exercise; Submission in a paper, thesis, lab report, practicum log, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence; Submitting as your own any academic exercise (verbal, written, electronic, or artistic work) prepared totally or in part by another person.
<b>Definition – Plagiarism</b>	Plagiarism is the act of presenting ideas, words, or organization of a source (published or not) as if they were one’s own, without acknowledgement of the source. Since university instructors assume material presented by students is their own otherwise indicated, all quoted material must be in quotation marks, all paraphrases, quotations, significant ideas, and organization must be acknowledge by footnotes or by some other form of documentation acceptable by the instructor for the course. Plagiarism also includes presenting material, which was composed or revised by any person other than the student who submits it as well as the deliberate falsification of footnotes. The use of the term “material” refers to work in any form including written, oral, or electronic (as in the case if computer files).	Plagiarism occurs when a student represents work taken from another source as his/her own. It is imperative that a student gives credit to information, words, ideas, and images that are integrated into his/her own work. Acknowledgement of a source of information in any form should consist of complete, accurate, and specific references and, if verbatim statements are included, quotation marks as well. Examples of plagiarism include, but are not limited to: Using words, ideas, or images from another source (including the Internet); whether in quotation marks or not, without giving credit to that source in the form of a bibliographic citation; Using facts, statistics, or other supporting materials that are not clearly common knowledge without acknowledgment of the source.
<b>Definition – Co-Responsibility</b>	Anyone who knowingly assists in any form of academic dishonesty shall be considered as guilty as the student who accepts such assistance. Students	(Preamble) Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the

	should not allow their work to be copied or otherwise used by fellow students, nor should they sell or give unauthorized copies of examinations to other students.	same sanctions.
<b>Computer Code of Ethics</b>	Computers should not be used to acquire or provide information in conflict with the academic honesty policy. Furthermore, the Code of Ethics for Computing and Communications makes it the responsibility of computer users to keep information, data, and programs in their computer accounts secure from others.	Not specifically included
<b>Institutional Procedures:</b>		
<b>Timing</b>	Faculty confronts student as soon as possible. Grade appeals wait until end of semester after grade is given.	Faculty confronts student as soon as possible. Process begins immediately.
<b>Violations Reported</b>	Not centralized. Three options: 1) Report violations to Chair then Dean then Registrar; 2) report violations to Student Disciplinary Council; 3) report violations to department Academic Practices Comm.	Two options. 1) Faculty meets with student who accepts responsibility or violation then referred to AI Coordinator. 2) Violations referred immediately to AI Coordinator.
<b>Centralization of Info Reported</b>	Not included	Included.
<b>Peer Advisor</b>	Not included	Included. Student at ECU. Permitted in Steps 3 through 10.
<b>Disciplinary Process</b>	4 options: 1) The instructor may assign a failing grade for the assignment; 2) the instructor may assign a failing grade for the course, in which case the instructor shall notify the chair of the department, the dean of the college in which the course is offered, the dean of the college of the student's major, the Dean of the Graduate School if appropriate, and the Registrar; 3) The instructor may refer the matter to the departmental committee on academic practices for consideration and possible referral to the Student Disciplinary Council; 4) If the student is assigned a grade of "F" and the instructor thinks the matter is serious enough, the instructor may submit the case to	Alleged incident of dishonesty occurs; 1) Faculty meets with student who accepts responsibility or violation then referred to AI Coordinator OR 2) Case referred immediately to AI Coordinator. Hearing at College Academic Integrity Committee, Appeal to University Academic Integrity Committee.

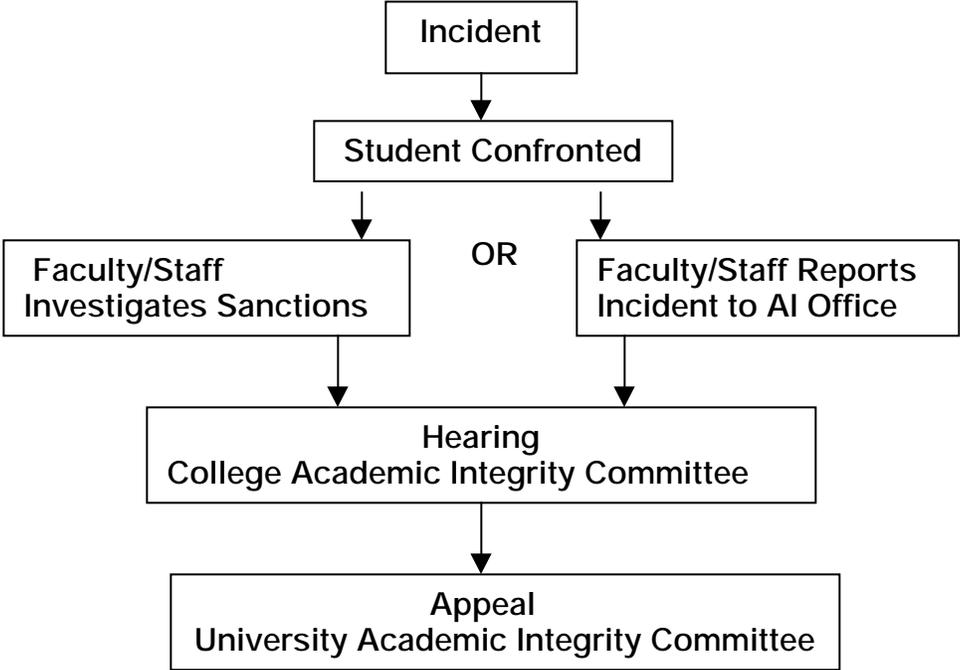
the departmental committee on academic practices with the recommendation that the student, if otherwise eligible, not be permitted to graduate with honors. This recommendation shall be made no later than the date on which the faculty member submits to the Registrar the grade report on which the “F” for plagiarism or cheating is assigned. At the time of the recommendation is submitted to the academic practices committee, the Registrar shall be informed that the recommendation has been submitted.

<b>Disciplinary Sanctions</b>	Fail assignment, fail course, not graduate with honors, not allowed to drop or withdraw from course	Fail assignment, fail course, not allowed to withdraw from course, “XF” notation for course, removal from course, educational sanctions, community service, restriction of computer access, precluded from graduating with Honors, suspension, expulsion
<b>Educational Sanctions</b>	Not included	Included. In the process of development.
<b>Student Disciplinary Council</b>	Included. Appeal from Council to Vice President of Student Affairs to President to Board of Regents. Per KRS 164.370, this Council is the only body authorized to suspend or expel a student.	Included. Appeal from Council to Provost to President to Board of Regents. Per KRS 164.370, this Council is the only body authorized to suspend or expel a student.

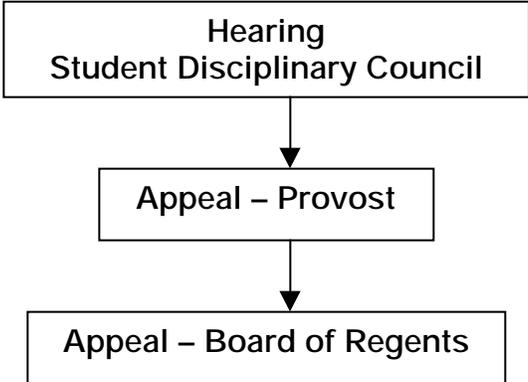
***Additions to proposed policy not included in the present policy:***

- 1) Honor Code
- 2) Honor Code Pledge
- 3) Peer Advisor
- 4) Silent Advisor
- 5) Educational components for sanctions
- 6) Centralized reporting of alleged academic integrity violations
- 7) Change in appeal process from Student Disciplinary Council

EKU Academic Integrity Case Flow Chart



The following steps will **ONLY** be necessary if it is determined that the student may face the sanctions of suspension or expulsion for the alleged AI Policy violation. According to KRS 164.370, Eastern Kentucky University’s Student Disciplinary Council is the only body authorized to suspend or expel a student.



Dear Members of the Faculty:

On October 7, 2005, I sent you the e-mail below with a proposal to recognize outstanding faculty achievement through the establishment of an annual program that would give up to 50 nonrecurring awards of \$5,000 each to faculty members for outstanding achievements in teaching, research, and service. That e-mail follows with the description of the proposed program.

There also were two open forums held to discuss the pros and cons of the proposal. Two different evaluations of the proposal's merits were expressed at the two forums.

At the first forum on October 12, 2005, there was a small group of faculty members in attendance in addition to Faculty Senate Chair Siegel and myself. This group was mainly against the program, citing concerns about the criteria, the selection process, redundancy with the established merit evaluation process, and the fixed amount of the awards. If such money were available, the majority of this group wanted it placed in merit.

At the second forum on October 17, 2005, another small group of faculty members was present. The second group was for the awards. Members of this group responded to some of the concerns from the first group, suggesting that these awards be clearly distinguished from merit and be for unique and distinct achievements that would stand up to public scrutiny as worthy of recognition. They wanted to make sure that the awards were considered separately from merit and did not preclude merit in any way. This group was supportive of the merit system and recognizing faculty for achievements.

What unites these two seemingly opposite evaluations of the awards is the need for recognition of exceptional achievement. The majority of both groups were supportive of a return to merit raises. One of the telling arguments against committing these funds to the Faculty Achievement Awards at this time is the sense I got from several people that the rules of the game were changed. They were counting on merit returning as a part of base, and the original proposal superseded those expectations.

Another issue was the distribution and disbursement of the funds, and several terms need to be clarified. The \$250,000 Academic Affairs received for this purpose was given on a recurring basis. That means that the money will recur or be in every fiscal year's budget from now on. That differs from nonrecurring which means for one fiscal year only. For example, on the revenue side, monies that are left over from the previous year (called carry-forward or fund balances) are nonrecurring in nature—they are only available for that fiscal year. Expenditures can be recurring or nonrecurring in nature as well. If funds are put into a salary base, that salary base needs to be paid annually. That is a recurring cost because it has to be paid each subsequent fiscal year. A one-time salary bonus, however, is a one-time payment, only paid in one fiscal year.

Based on the thread of wanting merit recognition that ran through both of these conversations with the faculty as well as the other communications received from faculty, it would seem that a hybrid of nonrecurring merit bonuses and nonrecurring outstanding achievement awards is the best answer. The \$250,000 nonrecurring carry-forward from 2005-06 (since we did not use it this year) will be added to the \$250,000 for 2006-07 (the new money available next year) to make a pool of \$500,000 nonrecurring available for one-time allocations in 2006-07. For future years, there will be a minimum \$500,000 pool for nonrecurring merit awards each year. Off of the top of this

\$500,000, there will be \$450,000 for nonrecurring merit bonuses distributed based on each college's full-time faculty eligible for merit consideration and awarded according to each college's procedures for awarding merit raises. The remaining \$50,000 will be set aside for 10 awards for outstanding achievement.

There was some debate over whether we should just put the money available into a recurring merit raise for next year using up the current funds available versus disbursing it as nonrecurring bonuses maintaining a recurring source of revenue available every year for similar bonuses. There will be some who would prefer to have the merit put into their base salaries. That is the practice with which everyone is familiar. But then the money is gone and what about the next year? We might have funds for merit raises and we might not. The following year might be a more productive one for a faculty member, but there might not be any funds to recognize his or her accomplishment. By proceeding with nonrecurring bonuses based on funds that will stay budgeted for that purpose, we can assure the faculty that there will be recognition of meritorious activity each year with a minimum of \$450,000 to recognize those accomplishments. There will be consistency both in level of funding and recognition of annual achievements.

Across-the-board increases to address cost of living will continue to be put into base salaries.

For the outstanding faculty achievement awards, \$50,000 will be designated for 10 awards of \$5,000. Each college and the Libraries will submit to the Provost five names of individuals deemed as outstanding through the departmental merit process for their work during the review period. The Provost and the college and Libraries deans will select from those 30 candidates the 10 individuals whom they find to be outstanding among their peers for unique and distinct achievements that would stand up to public scrutiny as worthy of recognition.

A further note, as the colleges, departments, and faculty consider the distribution of the funds for merit for next year, we all need to be mindful of several policies regarding merit raises that are in the University Merit Pay Guidelines section (Part III) of the Faculty Handbook.

- I.C. .... University merit dollars are to be divided proportionately among departments based on the number of full-time faculty who are eligible for merit consideration in each department. Individuals who exceed minimum performance standards to an equivalent extent receive merit awards in equal dollar amounts.
- II.A. (...the [merit determination] system must:) Be designed to differentiate with regard to performance so that no portion of the merit funds may be allocated across the board.
- II.J. (recently approved by the Board) At such time when merit money is available, previous non-merit years should be considered, and each department shall create a committee to deal with awarding credit for past non-merit years. This practice will be applied in the event that non-merit years occur in the future.

I appreciate all who came forward with their comments and suggestions. The two forums helped to refine what needed to be done. A university is a place of discussion and debate and this process helped to show the benefits of open discussion and joint problem-solving.

E-mail sent to all Faculty on October 7, 2005

---

**From:** Academic Affairs Campus Mailing

**Sent:** Fri 10/7/2005 5:42 PM

**Subject:** Open forums to discuss the proposal for Faculty Recognition Awards for Outstanding Performance to be held on October 12 and October 17, 2005.

This message is being sent on behalf of Dr. James Chapman.

---

In this year's budget approval was given for \$250,000 to be used to recognize faculty for outstanding performance. Before formally announcing these awards and proceeding to administer the process, there will be open forums for faculty to discuss with the Provost and the Chair of the Senate the proposal below. Meetings will be held at 3:30 p.m. on Wednesday, October 12, and Monday, October 17, in the Faculty Lounge of the Keen Johnson Building.

## **D R A F T**

### **Faculty Recognition Awards for Outstanding Performance**

**Rationale:** A number of faculty each year perform in outstanding ways. These awards are to recognize those activities for that time period.

**Award:** There will no more than fifty, non-recurring awards of \$5,000 each. These awards can be given for as many years as the individual qualifies for the award. Should there be less than fifty outstanding candidates in any year, there will be fewer awards given.

**Time Period:** The award will be given for outstanding performance in a given fiscal year.

**Criteria:** The outstanding performance can be related to teaching, service, or research. Priority will be given to individuals with outstanding performance in both teaching and research or teaching and service. These selections should be able to withstand the scrutiny of the University community and will be posted with rationale on the Academic Affairs website to honor these individuals and set the standards for future awards.

**Who May Apply:** Full-time, tenured, tenure-track, or library faculty members can self-nominate or be nominated by anyone in the Eastern Kentucky University community. The reasons why this person is an exceptional faculty candidate need to be described with the specifics of the achievements supporting that exceptionality being stated as well.

**Selection Committee:** The selection committee will consist of outstanding emeritus faculty.

Nominations should be submitted by no later than March 15.

Dear Senators:

The **Senate's Executive Committee** met November 21, 2005. Reports were received from liaisons to standing and ad hoc Senate Committees, University Committees, and the Arlington Board, as well as from the Provost and Faculty Regent. For the most part, the information they provided will be found in other reports, so it will not be repeated here. Otherwise, the following announcements were made and actions taken.

1. Senators Robles and Ware (Rights and Responsibilities Committee) met with the Executive Committee to request that the Academic Integrity Proposal be placed on the December Senate agenda. So approved.
2. The Executive Committee discussed the proposed new Senate agenda format and a trial version was approved. It will be used for the first time at the December 2005 Senate. The Senate Chair will contact all regularly scheduled Senate speakers to alert them to the change and request their cooperation. The Senate will try the new agenda for several meetings then evaluate its efficacy.
3. The Executive Committee approved the draft Resolution on the Centennial (below) to be brought to the Senate in December.

Be it resolved on this the centennial year of Eastern Kentucky University that the Faculty Senate of Eastern Kentucky University celebrates and honors our faculty colleagues and this University for one hundred years of being a school of opportunity for our service region in southeastern Kentucky and the Commonwealth. We also take this opportunity to honor our sister institution, Western Kentucky University, on this shared centennial year as we move forward together in common pursuit of higher education advancement for the people of the Commonwealth.

4. The ad hoc Senate Futures Committee met November 22<sup>nd</sup>. Members are Professors Doris Pierce, Steve Fardo, Doug Whitlock, Richard Freed, Senator Ann Chapman, and Senator Larry Collins.
5. The ad hoc Senate Centennial Committee will meet again November 29<sup>th</sup>. Senator Hunter Hensley was elected Chair; members are Charles Hay (University Archivist, Retired), Dr. Hal Blythe (Director, Teaching and Learning Center), Senators Sharon Shasby and Joyce Young, and Marc Whitt (Associate Vice President for Public Relations and Marketing). The Committee will be planning activities in collaboration with the TLC, Faculty Club, and Retired Professors Organization to advance faculty participation in the Centennial celebration during the Spring 2006 Semester.
6. The ad hoc Committee on Senate Membership is complete and will soon meet. The Chair is Senator David May; members are Senators Marlow Marchant, Vickie Sanchez, and Matt Winslow, and former Senate Chair Karen Janssen. This committee will look at Senate term limits and requiring that a faculty member serve a minimum number of years of service at EKU before becoming eligible for election to the Senate.
7. The University Parking and Transportation Committee submitted its final report to the President for consideration.
8. The midnight breakfast for students will be Wednesday, December 7<sup>th</sup> beginning at 10:30 pm in the Food Court, Powell. Volunteers will work a two-hour shift. Students love seeing professors handing out biscuits, bacon, pancakes, and eggs, so please volunteer if you can. Contact [alison\\_king40@eku.edu](mailto:alison_king40@eku.edu). No previous food handling experience needed!
9. The faculty evaluation of the President's job performance is delayed while the Board of Regents conclude the process of hiring a consultant to assist in the process. All stakeholders will be asked to participate in the evaluation in early Spring 2006 (February-March probably). The faculty evaluation will be implemented at the same time as the Board's.

10. The February 2006 *For the Good of the Order* discussion will be “Strategies for Improving the Senate Election Process.” It was suggested that the March topic might be “Strategies for Developing More Effective Communication between the Senate and Departments.” An April topic is needed.
11. When we had unseasonably warm weather in early November, copious complaints were heard about the excessive heat particularly in older buildings. Complaints continue about clocks that either have stopped working entirely or are woefully inaccurate. Therefore, in response to a request from the Senate Chair, Mr. James C. Street, Director of Facilities has kindly provided a detailed explanation for both our heating and clock problems. Thanks to Mr. Street for taking the time to write such complete and useful explanations (below).

The Executive Committee meeting adjourned at approximately 5:30 p.m.

**From Mr. James C. Street, Director of Facilities:**

**Heat Plant Basics**

Heat is provided to main campus by a central heat plant that produces heat primarily through the combustion of coal with natural gas as a back-up alternative system. These central boilers produce steam that is distributed to various buildings through a buried system of pipes. The centrally fired steam, once distributed from the central plant to the individual buildings, is used to heat water (this heat transfer takes place in a piece of equipment called a steam converter) which is in a separate loop within the individual buildings, and this heated water is piped to the registers, fan coil units, or other conditioned air delivery system within the various classrooms, offices and other occupied spaces. In some of the classroom and office buildings constructed in the last forty years we have what is called a “reheat” system, and this means, in basic terms, that air is brought into the building and cooled by a chiller system during the spring, summer and fall, and then reheated to a comfortable temperature. The advantage of this system is that it provides relatively dry air and a greater degree of control over temperatures than the more rudimentary heat or cool only system. One negative aspect of this system is that the chiller system that cools the air must be taken off-line as the potential for freezing approaches, and the result of this is that unseasonably warm weather like that which we’ve been experiencing lately (early November) will cause uncomfortable temperatures indoors.

Facilities makes every effort to start and end the heating season at a time that will afford the most comfort for our campus occupants. You may recall that we’ve experienced a very warm fall; however, about three weeks ago it turned cold for a week or so. We received numerous complaints from faculty, staff and students about the cold, but the long-range forecast suggested a return of warm weather so we were reluctant to start the heat plant. (Keep in mind that starting the central heat plant takes roughly three days to start, and also keep in mind that once we start heating we can’t go back to cooling.) The cold remained, and finally the long range forecast suggested below average-to-average temperatures so the decision was made to start the plant. Following firing, and at about the same time the plant was starting to provide heat to the buildings, we found ourselves in the midst of another heat wave (75 degrees). Once the cores of all of our buildings get warm, excessively warm outside temperatures will keep the inside temperatures very warm. I know we have uncomfortable folks, but there is little that can be done. The forecast for lows in the 20’s will mean we’ll have a difficult time responding to the 50 degree swing in temperatures, which will result in cool areas.

On a longer horizon, we have projects identified in our capital plan to address some of the issues relative to system problems. Many of our mid-life to elderly buildings (40 years and over in age) have HVAC equipment in service that is far beyond its life expectancy. President Glasser has worked hard to address deferred maintenance, and we’re investing a sizeable portion of the money we’ve received in heating and cooling repairs.

**Does Anybody Really Know What Time It Is?**

Our original Simplex clock system relied on a signal generator that provided a “code” through the campus electrical grid that synchronized the clocks on an hourly schedule. Through the years a couple of things happened that rendered the system something less than efficient: the addition of computers and other equipment that include voltage reduction transformers canceled some of the efficacy of the signal generator, and the clocks simply wore out. The new electrical upgrade does not have a signal generator; therefore, most of the clocks remaining have not reset and are wrong. We anticipated this development and have purchased “Atomix” clocks that reset via a low frequency radio signal that is transmitted nationally and which requires a transmitter repeater to penetrate buildings. We’re a bit behind in getting these installed before the prior system became defunct because the electrical contractor is ahead of schedule in getting the new system in place and the old system off line. We are working to get the new clocks in place and will make every effort to get them installed over the next few weeks.

To: Faculty Senate  
From: Pam Schlomann  
Date: November 22, 2005  
Re: Regent's Report

The Executive Committee of the Board of Regents met November 11, 2005 and heard two additional presentations about conducting presidential evaluations. A prior presentation had been made on October 3. The three proposals were then discussed and action taken to select Penson Associates as consultations to the Board for its evaluation of President Glasser. Dr. John Moore, the President and Senior Associate will specifically be assisting the Board. I encourage you to visit their web page ( <http://www.pensonassociates.com> ) and learn more about Penson Associates. You will find them to be a very professional organization with an exceptionally strong history of providing quality services related to leadership development and assessment at institutions of higher education.

The next Board meeting will be the morning of January 18 in Frankfort and will include special Centennial events. On the January 17, the Governor will be hosting a joint dinner for ECU and WKU Board of Regents and Presidents. On the 18<sup>th</sup>, the Boards and Presidents will be guests at the Kentucky General Assembly to receive joint resolutions recognizing the founding of both universities. That will be followed by a reception with the Governor and General Assembly.

Please feel free to contact me for further information about any of these items or to discuss topics of concern to you!

Respectfully submitted,

Pam Schlomann  
622-1959  
pam.schlomann@eku.edu

**Report to the Senate  
Interim Provost  
December 5, 2005**

First let me apologize for not being able to be with you for this Faculty Senate meeting. As provost I see it as one of my highest priorities.

Some issues of interest to you might be the following:

1. After listening to what the faculty and the Faculty Welfare Committee had to say, I have completed the proposal for the distribution of merit bonuses and faculty outstanding achievement awards. A copy of that proposal will be sent to you in the next few days if you have not received it already. It is more a hybrid than a compromise. I do not believe that any of the original intent has been lost and various good insights on how to recognize faculty have been incorporated.
2. With all of the equity money disbursed and the proposal for providing funds for individual achievements decided, last year's equity adjustment distribution has been brought to a conclusion. Recently responses to the appeals were sent to bring closure to the process.
3. The searches for the ITDS Director, the Dean of Education, and the Dean of Libraries are underway. The status is that the ITDS search is moving forward and should bring in candidates early in the spring semester, the Education Committee has met once for an organizational meeting, and the Libraries committee is being formed and will have at least an organizational meeting prior to the end of this semester. It is hoped that all finalists will be chosen no later than March 31 to provide for broad and maximum input on the final candidates.
4. I have asked Sandra Moore to serve as *ex officio* member of all faculty search committees. Her responsibility in that role will be to touch base with the chair of the department or the chair of the committee (whomever the Dean designates) at least once during the search in order to offer specific ways that the committees can diversify the pool of applicants. She will follow-up to see if a diverse pool was created using this method. Hopefully this will heighten awareness of our need to diversify our pools and will lead to the hiring of a more diverse faculty. This is not meant to be intrusive but rather a constructive way for us to move forward and improve in this area. As we progress through the process this year, we all should evaluate this action and make suggestions for how we can better achieve our goal to make this a more inclusive community.
5. It was brought to my attention that a number of classes were cancelled inappropriately the Monday and Tuesday of Thanksgiving week. We are not doing students a service when we shorten their class time. The faculty has something to offer the students and has an obligation to provide the students with the instruction they paid to receive. A generous amount of time is provided to students for holidays. I urge you to enjoin your colleagues to meet their responsibilities to our students and take pride in what we as faculty have to offer the students.

6. The Strategic Plan is coming to completion. The Committee expresses its gratitude to all who provided an evaluation and comments on the draft. This Plan will be the driver for what ECU supports and does during the next four years.
7. A number of individuals including myself are in Atlanta from December 2-6 for the annual meeting hosted by SACS, our regional accrediting body. This meeting provides numerous insights on the re-accreditation process from sister institutions that have gone through the process recently or are currently going through it. We are making good progress thanks to the hard work of numerous individuals involved. It already has proven to be a helpful process in making ECU a better institution.
8. The determination of the distribution amounts of professional development money, Action Agenda funds, and part-time instruction funds has been made and the transfers are working through the system. Hopefully improved data bases will allow for more prompt allocations in subsequent years.

Best wishes for a satisfying end to the semester, a restful holiday season, and a happy and rewarding new year. Thank you for your work and your contributions to ECU and your colleagues.

Jim Chapman

## Student Government Association

- In response to concerns brought to us in our diversity forum, I have established a Diversity Action Plan Committee to address the concerns.
- We have begun dialogue with the Richmond Community in hopes of addressing problems with Campus and Community Relations.
- In general, the four branches are continually working to improve accountability and effectiveness among themselves.
- Thank you to all for work thus far and look forward to working with you next semester.

## Budget Committee Report

The Budget committee has been actively corresponding through emails and our Blackboard site. We have been gathering information on alternative scheduling used by other universities. We are re-evaluating Flip Fridays, the adoption of a MW -TR schedule [with the free Friday or Monday being used for creative course design]. Overall we are looking for the best usage of our classroom space for the university and for our students. We believe that this will secondarily solve some of our parking problems. In addition we are creating some online surveys for feedback from our colleagues. Any ideas you may have may be directed to David Eakin, Chairperson [david.eakin@eku.edu], or any other member of the Committee.

# **REPORT FOR SENATE RULES COMMITTEE**

## **6 DECEMBER 2005**

The Faculty Senate Rules Committee met on November the 16 from 10:00 am until almost noon. We discussed the reworking of the proposal for the revision of the Council on Academic Affairs to becoming a Faculty Senate Committee and the structure of how this would appear in the Faculty Handbook. A proposal was agreed on by consensus and forwarded to the Faculty Senate Executive Committee for information purposes and feedback.

After receiving feedback, the Rules Committee will continue to discuss said feedback and work on further revisions before bringing the recommendations to the Senate floor.

At least two members of the Rules Committee will be meeting with the existing Graduate Council on December 9 for further input about the structure of the graduate section of this revision.

We also discussed some problems with the Faculty Senate section of the Faculty Handbook and will make it our top priority for the Spring Semester as well as updating the Senate's Internal Procedures.

Respectfully submitted by the Faculty Senate Rules Committee:

Keith Johnson, Chair  
Melissa Dieckmann  
Nancy McKenney  
Jane Rainey  
Margaret Yoder

## **Rights and Responsibilities Committee**

The Rights and Responsibilities Committee is bringing forth (today) the Academic Integrity Process proposal for discussion at the February Senate meeting. Discussion continues at Senate regarding the Promotion and Tenure process.

## **AD HOC FACULTY SENATE CENTENNIAL COMMITTEE**

The Faculty Senate Ad Hoc committee for the Centennial celebration, has held two quite productive sessions brainstorming ideas for a delightful series of ECU Centennial recognition events, receptions, and events for the Spring semester.

The committee agreed that at the next meeting, to be held before semester's end, a schedule of events will be agreed upon so that more formal planning and announcements can be attended to by the individual members of the committee.

Members of the Ad Hoc committee are: Hal Blythe-TLC, Charles Hay-retired faculty-archivist, Hunter Hensley, music dept.-committee chair, Sharon Shasby, Grad. Prog. Coordinator; Marc Whitt-publicity; Joyce Wolf-fine arts & ex officio, Carolyn Siegel-Faculty Senate chair.

submitted by: Hunter Hensley  
Faculty Senate Ad Hoc Centennial Committee Chair