Call to order

Approval of Minutes
  February 6, 2012

President's Report: Senator Whitlock

Unfinished Business:
  • Faculty Authored Texts Policy

New Business:
  • Posthumous Degree for Tiare Obenauer
  • Developmental Math Summary (Informational only)
  • Promotion & Tenure policy
  • Report from Council on Academic Affairs
    (CAA agenda is included in the Senate packet.)
    (See separate PDF file for the curriculum forms. 49 pages)

Report Overview & Questions:
  Executive Committee Report: Senator Noblitt
  Faculty Regent: Senator Frisbie
  COSFL Representative: Senator Summers
  Provost: Senator Vice
  Student Government Association: Rachel Mollozzi
  Financial Planning/Strategic Planning Council: Senator Noblitt

Standing Committees:
  Academic Quality Committee: Senators Shordike/Schmelzer, Co-Chairs
  Budget Committee: Senator Johnson, Chair
  Committee on Committees: Senator Roush, Chair
  Elections Committee: Senator Day, Chair
  New Senators Orientation Committee: Senator Pressley, Chair
  Rights & Responsibilities Committee: Senator Palmer, Chair
  Rules Committee: Senator Hensley, Chair
  Welfare Committee: Senator Johnson, Chair

Ad Hoc Committees:
  Committee on Computing: Senator Smith

Adjournment
The Faculty Senate of Eastern Kentucky University met on Monday, February 6, 2012, in the South Ballroom in the Keen Johnson Building. Senator Noblitt called the fifth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent:
*indicates prior notification of absence  
^SUB Clemma Snider attended for C. Frazer  
^ALT John Taylor attended for A. Thieme

Visitors to the Senate: Gary Barksdale, Human Resources; Dana Bush, Family & Consumer Sciences; Jim Conneely, Student Affairs; Erica King, student; Diane Leggett, Family & Consumer Sciences; Rick McGee, Council on Academic Affairs; Christine Myers, Occupational Therapy; Debbie Newsom, Financial Affairs; Shirley O’Brien, Occupational Therapy; Sydney Petersen, student; Doris Pierce, Occupational Therapy; Sherry Robinson, Provost Office; Colleen Schneck, Occupational Therapy; Madelyn Street, Student Senate; Deborah Whitehouse, Occupational Therapy

APPROVAL OF MINUTES:
The December 5, 2011 minutes were approved as written.

REPORT FROM THE PRESIDENT: Senator Whitlock
Senator Whitlock thanked the Senate for participating in his recent evaluation. Board of Regents Chairman Gary Abney shared with the University Community an excellent summation of the evaluation, identifying some areas that need increased attention. These include:

- Enrollment management. Part of EKU’s financial problems rest in the fact that there was a $3 million tuition short-fall this past fall. Student success—retention and graduation rates—will become increasingly important. There will be some announcements made soon about the Enrollment Management area.
- Increased attention to EKU’s service region. This has already begun with recent meetings at Somerset, Corbin, Danville, Lancaster, Hazard and Manchester. In conjunction with those meetings, there have also been visits to area high schools. Senator Whitlock has informed the Admissions Office that he will commit to more school visits and recruiting opportunities in the future.
- Less international travel. A number of international partnerships have been successfully formed, so there is less need to travel internationally. Senator Whitlock announced that if he travels to Japan in October, it will be entirely at his own expense.
- Focus on institutional vision. Senator Whitlock plans to focus more on the vision for this institution as a School of Opportunity writ large, which includes far more than the concept of relatively open admissions. EKU’s mission of student success, regional stewardship, and the QEP is clearly about opportunity.

New television commercials are being aired now with the theme, “This is Eastern Kentucky University and you can get there from here.”
Thursday Senator Whitlock will testify before the Education Subcommittee of the House Appropriations and Revenue Committee. This testimony will include a report on some of the excellent work being done on this campus—around interventions within elementary and secondary education, the revised general education program, and other items of legislative interest, including the relationship of EKU’s new strategic plan to the CPE’s strategic agenda. He will transition to the impact the Governor’s recommendation of a 6.4 percent state appropriation will have on this institution. This will be set in the context of some historic funding data. In a nutshell:

> Going from a state appropriation of $72,221,000 down to $67,673,700 (change of $4,547,300) which is essentially the level of funding we had in 2003-04.

Tuition revenue (based on current enrollment) is expected to grow only by $2.0 million with the following assumptions:

- Undergraduate instate increase of 5%. (Purely a hypothetical figure, there have been no discussion of tuition rates at the state level. Before any decision is made on this campus there will be ample opportunity for students to be heard.)
- Elimination of targeted tuition for incoming freshman
- Continuing targeted tuition increase of 8%
- Undergraduate nonresident decrease of 14%
- Graduate instate increase of 5% (with some tweaks to specific programs)
- Online graduate decrease multiplier from 1.25 to 1.02
- Online programs stay at 1.30 multiplier

There will be some unavoidable cost increases, such as $1 million in employer contributions to state retirement systems. Consequently, it is being projected that there will be a $5 million hole to fill as next year’s budget is built. Here are some of the things that will be addressed:

- Hiring freeze. This is already being implemented. It is unavoidable that there will be fewer employees next year than this. This process will be as compassionate as possible and will take advantage of attrition, internal searches, reassignments, shared positions, and other approaches. In order to protect the core mission and offer classes to maintain enrollment—which is essential—the bulk of these savings cannot occur from within the faculty ranks. There may be an increased reliance on part time and adjuncts in some areas.
- It follows then, that on a proportional basis, reductions in staff will be greater than any faculty reductions.
- Operating expenses will be reduced, again with an eye toward protecting core mission elements.
- Strategic reallocations and reductions. The newly merged Strategic Planning and Finance Council is in a position to advise the president where these actions can be made.
- Outside of protecting the core mission of instruction, there can be no sacred cows.

A team from the National Center for Higher Education Management Systems (NCHEMS) has been hired by the state to conduct a study for the Governor and the Council on Postsecondary Education to determine if there’s a need to make the University of Pikeville a public
comprehensive university. At the risk of oversimplifying a complex topic, the study will first determine if there is an unmet need for educational opportunities in Southeastern Kentucky. Then, if the determination is that there is unmet need, to recommend alternatives to meet it.

UNFINISHED BUSINESS:

Syllabus Index. Madelyn Street was in attendance to give a revised presentation on SGA’s proposal for a syllabus index. The index will be available within EKU Direct and students must read the disclaimer at the top before they can click into the index. The disclaimer also encourages students to contact the instructors for additional information about the courses. The motion for Senate endorsement carried.

Committee on Committees motion. Senator Rousch, seconded by Senator Hensley, moved to approve the motion below. Motion carried.

Proposed Revision of Procedures for the Committee on Committees
Survey of Faculty for Positions on University Committees
In coordination with the University’s Chief of Staff and Director of Institutional Research, the Committee on Committees should distribute a survey to all EKU faculty that allows faculty to nominate themselves for positions on university standing committees designated for the Faculty Senate self-nomination process for the following academic year. The Committee on Committees should distribute the survey by e-mail in February and have results by mid-March (a later date may be necessary depending on the demands of the university’s survey mechanism). The Committee should share the survey results with the Chief of Staff, who will advise the Committee when vacancies for university committee open up. At that time, the Committee will consult the survey results to find willing and qualified candidates. Then the Committee will ask the Chief of Staff to present the names of selected candidates to the President of the University for his/her consideration for appointment. The Chief of Staff will keep the survey results for the next academic year and refer to it when university committee positions need to be filled. An updated list of committee membership can be found here: http://www.president.eku.edu/committees/

Unexpected Vacancies on University Committees and Policy Drafting Team
Throughout the year, it is possible that the Senate Chair or the Chief of Staff will ask the Committee for nominations of faculty to serve on university committees or on policy drafting teams. In such an event, the following steps should be followed until the Committee finds a willing and qualified candidate. First, ask the Chief of Staff to check the previous year’s survey to see if anyone volunteered for this or a related committee and was unable to serve at that time. If there is such a candidate, contact him/her to determine if he/she is interested in this opening. If that process yields no one, then ask the Chief of Staff and the Senate Chair for recommendations. If that too yields no one, advertise the opening on EKU Today. For vacancies designated for representatives of specific colleges, the Committee ought to ask the dean of the college or the chair of the given committee for nominations. For certain committees, membership is identified in accordance with a specific policy provision.

NEW BUSINESS:

Resolution on Child Care. Diane Leggett, Family and Consumer Sciences, was in attendance to present the resolution for child care on campus. Senator Gerken moved, seconded by Senator Schmelzer, to support the resolution (see below). Motion carried.

That the University provide to student, staff, faculty, and local community families an exemplary, high quality, nationally accredited, and FourSTARS-rated child development center with classrooms for children, age infant through kindergarten, of all developmental abilities, including those with diverse learning needs, as 1) a benefit
to faculty, staff, and students, 2) a service to the local community, 3) a research site for faculty and students, 4) an observation/practice site for students across University academic programs, 5) a collaborator with existing early childhood programs on campus; and after construction (or renovation) of a site and within three years of opening, the center shall become largely self-sustaining based on tuition, grants, and donations with the balance (anticipated amount of $250,000) provided by the University as a faculty, staff, student benefit, as academic programs' support, and as Regional Stewardship.

**Academic Quality Committee Replacement.** Senator Corley was nominated and accepted by acclamation to serve on the committee.

**Faculty Authored Texts.** Senator Barracca moved, seconded by Senator Pressley to approve the faculty authored texts policy. Senator Noblitt ruled the motion substantive and asked that further comments be forwarded to Senator Robinson. The motion will be presented for action at the March Senate meeting.

**Report from Council on Academic Affairs - Senator Vice**

**New Programs**
1. Doctorate in Occupational Therapy
2. Applied Creative Thinking Minor
3. Minor in Web Publishing
4. Minor in International Business

**Program Revisions**
5. Middle Grade Education (5-9)
   - LIB 501 changed to LIB 401 and the course revision needs to be reflected in the program description
6. MAEd Library Science
   - Decrease the number of credit hours from 46 to 37.
7. Library Science Rank I
   - Decrease the number of credit hours from 34 to 31.
8. Master of Arts in Teaching, Interdisciplinary Early Childhood Education Option
   - Change one course of the program requirements to match the MAT in Middle Grades and Secondary Education.
9. Recreation and Park Administration B.S.
   - Drop the current first aid and CPR certifications at time of graduation for all options. Change CHS 105 to EMC 105 due to prefix change.
10. Minor in Industrial Technology
    - Change the name of the minor to Applied Engineering Management; Drop AEM 238; Reduce the number of credits required to obtain the AEM minor from 21 to 18 credits; Drop the QMB 200 option from the list of prerequisites for AEM 202.
11. Minor in Construction Management
    - Add purpose statement.
12. Minor in Quality Assurance Technology
    - Add one three-credit alternative, STA 585 (Experimental Design) to AEM 530 (Design of Experiments).
13. Anthropology B.A.
    - Revise program curriculum listing due to changes in courses offered.
14. Economics B.A.
    - Include residency requirement statement in the Catalog.
15. MFA in Creative Writing
    - Name the MFA in Creative Writing “Bluegrass Writers Studio”.
16. Associate Degree Nursing
    - Revise admission and clinical requirements in the program.
17. Graphic Communications Management B.S.
    - Add GCM 318 and GCM 455 to the degree and drop MGT 330 and NET 303. Some course prefixes are
being changed. Eliminate the statement “Professional Skills Seminar” from College Requirements.

18. Technology A.A.S.
   Change course prefixes from TEC to GCM.

19. Minor in Digital Imaging Design
   Add two new courses, update course prefixes and add a description

20. Public Relations B.A.
   Add PUB 415S Public Relations in the Performing Arts to the Supporting Course Requirements for the
   Public Relations major.

   Delete CIS 370 from Major Requirements and add a NET course to Network Management option.

22. Insurance B.B.A.
   Change the program title from Insurance to: Risk Management and Insurance.

23. Insurance B.S.
   Change the program title from Insurance to: Risk Management and Insurance.

24. Biology M.S.
   For each program and option: replace BIO 890 program with BIO 800 (new course), replace BIO 710
   with BIO 810 (course number change from last year) as an option for a required course. Revise the exit
   requirements by changing the three written comprehensive examinations to an oral examination.

25. Biology B.S.
   Incorporate new courses (BIO 111, 112, and 495) into curriculum; update degree requirements to
   reflect changes in course numbers; reduce degree requirements to 120 hours; add additional
   information for Options within the major.

26. Minor in Biology
   Incorporate new courses (BIO 111 and 112) into curriculum; and update degree requirements to reflect
   changes in course numbers (BIO 318 and 319).

27. Applied Computing M.S.
   Revise the Software Engineering, Industrial Computing, and Bioinformatics options. Move the
   statement regarding 800-level courses and CS courses so it is clearer that this applies to the program
   and not the electives. Remove the option for students to take an oral comprehensive exam.

28. English B.A.
   Revise the Undergraduate Catalog text to reflect the addition of ENG 335W to the curriculum of the
   Department of English & Theatre.

29. Middle Grades 5-9 Teaching B.S.
   Update Emphasis Requirements in Mathematics to reflect a Mathematics Department course change.
   MAT 205 Problem Solving with Logic has been replaced with MAE 305 Problem Solving and
   Technology (3).

30. Communication Disorders
   1) remove admission to Professional Education from the bachelor’s degree program, 2) change
   program admission criteria, 3) change supporting course requirements.

31. Deaf and Hard of Hearing P-12 (with Elementary Education P-5 and Middle Grade Education 5-9) Teaching B.S.
   Drop SED 380. Add SED 580. The Elementary Education and Middle Grade Education options are
   being listed together under Deaf and Hard of Hearing Education (P-12) in the new General Education
   format for the Catalog.

32. Special Education Non-Teaching B.S.
   Drop SED 380, and add SED 580 in the program.

33. Minor in Special Education Non-Teaching
   Remove SED 338 from the electives in the Special Education minor.

34. Elementary Education P-5 Teaching B.S.
   Drop SED 401 from the Elementary Education program add the new course SED 402.

Information Items

35. Program Approval Process

36. Application to the Graduate School, Revisions
   Item 1: Changes to Entrance Examination Requirements for Admission; Item 2: Curriculum Guidelines
   for 3+2 Programs
37. Changes to Current EKU AP & CLEP Equivalencies
38. Management, Marketing and Administrative Communication Departmental Name Change
39. Memorandum of Agreement between Eastern Kentucky University and U.S. Army ROTC

Senator Vice moved approval of item 1, seconded by Senator Shordike. Motion carried.

Senator Vice moved approval of items 2-4, seconded by Senator Matthews. Motion carried.

Senator Vice moved approval of items 5-34, seconded by Senator Biggin. Motion carried.

Items 35-39 were presented for information only.

STANDING COMMITTEE REPORTS

REPORT FROM SENATE CHAIR: Senator Noblitt
The Faculty Rights and Responsibilities Committee continues to make progress on revising the Promotion and Tenure Policy. To expedite this process, the Provost’s Office held a full-day retreat on January 5, during which the committee worked on revisions to the policy and received input from the campus community. The Committee plans to host further open forums to review the policy and receive campus input on February 21 at 1 p.m. and February 22 at 11 a.m.

The “Implementation Team” continues to meet and is designing a series of initiatives to help EKU reach the goals CPE has set for EKU. The group has formed a series of workgroups that include:

- Develop and Implement an Advising Model
- Develop and Implement a Retention Plan
- Identify Our Brand & Market Position
- Integrate Academic Units into Retention
- Orientation Courses
- “Starting Off on the Right Foot” (creating an intentional first year)

The Orientation Courses group has proposed increased standardization of the orientation courses for declared majors. A workgroup has proposed that the orientation course be divided into two sections, with the first section covering topics identified to help freshmen be successful in college and the second section focusing on the major. Instructors for the first section of the course would receive special training prior to teaching the class. The redesigning of orientation classes will be the first of several initiatives designed to serve freshmen entering next year.

In light of recent budget concerns, the group has also focused on financial issues related to their workgroups. The Brand & Market Position workgroup has been working closely with Admissions to maximize student enrollment next year. There is also a greater focus on attracting high-achieving freshmen. The workgroups assigned to review advising and retention have also focused on using resources efficiently and identifying initiatives that require very few, if any, additional financial resources.
The Board of Regents approved the General Education. The General Education Committee is now working quickly to implement the new program. Courses in Blocks I-V of the current General Education Curriculum will be transitioned as courses in Elements I-V without further application. Faculty are encouraged to consider submitting Courses in Blocks VII and VIII into the appropriate Element. Foreign languages have already been approved to move into Element VI, Diversity of Perspectives. Workgroups for Elements IV and V recently met to develop guidelines for determining which courses will meet the requirements of Element IVa, Life Sciences; Element IVb, Physical Sciences; and Element Va, Historical Perspectives. The workgroups will also meet in the summer to develop student learning outcomes to assess these Elements.

There are several policies that are coming through the pipeline. The drafting team for Policy 4.6.5, Evaluation of Non-Tenured Tenure-Track Faculty, continues to revise the current policy. The drafting team is focusing upon standardizing the procedures that departments use in the annual review process. Drafting teams are currently forming for the University Intellectual Property Policy and the Midterm Grades Policy. A Tobacco-Free Campus Policy is also currently being considered.

REPORT FROM FACULTY REGENT: Senator Frisbie
The Board met in a special meeting on December 16 for the purpose of working on the fourth year review of President Whitlock. President Whitlock had prepared a self-evaluation that he submitted to the outside firm, Pappas Consulting Group, who was helping with the evaluation, which was also shared with the Board. In addition, faculty, staff, and students had been invited to complete online surveys about President Whitlock’s performance. Alceste Pappas had also conducted phone interviews with board members, political leaders (mayor of Richmond, members of the legislature), the chair of the CPE, the president of the EKU Alumni Association, and the chair of the EKU Foundation Board. On the 16th, the Board talked by phone with Dr. Pappas for a bit more than an hour to hear her preliminary report and to ask questions to clarify her findings and recommendations. Senate Chair Noblitt also provided a detailed report of the Senate Executive Committee’s analysis of the faculty survey data.

The review process generated some areas for the Board and president to consider as we move forward. There is a fairly broad consensus that the president needs to help the EKU community clarify its vision for EKU. Also, enrollment management is recognized across groups as an area that requires focused leadership and energy in order to increase effectiveness at attracting good students, retaining them, and facilitating their progress to graduation in a timely fashion. A third area highlighted by the review process was the need to strengthen the cohesiveness and effectiveness of the university’s senior leadership in serving the needs of the university.

The Board asked President Whitlock to prepare a plan of action to present to us at the upcoming quarterly meeting in January.

At the January 17 meeting, the Board re-elected Gary Abney chair, and elected Barry Poynter (AVP of Financial Affairs) treasurer to the Board. Mr. Poynter will assume the treasurer duties for the Board at the end of March.
In a continuation of the 4th year presidential review, the Board accepted the final report submitted by the Pappas Consulting Group and also heard from President Whitlock the plan of action that the Board had asked him to prepare. The Board was pleased with the president’s plan of action.

The Board heard a number of informational reports. These included a report by Provost Vice, VP Conneely, and E.J. Keeley, Executive Director of Institutional Effectiveness and Research, concerning an action plan for enrollment management. The action plan includes initiatives that have grown out of the efforts of the Provost’s Implementation Team, and are aimed at helping EKU reach CPE targets for retention and graduation. There were also several reports shared about university advancement. The chair of the Foundation Board reported that EKU’s endowments were down by about 2.1% for the year. He reported that the investments had a strong 4th quarter and performed fairly well relative to the rest of the market. VP Joey Foster (University Advancement) reported that EKU’s fund raising was up by 38% for the year, with a growth of 1% in number of donors. Odette Shultz, from FMB Advertising gave a preview of the new recruiting campaign for the university with the theme, “You Can Get There from Here”.

There were also reports on campus construction, the Madison County Airport, the Center for the Arts, the Center for Renewable and Alternative Fuel Technology (CRAFT), and the doctoral program in Educational Leadership.

The Board heard a financial update from VP Newsom. There is a projected shortfall of $3 million in the tuition line on the revenue side of the 2011-12 budget. That is partially offset by some other line, but there will likely be an operating deficit of $2.3 million this year. While there is a healthy fund balance, that fund balance will decrease this year from close to $9 million to the $6 million range. Looking ahead to 2012-13, the budget will probably be built using flat enrollment projections and incorporating reduced funding from the state – probably a reduction of $2 to $4 million.

In action items, the Board engaged the firm of Crowe Horwath to perform our external audit. This will be our third year using their services. The Board also authorized the sale of a couple of bonds that would be used to refinance bonds that are already in place. This will allow EKU’s financial staff to pursue refinancing if this will be to the university’s financial advantage, but does not require a refinancing if interest rates are not favorable. The Board approved personnel actions including new and continuing employment involving outside funding, retirements and resignations, and two applications for RTP. There were also a variety of curriculum related items approved. These included approval of the legal studies minor, the MA program in mathematics, 22 program revisions, and revisions to the general education program, as amended and approved by the Faculty Senate.

The EKU Board will next convene for a regular quarterly meeting in April.

REPORT FROM COSFL: Senator Summers
COSFL’s next meeting will be at the CPE building in Frankfort on Wednesday, February 22 from 1-4pm. Bob King, Lee Nimocks, and Aaron Thompson will give an update on higher education issues in the state and the directions in which the CPE plans to move forward.
REPORT FROM PROVOST: Senator Vice
On January 17, CPE implemented a new two-step approval process for launching new academic programs.

EKU’s pre-proposal for the Occupational Therapy Doctorate (OTD) was the first new program to be submitted via this process. Thus far, all provosts’ votes have been positive—even complimentary. EKU’s standard curriculum process will proceed as usual while CPE is reviewing the pre-proposal.

To be more strategic in student-success efforts, the Implementation Team continues to meet every Monday morning to review how to improve communication flow, procedures, and processes. To date, the following nine work groups have been formed to:

1. Develop and implement a Retention Plan
2. Develop and Implement an Advising Model
3. Promote Our Brand & Market Position in collaboration with FMB (our marketing partner)
4. Integrate Academic Units into Retention Efforts
5. Maximize the University Requirement – Orientation Course
6. Get Students Started On the Right Foot
7. Review the Admissions Process
8. Implement Recruitment Strategies
9. Review Admissions and Related Fees

Each group’s goal is to recommend actions. Here are some of the most salient ideas/actions taking place thus far.

- Ten linked sections of ENG 101 and GSD 101 for Fall 2012 with the instructors collaborating
- Partial standardization of the first-year course for students with declared majors (Student Success Seminar)
- New Design of Development Math (090, 095)
- Restructuring of Admissions – Application processing has been moved to IT to ensure a quick response to students applying to EKU
- New customized approaches to recruiting targeting student groups (e.g., academic excellence)
- Provost and Deans’ invitation to the campus to submit ideas for enhancing student recruitment, retention, and advising.
- On-going analysis of organizational effectiveness of student services.

The QEP will celebrate five years of Quality Enhancement at EKU by showcasing strategies and projects EKU areas have implemented that support student learning and meet the QEP mission of graduating students who are “informed, critical and creative thinkers who communicate effectively.” The showcase will be on February 7, 2012, from 11:30 a.m. – 1:30 p.m. at the Crabbe Library.

Join the Provost for lunch on Wednesday, February 8, at 12:00 – 1:00, in the Cafeteria, outside the Faculty Dining Room. Sign in with the cashier on either side of the building.

STRATEGIC PLANNING/FINANCIAL PLANNING COUNCIL: Senator Noblitt
The Council will meet on February 14.
STANDING COMMITTEES

Rights & Responsibilities Committee. Senator Palmer announced that there will be two additional forums on P&T so that faculty will have another opportunity to provide input. The latest documents to date were included in the Senate packets. Please encourage faculty to attend the forums. The policy will be presented for discussion at the March meeting with a vote anticipated in April or May.

Ad Hoc Committee on Computing. Senator Smith reported that the majority of the ad-hoc committee members are in favor of the formation of a standing IT committee for the Senate.

IT will provide laptops with a set of approved “advertised programs” needed by all computer users where automatic updates will occur for those installed applications.

All faculty PC laptops will be distributed as secured PCs where administrator rights are not granted to the local user account to reduce exposure to malware. Administrative rights will be available for software installation using a secure configuration, Powerbroker Desktop (offered by BeyondTrust).

The Spring 2012 faculty rollout will be for full time tenure and tenure-track faculty. New laptop requests for full time visiting professors and lecturers has been given tentative approval (dependent on budget approval). Adjunct and part-time faculty will be given currently used laptops (after they are traded-in and refurbished).

There are two proposed sessions for laptop orientation/rollout: late March – early April as well as late May – early June. The entire University will need to be scheduled for rollout. During the late March – early April session, IT will visit departments by University Building to perform laptop orientation/trade-in. If done in late May – early June, there will be scheduled visits in the Combs.

Current docking stations will not be compatible with new laptops. Current docking stations in offices will be traded in for new docking stations.

All docking stations will be removed from classrooms. Four connections will be available in classrooms to manually connect to PCs (a. VGA connection to projector; b. Ethernet cable (not needed if using wireless); c. power; d. audio). Apple users currently have to make manual connections.

Ad Hoc Committee on Graduate Assistants Employment. Senator Pogatshnik reported that the committee has worked on the guidelines and a compromise has been reached. Students will be allowed to work additional hours if they successfully complete 18 hours with a 3.5 GPA or higher.

ADJOURNMENT
Senator Vice moved to adjourn at approximately 5:30pm.
President’s Report to the Faculty Senate  
February 6, 2012

Thank you for the Senate’s participation in my recent evaluation. As two years ago, this most recent process was both reaffirming and instructive. Board of Regents Chairman Gary Abney shared with the University Community an excellent summation of the evaluation, identifying some areas to which I will be paying some increased attention. These include:

- **Enrollment management.** Part of our financial problems rest in the fact we had a $3 million tuition short-fall this past fall. Student success—retention and graduation rates—will become increasingly important to us as an institution. I will have some announcements regarding this area soon.

- **Increased attention to our service region.** This has already begun with meetings week before last in Somerset, Corbin, Danville, Lancaster, Hazard and Manchester. In conjunction with those meetings, we also visited area high schools. I have told our Admissions Office I will commit to more school visits and recruiting opportunities in the future. One such event was just this past Saturday.

- **Less international travel.** I believe we have been successful in building our number of international partner institutions and that this effort will no longer require as much of my time. If I travel to Japan this October, it will be entirely at my own expense.

- **I intend to focus more on my vision for this institution as a School of Opportunity writ large, which includes far more than the concept of relatively open admissions.** Our mission of student success, regional stewardship, and our QEP is clearly about opportunity.

In connection with this, I hope you have begun to see our television commercials built around the theme, “This is Eastern Kentucky University and you can get there from here.”

In her report today, Provost Vice will describe the important work of the Implementation Team. I am very encouraged by the work of this group and hope you will be, too.

Thursday I will testify before the Education Subcommittee of the House Appropriations and Revenue Committee. This testimony will include a report on some of the excellent work being done on this campus—much involving many of you in this room—around interventions within elementary and secondary education, our revised general education program, and other items of legislative interest, including the relationship of our new strategic plan to the CPE’s strategic agenda. I will transition to the impact the Governor’s recommendation of a 6.4 percent state appropriation will have on this institution. This will be set in the context of some historic funding data. In a nutshell:
The authoring of textbooks and other educational materials is a common and encouraged outcome of faculty research and instruction activities. The selection and use of educational material is essential to academic freedom and, therefore, such decisions should remain primarily with the faculty. However, potential conflicts of interest may occur when a faculty member requires or recommends self-authored materials for courses he/she is teaching and where the sale of such material results in financial gain for the faculty member. Such a practice requires careful review and monitoring.

Faculty Authored, Co-Authored, and Customized textbooks must be approved through the process outlined in this policy if they meet all of the following: 1) they are required or recommended for EKU course(s) in the faculty author(s)’ courses or in the department’s multi-section courses; and 2) they are produced for use exclusively at the University; and 3) they produce a financial benefit for the faculty author(s).

Educational materials—such as class notes, workbooks, lab manuals—produced for sale to students must be approved through this process if they create a financial benefit to the faculty author(s).

Faculty Authored, Co-Authored, Customized textbooks, and educational materials that generate no royalties, or for which no royalties are paid by any entity, are not subject to this policy. Materials written by co-authors as a group as an author (e.g., operating within a department or program/organization) that generate no royalties, or for which no royalties are paid by any entity, are not subject to this policy.

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

Contracts/agreements for publishing textbooks or educational materials are personal agreements between publishers and faculty author(s). Royalties are payable to the faculty author(s), who are responsible for related income taxes as required under the United States Internal Revenue Code. Royalties generated by faculty author(s) cannot be paid, directed, or donated directly to a department/unit or to the University by the faculty author(s) or by the publisher. Faculty author(s) may choose to make a donation to the EKU Foundation for the amount of the royalties. In such a case, the author is responsible for reporting royalty income to the IRS and may be able to deduct the donation based on the individual’s own personal tax situation.

Faculty are encouraged to develop texts and other materials for classroom use. To avoid a potential conflict of interest, faculty may receive profits or royalties for such materials used at Eastern Kentucky University only if the use of the material is approved by a department committee elected by the full-time faculty in the department. The faculty member involved may not serve on the committee.
Developments in recent years have increased the creation and dissemination of textbooks and educational materials authored by faculty within the University for use in their own classes or for use by and benefit of their department. The University recognized the need to update the Faculty Authored Texts policy to reflect the changes in publication opportunities, to address federal mandates to minimize the cost of textbooks to students, and to continue to address any potential conflicts of interest.

If a faculty-authored, co-authored, or customized textbook or educational material is being considered as a required or recommended text for use in the faculty author(s) course or in a multi-section course, even if not taught by the faculty author(s), the following procedure applies prior to the adoption of the textbook or educational material.

1. Faculty author(s) will submit the Adoption Approval and Royalty Disclosure form and a copy of the textbook or educational material to the Department Chair.
2. The Department Chair will forward the request to a department committee charged with the responsibility to review such requests. Neither faculty authors nor their family members or sponsored dependents may serve on such a review committee.
3. The Department Committee will consider the following in its review:
   a. appropriateness of the textbook or educational material for the course in question,
   b. the extent to which the textbook or educational material is used outside the University,
   c. the cost effectiveness to the students, and
   d. compliance with federal/state law as well as other University policies.
4. The Department Committee will indicate approval of the use of the textbook or educational material on the Adoption Approval and Royalty Disclosure form. If the Department Committee does not approve the request, they shall attach reasons for their decision.
5. Faculty author(s) will submit the Adoption Approval and Royalty Disclosure form to the Department Chair for review and approval.
6. If approved, the Department Chair will forward the Adoption Approval and Royalty Disclosure form to the College Dean for review and approval.
7. The faculty author(s) will be provided a copy of the signed form.
8. Faculty author(s) may appeal the decision to the relevant College Curriculum Committee by submitting the completed and signed Adoption Approval and Royalty Disclosure form plus additional documentation that addresses the reason for denial.
9. The College Curriculum Committee must have a quorum and the decision will be based on a majority of the members present. No further appeals are possible.
10. The completed form will be filed in the Department office with a copy in the Dean’s Office.

Approvals are valid for three years.
Definitions

Conflict of Interest  A conflict of interest occurs when a professional decision is determined or influenced (or may appear to be determined or influenced) by the possibility of personal financial or professional gain or results in an improper advantage to an associated entity.

Co-Authored Text  Co-authored texts, for the purpose of this policy, shall mean entire or parts of textbooks or education materials authored by two or more faculty or staff members at EKU or with persons outside the University.

Customized Text  A customized text, for the purpose of this policy, refers to a textbook or other educational material that falls into one or more of the following categories:
- The addition of material authored by a faculty member(s) at EKU to a text that has not otherwise been altered and where the unaltered text is available and marketing by a publisher for national use.
- The addition of material authored by a faculty member(s) at EKU to a text that has been altered (i.e. abbreviated, reorganized, etc.) and where the altered or unaltered text is available and marketed by a publisher for national use.
- The addition of material authored by a faculty member(s) at EKU to text that is already otherwise published or available in some medium to a public or educational audience.
- The removal of material from a text that has not otherwise been altered and where the unaltered text is available and marketed by a publisher for national use.

Department Committee  Refers to a committee designated by a department to review the use of self-authored textbooks and educational materials. Each department makes the determination of the appropriate committee within its governance structure.

Educational Materials  Educational materials may include class notes, workbooks, lab manuals, or similar texts used for instructional purposes.

Faculty Authored Text  Faculty authored texts shall mean entire or parts of textbooks or manuscripts or other educational materials authored by a single faculty or staff member at EKU, or a collaborative authoring of textbooks or other educational materials by several faculty or staff members, at least one of whom is employed at EKU.

Faculty Author  Any person, whether full or part time, who teaches a class or coordinates multi-section courses AND who has written and produced materials covered under this policy.

Family Member  An individual who is related to the faculty author by blood or by marriage.

Royalty  A payment, honorarium, or anything or monetary value received for the production and/or subsequent distribution of a product.

Sponsored Dependent  An individual who shares primary residence with benefit eligible faculty author and has lived with faculty author at least twelve months, is at least the age of majority, is not a relative and is not employed faculty author. For the purpose of this policy only, sponsored dependent will also mean any individual who shares primary residence with a non-benefit eligible faculty author and who meets the above criteria.

University  Eastern Kentucky University

Responsibilities

College Curriculum Committee  The College Curriculum Committee is responsible for
- Reviewing appeals, as necessary
- Basing decisions on evidence and in compliance with University policy, federal law, and IRS tax code.

Page 3 of 5
The Dean is responsible for:
- Providing oversight and administration of the overall process, including reviewing and approving completed Adoption Approval and Royalty Disclosure forms.
- Maintaining a copy of completed Adoption Approval and Royalty Disclosure forms in the Dean’s Office.

The Department Chair is responsible for:
- Ensuring the appropriate process is followed for the adoption of textbook or other educational materials authored by faculty.
- Reviewing and approving completed Adoption Approval and Royalty Disclosure forms.
- Maintaining the original, completed Adoption Approval and Royalty Disclosure forms.

The Department Committee charged with reviewing the use of textbooks or other educational materials authored by EKU faculty is responsible for:
- Reviewing all textbooks and educational materials covered under this policy and created by faculty author(s) teaching a course(s) in their department.
- Recording its decision on the Adoption and Royalty Disclosure Form and submitting the form to the Department Chair.

Faculty Authors are responsible for:
- Completing and submitting the Adoption and Royalty Disclosure form for every textbook or educational material covered under this policy prior to assigning the textbook or educational material in a course for which they are responsible.
- Reading policies 4.4.1P and 4.4.2P and the Royalty and Taxes Information Sheet.
- Resubmitting a new Adoption Approval and Royalty Disclosure form if needed beyond the three-year approval period.

Violations of the Policy

Failure to comply with this policy may result in the textbook or educational material not being adopted at the University as well as the faculty author(s) facing possible disciplinary action.

Interpreting Authority

Provost and Vice President of Academic Affairs

Relevant Links

Policy 1.2.1P Code of Ethics
Policy 4.4.1P Conflict of Interest and Financial Disclosures
Policy 4.4.2P Intellectual Property
Policy 4.6.4P Promotion and Tenure
Adoption Approval and Royalty Disclosure form
## Policy Adoption Review and Approval

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17, 1987</td>
<td>Board of Regents</td>
<td>Adopted</td>
</tr>
<tr>
<td>October 6, 1986</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Lynnette Noblitt, Chair
   Faculty Senate

FROM: Dr. Judy Short, Foundation Professor & Chair
      Department of Baccalaureate & Graduate Nursing

DATE: February 1, 2012

RE: Nomination of student for Posthumous Degree

This memorandum is written to nominate one of our former senior nursing students for a posthumous Degree. Ms. Tiare Obenauer (9013055041) was an outstanding nursing student in our program. She maintained a cumulative GPA of 3.40 and had a solid 3.0 GPA in all her nursing major courses. In a discipline where grades of A are very rare and grades of C are more common, she maintained a consistent pattern of success and received a grade of B in each of her NSC courses. She was highly respected by faculty, peers, and her advisor.

One of the things that is so remarkable about Ms. Obenauer’s achievement is that she was diagnosed with ovarian cancer before she began her nursing studies. She fought the disease throughout her enrollment in the program, and she was still very successful despite all the difficulties she encountered with her health and the treatments to counteract the effects of the disease. In addition to dealing with her health problems, Ms. Obenauer commuted from Knox County while enrolled in the program. Ms. Obenauer never gave up on her goal of finishing her baccalaureate degree in nursing despite the many obstacles, until the fall 2011 semester when she was in the final stages and forced to withdraw from her classes. She was a role model in how to fight a terminal illness with a positive attitude and the demonstration of a strong motivation to succeed, and at the end she was an example in how to end life with dignity.

Ms. Obenauer deserves to have the degree she fought so hard to achieve awarded posthumously. The awarding of the Posthumous Degree in May 2012, when she would have graduated with her class, is very important to her family, her fellow classmates, and the faculty who encouraged her efforts.

Cc: Dr. Janna Vice, Provost and Vice President for Academic Affairs and Research
    Dr. Deborah Whitehouse, Interim Dean, College of Health Sciences
Restructuring Developmental Math

Originally, the plan was to restructure each of MAT 090, MAT 095, and MAT 098 into three distinct 1-credit sequential modules, labeled A, B, and C respectively. We have worked with the Office of the Registrar and the Financial Aid Office to ensure that what we are proposing would not create problems for them or for the students in regard to advising, scheduling, registration, completing or repeating modules, financial assistance, and the like. All of these individuals have been extremely helpful and supportive of our efforts to improve student success in the developmental math courses.

We gathered data from other institutions that have used some form of modules in their developmental math courses and read several relevant research articles in determining what we feel is the structure that would best facilitate our students’ success. The plan we have settled upon divides the semester into 4 four-week blocks. All three 1-credit modules (e.g., 095A, 095B, and 095C) would be listed as co-requisites, so students would register for all three together, however, students would actively participate in only one module at a time. It is anticipated initially that most students taking MAT 090 or MAT 095 for the first time would begin in the first module, 090A or 095A respectively. This instruction, comprised of both lecture and lab time, would be delivered in the 1st four-week block. Students who successfully complete module A during the 1st block would be given the grade they earned in that module, would receive 1 hour of institutional credit for completion of that module, and would proceed to module B during the 2nd block. Those students who do not successfully complete module A in the 1st block would repeat module A in the 2nd four-week block.

Any student who successfully completes all three modules in the first 3 blocks of the semester would have successfully completed the course and would have the last 4 weeks (the 4th block) of the semester free. Students who successfully complete one or two modules during the semester would receive grades and institutional credit for the completed modules and would only need to register for non-completed modules in the subsequent semester. Grades for modules not completed successfully will not be entered until the semester ends with that module not having been successfully completed. A grade of ‘F’ would be recorded and this would count as only one attempt at completing that module. Any modules that were not attempted during the semester because one or both of the previous modules were not completed in time to attempt all three modules, would receive a grade of NC (no credit) for any module that was not attempted. This would not count as an attempt at completing that module.

Any student who fails to successfully complete 095A in two consecutive blocks, would be required to complete an 090 review module in the next block before being allowed a third attempt at completing the 095A module.

Students will be given the opportunity to test out of one or more modules by taking a placement test, developed by our faculty, that is specific to the material taught in each of the three modules. Based on the results of this test, students may be able to bypass one or two modules and begin in either module B or C. Students who test out of module A will receive a grade of CR (credit) for that module and will receive 1 hour of institutional credit. The same is true for any student who tests out of module B.
Currently, students enrolled in MAT 090 or MAT 095 have three hours of lecture each week and two hours of lab. Under our proposed plan, this would increase to 3 hours of lecture and 3 hours of lab per week. We anticipate that 2 mass lectures, each capped at 120 students, will be needed for MAT 090 and 5 mass lectures, again capped at 120 students each, will be needed for MAT 095. Five computer labs will be needed, each capped at 24 students, for each mass lecture. We expect that as more students test out of module A (and perhaps B) or successfully complete A (and perhaps B) that fewer students will need to be attending the mass lecture component of the courses, so the mass lecture caps can be increased (perhaps up to 150 students) while at the same time decreasing the number of students actually attending the mass lectures, because more students will be attending the smaller classes in which the later modules are being delivered. Consequently, fewer mass lectures will likely be needed in future semesters, potentially beginning as early as spring of 2013.

In discussing the scheduling aspects of the lectures and labs for what will be needed to deliver these modules, especially in relation to the students’ opportunity to repeat failed modules immediately, we realized early on that we do not have enough resources presently, particularly physical resources, to modularize all three courses. Consequently, we have decided to limit our present efforts to the two (official) developmental courses, MAT 090 and MAT 095, and to postpone making these changes to MAT 098 until later.

Our largest need initially is in physical resources, where we simply do not have a sufficient number of computer labs available to us, particularly if we wish to optimize the students’ opportunities for success. We will need five computer labs, with 25 computers each, that we can use all day long, five days each week. Currently, our department controls 2 computer labs, Wallace 343 and Wallace 444, that we have access to all day, each day. We have limited access to computer labs controlled by the Computer Science department, essentially when they are not being used for their own classes. There will also be additional instructional needs, including more lab assistants, increased resources for evening and extended campus classes, and some specialized software in the computer labs. We are currently working on collecting information regarding the expected costs of these additional resources. We are fully cognizant of the present fiscal circumstances facing us as a university and understand that it is not a given that we can expect all of what we identify that will be needed. However, we also feel it is vital for us to present a realistic picture of what it will require for us to deliver the developmental math classes in the manner that we feel provides our students with their most optimal opportunities for success.
Summary of Substantive Changes for 4.6.4P

- **Restructuring of Reconsideration and Appeals Procedure**
  - Reconsideration only at the department level
  - Appeal only after Provost decision
    - Grounds for appeal articulated in policy
    - Appeals heard by a committee charged with this responsibility and findings reported to the President

Under the current policy, candidates for tenure or promotion may request a reconsideration and file an appeal at every level (department, college, and university). This process can be very lengthy and emotionally draining for the candidate. The current appeals process involves appealing to persons already in the decision-making process and provides no guidance for grounds for appeal.

The proposed revision keeps reconsiderations at the department level, which allows candidates to submit additional materials to clarify their applications and honors the principle that departments shall have the primary responsibility for evaluating candidates. By moving an appeal toward the end of the process, a candidate will have a greater sense of the final outcome at the next level or to appeal in order to move an application forward. Having specified grounds for appeal (which are still somewhat broad) will give the candidate and the appeals committee guidance for handling an appeal. Finally, an appeals committee will enable a true appeal to persons outside the normal decision-making process.

*Location in Comparison Chart (Blocks):* 9, 93, 97, 153-155, 163, 173-177, 200

- **Collegiality**
  - A statement has been added that collegiality will be considered as part of the evaluation of teaching, service, and scholarly/creative activity.
  - Collegiality is defined in the policy

Consideration of collegiality as part of reappointment, tenure, and promotion decisions raises concerns. The AAUP, while not entirely supportive of consideration of collegiality in such decisions, argues strongly against the use of collegiality as a separate criterion (i.e., in addition to teaching, scholarship, and service). Instead, they urge that collegiality be clearly defined, the virtues of which are woven into the criteria for the three traditional areas for evaluation. In following the AAUP guiding principle, the proposed EKU policy specifically refers to the consideration of collegiality when evaluating teaching, service, and scholarship. Further, the proposed EKU policy defines collegiality so that both candidates and evaluators have a clearer understanding of what can appropriately be considered.

Further, in cases where collegiality has been a factor in the termination of faculty appointments, courts have consistently ruled in favor of institutions even when collegiality was not specifically stated in reappointment, promotion, or tenure policies. Therefore, if collegiality can be used and is used in the evaluation of faculty, faculty benefit from having this clearly defined and explicit in the policy for two reasons. First, when faculty are aware that evaluators will be considering collegiality, they can address this as they would any other criterion. Second, if collegiality is defined in the policy, then both faculty and evaluators will have a clearer understanding of how it is to be properly applied.

*Location in Comparison Chart (Blocks):* 49, 186

- **The Elimination of the University Promotion and Tenure Committee**

In the faculty survey conducted in April 2001, 64% of respondents indicated moderate to very strong support of eliminating the university-level committee. Though the committee was not eliminated in the 2008 revision of the P&T policy, its function was reduced to reviewing just negative recommendations as well as appeals from the college level. The policy revision under consideration now eliminates a university-level committee prior to the Provost recommendation. Additionally, it shifts the appellate function to the newly created Faculty Evaluation Appeals Committee.

*Location in Comparison Chart (Blocks):* 90, 93, 202-203

- **Agreed Upon Exceptions to the Promotion and Tenure Policy**

The proposed revision encourages exceptions to the promotion and tenure policy to be made at the time of hire. While it does not make it impossible for exceptions to be made after a faculty member is hired, the revision discourages this practice.

*Location in Comparison Chart (Blocks):* 33-34
 Creation of a Distinct Policy for Model Laboratory School
The proposed revision would no longer govern faculty at Model Laboratory School. The requirements for tenure for Model faculty are distinct enough to warrant consideration under a policy that makes more sense for that unique population.

Location in Comparison Chart (Blocks): 39

 Increased Emphasis on Tenure Decision
Because of the long-time commitment of a tenure decision, the proposed revision adds language that emphasizes the importance of this decision.

Location in Comparison Chart (Blocks): 44

 Changes in Department and College P & T Committees
- The proposed policy would no longer permit non-tenured faculty to serve on the department committee. Additionally, the revision would not permit a faculty member to serve as a voting member of more than one department’s P&T committee.
- An editorial change changes the emphasis for the election of the college P&T Committee from the Dean to the faculty in the college.

Location in Comparison Chart (Blocks): 84, 89

 Notifications
The proposed policy clarifies—and in some cases adds—how, when, and by whom notifications will occur at various levels.

Location in Comparison Chart (Blocks): 98-103

 Extensions of Probationary Period
The proposed policy permits childbirth or adoption as a reason for requesting an extension but also reduces the number of extensions.

Location in Comparison Chart (Blocks): 20, 21

 Processes/Procedures
The proposed revision
- Eliminates Principle 18 on the current policy and incorporating in the Procedure section of the policy
- Clarifies the inability to be awarded tenure by default.
- Allows a candidate to withdraw from the tenure process
- Clarifies the responsible parties for addressing conflicts of interest on promotion and tenure committees
- Allows the promotion process to move forward after negative recommendation with notification rather than appeal

Location in Comparison Chart (Blocks): 17, 101, 105, 110, 159
Promotion and Tenure

Policy Statement

Eastern Kentucky University, as a matter of principle, complies with the American Association of University Professors and the Association of American Colleges and Universities — 1940 Statement of Principles on Academic Freedom and Tenure. The AAUP and AAC&U statement addresses policy and procedural expectations for a wide variety of institutions of higher education. With this statement in mind, EKU shall establish specific, objective criteria and processes by which tenure and promotion decisions will be made. EKU’s policy ensures that criteria and processes are clearly articulated and published and are available to all persons in the university community.

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

Entities Affected by the Policy

- Faculty
- Departments
- Colleges
- University-level administrators

Policy Principles

1. Departmental committees, consisting of elected tenured faculty members, and the Department Chair shall have the primary responsibility for evaluating candidates in their department for promotion and tenure. Throughout the promotion and tenure process, departmental evaluations shall be given weight that reflects this primary responsibility.

2. Policies for promotion and tenure shall state the specific criteria for each of teaching, scholarly/creative activities, and service to be used in the evaluation and how they shall be applied. While teaching is the primary mission at EKU, scholarly/creative activities and service are both important and weighted according to departmental guidelines. Those specific criteria shall be provided to faculty when they begin their tenure-track employment at EKU and those criteria shall be the basis for the tenure decision.

3. The recommendations in the decision-making process shall be based on documented and verifiable evidence and the review process shall be transparent. Evidence shall include documentation of the candidate’s performance and how that performance compares to the criteria for tenure and promotion.

4. Throughout the process, the principle of confidentiality shall be respected.

5. Review processes at each level shall include appropriate evaluations of performance in teaching, scholarly/creative activities, and service. These evaluations shall become part of the individual application dossier.
6. Review processes at each level shall be limited to professionally relevant considerations and shall include documented evidence of performance from the candidate, students, other faculty, and appropriate administrators. The documented evidence shall be part of the individual application dossier.

7. The justification for or against promotion and/or tenure shall be stipulated in writing and maintained in the candidate's dossier at every step in the process.

8. The department and college procedures not determined by this promotion and tenure policy (Policy 4.6.4P) shall be developed and approved by tenure-track faculty composing these units. Such procedures shall be made available to the faculty in these units.

9. An appeal process shall be included in the promotion and tenure policy (Policy 4.6.4P).

10. At each level, the candidate shall be notified in writing of the results of the deliberations, including the reasons for the recommendations.

11. No individual participant in the process may vote at more than one level of the process.

Tenure Appointments

Eligibility
A tenure-track faculty member shall be eligible for tenure after completing a six-year probationary period of continuous full-time service at Eastern and attaining the rank of assistant professor or above. Leaves of absence may not be counted toward the six years of full-time service, but they shall be considered as continuous service. For example, a faculty member may take a year’s leave of absence after five years, return, and after an additional year be eligible for tenure. Previous service in other institutions normally does not count toward tenure requirements unless agreed upon in writing at the time of hire. For faculty employed at mid-year, the probationary period does not begin until the beginning of the next academic year.

Adjustments to Probationary Period
A faculty member may request an adjustment to his/her probationary period. An adjustment to the probationary period does not change the normal criteria for a tenurable record, nor does it imply that the faculty member will be held to a higher standard than the one he/she would have had to meet at the originally scheduled date. An adjustment to the probationary period does not guarantee that the faculty member’s appointment will be extended through the year in which the tenure decision is due.

A faculty member may request an adjustment to the probationary period by requesting an extension of the probationary period for qualifying exigencies as outlined in Policy 8.2.14 (Family Medical Leave), even if the faculty member does not take leave, or for extenuating circumstances (e.g., a physical disaster affecting research materials). An extension may be granted for a maximum of one year and does not relieve the faculty member from fulfilling his/her regularly assigned duties.

Requests for an extension to the probationary period must be submitted in writing to the chair of the department within 90 days after the occurrence of qualifying exigency or extenuating circumstance, but not after May 15 for candidates eligible for tenure in the next academic year. Such requests shall provide a detailed description of the circumstances thought to warrant the extension and shall include supporting documentation. The request for an extension to the probationary period shall be forwarded via the chair and the Dean, with the recommendations or comments to the contrary of each, to the Provost for review and approval. The Provost’s decision is final. The Provost shall notify the faculty member in writing, with a copy to the President, to the Dean of the college, and to the chair of the department.

Tenure Recommendations
Recommendations for tenure originate in the department in which tenure is granted. The President recommends approval of tenure to the Board of Regents, which has the authority to grant tenure.

Failure to Attain Tenure
If, by the end of the candidate’s probationary period, the candidate is not recommended for tenure, a one-year terminal appointment shall be tendered. The President shall formally notify the candidate that tenure will not be awarded at least twelve (12) months prior to the end of the terminal appointment.
Provisions of Tenure

Attainment of tenure status by a faculty member shall remain in effect unless just cause shall be shown for terminating employment. Tenure status shall remain in force during good behavior and efficient and competent service. A tenured faculty member shall not be terminated except for any of the following causes: incompetency; refusal to perform or neglect of assigned duties; or immoral conduct. In addition, bona fide financial exigencies may be cause for termination of employment.

Should the institution determine that a tenured faculty member is to be discharged, a written notice of the cause(s) for such action shall be given to the faculty member. Tenured faculty receiving such a notice have the right to be heard in person or by counsel before the Board of Regents. Within 15 days after receiving a notice of charges, the individual concerned shall send a written request for a hearing to the secretary of the Board of Regents. The Board of Regents shall set the time of the hearing no sooner than 15 days nor later than 45 days after receiving the request.

Application for Tenure and Promotion

1. Since both rank and tenure are academic designations within the University, they shall be awarded only to personnel who meet the qualifications and criteria for rank or tenure in an existing department or college; whose credentials are approved by the department, college, and university; and who are qualified to perform at that rank in the academic department.
2. A prospective faculty member of the University who is being considered for academic rank and/or tenure will be awarded the rank and/or tenure in an existing department only with the prior concurrence of the new department.
3. Currently employed faculty who hold academic rank and tenure in one department but transfer to another department shall retain their rank and tenure with the prior concurrence of the new department.
4. Currently employed faculty who hold academic rank, but not in an established department, must seek promotion or tenure through the academic department and college most closely related to their educational qualifications and/or professional responsibilities.
5. The Provost and the Dean shall ensure that agreed-upon exceptions to tenure and promotion policy are documented in writing at the time of a faculty member’s initial appointment in a full-time, tenurable position so that such exceptions are recognized and applied in the review of application for tenure, promotion, or both.
6. Other exceptions to tenure and promotion policy may only be made under extraordinary circumstances.

Criteria for Tenure and Promotion

Principles for Establishing Criteria for Promotion and Tenure

1. Criteria for tenure shall be distinct from criteria for promotion.
2. The university shall identify and publish university-wide criteria for tenure and promotion.
3. Consistent with the university criteria, each college shall identify college-wide criteria for promotion and tenure within the areas of teaching, scholarly/creative activity, and service.
4. Consistent with university and college criteria, each department shall identify specific criteria for promotion and tenure within the areas of teaching, scholarly/creative activity, and service.
5. Criteria should also be articulated for the Libraries.
6. All criteria shall allow for diversity in faculty contributions and shall reflect EKU’s traditional emphasis upon effective teaching.

The criteria that follow are broad criteria for use university-wide.
CRITERIA FOR TENURE
Tenure shall be granted to faculty members whose professionalism and achievements in serving the University's mission demonstrate the potential for effective long-term performance; thus, warranting the institution’s reciprocal long-term commitment.

The following criteria apply to recommendations and decisions concerning tenure. Other criteria may apply to decisions concerning initial appointments and promotion.

1. Terminal graduate degree in an appropriate discipline and as approved in compliance with Determining Qualifications for Faculty Teaching Credit-Bearing Courses (4.6.1P).
2. Rank of Assistant Professor or above
3. Probationary period of six years of continuous full-time service, unless otherwise specified in writing at the time of initial appointment to a tenure-track position
4. Performance in the areas of teaching, scholarly/creative activities, and service that meets established criteria. In reviewing all three areas, collegiality shall be considered. (See Definitions, P.11).

4.1. Teaching – a continuing record of successful teaching as determined by department criteria and which may include, for example, student opinion of instruction; peer observations/evaluations; organization of course materials; course development; honors or recognitions for teaching; or views of alumni.
4.2. Scholarly/Creative Activities – evidence of scholarly/creative activities relevant to the faculty member’s appointment as determined by the department criteria and which may include, for example, an active program of research, participation in professional development to enhance scholarly/creative activities, creative products or performances, publications, presentations, exhibitions, grant proposals/awards, professionally-related innovations, and other forms of scholarship of discovery, integration, application, or teaching. (see Ernest Boyer’s Scholarship Reconsidered)
4.3. Service – evidence of effective, professionally-related service as determined by the department criteria and which may include, for example, service in the department, college, or university; service in the profession; and, as appropriate, professionally-related service in the community.

CRITERIA FOR PROMOTION
The following criteria apply to recommendations and decisions concerning promotion. Other criteria may apply for decisions about initial appointments and tenure. From rank to rank, criteria reflect increasing expectations within the same areas of performance considered for promotion in rank.

For Promotion from Instructor to Assistant Professor
1.1 Educational qualifications: terminal graduate degree in appropriate discipline and as approved in compliance with Determining Qualifications for Faculty Teaching Credit-Bearing Courses (4.6.1P).
1.2 Time in rank: minimum of one year of full-time service at EKU prior to applying for promotion or a term of full-time service agreed upon and documented at the time of initial appointment.
1.3 Experience: evidence of successful teaching and/or related work experience (demonstrated, for example, through student opinion of instruction, at least one other systematic form of evaluation, course outlines, assignments, students’ work, views of alumni, or other evidence requested by the department).
1.4 Demonstrated engagement in scholarly/creative activities relevant to the faculty member’s appointment. Examples of activities include an active program of research, participation in professional development, creative products or performances, publications, presentations, or other forms of scholarship of discovery, integration, application, or teaching. (see Boyer)
1.5 Satisfactory performance in professional-related service in the department, college, or university; in the profession; and, as appropriate, in the community.

For Promotion from Assistant Professor to Associate Professor
1.1 Educational qualifications: terminal graduate degree in appropriate discipline and as approved in compliance with Determining Qualifications for Faculty Teaching Credit-Bearing Courses (4.6.1P).
1.2 **Time in previous rank**: minimum of three years of full-time service at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the third year.

1.3 **Experience**: sustained record of successful teaching (demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence requested by the department).

1.4 Effective contribution to teaching at EKU; for example, revision of curriculum, innovations in teaching, involving students in teaching, teaching in alternative modes and settings, etc.

1.5 Record of successful peer-reviewed scholarly/creative activities accomplished at state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, integration, application, or teaching. (see Boyer)

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

**For Promotion from Associate Professor to Professor**

1.1 **Educational qualifications**: terminal graduate degree in appropriate discipline and as approved in compliance with Determining Qualifications for Faculty Teaching Credit Bearing Courses (4.6.1P).

1.2 **Time in previous rank**: minimum of five years of full-time service in rank at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the fifth year.

1.3 **Experience**: sustained record of superior teaching (demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence requested by the department).

1.4 Additional effective contributions to teaching; for example, innovations in teaching, revision of curriculum, team teaching, involving students in teaching, teaching in alternative modes or settings, etc. Demonstration of leadership in teaching.

1.5 Sustained record of successful peer-reviewed scholarly/creative activities accomplished at state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, integration, application, or teaching (see Boyer).

1.6 Sustained and broad record of effective professionally related service at multiple levels in the university and in the profession and, as appropriate, in the community. Demonstration of leadership in service.

### Procedures

**ESTABLISHING DEPARTMENT AND COLLEGE PROCEDURES**

**Department**

1) Each department shall establish procedures and methods for selecting the department committee for promotion and tenure. Procedures for the selection of the department committee and procedures for the consideration of the matters of promotion and tenure within the department shall be approved by a majority of the full-time tenure-track members of the department and reviewed by the Dean for compliance with this university document. Each department shall establish clear definitions and delineations of the responsibilities of the committee and the Department Chair.

2) A statement of the procedures and of the responsibilities of the committee shall be filed in the offices of the Dean and of the Department Chair.

3) Changes in the department procedures shall be made by a majority vote of the full-time tenure-track members of the department and shall be reviewed by the Dean by May 1 prior to the academic year in which the changes are to take effect.

**College**

1) Each college, by majority vote of the full-time tenure-track faculty, shall develop written guidelines for promotion and tenure procedures to include at least the following:
4.6.4P
Volume 4, Academic Affairs
Chapter 6, Faculty Appointments and Evaluation
Section 4, Promotion and Tenure

a. Criteria unique to that college.
b. Procedures and methods of selecting the college committee to review candidates for promotion and tenure and the selection of the chair of that committee.
c. Clear definitions and delineations of the responsibilities of the committee and the college dean.

2) A statement of the college guidelines for promotion and tenure shall be filed in the offices of the Dean and of the Provost.

3) Changes in the college procedures shall be made by a majority vote of the full-time tenure-track members of the college and shall be reviewed by the Provost by May 1 prior to the academic year in which the changes are to take effect.

ESTABLISHING PROMOTION AND TENURE COMMITTEES

Departments
Department committees for promotion and tenure shall be composed as determined by the full-time tenure-track faculty of the department, within the following guidelines:

a) The committee shall consist of no fewer than three voting members, which shall be elected from the full-time tenured faculty. If a department is too small to provide such a committee, the department may select a full-time tenured faculty outside the department with the advice of the dean of the college. In this case, the faculty member may not serve on the promotion and tenure committee of more than one department.
b) The maximum number of members shall be determined by the department.
c) If a faculty member or a member of his or her family/household is being considered for promotion or tenure, the faculty member may not serve on the committee that year. The department procedures shall provide for an alternate who shall serve throughout the year. If the department cannot comply with this provision because of the size of the department or other unique circumstance, the procedure in (a), above, shall be followed.
d) The committee shall be elected no later than September 10 of the year in which it is to function.

Colleges
College committees for promotion and tenure shall be composed as determined by the full-time tenure-track faculty of the college, within the following guidelines:

a) Membership in college promotion and tenure committees shall be limited to full-time tenured faculty members with the rank of Associate Professor or Professor or equivalent rank (e.g. Associate University Librarian).
b) The committee shall consist of no fewer than six voting members and at least one alternate and shall be constituted so as to characterize the departmental diversity within the college.
c) If a faculty member or a member of his or her family/household is being considered for promotion or tenure, the faculty member may not serve on the committee that year. The college procedures shall provide for an alternate who shall serve throughout the year. If the department cannot comply with this provision because of the size of the department or other unique circumstance, the procedure in (a), above, shall be followed.
d) Members of the college promotion and tenure committee cannot simultaneously serve on the department committee or the Faculty Evaluation Appeals Committee.
e) The committee shall be elected no later than September 10 of the year in which it is to function.

Faculty Evaluation Appeals Committee (FEAC)
The Faculty Evaluation Appeals Committee shall consist of a faculty member from each college and from the Libraries.

a) Each academic college shall elect a full-time tenured member holding the rank of Professor to serve on FEAC.
b) The Libraries shall elect a full-time library faculty member holding the highest rank currently achieved by Library faculty.
c) One alternate shall be elected from each college and from the Libraries. Alternates must meet the qualifications stated above.
d) No member of FEAC can be a voting member of any promotion and tenure committee.
e) A member of FEAC shall not participate in the review of a case where there is a conflict of interest.
f) The members of FEAC serve staggered two-year terms.
g) The committee shall be elected no later than May 1 of the year prior to the year in which it is to function.

THE APPLICATION PROCESS

Eligibility

Tenure
1. No later than April 15, the Dean shall notify the Department Chair of faculty eligible for tenure in the next academic year.
2. No later than May 1, the Department Chair shall notify eligible candidates and provide them with guidelines and deadlines for application submission in the next academic year.
3. If a faculty member has not been notified by May 1 of tenure eligibility and believes this to be in error, the faculty member must submit a written request for review to the Department Chair, with a copy to the Dean.
4. No later than September 1, all eligible candidates for tenure shall notify the Department Chair in writing, with a copy to the Dean, of the intent to apply for tenure in the present academic year.
5. Failure to comply with these dates does not result in de facto tenure.

Promotion
1. No later than September 1, the candidate shall notify the Department Chair in writing, with a copy to the Dean, of the intent to apply for promotion in the present academic year.

Failure to Submit Tenure Application
It is the responsibility of the candidate to submit an application for tenure. Failure to do so will result in a terminal appointment.

Withdrawal of Promotion and/or Tenure Applications
1. Should an applicant for promotion choose to withdraw from candidacy, the applicant shall so inform the Department Chair, the Dean, and the Provost in writing.
2. Should an applicant for tenure choose to withdraw from candidacy, the applicant shall so inform the Department Chair, the Dean, and the Provost in writing, and shall submit a letter of withdrawal prior to April 1 in the academic year the candidate is seeking tenure. Tenure candidates who withdraw from the process will be issued a terminal appointment.

CONDUCTING EVALUATION REVIEWS FOR TENURE AND PROMOTION

General Guidelines for Reviews at All Levels
1. All reviews shall be conducted in an ethical manner, with recommendations and justifications based upon relevant, documented, and verifiable information.
2. A record of meetings of the committee shall be maintained in the appropriate administrator's office and will include names of attending members and a record of the vote count.
3. All committee recommendations shall be based on secret ballot and majority vote. A tie vote is considered a negative vote on the recommendation.
4. Administrative reviewers should ensure that promotion and tenure recommendations are consistent with the goals and needs of the areas within their scope of responsibility.
5. The Department Chair and the College Dean, in conjunction with the chairs of the respective promotion and tenure committees, shall ensure that the membership of promotion and tenure committees do not pose a conflict of interest in evaluating and voting upon applicants. If such a conflict exists, the administrator shall arrange for an elected alternate.
6. Administrators (e.g., department chairs, academic college deans, associate deans, the Provost, etc.) shall NOT serve as members on promotion and tenure committees at any level or on the Faculty Evaluation Appeals Committee. Furthermore, these individuals shall not sit in during committee deliberations unless stipulated by department or college policy.
7. Applications for tenure shall be reviewed prior to considering and voting on applications for promotion to associate professor or professor. In reviewing applications for assistant professor and tenure, vote on promotion before voting on tenure.

Faculty in Shared Appointments
1. Each faculty member in a shared appointment, who is on a tenure-track appointment, shall be
4.6.4P
Volume 4, Academic Affairs
Chapter 6, Faculty Appointments and Evaluation
Section 4, Promotion and Tenure

considered for tenure and/or promotion independently of the other faculty member with whom they are sharing the position.

2. Each faculty member in a tenure-track shared position shall be eligible for tenure after completing the standard probationary period required by EKU plus an additional two (2) years. Exceptions to this may be negotiated and documented in writing at the time of appointment.

3. The years of service requirement for a faculty member in a shared appointment who is seeking promotion to any of the ranks shall be the same as for a faculty member whose appointment is not shared, plus an additional two (2) years. Exceptions to this may be negotiated and documented in writing at the time of appointment.

4. Evaluations of teaching, scholarship, and service shall be conducted on a basis consistent with the percentage of each faculty member’s respective appointment, if part of a shared appointment.

Consideration of Library Faculty
1. The library faculty shall comprise their own academic unit and shall follow the procedures outlined in this policy accordingly.

2. The library faculty ranks of Instructor Librarian, Assistant University Librarian, Associate University Librarian, and University Librarian are analogous to those of Instructor, Assistant Professor, Associate Professor, and Professor, respectively.

3. For service on committees that require tenure, library faculty shall only be required to meet the equivalent rank.

Consideration of Faculty Holding Administrative Positions
1. All the procedures outlined in this policy apply equally to administrators holding faculty rank insofar as their academic faculty position or rank is concerned.

2. Certain additional observations need to be made when procedures are applied to administrative faculty. These include the following:
   a. Administrators shall be judged by the same criteria as any other faculty. Teaching, scholarship, and service standards shall meet the approval of the various committees and administrators.
   b. The consideration for academic rank or tenure of a faculty member serving in an administrative post shall be made by the department and the college in which the administrator holds academic rank. If the administrator is normally a part of the process (as a department chair or dean would be) that administrator’s recommendation is omitted and the committee’s recommendation is forwarded to the next level.

Department Review

Candidate
1. The eligible candidate for tenure and/or promotion shall complete an application. The application shall include a narrative analysis by the candidate in support of the application for tenure and/or promotion. In all cases, the candidate should provide accurate and complete details of any potentially useful information. The candidate shall assemble the application as follows:
   a. A copy of the letter of intent to apply for tenure, promotion, or both
   b. A copy of initial terms of appointment and, if applicable, any written, previously agreed-upon exceptions to the promotion and tenure policy
   c. A copy of a current curriculum vita
   d. Copies of non-tenure annual evaluation reports by evaluators
   e. The self-evaluation on the appropriate University form
   f. Supporting documentation

2. Documentation in support of the application may include, but is not limited to, the following (refer to department and college policies for specific requirements):
   o Teaching
     • teaching philosophy
     • course syllabi
     • assignments
     • descriptions of unique methods or experiments
     • peer observation/evaluation reports
     • published textbooks
     • new courses developed
     • teaching awards/recognitions
alumni survey results
- Scholarly/Creative Activity
  - published works
  - papers or other presentations (including evaluations)
  - documentation of creative performances or exhibitions
  - grants/contracts awarded
  - awards/recognitions
- Service
  - letters from committee chairs
  - minutes of committee meetings
  - evidence of service on an editorial board
  - awards/recognitions
  - evidence of effective advising

3. The candidate shall submit an application and supporting materials for tenure and/or promotion to the Department Chair, who has the responsibility to get the application and all materials to the department committee in accordance with department deadlines. In the process of being reviewed for tenure and/or promotion, candidates must allow their professional materials to be open to their peers on the various promotion and tenure committees.

Department Promotion and Tenure Committee
1. The department committee shall review eligible applications and all supporting materials as required by the department. The department committee may request additional materials to clarify submitted material as necessary. For promotion, the committee may concentrate on activities since the last promotion, but candidates may provide clearly dated prior activities to demonstrate a record of continued achievement.

2. The department committee shall consider the candidate’s application and the following:
   a. formal student evaluations;
   b. the department’s second systematic method of assessing teaching performance (This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in department policy);
   c. data provided by the Department Chair.

3. The department may also consider as part of the application the following:
   a. mandated external review;
   b. peer opinions (not limited to committee members) but not anonymous opinions.

4. The department committee shall make a written recommendation, stating reasons for or against tenure and/or promotion. The voting members of the committee shall complete the appropriate recommendation form(s) for promotion, tenure, or both. Members of the committee shall sign the form(s), indicating the report’s accuracy as it was approved by the majority of the committee. The application, the written recommendation, and the signed form(s) shall be submitted to the Department Chair.

Department Chair
1. The Department Chair shall review the application and department committee recommendations. The Chair may consult with the department committee and the candidate prior to making a recommendation. The Chair shall write a separate recommendation regarding the promotion and/or tenure.

2. The candidate shall be notified in writing by the Department Chair of the recommendations of the department committee and of the Department Chair, with justification for these decisions.

3. The Department Chair and the chair of the department committee shall meet with the candidate and review the recommendation of the Department Chair and the recommendation of the department committee, provide the candidate with a copy of the report (and all addenda), and secure the candidate’s signed receipt.

4. The candidate may request reconsideration of the department committee’s recommendation, the Department Chair’s recommendation, or both within ten (10) calendar days* of notification* (*see definitions).

5. The department committee, the Department Chair, or both shall reconsider the candidate’s application in light of the request for reconsideration. The request for reconsideration should
address concerns raised by the department committee and/or the Department Chair and may include additional information in support of that clarification.

6. The candidate shall be notified in writing by the Department Chair of the results of reconsideration by the Department Chair, the department committee, or both.

7. The recommendation and the application materials (per college policy) shall then be forwarded to the dean of the College. The Dean shall make the recommendation and application materials available to the College Promotion and Tenure Committee.

**College Review**

**College Promotion and Tenure Committee**

1. The College Promotion and Tenure Committee shall review applications. The Committee ensures that college-level criteria are met and that the appropriate review of the candidate’s qualifications has been made and the department criteria have been fairly applied.

2. The College Promotion and Tenure Committee may consult with the Department Chair, the chair and/or member(s) of the department committee, and/or the candidate prior to making a recommendation.

3. The voting members of the committee shall complete the appropriate recommendation form(s) for promotion, tenure, or both. If the committee does not concur with the recommendations of the department committee, the Department Chair, or both, the college committee shall state in writing the reasons for the differing recommendations. Members of the committee shall sign the form(s), indicating the report’s accuracy as it was approved by the majority of the committee. The application, the written recommendation, and the signed form(s) shall be submitted to the College Dean.

**College Dean**

1. The Dean shall review the application and recommendations. The Dean may consult with previous decision makers and/or the candidate prior to making a recommendation. The Dean shall provide a separate recommendation regarding the promotion and/or tenure. If the Dean does not concur with the recommendations of the department committee, the Department Chair, the college committee, or all three, the Dean shall state in writing the reasons for the differing recommendations.

2. The Dean shall notify the candidate in writing of the recommendations of the college committee and of the Dean, with justification for these decisions. Promotion applications receiving a negative recommendation by the Dean shall not be reviewed further unless the candidate submits a letter to the Dean, with a copy to the Department Chair, requesting that the review process continue.

3. The recommendation and the application materials (per university guidelines) shall then be forwarded to the Provost.

**University Review**

1. The Provost shall review applications. The Provost shall ensure that university-level criteria are met and shall determine that the appropriate procedures have been followed at all levels.

2. The Provost may consult with previous decision makers and/or the candidate prior to making a recommendation. The Provost shall provide a separate recommendation regarding the promotion and/or tenure. If the Provost does not concur with the recommendations of the department committee, the Department Chair, the college committee, the Dean, or all four, the Provost shall state in writing the reasons for the differing recommendations.

3. The Provost shall notify the candidate in writing of his/her recommendation, with justification for the recommendation.

4. No later than March 15, the Provost shall submit all recommendations to the President of the University.

**Appeals Process**

1. Following notification of the Provost’s negative recommendation, the candidate may appeal to the President, who shall convene the Faculty Evaluation Appeals Committee (FEAC). Acceptable grounds for requesting such an appeal are:
   a. decision is arbitrary, capricious, or not supported by factual data
   b. violation of procedural due process
   c. violation of academic freedom

2. The candidate will submit a written request for appeal to the President of the University within ten (10) calendar days of notification of the Provost’s recommendation, with a copy to the Provost and to the Dean of the college. The request shall state the grounds for an appeal and shall provide evidence in support of such grounds.
3. The President shall convene the FEAC to review the appeal.
4. The FEAC shall evaluate the body of evidence as it relates to the grounds for appeal. The FEAC may meet with decision makers, meet with the candidate, or consult with others as necessary in order to evaluate the grounds for appeal. The FEAC shall report its findings and recommendations to the President—with a copy to the candidate, the Department Chair, the Dean, and the Provost—within fourteen (14) calendar days of receipt of the case, except in extenuating circumstances.
5. The President shall make a decision on the appeal within fourteen (14) calendar days of receiving the findings of the FEAC, except in extenuating circumstances. Possible actions by the President could include, but are not limited to:
   a. Upholding the recommendation of the lower level(s)
   b. Reversing the recommendation of the lower level(s)
   c. Reconvening the FEAC to meet with appropriate decision makers and report additional findings. The FEAC should meet with the candidate prior to reporting additional findings to the President.
6. The President shall notify the candidate in writing of the appeal decision. All appeal decisions are final.

The President and the Board of Regents
1. The President shall evaluate recommendations, including those reviewed by the FEAC, on their merits and shall provide a final recommendation to the Board of Regents.
2. Official notification of a candidate that tenure will not be awarded shall be given one year prior to the candidate's termination of employment at the University.
3. The Board of Regents shall have final approval authority for tenure and promotion recommendations.
4. The President shall formally notify candidates in writing of the decision of the Board of Regents.

POLICY AND CRITERIA REVIEW
1. All promotion and tenure policies shall be reviewed at least every five years.
2. Department and college criteria shall be submitted for regular (five year) systematic review and approval. The department criteria shall be reviewed and approved by the Dean and submitted to the Provost for approval. College criteria shall be reviewed and approved by the Provost.

Definitions

Calendar Day Throughout this document calendar day shall be interpreted to mean no later than the specified number of calendar days following the day of notification. If the final calendar day occurs on a weekend or holiday, the due date shall be on the first day on which University administrative offices are open. The time for response may be extended upon agreement by both parties.

Collegiality The ability of an individual to interact with colleagues with civility and professional respect; to engage in shared academic and administrative tasks necessary to meet departmental, college, and university goals; and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or likability but rather is the professional criterion relating to teaching, scholarly/creative activities, and service.

Confidentiality The principle of limiting access to information or documents only to those persons authorized to have such access. Documents and communications in the promotion and tenure process shall be kept confidential to the extent permitted by law.

Full-time Tenure-Track Faculty Faculty employed full-time who are tenured, eligible for tenure, or in a pre-tenure probationary period.

Terminal Appointment Appointment of a faculty member to a limited term that will end in termination of employment.
Terminal Degree

The terminal degree is the highest academic degree awarded in a field. Generally, the terminal degree will be the doctorate; however, sometimes an advanced professional degree or a master’s degree will be the terminal degree in a particular field (e.g. MFA in Creative Writing, MLS in Library Science, etc.).

University

Eastern Kentucky University

Responsibilities

Board of Regents

- The Board of Regents shall have the final approval authority for tenure and promotion.

Candidate for Tenure/Promotion

- The candidate for tenure/promotion is responsible for knowing and adhering to the principles and criteria set forth in this policy.
- The candidate is responsible for submitting an application for tenure by the established deadline of the final year of the probationary period. Failure to do so will result in a terminal appointment.

College Dean

At a minimum, the Dean is responsible for:
- providing the College Promotion and Tenure Committee with such documentation and data as policy and committee needs require.
- informing the Department Chairs of the need to review each person eligible for tenure.
- ensuring that each department reviews and revises, as needed, department-level criteria for promotion and tenure at least every five years.

College Promotion and Tenure Committee

- Each college promotion and tenure committee is responsible for ensuring that the appropriate professional interpretation for the discipline has been applied.

Department Chair

At a minimum, the Chair is responsible for:
- verifying eligibility of candidates for tenure and/or promotion.
- providing the department committee with such documentation and data as policy and committee needs require.
- informing the department promotion and tenure committee of the need to review each person eligible for tenure.
- informing the faculty of policies, procedures, and criteria for tenure and promotion.

Department Promotion and Tenure Committee

- Each department committee shall be responsible for providing the appropriate professional interpretations for the discipline.

Faculty Evaluation Appeals Committee

The Faculty Evaluation Appeals Committee is responsible for:
- ensuring appeals are reviewed only on the grounds stated in this policy.
- reviewing the appeal and the evidence submitted by the candidate.
- submitting findings and recommendations to the President.

Provost and Vice President for Academic Affairs

At a minimum, the Provost is responsible for:
- ultimately ensuring that criteria applied in the review of applications is consistent with the terms of agreement established in writing at the candidate’s initial appointment in a tenure-track position or thereafter.
- ensuring that deans and chairs supervise the establishment of written criteria for promotion and tenure that these criteria are consistent with University policy.
- ensuring that the college-level criteria are reviewed at least every five years.

Limitations

The following are not included under Policy 4.6.4:
(1) Disputes which are being or have been processed in the courts.
(2) Disputes involving compliance with State or Federal statutes or regulations.
(3) Affirmative action and non-discrimination issues, which are delineated in other policies, should be referred to the Equal Opportunity Office.
(4) Disputes which involve appeal(s) included in the other policies (e.g., appeals about grievances, etc.).
(5) Disputes involving merit pay or salary increments.

**Interpreting Authority**

- Provost and Vice President for Academic Affairs

**Statutory or Regulatory References**

KRS 164.360  
KRS 164.365

**Relevant Links**

www.forms.eku.edu (Promotion and Tenure Application)

Policy 4.6.1 Determining Qualifications for Faculty Teaching Credit-Bearing Courses

**Policy Adoption Review and Approval**

**Promotion and Tenure**

**Revised Policy**  
Editorial Revision: April 7, 2008

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 18, 2008</td>
<td>Board of Regents</td>
<td>Adopted Revision</td>
</tr>
<tr>
<td>November 7, 2007</td>
<td>Provost Council</td>
<td>Recommended Support</td>
</tr>
<tr>
<td>October 2, 2006</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
<tr>
<td>September 5, 2003</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
<tr>
<td>April 26, 1986</td>
<td>Board of Regents</td>
<td>Adopted</td>
</tr>
<tr>
<td>December 2, 1985</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
</tbody>
</table>

**Tenure**

**Revised Policy**

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 22, 1978</td>
<td>Board of Regents</td>
<td>Adopted Revision</td>
</tr>
<tr>
<td>April 17, 1978</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
<tr>
<td>April 2, 1971</td>
<td>Board of Regents</td>
<td>Adopted Revision</td>
</tr>
<tr>
<td>March 29, 1971</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
<tr>
<td>May 5, 1969</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
<tr>
<td>June 5, 1970</td>
<td>Board of Regents</td>
<td>Adopted Revision</td>
</tr>
<tr>
<td>Date</td>
<td>Entity</td>
<td>Action</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>March 24, 1965</td>
<td>Board of Regents</td>
<td>Adopted Revision</td>
</tr>
<tr>
<td>March 1, 1965</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
<tr>
<td>May 5, 1961</td>
<td>Board of Regents</td>
<td>Repealed Existing Policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adopted New Policy</td>
</tr>
</tbody>
</table>

**Policy Issued**

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 15, 1949</td>
<td>Board of Regents</td>
<td>Adopted</td>
</tr>
</tbody>
</table>
### Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [] = wording that has been moved

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C</strong></td>
<td>Eastern Kentucky University, as a matter of principle, complies with the American Association of University Professors and the Association of American Colleges and Universities — 940 Statement of Principles on Academic Freedom and Tenure.” The AAUP &amp; AAC&amp;U statement addresses policy and procedural expectations for a wide variety of institutions of higher education. With this statement in mind, EKU shall establish specific, objective criteria and processes by which tenure and promotion decisions will be made. EKU’s policy ensures that criteria and processes are clearly articulated and published and are available to all persons in the university community.</td>
<td>CURRENT—page 1</td>
<td>Specifically names AAUP standard</td>
<td><strong>C</strong></td>
</tr>
<tr>
<td><strong>O</strong></td>
<td>EKU’s policy for tenure and promotion respects the uniqueness of disciplines within the University and provides for appropriate professional flexibility at college and department levels.</td>
<td>Unnecessary wording</td>
<td>[Now appears in PROPOSED in Block 2, lines 2-3]</td>
<td><strong>O</strong></td>
</tr>
<tr>
<td><strong>O</strong></td>
<td>(PURPOSE) This policy ensures that the University has established criteria and processes by which the awarding of tenure and/or promotion may be evaluated. The policy ensures that these criteria are clearly articulated and that all processes related to the evaluation of those criteria are transparent and accessible to all persons in the university community.</td>
<td>Final sentence in CURRENT is unnecessary</td>
<td>This now appears in PROPOSED in Block 1, lines 6-10. Some rewording.</td>
<td><strong>O</strong></td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>1. Departmental committees, consisting of elected tenured faculty members, and the Department Chair shall have the primary responsibility for evaluating candidates in their department for promotion and tenure. Throughout the promotion and tenure process, departmental evaluations shall be given weight that reflects this primary responsibility.</td>
<td>1. Faculty peers elected to serve on departmental committees shall have the primary responsibility for evaluating candidates in their department for promotion and tenure. Throughout the promotion and tenure process, faculty and administrators shall recognize the primary of departmental recommendations.</td>
<td>Wording in the CURRENT policy (pg. 2) did not acknowledge the role of the Department Chair</td>
<td><strong>C</strong></td>
</tr>
<tr>
<td><strong>NC</strong></td>
<td>2. Policies for promotion and tenure shall state the specific criteria for each of teaching, scholarly/creative activities, and service to be used in the evaluation and how they shall be applied. While teaching is the primary mission at EKU, scholarly/creative activities and service are both important and weighted according to departmental guidelines. Those specific criteria shall be provided to faculty when they begin their tenure-track employment at EKU and those criteria shall be the basis for the tenure decision.</td>
<td>5. Policies for promotion and tenure shall state the specific criteria to be used in the evaluation and how they shall be applied.</td>
<td>PROPOSED wording gives stronger direction to evaluators</td>
<td><strong>NC</strong></td>
</tr>
<tr>
<td><strong>C, O</strong></td>
<td>3. The recommendations in the decision-making process shall be based on documented and verifiable evidence and the review process shall be transparent. Evidence shall include documentation of the candidate’s performance and how that performance compares to the criteria for tenure and promotion.</td>
<td>2. The review procedures in the decision-making process shall be open, documented, and verifiable.</td>
<td>The rewording is intended to clarify what should be documented and verifiable. “Open” was deleted because of potential conflict with Principle 4 (PROPOSED).</td>
<td><strong>C, O</strong></td>
</tr>
<tr>
<td><strong>NC</strong></td>
<td>4. Throughout the process, the principle of confidentiality shall be respected.</td>
<td>12. Throughout the process, principles of confidentiality shall be respected.</td>
<td></td>
<td><strong>NC</strong></td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>5. Review processes at each level shall include appropriate evaluations of performance in teaching, scholarly/creative activities, and service. These evaluations shall become part of the individual evaluation procedures.</td>
<td>7. Review processes at each level shall include appropriate evaluations of performance in teaching, scholarship, and service. These evaluations shall become part of the individual application</td>
<td></td>
<td><strong>E</strong></td>
</tr>
</tbody>
</table>

**Updated February 2012**

FS - 03/13/2012 37
Comparison between Proposed 4.6.4 and Current 4.6.4

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>81</td>
<td>6. Review processes at each level shall be limited to professionally relevant considerations and shall include documented evidence of performance from the candidate, students, other faculty, and appropriate administrators. The documented evidence shall be part of the individual application dossier.</td>
<td>6. Review processes at each level shall be limited to professionally relevant considerations but shall include documented evidence of performance from the candidate, students, other faculty, and appropriate administrators. The documented evidence shall be part of the individual application file.</td>
<td>CURRENT—page 2</td>
<td>M</td>
</tr>
<tr>
<td>91</td>
<td>7. The justification for or against promotion and/or tenure shall be stipulated in writing and maintained in the candidate’s dossier at every step in the process.</td>
<td>8. The case for or against promotion and/or tenure will be stipulated in writing and found in the candidate’s dossier at every step in the process.</td>
<td>CURRENT—page 2</td>
<td>M</td>
</tr>
<tr>
<td>101</td>
<td>8. The department and college procedures not determined by this promotion and tenure policy (Policy 4.6.4P) shall be developed and approved by tenure-track faculty composing these units. Such procedures shall be made available to the faculty in these units.</td>
<td>9. The department and college procedures not determined by this promotion and tenure procedures shall be developed by the faculty composing these units or their representatives and shall be known and agreed to by the faculty.</td>
<td>CURRENT—page 2</td>
<td>E</td>
</tr>
<tr>
<td>111</td>
<td>9. An appeal process shall be included in the promotion and tenure policy (Policy 4.6.4P).</td>
<td>4. Appeal processes shall be included in all promotion and tenure policies.</td>
<td>CURRENT—page 2</td>
<td>M</td>
</tr>
<tr>
<td>121</td>
<td>10. At each level, the candidate shall be notified in writing of the results of the deliberations, including the reasons for the recommendations.</td>
<td>9. At each level, the procedure shall provide a means to notify the candidates formally of the results of the deliberations, including the reasons for the recommendations.</td>
<td>CURRENT—page 2</td>
<td>M</td>
</tr>
<tr>
<td>131</td>
<td>11. Membership on committees beyond the department level shall consist of elected tenured faculty at the rank of Associate Professor or Professor.</td>
<td>13. [Membership on college promotion and tenure committees shall be limited to tenured faculty members with the rank of Associate or Full Professor]; membership on the University</td>
<td>CURRENT—page 2 The language in PROPOSED (approved by FS in May 2011) is unnecessary because it is addressed in procedures (See Block 90)</td>
<td>D</td>
</tr>
<tr>
<td>141</td>
<td>12. No individual participant in the process may VOTE at more than one level of the process.</td>
<td>16. No individual participant in the process may VOTE at more than one level of the process.</td>
<td>CURRENT—page 2</td>
<td>NC</td>
</tr>
<tr>
<td>151</td>
<td>10. At each level, provisions for appeal shall include an opportunity for the decision makers to reconsider the decision prior to referral to another body.</td>
<td>18. Review of applications shall occur in the following way:</td>
<td>CURRENT—page 2</td>
<td>S</td>
</tr>
<tr>
<td>161</td>
<td>17. Committees shall be comprised of members elected by their peers.</td>
<td>18. Review of applications shall occur in the following way:</td>
<td>CURRENT—page 2</td>
<td>D</td>
</tr>
<tr>
<td>171</td>
<td>18. Review of applications shall occur in the following way:</td>
<td>1. If all recommendations are positive, the sequence of reviews of all applications for promotion and tenure are as follows: department committee, Department Chair, college promotion and tenure committee, Dean, Provost, President, and Board of Regents.</td>
<td>CURRENT—page 2 This is not a principle but a procedure. The procedure has changed somewhat in PROPOSED. See Blocks 74 and following</td>
<td>S</td>
</tr>
</tbody>
</table>
Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [  ] = wording that has been moved
CODE: C = Clarification O=Organization D=Duplication E=Editorial M=Minor Editing NC=No Change S=Substantive Change U=Unnecessary W=Wrong policy I=Implementation

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1713</td>
<td></td>
<td>department committee, Department Chair, college promotion and tenure committee, or Dean, the application shall not be considered further, unless the candidate appeals to the next level. If the candidate does appeal, the sequence of the process shall follow that stated in b.</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>1714</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1715</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1716</td>
<td>Tenure Appointments:</td>
<td>The provisions for tenure are applicable to each president, professor, associate professor, assistant professor, and instructor.</td>
<td>CURRENT—page 4</td>
<td>U</td>
</tr>
<tr>
<td>1717</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1811</td>
<td>Eligibility</td>
<td>A tenure-track faculty member shall be eligible for tenure after completing a six-year probationary period of continuous full-time service at Eastern and attaining the rank of assistant professor or above. Leaves of absence may not be counted toward the six years of full-time service, but they shall be considered as continuous service. For example, a faculty member may take a year’s leave of absence after five years, return, and after an additional year be eligible for tenure. Previous service in other institutions normally does not count toward tenure requirements unless agreed upon in writing at the time of hire. For faculty employed at mid-year, the probationary period does not begin until the beginning of the next academic year.</td>
<td>CURRENT—page 4</td>
<td>U</td>
</tr>
<tr>
<td>1812</td>
<td></td>
<td>A faculty member shall be eligible for tenure after completing a six-year probationary period of continuous full-time service at Eastern and attaining the rank of assistant professor or above. Leaves of absence may not be counted toward the six years of full-time service, but they shall be considered as continuous service. For example, a faculty member may thus take a year’s leave of absence after five years, return, and after an additional year be eligible for tenure. Previous service in other institutions normally does not count toward tenure requirements. For faculty employed at mid-year, the probationary period does not begin until the beginning of the next academic year.</td>
<td>Addition in PROPOSED provides clarification</td>
<td>C</td>
</tr>
<tr>
<td>1911</td>
<td>Adjustments to Probationary Period</td>
<td>A faculty member may request an adjustment to his/her probationary period for extenuating circumstances (i.e., a need to care for a family member; an event beyond the faculty member’s reasonable control affecting his/her research; etc.). Such an adjustment may occur regardless of whether the faculty member may have been granted leave of any kind. The request or any approved adjustment shall in no way affect the deliberations or demands of the tenure process and does not relieve the faculty member from fulfilling his/her regularly assigned duties.</td>
<td>CURRENT—page 4</td>
<td>C</td>
</tr>
<tr>
<td>1912</td>
<td></td>
<td>Requests for an adjustment to the probationary period must be submitted in writing to the chair of the department as soon as possible after the occurrence of extenuating circumstances. The request shall be forwarded via the chair and the Dean, with the recommendations or comments to the contrary of each, to the Provost for review and approval. Adjustments may be granted for a maximum of two one-year periods.</td>
<td>CURRENT—page 4</td>
<td>C</td>
</tr>
<tr>
<td>2111</td>
<td></td>
<td>Requests for an adjustment to the probationary period must be submitted in writing to the chair of the department as soon as possible after the occurrence of extenuating circumstances. The request shall be forwarded via the chair and the Dean, with the recommendations or comments to the contrary of each, to the Provost for review and approval. Adjustments may be granted for a maximum of two one-year periods.</td>
<td>CURRENT—page 4</td>
<td>S</td>
</tr>
<tr>
<td>2112</td>
<td></td>
<td>PROPOSED permits requesting extension of probationary period for childbirth or adoption of child or other FMLA covered events</td>
<td>PROPOSED would allow only one one-year extension; CURRENT permits two one-year extensions</td>
<td>C</td>
</tr>
<tr>
<td>BLOCK</td>
<td>PROPOSED POLICY</td>
<td>CURRENT POLICY</td>
<td>EXPLANATION</td>
<td>CODE</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>2110</td>
<td>Requests for an extension to the probationary period must be submitted in writing to the chair of the department within 90 days after the occurrence of qualifying exigency or extenuating circumstance, but not after May 15 for candidates eligible for tenure in the next academic year. Such requests shall provide a detailed description of the circumstances thought to warrant the extension and shall include supporting documentation. The request for an extension to the probationary period shall be forwarded via the chair and the Dean, with the recommendations or comments to the contrary of each, to the Provost for review and approval. The Provost's decision is final. The Provost shall notify the faculty member in writing, with a copy to the President, to the Dean of the college, and to the chair of the department.</td>
<td>PROPOSED retains some of the procedure in the CURRENT but it clarifies by added some details.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>221</td>
<td>Recommendations for tenure originate in the department in which tenure is granted. The President recommends approval of tenure to the Board of Regents, which has the authority to grant tenure.</td>
<td>CURRENT—page 4</td>
<td>NC</td>
<td></td>
</tr>
</tbody>
</table>
| 231   | **Failure to Attain Tenure**  

**If, by the end of the candidate's probationary period, the candidate is not recommended for tenure, a one-year terminal appointment shall be tendered.** The President shall formally notify the candidate that tenure will not be awarded at least twelve (12) months prior to the end of the terminal appointment. | CURRENT—page 3  

[Moved from CURRENT, Block 24, lines 5-9; the University appoints” faculty]  
This reiterates the AAUP guideline regarding the terminal appointment. | O, C |
| 241   | **Provisions for Tenure:**  

The provisions for tenure are applicable to each president, professor, associate professor, assistant professor, and instructor. A faculty member shall be eligible for tenure after completing a six-year probationary period of continuous full-time service and attaining the rank of assistant professor or above. [If, by the end of the six-year probationary period, promotion beyond the rank of instructor cannot be justified or if for any other reason a faculty member is not recommended for tenure, a one-year terminal contract shall be tendered.] At the time of initial appointment, and upon the recommendation of the President, the Board of Regents may accept service at another institution in lieu of any part of the six-year probationary period at this institution.  
The University doesn’t issues contracts  
Will be moved to Policy 4.6.3P, Faculty Appointments | CURRENT—page 3  

This was both unnecessary and repetitious  
[Moved to PROPOSED, Block 22, lines 1-3; “six-year” deleted because some probationary periods are shorter]  
The University doesn’t issues contracts  
Will be moved to Policy 4.6.3P, Faculty Appointments | U, D, O, C |
| 251   | **If the employment of a faculty member serving during the probationary period is to be terminated at the completion of the current annual contract, that faculty member shall be given written notice of nonreappointment, or of intention not to | CURRENT—page 3  

Will be moved to 4.6.5P (Evaluation of Non-Tenured Tenure-Track Faculty) where it is more applicable | W    |
<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
</table>
| 255   | Recommend reappointment, in accordance with the following timetables:  
A. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.  
B. Not later than December 15 of the second academic year of service, if appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.  
C. At least twelve months before the expiration of an appointment after two or more years at the institution. |  |  | W |
| 261   | Any faculty member who intends to terminate employment at the end of the current annual contract has a strong professional obligation to indicate this in writing to the President of the University at the earliest possible date. In no case should this date be later than March 1 or 30 days after receipt of the subsequent year’s contract, whichever comes later. |  | CURRENT—page 3  
Unsure about retaining this or if it belongs in a different policy | W? |
| 271   | Attainment of tenure status by a faculty member shall remain in effect unless just cause shall be shown for terminating employment.  
Tenure status shall remain in force during good behavior and efficient and competent service. A tenured faculty member shall not be terminated except for any of the following causes: incompetency; refusal to perform or neglect of assigned duties; or immoral conduct.  
In addition, bona fide financial exigencies may be cause for termination of employment. | Attainment of tenure status by a faculty member shall remain in effect unless just cause shall be shown for terminating employment. Tenure status shall remain in force during good behavior and efficient and competent service, and a tenured faculty member shall not be terminated except for any one of the following causes: incompetency, neglect of or refusal to perform assigned duties, or immoral conduct. In addition, bona fide financial exigencies may be cause for termination of employment. |  | E |
| 281   | Should the institution determine that a tenured faculty member is to be discharged, a written notice of the cause(s) for such action shall be given to the faculty member. Tenured faculty receiving such a notice have the right to be heard in person or by counsel before the Board of Regents. Within 15 days after receiving a notice of charges, the individual concerned shall send a written request for a hearing to the secretary of the Board of Regents. The Board of Regents shall set the time of the hearing no sooner than 15 days nor later than 45 days after receiving the request. | Should the institution determine that a tenured faculty member is to be discharged, a written notice of the cause(s) for such action shall be given to the faculty member. Tenured faculty receiving such a notice have the right to be heard in person or by counsel before the Board of Regents. Within 15 days after receiving a notice of charges, the individual concerned shall send a written request for a hearing to the secretary of the Board of Regents. The Board of Regents shall set the time of the hearing no sooner than 15 days nor later than 45 days after receiving the request. |  | NC |
| 291   | Application for Tenure and Promotion:  
1. Since both rank and tenure are academic designations within the University, they shall be awarded only to personnel who meet the qualifications and criteria for rank or tenure in an existing department or college, whose credentials are approved by the department, college and university, and who are qualified to perform at that rank in the academic department. | Application for Tenure and Promotion:  
1. Since both rank and tenure are academic designations within the University, they shall be awarded only to personnel who meet the qualifications and criteria for rank or tenure in an existing department or college, whose credentials are approved by the department and college, and who are qualified to perform at that rank in the academic department. |  | NC |
## Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>2. A prospective faculty member of the University who is being considered for academic rank and/or tenure will be awarded the rank and/or tenure in an existing department only with the prior concurrence of that department.</td>
<td>2. A prospective faculty of the University who is being considered for academic rank and/or tenure will be awarded the rank and/or tenure in an existing department only with the prior concurrence of that department.</td>
<td>CURRENT—page 4</td>
<td>NC</td>
</tr>
<tr>
<td>311</td>
<td>3. Currently employed faculty who hold academic rank and tenure in one department but transfer to another department will retain their rank and tenure with prior concurrence of the new department.</td>
<td>4. Currently employed faculty who hold academic rank, but not in an established department, must seek promotion or tenure through the academic department and college most closely related to their educational qualifications and/or professional responsibilities.</td>
<td>CURRENT—page 4</td>
<td>NC</td>
</tr>
<tr>
<td>321</td>
<td>4. Currently employed faculty who hold academic rank, but not in an established department, must seek promotion or tenure through the academic department and college most closely related to their educational qualifications and/or professional responsibilities.</td>
<td>4. Currently employed faculty who hold academic rank, but not in an established department, must seek promotion or tenure through the academic department and college most closely related to their educational qualifications and/or professional responsibilities.</td>
<td>CURRENT—page 4</td>
<td>NC</td>
</tr>
<tr>
<td>331</td>
<td>5. The Provost and the Dean shall ensure that agreed-upon exceptions to tenure and promotion policy are documented in writing at the time of a faculty member’s initial appointment in a full-time, tenurable position so that such contractual exceptions are recognized and applied in the review of application for tenure, promotion, or both</td>
<td>3. The Provost and Deans shall ensure that agreed-upon exceptions to tenure and promotion policy are documented at the time of a faculty member’s initial appointment, or thereafter, in a full-time, tenure track position so that such contractual exceptions are recognized and applied in the review of application for tenure and promotion.</td>
<td>CURRENT—page 4</td>
<td>C, E, O</td>
</tr>
<tr>
<td>341</td>
<td>6. Other exceptions to tenure and promotion policy may only be made under extraordinary circumstances.</td>
<td>Policy Principles:</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>351</td>
<td>Principles for Establishing Criteria for Promotion and Tenure</td>
<td>Principles for Establishing Criteria for Promotion and Tenure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>351</td>
<td>1. Criteria for tenure shall be distinct from criteria for promotion.</td>
<td>1. Criteria for promotion shall be distinct from criteria for tenure.</td>
<td>CURRENT—page 2</td>
<td>E</td>
</tr>
<tr>
<td>351</td>
<td>2. The university shall identify and publish university-wide criteria for tenure and promotion.</td>
<td>2. The university shall identify university-wide criteria for tenure and promotion and shall inform faculty of these criteria.</td>
<td>CURRENT—page 2</td>
<td>E</td>
</tr>
<tr>
<td>371</td>
<td>3. Consistent with the university criteria, each college shall identify college-wide criteria for promotion and tenure within the areas of teaching, scholarly/creative activities, and service.</td>
<td>3. Consistent with the university criteria, each college shall identify college-wide criteria for promotion and tenure within the areas of teaching, scholarship, and service.</td>
<td>CURRENT—page 2</td>
<td>E</td>
</tr>
<tr>
<td>381</td>
<td>4. Consistent with university and college criteria, each department shall identify specific criteria for promotion and tenure within the areas of teaching, scholarly/creative activities, and service.</td>
<td>4. Consistent with university and college criteria, each department shall identify specific criteria for promotion and tenure within the areas of teaching, scholarship, and service.</td>
<td>CURRENT—page 2</td>
<td>E</td>
</tr>
<tr>
<td>391</td>
<td>5. Criteria should also be articulated for the Libraries.</td>
<td>6. Criteria should also be articulated for special units, such as Model Lab, the Libraries, etc.</td>
<td>CURRENT—page 3</td>
<td>S</td>
</tr>
<tr>
<td>401</td>
<td>6. All criteria shall allow for diversity in faculty contributions and shall reflect EKU’s traditional emphasis upon effective teaching.</td>
<td>5. All criteria shall reflect good practices at comparable institutions, shall allow for diversity in faculty contributions, and shall reflect EKU’s traditional emphasis upon effective teaching.</td>
<td>CURRENT—page 3</td>
<td>C</td>
</tr>
<tr>
<td>411</td>
<td>8. Criteria at all levels will recognize the primacy of teaching over service or scholarly/creative endeavor.</td>
<td>CURRENT—page 3</td>
<td>D</td>
<td></td>
</tr>
</tbody>
</table>

The deletion of “thereafter” from the CURRENT would mean exceptions to P&T policy would be harder to make after the initial hire (see Block 34).

This rectifies a gap in the CURRENT policy since faculty, on occasion, do transfer to other academic departments.
### Comparison between Proposed 4.6.4 and Current 4.6.4

**Note**: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

**CODE**:  
C = Clarification  
O=Organization  
D=Duplication  
E=Editorial  
M=Minor Editing  
NC=No Change  
S=Substantive Change  
U=Unnecessary  
W=Wrong policy  
I=Implementation

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
</table>
| 421   | Faculty peers at the department, college, and university levels have the main responsibility for recommendations concerning tenure. [Chairs, Deans, and the Provost are responsible for reviewing all applications for tenure and making separate recommendations.] [The President shall present recommendations to the Board of Regents, which has the authority for final decisions concerning tenure.] [Recommendations and decisions shall be based on the evaluation of candidates' performance in the areas of teaching, scholarly/creative activities, and service, with recognition that at EKU effective teaching is emphasized.] | CURRENT—page 5  
(Covered in PROPOSED, block 3)  
(Covered in procedures)  
(Covered in PROPOSED, blocks 176 and 178)  
(Implicit in criteria  
duplicative, see PROPOSED, block 40) | D  
U  
D  
O |
| 431   | Departments shall be required to identify and defend criteria for tenure. These criteria shall reflect the broad criteria established for the University and shall reflect good practice in the discipline, as well as practices at comparable regional comprehensive universities. [The departmental criteria shall be reviewed for approval by the college Dean and by the college and university promotion and tenure committees, and recommendations shall be presented to the Provost and the President for approval.] [A systematic review and approval of departmental criteria shall be conducted a minimum of every five years.] Throughout the decision making process, faculty and administrators shall recognize the primacy of departmental recommendations. The criteria that follow are broad criteria for use university-wide. | CURRENT—page 5  
Deleted as both unnecessary and duplicative  
(see note in block 40)  
Moved to PROPOSED, block 184, lines 2-5  
Moved to PROPOSED, block 183  
Duplicative (see PROPOSED, block 3)  
unnecessary | U, D  
O  
O  
D |
| 441   | Tenure shall be granted to faculty members whose professionalism and achievements in serving the University's mission demonstrate the potential for effective long-term performance; thus, warranting the institution's reciprocal long-term commitment. | From CURRENT, block 41, lines 16-18  
From CURRENT, block 113, line 5 | S  
O  
O |
| 451   | The following criteria apply to recommendations and decisions concerning tenure. Other criteria may apply to decisions concerning initial appointments and promotion. | 1. Terminal degree, as defined by the candidate's department | C |
| 461   | 1. Terminal graduate degree in appropriate discipline and as approved in compliance with Determining Qualifications for Faculty Teaching Credit-Bearing Courses (4.6.1P).  
2. Rank of Assistant Professor or above | CURRENT—page 5  
Reworded to ensure consistency with other University policy | C |
| 471   | From CURRENT, block 113, line 5 | O |
### Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

**CODE:**  
C = Clarification  
O=Organization  
D=Duplication  
E=Editorial  
M=Minor Editing  
NC=No Change  
S=Substantive Change  
U=Unnecessary  
W=Wrong policy  
I=Implementation

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>481</td>
<td>3. Probationary period of six years of continuous full-time service, unless otherwise specified in writing at the time of initial appointment to a tenure-track position</td>
<td>2. Probationary period of six years of continuous full-time service, unless otherwise specified in writing at the time of initial appointment to a tenure-track position</td>
<td>CURRENT—page 5</td>
<td>NC</td>
</tr>
<tr>
<td>491</td>
<td>4. Performance in the areas of teaching, scholarly/creative activities, and service that meets established criteria. In reviewing all three areas, collegiality shall be considered.</td>
<td>3. Performance in the areas of teaching, scholarly/creative activities, and service that meets established department criteria.</td>
<td>CURRENT—page 5</td>
<td>S</td>
</tr>
<tr>
<td>501</td>
<td>4.1 Teaching – a continuing record of successful teaching as demonstrated by department criteria and which may include, for example, student opinion of instruction; peer observations/evaluations; organization of course materials; course development; honors or recognitions for teaching; or views of alumni.</td>
<td>3.1. Teaching – a continuing record of successful teaching, demonstrated, for example through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students’ work, views of alumni, and other evidence required by the department.</td>
<td>CURRENT—page 5</td>
<td>C, E</td>
</tr>
<tr>
<td>511</td>
<td>4.2. Scholarly/Creative Activities – evidence of scholarly/creative activities relevant to the faculty member’s appointment as determined by the department criteria and which may include, for example, an active program of research, participation in professional development to enhance scholarly/creative activities, creative products or performances, publications, presentations, exhibitions, grant proposals/awards, professionally-related innovations, and other forms of scholarship of discovery, integration, application, or teaching. (See Ernest Boyer’s Scholarship Reconsidered)</td>
<td>3.2. Scholarly/Creative Activities – evidence of scholarly/creative activities relevant to the faculty member’s appointment, demonstrated, for example, through an active program of research, participation in professional development to enhance scholarly/creative activities, creative products or performances, publications, presentations, exhibitions, grant proposals/awards, professionally related innovations, and other forms of scholarship of discovery, interpretation, application, or pedagogy.</td>
<td>CURRENT—page 5</td>
<td>C, E</td>
</tr>
<tr>
<td>521</td>
<td>4.3. Service – evidence of effective, professionally-related service as determined by the department criteria and which may include, for example, service in the department, college, or university; service in the profession; and, as appropriate, professionally-related service in the community.</td>
<td>3.3. Service – evidence of effective, professionally-related service, demonstrated, for example, by service in the department, college, or university; service in the profession; and, as appropriate, professionally-related service in the community.</td>
<td>CURRENT—page 5</td>
<td>M</td>
</tr>
</tbody>
</table>

### Criteria for Promotion

Faculty peers at the department, college, and university levels have the main responsibility for recommendations concerning promotion. Department chairs and college Deans are responsible for presenting separate recommendations. The Provost and President shall present recommendations from the department and college levels and their own recommendations to the Board of Regents, which has the authority for final decisions concerning promotion. Recommendations and decisions shall be based on the evaluation of candidates’ performance in the areas of teaching, scholarly, creative activities, and service, with recognition that teaching is a priority at EKU.

- CURRENT—page 5-6
- [Covered in PROPOSED, block 3] D
- [Covered in procedures] U
- [Covered in procedures] D
- [Covered in PROPOSED, block 183] U
- [Implicit in criteria] D
- duplicative, see PROPOSED, block 38

Updated February 2012
<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>541</td>
<td>Departments shall be required to identify specific criteria for promotion. These criteria shall reflect the broad criteria established for the University and shall reflect good practice in the discipline, as determined by appropriate professional organizations and comparable regional comprehensive universities. [The departmental criteria shall be reviewed for approval by the college Dean and by the college and university promotion and tenure committees, and recommendations shall be presented to the Provost and the President for approval.] [A systematic review and approval of departmental criteria shall be conducted a minimum of every five years.]</td>
<td>CURRENT—page 6</td>
<td>Deleted as both unnecessary and duplicative (see note in block 38)</td>
<td>U, D</td>
</tr>
<tr>
<td>551</td>
<td>The criteria that follow are broad criteria for use university wide. Within these guidelines, departments shall determine specific criteria and shall evaluate candidates for promotion in terms of the criteria.</td>
<td>CURRENT—page 6</td>
<td>See PROPOSED, block 43, line 13 Unnecessary</td>
<td>O, D</td>
</tr>
<tr>
<td>561</td>
<td>The following criteria apply to recommendations and decisions concerning promotion. Other criteria may apply for decisions about initial appointments and tenure. From rank to rank, criteria reflect increasing expectations within the same areas of performance considered for promotion in rank.</td>
<td>CURRENT—page 6</td>
<td></td>
<td>NC</td>
</tr>
<tr>
<td>571</td>
<td>For Promotion from Instructor to Assistant Professor</td>
<td>CURRENT—page 6</td>
<td>Reworded to ensure consistency with other university policy</td>
<td>C</td>
</tr>
<tr>
<td>581</td>
<td>1.2 Time in rank: minimum of one year of full-time service at EKU prior to applying for promotion or a term of full-time service agreed upon and documented at the time of initial appointment.</td>
<td>CURRENT—page 6</td>
<td></td>
<td>M</td>
</tr>
<tr>
<td>591</td>
<td>1.3 Experience: evidence of successful teaching and/or related work experience (demonstrated, for example, through student opinion of instruction, at least one other systematic form of evaluation, course outlines, assignments, students’ work, views of alumni, or other evidence requested by the department).</td>
<td>CURRENT—page 6</td>
<td>Changed to accurately reflect the language in Boyer’s Scholarship Reconsidered</td>
<td>E</td>
</tr>
<tr>
<td>601</td>
<td>1.4 Demonstrated engagement in scholarly/creative activities relevant to the faculty member’s appointment. Examples of activities include an active program of research, participation in professional development, creative products or performances, publications, presentations, or other forms of scholarship of discovery, integration, application, or teaching. (see Boyer)</td>
<td>CURRENT—page 6</td>
<td></td>
<td>NC</td>
</tr>
<tr>
<td>611</td>
<td>1.5 Satisfactory performance in professional-related service in the department, college, or university; in the profession; and, as appropriate, in the community.</td>
<td>CURRENT—page 6</td>
<td></td>
<td>NC</td>
</tr>
</tbody>
</table>

**Updated February 2012**

FS - 03/13/2012  45
Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved
CODE:  C = Clarification    O=Organization    D=Duplication    E=Editorial    M=Minor Editing  NC=No Change    S=Substantive Change    U=Unnecessary    W=Wrong policy    I=Implementation

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>621</td>
<td>1.1 Educational qualifications: Terminal graduate degree in appropriate discipline and as approved in compliance with Determining Qualifications for Faculty Teaching Credit-Bearing Courses (4.6.1P).</td>
<td>1.1 Educational qualifications: terminal graduate degree in appropriate discipline</td>
<td>CURRENT—page 6 Reworded to ensure consistency with other University policy</td>
<td>C</td>
</tr>
<tr>
<td>631</td>
<td>1.2 Time in previous rank: minimum of three years of full-time service at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the third year.</td>
<td>1.2 Time in previous rank: minimum of three years of full-time service at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the third year.</td>
<td>CURRENT—page 6</td>
<td>NC</td>
</tr>
<tr>
<td>641</td>
<td>1.3 Experience: sustained record of successful teaching (demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students’ work, views of alumni, and other evidence requested by the department).</td>
<td>1.3 Experience: sustained record of successful teaching (demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students’ work, views of alumni, and other evidence requested by the department).</td>
<td>CURRENT—page 6</td>
<td>NC</td>
</tr>
<tr>
<td>651</td>
<td>1.4 Effective contribution to teaching at EKU; for example, revision of curriculum, innovations in teaching, involving students in teaching, teaching in alternative modes and settings, etc.</td>
<td>1.4 Effective contribution to teaching at EKU; for example, revision of curriculum, innovations in teaching, involving students in teaching, teaching in alternative modes and settings, etc.</td>
<td>CURRENT—page 6</td>
<td>NC</td>
</tr>
<tr>
<td>661</td>
<td>1.5 Record of successful peer-reviewed scholarly/creative activities accomplished at state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, integration, application, or teaching. (See Boyer).</td>
<td>1.5 Record of successful peer-reviewed scholarly/creative activities, some accomplished at the state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, interpretation, application, or pedagogy.</td>
<td>CURRENT—page 6 Changed to accurately reflect the language in Boyer’s Scholarship Reconsidered</td>
<td>E</td>
</tr>
<tr>
<td>671</td>
<td>1.6 Record of effective professionally-related service in the department and in the college or university; in the profession; and, as appropriate, in the community.</td>
<td>1.6 Record of effective professionally-related service in the department and in the college or university; in the profession; and, as appropriate, in the community.</td>
<td>CURRENT—page 6</td>
<td>NC</td>
</tr>
</tbody>
</table>

Promotion from Associate Professor to Professor

| 681   | 1.1 Educational qualifications: terminal graduate degree in appropriate discipline and as approved in compliance with Determining Qualifications for Faculty Teaching Credit-Bearing Courses (4.6.1P). | 1.1 Educational qualifications: terminal graduate degree in appropriate discipline | CURRENT—page 6 Reworded to ensure consistency with other University policy | C |
| 691   | 1.2 Time in previous rank: minimum of five years of full-time service in rank at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the fifth year. | 1.2 Time in previous rank: minimum of five years of full-time experience in rank at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the fifth year. | CURRENT—page 6 | NC |
| 701   | 1.3 Experience: sustained record of superior teaching (demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students’ work, views of alumni, and other evidence requested by the department). | 1.3 Experience: sustained record of superior teaching (demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students’ work, views of alumni, and other evidence requested by the department). | CURRENT—page 6 | NC |
## Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>71</strong></td>
<td>1.4 Additional effective contributions to teaching; for example, innovations in teaching, revision of curriculum, team teaching, involving students in teaching, teaching in alternative modes or settings, etc. Demonstration of leadership in teaching.</td>
<td>CURRENT—page 6</td>
<td>NC</td>
<td></td>
</tr>
<tr>
<td><strong>72</strong></td>
<td>1.5 Sustained record of successful peer-reviewed scholarly/creative activities accomplished at state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, integration, application, or teaching. (See Boyer)</td>
<td>CURRENT—page 7</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Changed to accurately reflect the language in Boyer’s Scholarship Reconsidered</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>73</strong></td>
<td>1.6 Sustained and broad record of effective professionally related service at multiple levels in the university and in the profession and, as appropriate, in the community. Demonstration of leadership in service.</td>
<td>CURRENT—page 7</td>
<td>NC</td>
<td></td>
</tr>
<tr>
<td><strong>74</strong></td>
<td>Procedures: Establishing Department and College Procedures Department</td>
<td>Procedures: Establishing Procedures and the Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>75</strong></td>
<td>A. A statement of the procedures and of the responsibilities of the committee shall be filed in both the office of the Dean and the department office.</td>
<td>CURRENT—page 12</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td><strong>76</strong></td>
<td>2) A statement of the procedures and of the responsibilities of the committee shall be filed in the office of the Dean and of the Department Chair.</td>
<td>CURRENT—page 13 [Moved from CURRENT, block 83, lines 1-2]</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td><strong>77</strong></td>
<td>3) Changes in the department procedures shall be made by a majority vote of the full-time tenure-track members of the department and shall be reviewed by the Dean by May 1 prior to the academic year in which the changes are to take effect.</td>
<td>CURRENT—page 12</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td><strong>78</strong></td>
<td>College Establishing Procedures and the Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>79</strong></td>
<td>A. Each college, by majority vote of the full-time tenure-track faculty, shall develop written guidelines for promotion and tenure procedures to include at least the following:</td>
<td>CURRENT—page 14</td>
<td>NC</td>
<td></td>
</tr>
<tr>
<td><strong>80</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>81</strong></td>
<td>b. Procedures and methods of selecting the college committee to review candidates for promotion and tenure and the selection of the full-time tenure-track members of the college committee to review candidates for promotion and tenure</td>
<td>CURRENT—page 14</td>
<td>NC</td>
<td></td>
</tr>
</tbody>
</table>

Updated February 2012
### Comparison between Proposed 4.6.4 and Current 4.6.4

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>793</td>
<td>of the chair of that committee.</td>
<td>and the selection of the chair of that committee.</td>
<td>CURRENT—page 14</td>
<td>NC</td>
</tr>
<tr>
<td>801</td>
<td>c. Clear definitions and delineations of the responsibilities of the committee and the college Dean.</td>
<td>(3) Clear definitions of the responsibilities of the college committee and the college administration. C. Each college shall establish clear definitions and delineations of the responsibilities of the committee and the college Dean in writing and filed in the Office of the Provost and Vice President for Academic Affairs.</td>
<td>Similar to lines 1-2 in this block</td>
<td>D</td>
</tr>
<tr>
<td>811</td>
<td>2) A statement of the college guidelines for promotion and tenure shall be filed in the offices of the Dean and of the Provost.</td>
<td>Added to create balance with department procedures (see block 76)</td>
<td>E, O</td>
<td></td>
</tr>
<tr>
<td>821</td>
<td>3) Changes in the college procedures shall be made by a majority vote of the full-time tenure-track members of the college and shall be reviewed by the Provost by May 1 prior to the academic year in which the changes are to take effect.</td>
<td></td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

#### Establishing Promotion and Tenure Committees

#### Departments

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>831</td>
<td>Department committees for promotion and tenure shall be composed as determined by the full-time tenure-track faculty of the department, within the following guidelines:</td>
<td>C. [Each department shall establish procedures and methods for selecting the department committee for promotion and tenure.] Department committees for promotion and tenure shall be composed as determined by the full-time teaching faculty of the department, within the following guidelines:</td>
<td>CURRENT—page 13 [Moved to PROPOSED, block 74, lines 1-2]</td>
<td>O</td>
</tr>
<tr>
<td>841</td>
<td>a) The committee shall consist of no fewer than three voting members, which shall be elected from the full-time tenured faculty. If a department is too small to provide such a committee, the department may select a full-time tenured faculty outside the department with the advice of the Dean of the college. In this case, the faculty member may not serve on the promotion and tenure committee of more than one department.</td>
<td>(1) The committee shall consist of no fewer than three voting members. They shall be elected from the full-time tenured faculty. If a department is too small to provide such a committee, the department may select tenure track faculty within the department or faculty outside the department with the advice of the Dean of the college. In the latter case, the faculty member may serve on the promotion and tenure committee of more than one department.</td>
<td>CURRENT—page 13 Because of the potential conflict of interest, it’s not advisable to have tenure-track faculty serve on the committee.</td>
<td>S</td>
</tr>
<tr>
<td>851</td>
<td>b) The maximum number of members shall be determined by the department.</td>
<td>(2) The maximum number of members shall be determined by the department.</td>
<td>CURRENT—page 13</td>
<td>NC</td>
</tr>
<tr>
<td>861</td>
<td>c) If a faculty member or a member of his or her family/household is being considered for promotion or tenure, the faculty member may not serve on the committee that year. The department procedures shall provide for an alternate who shall serve throughout the year. If the department cannot comply with this provision because of the size of the department or other unique circumstance, the procedure in (a), above, shall be followed.</td>
<td>(4) If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, a faculty member may not serve on the committee that year. The department procedures shall provide for an alternate who shall serve throughout the year. If the department cannot comply with this provision because of the size of the department or other unique circumstance, the procedure in (c), above, shall be followed.</td>
<td>CURRENT—page 13</td>
<td>C</td>
</tr>
<tr>
<td>871</td>
<td>d) The committee shall be elected no later than September 10 of the year in which it is to function.</td>
<td>(5) The committee shall be elected no later than September 10 of the year in which it is to function.</td>
<td>CURRENT—page 13</td>
<td>NC</td>
</tr>
</tbody>
</table>

#### Colleges

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>881</td>
<td>A. Guidelines developed by the college shall provide for independence of decision making for the committee and the college.</td>
<td>This is established in procedures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

CODE:  C = Clarification  O=Organization  D=Duplication  E=Editorial  M=Minor Editing  NC=No Change  S=Substantive Change  U=Unnecessary  W=Wrong policy  I=Implementation
### Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

**CODE:**  C = Clarification  O=Organization  D=Duplication  E=Editorial  M=Minor Editing  NC=No Change  S=Substantive Change  U=Unnecessary  W=Wrong policy  I=Implementation

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>888</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>891</td>
<td>College committees for promotion and tenure shall be composed as determined by the full-time tenure-track faculty of the college, within the following guidelines:</td>
<td>1. The Dean shall arrange for the election of members of the college promotion and tenure committee and an alternate</td>
<td>CURRENT—page 8 Changes the emphasis for election of the college P &amp; T Committee from the Dean to the faculty</td>
<td>O, U</td>
</tr>
<tr>
<td>901</td>
<td>a) [Membership in college promotion and tenure committees shall be limited to full-time tenured faculty members with the rank of Associate Professor or Professor] or equivalent rank (e.g. Associate University Librarian).</td>
<td>13. [Membership on college promotion and tenure committees shall be limited to tenured faculty members with the rank of Associate or Full Professor]; membership on the University Promotion and Tenure Committee is limited to tenured faculty members with the rank of Professor or the highest rank available. (1) [The committee shall consist of no fewer than six voting members and shall be constituted so as to ensure fair representation in regard to diversity and department.] These representatives shall hold a minimum rank of Associate Professor (or its equivalent in programs where such rank does not apply. [Moved to PROPOSED, Block 91]</td>
<td>CURRENT—page 2 No longer necessary since University P&amp;T Committee doesn’t exist in PROPOSED</td>
<td>O, U, S</td>
</tr>
<tr>
<td></td>
<td>b) [The committee shall consist of no fewer than six voting members and at least one alternate and shall be constituted so as to characterize the departmental diversity within the college.]</td>
<td>(3) If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, the faculty member shall not serve on the committee that year. The college procedures shall provide for an alternate who shall serve throughout the year.</td>
<td>CURRENT—page 14</td>
<td>O, C</td>
</tr>
<tr>
<td>911</td>
<td>c) If a faculty member or a member of his or her family/household is being considered for promotion or tenure, the faculty member shall not serve on the committee that year. The college procedures shall provide for an alternate who shall serve throughout the year.</td>
<td>(4) Members of the college promotion and tenure committee cannot simultaneously serve on the department or university promotion and tenure committees. That is, no individual may vote upon a particular petition at more than one level in the process.</td>
<td>CURRENT—page 14 Reflects deletion of University P&amp;T Committee and the addition of FEAC Duplication—Now in PROPOSED, block 14</td>
<td>C</td>
</tr>
<tr>
<td>913</td>
<td>d) Members of the college promotion and tenure committee cannot simultaneously serve on the department committee or the Faculty Evaluation Appeals Committee.</td>
<td>(5) If an elected member cannot serve, an elected alternate should serve in their stead.</td>
<td>CURRENT—page 14</td>
<td>NC</td>
</tr>
<tr>
<td>941</td>
<td></td>
<td></td>
<td></td>
<td>S, D</td>
</tr>
<tr>
<td>951</td>
<td></td>
<td></td>
<td></td>
<td>U</td>
</tr>
<tr>
<td>961</td>
<td>c) The committee shall be elected no later than September 10 of the year in which it is to function.</td>
<td>(6) If these provisions cannot be met, the Dean shall arrange for appropriate representation from other qualified faculty.</td>
<td>CURRENT—page 14 Already covered in PROPOSED, block 912, lines, 4-5</td>
<td>NC</td>
</tr>
<tr>
<td>971</td>
<td>The Faculty Evaluation Appeals Committee shall consist of a faculty member from each college and from the Libraries.</td>
<td>(7) The committee shall be selected no later than September 10 of the year in which it is to function.</td>
<td>CURRENT—page 14</td>
<td>NC</td>
</tr>
</tbody>
</table>

13  Updated February 2012

FS - 03/13/2012  49
**Comparison between Proposed 4.6.4 and Current 4.6.4**

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>973</td>
<td>a) Each academic college shall elect a full-time tenured member holding the rank of Professor to serve on FEAC.</td>
<td></td>
<td>PROPOSED policy creates a substantially different appeals process, which involves the use of a university-level committee to review appeals. The committee has similarities to the University Promotion and Tenure Committee but has two main differences: 1) it will review only appeals and 2) it will conduct a review after the Provost makes a recommendation. Because this committee is reviewing for specific grounds for appeal, the membership is smaller than the University P&amp;T Committee. For the new appeals process, see blocks 173 through 178.</td>
<td>S</td>
</tr>
<tr>
<td></td>
<td>b) The Libraries shall elect a full-time library faculty member holding the highest rank currently achieved by Library faculty.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) One alternate shall be elected from each college and from the Libraries. Alternates must meet the qualifications of stated above.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) No member of FEAC can be a voting member of any promotion and tenure committee or be an administrator making a recommendation in the review process.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>e) A member of FEAC shall not participate in the review of a case where there is a conflict of interest.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>f) The members of FEAC serve staggered two-year terms.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>g) The committee shall be elected no later than May 1 of the year prior to the year in which it is to function.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**The Application Process**

**Eligibility**

**Tenure**

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>981</td>
<td>1. No later than April 15, the Dean shall notify the Department Chair of faculty eligible for tenure in the next academic year.</td>
<td>It is the responsibility of the Dean of the college to inform the department chairs of the need to review each person eligible for tenure.</td>
<td>CURRENT—page 8</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>991</td>
<td>1. No later than May 1, the Department Chair shall notify eligible candidates and provide them with guidelines and deadlines for application submission in the next academic year.</td>
<td>It is the responsibility of the department chairs to inform the department promotion and tenure committee of the need to review each person eligible for tenure.</td>
<td>CURRENT—page 9</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td></td>
<td></td>
<td>S</td>
</tr>
<tr>
<td>1001</td>
<td>1. If a faculty member has not been notified by May 1 of tenure eligibility and believes this to be in error, the faculty member must submit a written request for review to the Department Chair, with a copy to the Dean.</td>
<td>This addition provides a check to ensure that all eligible candidates are reviewed</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1011</td>
<td>1. No later than September 1, all eligible candidates for tenure shall notify the Department Chair in writing, with a copy to the Dean, of the intent to apply for tenure in the present academic year.</td>
<td>By requiring tenure candidates to provide notification of intent, candidates can make an early choice, if so desired, to not apply for tenure.</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td></td>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1021</td>
<td>1. Failure to comply with these dates does not result in de facto tenure.</td>
<td>Eliminates the possibility of tenure by default.</td>
<td></td>
<td>S</td>
</tr>
</tbody>
</table>

**Promotion**

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1031</td>
<td>1. No later than September 1, the candidate shall notify the Department Chair in writing, with a copy to the Dean, of the intent to apply for promotion.</td>
<td>For PROMOTION, it is the responsibility of the candidate to initiate the process: the candidate must request a departmental review by presenting a letter to the department chair, with a copy to the Dean, no later than September 10 of the year of review.</td>
<td>CURRENT—page 7</td>
<td>E,C</td>
</tr>
</tbody>
</table>

**Failure to Submit Tenure Application**

Updated February 2012

FS - 03/13/2012 50
## Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1041</td>
<td>It is the responsibility of the candidate to submit an application for tenure. Failure to do so will result in a terminal appointment.</td>
<td>1. For TENURE, it is the responsibility of the candidate to submit an application. Failure to do so will result in a terminal contract. Appropriate forms shall be made available in department office.</td>
<td>CURRENT—page 7</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The University does not issue contracts. Unnecessary because of electronic forms</td>
<td>C, U</td>
</tr>
<tr>
<td>1051</td>
<td>Withdrawal of Promotion and/or Tenure Applications</td>
<td>Should an applicant for promotion choose to withdraw from candidacy, the applicant shall so inform the Department Chair, the Dean, and the Provost in writing.</td>
<td>CURRENT—page 10</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Should an applicant for promotion choose to withdraw from candidacy, the applicant shall so inform the department chair and the Dean of the college in writing.</td>
<td>Added to allow a candidate the option of withdrawing from the tenure process.</td>
<td>S</td>
</tr>
<tr>
<td>1061</td>
<td>Conducting Evaluation Reviews for Tenure and Promotion</td>
<td>To conduct all reviews in an ethical manner: basing decisions on relevant information, maintaining confidentiality, and recording written minutes of meetings and proceedings.</td>
<td>CURRENT—pages 9, 10, and 12</td>
<td>D, U, O</td>
</tr>
<tr>
<td></td>
<td>General Guidelines for Reviews at All Levels</td>
<td>To ensure that a chair and a recording secretary are provided for in accordance with college policies and procedures. a) To elect a chair and recording secretary from the committee membership Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation.</td>
<td>CURRENT—page 9</td>
<td>D, O</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Combined two sections of CURRENT into one general guideline in PROPOSED CURRENT—page 12</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>1071</td>
<td>1. All reviews shall be conducted in an ethical manner, with recommendations and justifications based on relevant, documented, and verifiable information.</td>
<td>Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation.</td>
<td>CURRENT—pages 9 and 11</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To conduct all reviews in an ethical manner: basing decisions on relevant information, maintaining confidentiality, and recording written minutes of meetings and proceedings.</td>
<td>CURRENT—pages 9, 10, and 12</td>
<td>D, U, O</td>
</tr>
<tr>
<td>1081</td>
<td>A record of meetings of the committee shall be maintained in the appropriate administrator’s office and will include names of attending members and a record of the vote count.</td>
<td>To ensure that a chair and a recording secretary are provided for in accordance with college policies and procedures. a) To elect a chair and recording secretary from the committee membership Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation.</td>
<td>CURRENT—pages 9 and 11</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Combined two sections of CURRENT into one general guideline in PROPOSED CURRENT—page 12</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>1091</td>
<td>3. All committee recommendations shall be based on secret ballot and majority vote. A tie vote is considered a negative vote on the recommendation.</td>
<td>Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation.</td>
<td>CURRENT—pages 9 and 11</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To conduct all reviews in an ethical manner: basing decisions on relevant information, maintaining confidentiality, and recording written minutes of meetings and proceedings.</td>
<td>CURRENT—pages 9, 10, and 12</td>
<td>D, U, O</td>
</tr>
<tr>
<td>1101</td>
<td>4. Administrative reviewers should ensure that promotion and tenure recommendations are consistent with the goals and needs of the areas within their scope of responsibility.</td>
<td>b) To provide the appropriate professional interpretations for the discipline. c) To ensure that the promotion and tenure recommendations are consistent with the goals and needs of the department. d) To ensure that the promotion and tenure recommendations are consistent with the goals and needs of the college as well as consistent with the department’s own criteria. d) (1) That the promotion and tenure recommendations are consistent with the goals and needs of the University as well as consistent with the criteria of both the college and department.</td>
<td>CURRENT—page 10</td>
<td>D, O</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Dean shall ensure that the membership of the college promotion and tenure committee does not pose a conflict of interest in evaluating and voting upon applicants. If such a conflict exists, the Dean shall arrange for an elected alternate.</td>
<td>CURRENT—page 8</td>
<td>C, S</td>
</tr>
<tr>
<td>1111</td>
<td>5. The Department Chair and the College Dean, in conjunction with the chairs of the respective promotion and tenure committees, shall ensure that the membership of promotion and tenure committees do not pose a conflict of interest in evaluating and voting upon applicants. If such a conflict exists, the Dean shall arrange for an elected alternate.</td>
<td>The Department Chair and the College Dean, in conjunction with the chairs of the respective promotion and tenure committees, shall ensure that the membership of promotion and tenure committees do not pose a conflict of interest in evaluating and voting upon applicants. If such a conflict exists, the Dean shall arrange for an elected alternate.</td>
<td>CURRENT—page 8</td>
<td>C, S</td>
</tr>
</tbody>
</table>

Updated February 2012

FS - 03/13/2012  51
Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved
CODE: C = Clarification  O=Organization  D=Duplication  E=Editorial  M=Minor Editing  NC=No Change  S=Substantive Change  U=Unnecessary  W=Wrong policy  I=Implementation

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
</table>
| 1121  | 6. Administrators (e.g., department chairs, academic college Deans, associate deans, the Provost, etc.) shall NOT serve as members on promotion and tenure committees at any level or on the Faculty Evaluation Appeals Committee. Furthermore, these individuals shall not sit in during committee deliberations unless stipulated by department or college policy. | 15. Department chairs, college Deans, and the Provost shall NOT serve as voting members on promotion and tenure committees at any level. (1) The chair of the department may NOT serve as a voting member on the committee. (2) The Dean of the college shall NOT serve as a voting member. | CURRENT—page 2  
Addition of FEAC  
Addition in PROPOSED clarifies that administrators cannot participate on committees unless invited or by unit policy | E  
O  
C |
| 1131  | 8. Applications for tenure shall be reviewed prior to considering and voting on applications for promotion to associate professor or professor. In reviewing applications for assistant professor and tenure, vote on promotion before voting on tenure. | 6. To vote on applications for tenure before considering and voting on applications for promotion to associate professor and professor. In reviewing applications for assistant professor and tenure, vote on promotion before voting on tenure. [Assistant professor is required for tenure.] | CURRENT—pages 9, 10, and 12  
[Moved to PROPOSED, block 47 ] | M  
O |
| 1141  | Faculty in Shared Positions | Justification of the decision by the committee shall be included in the recommendation and shall rest upon documented, verified information. | CURRENT—pages 10 and 11  
Combined with (1) (see PROPOSED block 107) | E |
| 1151  | 1. Each faculty member in a shared appointment, who is on a tenure-track appointment, shall be considered for tenure and/or promotion independently of the other faculty member with whom they are sharing the position. | Each faculty member in a shared appointment, who is on a tenure-track appointment, shall be considered for tenure and/or promotion independently of the other faculty member with whom they are sharing the position. | CURRENT—page 4  
Current policy combined with (1) | O  
NC |
| 1161  | 2. Each faculty member in a tenure-track shared position shall be eligible for tenure after completing the standard probationary period required by EKU plus an additional two (2) years. Exceptions to this may be negotiated and documented in writing at the time of appointment. | Each faculty member in a tenure-track shared position shall be eligible for tenure after completing the standard probationary period required by EKU plus an additional two (2) years. Exceptions to this may be negotiated if the faculty member has had previous full-time service at EKU or another university. | CURRENT—page 5  
Addition in PROPOSED clarifies that | O  
C |
| 1171  | 3. The years of service requirement for a faculty member in a shared appointment who is seeking promotion to any of the ranks shall be the same as for a faculty member whose appointment is not shared, plus an additional two (2) years. Exceptions to this may be negotiated and documented in writing at the time of appointment. | The years of service requirement for a faculty member in a shared appointment who is seeking promotion to any of the ranks shall be the same as for a faculty member whose appointment is not shared, plus an additional two (2) years. Exceptions to this may be negotiated if the faculty member has previous full-time service at EKU or another university. | CURRENT—page 5  
Addition in PROPOSED | O  
C |
| 1181  | 4. Evaluations of teaching, scholarly/creative activities, and service shall be conducted on a basis consistent with the percentage of each faculty member’s respective appointment, if part of a shared appointment. | Evaluations of teaching, scholarship, and service will be conducted on a basis consistent with the percentage of each faculty member’s respective appointment, if part of a shared appointment. | CURRENT—page 3  
Addition in PROPOSED | O  
C |

Consideration of Library Faculty

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1191</td>
<td>1. The library faculty shall comprise their own academic unit and shall follow the procedures outlined in this policy accordingly.</td>
<td>Added to clarify consideration of library faculty</td>
<td>C</td>
</tr>
<tr>
<td>1201</td>
<td>2. The library faculty ranks of Instructor Librarian, Assistant University Librarian, Associate University Librarian, and</td>
<td>Added to clarify consideration of library faculty</td>
<td>C</td>
</tr>
</tbody>
</table>
### Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

CODE: C = Clarification  O=Organization  D=Duplication  E=Editorial  M=Minor Editing  NC=No Change  S=Substantive Change  U=Unnecessary  W=Wrong policy  I=Implementation

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1203</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1211</td>
<td>For service on committees that require tenure, library faculty shall only be required to meet the equivalent rank.</td>
<td>Consideration of Faculty Holding Administrative Positions</td>
<td>Added to clarify consideration of library faculty</td>
<td>C</td>
</tr>
<tr>
<td>1221</td>
<td>All the procedures outlined in this policy apply equally to administrators holding faculty rank insofar as their academic faculty position or rank is concerned.</td>
<td>A. All the procedures and guarantees outlined above for faculty apply equally to faculty in administrative posts insofar as their academic faculty position or rank is concerned.</td>
<td>CURRENT—page 16</td>
<td>C</td>
</tr>
<tr>
<td>1231</td>
<td>Certain additional observations need to be made when procedures are applied to administrative faculty. These include the following:</td>
<td>B. Certain additional observations need to be made when the procedures are applied to administrative faculty. There are practical considerations of balancing administrative time against time served as a member of the faculty. These include the following:</td>
<td>CURRENT—page 16</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>a. Administrators shall be judged by the same criteria as any other faculty. Teaching, scholarly/creative activities, and service standards shall meet the approval of the various committees and administrators.</td>
<td>Administrators shall be judged by the same criteria as any other faculty. Teaching, scholarship, and service standards shall meet the approval of the various committees and administrators. Administrative performance shall not substitute for any of these three areas.</td>
<td>CURRENT—page 16</td>
<td>C</td>
</tr>
<tr>
<td>1241</td>
<td>The consideration for academic rank or tenure of a faculty member serving in an administrative post shall be made by the department and the college in which the administrator holds academic rank. If the administrator is normally a part of the process (as a department chair or Dean would be) that administrator's recommendation is omitted and the committee's recommendation is forwarded to the next level</td>
<td>(1) The consideration for academic rank or tenure of a faculty member serving in an administrative post shall be made by the department and the college in which the administrator holds academic rank. If the administrator is normally a part of the process (as a department chair or Dean would be) that administrator's recommendation is omitted and the committee's recommendation is forwarded to the next level.</td>
<td>CURRENT—page 16</td>
<td>NC</td>
</tr>
<tr>
<td></td>
<td>b. Procedures for reconsideration and appeal are no less a part of the process for faculty holding administrative posts than for any other faculty member. The same principles apply as for consideration of recommendations; if the administrator is normally part of the process of reconsideration or appeal, that person's responsibilities are omitted and the matter is forwarded to the next level.</td>
<td>(2) Procedures for reconsideration and appeal are no less a part of the process for faculty holding administrative posts than for any other faculty member. The same principles apply as for consideration of recommendations; if the administrator is normally part of the process of reconsideration or appeal, that person's responsibilities are omitted and the matter is forwarded to the next level.</td>
<td>CURRENT—page 17</td>
<td>D, U</td>
</tr>
</tbody>
</table>

#### Department Review

**Candidate**

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1211</td>
<td>The eligible candidate for tenure and/or promotion shall complete an application. The application shall include a narrative analysis by the candidate in support of the application for tenure and/or promotion. In all cases, the candidate should provide accurate</td>
<td>4. Department committees may set additional requirements for documentation materials; however, all candidates will provide the committee with the materials listed below:</td>
<td>Made clearer the responsibility of the candidate for putting together the application</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Accurate factual data, which is to be provided by the chair of</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Updated February 2012
### Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

**CODE:**  
C = Clarification  
O = Organization  
D = Duplication  
E = Editorial  
M = Minor Editing  
NC = No Change  
S = Substantive Change  
U = Unnecessary  
W = Wrong policy  
I = Implementation

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1275</td>
<td>and complete details of any potentially useful information. The candidate shall assemble the application as follows:</td>
<td>the department at the candidate's request, as required by the application form.</td>
<td>As now required in PROPOSED, blocks 101 and 103</td>
<td>I</td>
</tr>
<tr>
<td>1281</td>
<td>a. A copy of the letter of intent to apply for tenure, promotion, or both</td>
<td>b) Statements by the candidate in support of the application for promotion or tenure:</td>
<td>Will help evaluators understand what exceptions have been granted</td>
<td>I</td>
</tr>
<tr>
<td>1301</td>
<td>c. A copy of a current curriculum vita</td>
<td></td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>1311</td>
<td>d. Copies of non-tenure annual evaluation reports by evaluators</td>
<td></td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>1331</td>
<td>e. The self-evaluation on the appropriate University form</td>
<td></td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>1341</td>
<td>f. Supporting documentation</td>
<td></td>
<td></td>
<td>I</td>
</tr>
</tbody>
</table>
| 1351  | 2. Documentation in support of the application may include, but is not limited to, the following (refer to department and college policies for specific requirements): | In the category of teaching, the candidate should provide any potentially useful information, such as teaching philosophy, descriptions of unique methods or experiments, and attitudes toward evaluation of student work. | CURRENT—page 8  
Transformed CURRENT into a bulleted list and added further examples | I, C |
| 1361  | Teaching | In the category of scholarly and/or creative achievements, the candidate should provide accurate and complete details of works published, papers or other presentations, creative performances, exhibitions, grants and contract activities, etc., as appropriate to the academic field. Details such as dates, places, audiences, and professional organizations must be spelled out | CURRENT—page 8  
Transformed CURRENT into a bulleted list and added further examples | I, C |
| 1371  | Service | In the category of service, the candidate should provide complete details, including documentation, if available, of service to the University, professional and/or community organizations. | CURRENT—page 8  
Transformed CURRENT into a bulleted list and added further examples | I, C |
| 1381  | 3. The candidate shall submit an application and supporting materials for tenure and/or promotion to the Department Chair, who has the | | CURRENT—page 7 | |
### Comparison between Proposed 4.6.4 and Current 4.6.4

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1391</td>
<td>the department committee shall review eligible applications and all supporting materials as required by the department. The department committee may request additional materials to clarify submitted material as necessary. For promotion, the committee may concentrate on activities since the last promotion, but candidates may provide clearly dated prior activities to demonstrate a record of continued achievement.</td>
<td>For promotion, the committee may concentrate on activities since the last promotion, but candidates may provide clearly dated prior activities to demonstrate a record of continued achievement.</td>
<td>CURRENT—page 8</td>
<td>C</td>
</tr>
<tr>
<td>1401</td>
<td>The department committee shall consider the candidate’s application and the following:</td>
<td>To assemble material to accompany the committee's recommendations. These materials shall include the following:</td>
<td>CURRENT—page 10</td>
<td>C</td>
</tr>
<tr>
<td>1421</td>
<td>a. formal student evaluations;</td>
<td>(1) material presented by the candidate;</td>
<td>CURRENT—page 10</td>
<td>U</td>
</tr>
<tr>
<td>1431</td>
<td>b. department’s systematic method of assessing teaching performance (This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in department policy);</td>
<td>(4) department’s systematic method of assessing teaching performance. In addition to student opinion of instruction, each department shall use a systematic method of assessing teaching performance. This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in the department merit pay policy;</td>
<td>CURRENT—page 10</td>
<td>C</td>
</tr>
<tr>
<td>1451</td>
<td>c. data provided by the Department Chair.</td>
<td>(5) results of nontenured evaluations;</td>
<td>CURRENT—page 10</td>
<td>O</td>
</tr>
<tr>
<td>1461</td>
<td>3. The department may also consider as part of the application the following:</td>
<td>(6) data and opinions provided by the chair of the department.</td>
<td>CURRENT—page 10</td>
<td>C, E</td>
</tr>
<tr>
<td>1471</td>
<td>a. Mandated external review;</td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>1481</td>
<td>b. peer opinions (not limited to committee members) but not anonymous opinions;</td>
<td>(2) peer opinions (not limited to committee members) but not anonymous opinions;</td>
<td>CURRENT—page 10</td>
<td>NC, O</td>
</tr>
<tr>
<td>1491</td>
<td>4. The department committee shall make a written recommendation, stating reasons for or against tenure and/or promotion. The voting members of the committee shall complete the appropriate recommendation form(s) for promotion, tenure, or both. Members of the committee shall sign the form(s), indicating the report’s accuracy as it was approved by the majority of the department committee in accordance with department deadlines. In the process of being reviewed for tenure and/or promotion, candidates must allow their professional materials to be open to their peers on the various promotion and tenure committees.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLOCK</td>
<td>PROPOSED POLICY</td>
<td>CURRENT POLICY</td>
<td>EXPLANATION</td>
<td>CODE</td>
</tr>
<tr>
<td>-------</td>
<td>----------------</td>
<td>----------------</td>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>1497</td>
<td>committee. The application, the written recommendation, and the signed form(s) shall be submitted to the Department Chair.</td>
<td>Members of the committee shall sign the form, indicating the accuracy of the report as it was approved by the majority of the committee; h. To complete and forward to the department chair all promotion and tenure application forms and the committee's evaluation and recommendation forms for all candidates. g. To submit to the department chair the committee recommendation with appropriate documentation and required forms as follows:</td>
<td>CURRENT—page 11 Combined two sections in CURRENT into lines 7-8 (this block) in PROPOSED CURRENT—page 10</td>
<td>M, E</td>
</tr>
<tr>
<td>1501</td>
<td>1. The Department Chair shall review the application and department committee recommendations. The Chair may consult with the department committee and the candidate prior to making a recommendation. The Chair shall write a separate recommendation regarding the promotion and/or tenure.</td>
<td>1. Upon receipt of the committee's recommendation form and the individual application file, the chair shall review the entire set of material and write a separate recommendation regarding the promotion or tenure based upon the application, supporting materials, the department committee's evaluation narrative, and other relevant information. 1. (1) If the department chair does not agree with the recommendation of the committee, he or she shall so indicate on the recommendation form and submit in an addendum a justification for the differing judgment.</td>
<td>See CURRENT, block 12</td>
<td>O</td>
</tr>
<tr>
<td>1511</td>
<td>2. The candidate shall be notified in writing by the Department Chair of the recommendations of the department committee and of the Department Chair, with justification for these decisions.</td>
<td>2. The department chair, together with the chair of the department committee, shall review the recommendation of the department chair and the recommendation of the committee with the candidate, provide the candidate with a copy of the report (and all addenda), and secure the candidate's signed receipt.</td>
<td>See CURRENT, block 12</td>
<td>O</td>
</tr>
<tr>
<td>1521</td>
<td>3. The Department Chair and the chair of the department committee shall meet and with the candidate and review the recommendation of the Department Chair and the recommendation of the department committee, provide the candidate with a copy of the report (and all addenda), and secure the candidate's signed receipt.</td>
<td>2. The committee, the department chair, or both shall reconsider the recommendation in light of the information provided in the statement of the candidate. The committee, the department chair, or both shall consider any new information provided, shall meet with the candidate, and shall record the confirmed or revised recommendation.</td>
<td>CURRENT—page 13</td>
<td>E, C</td>
</tr>
<tr>
<td>1531</td>
<td>4. The candidate may request reconsideration of the department committee's recommendation, the Department Chair's recommendation, or both within ten (10) calendar days* of notification* (*see definitions).</td>
<td>1. The candidate may request reconsideration of the decision of the department committee, the department chair, or both by submitting a written notification to the department chair, with a copy to the Dean of the college, within five days of notification by the department chair of the decision. The request shall detail grounds for reconsideration and shall include relevant evidence.</td>
<td>CURRENT—page 13</td>
<td>E, S</td>
</tr>
<tr>
<td>1541</td>
<td>5. The department committee, the Department Chair, or both shall reconsider the candidate’s application in light of the request for reconsideration. The request for reconsideration should address concerns raised by the department committee and/or the Department Chair and may include additional information in support of that clarification.</td>
<td>2. The committee, the department chair, or both shall reconsider the recommendation in light of the information provided in the statement of the candidate. The committee, the department chair, or both shall consider any new information provided, shall meet with the candidate, and shall record the confirmed or revised recommendation.</td>
<td>CURRENT—page 13</td>
<td>E, S</td>
</tr>
<tr>
<td>1551</td>
<td>6. The candidate shall be notified in writing by the Department Chair of the results of reconsideration by the Department Chair, the</td>
<td>3. The candidate shall be notified by the department chair of the results of the reconsideration in sufficient time to provide the</td>
<td>See block 12</td>
<td>E</td>
</tr>
</tbody>
</table>

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

CODE:  C = Clarification    O=Organization    D=Duplication    E=Editorial    M=Minor Editing NC=No Change    S=Substantive Change    U=Unnecessary     W=Wrong policy    I=Implementation
## Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

<table>
<thead>
<tr>
<th>CODE</th>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1553</td>
<td>1</td>
<td>department committee, or both.</td>
<td>candidate an opportunity to request an appeal. Decisions on the reconsiderations shall be processed in the same manner as uncontested decisions—through the department chair to the college Dean.</td>
<td>The appeals process has changed in the PROPOSED policy (see block 173 and following)</td>
<td>S</td>
</tr>
<tr>
<td>1561</td>
<td>1</td>
<td>7. The recommendation and the application materials (per college policy) shall then be forwarded to the Dean of the College. The Dean shall make the recommendation and application materials available to the College Promotion and Tenure Committee.</td>
<td>4. The department chair shall present all positive, divided, and appealed recommendations pertaining to promotion and all recommendations on tenure to the Dean no later than December 1.</td>
<td>CURRENT—page 10</td>
<td>E, C</td>
</tr>
<tr>
<td>1571</td>
<td>1</td>
<td>College Review</td>
<td>College Promotion and Tenure Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1581</td>
<td>1</td>
<td>The College Promotion and Tenure Committee shall review applications. The Committee ensures that college-level criteria are met and that the appropriate review of the candidate’s qualifications has been made and the department criteria have been fairly applied.</td>
<td>4. To see that the appropriate professional interpretation for the discipline has been applied. 5. To review materials prepared by departments and addenda provided by the department chair and/or the candidate.</td>
<td>CURRENT—page 9</td>
<td>C</td>
</tr>
<tr>
<td>1591</td>
<td>2</td>
<td>2. The College Promotion and Tenure Committee may consult with the Department Chair, the chair and/or member(s) of the department committee, and/or the candidate prior to making a recommendation.</td>
<td>The Dean shall arrange for the department chair or the chair of the department promotion and tenure committee to meet with the college promotion and tenure committee as necessary.</td>
<td>CURRENT—page 8</td>
<td>C</td>
</tr>
<tr>
<td>1601</td>
<td>2</td>
<td>3. The voting members of the committee shall complete the appropriate recommendation form(s) for promotion, tenure, or both. If the committee does not concur with the recommendations of the department committee, the Department Chair, or both, the college committee shall state in writing the reasons for the differing recommendations. Members of the committee shall sign the form(s), indicating the report’s accuracy as it was approved by the majority of the committee. The application, the written recommendation, and the signed form(s) shall be submitted to the College Dean.</td>
<td>8. To ensure that unsubstantiated information or material that lacks documentation is not used as part of the decision-making process at this level. 1) The voting members of the committee shall complete the appropriate form for recommendation for promotion or tenure and provide any necessary addenda. Members of the committee shall sign the form, indicating the accuracy of the report as it was approved by the majority of the committee. 4) To submit the committee’s recommendation with appropriate documentation and required forms to the college Dean. 6) The chair of the committee shall formally inform the Dean of the college of the decision of the committee.</td>
<td>CURRENT—page 9</td>
<td>D, C</td>
</tr>
<tr>
<td>1611</td>
<td>1</td>
<td>College Dean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1611</td>
<td>1</td>
<td>The Dean shall review the application and recommendations.</td>
<td>1. Upon receipt of the committee's recommendation form and the individual application file, the Dean shall review the entire set of material and write a separate recommendation regarding the promotion or tenure. 2. The Dean may meet with the Provost or the chair of the university committee in response to their request or the Dean may initiate such a request for meeting.</td>
<td>CURRENT—page 8</td>
<td>C, E</td>
</tr>
</tbody>
</table>

Updated February 2012

FS - 03/13/2012 57
Comparison between Proposed 4.6.4 and Current 4.6.4

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1618</td>
<td></td>
<td>(1) If the college Dean does not agree with the recommendation of the committee, he or she shall so indicate on the recommendation form and submit in an addendum a justification for the differing judgment.</td>
<td>CURRENT—page 8</td>
<td>C,E</td>
</tr>
<tr>
<td>1621</td>
<td></td>
<td>(2) Justification of the decision of the Dean shall rest upon documented, verifiable information and shall be presented to the committee and the candidate.</td>
<td>CURRENT—page 8</td>
<td>D</td>
</tr>
<tr>
<td>1631</td>
<td>2. The Dean shall notify the candidate in writing of the recommendations of the college committee and of the Dean, with justification for these decisions. Promotion applications receiving a negative recommendation by the Dean shall not be reviewed further unless the candidate submits a letter to the Dean, with a copy to the Department Chair, requesting that the review process continue.</td>
<td>CURRENT—page 8 (See block 12)</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. The recommendation and the application materials (per university guidelines) shall then be forwarded to the Provost.</td>
<td>CURRENT—page 8 (See block 12)</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>1641</td>
<td>2. The Provost shall review applications. The Provost shall ensure that university-level criteria are met and shall determine that the appropriate procedures have been followed at all levels.</td>
<td>CURRENT—page 11</td>
<td>E, C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. The Provost may consult with previous decision makers and/or the candidate prior to making a recommendation. The Provost shall provide a separate recommendation regarding the promotion and/or tenure. If the Provost does not concur with the recommendations of the department committee, the Department Chair, the college committee, the Dean, or all four, the Provost shall state in writing the reasons for the differing recommendations.</td>
<td>CURRENT—page 11</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>1671</td>
<td>2. The Provost shall notify the candidate in writing of the recommendation, with justification for the recommendation.</td>
<td>CURRENT—page 11</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. The Provost shall forward positive, divided, and appealed recommendations pertaining to promotion and all recommendations on tenure to the Provost, with copies of the recommendations from the college (and addenda) to the candidate, the chair of the college committee, and the department chair no later than February 15.</td>
<td>CURRENT—page 8</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

Updated February 2012
<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1684</td>
<td></td>
<td>3. If the Provost agrees with the recommendation of the University Promotion and Tenure Committee, the Provost shall sign the recommendation form and indicate agreement. 4. The Provost shall ensure that the candidate shall be notified in time to provide the candidate with the opportunity to request a reconsideration or appeal. Where a negative recommendation is given, the Provost shall meet the candidate in person to remind the candidate, as appropriate, of appeal procedures and to secure the candidate’s signature on a dated form indicating receipt of relevant reports.</td>
<td>University P &amp; T Committee Reconsideration and appeal processes are different in the PROPOSED policy (see block 166 below) Contradicts the candidate’s responsibility</td>
<td>S C</td>
</tr>
<tr>
<td>1691</td>
<td>4. No later than March 15, the Provost shall submit all recommendations to the President of the University.</td>
<td>3. The Provost shall submit all recommendations to the President of the University by March 15. Copies of the recommendations shall be given to the Chair of the University Promotion and Tenure Committee, the appropriate academic Deans, the appropriate department chairs, and the candidates.</td>
<td>CURRENT—page 11</td>
<td>E</td>
</tr>
<tr>
<td>1701</td>
<td></td>
<td>E. The department shall establish procedures for the expeditious handling of reconsiderations and appeals. 1) If the candidate determines that the decision should be statement appealing the decision to the Dean of the college, with appealed, within five days he or she shall submit a formal copy to the department chair. The statement shall detail the grounds for the appeal and shall include relevant evidence. 2) The committee, the college Dean, or both shall reconsider the recommendation in light of the information provided in the request of the candidate. The committee, the</td>
<td>CURRENT—page 13 Under the CURRENT policy, candidates for tenure or promotion may request a reconsideration and file an appeal at every level (department, college, and university). This process can be very lengthy and emotionally draining for the candidate. The current appeals process involves appealing to persons already in the decision-making process and provides no guidance for grounds for appeal.</td>
<td>S</td>
</tr>
<tr>
<td>1711</td>
<td></td>
<td>D. Each college shall establish procedures for the expeditious handling of reconsiderations and appeals. 1) The candidate may request reconsideration of the decision of the college committee, the college Dean, or both by submitting a written request to the chair of the committee and college Dean, with a copy to the Provost and Vice President for Academic Affairs, within five days of notification of the decision by the college Dean. The request shall detail grounds for reconsideration and shall include relevant evidence. 2) The committee, the college Dean, or both shall reconsider the recommendation in light of the information provided in the request of the candidate. The committee, the</td>
<td>CURRENT—page 14 CURRENT—page 15 The PROPOSED policy keeps reconsiderations at the department level, which allows candidates to submit additional materials to clarify their</td>
<td>S</td>
</tr>
<tr>
<td>BLOCK</td>
<td>PROPOSED POLICY</td>
<td>CURRENT POLICY</td>
<td>EXPLANATION</td>
<td>CODE</td>
</tr>
<tr>
<td>-------</td>
<td>----------------</td>
<td>----------------</td>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>17114</td>
<td>college Dean, or both shall consider any new information provided, shall meet with the candidate, and shall record the confirmed or revised recommendation.</td>
<td>3) Decisions on the reconsiderations shall be processed in the same manner as uncontested decisions—through the college Dean to the Provost. The candidate shall be notified by the college Dean of the results of the reconsideration in time to provide the candidate with the opportunity to request an appeal.</td>
<td>Applications and honors the principle that departments shall have the primary responsibility for evaluating candidates. By moving an appeal toward the end of the process, a candidate will have a greater sense of the final recommendation; in other words, it will no longer be necessary to appeal a recommendation that may have a different outcome at the next level or to appeal in order to move an application forward. Having specified grounds for appeal (which are still somewhat broad) will give the candidate and the appeals committee guidance for handling an appeal. Finally, an appeals committee will enable a true appeal to persons outside the normal decision-making process.</td>
<td>S</td>
</tr>
<tr>
<td></td>
<td>4) If the candidate determines that the decision should be appealed, within five days he or she must submit a formal statement of appeal to the chair of the University Promotion and Tenure Committee, with a copy to the departmental college Dean and to the Provost and Vice President for Academic Affairs. The statement shall detail the grounds for the appeal and shall include relevant evidence.</td>
<td>5) The Provost shall present the appealed recommendation with the statement of appeal to the University Promotion and Tenure Committee along with other recommendations from within the University.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Reconsideration and appeal procedures shall be provided at the university level also.</td>
<td></td>
<td>Change in reconsideration and appeals process</td>
<td>S</td>
</tr>
</tbody>
</table>

**Note:** strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

**CODE:** C = Clarification O=Organization D=Duplication E=Editorial M=Minor Editing NC=No Change S=Substantive Change U=Unnecessary W=Wrong policy I=Implementation

Updated February 2012

FS - 03/13/2012  60
### Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

**CODE:**  C = Clarification    O=Organization    D=Duplication    E=Editorial    M=Minor Editing    NC=No Change    S=Substantive Change    U=Unnecessary    W=Wrong policy    I=Implementation

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1722</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Appeals Process**

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1731</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Following notification of the Provost’s negative recommendation, the candidate may appeal to the President, who shall convene Faculty Evaluation Appeals Committee (FEAC).
- Acceptable grounds for requesting such an appeal are:
  - a. decision is arbitrary, capricious, or not supported by factual data
  - b. violation of procedural due process
  - c. violation of academic freedom

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1741</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The candidate will submit a written request for appeal to the President of the University within ten (10) calendar days of notification of the Provost’s recommendation, with a copy to the Provost and to the Dean of the college. The request shall state the grounds for an appeal and shall provide evidence in support of such grounds.

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1751</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The President shall convene the FEAC to review the appeal.

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1761</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The FEAC shall evaluate the body of evidence as it relates to the grounds for appeal. The FEAC may meet with decision makers, meet with the candidate, or consult with others as necessary in order to evaluate the grounds for appeal. The FEAC shall report its findings and recommendations to the President—with a copy to the candidate, the Department Chair, the Dean, and the Provost—within fourteen (14) calendar days of receipt of the case, except in extenuating circumstances.

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1771</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The President shall make a decision on the appeal within fourteen (14) calendar days of receiving the findings and recommendations of the FEAC, except in extenuating circumstances.
### Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

**CODE:** C = Clarification  O=Organization  D=Duplication  E=Editorial  M=Minor Editing  NC=No Change  S=Substantive Change  U=Unnecessary  W=Wrong policy  I=Implementation

<table>
<thead>
<tr>
<th>Block</th>
<th>Proposed Policy</th>
<th>Current Policy</th>
<th>Explanation</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1774</td>
<td>Possible actions by the President could include, but are not limited to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Upholding the recommendation of the lower level(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Reversing the recommendation of the lower level(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c. Reconsidering the FEAC to meet with appropriate decision makers and report additional findings. The FEAC should meet with the candidate prior to reporting additional findings to the President.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1781</td>
<td>6. The President shall notify the candidate in writing of the appeal decision. All appeal decisions are final.</td>
<td>D. The President of the University shall evaluate each recommendation on its merits and shall determine the appropriate recommendations to be submitted to the Board of Regents.</td>
<td>CURRENT—pages 11 and 16 Provides clarification and includes new process of using the FEAC</td>
<td>E, C</td>
</tr>
<tr>
<td>1791</td>
<td>1. The President shall evaluate recommendations, including those reviewed by the FEAC, on their merits and shall provide a final recommendation to the Board of Regents.</td>
<td>F. Official notification of a candidate that tenure will not be awarded shall be given one year prior to the candidate's termination of employment at the University.</td>
<td>CURRENT—page 16</td>
<td>NC</td>
</tr>
<tr>
<td>1801</td>
<td>2. Official notification of a candidate that tenure will not be awarded shall be given one year prior to the candidate's termination of employment at the University.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1811</td>
<td>3. The Board of Regents shall have final approval authority for tenure and promotion recommendations.</td>
<td>The Board of Regents shall have final approval authority for tenure and promotion recommendations.</td>
<td>CURRENT—page 7</td>
<td>NC</td>
</tr>
<tr>
<td>1821</td>
<td>4. The President shall formally notify candidates in writing of the decision of the Board of Regents.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1831</td>
<td>Policy and Criteria Review</td>
<td>11. All procedures shall be subject to full faculty review at least every five years.</td>
<td>CURRENT—page 2</td>
<td>C</td>
</tr>
<tr>
<td>1841</td>
<td>2. Department and college criteria shall be submitted for regular (five year) systematic review and approval. The department criteria shall be reviewed and approved by the Dean and submitted to the Provost for approval. College criteria shall be reviewed and approved by the Provost.</td>
<td>7. Criteria shall be submitted for regular (five year) review and approval by appropriate committee(s) and/or administrator(s).</td>
<td>CURRENT—page 3</td>
<td>C</td>
</tr>
<tr>
<td>Definitions:</td>
<td>Definitions:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1851</td>
<td><strong>Calendar Day</strong> Throughout this document calendar day shall be interpreted to mean no later than the specified number of calendar days following the day of notification. If the final calendar day occurs on a weekend or holiday, the due date shall be on the first day on which University administrative offices are open. The time for response may be extended upon agreement by both parties.</td>
<td>Throughout this document “within five days” shall be interpreted to mean no later than the fifth calendar day following the day of notification. If the fifth day occurs on a weekend or holiday, the request for reconsideration or the statement of appeal shall be due on the first day on which University administrative offices are open.</td>
<td>CURRENT—page 7 PROPOSED policy uses varying time periods, so it was necessary to change this definition, though philosophically it aligns with the CURRENT policy.</td>
<td>C</td>
</tr>
<tr>
<td>1861</td>
<td><strong>Collegiality</strong> The ability of an individual to interact with colleagues with civility and professional respect; to engage in shared academic and administrative tasks necessary to meet departmental, college, and university goals; and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or</td>
<td></td>
<td>For explanation, see Summary of Substantive Changes for 4.6.4P</td>
<td>S</td>
</tr>
</tbody>
</table>
## Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

CODE:  C = Clarification    O=Organization    D=Duplication    E=Editorial    M=Minor Editing NC=No Change    S=Substantive Change    U=Unnecessary     W=Wrong policy    I=Implementation

### BLOCK 1867
### PROPOSED POLICY
likability but rather is the professional criterion relating to teaching, service, and scholarly/creative activities.

### CURRENT POLICY

### EXPLANATION

Needed to define this term

### BLOCK 1871
### PROPOSED POLICY
Confidentiality
The principle of limiting access to information or documents only to those persons authorized to have such access. Documents and communications in the promotion and tenure process will be kept confidential to the extent permitted by law.

### CURRENT POLICY

### EXPLANATION

Full-time Teaching Faculty
For the purpose of this policy, full-time teaching faculty is defined as full-time employees of the University who hold the rank of Professor, Associate Professor, Assistant Professor, or Instructor, and whose faculty load assignment includes 50 percent or more teaching and/or research as shown by the Faculty Load Analysis or comparable report for the fall semester for each academic year or who are members of the Library Faculty.

### BLOCK 1881
### PROPOSED POLICY
Full-time Tenure-Track Faculty
Faculty employed full-time who are tenured, eligible for tenure, or in a pre-tenure probationary period.

### CURRENT POLICY

### EXPLANATION

CURRENT—page 7

### BLOCK 1891
### PROPOSED POLICY
Notification
Throughout this document, the notification date shall be interpreted to mean the date the written notice is sent to the candidate.

### CURRENT POLICY

### EXPLANATION

Needed to define this term

### BLOCK 1901
### PROPOSED POLICY
Terminal Appointment
Appointment of a faculty member to a limited term that will end in termination of employment.

### CURRENT POLICY

### EXPLANATION

CURRENT—page 7

### BLOCK 1911
### PROPOSED POLICY
Terminal Degree
The terminal degree is the highest academic degree awarded in a field. Generally, the terminal degree will be the doctorate; however, sometimes an advanced professional degree or a master’s degree will be the terminal degree in a particular field (e.g. MFA in Creative Writing, MLS in Library Science, etc.).

### CURRENT POLICY

### EXPLANATION

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

### BLOCK 1921
### PROPOSED POLICY
University
Eastern Kentucky University

### CURRENT POLICY

### EXPLANATION

CURRENT—page 7

### BLOCK 1931
### PROPOSED POLICY
Board of Regents
- The Board of Regents shall have the final approval authority for tenure and promotion.

### CURRENT POLICY

### EXPLANATION

CURRENT—page 7

### BLOCK 1941
### PROPOSED POLICY
Board of Regents
The Board of Regents shall have final approval authority for all tenure and promotion recommendations.

### CURRENT POLICY

### EXPLANATION

CURRENT—page 7
## Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1951</td>
<td>Candidate</td>
<td>Candidate</td>
<td>CURRENT—page 7</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>• The candidate for tenure/promotion is responsible for knowing and adhering to the principles and criteria set forth in this policy.</td>
<td>• The candidate for tenure/promotion is responsible for knowing and adhering to the principles and criteria set forth in this policy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The candidate is responsible for submitting an application for tenure by the established deadline of the final year of the probationary period. Failure to do so will result in a terminal appointment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1961</td>
<td>College Dean</td>
<td>College Dean</td>
<td>CURRENT—page 8</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>At a minimum, the Dean is responsible for:</td>
<td>The role of the college Dean may vary considerably among the colleges in the University. At a minimum, however, the Dean shall fulfill the following responsibilities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• providing the committee with such documentation and data as policy and committee needs require.</td>
<td>3. The Dean shall provide the committee with such documentation and data as college policy and committee needs require.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• informing the Department Chairs of the need to review each person eligible for tenure.</td>
<td>It is the responsibility of the Dean of the college to inform the department chairs of the need to review each person eligible for tenure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• ensuring that each department reviews and revises, as needed, department-level criteria for promotion and tenure at least every five years.</td>
<td>At least every five years the Dean shall ensure that each department reviews and revises as needed departmental-level criteria for promotion and tenure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1971</td>
<td>College Committee</td>
<td>Each college promotion and tenure committee is responsible for ensuring that the appropriate professional interpretation for the discipline has been applied.</td>
<td>CURRENT—page 9</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>• To see that the appropriate professional interpretation for the discipline has been applied.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1981</td>
<td>Department Chair</td>
<td>Department Chair</td>
<td>CURRENT—page 9</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>At a minimum, the Chair is responsible for:</td>
<td>The role of the department chair may vary considerably among the departments in the University. At a minimum, however, the chair shall fulfill the following responsibilities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• verifying eligibility of candidates for tenure and/or promotion</td>
<td>• Provide the committee with such documentation and data as department policy and committee needs require</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• providing the department committee with such documentation and data as policy and committee needs require.</td>
<td>• It is the responsibility of the department chair to inform the department promotion and tenure committee of the need to review each person eligible for tenure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• informing the department promotion and tenure committee of the need to review each person eligible for tenure.</td>
<td>• It is the responsibility of the chair to inform the faculty of policies, procedures, and criteria for promotion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• informing the faculty of policies, procedures, and criteria for tenure and promotion.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1991</td>
<td>Department Committee</td>
<td>Each department committee shall be responsible for providing the appropriate professional interpretations for the discipline.</td>
<td>CURRENT—page 10</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>• To provide the appropriate professional interpretations for the discipline.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLOCK</td>
<td>PROPOSED POLICY</td>
<td>CURRENT POLICY</td>
<td>EXPLANATION</td>
<td>CODE</td>
</tr>
<tr>
<td>-------</td>
<td>---------------</td>
<td>----------------</td>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>2001</td>
<td>The Faculty Evaluation Appeals Committee is responsible for ensuring appeals are reviewed only on the grounds stated in this policy, reviewing the appeal and the evidence submitted by the candidate, submitting findings and recommendations to the President.</td>
<td>Added to explain the responsibilities of the new FEAC</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>The Provost is responsible for: • ultimately ensuring that criteria applied in the review of applications is consistent with the terms of agreement established in writing at the candidate’s initial appointment in a tenure-track position or thereafter. • ensuring that Deans and chairs supervise the establishment of written criteria for promotion and tenure and that these criteria are consistent with University policy.</td>
<td>The Provost shall have the following responsibilities in matters relating to promotion and tenure. 4. Ensure that criteria applied in the review of applications is consistent with the terms of agreement established at the candidate’s initial appointment in a tenure-track position.</td>
<td>E, C</td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>Establishing Procedures and the Committee A. The Provost and the University Promotion and Tenure Committee shall develop written guidelines for the committee’s promotion and tenure procedures to include at least the following: (1) The ways that established university criteria are to be applied. (2) Clear definitions of responsibility for the university committee and for the Provost.</td>
<td>The PROPOSED policy eliminates the University Promotion and Tenure Committee.</td>
<td>U, S</td>
<td></td>
</tr>
<tr>
<td>BLOCK</td>
<td>PROPOSED POLICY</td>
<td>CURRENT POLICY</td>
<td>EXPLANATION</td>
<td>CODE</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>20210</td>
<td>B. Guidelines developed by the Provost and the University Committee on Promotion and Tenure shall provide for independence of decision making by the Committee and the Provost, while ensuring that the candidates receive full consideration at every point.</td>
<td>(1) Neither the Provost nor a Dean nor department chair shall serve as a voting member on the Committee.</td>
<td>U</td>
<td>S</td>
</tr>
<tr>
<td>11</td>
<td>(2) If a member or the immediate family of a member of this Committee is being considered for promotion or tenure, the Committee member may not serve during those deliberations. The Committee procedures shall provide for the selection of an alternate, if needed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>C. The procedures of the University Promotion and Tenure Committee shall be set forth in writing by the members of the Committee and filed in the Office of the President of the University, with copies to the offices of the Provost, the Deans of colleges, and all academic departments.</td>
<td></td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>(1) The University Promotion and Tenure Committee shall consist of two tenured full-time faculty from different departments representing each college.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>a. Each college shall devise its own method for electing a representative from the tenured teaching faculty (excluding chairs) to serve on the University Promotion and Tenure Committee. This representative—as well as a first alternate and a second alternate—shall be elected no later than May of the year preceding the academic year in which the Committee is to serve.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>The representative and alternates shall hold the rank of professor (or the highest rank available).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>b. The faculty representatives shall serve for staggered terms of two years. Any member may be selected for two consecutive terms. Committee is being considered for promotion or tenure, the Committee member may not serve during those deliberations. The Committee procedures shall provide for the selection of an alternate, if needed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>C. The procedures of the University Promotion and Tenure Committee shall be set forth in writing by the members of the Committee and filed in the Office of the President of the University, with copies to the offices of the Provost, the Deans of colleges, and all academic departments.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>(1) The University Promotion and Tenure Committee shall consist of two tenured full-time faculty from different departments representing each college.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Updated February 2012
FS - 03/13/2012  66
## Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

CODE: C = Clarification  O=Organization  D=Duplication  E=Editorial  M=Minor Editing  NC=No Change  S=Substantive Change  U=Unnecessary  W=Wrong policy  I=Implementation

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>20253</td>
<td>a. Each college shall devise its own method for electing a representative from the tenured teaching faculty (excluding chairs) to serve on the University Promotion and Tenure Committee. This representative— as well as a first alternate and a second alternate— shall be elected no later than May of the year preceding the academic year in which the Committee is to serve. The representative and alternates shall hold the rank of professor (or the highest rank available).</td>
<td>CURRENT—page 16</td>
<td>U</td>
<td></td>
</tr>
<tr>
<td>20254</td>
<td>b. The faculty representatives shall serve for staggered terms of two years. Any member may be selected for two consecutive terms.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20255</td>
<td>c. In the event the elected representative from a college cannot serve or complete the term, the first alternate shall complete the two-year term. If the first alternate also cannot serve, then the second alternate shall complete the two-year term. An exception to this general rule would involve the representative's submission of an application for promotion. In this case, the alternate shall serve for that year only.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20256</td>
<td>The voting members of the Committee shall complete their portion of the appropriate university recommendation forms for promotion and tenure and provide any necessary addenda. Members shall sign the forms to indicate the accuracy of the report as it was approved by majority vote.</td>
<td></td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>20257</td>
<td>(3) Committee recommendations on promotion and tenure shall be based upon secret ballot and majority vote. A tie vote shall be considered a negative recommendation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20258</td>
<td>D. Having determined that the appropriate procedures have been followed, the Provost shall review the individual application file, accompanying documentation, and addenda to determine whether the application should be supported. This decision shall be based upon documented and verifiable data contained in the file. See Provost Responsibilities for specific recommendation actions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20313</td>
<td>Responsibilities: University P&amp;T Committee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20314</td>
<td>a. To review the applications to ensure the following.</td>
<td></td>
<td>U</td>
<td></td>
</tr>
<tr>
<td>20315</td>
<td>(3) That the appropriate review of the candidate's qualifications has been made by those professionally able to do so and that these reviews have been documented appropriately.</td>
<td>CURRENT—page 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20316</td>
<td>b. To review appeals and divided recommendations in light of the above factors and the supporting material submitted on behalf of the parties involved.</td>
<td></td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>20317</td>
<td>e. To determine whether the candidate's application should be approved based upon the above reviews.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Comparison between Proposed 4.6.4 and Current 4.6.4

Note: strikeout = deletion of text; underline = addition of text; red = similar wording/concept; [ ] = wording that has been moved

CODE:  C = Clarification    O=Organization    D=Duplication    E=Editorial    M=Minor Editing NC=No Change    S=Substantive Change    U=Unnecessary    W=Wrong policy    I=Implementation

<table>
<thead>
<tr>
<th>BLOCK</th>
<th>PROPOSED POLICY</th>
<th>CURRENT POLICY</th>
<th>EXPLANATION</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>20311</td>
<td>The chair of the committee shall notify the Provost of the decision of the committee.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2041</td>
<td>The following are not included under Policy 4.6.4:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Disputes which are being or have been processed in the courts.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Disputes involving compliance with State or Federal statutes or regulations.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Affirmative action and non-discrimination issues which are delineated in other policies should be referred to the Equal Opportunity Office.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Disputes which involve appeal(s) included in the other policies (e.g., appeals about grievances, etc.).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Disputes involving merit pay or salary increments.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2051</td>
<td>The procedure for amending this promotion and tenure document is as follows:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A. A written request to amend the document is to be submitted to a member of the Faculty Senate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>B. The member of the Faculty Senate is to submit the amendment to the Faculty Senate.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>C. If the proposed amendment is approved by the Faculty Senate, it proceeds through the appropriate channels for approval by the Board of Regents.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>The time for completion of the acceptance or rejection of the proposed amendment shall not exceed one calendar year from the initial proposal to the Faculty Senate.</td>
<td></td>
<td>CURRENT—page 16</td>
<td>U</td>
</tr>
</tbody>
</table>

Unnecessary in light of the Policy on Policies.
Insubordination

The term insubordination as a cause for termination has been interpreted to mean a willful disregard of express or implied directions which the employer has a right to give, or such a defiant attitude as to be its equivalent.

In Sinnott v. Skagit Valley College (1987), William Sinnott, a tenured welding professor, was dismissed for insubordination. One of the charges against Sinnott related to his repeated criticism of his colleagues, both in private and in public. Prior to Sinnott’s dismissal, a college administrator had written Sinnott warning him about his repeated attempts to discredit other instructors in the department. The letter stated that these efforts were “nearing, or may have even reached, a level that is sufficiently unprofessional to warrant disciplinary action.” Despite multiple warnings, Sinnott continued his criticism and finally conducted a press interview, in which he criticized the standards of his colleagues and their educational backgrounds.

After Sinnott refused to agree that he would no longer make such comments, the college dismissed him. Sinnott challenged the dismissal in court.

Several instructors testified that they did not get along with Sinnott and in fact had left the department because of his abrasive comments. After reviewing all the evidence, the court determined there was sufficient evidence to support Sinnott’s dismissal for insubordination.

Collegiality

Collegiality, along with civility and respect, vitally affect the performance of professors and enhance relationships with colleagues and students. Without collegiality, serious fractious relationships can develop that if unchecked, can cause serious harm to the department, its faculty, and its students and can potentially expose the college to legal liability.
TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW

TENURE REVIEW
Chapter V

COLLEGIALITY AND FACULTY DECISIONS

1. Overview

In the past decade, colleges, universities, and courts have begun to recognize the validity of collegiality, and its significance in tenure and dismissal decisions. Collegiality and respect affect the way that colleagues communicate with one another and impact interpersonal relations among faculty members and the overall work environment. A professor's ability to interact and cooperate with colleagues and students has a significant influence on the professor's performance as a teacher and scholar. These concerns are all encompassed under the term collegiality.

Colleges and universities have begun citing collegiality with increasing frequency as a factor in making tenure decisions and courts have consistently upheld these decisions. However, unanswered questions and controversy exist in the collegiality debate. For instance, should the ability to socialize and get along with others be a requirement for tenure and should this ability be allowed to reflect on the candidate's scholarship, teaching, and
Collaborative and Faculty Development

Application

The chapter will analyze the importance of collaboration as a strategy used in promotion and tenure decisions.

Collaboration

Even the most successful candidates in an academic position should consider collaborative effort a part of their service. How much weight should it receive? What is the future of collaborative effort?
The association of the faculty number is an
integral part of the academic mission of
the university. The faculty is the primary
agent of the institution in the pursuit of
knowledge. The faculty's role in the devel-

opment of the university's mission and values
is crucial. The faculty's commitment to the
mission of the university is reflected in both
their teaching and research activities.

Collegiality: Two Views

The requirement of service in the college

A. Collegiality and Faculty Decisions

Consensual decision-making is the core of the decision-making process. In this context, the

consensus model emphasizes the importance of faculty input in the decision-making process.

In this model, the decisions are made through discussions and negotiations among the faculty
members. This approach allows for a more inclusive and participatory decision-making process,
resulting in decisions that are more representative of the collective faculty opinion.

In contrast, the dictatorial model relies on a single individual or a small group to make

decisions. This approach can be efficient and effective in certain situations, but it may

result in decisions that are not necessarily representative of the broader faculty opinion.

The choice between these models depends on the context and the specific goals of the

institution.
COLLEGIATE HANDBOOK

COLLEGIATE AND THE FACULTY

Look for touchdowns Bobbi Is not the place in which society is liable to
collaborative and the Faculty Handbook.
Breach of Contract

Collegiality in Employment Decisions

EMPLOYMENT DECISIONS

COLLEGIALLY IN

...
Academic Freedom

The court concluded that the university had an interest in maintaining academic freedom, which is essential to the quality of education. The court noted that academic freedom is a fundamental principle of higher education and that it is protected by the First Amendment of the United States Constitution. The court also recognized that academic freedom is necessary to ensure that universities can engage in free inquiry and debate, which is essential to the pursuit of truth and knowledge.

Discrimination

The court found that the university's policies violated the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution. The court noted that the university's policies were based on race and gender, and that they had a discriminatory effect on the hiring of professors. The court held that the university's policies were facially discriminatory and violated the Equal Protection Clause.

Collegiality in Employment Decisions

The court held that the university's policies were facially discriminatory and violated the Equal Protection Clause. The court noted that the university's policies were based on race and gender, and that they had a discriminatory effect on the hiring of professors. The court held that the university's policies were facially discriminatory and violated the Equal Protection Clause.

Other issues were also discussed in the court's decision, including the university's policies on sexual harassment, the university's policies on the tenure process, and the university's policies on the promotion of professors.
III. PREVENTIVE MEASURES

By appropriately applying a Fair Level of Scrutiny, the University is able to uphold the academic environment. In the case of academic dishonesty, the University takes actions against the offender, including academic probation, suspension, and dismissal from the University. The faculty is responsible for ensuring that the academic standards of the University are maintained, and the faculty members are held accountable for their actions.

The University has established a series of policies and procedures to prevent academic dishonesty, including:

- Establishing clear expectations for academic integrity
- Providing education on academic integrity
- Conducting regular assessments of academic integrity
- Implementing consequences for academic dishonesty
- Providing support for students to prevent academic dishonesty

These measures are designed to create a culture of integrity and to ensure that the University maintains high standards of academic excellence.

The University's commitment to academic integrity is reflected in the collaborative efforts of the faculty, students, and administrators to maintain a culture of integrity and to prevent academic dishonesty.
Selected Bibliography
April 26, 2002

**Nevada Supreme Court Rules Against Professor Who Was Denied Tenure**

*By PIPER FOGG*

The Nevada Supreme Court last month rejected an appeal by a former assistant professor at the University of Nevada at Las Vegas who claimed that she had been unfairly denied tenure for being "uncollegial." The court ruled that the university had a right to deny her tenure and to consider collegiality as a factor.

Marcella A. McClure, a virologist, sued the university in 1999, after having been denied tenure there in 1997. Ms. McClure accused the university of using a new and unfair category of "collegiality" in her evaluation. She claimed breach of contract, wrongful termination, breach of fair dealing, and intentional and negligent infliction of emotional distress.

'Right on the Mark'

A state court dismissed her lawsuit, finding that the University and Community College System of Nevada is immune to suits over tenure decisions. The Nevada Supreme Court upheld that decision.

"The Supreme Court decision is right on the mark," said Kwasi Nyameke, a lawyer for the university system. "Nontenured faculty don't have a contractual right to tenure. Nor does the failure to grant tenure constitute a breach of the covenant of good faith and fair dealing."

Furthermore, the court said that Ms. McClure, as a nontenured professor, had "no constitutionally protected due-process interest" in her tenure. Ms. McClure, who was hired in 1993, argued that the university had failed to follow its own guidelines in her tenure review. Secret letters, she said, had been solicited from biology-department faculty and staff members about her collegiality.

The Nevada Supreme Court ruled that there was "nothing inappropriate" in asking for the opinions of other faculty members about the assistant professor. "Their comments may be a vital resource in the university's decision to grant tenure," it said.
Ms. McClure, who is now an associate professor of microbiology at Montana State University at Bozeman, could not be reached for comment. Her lawyer, Bradley J. Richardson, said the decision means that "the university can be arbitrary and doesn't have to follow rules."

http://chronicle.com Section: The Faculty Page: A14

Copyright 2012. All rights reserved.
The Chronicle of Higher Education 1255 Twenty-Third St, N.W. Washington, D.C. 20037
TO: Members of the Faculty Senate

FROM: Janna P. Vice, Chair
The Council on Academic Affairs

DATE: March 2, 2012

SUBJECT: CAA Agenda for Faculty Senate

As a result of the Council on Academic Affairs’ meeting on February 16, 2012, the following items are presented for the Faculty Senate’s agenda on March 12, 2012.

Curriculum Proposals

Program Revisions – Lowering Hours Required

1. Biology Teaching B.S.
   Incorporate new courses, update degree requirements to reflect changes in course numbers; reduce degree requirements to 125-129 hours.

2. Environmental Studies B.S.
   Incorporate new courses, update degree requirements to reflect changes in course numbers; reduce degree requirements to 120-122 hours.

Program Revisions

3. MAEd in Communication Disorders
   Add CDS 897; revise admission requirements; revise program requirements; Clarify exit requirements.

4. Admission to Teacher Education
   Update admission to Education Preparation to comply with 16 KAR 5:020.

5. Field Placement: Student Teaching and Field Experiences, Teacher Education Services
   Update admission, placement, and supervision in student teaching to comply with 16 KAR 5:040.

6. Policy and Procedure Section, Teacher Education Services
   Add EPSB mandate: “Undergraduate students shall not enroll in any educator preparation program courses restricted to admitted candidates.”
### Program Revisions continued

<table>
<thead>
<tr>
<th></th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Minor and Certificate in Women and Gender Studies</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>Add WGS 201W to the minor and certificate programs.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Professional Track B.A. General Studies</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>Change the program description, as shown in Part III, to de-emphasize the collaborative aspect of the program with Morehead State University. While students still have the option of taking available crosslisted courses at MSU per the existing Memorandum of Agreement, taking such courses at MSU (as opposed to EKU) is not essential to the completion of the Professional Track concentration.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Bachelor of Science in Nursing Pre-RN</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>Add the new General Education elements.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Bachelor of Science in Nursing Post-RN</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>Add the new General Education elements.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Bachelor of Science in Nursing 2nd Degree</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>Add the new General Education elements.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Early Childhood Development A.A.S.</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td>Add CDF 147, 310, 399; drop CDF 343, 344, 450.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Child and Family Studies B.S. Area Major</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>Add new courses; revise core requirements; institute additional admission requirement in the Child Development and Interdisciplinary Early Childhood Education options.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>B.S. in Agriculture</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Revise courses within the program.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>B.S. in Agriculture with General Pre-Veterinary Option</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>Revise courses within the program.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>B.S. in Agriculture with General Pre-Veterinary Transfer Option</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Revise courses within the program.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>B.S. in Horticulture</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Revise courses within the program; add new option in Fruit and Vegetable Production; Delete the Business Minor Option.</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Communication Studies B.A.</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>Add a 1 to 3 credit-hour course as an elective to the major.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Minor in Social Welfare</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>Change the Social Welfare Minor program requirements.</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Minor in Chemistry</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>Modify the minor to reflect recent changes in the department curriculum and list Information for the teaching certification.</td>
<td></td>
</tr>
</tbody>
</table>
To: Faculty Senate  
From: Lynnette Noblitt  
Date: March 1, 2012  
Re: Executive Committee Report

**Promotion and Tenure Policy 4.6.4**

This month Faculty Senate has been actively involved in continued drafting of the Promotion and Tenure Policy. The Rights and Responsibilities Committee hosted two public forums as well as a forum open to all department chairs. During these forums, there were several comments regarding issues of collegiality, the role of administrators in committee meetings, and alteration of the probationary period. The drafting team carefully considered all comments and met on February 29 to incorporate these comments into the draft. The latest draft of the policy will be available for further online public comments on the Academic Affairs website during March.

This policy must be voted upon by the faculty at large. Such votes are traditionally held at fall convocation. To make such a vote possible, Senate will need to debate and vote on the policy by the May meeting. I urge you to make sure that your departments are carefully considering the policy in the coming weeks. Comments can be made on the EKU Policies and Regulation website or via e-mail to Jerry Palmer, Sherry Robinson, or me.

**Implementation Team**

I have been serving as the Faculty Senate representative to the Implementation Team since its inception in late fall. As I have described in previous reports, the Implementation Team has created a set of workgroups that are reviewing issues related to student recruitment and retention. The goal of these workgroups is ultimately to assist the university in reaching CPE goals for credential production. The team is also mindful of the effect such recruitment and retention efforts will have on the university budget through increasing tuition revenue and performance-based funding in future state appropriations.

My work on the Implementation Team has illustrated to me how pivotal the faculty is to both student recruitment and retention. Indeed we are the show/hook and the frontline/first responders. Studies demonstrate that while both traditional and non-traditional college students consider a number of factors when deciding upon a college, academics is the most important factor. Prospective students and their parents must see that faculty members are engaged and available to help students succeed. Fortunately, I think that such faculty-student engagement is one of EKU’s greatest strengths. Hundreds of faculty members have attended Spotlight and other recruiting functions this year. Admissions will soon be calling upon us to help them reach out and contact pending applicants in the coming weeks. March Madness does not just apply to basketball; it is applicable to college admissions as well. While I know that your schedules are already full, I urge you to recognize how pivotal you are to recruitment at EKU. Students decide to attend institutions where they perceive they will receive excellent education from individuals who care about their success.
Once students arrive on campus, the faculty plays a crucial role in making sure that students successfully graduate. We see students every day in our classes and are the first to notice if a student is struggling. Currently our four-year graduation rate at EKU is 16% – an unacceptably low number that demands self-reflection and calls for change. The Implementation Team is carefully studying actions that other universities have taken to improve student graduation rates dramatically and is considering how these could be adapted at EKU. There were also several excellent proposals being reviewed that resulted from the Provost’s recent call for suggestions.

Many of these efforts will mean that faculty must work closely with student services and the greater campus community to identify students who require assistance and support services that the faculty member cannot provide. In the coming months, the Implementation Team hopes to establish effective communication between Academic Affairs and Student Affairs to provide students with the support they need when faculty-student engagement is simply not enough. I urge you to realize that you are not alone in your desire to see students succeed. We all choke up a bit when we see a student walk across the stage into a new life as a college graduate, and I hope that we will soon see an increased team emphasis in helping students cross the finish line.

Respectfully submitted,
Lynnette Noblitt
Faculty Senate, Chair
COSFL Meeting
Wednesday February 23, 2012
Council of Postsecondary Education
Frankfort KY
1:00 a.m. to 4:00 p.m.

COSFL Members in attendance:
Carol Bredemeyer – NKY
Nancy McKenney, EKU (Faculty Rep. to CPE)
Louisa A. Summers, EKU (COSFL Rep. & COSFL Secretary)
Peg Munke, Murray State (Faculty Senate President and COSFL President)
Tom McPartland, KSU (Faculty senate president emeritus)
Beulah Downey, KSU (alternative representative)
Robert Lancaster, KSU
Kimberly Sharp, Morehead State (Faculty Senate Chair)
Doug Chatham, Morehead State (Faculty Senate Chair-elect)
Hollie Swanson UK (Faculty Senate Chair)
Lee Blonde – UK (Senate Council chair-elect)
Dave Randall – UK
Bob Staat - UL
Molly Kirby – via television satellite

Dr. Robert King president of the KY council on Postsecondary Education was the speaker for the part one of this meeting.
Issues Addressed

1. Budget.

Why did the CPE send a huge budget to the Legislature for new buildings and repairs when the budget this year is bare bones?

First, it was to create a bucket of money as a base to support and create student success, the implications of senate bill 1, and to significantly elevate the capacity of new teachers in the public schools.

Second, it was to create a bucket of money as part of the $25 million for performance funding. This includes 1) improving the number of credentialed teachers, 2) increasing the number of graduates, 3) increasing the number of transfers between KTCTS and comprehensives, and 4) closing the achievement gaps of minority, or low-income students who are under prepared.

Third, it was to create a $40 million bucket of money for new buildings, or for ones that are on-line for construction or repairs, and O and M funding.

Last, the budget was designed to create a mechanism for funding for UK and UL for research. Flat research dollars, not “Bucks for Brains.”

All of these requests are ‘scalable’, thus the legislature may say, OK we are going to give you 2% or 25 million for operating budgets, rather than the _______ million requested.
2. Capitol Requests

Some years ago, the CPE had an independent agency do a study on all of the buildings at all of the campuses in KY. All of the education and general buildings needed for ‘education’, not athletic facilities, dorms, or recreation centers. The outside agency found that there was a 7 billion dollar need for buildings for deferred maintenance. Next, the agency looked at the previous five years of funding for buildings and found that the state was funding new buildings verses renovation and preservation at a rate of 5:1. (In dollars). Thus, it was a 5:1 ratio of New: Old. Therefore, the agency (or CPE) suggested that they fund capital expenses at a rate of 1:1 for the next six years, and split into three bienniums. Each campus would get an allotted amount and the campus would have the choice of new: asset preservation, but it would have to be at a 1:1 ratio for each biennium. Now, Dr. King stated that the KY government isn’t going to give them seven billion dollars, but the CPE will contribute an allotted amount of funding. The campuses are requested to follow the guidelines.

A discussion about low interest rates on an example of 65-70 million on 1 billion followed. . . The speaker of the house is in support of this, but in the senate, Mr. David Williams is opposed and would like “no new debt”. Also, there is no money for M and O.

3. Tuition

3. What is the CPE going to allow in terms of tuition increases?

As guided by the state of KY, CPE shall determine tuition. As you as aware of, the % of funding going to state institutions has dropped while cuts have gone up. This trend will most likely continue. Dr. King gave an example of fixed costs: ____________ (missing hole/pot of $$): cuts to budgets

<table>
<thead>
<tr>
<th>Fixed costs</th>
<th>Missing money</th>
<th>Cuts to budgets</th>
</tr>
</thead>
</table>

Thus, the question is how do we (CPE and Institutions) best fill the hole or missing money? If tuition increases, say 7%, then what would happen. Well, in this example, for this budget, it would not fill the hole, only fill the hole by ½. This is only an example, tuition is not going to be increased by 7%; this is only an example.

Therefore, the CPE is looking at what campuses could do to improve? Dr. King listed four (4) examples, and these by no means are going into effect. These are just ideas.

1) How could campuses improve?
2) Should/could some campuses to go fixed tuition for four years, if agree to earn 30 credit hours per year
3) Removing textbook costs, via on-line content. There is a current teaching and learning project funded by the “Gates Foundation” that is looking at using a) content experience b) learning specialist, and c) technical support, without using textbooks.
4) Going to a per credit tuition model, such as Morehead. Does this cut down on costs? Morehead has seen a drop in the number of dropped courses, but Morehead does not yet do not know how this effects retention?

Dr. Bob Staat, University of Louisville asked the question, “Is college affordable?”
Dr. King responded by stating at this time students are leaving KY with an average of $17,000 per student. But that Kentucky’s default rates are higher than other states.

What is the cost of college, as a % of per family income? What is the sticker price of college? At this time the cost of college as a % of family income is higher than other states.

CPE’s focus is on “Student Success”. One theme currently. “Time is our enemy”; Time to degree completion, persistence, and what roles can faculty play in this.

Next, Dr. King discussed some conclusions from the book, Academically Adrift, and how that impacts higher education. Specifically, but not inclusive, students spend approximately 60% of their time socializing, and only 17-18% of their time in class or studying. . . . How can we increase retention, one Dr. King suggested that if we make courses more academically challenging then they will stay.

At this time Dr. Aaron Thompson answered questions and President King left the meeting.

Dr. Thompson stated that the number one variable regarding retention and the number one reason what students choose a campus is FACULTY. Interaction of faculty in and outside of class is the number one predictor and variable regarding students’ retention and success.

Dr. Thompson went over the CPE’s Student Success model and five-year strategic plan. Thus, what can faculty do to make ‘student success” happens? One area may be advising. Advising goes beyond giving out RAC numbers and scheduling. It includes discussing student’s goals, aspirations, this takes into account the holistic person. Faculty Senates can and should play a major role in helping encourage all faculty members implement these strategies.

Next, Dr. Thompson discussed the Student Success Summit April 2-3 which will be held at the Louisville Marriot. Dr. Vice has a 10 members from EKU that will attend.

Lastly, Dr. Thompson discussed the proposal in front of the KY legislature to make University of Pikeville into a state school.

4. Pikeville. What impact is the new state university [if passed by the legislature] going to have on the other state universities in Kentucky once the coal severance money is not available?

An independent agency, () is examining the impact that making Pikeville a state supported university would have on the region. First, CPE will not do anything that would HURT or Eastern Kentucky University. This agency is reviewing all aspects of this initiative: buildings, faculty, graduation rates . . . student success and student retention in the area. Is there is a need is the question?

If there is a need, the agency is looking into what it would take for University of Pikeville to be successful. Again, faculty needs, buildings etc are being examined. What is needed and what it would cost is the questions that this independent agency is asking. Lastly, the agency will suggest alternatives to achieve the success of students in the area to secure a B.A. close to home and comparable to other institutions. Examples include the GEAR up program and needs of transfer students. The report from the agency will be turning in to CPE March 15th.

Next Ms. Heidi Hiemstra, Assistant Vice President, Information & Research, with 7 years experience at CPE spoke. She passed out the Stronger by Degrees Strategic agenda for 2011-2015. This is available online: http://cpe.ky.gov/planning/. She went over the five main areas of the plan. Dr. Vice has been speaking to these items and where EKU stands in relation to the CPE’s plan.
The next COSFL meeting will be the joint meeting with the Kentucky AAUP. It will be Friday, April 13th from 1:00 to 4:00 p.m. at the Offices of CPE in Frankfort. All interested faculty are invited to come. The President of the Tennessee AAUP Conference will be a guest speaker, and also our own former Senate Chair John Taylor will talk about budgeting and higher education.

The COSFL meeting was adjourned at 3:30 pm.

Minutes respectfully submitted by,

Louisa A. Summers, PhD

Eastern Kentucky University

COSFL Secretary
Provost’s Report to the Faculty Senate
March 2012

Since I am scheduled to leave for China March 6, I will not be able to meet with the Senate on March 12 nor can I have lunch with you this month. I am visiting China to extend our agreement with the Xinchang Pharmaceutical Company—as a guest at their expense. You may recall that Chairman Li received an honorary degree from EKU in May.

This month’s report covers two items: (a) the hiring freeze and (b) 2+2 agreements with Somerset Community College.

Academic Affairs’ Initial Steps Regarding the Hiring Freeze

When the hiring freeze was announced, each dean was asked to identify vacant and critical positions. Because we knew that process would take a few days and we had a number of open searches, the President approved the following steps:

1. Identify the stage for each search currently underway.
2. No offers are to be made until priorities are established and approvals are given.
3. However, continue the search process if a short list of candidates has been identified and interviews are scheduled. Honor the scheduled interviews.
4. If a position has been posted and applications have been received, be prepared to notify the candidates that the position has been placed on hold for now—unless the position was determined to be essential.

On March 21, the deans spent several hours reviewing the status of all vacant positions and prioritizing which ones to send to the President for approval. The deans considered the following criteria:

- Program productivity and change over time.
- Accreditation constraints/requirements.
- Potential for growing enrollment and increasing revenue.

With the President’s approval, we moved forward $1.9 million, plus benefits, of vacant positions to be filled. After spring break, hopefully, we can have a second round of approvals using the same process. While we can’t determine a time frame for a second round, we will maintain our sense of urgency for faculty hires.

At the same time, we must be realistic that Academic Affairs will experience additional cuts. We must take a hard look at all of our programming and initiatives to determine which ones are critical to our mission.

What can Academic Affairs do to Help Offset the Budget Cuts?

A number of proactive initiatives are underway to help offset the budget cuts—including increasing Fall 2012 enrollments, retaining a higher percentage of our current students, offering a robust summer school, and increasing the number of online and transfer students.

With the goal to increase transfer students, a number of EKU folks met in London on February 24 to work with our counterparts at Somerset Community College. The result of that meeting included agreements for six 2+2 degree programs with SCC. The day was very successful, and I appreciate all those from EKU who attended. We will continue to work on 2+2 agreements with other KCTCS schools.