



**Eastern Kentucky University**

**Faculty Handbook**  
**2011-2012**

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

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#### **EMERGENCIES**

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

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

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## PART ONE

### EASTERN KENTUCKY UNIVERSITY OVERVIEW AND STRATEGIC PLAN

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

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

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

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

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

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

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

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

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

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

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

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

**Eastern Kentucky University  
Strategic Plan 2011-2015**

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

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

**Values:** Eastern Kentucky University values

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

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

**Goal 1: Maximize student success**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## PART TWO

### ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

#### I. BOARD OF REGENTS

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

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

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

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

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

#### II. OFFICE OF THE PRESIDENT

The *President* is appointed by the Board of Regents and serves as the executive officer of the University, the President of the Faculty, and the chief administrative official of the University. By provision of Kentucky Revised Statutes, the President is also a member of the Advising Conference of Presidents, which is an advisory body of public university presidents to the Kentucky Council on Postsecondary Education. As executive officer of the University, the President recommends for the Board's consideration budgets and policies for the operation of the institution and implements these budgets and policies after their adoption. As President of the faculty and the chief administrative official of the University, it is the President's responsibility to give direction to the affairs of the University and to represent the institution with a variety of constituent groups.

#### III. OFFICE OF ACADEMIC AFFAIRS

The *Provost/Vice President for Academic Affairs* serves as the chief academic officer of the University. The Provost reports to the President and is responsible for the coordination of all phases of the instructional program and institutional research. In addition, the Provost supervises the preparation of position specifications for instructional staff and administrative personnel connected with instructional activities and makes recommendations to the President concerning staff needs and appointments, promotions, or dismissals for all instructional personnel and administrative personnel related to instruction. The Provost/Vice President for Academic Affairs also provides guidance on undergraduate

curriculum and faculty matters. Additionally, the Provost serves as chair of the Council on Academic Affairs and as chair of the Provost Council.

The *Associate Provost for Diversity Planning* develops and provides oversight for Eastern Kentucky University's Comprehensive Plan for University Diversity with ratification by the ECU Board of Regents; serves on the Strategic Planning Committee for the purpose of implementation and review of the Diversity Goal of the Strategic Plan; represents ECU in the development and implementation of the Statewide Diversity Policy; coordinates the University Diversity Faculty Recruitment and Retention Incentive Plan/Funds; and coordinates with ECU units to develop their individual diversity plans.

The *Executive Assistant to the Provost for Policy and Process* reports to the Provost/Vice President for Academic Affairs and is responsible for the management of academic policy and processes. The Executive Assistant facilitates policy development and revision and monitors policy compliance in Academic Affairs. In addition, the Executive Assistant assists with Academic Agreements and ensures compliance with SACS, CPE, HEOA, and other areas requiring University compliance.

The *Director of Academic Advising* reports to the Provost/Vice President for Academic Affairs and is responsible for providing administrative support to and coordination of the University's undergraduate advising system. Every Eastern undergraduate is assigned an advisor. Selected departmental faculty members serve as advisors to students with declared majors; other faculty members serve as advisors for undeclared students. In conjunction with the Director of First Year Programs, the Office of Academic Advising supports activities for the Freshmen Summer Orientation Program. Over 2,500 freshmen and transfer students are advised and registered each summer through this program. The office coordinates tutoring efforts on campus for all students including supplemental instruction, group, and individual tutoring. The office also coordinates the mentoring program.

The *Director of Developmental Education and Testing* reports to the Provost/Vice President for Academic Affairs and assists students in achieving their maximum potential and enhance their chances for academic success. The Director is also responsible for the coordination, administration, and planning for the academic achievement tests that are required by the University and education community. The types of tests provided include national standardized tests, state assessments, and locally developed exams. Eastern Kentucky University students and other registered examinees are provided the opportunity to become a test participant in a friendly and comfortable environment.

The *Registrar* reports to the Provost/Vice President for Academic Affairs and is responsible for the enrollment of students; the preparation, maintenance, security, and delivery of the academic records of the University; the administration of the minimum scholastic standards policy; and the certification of student honors.

The *Dean of University Programs* reports to the jointly to the Provost and Vice President for Academic Affairs and the Associate Provost for Academic and Faculty Affairs and is responsible for the administrative and academic leadership in the following areas: the Quality Enhancement Program, the General Education Program, the American Democracy Project, faculty development, and Orientation for Undeclared students (GSO) courses (in conjunction with Student Affairs). The Dean is charged with supervising the general education program in the colleges and providing leadership in developing the University General Education Program. In addition, the Offices of African/African-American Studies, Appalachian Studies, Cooperative Education, International Education, English Language Instruction Program (EELI), Center for Teaching and Learning, and Women and Gender Studies report to the Dean of University Programs.

The *Center for Teaching and Learning* is under the purview of the Dean of University Programs and is responsible for upgrading instructional skills/retraining, faculty development activities, the teaching consultation process (TCP), and other activities as needed.

The *Director of African/African-American Studies* reports to the Dean of University Programs and coordinates an undergraduate disciplinary program that explores the histories, societies, and cultures of Africans and people of African descent in the Americas.

The *Director of Appalachian Studies* reports to the Dean of University Programs and coordinates and promotes a multi-disciplinary approach toward teaching, research, and service on issues pertaining to Appalachia. The Center endeavors to engender an interdisciplinary education that dispels unwarranted myths and stereotypes about Appalachia while exploring themes that nurture an awareness of the region: its history, culture, and people.

The *Director of Cooperative Education* reports to the Dean of University Programs and is responsible for the coordination of cooperative education. Responsibilities include the recruitment of students and employers, and the development, implementation, and evaluation of the cooperative education program.

The *Director of English Language Instruction Program (EELI)* reports to the Dean of University Programs and aids in preparing students for study in American colleges and universities by helping them improve their English skills for personal, academic, and professional purposes.

The *Director of International Education* reports to the Dean of University Programs and serves as the designated University official to assist all international students with their legal requirements and their relations with the United States office of Immigration and Naturalization Services and other official agencies. The Director may also advise and assist international students with other needs as they arise.

The *Director of Study Abroad* reports to the Director of International Education and aids and advises students and faculty regarding opportunities for study and teaching abroad.

The *Director of Women and Gender Studies* reports to the Dean of University Programs and coordinates an undergraduate multi-disciplinary program that recognizes the experiences and contributions of women in society and brings women more fully into college curriculum.

The *Director of Quality Enhancement Programs* reports to the Dean of University Programs and works in collaboration with many offices and departments on campus to facilitate and oversee the implementation of EKU's Quality Enhancement Plan. The Office of Quality Enhancement Programs at Eastern Kentucky University is dedicated to assisting and supporting campus-wide efforts to develop informed, critical and creative thinkers who communicate effectively.

The *Office of Regional Stewardship* reports to the Dean of University Programs and provides leadership in the University's efforts to support and advance community engagement in EKU's 22-county service region. Regional stewardship includes, but is not limited to, promotion of regional economic development, livable communities, social inclusion, improved P-12 schools, creative governance, and civic participation through public engagement activities initiated by comprehensive university faculty and staff, with student involvement.

The *Director of the Noel Studio for Academic Creativity* reports jointly to the Dean of University Programs and the Dean of Libraries. The Director is responsible for the management of the Noel Studio for Academic Creativity, which is an academic support unit that serves the EKU community as a collaborative, innovative learning experience dedicated to the improvement of communication and research skills.

The *Director of Educational Talent Search* reports to the Assistant Vice President and Dean of Enrollment and assists students who want to attend postsecondary institutions by offering special services.

The *Director of Upward Bound Program* reports to the Assistant Vice President and Dean of Enrollment and is responsible for coordinating the selection of students with college potential in order to improve their academic skills and provide them with the motivation necessary to succeed in college.

The *Associate Vice President for Research and Dean of Graduate School* reports to the Provost/Vice President for Academic Affairs and provides leadership in the administration of graduate education research, and is responsible for coordinating curricula and courses at the graduate level and for admissions into the Graduate School. The Graduate School advises graduate students of available programs and is responsible for publications related to the program. The Offices of Natural Areas and Sponsored Programs report to the Associate Vice President for Research and Dean of Graduate School. In addition, the externally funded McNair program reports to this office.

The *Associate Dean for Graduate Education and Research* reports to the Associate Vice President for Research and Dean of Graduate School and is responsible for developing and interpreting policies and procedures related to graduate education and assists graduate programs in recruitment and retention of students, program development, and program assessment.

The *Director of the McNair Project* reports to the Associate Vice President for Research and Dean of Graduate School and is responsible for ensuring higher education opportunities for students from disadvantaged backgrounds, administering quality project management, and facilitating institutional leadership.

The *Director of Natural Areas* reports to the Associate Vice President for Research and Dean of Graduate School and is responsible for the management, development, and utilization of Lilley Cornett Woods, Maywoods Environmental and Educational Laboratory, and Pilot Knob State Nature Preserves. These natural areas provide unique off-campus instructional and research facilities for the University, serve as instructional sites for elementary and secondary schools, and provide recreational areas for the public. The director also works with governmental and private agencies in the identification monitoring, and acquisition of natural areas in Kentucky and the Appalachian region.

The *Director of Sponsored Programs* reports to the Associate Vice President for Research and Dean of Graduate School and is responsible for coordinating institutional efforts with state and national agencies and appropriate foundations in securing support for instructional, research, and public service programs.

The *Executive Director of Institutional Effectiveness and Research* reports to the Provost/Vice President for Academic Affairs and is responsible for implementation of the University's Strategic Plan. The *Executive Director* coordinates efforts to address the University's assessment needs; coordinates Academic Program Review; assists with SACS accreditation reviews and ongoing compliance, assists with program accreditation reviews; responds to and prepares reports for Council on Postsecondary Education; and is responsible for other duties as assigned by the Provost and the President. The Executive Director is also responsible for Institutional Research.

The *Director of Institutional Research* reports to the Executive Director of Institutional Effectiveness and Research and provides academic and student data and information about the University to the administration, faculty, and staff. In addition, the office is responsible for developing and administering a continuing program of institutional self-study, providing assessment data for policy analysis and for continuous improvement of effectiveness. The office conducts special surveys and reports regarding particular issues, as well as providing regular sets of data on a continuing basis.

The *Deans of the Colleges* are responsible to the Provost/Vice President for Academic Affairs for the administrative and academic leadership of their respective colleges, fulfilling the established purposes of their respective colleges, actively supporting the policies and procedures of the University, developing operational policies for their respective colleges, and participating in the development of new or modified University policies and procedures. More specifically, the academic deans are expected to provide leadership in their respective colleges in the following areas:

- A. **Student academic services:** Advising and scheduling, administering student academic regulations and records, and certifying undergraduate degree requirements.
- B. **Faculty affairs:** Supervising recruitment, evaluation, promotion and retention, and making recommendations in these areas and in faculty compensation; promoting faculty development with the goal of enhancing the teaching, public service, and research functions; and facilitating internal college communication and communication between the college and other components of the University.
- C. **Programs and courses:** Participating in program and course development and evaluation, maintaining an awareness of developments as they apply to disciplines within the respective college, and being alert to possibilities for inter- and intra-college interdisciplinary programs and courses.
- D. **Resources utilization:** Coordinating and reviewing college budget requests and implementing college and departmental budget appropriations, acting as steward of the human and physical resources of the college, and gathering and applying management information data for internal and external requirements of the institution.
- E. **External relationships:** Maintaining contact and interaction with appropriate external public groups,

organizations, and agencies; securing outside support consistent with University policies and practices; coordinating college participation in public service programs; and supervising participation in the University's extended campus program.

- F. **Research:** Encouraging faculty research, approving of research proposals for submission to appropriate offices, and exercising leadership in applying research to enhance the instructional program.

The *Associate Deans of the Colleges* are responsible to the Deans. The Associate Deans are actively involved in academic affairs and work closely with the Dean's administration, management, and staff of the colleges and may be called upon by the Provost for occasional University-wide duties. The Associate Deans also serve on various college committees. The Associate Deans assist with planning and coordination of student recruitment, representing the college on the Council on Academic Affairs, advising, retention, graduation activities, faculty development, planning and implementation of degree and non-degree programs, college curriculum, and the ongoing planning and coordination of a strategic plan.

The *Academic Department Chairs* are responsible for the administrative and academic leadership of their respective departments. The responsibilities of the department chair include:

- A. Serving as a faculty member with teaching, scholarly responsibilities, and service.
- B. The department chair also provides leadership in several areas including department governance, instruction, faculty affairs, student affairs, external communication, budget and resources management, office management, and professional development.
- a. **Department governance:** Conducting regularly scheduled department meetings; developing and implementing long-range department goals, plans, programs, and policies; providing department services to the University, community, and state; preparing department accreditation and evaluations; serving as department advocate; and encouraging and motivating faculty and staff to communicate ideas for improving the department.
- b. **Instruction:** Scheduling on-campus and extended campus classes; preparing catalog copy; supervising and evaluating class instruction; and coordinating curriculum, course, and program revisions.
- c. **Faculty affairs:** Recruiting, selecting, and assigning faculty; monitoring and evaluating faculty service and performance for promotion, tenure, and merit pay purposes; making recommendations concerning unsatisfactory faculty and staff performance and termination; preventing and resolving conflict among department faculty; and maintaining morale through motivation and encouragement of faculty and staff.
- d. **Student affairs:** Integrating the classroom experience with experiential learning opportunities for students outside the classroom.
- e. **External communication:** Communicating department needs to deans ; maintaining the department's image and reputation; maintaining liaison with outside individuals, groups, agencies, and institutions including correspondence, requests for information, completion of forms and surveys related to their departments.
- f. **Budget and resources:** Preparing and administering the department budget including establishing priorities for capital outlay and use of travel and other funds, seeking outside funding and encouraging writing of grant proposals, and preparing annual reports.
- g. **Office management:** Managing and monitoring department equipment and facilities including security and maintenance, supervising and evaluating clerical and technical staff, and maintaining department records including student records.
- h. **Professional development:** Motivating and encouraging faculty in effective teaching, research, publication, and participation in learned and professional meetings and societies.
- C. The department chair also performs other duties as assigned by the dean of the college.

The *Dean of Continuing Education and Outreach* reports to the Provost/Vice President for Academic Affairs and is responsible for the administration of all regional campus locations, distance education, workforce education, community education, conferencing/event planning, summer session, and instructional media & media resources.

The *Associate Dean of Continuing Education and Outreach* reports to the Dean of Continuing Education and

Outreach. The Associate Dean is actively involved and works closely with the Dean's administration, management, and staff. The Associate Dean oversees units responsible for non-credit courses and the issuing of continuing education credits, community education, training and development conferences, event planning and creates new opportunities for programs and external partnerships.

The *Director of Community & Workforce Education* reports to the Associate Dean and the Dean of Continuing Education and Outreach. The Director is actively involved in reaching out to serve businesses and industries as an educational partner in the professional development and success of their employees and companies by providing a variety of consulting, training, and support services.

The *Director of Media Resources* reports to the Dean of Continuing Education and Outreach and is responsible for providing the University faculty and staff with media materials and production facilities. The division maintains and operates a library of commercially-produced films, videotapes, audiotapes, and multimedia materials. The division also provides graphic art and photographic services for the production of original materials. The division is also responsible for the University's television and public radio operations. The division coordinates with faculty and staff in the production and distribution of instructional, promotional, and public service television materials for on- and off-campus distribution and aids in the coordination of video teleconferences. The division supervises the installation and maintenance of the University's media equipment. The division is responsible for the operation and programming of the University's public radio stations, WEKU-FM and WEKH. Also, the division provides facilities and assists in the training and evaluation of students majoring in broadcast production.

The *Director of the Arnim D. Hummel Planetarium* reports to Dean of Continuing Education and Outreach and is responsible for the administration of the planetarium. The Director produces, promotes, and schedules activities associated with the planetarium and coordinates educational, public service, and entertainment use of the facilities when operational.

The *Dean of Libraries* reports to the Provost/Vice President for Academic Affairs and is responsible for the acquisition and maintenance of library holdings appropriate for the academic programs of the University and the provision of library and learning resources service consistent with the academic interests and needs of both students and faculty.

The *Director of the Honors Program* reports to the Provost/Vice President for Academic Affairs and is responsible for the administration of the University Honors Program. Responsibilities include student recruitment and selection, faculty selection, scheduling, extracurricular enrichment programs, and overall coordination of the program.

#### IV. **ATHLETICS**

The *Director of Athletics* reports to the President and is responsible for providing opportunities for participation in athletic competition and physical activities designed to enhance the intellectual, social, emotional, ethical, and physical development of the student-athlete. Currently, ECU sponsors seventeen varsity sports on the Division I level as a member of the Ohio Valley Conference. The University fields men's teams in baseball, basketball, cross country, football, golf, indoor and outdoor track & field and tennis. Women compete in basketball, cross country, golf, indoor and outdoor track & field, soccer, softball, tennis and volleyball. The athletics program is viewed as an integral part of the total educational program. ECU student-athletes have consistently excelled in the classroom earning a record number of OVC academic banners.

#### V. **CHIEF OF STAFF AND EXECUTIVE DIRECTOR OF POLICY, COMPLIANCE AND GOVERNANCE**

The *Chief of Staff* reports to the President on all matters related to the University and serves as staff liaison and Assistant Secretary to the University Board of Regents.

The *Executive Director of Policy, Compliance and Governance* reports to the President and is responsible for the Equal Opportunity Office; Deaf and Hard of Hearing Services, The Office of Services for Individuals with Disabilities, Division of Public Safety which includes the Police Department, Parking and Transportation Services, Risk Management and Insurance, Emergency Preparedness, and Environmental Health and Safety. The Executive Director also works with the President and other University officials on matters related to University governance, policy, and compliance.

The *Equal Opportunity Office (EOO)*, working with the President and other University officials, is responsible for the development, administrative management, and policy implementation of the University's equal opportunity and affirmative action programs, policies and procedures for EO/AA compliance, including University recruitment and selection activities. The Director of EOO reports to the Executive Director of Policy, Compliance and Governance. The EOO staff conduct workshops on sexual harassment and other harassment and discrimination issues and coordinate the submission of employment-based nonimmigrant and immigrant petitions to the United States Department of Homeland Security for the benefit of foreign national faculty and staff members. The Equal Opportunity Office also receives, investigates, and facilitates the resolution of grievances filed in accordance with the University's policies of nondiscrimination and sexual harassment.

The *Policy Compliance Analyst* reports to the Executive Director of Policy, Compliance and Governance and is responsible for reviewing and recommending development of policies to foster compliance with all regulatory, legal and University requirements. Responsibilities also include evaluating compliance with University policies, providing resource information to the University about compliance issues and reviewing existing policies to ensure improved processes, information flow and operation effectiveness. The Policy Compliance Analyst also supports the Director of EOO with the administration of EOO policy and procedures, including the investigation of complaints.

The *Coordinator of Deaf and Hard of Hearing Services* reports to the Executive Director of Policy, Compliance and Governance and is responsible for the coordination and management of the program of direct interpreting services for deaf and hard of hearing students on campus.

The *Director of the Office of Services for Individuals with Disabilities (OSID)* reports to the Executive Director of Policy, Compliance and Governance is responsible for ensuring that all qualified individuals with disabilities including students, staff, faculty and the University Community have access to the educational opportunities, programs and activities sponsored by the University. The Director and OSID Staff provide access information, accommodation, advocacy and resources to individuals with disabilities and the campus at large in efforts to assist the University with compliance with national, state and local disability laws. The OSID also advocates for the inclusion of individuals with disabilities as a part of the larger diversity population.

The *Executive Director of Public Safety* reports to the Chief of Staff and Executive Director of Policy, Compliance and Governance. This position has the administrative and managerial responsibilities over the University's Police Department, Parking and Transportation Services, Risk Management and Insurance, Emergency Preparedness, and Environmental Health and Safety.

The *Chief of the EKU Police Department* reports to the Executive Director of Public Safety and is responsible for the coordination and supervision of police, transportation, parking, and safety services for the University community. The University police provide 24-hour patrols of the EKU campus buildings, parking lots, residence hall exteriors, and campus grounds. University police officers have full authority on all University property and concurrent jurisdiction on all roads and streets adjacent to the campus. The University police also have the authority to investigate crimes committed on University property anywhere in the state. The EKU Police Department offers a variety of informational programs that inform students and employees on safety and security issues, including how to report crimes and how to prevent crimes. These programs are available on request by student groups, employees, or individuals.

The *Director of Parking & Transportation* reports to the Executive Director of Public Safety and is charged with the responsibility of providing quality customer service and proper management of parking and transportation resources. The Parking Office provides parking information, issues parking permits for the campus community and visitors, coordinates parking for special events, and enforces parking rules and regulations. The Transportation Office provides day and evening shuttle transportation and motor pool/fleet services.

The *Director of Risk Management and Insurance* reports to the Director of Public Safety and is responsible for the oversight and coordination of the University's risk management program including liability, property and workers' compensation insurance. In addition, this position is responsible for advising senior management in loss-reduction strategy.

The *Director of Emergency Preparedness* reports to the Director of Public Safety and is responsible for the research,

documentation, implementation and maintenance of a Campus Emergency Preparedness Plan. This position also acts as a consultant to the Office of Public Safety on matters involving business affairs, records management, legislative compliance, accreditation, and budget management.

The *Director of Environmental Health and Safety* reports to the Executive Director of Public Safety and is responsible for the development, implementation and monitoring of programs associated with environmental health and safety compliance, including industrial hygiene, occupational safety, fire prevention, biosafety, radiation safety, environmental management and laboratory safety.

## VI. OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ADMINISTRATION

The *Executive Vice President for Administration* exercises management responsibility over all functions relating to EKU administrative services and provides administrative leadership to Financial Affairs, Student Rights and Responsibilities, Information Technology, Human Resources, and Capital Planning & Facilities Management. The *Executive Vice President for Administration* is a high-level decision maker who contributes to the overall strategy and direction of the University.

The *Vice President for Financial Affairs and Treasurer* reports to the Executive Vice President for Administration and is responsible for the administration and coordination of the fiscal affairs of the University. Functions of the University that are of a business or financial nature are organized under and performed by the Office of Financial Affairs and the Vice President is involved in all financial matters of the University.

The *Associate Vice President for Financial Affairs – Financial Compliance* reports to the Vice President for Financial Affairs and assists in the implementation and review of University financial policies and procedures, monitors national, state and university financial activities that may affect University activities, and coordinates internal and external financial reporting requirements.

The *Associate Vice President for Financial Affairs – Financial Services* reports to the Vice President for Financial Affairs and assists in the implementation and review of University financial and business policies and procedures, coordinates internal financial administration of the EKU Foundation's Endowment funds, and assists in projects related to the business aspects of the University. Reporting to the AVP for Financial Affairs – Financial Services is the Colonel 1 Card Office, and Purchases and Stores, as well as contract administration and oversight of the University Bookstore (Barnes & Noble) and University Dining Services (Aramark).

The *Director of Purchases and Stores* is responsible for the procurement, receipt, and delivery of materials, services, and equipment specified by University departments. The Division operates a central stores service for all University divisions and departments.

The *Controller* reports to the Vice President for Financial Affairs and is responsible for the day to day financial operations of the University, including check processing, student billings and collections, general accounting processes, and for providing processes, systems, controls and procedures over financial functions so that the University has timely, accurate and complete financial information for use in decision making. Reporting to the Controller is Accounting and Financial Services, which includes Payroll and Accounts Payable, Student Accounting Services and Sponsored Program Accounting.

The *Director of Accounting and Financial Services* is responsible for recording and reporting all financial transactions of the University, including accounts payable, student organizations, employee travel, student refunds, and externally funded programs.

The *Director of Student Accounting Services* is responsible for billings and collections of funds due the University, including tuition, fees, rentals, sales, assessments, and allocations. The Division also initiates tuition related refunds and maintains check-cashing services for the University in addition to administration of all University based student loan programs.

The *Executive Director of Budgeting* reports to the Vice President for Financial Affairs and is responsible for the coordination of the annual budget process, assisting in the development of budget recommendations and

guidelines, and preparation of the detailed University budget in concert with University leadership. In addition this office is responsible for on-going budget analysis and monitoring.

The *Associate Vice President for Information Technology* reports to the Executive Vice President for Administration and coordinates the use of computing resources related to instructional and research activities. Services provided to faculty, staff, and students include consultation, purchasing advice, education, and program support, as well as the operation and maintenance of computing equipment for academic applications. Responsibility also includes campus-wide telephone service, including installation and maintenance, switchboard operation, telephone billing, and preparation of student and faculty/staff telephone books. This division provides systems design, programming, training, documentation, and consulting services regarding administrative management information as well as being responsible for providing support for university administrative related information processing requirements. Printing Services and Mail Services also report to the Associate Vice President for Information Technology.

The *Director of Networking and Telecommunications* is responsible for ensuring that all areas of the university have access to quality network and telecommunications services. Responsibility includes campus-wide telephone service, internet access, intranet access, and access to extended campuses.

The *Director of Student Computing Services* reports directly to the Associate Vice President for Information Technology and coordinates the daily operation and upkeep of public access student computer laboratories on campus and technology-related purchasing and contracts. Services provided to the university community include a 24 hour walk-in computer laboratory, assistance with the maintenance and support of departmental computer laboratories, technology-related purchasing advice, maintenance of campus-wide software contracts, and the daily availability of an on-campus computer store with academic pricing. Responsibilities also include maintenance and management of the calendar for the Teleconference Room on the 5<sup>th</sup> floor of the Student Services Building.

The *Director of Hardware Support* reports to the Associate Vice President for Information Technology. Services provided to the University include maintenance and repair of desktop computer equipment, printers and peripheral devices and to recommend warranty coverage for new purchases of desktop equipment. Warranty and non-warranty repairs are provided for University supported brands.

The *Director of Information Services* reports to the Associate Vice President for Information Technology and coordinates the use of the administrative management information system for the university. Services provided to faculty, staff, and students include systems design, programming, report creation, training, documentation, and consulting regarding the enterprise system. Responsibility also includes providing support for university administrative related information processing requirements.

The *Director of Instructional Technology* manages and coordinates resources (personnel, software and hardware) in support for the following projects: Distance Education Tele-conferencing (ITV), Online Course Management (Blackboard), Extended Campus Site Technical Support, IT Web Support, IT Professional Development and Training, Powell Tech Commons and Classroom Technology. This area provides consulting services to the university community in development and implementation of long-range plans for upgrades and enhancements to meet the changing needs of instructional technology.

The *Director of Systems Support* reports to the Associate Vice President for Information Technology and provides technical support for all of the Universities enterprise hardware, operating systems and system software. This includes faculty/staff and student email systems, anti-virus software, sharepoint systems, ERP systems (Banner and related systems), anti-spam, Active Directory, university file systems, Blackboard (online learning system), University Oracle, SQL databases, password management systems, enterprise data backup systems, Data Center Environment and event monitoring systems, and University web servers. This position also evaluates and purchases enterprise computer hardware based upon new project specifications, updates or replacements to existing enterprise systems, or periodic increased capacity demands.

The *Director of Desktop Support* is responsible for the Help Desk and ResNet. Services provided to students, faculty and staff include telephone and walk-in support and consultation, laptop software support and troubleshooting, reporting issues for resolution by Hardware Support, Instructional Technology and Information Services, scheduling IT computer classrooms for use of faculty and staff, disseminating information about critical service outages and issues, “door to door” service for all software-related concerns,

new machine setups, application installation and consultation, printer setup and sharing, providing support for email accounts, and supporting connections for students in residence halls and Brockton.

The *Director of Human Resources* reports to the Executive Vice President for Administration and is responsible for recruiting and processing applications for all positions, maintaining all personnel records, administering all fringe benefits programs, administering employee training and development programs, assisting management and supervisors in employee relations, and coordinating the University's wellness program.

The *Associate Vice President for Capital Planning and Facilities Management* reports to the Executive Vice President for Administration and is the Chief Strategic Officer that is administratively responsible for overseeing, planning and designing the construction, alteration, and maintenance of all University owned facilities, grounds and related physical assets including 4.7 million square feet of facilities, 900 acres of grounds, a utility distribution system consisting of more than 100 miles of underground distribution systems, and an 18-hole golf course. The AVP sets standards and provides leadership for the department to assure proper functioning of all University facilities.

The *Director of Facilities Services* reports to the Associate Vice President for Capital Planning and Facilities Management and is responsible for the maintenance of the University physical plant and care of the grounds. The Division of Facilities Services is also responsible for the custodial care of all buildings, including residence halls and University rental housing units; for the operation of the heating plant; and for maintenance and service of University-owned vehicles and equipment. Also, the division coordinates relevant activities involving appropriate agencies of the Commonwealth of Kentucky Division of Facilities Management and non-University contractors.

The *Director of Student Rights and Responsibilities* reports to the Executive Vice President for Administration and is responsible for coordinating rights and responsibilities, student judicial programs and services, and commuter student services. The Office of Student Rights and Responsibilities includes administration of the academic integrity policy including the identification of and resolution of issues relating to cheating, plagiarism, and fabrication.

The *Special Assistant to the Executive Vice President for Administration* provides leadership and administrative direction in conjunction with the Executive Vice President for Administration, facilitates strategic planning discussions, and proactively examines complex processes in the context of EKU's overall goals and mission.

## **VII. GOVERNMENT RELATIONS**

The *Executive Director of Government Relations* reports to the President and is responsible for advising and supporting the President in all government relations activities including, but not limited to local, state and federal legislative, executive and CPE activities.

## **VIII. INTERNAL AUDIT**

The *Director of Internal Audit* provides an independent, objective assurance and consulting activity to the University and its affiliated organizations. The director performs operational, compliance, and financial audits of all University activities in accordance with The Institute of Internal Auditors' *Standards for the Professional Practice of Internal Auditing*. The objective of internal audit is to provide the management of EKU and Board of Regents with on-going risk assessments, constructive recommendations, reliable opinions, and timely assistance. The Director reports administratively to the President and maintains direct communication with the Board of Regents. To ensure independence and objectivity, the Director has no direct responsibility or authority for activities or operations that may be audited or reviewed. The Director serves as the liaison to all external auditors.

## **IX. THE OFFICE OF STUDENT AFFAIRS**

The *Associate Provost and Vice President for Student Affairs* reports to the President and to the Provost/Vice President for Academic Affairs. The Associate Provost/Vice President for Student Affairs is responsible for providing quality services, leadership experiences, and learning opportunities that promote personal development and student success outside the classroom. Through an active collaboration with Academic Affairs, the Division of Student Affairs interacts with students through organized services and programs to create a campus responsive to individual student needs. The Division of Student Affairs includes the following departments and areas: Admissions, Education Pays, Campus Recreation, Career Services, Community Service & Student Engagement, Counseling Center, Financial Aid, First Year Programs, Greek Life, Marketing, Meditation Chapel, Multicultural Student Affairs, Regional Campus Student Affairs,

Student Health Services, Student Health Promotion and Education, Student Involvement & Leadership, Student Outreach and Transition Office, Student Support Services (NOVA), University Housing, and Veteran's Affairs.

The *Associate Vice President for Campus Life* reports to the Associate Provost/Vice President for Student Affairs and is accountable for administration and coordination of various departments within the Division of Student Affairs. The Associate Vice President for Student Affairs works directly with Campus Recreation, Community Service & Student Engagement, Greek Life, Multicultural Student Affairs, Regional Campus Student Affairs, Student Involvement & Leadership, and University Housing.

The *Director of Campus Recreation* reports to the Associate Vice President for Campus Life and oversees a program that offers a variety of wellness facilities and recreational opportunities to the University community. The department promotes physical, emotional, and social growth of students, faculty and staff by encouraging the development of lifelong skills and positive attitudes through recreational activities. There are five areas within Campus Recreation: facilities, fitness, adventure programs, intramurals, massage therapy, and student health promotion and education.

The *Office of Student Health Promotion and Education* reports to the Director of Campus Recreation and works in partnership with students, faculty and staff to promote optimal health. The Office of *Student Health Promotion and Education's* mission is to share information, develop skills and empower students to make healthy lifestyle choices. We support health and wellness throughout the University community and provide opportunities for university-wide collaboration. The office includes the *EKU Health Education Action Team (H.E.A.T.)* a team of peer educators whose mission is to educate fellow students on healthy lifestyle choices. The team concentrates on issues pertinent to college students, and advances its message through events organized and presented in collaboration with other departments of the University and community agencies, both in and out of the classroom. *Men Advocating Awareness about Rape and Sexual Assault (M.A.R.S.)* is a group that provides educational programming to all students on campus on Rape and Sexual Assault issues. They utilize the MVP (Mentors in Violence Prevention Program) model and generally present programs in teams. M.A.R.S. also sponsors the yearly Take Back the Night and other awareness events.

The *Associate Director of Greek Life* reports to the Associate Vice President for Campus Life and promotes the vision of the EKU Greek community to pursue a common goal of excellence through scholastic achievement, cooperation, and service to others. Membership in the Greek community at Eastern Kentucky University provides an outlet for exercising responsibility, creativity, and leadership. Greek life also fosters the development of cooperation and acceptance of responsibility as part of leadership development.

The *Director of Multicultural Student Affairs* reports to the Associate Vice President for Campus Life and directs efforts of an office that seeks to bring issues of cultural identity to the foreground of campus conversation through programs and services. This office exists primarily to serve all students as they question personal and collective notions of race, ethnicity, and culture. Multicultural Student Affairs hopes to enhance the student experience by encouraging the utilization of campus resources, participation in campus life, understanding and respecting cultural differences, and promoting tolerance and inclusiveness. The Office of Multicultural Student Affairs is actively engaged in collaborative efforts with other departments and academic areas on campus and provides co-curricular learning experiences and encourages utilization of the EKU Cultural Center located in the Powell Student Union.

The *Coordinator for Student Affairs at the Regional Campuses* reports to the Associate Vice President for Campus Life and serves as the liaison with each department of the Division of Student Affairs in Richmond and the students attending classes at the Regional Campuses. This office has a commitment to provide student life experiences outside of the classroom for the students at the Corbin, Danville and Manchester campuses. The office strives to assist students through programs activities, events, learning opportunities and leadership.

The *Director of Student Involvement and Leadership* reports to the Associate Vice President for Campus Life and oversees efforts to provide numerous activities to EKU students, which include registered student

organizations, leadership development and opportunities, and social events. The office also provides unique educational sessions to assist students in their collegiate holistic development inside and outside the classroom. In addition to academic programs, the University provides many services and activities that promote mental/physical health and social/academic well being.

*The Assistant Director for Community Service & Student Engagement* reports to the Director of Student Involvement and Leadership and coordinates opportunities for students to give back through service both on and off campus. Whether it's to fulfill a class requirement or just because they want to get involved, students looking for volunteer opportunities can visit the Office of Community Service and Student Engagement to get connected with local volunteer and leadership opportunities that meet their individual needs and fit their busy schedules.

*The Director of University Housing* reports to the Associate Vice President for Campus Life and is responsible for providing leadership and direction to an office dedicated to providing a variety of housing options that best meet the needs of all EKU students. The residence halls are living-learning environments dedicated to supporting students' ability to live, learn, work, and play while attending EKU. Learning communities are floors or entire halls whereby students with similar academic or social interests live. These floors have set curriculum that guide and direct their programming and social activities. For the 2008-2009 academic year, the following learning communities are available for students: College of Justice & Safety, Colonels First (First Generation College Students), Discovery (GSD), Education, Honors, Health Sciences, PGA/ Professional Golf Management, Women Involved in Living & Learning (WILL), ConneXtions (Freshmen Connections), Community Outreach Opportunities League (COOL) (Community Service Experience), Fine & Creative Arts, NextSteps, Outdoor Pursuits, Sophomore Overdrive, Students Working Out on Staying Healthy (SWOOSH), Women's Interests of Today & Tomorrow (W.I.T.T.).

*The Associate Vice President of Student Affairs/Dean of Students* reports to the Associate Provost/Vice President for Student Affairs and serves as an advocate for students along with being accountable for administration and coordination of various departments within the Division of Student Affairs. The Associate Vice President of Student Affairs/Dean of Students works directly with the Counseling Center, First Year Programs, Student Health Services, Student Support Services (NOVA).

*The Director of Career Services* reports to the Associate Vice President of Student Affairs/Dean of Students and is responsible for assisting students who are seeking employment and/or clarifying their career direction. The Career Services staff offers individual appointments, seminars, career fairs and other resources to help students with choosing a major and career preparation. These areas include resume and cover letter writing, tips on job search strategies, internet job searching, professional dress, dining etiquette, interviewing skills and assistance in identifying and connecting with potential employers.

*The Director of the Counseling Center* reports to the Associate Vice President of Student Affairs/Dean of Students and manages a number of services designed to promote the success of students in achieving their academic, social and personal goals. The Counseling Center staff consists of psychologists and counselors who provide personal and career counseling both individually and in groups. Counseling is offered on a short term basis. Referral services are provided when the need is beyond the role and scope of the Counseling Center. Substance abuse assessment and counseling is a service available at the Counseling Center. Psychiatric services are available on a limited basis. Counseling relationships are considered confidential as delineated by the APA Code of Ethics and Kentucky State Law. Current students are eligible for counseling services.

*The Director of First Year Programs* reports to the Associate Vice President of Student Affairs/Dean of Students and provides leadership to aid in the transition to college for first-year students and their parents by providing useful and timely information through Orientation, New Student Days, Colonel Camp and other programs. The Office of First Year Programs is committed to encouraging first-year students to grow socially and academically and to respect themselves and all others in the Eastern Kentucky University community.

The *Director of Student Health Services* reports to the Associate Vice President of Student Affairs/Dean of Students and is responsible for providing students with quality acute ambulatory medical care in a compassionate environment, while providing education on healthy lifestyles. Student Health Services is located on the first floor of the Rowlett Building. Physicians, registered nurses, and administrative personnel make up the staff that provides primary medical care for all students at the University. Immunization and mental health clinics are important components of this care. Student Health Services has three primary goals: First, to address any acute medical condition that threatens health, interferes with function, reduces performance, and serves as an obstacle to learning and personal growth. Second, to educate our student body on healthy lifestyle choices that promotes wellness and reduces the chances of disease – the preventative approach. Third, to serve as a source of information and access to community based assistance and programs.

The *Director of Student Support Services (NOVA)* reports to the Associate Vice President/Dean of Students and aids in the retention and graduation of students with academic deficiencies who meet the eligibility requirements of the program.

The *Associate Vice President/Dean of Enrollment* reports to the Associate Provost/Vice President for Student Affairs. The Associate Vice President/Dean of Enrollment coordinates programs and activities designed to enhance the educational experiences of undergraduate students and coordinates university-wide undergraduate educational programs that pertain to the recruitment, enrollment, retention, and graduation of students.

The *Director of Admissions* reports to the Associate Vice President/Dean of Enrollment and is responsible for the admission and readmission of students into the University. The Director is also responsible for the coordination of recruitment activities and conducts programs to attract students to the University. The Director of Admissions works with University committees in the establishment of admission standards and other academic standards pertaining to the enrollment of students.

The *Office of Student Financial Assistance and Scholarship* reports to the Associate Vice President/Dean of Enrollment and oversees the administration and delivery of federal, state and institutional financial aid programs for the university. The office provides guidance and direction to students and families of the processes for applying for financial aid and scholarships. In addition, the office assists students with information pertaining to student loan financial literacy.

The *Director of the Student Outreach and Transition Office (SOTO)* reports to the Associate Vice President/Dean of Enrollment and provides oversight of services designed to support the successful transition and retention of non-traditional student populations such as transfers, veterans and adult students. SOTO is a one-stop shop for the recruitment, application processing and course evaluations of students wishing to transfer to ECU. The office also actively recruits and supports first-time and returning adults and veterans, making the transition to campus a seamless process. We provide customized academic orientation courses, personal consulting and special programming designed to address the unique needs of these students.

The *Director of Education Pays Program* reports to the Director of the Student Outreach and Transition Office and assists qualifying students to develop academic skills, explore careers, and acquire job skills.

The *Associate Director for Transfer Center* reports to the Director of the Student Outreach and Transition Office and assists with the enrollment process of all transfer students, that they may be successful in beginning their education, making the transition to campus a seamless process.

The *Associate Director for Veterans Affairs* reports to the Director of the Student Outreach and Transition Office and serves as an advocate for student veterans to both the academic and student affairs communities. The Office of Veterans Affairs assists student veterans in obtaining their education benefits from the Veterans Administration, preparing their military training transcripts for evaluation, and providing transition assistance, academic counseling, and serves as a resource center for all veteran issues.

The *Director of Marketing* reports to the Associate Vice President/Dean of Enrollment and is responsible for developing and maintaining a dynamic, balanced, and inclusive integrated marketing program for Eastern Kentucky University that supports the University's Strategic Plan. This is accomplished through the preparation and analysis of market research and planning, implementation and control of carefully crafted initiatives, the exchange of EKU's core values and success stories with external and internal audiences, ongoing communication with key target audiences, and the evaluation of the marketing program's overall effectiveness.

The *EKU Bookstore* is currently managed and operated by an independent contractor under agreement with the University. The EKU Bookstore is located at the heart of campus in the Keen Johnson Building. The Bookstore is the place for one-stop shopping on all EKU Pride wear, textbooks and much more. It offers a wide variety of products, services and events in support of the campus community. The EKU Bookstore works diligently with departments, faculty and staff to ensure that textbooks and products required for each class are readily available to students. The Bookstore is open extended hours during the beginning and end of each semester and during special events.

*EKU Dining Services* is currently managed and operated by an independent contractor under agreement with the University. EKU Dining Services provides food services to Eastern Kentucky University through the residence-dining program, retail operations, catering, and athletic concessions. It is the goal of both EKU Dining Services and Eastern Kentucky University to maintain high-quality food service for residence hall students and the campus community. EKU Dining Services also facilitates full-service catering for over 2,500 functions each year. EKU Dining Services and Eastern Kentucky University remain committed to enhancing the overall campus environment. Tremendous emphasis is placed on actively measuring customer satisfaction, responding to changing requirements, and striving for continuous improvement.

The *University Chaplain* is responsible for scheduling the Meditation Chapel activities, and organization of various religious and civic services. The chapel is non-sectarian and is open to students, faculty, staff, alumni, and friends of the University for meditation, prayer, and spiritual reflection.

## X. THE OFFICE OF UNIVERSITY ADVANCEMENT

The *Vice President for University Advancement* reports to the President and is responsible for the direction and coordination of institutional advancement programs and activities such as funding the division of Alumni Affairs, institutional marketing, communications and development.

The *Associate Vice President for Development* reports to the Vice President for University Advancement and is responsible for direct supervision of the regional/major gifts program, prospect research, annual giving, database administration, grants writing and planned giving. This position provides significant assistance to the Vice President for University Advancement with the University's capital campaign efforts. The Associate Vice President for Development also serves as a Director of Regional Advancement. This position identifies, tracks, cultivates and solicits major donors from a variety of sources including alumni, non-alumni, corporations and foundations in the aforementioned locations as well as assisting with appropriate public relations and alumni relations activities and events in those areas.

The *Director of Regional Advancement and Annual Giving* reports to the Associate Vice president for Development and provides strategic and managerial leadership for annual giving programs, gift processing and gift reporting. This position also serves as a Director of Regional Advancement. This position identifies, tracks, cultivates and solicits major donors from a variety of sources including alumni, non-alumni, corporations and foundations in the aforementioned locations as well as assisting with appropriate public relations and alumni relations activities and events in those areas.

The *Gift Processing Associate* reports to the Director of Regional Advancement and Annual Giving and ensures all charitable donations to the University are received, entered into the giving database, and acknowledged in an appropriate and efficient manner. This position also answers questions from donors pertaining to their gifts, and works to ensure IRS standards are upheld in gift receipting efforts.

The *Director of Advancement for Model Laboratory School and Southern and Eastern Kentucky* reports to the Associate Vice President for Development and oversees the planning and execution of all advancement efforts for the Model

Laboratory School.

The Director works closely with the College of Education. This position also serves as a Director of Regional Advancement. The position identifies, tracks, cultivates and solicits major donors from a variety of sources including alumni, non-alumni, corporations and foundations in the aforementioned locations as well as assisting with appropriate public relations and alumni relations activities and events in those areas.

*Associate Directors of Regional Advancement* report to the Associate Vice President for Development and are responsible for developing and executing aggressive major gift programs for Eastern Kentucky University within targeted regions of the state and nation. The positions identify, track, cultivate and solicit major donors from a variety of sources including alumni, non-alumni, corporations and foundations in the aforementioned locations as well as assist with appropriate public relations and alumni relations activities and events in those areas.

The *Associate Director of Annual Giving* reports to the Director of Regional Advancement and Annual Giving and is responsible for developing and implementing strategies for the procuring of annual gifts in support of academic and athletic programs at Eastern Kentucky University, as well as the procurement of unrestricted annual funds for the University.

The *Senior Charitable Grants Writer* reports to the Associate Vice President for Development and is responsible for research and preparation of all charitable grant applications for funds in support of programs at Eastern Kentucky University. This position works closely with the Office of Sponsored Programs to coordinate appropriate solicitation and receipting of private versus state and federal grant support.

The *Database Administrator* reports to the Associate Vice President for Development and is responsible for maintaining and insuring the integrity of the Alumni database. The Database Administrator is responsible for the training of database users, ensuring the security and access of the database according to established policy, and continual monitoring of the database by reports and queries for ways to improve system and to detect potential problems therein.

The *Assistant Database Administrator* reports to the Database Administrator and is responsible for assisting with training of database users, reporting, and technical upkeep of the database software. This position also oversees all Development office website updates and content.

The *Foundation Scholarship Coordinator* reports to the Associate Vice President for Development and is responsible for developing and maintaining strategic oversight of the Foundation Scholarship accounts. The position ensures scholarships are awarded appropriately according to donor wishes and IRS regulations, and coordinates a process through which colleges and departments are informed about availability of scholarship awards.

The *Coordinator of Resource Development* reports to the Associate Vice President for Development and is responsible for researching individual and organizational donor prospects for the Development office. This position also works with the Foundation Scholarship Coordinator to facilitate donor stewardship efforts.

The *Associate Vice President for Public Relations and Marketing* reports to the Vice President for University Advancement and serves as the University's chief public relations and marketing officer and University's spokesperson. The Associate Vice President for Public Relations and Marketing manages five primary areas: News and Public Information, Marketing, Publications (print and electronic), Web Services, and Public Relations/Community Relations. In addition, the Associate Vice President provides public relations and marketing counsel to the President and President's Cabinet.

The *Director of Communications* reports to the Associate Vice President for Public Relations and Marketing and oversees the University's news and public information efforts and serves as the President's principle speechwriter. The Director also works with all aspects of the University's academic program in providing a fair and balanced approach to preparing and disseminating news to all concerned media outlets across Kentucky, the region, and the nation.

The *Director of Publications* reports to the Associate Vice President for Public Relations and Marketing and is

responsible for developing, coordinating, and implementing a comprehensive, University-wide external publications program for Eastern Kentucky University. The Director particularly focuses efforts on planning and directing print and electronic publication projects that impact student enrollment, student retention, and/or institutional advancement. In addition, the Director serves as editor of EKU's Alumni Magazine.

The *Associate Director of Publications* reports to and assists the Director of Publications as the principle graphic designer for assigned print and electronic publications. The majority of the projects are primarily intended for external audiences.

The *University Photographer* reports to the Director of Communications and is responsible for developing, coordinating, and implementing a comprehensive, University-wide photography program for Eastern Kentucky University. The University Photographer creates images for EKU's news, publications, advertising, and web services, including the EKU Alumni Magazine, athletic media guides, and brochures-totaling more than 100 publications annually.

The *Senior Writer/Editor* reports to the Director of Communications and is responsible for preparing copy for many of the University's internal and external publications including the bi-weekly electronic newsletter for EKU faculty and staff, *EKU Update*. Also, the Senior Writer/Editor prepares news to be released to hometown media outlets, representing news and events affecting students attending the University. When called upon, this staff member provides graphic design support for marketing projects, including print and electronic advertising and publications.

The *Staff Writer* reports to the Director of Communications and works closely with the Associate Vice President for Public Relations and Marketing in the preparation of feature stories, articles, press releases, impact statements, and media backgrounders as they relate to news and events involving the faculty, staff and/or students of Eastern Kentucky University. In addition, the Staff Writer will be called upon to assist with the written production of EKU's alumni magazine, annual reports, newsletters, and website text, featuring the accomplishments of EKU's faculty and staff.

The *Director of Alumni Relations* reports to the Vice President for Advancement and is responsible for the operation of the office of Alumni Relations, and develops and coordinates programming for the Eastern Kentucky University National Alumni Association, directs the activities of the University's alumni chapters, coordinates alumni support programs in cooperation with the Division of University Development, and oversees the maintenance of alumni records. The Associate Vice President serves as executive director of the EKU National Alumni Association.

The *Associate Director for Alumni Relations* reports to the Director of Alumni Relations and is responsible all aspects of Alumni Weekend; Colonel Country Tailgate during Homecoming, manages the Alumni Travel Program, and coordinates alumni chapter activities, develops and implements the training of volunteer leaders and the planning and coordination of alumni activities. The Associate Director for Alumni Relations serves as advisor to the Student Alumni Ambassadors.

## **XI. UNIVERSITY COUNSEL**

The *University Counsel* serves as the legal counsel of the University and is appointed by the President with the approval of the Board of Regents. As principal legal officer of the University, the University Counsel advises the President and other administrative officers regarding questions of law which affect the administration of the University. The University Counsel performs legal duties for auxiliary corporations of the University as directed by the President; institutes and defends actions in courts and administrative hearings on behalf of the University; drafts and/or approves the legality and form of all contracts, deeds, leases, and other legal documents; and reviews for legality and form all University regulations relating to the employment of faculty, staff, and other personnel and relating to the admission, suspension, or expulsion of students. The University Counsel also advises the President on engaging outside counsel for the University when the need arises because of either the specialized nature of the legal question involved or the volume of assistance required.

The *Associate Counsel* reports to the University Counsel and provides legal counsel to University administration, drafts and/or approves the legality and form of contracts and other legal documents and provides other legal counsel and support as assigned.

## **XII. FACULTY SENATE**

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

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

## **XIII. ACADEMIC COLLEGES AND DEPARTMENTS**

### *College of Arts and Sciences*

Departments: Anthropology, Sociology, and Social Work; Art and Design; Biological Sciences; Chemistry; Computer Science; Economics; English and Theatre; Foreign Languages and Humanities; Geography and Geology; Government; History; Mathematics and Statistics; Music; Philosophy and Religion; Physics and Astronomy; and Psychology.

### *College of Business and Technology*

Departments: Accounting, Finance and Information Systems; Agriculture; Management, Marketing, and Administrative Communication; Communication; Military Science; and Technology.

### *College of Education*

Departments: American Sign Language and Interpreter Education; Counseling and Educational Psychology; Curriculum and Instruction; Educational Leadership; Model Laboratory School; and Special Education.

### *College of Health Sciences*

Departments: Associate Degree Nursing; Baccalaureate and Graduate Nursing; Clinical Laboratory and Environmental Health Sciences; Exercise and Sports Science; Family and Consumer Sciences; Health Promotion and Administration; Occupational Therapy; and Recreation and Park Administration.

### *College of Justice and Safety*

Departments: Criminal Justice and Safety, Security, and Emergency Management.

## **XIV. UNIVERSITY COUNCILS**

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

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

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

The *Graduate Council* proposes policies and standards concerning graduate study and program requirements. The council makes recommendations to the Council on Academic Affairs. The council membership is comprised of twelve

graduate faculty and two graduate students all of whom are appointed by the President from nominations by the Faculty Senate and/or the Student Association. The council is chaired by a faculty member elected by the membership of the Graduate Council. The Associate Vice President for Research and Dean of Graduate School and the Associate Dean for Graduate Education and Research serve as non-voting members.

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

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

**XV. UNIVERSITY COMMITTEES**

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

## PART THREE

### FACULTY APPOINTMENT & EVALUATION

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

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

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

- A. Temporary ([Policy 4.6.3P](#))
- B. Probationary ([Policy 4.6.5P](#))
- C. Tenure ([Policy 4.6.4P](#))
- D. Visiting Faculty ([Policy 4.6.8P](#))
- E. Lectureships ([Policy 4.6.10P](#))
- F. Clinical/Senior  
Clinical Faculty ([Policy 4.6.11P](#))
- G. Adjunct Faculty ([Policy 4.6.2P](#))
- H. Retirement Transition  
Program ([Policy 4.6.9P](#))

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

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

#### IV. SPECIAL APPOINTMENTS

- A. Foundation Professorships ([Policy 4.6.16P](#))
- B. [Graduate Faculty Criteria](#)
- C. Shared Faculty Appointments ([Policy 4.6.12P](#))
- D. Part-Time Faculty Appointments ([Policy 4.6.13P](#))

#### V. EMPLOYMENT AGREEMENTS

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

#### VI. GUIDELINES FOR RECRUITING TENURE-TRACK FACULTY

1. The departmental search committee should meet with the Department Chair to draft the position announcement/advertisement once authorization is granted from the Office of the Provost and Dean of the College for the search to begin. The announcement/ advertisement must contain statements specifying the rank at which the candidate is to be employed, that the position is tenure earning, the minimum required qualifications and credentials, a reference to EKU's competitive compensation, application instructions and contact information. The announcement/ advertisement should contain a request for a list of at least three references, together with their telephone numbers and e-mail addresses. At this stage of the process, it is generally counterproductive to request letters of recommendation. The announcement/advertisement should state the date on which the initial review of applications will begin and should clearly state that the search will continue until the position is filled. The following statement must be included at the end of the announcement/advertisement.
2. In order to facilitate the review process, it is recommended that a draft of the announcement/advertisement be shared with the College Dean, the Equal Opportunity Office, and the Provost as early as possible in the process. Those three offices promise a 24-48 hour turnaround.
3. Two versions of the advertisement should be prepared. The longer version is for use in less expensive media and the shorter is for use in more expensive media. The longer version should be posted on the Department's

- home page. Each advertisement should contain the appropriate web address where the full announcement can be found.
4. The advertisement plan for the position should include a cost estimate. Human Resources can provide that information based on a draft of the announcement/advertisement.
  5. It is also recommended that departments prepare an attractive announcement of the position to be sent to colleagues at similar departments across the country, and make every effort to identify and solicit a broad pool of qualified applicants.
  6. Appropriate paperwork is to be filed with the Equal Opportunity Officer, the College Dean and the Provost.
  7. Each search committee is to select a Chair and have it understood that the committee Chair is the only contact person for communications with the candidates.
  8. The Chair of the search committee is to keep all records from the search, including CVs and related materials from all applicants, evaluations of each applicant; notes from all reference calls made, and interview notes. At the end of the search process, the entire file should be transferred to the College office for storage for five years.
  9. The search committee is to develop a clear set of selection criteria for evaluating applicants and a search process timetable.
  10. Each applicant is to be screened for minimum education and experience requirements. If an individual does not satisfy these requirements, the individual is not a qualified applicant and should not be given further consideration for the position. A letter should be sent to any such individual clarifying the status of the individual's application.
  11. After initial screening under item 10 above, each remaining application received should be acknowledged, and the affirmative action compliance information form and a postage-paid envelope provided by the Equal Opportunity Office should be included in the acknowledgement.
  12. The search committee will then conduct an initial review of the applicants and provide the Department Chair and the Dean with a summary of the applicant pool. At this point, a review of the candidate pool will be made by the Dean to ensure that it is a viable pool of applicants. If it is determined that it is not, the search can be continued or reopened at a later date.
  13. The search committee will rigorously apply the stated criteria to the applicant pool to develop a list of semi-finalists. Careful notes must be kept as to the reason(s) why each applicant does or does not meet the criteria. These notes must be retained as a part of the search file.
  14. The search committee will check the listed references of the semi-finalists. References can be collected in the form of traditional letters, faxed letters, e-mail communications, or telephone calls to the references. Telephone reference checks have been proven to be very effective means of gathering a good deal of information about candidates in a timely manner. Careful notes of any telephone conversation need to be kept as part of the applicants' files.
  15. If reference checks are made by telephone, the caller should use a script so that the same topics are covered with each reference call for each candidate. (It is understood, that as in any conversation, the discussion can go in many directions. The important point is that at least the same topics are covered in each reference call.)
  16. It is important through the search process that candidates are kept informed as to the status of the search process.
  17. It is imperative that throughout the search process all candidates, internal and external, are treated exactly the same.
  18. Following reference checks, the search committee may choose to arrange to do video interviews or telephone conference calls with some of the semi-finalists for the purpose of exploring key issues with a larger group of candidates than be brought on to campus. Once again, a script should be developed and followed for each discussion with a candidate. Records of those discussions must be kept as part of the search file.
  19. The search committee will submit up to three finalists for on-campus interviews (in extraordinary circumstances either less or more candidate interviews may be approved). Prior to inviting any candidates to campus, the Chair of the search committee should review the status of the search with the Dean. The search committee must be able to articulate why the proposed interviewees were selected for on-campus interviews. The Chair of the search committee and the Dean must ensure that all qualified applicants were given equitable employment consideration. Complete AA-1 form and forward to the College Dean. After all approvals, forward a copy to the Equal Opportunity Office.
  20. The search committee together with the Department Chair shall plan the campus visits of the finalists. Appointments should be scheduled with the College Dean as well as other appropriate individuals. Interviews may also be scheduled with the Provost if judged to be appropriate. Copies of the finalists' resumes should be shared with each person with whom an interview meeting is scheduled.
  21. Planning for the campus visits of candidates should be done as much in advance of the visit as possible. Efforts should be made to bring in candidates on a Saturday for two reasons: 1) the air fare is less expensive, and 2) the candidate will have a better opportunity to experience the Richmond area in a leisurely

fashion before formal interviewing begins. It is hoped that departments will also use the weekend for informal socializing with candidates.

22. Departments working in conjunction with their College offices should prepare complete informational packets to be mailed to the candidates well in advance of their campus visits.
23. All individuals who will interact with the candidates should be counseled on the legal considerations of an interview and the fact that good candidates will be interviewing us as much as we will be interviewing them.
24. Cost containment is also an issue in searches. In addition to controlling the high costs of airfares, departments should consider housing candidates in an area hotel with whom we have a negotiated rate for two reasons. First, the University has established a negotiated rate per room per night with the following hotels/bed & breakfast: Best Western Holiday Plaza, Best Western Road Star Inn, Ref Roof Inn, Comfort Suites, Hampton Inn, and the Bennett House. Second, the University has negotiated a direct billing process so that departments will not have to charge their accounts and then get reimbursed. Hosted meals should be kept within reason. While it is important to provide candidates with gracious hospitality, it is also important to keep the cost of hosted meals under control. No more than two to three individuals should be included in candidate meals.
25. While on campus, candidates should meet with as broad of a range of persons as possible. A formal feedback mechanism, preferably a written form developed in advance of the search committee, should be provided for everyone who meets with the candidates.
26. Questions about salary should be referred to the Dean. Candidates can be told that our salaries are competitive. But the actual salary for a position is not determined until the top candidate is identified. At that time, a series of discussions occur between the Chair, the Dean and the Provost about the appropriate salary following an analysis of national data from at least two to three sources.
27. Following the campus visits of all finalists, the search committee will meet the Department Chair to discuss the candidates in relation to the stated criteria, assess the feedback received on the candidates, and provide a listing of “acceptable” and “unacceptable” candidates to forward to the Dean together with a narrative of their relative strengths and weaknesses.
28. Recommendation regarding recommended candidates, rank and salary are to be forwarded to the Dean, who in turn, will discuss them with the Provost. Following that discussion, final paperwork will be prepared for approval by the Department Chair, the Dean, the Provost, and for review by the Equal Opportunity Officer. Once approval to proceed is given, the Dean will authorize an offer of employment to be made. If the offeree accepts the position, the Dean’s office will prepare the PAF.  
NOTE: The hiree is not to begin work until a fully executed contract is in place.
29. Care should be taken following a hiring that the transition to Eastern Kentucky University is made as smooth as possible for the new colleague. Frequent contact should occur between the new colleague and the home department during the period of transition to ECU.
30. Departments should develop formal mentoring programs for new faculty members, which should begin in the first semester of employment at ECU.

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

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

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

- A. Evaluation of Academic Administrators ([Policy 4.8.1P](#))**
- B. Evaluation of Non-Tenured Tenure-Track Faculty ([Policy 4.6.5P](#))**
- C. Evaluation of Part-Time Instructors ([Policy 4.6.14P](#))**
- D. Promotion and Tenure ([Policy 4.6.4P](#))**
- E. Tenured Faculty Member Review (Post Tenure Review) ([Policy 4.6.7P](#))**

## PART FOUR

### RIGHTS, RESPONSIBILITIES, BENEFITS, AND RESOURCES

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

#### I. RIGHTS

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

**B. Consultant Services**

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

**C. Equal Opportunity/Affirmative Action**

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

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

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

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

**G. Veterans Statement**

It is the policy of the University that there shall be no discrimination in employment (including recruitment, hiring, promotion, compensation and any other condition, or privilege of employment) on the basis of status as a disabled veteran, Vietnam era veteran (as defined in 38 USC Sec. 4211 and 41 CFR 60-250) or as a veteran who has served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, with regard to any position for which such individual may be qualified. This policy is intended to be in compliance with the University's obligation as a federal contractor under the Vietnam Era Veteran's Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing regulations, 41 CFR 60-250. Any complaint arising by reason of alleged discrimination shall be directed to: Executive Director, Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD).

#### II. RESPONSIBILITIES

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

**B. Convocations**

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

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

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

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

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

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

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

**H. Regional Campus Classes**

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

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

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

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

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

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

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

**III. BENEFITS**

**A. Benefits Availability to Faculty**

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

**1. Core Benefits**

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

**2. Optional Benefits**

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

**3. Employee Assistance Program**

The University provides Employee Assistance Programs to assist employees and members of their household with problems of daily living. This free, confidential service is provided by the Behavioral Medicine Network. To schedule an appointment with the Behavioral Medicine Network simply call

their office at 800-455-5579 or (859) 224-2022 and identify yourself as a member of the EKU faculty, spouse or dependent.

**4. Benefits upon Termination of Employment**

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

**B. Determination of Salary Increments**

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

**University Merit Pay Guidelines for Academic Units**

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

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

1. The faculty of each academic unit shall participate in the development of a system for recommending merit increases for the academic unit. This may be accomplished at the college level, or, with approval of the Dean, at the department level.
  - a) If each department of a college is to have a separate system, the policies shall be recommended by a majority of the faculty in the department, shall be forwarded, with recommendations of the Chair and of the Dean, to the Provost for Academic Affairs for review and approval.
  - b) If there is a college-wide system, the approval process shall follow the same pattern as described in “a” above.
  - c) The current practice which combines a standard award with a merit award and which bases both on performance shall continue. The standard award is a percentage of one’s annual salary awarded across the board to all faculty/staff who meet minimum performance standards. The merit award varies from individual to individual and is dependent upon the extent to which an individual exceeds minimum performance standards. University merit dollars are to be divided proportionately among departments based on the number of full-time faculty who are eligible for merit consideration in each department. Individuals who exceed minimum performance standards to an equivalent extent receive merit awards in equal dollar amounts.
2. In either case, the system must:
  - a) Be designed to differentiate with regard to performance so that no portion of the merit funds may be allocated across the board.
  - b) Conform to the University’s policy on nondiscrimination.
  - c) Parallel the criteria for promotion and tenure, recognizing Eastern’s primary mission of teaching.
    - (1) Salary adjustments, that is, increases occasioned by such circumstances as promotion, equities, and the need to maintain the University in a position of strength, shall be funded prior to the distribution of standard and merit award funds to the college/units.
    - (2) Academic merit pay systems shall be designed so that no less than 50% of the potential merit award for those with a full-time teaching load is based on teaching performance.
  - d) Define and clearly communicate the factors which are to be considered in evaluating meritorious performance.

- (1) Departments may consider basing merit awards on performance over a period of time longer than one year for meritorious performance not previously considered.
  - (2) In addition to the student opinion of instruction, each department shall use a systematic method of assessing teaching performance for purpose of merit awards. This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in the department merit pay policy.
- e) Provide for a formal evaluation conference where the faculty member will be notified by the Department Chair of the merit evaluation.
  - f) Require faculty members to actively participate in the merit evaluation process by:
    - (1) Providing documentation of meritorious performance in the form of a report structured according to department/college procedures and
    - (2) Participating in an evaluation conference with the Department Chair.
  - g) Provide a procedure for appeal of the evaluation which must be filed with the Department Chair, in writing, within five days of the evaluation conference.
  - h) Include a method for departments to periodically and regularly reassess their methods and procedures to ensure they are continuing to support the stated purpose, mission, and goals of the University.
  - i) Specify the procedures to be used in determining merit pay increases for faculty on paid or unpaid leaves. These procedures:
    - (1) Must include a case by case review by the Chair and Dean for compliance with the criteria,
    - (2) Must include the specification of prior agreements, in writing, concerning the criteria and process for the evaluation for merit pay, and
    - (3) May allow for differing awards according to the purpose of the leave if the basis of the difference is clearly explained and reflects the goals of the college and/or department.

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

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

**D. Faculty Identification Cards**

Faculty ID cards may be obtained from the Colonel 1 Card Office located in 128 Powell Student Center. Prior to obtaining the ID card, the faculty member should obtain his/her University identification number from Human Resources located in 203 Jones Building.

**E. Faculty Organizations**

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

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

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

**G. Leaves**

**1. Family and Medical Leave**

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

the twelve (12) weeks required by the FMLA will be included within the period of paid leave. For the complete policy, see the [Human Resources website](#) or see also the FMLA poster following Part Seven of the Faculty Handbook.

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

**2. Leave without Pay**

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

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

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

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

**3. Military Leave** (See [Military Leave with Pay](#))

**4. Sick Leave**

Beginning with their term of appointment, Eastern Kentucky University provides sick leave for the benefit of faculty absent because of personal illness, injury, or other short term disability; attendance on the children or spouse or significant other whose condition requires the faculty's direct care; and a death in the household or immediate family (defined as spouse or significant other, children, parent, sibling, grandparents, or grandchildren of the faculty or of the faculty's spouse or significant other).

Faculty shall receive sick leave credits on the basis of one day per month for each period of employment with Eastern Kentucky University. Sick leave credits accrue with each semi-monthly payroll. Periods of leave without pay earn no sick leave credits

a) **Sick Leave Record Keeping**

It is the responsibility of faculty to inform the immediate supervisor whenever they cannot meet their responsibilities due to illness or other reasons covered by the sick leave policy and to initiate the appropriate form(s), which are available from the supervisor. Supervisors may require a health professional's certification of illness.

b) **Sick Leave Benefits upon Termination of Employment**

Any faculty terminating employment at ECU prior to retirement will receive no compensation for accumulated sick leave days. A staff member who retires from ECU under KTRS can receive up to one-half year of service credit toward retirement benefits based on accumulated sick-leave days. Faculty who retire from ECU under KERS can receive unlimited service credit in the amount of their accumulated sick days.

c) **Coverage after Sick Leave Benefits Are Exhausted**

Depending on individual circumstance, the long term disability insurance as is provided by the University or the disability provisions of the Kentucky Retirement Systems will come into effect no more than 120 working days following the beginning of an illness or disability. Information concerning optional faculty financed, short term disability insurance is available in Human Resources.

d) **Sick Leave Appeals Procedure**

Appeals of sick leave accumulation accounting may be made through normal university channels.

e) **Sick Leave Bank** ([see Policy](#))

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

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

**H. Parking Permits**

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

1. **Guests and Visitors**

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

2. **Part-time Instructors**

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

**I. Payroll Options**

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

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

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

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

**OPTION 2: (Deferred Pay)**

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

**OPTION 3: (Direct Deposit)**

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

**J. Retired Faculty**

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

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

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

1. Faculty participation in outside activities is covered by a statement of policy in the Faculty Handbook. The salary provisions of this policy provide that compensation may not exceed one-ninth of the prior academic year salary for any one month during the period May 16 -August 14. Compensation may also be paid on a consultant-day-rate basis. The total of the compensation for the May16 – August 14 period on the

consultant-day-rate basis will not exceed 3/9's of the academic year salary. Requests for outside employment are to be filed in advance for each activity.

2. For summer the prevailing university approved percentages and cap will apply if university funds are used to pay the compensation.
3. Since project employment for summer employment is justified on the needs of the project plan of work, vacation days will not be paid.

**M. Tickets for Athletic Events**

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

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

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

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

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

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

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

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

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

**1. Eligibility**

An Eastern Kentucky University faculty whose status meets the requirement for participation in the University staff benefit package (i.e., retirement system, health insurance) or who is a regular full time faculty is eligible to participate in the faculty/staff scholarship program. Temporary faculty are not eligible for a tuition waiver. The tuition waiver may be transferred to the legal spouse and/or dependent children of eligible faculty for classes taken at EKV. If you have any questions about faculty eligibility, contact the Division of Human Resources.

**2. Applicability**

Staff may use a tuition waiver for any course (s) for academic credit and for special interest courses that are directly related to employment responsibilities. A spouse or dependent child may use the tuition waiver for academic credit courses ONLY. The scholarship support is not to exceed six hours per term for fall, spring, and summer. The scholarship applies only to tuition and not to special course fees or other fees required for a course.

A dependent child is defined as one who is an unmarried natural child, adopted child, stepchild or legal ward and is less than 25 years of age as of the first day of the semester for which the class is offered and who is claimed by the faculty for income tax purposes. In the case of legal separation or divorce, a natural or adopted child or legal ward may participate in this program regardless of which parent declares the

child as a dependant for income tax purposes. Spouses and/or dependent children must meet University admission requirements and any specific program requirements.

Spouses and dependent children who are receiving scholarships from other sources are eligible to participate in this program; however, the combined amount of all tuition waivers/scholarships may not exceed the total amount of tuition and fees. A residual check cannot print from this tuition waiver or tuition scholarships nor will there be a refund issued for withdrawing or dropping hours.

**3. Scheduling**

Faculty are encouraged to take courses other than during the normal working hours. In the event a conflict with working hours cannot be avoided, the faculty should make arrangements with his/her supervisor to make up the time or request time without pay.

**4. Procedures**

Individuals should complete a Faculty/Staff Tuition Waiver prior to enrolling for a class. The individual is responsible for obtaining all required signatures. Each department keeps a copy of this form on file for each faculty. A copy of the executed form is provided to either the Financial Aid Scholarship Office or the Office of Continuing Education and Outreach. Keep in mind; faculty must complete a new tuition waiver request each semester for all classes.

NOTE: For those families who have both parents eligible for the six-hour tuition waiver, the dependent student can use six hours from each parent. The parents and dependent student need only complete on form. Both parents can sign the authorization.

**5. Tax**

Participation in the Faculty and Staff Tuition Waiver Program may generate additional taxable income under the provisions of the federal tax code for graduate, professional, and doctoral level programs.

- a) The course offering institution will provide a report to the chief personnel officer of each employing institution on all employees participating in the Faculty and Staff Tuition Waiver Program. The report shall designate the course number and whether the course is undergraduate, graduate, doctoral, or professional.
- b) The employing institution is responsible for withholding of the proper taxes and for reporting taxable income for all employees of the institution regardless of the institution where the course is taken.
- c) Any tax liability incurred through participation in this program is the responsibility of the faculty.

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

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

**Q. Voting**

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

**R. Worker's Compensation**

**1. Scope**

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

**2. Purpose**

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

**3. Faculty Requirements**

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

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

#### IV. RESOURCES

##### A. Externally Sponsored Projects

###### 1. Division of Sponsored Programs

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

###### 2. Policies

- a) **Cost Sharing on Externally Sponsored Projects** ([Policy 4.4.3P](#))
- b) **Cost Transfers on Externally Sponsored Projects** ([Policy 4.4.4P](#))
- c) **Direct Charges on Externally Sponsored Projects** ([Policy 4.4.5P](#))
- d) **Effort Reporting on Externally Sponsored Projects** ([Policy 4.4.6P](#))
- e) **Externally-Sponsored Proposal Submission and Award Acceptance** ([Policy 4.4.7P](#))
- f) **Salary Compensation on Externally Sponsored Projects** ([Policy 4.4.8P](#))
- g) **Subrecipient Monitoring** ([Policy 4.4.9P](#))
- h) **Facilities and Administrative (F&A) Cost Recovery and Distribution** ([Policy 4.4.10P](#))

##### B. Human Resources

The Division of Human Resources provides services for the following:

1. Employment processing for all positions
2. Administration of all fringe benefits
3. Assisting supervisory personnel with employee relations issues
4. Coordinating training and development programs
5. Coordinating the University's wellness program

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

##### C. Library Services to the Faculty

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

The mission of EKU Libraries is to positively affect the success of students, faculty and staff at Eastern Kentucky University in reaching their educational and intellectual goals by providing timely and relevant instruction, resources, and services. Information on the Collections and Services, plus links to many online resources, are found on the Web at [www.library.eku.edu](http://www.library.eku.edu).

###### 1. Faculty Book Loans

All books in general circulation check out to faculty for 120 days. However, should a book be requested by another patron, the item may be recalled by the library after 2 weeks. Popular reading materials circulate for 14 days. All books may be renewed (maximum of two times) in person, by phone, or via the online catalog (eQuest).

The Library has a no-fine policy; however, faculty members will receive a bill for replacement charges if the materials are not returned or renewed within 4 weeks of the due date. A hold may be placed on the faculty member's record, preventing the individual from checking out library materials and withholding interlibrary loan privileges until the issue is resolved.

###### 2. Proxy Borrowing

EKU faculty may authorize assistants to charge out Library materials on their behalf. These assistants must be employed by the University or be registered students. Under this arrangement, the faculty member agrees to be responsible for any materials borrowed on their behalf, including the return of all materials or the payment of replacement charges for items that are lost or damaged. Proxy authorization may be granted for up to one academic year, and may be renewed as necessary. The authorization form is on the library's web page or can be picked up at the Circulation Desk.

**3. Borrowing Privileges for Spouses and Children of ECU Faculty**

Spouses of faculty members and their children in the 8<sup>th</sup> grade and above can obtain a non-university borrower's card. Library materials will have a loan period of two weeks with a limit of three books. Spouses can obtain a borrower's card by presenting a picture I.D. at the Circulation Desk. To obtain a card for your child:

- a) You must sign a permission slip in which you acknowledge responsibility for any charges incurred by your child at ECU Libraries.
- b) If your child incurs charges sufficient to block his/her borrowing privileges, your library privileges will also be blocked until the matter is resolved.

**4. Interlibrary Loans**

Books and journal articles not held in the ECU libraries may be obtained from other libraries through Interlibrary Loan. Both students and faculty are eligible to request loans. The library absorbs all charges. Requests can be placed from the library's home page, by email, or in the library at the Research Desk or the Interlibrary Loan office. Full bibliographic details should be given to speed the processing of your requests.

**5. Faculty Study**

Reserved study areas are available in the ECU Libraries for private study or research by ECU faculty. Seating is limited - space is assigned for the academic year in the order that requests are received. Requests should be made to the Circulation Department staff by September 1, if possible.

**D. Model Laboratory School**

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

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

Any member of the faculty, staff or student body who believes she or he requires a reasonable accommodation with respect to their employment or participation in any program or activity should contact the Office of Services for Individuals with Disabilities, located in room 315 of the Student Services Building, (859) 622-2933 (V/TDD). Information concerning the Americans with Disabilities Act (ADA), and the rights provided there under, is available from the ADA Coordinator, located in the Turley House, Turley 1, (859) 622-1500 (V/TDD).

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

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

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

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

**G. University Wellness Program**

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

**H. Wellness Center**

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

## PART FIVE

### INSTRUCTION

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

#### I. INSTRUCTIONAL PRACTICES AND POLICIES

##### A. Instruction

###### 1. Institutional Responsibility

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

###### 2. Student Responsibility

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

##### B. Academic Advising

###### 1. Institutional Responsibility

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

###### 2. Student Responsibility

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

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

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

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

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

##### F. Academic Records

###### 1. Institutional Responsibility

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

###### 2. Confidentiality of Student Records

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

###### 3. Student Responsibility

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

obligated to respect the confidentiality of the records of their peers.

**G. Attendance (Student)** ([Policy 4.1.6P](#))

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

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

**J. Curriculum**

**1. Institutional Responsibility**

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

**2. Student Responsibility**

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

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

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

**L. Faculty Responsibility for English Composition** ([Policy 4.7.10P](#))

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

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

**N. Grading**

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

**1. Purposes of Grading**

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

**2. Principles of Grading**

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

### 3. Grading System

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

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

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

The grade point average (GPA) is based on those courses in which a student earned grades of “A,” “B,” “C,” “D,” “F,” or “U.” To calculate the GPA, one first figures the number of hours attempted in courses numbered 100 or above that award any of these grades. Next, one obtains the total grade points for each of these courses. This is figured by multiplying the grade points for each grade by the number of credit hours of the course. For example, a student earning a “B” in ENG 101, a three-hour course, would earn nine grade points. Finally, the total grade points are divided by the hours attempted. To meet graduation requirements of at least a 2.0 GPA, students must earn at least twice as many grade points as they have hours attempted.

4. **Grade Appeals** ([Policy 4.1.15P](#))
5. **Grade Changes** ([Policy 4.1.9P](#))
6. **Incomplete Grades** ([Policy 4.1.11P](#))
7. **Mid-Term Grades** ([Regulation 4.1.17R](#))
8. **Pass-Fail Option** ([Policy 4.3.19P](#))

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

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

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

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

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

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

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

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

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

**Q. Research**

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

1. **Animal Welfare** ([Policy 4.4.13P](#))
2. **Human Subjects Review** ([Policy 4.4.12P](#))

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

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

**T. Syllabus for Courses** ([Policy 4.1.4P](#))

**U. Textbooks**

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

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

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

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

1. **Faculty Authored Materials** ([Policy 4.7.1P](#))

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

**W. Withdrawal from Courses**

1. **Drop and Withdrawal from Courses** ([Policy 4.3.7P](#))
2. **Military Activation and Course Completion** ([Policy 4.3.18P](#))

**II. INSTRUCTIONAL DELIVERY OPTIONS**

**A. Distance Learning**

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

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

1. **Kentucky Telelinking Network (KTLN)**

The Kentucky TeleLinking Network uses compressed video to link Kentucky’s eight university hub sites to a network of public sites and other locations into a statewide system. The system is a two-way interactive video and audio system which allows the delivery of classes as well as teleconferencing. Eastern uses the network to deliver classes to its regional campus centers, to public schools, teleconferencing, and

workshops. A number of other agencies are also on the network, such as the Kentucky Information Resources Management Commission, the Kentucky Department of Education, the Council of Higher Education, and the Department of Information Systems.

**2. Kentucky Virtual University (KYVU)**

The Kentucky Virtual University (KYVU), created with passage of the Kentucky Postsecondary Education Improvement Act of 1997, is "to be a student-centered, technology-based system for coordinating the delivery of postsecondary education that meets the needs of citizens and employers across the Commonwealth." The KYVU's primary functions are to serve as a clearinghouse for quality distance learning opportunities and as a single point of access to statewide student, library, and academic support services. By serving in each of those roles, the KYVU will enhance and expand educational access and increase educational attainment across Kentucky; upgrade workforce skills and expand professional development through basic and continuing education; increase collaboration and foster efficiency and effectiveness in delivering courses and programs; and enhance educational quality.

**B. Interdisciplinary and Team Teaching**

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

In the case of team-taught courses, the responsibility for determining student credit hour division and faculty workload assignments rests with the department(s) of the participating faculty mutually agree upon an alternate arrangement for credit hour distribution. Such agreements shall be spelled out in a memo for approval by the appropriate dean(s) signed by all faculty who teach the course and their chairs. Higher minimum enrollments may be necessary to sustain certain team-taught courses. Any adjustment in minimum enrollments to justify a team teaching model should be roughly proportional to normal faculty load expectations for viable courses.

**III. INSTRUCTIONAL FACILITIES AND RESOURCES**

**A. Instructional Facilities**

**1. Institutional Responsibility**

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

**2. Student Responsibility**

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

**B. Counseling Center**

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

**C. Instructional Development Center**

The Instructional Development Center (IDC), located in the Crabbe Library, is designed to support faculty in the development of instruction whether delivered at a distance or in a traditional manner. Faculty who wish to enhance their instructional delivery can work with the staff of the IDC to design and create multi-media products, effective graphics, and quality files or slides. The IDC also offers the loan of equipment such as laptop computers and portable audio recording kits for producing podcasts. Other services include assistance with the development, creation, and duplication of CD-ROMs and DVDs; audio and video production (including studio or location taping as well as editing); and the transcription of video or audio resources for ADA accessibility compliance.

The IDC and the Teaching and Learning Center in cooperation with IT offer the Distance Learning Academy, which is dedicated to assisting faculty with producing well-designed online courses. For more information about the Distance Learning Academy, go to the [IDC website](#).

**D. Instructional Technology**

Instructional Technology is a department within the division of Information Technology. The Instructional Technology department supports faculty, deans, and chairs in developing and successfully integrating technology into the classroom, assisting in course redesign and grant proposal preparation; and coordinates technical training for the entire university. Instructional Technology will also keep ECU community informed of new technologies and bring awareness to users on availability of products and services on campus through the new IT Web Team. The division is responsible for aiding faculty and operating facilities for distance learning and video conferencing via

satellite to locations in Kentucky or throughout the United States.

## **E. Libraries**

### **1. Electronic Resources**

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

### **2. Course Reserves**

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

### **3. Library Liaisons**

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

### **4. Library Instruction**

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

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

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

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

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

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

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

### **7. University Archives**

Special Collections and Archives operate as a unit within the Eastern Kentucky University Libraries. Its mission is to collect and make accessible for teaching and research purposes selected publications, manuscripts, institutional records, photographs, film and other historical material of enduring value that document Kentucky history. The materials collected focus generally on Eastern's twenty-two county service region, and the history of Eastern Kentucky University, but also include published material by

Kentucky authors and about Kentucky. Faculty should send two copies of their published monographs to the University Archives where one will be preserved and one will be made available for general circulation.

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

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

**F. Teaching & Learning Center**

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

**G. Tech Commons**

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

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

The Tech Commons also includes an equipment checkout service, which includes laptops, projectors, screens, digital cameras and camcorders.

**IV. INSTRUCTIONAL AWARDS**

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

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

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

## PART SIX

### ADMINISTRATIVE

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

#### I. UNIVERSITY POLICIES AND REGULATIONS

- A. **Policy on Policies** ([Policy 1.1.1P](#))
- B. **Authorization for Regulations** ([Policy 1.1.2P](#))

#### II. CAMPUS AND BUILDINGS

##### A. Building Hours

The academic building hours will be as follows:

7:00 a.m. to 5:00 p.m. – Monday thru Friday	Million and Miller
7:00 a.m. to 6:00 p.m. – Monday thru Friday	Coates, Jones, Ellendale Hall, Alumni House, and Student Services Building
7:00 a.m. to 10:00 p.m. – Monday thru Friday	Alumni Coliseum, Ault, Beckham, Begley (upper floors), Burrier, Cammack, Campbell, Carter, Donovan Annex, Dizney, Fitzpatrick, Gibson, Keith, Memorial Science, McCreary, Moore, Roark, Rowlett, Turley, University Building (lower two floors), and Weaver
7:00 a.m. to 11:00 p.m. – Monday thru Friday	Combs, Wallace, and Stratton (Stratton opens at 6:30 a.m.)
7:00 a.m. to midnight – Monday thru Friday	Foster
7:00 a.m. to midnight – Saturday	
4:00 p.m. to midnight – Sunday	
6:00 a.m. to 11:00 p.m. – Monday thru Thursday	Fitness and Wellness Center
6:00 a.m. to 8:00 p.m. – Friday	
10:00 a.m. to 6:00 p.m. – Saturday	
1:00 p.m. to 10:00 p.m. – Sunday	
7:00 a.m. to 12:00 noon – Saturday	Those academic buildings which have classes scheduled.

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

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

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

##### B. Cafeterias

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

##### C. Drug Free Workplace

Eastern Kentucky University complies with the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act Amendments of 1989, and prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or any other drug or controlled substance in the workplace. Violators of this policy will be subject to the normal disciplinary procedures of the University. Individuals convicted by Federal or State Courts for such a violation will be subject to personnel action up to and including termination. If employment is continued, the employee will be required to satisfactorily participate in an alcohol or drug abuse assistance program approved for such purposes by a Federal, State, or local health or law enforcement agency. The University provides educational programs designed to

inform members of the University community of the dangers of abusing alcohol and other drugs. These are open to employees of the University and they will be announced through appropriate channels. Information concerning the dangers of alcohol and other drugs is available through the University Counseling Center, which also provides assessment and referral services.

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

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

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

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

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

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

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

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

**F. Solicitation On-Campus**

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

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

**G. Violence in the Workplace**

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

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

#### H. Weapons on Campus

Persons are prohibited from possessing firearms, explosives, or other deadly weapons on the campus of Eastern Kentucky University, except as follows:

1. Sworn peace officers employed by the University's Division of Public Safety; and
2. Sworn peace officers employed by other public agencies and present on the campus for the purposes of education, training, or assistance at University events; when such possession may be necessary for their protection in the discharge of their official duties or for participation in training. Such officers must be authorized by the employing agency to carry weapons as a normal and required part of their duties.
3. Members of the U.S. Army Reserve Officer Training Corps (ROTC) when necessary for the purposes of education and marksmanship training.

Persons violating this policy may be subject to arrest for carrying a concealed deadly weapon as defined in KRS 527.020 or for criminal trespass as defined in KRS 511.060 and 511.080 if the weapon is not concealed. A state issued permit to carry a concealed deadly weapon is not valid on the Eastern Kentucky University campus.

\*The deadly weapons policy has been updated to be consistent with the policy in the staff handbook (update approved by the Board in 2002).

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

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

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

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

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

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

### III. EQUAL OPPORTUNITY OFFICE

#### A. Disability Statement

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

#### B. Diversity Statement

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

#### C. Nepotism ([Nepotism](#))

#### D. Sex Fair Language ([Equal Opportunity Policies & Procedures](#))

#### E. Sex Offender Registry ([Policy](#))

#### F. Sexual Harassment ([Sexual Harassment Policy](#))

### IV. FISCAL POLICIES AND PRACTICES

#### A. Acquisition of Supplies and Equipment

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

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

#### B. Budgetary Process

As a public institution of the Commonwealth, Eastern Kentucky University receives approximately 40% of its operating

state appropriation from the General Assembly. Approximately 60% of the budget comes from tuition and fees and other sources. State appropriations are made for a biennium period by the General Assembly upon passage of the Commonwealth's biennial budget. Funding recommendations for post secondary institutions are made to the Governor by the Council on Post Secondary Education.

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

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

**E. Solicitation of Outside Funds**

**1. Solicitation of Private Resources**

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

**2. Gift Management**

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

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

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

**F. Travel**

All travel for official University business must be approved by the University prior to departure. Within thirty (30) days of completion of travel, travelers are required to submit an approved travel voucher detailing all travel expenses. Current University travel policy and procedures are available at [www.eku.edu](http://www.eku.edu).

**V. INFORMATION MANAGEMENT**

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

**B. Campus Mail**

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

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

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

**C. Marketing & Institutional Branding**

The Division of Public Relations and Marketing designs and/or coordinates production and placement of marketing materials, informational announcements and public service announcements. Requests to advertise University programs and services must be approved by the appropriate area vice president and reviewed by the Division of Public Relations and

Marketing. A copy of the University's advertising policy is available from the Public Relations and Marketing office. The Division of Human Resources coordinates the placement of job vacancy notices.

**1. Media Relations**

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

**2. Trademark Licensing Program**

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

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

## PART SEVEN

### ORGANIZATION OF THE FACULTY OF EASTERN KENTUCKY UNIVERSITY

#### I. NAME

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

#### II. MEMBERSHIP

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

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

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

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

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

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

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

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

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

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

## VII. THE FACULTY SENATE

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

- b) Communication Function -- The Faculty Senate shall be responsible for maintaining communication between the Teaching and Research Faculty and the Administration of the University. In the performance of this duty, the Faculty Senate shall provide avenues of communication by which the Teaching and Research Faculty may receive information concerning University affairs and may submit information relating to matters that concern them. Specifically, the Senate shall:
    - (1) Provide a channel for faculty involvement in the procedures concerning the selection of personnel involved in academic administration, organization of academic functions, and other matters relating to the welfare of the University.
    - (2) Provide a forum for the President of the University to discuss matters affecting the welfare of the University.
    - (3) Provide a forum for the Faculty Regent to discuss matters affecting the welfare of the University.
    - (4) Provide a channel for faculty involvement in the preparation of the University budget.
  - c) Internal Function -- The Faculty Senate shall exercise those duties necessary for its proper function and continuation. In the exercise of these duties the Senate shall:
    - (1) Establish rules and procedures for the Faculty Senate and committees of the Senate.
    - (2) Through its Committee on Elections, be responsible for supervising the election of Senate members.
- B. Membership of the Senate**
- 1. The membership of the Senate shall consist of administrative faculty members and elected faculty members. The administrative members shall be:
    - a) President of the University
    - b) Provost and Vice President of Academic Affairs
    - c) One Academic Dean to be elected by the Deans of the Academic Colleges, Dean of Graduate School and Dean of Libraries.
    - d) Faculty Regent
  - 2. Elected Members
    - a) Eligibility -- Full-time faculty members as defined in Article II, Section B, all department chairs regardless of teaching load, and full-time faculty holding visiting rank shall be eligible for election to the Senate.
    - b) Election Units -- The election units for the selection of the elected membership of the Senate shall be the academic departments of the several colleges of the University. Additional election units shall consist of
      - (1) the Library Faculty, who are not included in the faculties of a college, and
      - (2) the Deans of the Academic Colleges, Dean of Graduate School, and Dean of Libraries (hereafter referred to as the Dean's Unit).
    - c) All individuals eligible for election to the Faculty Senate shall be eligible to vote in a Faculty Senate election. An individual shall be eligible to cast a ballot for Senate members only in that election unit in which the individual holds the academic rank of Professor, Associate Professor, Assistant Professor, Instructor, Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, University Librarian, Associate University Librarian, Assistant University Librarian, and Library Instructor.
    - d) Determination of Delegate Representation
      - (1) An election unit with 1-14 faculty members during the Fall semester shall be entitled to one delegate for the academic year, and an election unit with 15-29 faculty members during the fall semester shall be entitled to two delegates for the academic year.
      - (2) An election unit with 30-39 faculty members during the Fall semester shall be entitled to three delegates for the academic year; an election unit with 40-49 faculty members during the Fall semester shall be entitled to four delegates for the academic year; an election unit with 50-59 faculty members during the Fall semester shall be entitled to five delegates for the academic year, and so on.
    - e) The Committee on Elections shall determine as soon after the beginning of the spring semester as possible the number of delegates to be selected from each election unit and a schedule for elections of delegates.
    - f) Except for the member elected from the Deans' Unit and the member elected from the Part-time Faculty, whose terms are two years, elected members shall serve for a term of three years. Elected members shall serve no more than two consecutive full year terms; eligible members must then forego membership for one year before being eligible for Senate election again. If a senator is elected as chair of the Senate at the end of their second term, they can then serve a third term before stepping down. However, if an elected member ceases to be a full-time member in the election unit from which elected, a vacancy shall be declared. All voting members of the Senate are elected to represent the faculty in their departments. In order to ensure consistent and accurate representation, each department is also asked to elect an alternate for a three-year term in addition to their regular Senator(s). Each election unit shall be entitled but not required to elect alternate delegates (as many as the unit deems feasible) to ensure voting rights of their faculty. The alternate may attend for any Senator in the departments with more than one representative. Elected alternates will possess full voting rights and attend meetings when the elected Senator is unavailable. In situations where an alternate is either not elected or is unable to attend, a substitute may attend. Substitutes are allowed to speak to issues and report back to their departments, but substitutes do not have voting

rights. The Senate Chair and/or Secretary should be notified in advance whenever an alternate or a substitute will attend a Senate meeting in place of a Senator.

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

### C. Organization of the Senate

#### 1. Chair of the Senate

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

#### 2. Vice Chair of the Senate

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

#### 3. Secretary

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

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

**D. Meetings of the Faculty Senate**

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

**E. Committees of the Senate**

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

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

- d) The Committee shall be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on academic matters. The Committee shall meet with the President and/or Provost at least once each semester to share information about academic affairs and policies.
  - e) The Committee shall serve as a channel of communication with the Student Government Association on matters concerning student academic responsibility and students' role within the academic community.
  - f) The Committee shall make recommendations to the Senate on matters including, but not limited to, the teaching and learning environment (e.g. may survey faculty regarding their academic concerns), the responsibility of students in the learning process, advising, academic calendar issues, and student records and assessment.
  - g) One week before each Executive Committee meeting, the Chair of the Committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing. The Chair of the Committee shall report to the Senate at least semiannually. After receiving its report, the Senate shall, at its discretion, provide suggestions, reactions, and comments to the Committee for subsequent Committee consideration.
9. Committee for New Senator Orientation
    - a) The Committee for New Senator Orientation shall consist of five members elected by the Senate from its elected members. Committee membership shall be for the duration of the elected senator's current term.
    - b) The Committee shall elect a chair annually from among its membership.
    - c) The Committee shall organize and carry out an orientation program for first-time senators in the fall semester, preferably on a date prior to the September meeting of the Senate.
    - d) The chair of the Committee shall report to the Senate after New Senator Orientation has been conducted.
  10. Ad Hoc Committees

The Faculty Senate may establish such ad hoc committees as are deemed necessary.

    - a) One week before each Executive Committee meeting, the Chair of each ad hoc committee shall submit written minutes or a progress report to the Chair of the Senate who will forward them to the Secretary of the Senate for permanent filing.
    - b) The Chair of each ad hoc committee shall submit a written annual report to the Faculty Senate at the May meeting.
- F. Special Rules of Order and Standing Rules**
10. The Faculty Senate may adopt such Special Rules of Order and such Standing Rules as are deemed necessary and proper to carry out its function.

## **VIII. BYLAWS**

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

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

## **IX. AMENDMENTS**

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