Kentucky State University

Faculty Handbook

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PREFACE

This *Faculty Handbook* represents more than a decade and a half of collaborative efforts among the Kentucky State University Faculty and between the faculty and the University Administration. While many of the policies published here have resulted from specific charges and requests made to the Faculty Senate, they have been developed with cooperation of Senators and non-Senators on Senate subcommittees, special Ad Hoc committees, and other University organizational units. Also published in this *Handbook* are

new buildings. A practice school for teachers was organized in 1908. The school name was changed again in 1925 to Kentucky Industrial College for Colored Persons. In 1938 the school was named the Kentucky State College for Negroes. In 1952 the term "for Negroes" was dropped. Kentucky State College became a university in 1972, and in 1973 the first graduate students were enrolled in the School of Public Affairs. In 1983 the Whitney M. Young College of Leadership Studies, the University's honors college, was established.

Over the past 35 years the University's enrollment and faculty have more than doubled, and 24 new structures or major building expansions have been added to KSU's 475-acre campus, which now includes a 300-acre agricultural research farm. The year 1986 marked the University's centennial anniversary and its development over the previous century into a coeducational, liberal arts institution. Kentucky State is now a reflection of the societal and political changes that have occurred in the United States during the past 100-plus years.

With an enrollment of approximately 2,400 students and 127 full-time faculty members, Kentucky State University is the smallest public institution in the Commonwealth of Kentucky. There are 36 campus structures to serve its University family, nine of which are reserved for instructional purposes. Several dozen courses are taught each school year thru dual-credit classes throughout Franklin and surrounding counties. The approximately 14:1 student-faculty ratio is the lowest among public institutions of higher education in Kentucky.

Students may receive an associate (two-year) degree in two disciplines, a bachelor (four-year) degree in more than 29 disciplines, and graduate degrees in nine disciplines, including the Doctorate of Nursing Practice. Students may also prepare for professional schools through cooperative arrangements that the University has with such other institutions as the University of Kentucky, the University of Louisville, Northern Kentucky University, Auburn University, Tuskegee University, Southern College of Optometry (Memphis), the University of Houston, the University Alabama-Birmingham, Vanderbilt University, Florida A&M University, and Spalding University.

1.2 MISSION AND INSTITUTIONAL GOALS

1.2.1 Mission Statement

Kentucky State University is a public, comprehensive, historically black land-grant university committed to advancing the Commonwealth of Kentucky, enhancing society,

Association to Advance Collegiate Schools of Business (AACSB)
The College Board
The Cooperative Center for Study Abroad
College Entrance Examination Board
Council for Adult and Experiential Learning
Council for the Advancement and Support of Education
Council of National Alumni Associations, Inc.
Council on Social Work Education
HBCU Library Alliance
International Studies Association
Kentucky Academy of Science
Kentucky Association of Baccalaureate and Higher Degree Programs
Kentucky Association of Collegiate Registrars and Admissions Officers
Kentucky Board of Nursing
Kentucky Council for International Education
Kentucky Council of Associate Degree Nursing
Kentucky Education Professional Standards Board
The Kentucky Institute for International Studies
National Academy of Early Childhood Programs
National Association for Equal Opportunity in Higher Education
National Association for the Education of Young Children
National Association of College Deans, Registrars and Admissions Officers
National Association of College and University Business Officers
National Association of Schools of Music
National Association of Schools of Public Affairs and Administration
National Association of State Universities and Land Grant Colleges
National Association of Student Affairs Professionals
National Association of Student Financial Aid Administrators
National Association of Student Personnel Administrators
National Collegiate Athletic Association
National Collegiate Honors Council
National Council for Accreditation of Teacher Education
National Council for Education Opportunity Associations
National League for Nursing
National League for Nursing Accrediting Commission
Professional and Organizational Development Network in Higher Education
Society for College and University Planning
South-East Consortium for International Development
Southern Association of College and University Business Officers
Southern Association of Collegiate Registrars and Admissions Officers
Southern Council of Collegiate Education for Nursing
Southeastern Library Network
1890 Land Grant and Tuskegee Library Director's Association

1.4 BOARD OF REGENTS

The University is governed by a Board of Regents consisting of eight members who are appointed by the Governor for six-year terms, one member of the teaching faculty who serves a three-year term, one m

on the internet at: http://kysu.edu/wp-content/uploads/2015/02/Board-By-Laws-Final-Approved-by-BOR-January-23-2015.pdf.

1.5 ADMINISTRATIVE STRUCTURE

This section describes the administrative structure of Kentucky State University. See also the chart in Appendix C.

1.5.5.1 Other Administrative Officers in Student Engagement and Enrollment Management

a. Associate Vice President for Student Success
b. Associate Vice President and Dean of Students
c. Director of Financial Aid

1.5.6 Vice President for Finance and Administration/CFO

The Vice President for Finance and Administration/CFO is the principal fiscal and business officer of the University. He/she is directly responsible to the President for carrying out budgetary and accounting procedures set forth by the Board of Regents, Department for Finance and Administration, State Auditor's Office and agencies of the Commonwealth, NACUBO and AICPA.

1.5.6.1 Other Finance and Administration Administrators

a. Associate Vice President of Operations
b. Director of Facilities Management
c. Director of Public Safety
d. Director of Human Resources
e. Chief Information Officer

1.5.7 Deans or Comparable Academic Officers

The Dean is the chief administrative officer of a College. Comparable academic officers are those who report to the Provost/Vice President for Academic Affairs and whose personnel include faculty (such as the Director of the Library and the Director of Land Grant). Deans report directly to the Provost/Vice President for Academic Affairs. The Dean is the chief representative of that College and of its faculty.

1.5.7.1 Appointment

Recommendations on the appointment of Deans shall be made by the Provost/Vice President for Academic Affairs after consultation with University search committees. Search committees for Deans shall be recommended by the Provost/Vice President for Academic Affairs after consultation with the President of the Faculty Senate.

Search committees shall operate under existing procedures and in accordance with the spirit of collegial governance. The searches may be either internal or external.

If the President rejects the recommendations for Dean, he/she shall respond in writing to the Provost/Vice President for Academic Affairs and to the search committee and ask for additional recommendations.

1.5.7.2 Duties and Responsibilities

A Dean is the executive officer of a College. It is the responsibility of the Dean to ensure that all By-Laws, Regulations, Policies and other directions of the Provost/Vice President for Academic Affairs, the President, and the Board of Regents are followed. The Dean

also ensures that the rules and regulations of the University Faculty Senate, the College faculty, and the directives of the President or the President's designated representative are followed.

In accordance with the spirit of collegial governance, a Dean is responsible for the curricula of the College and for the quality of instruction in consultation with the Provost/Vice President for Academic Affairs. He/she also assigns the duties of all personnel employed in the College, and for the service provided by the faculty and staff members. The Dean reviews faculty and staff performance evaluations submitted by Chairpersons or other appropriate subordinates, and shall be responsible for recommendations on salaries, salary changes, appointment, terminal appointments, decisions of non-reappointment, post-retirement appointments, promotions, and granting of tenure for all persons employed in the unit or for final action thereon when such authority has been delegated by the President or the President's designated representative.

The Dean, following established policies and procedures, submits the budget request for the College and administers the budget as approved by the President and Board of Regents. Further administrative responsibilities may be delegated to the Dean by the President or the President's designated representative, or the Provost/Vice President for Academic Affairs, and such delegations may vary from one College to another.

The Dean shall be the official spokesperson for the College. In the event that the Dean departs from the recommendations of the faculty in a matter to be submitted to the Provost/Vice President for Academic Affairs, the Dean shall also communicate the faculty recommendation as well as the Dean's recommendation and notify the faculty of such action. In addition to these responsibilities, the Dean of a College without Departments or Divisions shall have all other roles and responsibilities delegated to Chairpersons.

1.5.7.3: Evaluation and Review

The Dean must undergo annual evaluations, as well as a summative evaluation every four years, though the Provost/Vice President for Academic Affairs may call for a summative evaluation at any time. The main purpose of these evaluations is to assist the Dean in improving his/her administrative performance. The summative evaluation should be conducted in the context of a general review of the academic unit and has the additional purpose of assisting the Provost/Vice President for Academic Affairs in deciding whether the Dean should continue in his/her position. For the summative evaluation, a Review Committee shall be appointed to conduct the review. The membership of the Review Committee shall be as follows:

One Dean from outside the College, who shall be appointed by the Provost/Vice President for Academic Affairs and shall chair the committee;

Two division chairs from within the College, if any exist (otherwise, none), of whom one shall be selected by the Dean being reviewed and one shall be appointed by the Provost/Vice President for Academic Affairs in consultation with the Faculty Senate President;

Three faculty members from within the College, if there are division Chairs, five, if there are none, elected by the faculty of the College by secret ballot at a college faculty

meeting, with the faculty, including Dean of the College, eligible to nominate and vote. Votes shall be counted by the Dean and at least two faculty members;

One faculty member from outside the College, agreed upon by the Provost/Vice President for Academic Affairs and the Faculty Senate President in consultation with the Executive Committee of the Faculty Senate;

Up to two external reviewers, if deemed necessary by the Provost/Vice President for

Academic Affairs and the President. If the President rejects the recommendations of a search committee, he/she shall respond in writing to the Dean and the search committee and ask for additional recommendations.

1.5.8.2 Duties and Responsibilities

The Chairperson presides at all meetings of the unit faculty and has a leadership role in the development of policies on such matters as academic requirements, courses of study, class schedules, research programs, and service functions. The Chairperson is an *ex-officio* member of all unit committees.

The Chairperson has administrative responsibility for implementing the unit's total program within the limits established by the regulations of the University Faculty Senate and the rules of the College of which it is a part.

The Chairperson is responsible for making and soliciting recommendations regarding appointments, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure within the academic unit. Procedures and criteria used in preparing such recommendations shall be those established by the University, the College, and the School or Division faculty. At a minimum, the procedures must include consultation with all tenured faculty members of the faculty with the rank of assistant professor or higher, except as noted below. All recommendations on the matters listed in 1.5.8.2 shall include the written evaluation and recommendation of each consulted member of the faculty along with the recommendation of the Chairperson. The following exceptions may be made:

a. Faculty members need not be consulted on recommendations for promotion affecting members with equivalent or higher rank.

b. Faculty members without tenure need not be consulted on recommendations for granting of tenure.

c. Temporary visiting appointments of one year or less may be made without consultation but there must be the required consultations before any recommendation is made for reappointment, even though the reappointment might also be temporary or visiting.

d. Consultation is not required for the appointment of part-time (including adjunct) faculty for terms of one year or less.

The Chairperson is responsible for the periodic evaluation of performance of all members of the School or Division faculty by procedures and criteria established by the University, the College, and the School or Division faculty.

The Chairperson, following established policies and procedures, submits the budget requests for the School or Division and administers the budget after it is approved. The Chairperson is responsible for making all recommendations on salaries and salary changes. In carrying out the administrative functions having to do with School or Division programs or policies, the Chairperson shall consult with the faculty, meeting as a whole or with a committee elected by the faculty to represent the faculty in such matters.

chairpersons, according to the following timetable:

April 1 Assessment instrument distributed to persons conducting the assessment process.

April 15 Completed assessment returned to the Office of Academic Affairs.

April 30 Results of the assessment process distributed to the Chairs and Supervisors.

1.5.9 Appointment of Acting Academic Administrative Officers

When vacancies occur in academic administrative offices on such short notice as to preclude the appointment of a regular officer by the established procedure, or when the vacancy is for one year or less due to the absence of the regular officer on approved leave or University business, the President may appoint an acting officer to fill the positions until it is possible to make regular appointments by the established procedure. For the position of Acting Dean or Acting Director, the President shall ask the recommendation of the Provost/Vice President for Academic Affairs. For the position of Acting Chairperson, the President shall ask the recommendation of the Dean and of the Provost/Vice President for Academic Affairs. Acting appointments shall be for a maximum term of one year; however, reappointment of acting officers may be made if circumstances make this reappointment desirable.

1.6 EDUCATIONAL UNIT ORGANIZATION

For the purpose of admi

1.

To provide a forum for the expression of opinion on matters relating to the well-being of the University, to provide a means for dissemination of information of interest to the faculty, and to provide structure for study, planning, and the evaluation of academic programs and practices.

1.7.1.3 Faculty Senate Operational Structure

Membership, elections, officers, committee structure, and other operational rules of the Faculty Senate appear in the *Faculty Senate Constitution* in Appendix A of this *Handbook*.

1.7.1.4 Faculty Election Procedures

a. Eligibility Criteria

All persons holding a faculty appointment in an educational unit, excluding visiting and adjunct faculty, are eligible to vote in faculty elections. All faculty members who are eligible to vote in faculty elections are eligible to serve in an elected faculty position, excluding academic administrators. Chairs and Deans may be granted eligibility to serve on specific elected committees by other eligibility policies, such as Section 2.7.7.4. Based on KRS 164.321(6), only faculty members holding the rank of Assistant Professor or higher are eligible to vote for the Faculty Regent or to serve in that position.

b. University-wide Elections

The Faculty Senate President shall send an announcement of a University-wide election and a call for nominations to all full-time faculty members at least five working days prior to the date of the meeting at which nominations will be requested.

The announcement shall include a description and term of office, eligibility criteria of candidates, eligibility criteria of voters, the date, time, and place of the meeting at which nominations for the position will be requested, and the dates of the election.

The meeting at which nominations are to be made shall be scheduled to allow sufficient time for the election to be held and for the elected person to assume his/her duties as specified by Kentucky Revised Statues or University policy. The election will be scheduled so that a minimum of five working days' notice can be

The Registrar shall cerifay the results.

The results of the election, showing the number of votes receivd [by each candidate, shall be distributd [to all eligible voters, the Univdrsity President and the Provost/Vice President for Academic Affairs within three working days after the close of the election. This distribut m- shall be the responsibility of the Faculty Senate President for Univdrsity-wide elections and the Dean of the appropriate College for College-wide elections.

In the evdnt of a special election (fall or spring), any vacant seat that is within a parifcular college or educational unit, and does not require university-wide voting, may be held at the college level with the Dean presiding ovdr the voting or at the educational unit level with the Chair/Director presiding ovdr the voting. Voting in such special elections may be done in a way deemed appropriate[by the unit, such as secret ballot, voice vote, or electronfc vote, over one day 8:00 a.m.[to 4:30 p.m.[or until all eligible members have voted. Ballots (or emails) are[to be verified by (1) either the Dean of a parifcular college or the Chair/Director of the parifcular unit and (2) either a representative from the Faculty Senate (a member of the Executive Committee) or a member of the Office of Academic Affairs presdnt for the count. The Faculty Senate President and those elected shall be notified of the results by email immediately following the special election. Unopposed candidates can be elected by their units without a need for sdcret ballot or formal voting. In such a casd, the Chair, Dean or Director will notify the Faculty Senate President of the election.

e. Recount of Ballot

A losing candidate may request a recount of the ballots. A request for a recount must be submitted in writing[to the Faculty Senate President within two working days following the announcement of the election. The recount shall be conducted by the Registrar in the presence of two faculty membdrs one designate [by the Faculty Senate President and one designate [by the individual requesting the recount.

f. Calendar of Eldctions

General Univdrsity Faculty-Wide Elections:

Faculty Regdnt (every three years) for a three-year term
Noifay faculty at beginning of academic year
Nomnati ng[meeting at a gdneral faculty meeting last week of March
Election during[the second week of April
Faculty Regdnt assumes office July 1

Tenure and Promotion Committee and Univdrsity Faculty Appeals Committee (every year for expired two year terms)
Nomnati ng[meeting at a gdneral faculty meeting last week of March
Election during[the second week of April

g. College Elections

Distinguished Professor Committee (in those years in which representatives' terms have expired).

Notify faculty at beginning of academic year.
Nominating meeting at a college faculty meeting last week of March
Election during the second week of April

1.

1.7.3 The University Faculty

1.7.3.1 Authority

The general faculty, meeting in regular or called session, has the authority to overrule, modify, or negate any action or recommendation of the Faculty Senate (Faculty Senate Constitution, Appendix A).

1.7.3.2 Meetings

The University Faculty meets in regular session at least once each academic semester as called by the University President or a designated representative. The University Faculty may meet in special session upon the call of the Executive Committee of the Faculty Senate (see Article VII.A.4, p. A-8, Appendix A) or upon petition by 20% of the University Faculty. Emergency meetings may be called by the University President or a designated representative (Faculty Senate Constitution, Appendix A).

1.7.3.3 Responsibilities

Consistent with University regulations, the rules of the Faculty Senate, and the rules of the College of which it is a part, the faculty establishes rules for the conduct of its business including any committee structure necessary to carry out its functions.

The faculty has jurisdiction over matters concerning its internal policies as long as it does not conflict with the rules of the University.

1.8 UNIVERSITY COMMITTEE STRUCTURE

Faculty members are expected to participate in committee assignments as made by the University Committee Council or by the Faculty Senate. Conditions of appointment and the responsibilities of each of these committees can be found either in the *Constitution of the Faculty Senate (Appendix A)* or in the *University Committee Structure (Appendix B).*

Any committee that considers matters of a personal and/or confidential nature, such as the Unit Tenure and Promotion Committee, the University Tenure and Promotion Committee, the Faculty Appeals Committee, the Faculty Recognition Committee, and Search Committees shall conduct their business in closed meetings. If deemed appropriate by its vote, the committee may invite a witness to appear. No one other than the elected or appointed committee members should attend a meeting where a final decision is being made.

1.8.1 University Standing Committees

A listing of University standing committees appears in Appendix B.

1.8.2 Faculty Senate Committees

Committees of the Faculty Senate are set forth in the *Faculty Senate Constitution*, *Article VI (Appendix A).*

1.8.3 Ad Hoc Committees

Ad hoc committees may be appointed by the University Committee Council, the Faculty Senate, or the President of the University.

1.8.4 Graduate Council Membership

The Graduate Council shall be composed of coordinators of each graduate program, three at large members, the Director of Graduate Studies, and *ex officio* members to include the Deans of the Colleges and the Registrar. If the program Chair is not the coordinator of the program, then that chair shall be an *ex officio* member. The Provos9323.45 482.83 612 792 reW* nBTCa/

SECTION 2

2.0 POLICY ON APPOINTMENT, RANK, TENURE, AND PROMOTION

The policy on Appointment, Rank, and Tenure as approved by the Board of Regents governs the appointment, promotion, and the granting of tenure to faculty members at Kentucky State University.

2.1.3 Special Appointment Faculty

2.1.3.1 Emeritus Faculty

Tenured faculty who retire from Kentucky State University after a minimum of fifteen continuous years of service may be granted emeritus status upon a recommendation from a majority vote of faculty in the applicant's department, from the chair, from the dean, from the Provost/Vice President of Academic Affairs, from the President of the University, with final approval by the Board of Regents.

Faculty members with emeritus status are entitled to the following rights and privileges:

1. To be included in faculty lists in the University catalogues
2. Upon request, to be assigned a mailbox in the college (if mailboxes are provided faculty in the college or division)
3. Upon request, to be assigned an office and furnished equipment and supplies for creative and scholarly productivity (if office space is available and supplies needed are available)
4. To have library privileges
5. To receive a University I.D. indicating the emeritus status (e.g. Professor Emeritus retiree)
6. To receive parking privileges as specified in the University Parking regulations
7. To attend, without voting privileges, meetings of the Faculty Senate
8. To purchase tickets to athletic events with faculty priority status
9. To purchase items from the University Bookstore at the same discount rate awarded to University employees
10. To participate in academic processions of the University
11. To receive notice of University events and to take part generally with the faculties in social and ceremonial functions of the University
12. To be appointed to represent the University at academic ceremonies at other institutions

2.1.3.2 Visiting Faculty

Visiting Faculty shall be appointed at a visiting rank appropriate to their credentials and experience.

2.1.3.3 Professor of the Endowed Chair

The Professor of the Endowed Chair is appointed with tenure and must meet the criteria of a full professor. The appointed professor shall not be tenured in the Chair, but rather to the appropriate academic unit.

b. Two years of full

2.1.5.6 Doctoral Degree Equivalents

Since the earned doctoral degree is the highest academic degree awarded by institutions of higher education in the United States, equivalence must be some combination of earned degrees, further study, and experience/professional contributions. Because these factors will vary in each instance, each individual case must be judged on its own merits and should be evaluated by the academic unit committee, the unit supervisor, the appropriate Dean, and the Provost/Vice President for Academic Affairs. Further, because of the obvious variations, the acceptance of a given degree in combination with certain study experience and professional contributions does not establish that specific degree as a precedential standard for its acceptance in other combinations.

2.1.6 Qualifications for Appointment as Adjunct Faculty

Adjunct faculty must meet University criteria and the *Criteria for Accreditation* of the Southern Association of Colleges and Schools, Commission on Colleges, for each course to be taught by the adjunct faculty member. It shall be the responsibility of the academic administrator of the academic unit (College, School, or Division) in which the course is listed to insure that the adjunct faculty member is so qualified and each recommendation for appointment constitutes certification by that administrator that the adjunct faculty member has the required qualifications.

2.1.7 Graduate Faculty

2.1.7.1 Definition of Graduate Faculty Status

Full-time faculty members, faculty with administrative appointments and full-time staff (such as researchers with teaching credentials) can be granted the status of Full or Associate Graduate Faculty. A graduate faculty member is qualified to teach in graduate programs at Kentucky State University, or would be qualified if a graduate program were offered in the faculty member's area.

2.1.7.2 Qualifications for Graduate Faculty

To be qualified for the status of Graduate Faculty, a full-time faculty member, faculty-administrator, or a full-time staff must:

a. Be employed full-time at Kentucky State University.

b. Hold an earned doctorate or the appropriate terminal degree from an accredited institution.

c. Have a record of effective undergraduate and/or graduate teaching at the university level.

d. Hold the rank of Associate Professor or Professor, granted by KSU either at the time of initial appointment or through the University's Promotion and Tenure process.

The letter must be submitted to the Dean of the College, who, in turn, must submit the

renewals. No term contract may be for a period of more than three years. Faculty members on term contracts are eligible for subsequent term contract renewals. Term faculty will participate

2.3 SEARCH, APPOINTMENT, AND ORIENTATION PROCEDURES

The following sections describe the policy on search, appointment, and orientation procedures.

2.3.1 Search and Appointment Procedures

2.3.1.1 Search and Appointment Procedures for Full-Time Teaching Faculty

The faculty of an academic unit and the administrator of the academic unit are jointly responsible for establishing the specific procedures to be used in making recommendations for faculty appointments, consistent with other policy statements.

A search committee is appointed by the appropriate Dean or Chairperson. The search committee is to be composed of faculty and students from the academic unit and will include the Special Assistant to the Provost/Vice President for Academic Affairs as an *ex officio* member.

Searches for positions for which there is justification and budget for the following academic year should begin as early as October 1.

The search committee evaluates those applicants meeting the established and advertised criteria. After evaluating the applicants' credentials to ensure that they meet the specified criteria, the search committee selects the top three applicants and submits their names and evaluations to the appropriate Chairperson with a rationale. The Chairperson adds comments and forwards the information to the appropriate Dean. The Dean submits the names, along with his or her recommendation, to the Provost/Vice President for Academic Affairs. The recommendations are reviewed by the Provost/Vice President for Academic Affairs who makes a recommendation to the President. Upon the approval of the President, the top applicant(s) is (are) invited to campus for an official interview. **All** applicants will be required to make a class presentation as part of the interview process. After the official interview process, the search committee informs the Chairperson or Dean in writing of the committee's recommendation. The same channel of communication is used to forward the committee's, the Chairperson's, and the Dean's recommendations to the Provost who forwards these recommendations, along with his or her own recommendation to the President. The final decision regarding appointment is made by the President.

2.3.1.2 Temporary Appointments to Full-Time Teaching Faculty

Temporary visiting appointments of one year or less may be made upon recommendation of the President and approval of the Board of Regents without consulting the faculty of a unit. In such cases, the faculty must be consulted before any decision is made to reappoint, even though the reappointment might be temporary or visiting.

Full-time temporary and visiting faculty may be offered contract renewals as defined under section 2.2.1.

2.3.2 Letter of Appointment

Letters of appointment shall be issued to all newly hired faculty and returning faculty.

Letters of appointment for new faculty shall specify the following:

- Locus of appointment
- Contract status (term, tenure track, tenured)
- Appointment rank
- Initial salary
- Years credited for teaching experience elsewhere

For faculty on tenure track appointments:

- Year the faculty member will first be ***eligible*** to apply for early tenure
- Deadline for latest possible app

2.4.1.2 Limitations:

a. Discrimination in favor of any employee or applicant for employment on a racial, religious, or other basis to the detriment of the employment opportunities of any other qualified employee or applicant is prohibited.

b. The lowering of job requirements or performance standards for the purpose of favoring any employee or applicant on the basis of his/her race, color, religion, sex, age, or national origin is prohibited.

2.4.2 Conflict of Interest

Kentucky State University recognizes the advantage of employing members of the family of current employees. However, although relatives are permitted to work in the same area, limitations are defined as follows:

2.4.2.1 Nepotism

Members of the Board of Regents, except those elected to the Board as faculty representative, staff representative, or student representative, and relatives by blood or marriage of any member of the Board of Regents, are ineligible for appointment to any position in the University. No relative by blood or marriage of the President, a Vice President or Administrative Officer shall be employed in a position with the University in that officer's administrative area. Waiver of the above regulations may be permitted by the Board of Regents on a stated temporary basis, not to exceed two years, when it is otherwise practically impossible to fill the position with an otherwise qualified person. The same individual shall not be eligible for reappointment under the terms of this exception. No relative by blood or marriage of any administrative officer of the University, or any member of the University faculty holding the rank of associate professor or higher, may be appointed to any position in the University over which the related officer or staff member exercises supervisory or line authority. Employment of persons related by blood or marriage within the same department or division must be approved specifically by the President. "Relatives by blood or marriage" as used above, includes parents and children, husbands and wives, brothers and sisters, brothers and sisters-in-law, mothers and fathers-in-laws, uncles, aunts, nieces and nephews, and step relatives in the same relationships.

Note: Relatives may be allowed to work together, at the Division or School level, without violation of this policy, unless one relative supervises or has line authority over another relative.

2.4.2.2 Marriage

If the marriage of two (2) staff employees would create a family relationship which would violate this policy, one of the individuals must resign, or transfer by the end of the fiscal year, or within six (6) months from the date of marriage, whichever is the greater period. If neither party resigns or transfers, the last hired individual shall be separated from employment at the end of the fiscal year, or the end of six (6) months from the date of marriage, whichever is the greater period.

2.4.2.3 Transfers

If a transfer of a staff employee would cause a relative to supervise another family member, which would violate this policy, the option of transfer, resignation, or separation from employment would apply.

2.4.2.4 Delegation

The School or Division Head is responsible for verifying that employees or transfers into or within the School or Division will not cause a violation of this policy.

2.4.2.5 Procedures

Any waiver of this policy is to be initiated by the School or Division Head through the Office of Human Resources to the President for a decision. Any request for a waiver must be supported by information verifying the need to employ or retain the affected staff employee.

2.5 PERSONNEL RECORDS

The official University personnel files for all faculty members shall be housed in the Office of the Provost/Vice President for Academic Affairs. The Office of Human Resources shall also maintain a file on each faculty member containing only the Personnel Action Form, Disciplinary Records, Consultation Reports and other documentation, appropriate insurance, retirement and other benefits information, and Employee Separation Sheet. Following separation, the official file shall be retired in the Office of Human Resources.

In addition to the above files, the Dean and Chairperson shall keep such personnel files as are necessary in the performance of their duties and responsibilities.

2.5.1 Evaluation

Faculty members are evaluated according to policies outlined in the Comprehensive Evaluation System for Assessment of Faculty Performance in Appendix F.

2.5.2 Policy on Evaluation

The current policy on Faculty Evaluation, approved in June 1989, is as follows:

Policy on Faculty/Administrator Evaluation and the Improvement of Instruction

The evaluation of faculty and administrator performance is a cooperative, ongoing process intended to provide improvement in the quality of instruction and administration. The main means to accomplish this goal is the Comprehensive Evaluation System for the Assessment of Faculty Performance. This system is the basis on which all personnel actions should be made. For this system to be effective it must be administered fairly and properly, and it must be reviewed (and if necessary revised) on an annual basis.

The proper administration of the Comprehensive Evaluation System depends upon the successful completion of its various phases. All participants in the system should understand its philosophy, purposes, specific objectives, and the guidelines for administering the particular components. The criteria to be used, i.e. the academic rank and job description (or outline of duties on the Distribution of Effort Form), must be clearly communicated prior to conducting the evaluation and must be used properly during the evaluation process. Faculty and administrators who are being evaluated should receive substantial feedback on the results of the evaluation, as outlined in the system. Finally, the process of conducting the evaluation must be monitored carefully, the instruments and procedures used must be subject to ongoing scrutiny, and adjustments must be made where necessary.

The annual review process is twofold. At the beginning of the Fall Semester the President shall appoint an ad hoc committee consisting of eight faculty members, two of whom are academic administrators, the six remaining chosen equally from each of the five colleges and the library. This committee will monitor the administration of the system, identify weaknesses or problem areas, and recommend changes to the

2.6 PROMOTION AND TENURE: POLICIES AND STANDARDS

It must be noted that, in terms of format, standards, and procedures, the appointment, retention, tenure, termination, and promotion of faculty are closely related matters, and all depend upon the professional behavior and performance of faculty. Thus, requirements pertaining to one of these factors, in most instances, apply also to the others.

2.6.1 Standards for Granting Promotion and Tenure

There shall be minimum University-wide standards for teaching effectiveness (professional competence), research/creative activity, and service.

These University standards appear in sections 2.6.1.1, 2.6.1.2, 2.6.1.3, and 2.6.1.4. The individual academic units shall translate the University standards into specific criteria appropriate to their disciplines. Units with graduate programs shall provide specific criteria for judging tenure and promotion applications from faculty members teaching graduate courses. Specific criteria for the faculty of the School of Nursing, the Library, and the College of Agriculture, Communities, and the Environment are outlined in Appendix J, I, and K respectively.

Candidates for promotion or tenure must demonstrate an ability to perform at high professional levels in areas which contribute to the mission of the University. Therefore, the faculty member should be evaluated in each of the areas listed below.

2.6.1.1 Teaching Effectiveness (Professional Competence)

Teaching effectiveness is the primary criterion for granting promotion and tenure. Only after an affirmative judgment about teaching effectiveness has been made shall serious consideration be given to an evaluation of scholarship and service. Teaching effectiveness includes current knowledge of one's discipline and is also demonstrated through but not limited to, course planning, preparation of assignments and examinations, and evaluations by peers, students, and the Chairperson or Dean. Also included would be curriculum planning, the selection of textbooks, and innovative instructional methods or materials. In addition, effective teaching may be demonstrated in less tangible ways through activities such as tutoring and advising students on matters of intellectual and career development.

The dossier of the candidate should contain detailed and specific evidence of teaching effectiveness. The evidence shall include peer evaluations and student evaluations conducted over a five (5) year period. Peer evaluations should be conducted minimally in the first, third and fifth years of a candidate’s probationary period. Also included shall be colleagues' evaluations of the objectives, methods, and materials of courses taught by the candidate.

2.6.1.2 Scholarly Research and Creative Activity

Scholarly research and creative activities are also important factors in granting tenure and promotion as they are activities which serve to advance the discipline or the state of the art. Scholarly research or creative activity may be demonstrated through the pursuit of significant research, publishing, approaching subjects in a scholarly or creative manner, instilling a spirit of inquiry or the desire to create in students, or by making creditable

For both professional and public service, the dossier of the candidate should include evaluations by qualified individuals indicating the quality and extent of the services rendered.

2.6.1.4

teaching experience **in an institution accredited by one of the accrediting agencies recognized by the US Dept. of Education** (or its equivalent as determined by the academic unit/division and the Provost/Vice President for Academic Affairs).

2.6.2.2 Promotion Eligibility and Review Schedule

Faculty members shall be evaluated for promotion in any year at their request. Faculty members below the rank of professor, including non-tenure accruing ranks, must have their dossiers submitted for review by the basic academic unit at least once every five years. Frequent reviews of faculty performances for purposes of promotions are encouraged.

2.6.3 Tenure Policies and Standards

2.6.3.1 Purpose and Duration

The University established academic tenure as an important means for protecting academic freedom, providing employment security, and promoting institutional vitality and stability. This privilege, granted by the institution, has distinct legal, societal and ethical implications.

Tenure extends from the date of its award to the date of retirement, and may be abrogated only by a reduction in the work force, a discharge for cause, resignation, disability, or death.

2.6.3.2 Ranks Eligible for Tenure

Permanent tenure can be awarded to faculty members above the rank of instructor. One may not attain tenure in such full-time positions as coach, research associate, researcher, lecturer, assistant instructor, instructor, or in any clinical, adjunct, or visiting rank.

2.6.3.3 Tenure Eligibility and Review Schedule

Credit toward the fulfillment of any probationary period, applicable to the attainment of tenure, must be earned through ***continuous*** full-time appointment, including full-time employment prior to the beginning of continuous employment at Kentucky State University and full-time employment as a faculty member at other institutions up to three (3) years. This credit for prior teaching experience must be granted in writing by the Provost/Vice President of Academic Affairs at the time of appointment. The initial letter of appointment must specify whether the faculty member will or will not receive credit for prior service if the faculty member has previously served as faculty at an accredited institution of higher learning. Once this service credit has been granted, these years *must* be counted as part of the probationary period. See Section 2.7.1, "Computing Years of

2.6.3.3.2 Associate Professor

An associate professor's qualifications for tenure may be reviewed at the end of a four-year probationary period but must be reviewed at the end of a six-year probationary period. Only in exceptional cases may the basic academic unit recommend tenure at the time of the initial appointment of an associate professor.

2.6.3.3.3 Assistant Professor

By the end of a six-year probationary period (which must include any years given for prior service), an assistant professor's qualifications for tenure must be reviewed. Any individual who has not made substantial progress toward achieving the rank of Associate Professor by the end of the third year of the probationary period will be given a terminal contract.

2.6.4 Early Tenure Decision

The initiation of any early tenure recommendation may be made by the faculty member before the full probationary period ends. If the decision is negative, the faculty member will be notified in writing, and this faculty member may not reapply for tenure until the full probationary period has been served. Generally, early tenure is intended primarily for faculty members who have held tenure at another institution and/or who have made significant contributions to their fields. Assistant Professors who have received prior years of service credit who are in their sixth year of their probation period (including prior service) are not considered as early tenure candidates. If those individuals do not receive tenure in their sixth year, they will not be eligible for further tenure considerations.

2.6.5 Limitations Concerning Tenure Eligibility

2.6.5.1 Continuous Full-time Appointment

Tenure applies only to continuous full-time appointment in the academic units which have

2.6.5.3 Joint Appointment

A faculty member who holds a joint appointment in two academic units may achieve tenure. If one of th

2.7.3.1 Materials to be Included in Dossier

2.7.3.1.1 Material to be provided by the Candidate to the Academic Unit

member.

D. Most recent syllabi for all courses taught in the last two years.

E. Samples of any noteworthy course materials developed by applicant during

Stewardship.

VIII. Continuing Growth.

A. Evidence of continuing growth in the areas of teaching, professional

committee.

d. A letter of recommendation by the Dean for the candidate evaluating the candidate’s teaching, research/creative activity, and professional service with supporting rationale.

2.7.3.2 Letters of Evaluation and Recommendation

The Chairperson will obtain a letter of evaluation and recommendation from each appropriate member of the faculty and add these letters to the applicant's dossier. For promotion evaluations, the faculty members must hold a higher academic rank in the academic unit than the faculty member being evaluated. For tenure evaluations, the faculty members must all be tenured in the academic unit. The letters should address the candidate’s qualifications in the areas of teaching, research/creative activity, and

2.7.4 Review Procedures for Promotion and/or Tenure Dossiers

2.7.4.1 Peer Review (Unit Committee Review)

The dossier is first submitted by the Chairperson to the Unit Tenure and Promotion Committee for peer review. The Unit Tenure and Promotion Committee (or the Ad Hoc Committee appointed according to S5/F2 12 vlmion(2.77.1())-6 sCha)3lltmakee aommn aon tonthe

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2.7.7 Tenure and Promotion Committees

The following committees are involved in the tenure and/or promotion review procedures:

2.7.7.1 Academic Unit Tenure and Promotion Committee

Each academic unit shall establish a tenure and promotion committee of a minimum of three tenured faculty members and maximum of seven tenured faculty members. The function of this committee is to review the dossiers of candidates for tenure and promotion and make recommendations in writing to the Chairperson. If an academic unit does not have a minimum of three tenured faculty members, the academic unit supervisor shall appoint an ad hoc committee composed of faculty members from a related unit for review of a specific case. If this is done, the composition of the committee and its recommendations must be reported in the final recommendation to the Provost/Vice President for Academic Affairs.

2.7.7.2 The University Tenure and Promotion Committee

The Tenure and Promotion Committee shall be composed of seven (7) tenured faculty members elected by the faculty at large. Each College shall have at least one member; however, no more than one member may come from the same division, school or the library.

Each committee member shall serve for a two-year term except that the Chairperson, who is elected by the committee itself, shall serve a three-year term. The function of this

University Tenure and Promotion Committee:
It is **recommended** that one who has already been elected to serve on the University Tenure and Promotions Committee **not** participate in the tenure and promotions process on the unit level in any way for that particular review cycle, including serving on the Unit Tenure and Promotions Committee or writing letters of recommendation for **any** candidate, either within or outside of the unit. Should a member of the University Tenure and Promotion Committee have already reviewed a particular candidate's dossier, voted, or written a letter of recommendation prior to the review of the candidate as part of the University Tenure and Promotion Committee's deliberation process, that member **must** recuse himself/herself from all discussions of and the vote on that candidate. Failure of any member of the Committee to recuse himself/herself or disclose prior review and/or vote on a candidate will result in automatic expulsion of that member from the University Tenure and Promotion Committee for the remainder of his or her term and disallow that member's vote on that candidate, if such a vote was cast. Current University Faculty Appeals Committee members, the Faculty Regent, Deans, and Chairs are ineligible for membership.

University Faculty Appeals Committee:
Members can also serve on the Unit Tenure and Promotion Committee. Current members of the University Tenure and Promotion Committee, the Faculty Regent, Unit Chairs, and Deans are ineligible for membership.

The Standing Election Committee will monitor the membership eligibility. Any member of a committee who has reviewed a candidate in the role of a unit committee member or as a Unit Head must recuse himself or herself from the deliberations of either University committee. The same rules on recusal that apply to the University Tenure and Promotion Committee, above, also apply to members of the University Faculty Appeals Committee. Members elected on both of the University level committees must select one committee on which they will serve. If more than one individual is elected to both committees, then the person receiving the most votes must make a choice of committees first.

2.7.7.5 Committee Member Responsibility in Evaluation

Faculty members who serve on the Unit Tenure and Promotion Committee, the University Tenure and Promotion Committee, or the University Faculty Appeals Committee must also follow the peer evaluation requirements of their respective Units and the University guidelines. If the guidelines require an individual to submit a recommendation to be placed with the candidate's dossier, then that recommendation must be made. The initial recommendation or evaluation does not bind the committee member during the later review process. The initial letter is made in the role of a faculty peer, the latter in the role of the committee deliberations and recommendations.

2.7.8 Calendar for Promotion and Tenure Applications and Review

By no later than the beginning of each academic year, the Provost/Vice President for Academic Affairs shall prepare and distribute the calendar stating deadlines for University-level review of promotion and/or tenure applications. This calendar shall be distributed to all full-time University faculty members at the beginning of each academic year. This calendar will consider other deadlines, such as those which are part of the Comprehensive Faculty Evaluation System from which relevant data must be collected.

Deans, Chairpersons, and Unit Committees are responsible for setting appropriate deadlines for application and review to ensure that University deadlines are met. This calendar shall stipulate deadlines for each of the following actions:

Deadline for Notice to Potential Applicants
Deadline for Application Submission or Letter declining to apply
Deadline for Unit Committee's report
Deadline for Chairperson's review
Deadline for Dean's review
Deadline for University Committee's review
Deadline for Provost/Vice President's review
Deadline for President's review
Deadline for notification of President's recommendation
Deadline for filing appeals of the President's recommendation

Faculty members who, according to the policy in effect, are scheduled to apply for tenure or review shall be notified by the University during the spring semester of the academic year prior to the one in which such review is to take place.

2.7.9 Procedures for Approval, Review, and Dissemination of Promotion and Tenure Policies and Standards

It is the responsibility of the Dean and Chairperson to ensure that all newly-appointed faculty members are explicitly apprised of the unit criteria and University standards appearing in Section 2.6.1. This matter also will be covered in the New Faculty Orientation.

Reminder of procedures and policies on promotion and tenure, with specific note of changes in the last year, will be a standard element of the Fall and Spring Faculty Institute workshops and will be required of all academic administrators, unit and university tenure and promotion committee members, and faculty. During the first week of the academic year, the Office of the Provost will provide a special workshop on preparing dossiers for all wishing to be considered for promotion or tenure that year.

It is the responsibility of the Provost/Vice President for Academic Affairs to review University standards for promotion and/or tenure periodically and, with appropriate faculty participation, recommend changes to the President for approval by the Board of Regents.

For academic units that develop additional criteria for promotion and tenure as well as evaluation benchmarks, the academic unit criteria must be submitted through the Dean of the College in which the unit is housed to the Faculty Senate for approval. The Professional Concerns Committee shall review the unit criteria and make recommendations for approval to the Senate. The unit may be asked to modify or amend the criteria and benchmarks in order to ensure fairness to all members of a unit. Once approved by the Senate, these criteria are to be approved by the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs may return the criteria to the Senate for additional review, but specific concerns must be stated.

The Provost/Vice President for Academic Affairs shall monitor the application of these

criteria. Any changes in the University procedures or criteria shall require the review of unit criteria for conformity with new University criteria and procedures. This review and any changes shall be submitted through the respective Dean and the Faculty Senate to the Provost/Vice President for Academic Affairs.

2.8 SEPARATION FROM THE UNIVERSITY

2.8.1 Resignation

A faculty member shall be able to resign prior to the beginning of a semester (fall or spring) provided that he or she gives at least 60 days written notice prior to the beginning of the semester and a suitable replacement can be found. Upon receipt of the notice, the University will initiate a search process to find a suitable replacement. A faculty member who resigns from an appointment at the end of an academic year shall do so by providing notice in writing at the earliest possible opportunity, preferably by May 1 or within 10 working days of receiving notification of the terms of an appointment for the upcoming academic year.

Once a faculty member has returned the acceptance of appointment form for the upcoming

a full academic year, at least ninety (90) calendar days in advance of its termination.

b. The faculty member shall be notified of intended termination not later than December 15 of the second year of employment under a tenure track contract, if the contract expires at the end of that academic year; or, if the second year contract is for less than a full academic year, at least one hundred eighty (180) calendar days in advance of its termination.

c. Beginning with the third and following years, the faculty member shall be notified of intended termination prior to the beginning date of the last contract which in no event shall be less than the two hundred seventy (270) calendar days.

All notices of non-reappointment shall be by certified mail, and the notice shall be as of the date the notice is postmarked.

2.8.4 Suspension

Suspension is temporary denial of employment with or without pay until the Board of Regents can give full consideration to the charges leading to suspension. An employee may be suspended by the immediate supervisor, with the approval of the Provost/Vice President for Academic Affairs, for a period of time not exceeding five (5) work days. Suspension for any period greater than five days must be approved by the President. Whether such suspension is with or without pay shall be determined by the person issuing such suspension based on a review of all of the facts. A faculty member shall have the right to appeal a suspension through normal channels. The Office of Personnel shall be notified in writing of all employees who have been suspended.

2.8.4.1 Suspension due to Violations of Law

The University assumes that any violation of law will be dealt with by the appropriate legal authorities. However, the University may proceed with disciplinary actions and impose University sanctions in such cases, independent of any legal proceedings and legal sanctions. Any faculty member arrested or indicted on a felony charge may be suspended with pay and may be denied access to the campus, pending trial on such charges if it is the judgment of the President that such action is in the best interest of the University.

2.8.4.2 Suspension as a Result of Grievance Proceedings

Suspension without pay for a period not to exceed one year is a possible penalty resulting from grievance proceedings against a faculty member.

2.8.5 Termination

2.8.5.1 Discharge for Cause

A tenured or non-tenured faculty member or employee may be removed for cause as provided by KRS 164.360 (see below). Termination of appointment for adequate cause shall be related to the behavior and performance of the faculty in his/her professional

2.8.7 Financial Exigency

The following policy, approved by the Board of Regents on January 23, 2015, governs financial exigency at the University. The policy is also located on the KSU website by selecting 'Financial Exigency' at this page:
https://kysu.edu/about-ksu/university-policies-and-procedures/

2.8.7.1 Definition

Financial exigency which justifies the termination of tenured faculty or staff is an imminent financial condition which seriously jeopardizes the quality of the University's academic program and the ability of the University to fulfill its obligations to the public. Projections of enrollment, or instructional subsidies, and of other sources of revenue must indicate that the shortage of funds will be both severe and persistent. The Board of regents must find that institutional operations within such budgetary constraints requires a reduction in personnel such that tenured faculty or staff must be terminated or laid off, or probationary faculty must be terminated or laid off prior to the end of their respective appointments. Such a reduction in faculty or staff positions shall be deemed required only if, in the Board's judgment, it will have an effect substantially less detrimental to the institution's ability to fulfill its mission than with other forms of budgetary curtailments available to the institution.

2.8.7.2 Program Reduction or Elimination

The Board will review the faculty ratios in each college and unit as well as the cost per student for each academic course. If it is determined that budgetary conditions, governmental mandate or economic currents have resulted in reduced student enrollment within certain colleges, schools or units, then the Board may eliminate or curtail such college, school, or unit.

2.8.7.3 Faculty and Staff Committee

Any time a financial exigency is declared; the President shall designate or create a standing committee approved by the Board to consult with the President. The committee shall consist of faculty and staff members who represent the various academic and administrative units of the University. The faculty members shall be chosen from a list of faculty members provided to the President by the Faculty Senate and the staff members shall be provided to the President by the Rotating Advisory Committee or such other committee as is designated as the official representative of all University staff members. The committee shall act as the representative of the faculty's and staff's interest in both their personal and professional concerns for the University's programs.

2.8.7.4 Preliminary Determination and Statement

If the Board declares that a state of financial exigency exists or is imminent or a program change has occurred or should seriously be considered, and termination of one or more faculty or staff may be a required as a consequence of either circumstance, it shall prepare a statement that identifies with reasonable particularity the state of financial exigency or other program change. The statement shall outline in terms as specific as the

2.8.7.7 Seniority

The following sequence shall be followed in determining seniority: tenured faculty or staff of superior academic rank would have preference for retention over tenured faculty of lesser rank. A faculty or staff member who has obtained tenure prior to another faculty or staff member of the same rank would have preference over the latter faculty or staff member. If tenure and rank considerations are the same for two faculty members, the faculty member with the longer period of employment would have retention preference. Only in a clear and convincing case that program needs dictate other considerations will a non-tenured faculty or staff member be retained over a tenured person. Such a situation will only be warranted upon a clear showing that diversity of specialty is necessary to preserve academic accreditation or when application of seniority threatens a viable academic program.

2.8.7.8 University Obligations

In making specific recommendations for termination of individual tenured faculty or staff positions, the President shall take into account the following: If funded vacancies exist, reasonable effort will be made to offer the tenured faculty or staff member another existing position within the institution for which the tenured person is qualified by experience and education.

2.8.7.9 Lay-Off Status

A faculty or staff member whose position has been eliminated or reduced in accordance with the provisions of this policy shall, at the end of the appropriate notice period, be placed on lay-off status, unless the lay-off notice has been rescinded prior to that time. A person on lay-off status shall remain on such status until:

a. For a probationary faculty, the probationary appointment would have expired under its own terms;

b. For tenured faculty or staff, the earliest of one of the following occurs: Reappointment to the position or failure to accept such reappointment would terminate the faculty or staff member's employment;

c. Resignation; or

d. Failure by the affected faculty or staff member to notify the President not later than December 15 of each year while on lay-off status as to his or her location, employment status, and desire to remain on lay-off status. Failure to prove such notice of desire to remain on lay-off status shall terminate such person's employment.

e. A person on lay-off status has all of the reemployment rights and also has the following minimal rights: participation in departmental, unit, and institutional activities permitted by departmental and/or unit guidelines; continued use of campus facilities; continued participation in fringe benefit programs which are not dependent on payroll or require University financial contributions.

2.8.7.10 Notification

The President shall send to each tenured faculty or staff member recommended for termination a written notice of the Board's initial decision to make such termination. The notice shall include a statement of the basis for the decision, a description of the manner in which the decision to terminate was made, that the tenured faculty or staff member will be provided an opportunity to have the particular decision reconsidered by the President with advice from the Faculty and Staff Committee, and the rights of the said faculty or staff member.

2.8.7.11 Reconsideration

A tenured faculty or staff member may secure reconsideration of the decision by filing a written request with the President within thirty (30) days after receipt of notice. The Faculty and Staff member shall consider the information furnished to the tenured faculty or staff member and provide him or her with an opportunity to furnish it with written information or statement tending to prove the accuracy and correctness of the facts stated in the request. A genuine effort will be made to resolve the entire matter by informal methods of preliminary inquiry, consultation, discussion, and confidential mediation. No formal evidentiary hearing of an adversarial nature will be conducted on such a complaint. If the difficulty is not resolved in fifteen (15) days, the Committee shall submit to the President a written report containing its advice and recommendation with a supporting statement of its specific reasons. After consideration of the report, the President shall make a recommendation to the Board.

2.8.7.12 Final Matters

A faculty or staff member having been laid off because of financial exigency shall upon recall have restored to his or her credit sick leave which had been accrued and unused at the time of separation as well as being restored to his or her status prior to such lay-off. Eligibility for all other University benefits will be consistent with personnel policies and benefits in effect at the time of recall.

2.9 FACULTY RIGHTS AND RESPONSIBILITIES

2.9.1 Academic Freedom

Academic institutions in a democratic society exist for the pursuit of truth, the development and conservation of knowledge, the transmission of learning, and the enhancement of the general well-being of such society. Free inquiry and free expression are indispensable to the attainment of these goals. Kentucky State University is, therefore, committed to protecting the academic freedom of all members of the University community.

Freedom to learn and freedom to teach are inseparable facets of academic freedom. Students have a right to their own views on matters of opinion, rather than fact, and a right to express those views in appropriate ways without fear of arbitrary reaction or improper disclosure of such opinions outside the classroom.

All faculty members are entitled to full freedom in research, publications, academic

evaluation, and classroom expression. Academic freedom carries the corresponding responsibilities of faculty to be thoroughly prepared and well informed in their fields of knowledge and to be scrupulous in distinguishing between personal and professional judgments and between fact and opinion. Membership in the academic community imposes on students, faculty, staff, administrators, and Regents of the University an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression both on and off the campus.

2.9.2 Faculty Responsibilities

a. Faculty members shall respect the rights of all campus members to pursue their academic and administrative activities.

b. They shall respect the rights of all campus members to free and orderly expression.

c. They shall act with propriety in all dealings with members of the University community.

d. They shall respect the rights of all members of the University community to privacy, including privacy of desk and office space and refrain from improper or false disclosure of such member's social or political views or activities. It is not improper for a faculty member to make such a disclosure upon request from an official entitled to such information.

e. As an individual, each faculty member has the right to speak on his/her behalf provided he or she lets it be known that he/she does not represent the University. No faculty member has the right to speak for the University unless given that privilege by the President.

f. Faculty members are expected to maintain professional involvement with their academic discipline. The University encourages all faculty members to continue formal education, where applicable, and to belong to appropriate learned and professional societies in their fields. As a part of maintaining professional involvement, the University encourages faculty members to engage in scholarly research and to publish the results of that research.

g. Faculty shall inform students when their individual or collective efforts may be used for professional or personal advancement, or when the student(s) is (are) to be used as a research subject(s), and in either case, to ensure that the student may elect not to participate without prejudice to his or her academic standing.

   The teacher will recognize appropriately any significant contribution by the student(s). Failure to credit appropriately a student's written material in any publication by the teacher will constitute plagiarism.

h. Faculty members may not accept compensation for assisting students in any study or course in which he or she is empowered to grant the student credit or over which he or she has any authority.

i. Faculty members must accurately record, account for, and register each student's progress and scholastic attainment. Efforts will be made to achieve consistency and equity for all students in courses consisting of multiple class sections.

j. Faculty members in the conduct of their University activities shall not engage in any act of discrimination on the basis of race, sex, age, disability, veteran status, ethnic origin, or religious or political affiliation or activity.

k. Faculty members shall not engage in sexual harassment and shall be familiar with the University policy on this subject. See Appendix O of this *Handbook.*

l. Faculty members shall not use mind altering substances when such use could result in their failure to perform their assigned duties.

m. Faculty members must properly utilize and maintain the property of the University to the extent normally expected of a user.

n. Faculty members are responsible for all keys issued to them by the University. There are serious penalties for loss of keys and failure to comply with the University Key Policy. Faculty members are urged to obtain a copy of the key policy from their Chairperson or Dean.

2.9.3 Collegial Approach to Decision Making

2.9.3.1 Basic Principles

The Faculty and Administrators of Kentucky State University endorse a collegial approach to University governance. This approach is based in concept upon the "Statement on Government of Colleges and Universities" jointly formulated by the American Association of University Professors (AAUP), the American Council on Education, and the Association of Governing Boards of University and Colleges (adopted by the AAUP on October 29, 1966).

Additionally, this collegial system of University governance is based upon the concept of shared authority and responsibility among colleagues via the University committee structure. Not to be overlooked, however, are those primary duties delegated to the faculty and those primary duties delegated to administrators. A respected and functioning collegial system has as its fundamental principle the concept of good-faith consultation among colleagues prior to their decision making.

It is understood that the Board of Regents and the Council on Postsecondary Education are statutorily responsible for the gover/74onc

faith consultation among colleagues, decision-making authority appropriated in the committee structure, and all participants committed to the decisions reached through the collegial system, unproductive adversarial relationships among groups should be minimized and University goals and objectives more easily achieved.

In order for a collegial system of University governance to work, two prerequisites must be present: a) there must be adequate communication between and among all individuals and groups involved, and b) there must be a commitment on the part of both faculty and administrators (under the leadership of the President) to accept responsibility for participating fully in the system.

2.9.3.2 Characteristics of the Collegial System

"Colleague" is defined as a University employee of faculty rank or of professional or administrative classification, regardless of the individual's primary responsibilities.

Leadership, reason, persuasion, and cooperation are the hallmarks of a collegial system.

All colleagues have the opportunity to participate, directly or through elected representatives, in the collegial process.

Good-faith consultation and mutual respect among colleagues are fundamental principles of the collegial system.

When a decision is reached by the person or body responsible for making that decision, and all recommendations pursuant to this approach have been considered, that decision is reached through collegial processes. Colleagues therefore should avoid using external political processes (e.g., legislature, CPE, governing boards) to frustrate the decisions reached through the collegial process.

All colleagues, regardless of primary responsibility, must respect and support the results of the system and seek to implement those decisions. A colleague is free to seek to change policy within the collegial system. University leaders (President, Vice Presidents, Faculty Senate President, Chairs, Deans, Directors, and Committee Chairs) have a particular responsibility to communicate and implement the decisions of the system.

Faculty members serving on decision-making or advisory bodies are expected to participate fully and professionally in the activities of those bodies.

2.9.3.3 The Role of the Faculty in the Collegial System

"Faculty bodies" are defined as the collective members with faculty rank of an academic unit (area, department, division, college, or school), elected representatives to faculty bodies (such as the Faculty Senate or other representative organizations such as College Councils), University Committees or Councils with faculty representation, and appropriate faculty committees established by the University or the Senate.

The exact nature, duties, and modus operandi of these faculty bodies are articulated in the Board Policies, Administrative Regulations, and Guidelines of the University. As participants in the collegial system of University governance, faculty bodies are obligated

to make decisions and/or recommendations for the good of the University. Generally, faculty bodies have primary involvement in the decision-making process in matters directly related to academics, including curriculum, subject matter, methods of instruction, research, faculty status, academic offenses, admissions and graduation requirements, grading and student grievances, academic freedom issues, and those other aspects of student life which directly relate to the educational process. "Primary involvement" means that the applicable faculty body must approve of any formulation of, or changes to, Administrative Regulations and Guidelines in the above described areas, and in any administrative recommendations to the Board affecting applicable Board Policies. Ultimately, the University faculty is responsible for the collegial system and all recommendations emanating from faculty bodies. Faculty decision making and approval are also required for all matters impacting the academic programs of the University.

According to the procedures adopted by the Board of Regents, faculty bodies shall have primary involvement and be consulted by the administration in the development or amendment of Board Policies and Administrative Regulations and Guidelines related to faculty, including faculty appointment, promotion, and tenure; evaluation of academic administrators, faculty grievance, and appointment of Deans and chairs.

The Faculty Senate, in accord with its constitutional duties and as the representative body of all the faculty, has the final decision-making authority of the faculty with respect to Board Policies and Administrative Regulations and Guidelines pertaining to academic matters and academic procedures mentioned in the previous two paragraphs (with the sole exception of a meeting of the whole faculty). The previous statement does not abrogate decision making authority given to another faculty body by statute, such as the Teacher Education Committee.

Good-faith consultation with faculty bodies is sought in such matters as those involving the selection of the University President, Vice Presidents, the organization of the University budgets and related monetary issues, and public relations issues.

Faculty decision making and recommendations are sought for all matters impacting the academic programs of the University.

2.9.4 Faculty Development

2.9.4.1 Sabbatical Leave

Faculty members, including library faculty, with seven consecutive years of service may be granted a sabbatical leave for one semester at full pay or two semesters at one-half pay. As University resources are limited, a maximum of six faculty members may be granted sabbatical leave for the same period of time and only one faculty member of a division or department, school or college. Sabbatical leaves shall be awarded only when funds are available for specific purposes, when the grantee's absence from the University will not hamper the work of the unit or the University, and when the leave will provide a demonstrated benefit to the University. In order to receive sabbatical leave, an eligible faculty member must complete and submit the Professional Improvement for Study Leave and/or Sabbatical Leave form along with a Prospectus through the appropriate administrative channels to the Provost/Vice President for Academic Affairs at least seven months prior to the beginning of the term in which the sabbatical leave is to commence.

Upon receipt of the request for sabbatical leave, each academic administrator should evaluate the Prospectus for its overall quality before transmitting it through appropriate administrative channels to the President for presentation to the Board of Regents. The faculty member and appropriate administrator must indicate how and certify that granting of a sabbatical leave request complies with the following guidelines.

Guidelines

a. The faculty member has not had a sabbatical leave or other leave at one-half or greater pay during the previous six consecutive years.

b. The faculty member may not count more than one year of leave or absence without pay towards the seven consecutive years of service in meeting the eligibility requirement. If a faculty member is requesting sabbatical leave for one semester at full pay, a full time replacement normally will not be employed; however, insofar as the budget permits, a replacement may be employed for a faculty member who is granted a sabbatical leave for the academic year at one-

To be eligible for nomination a person will typically have served Kentucky State University as a faculty member, holding academic rank, teaching at least a 50% teaching load for seven or more years in accordance with the University Teaching Load Policy at the time of receiving the award. However, those faculty who have held academic rank at Kentucky State University for at least seven years who do not meet the 50% teaching load criterion, but who are clearly distinguished in one or more of the other relevant categories listed below, may also be nominated and considered by the Faculty Recognition Committee. A person may receive the award no more than once during a seven-year period.

2.10.1.5 Criteria for the Award

The nominee should have benefited the University by having distinguished himself or herself in one or more of the following areas:

a. Teaching excellence which may include the following:
   1. demonstrated teaching effectiveness;
   2. demonstrated original or innovative presentation;
   3. demonstrated interest in students such as advising and consultation outside of class;
   4. other special activities involving students;
   5. expertise in his or her teaching and/or research fields.

b. Scholarly productivity (research, performance, creative works and/or publishing)

c. Outstanding service and leadership to the University and the community

d. Other considerations such as:
   1. contribution to the development of human values
   2. additional significant achievements or qualities that the nominator considers to be relevant indicators of excellence or distinction.

2.10.1.6 Nomination Procedure

Letters of nomination, giving the name and the qualifications of potential candidates for the award, shall be solicited at the beginning of the school year from all groups in the University community; administrators, faculty, staff, students, and alumni. These letters of nomination must address the award criteria and must be signed. Once candidates are nominated, the Chair of the Committee will request those candidates to submit their current vita and any additional documentation that addresses the award criteria and supports their nomination. The Chair will also notify the Deans, Chairs, and all faculty members concerning the names of the individuals nominated and an opportunity will be provided for input through letters addressing the award criteria. Students and other members of the University community may also submit letters. In addition to materials submitted by the candidate, that person's chairperson will provide the Committee with additional documentation to aid in the initial selection of candidates. This material will include recent peer and student evaluations and letters of evaluation requested from all faculty members in the candidate's unit of the same or higher rank.

2.10.1.7 The Committee Decision

If a faculty committee member is nominated, he/she will step down from the committee and be replaced by the alternate faculty member. If the committee finds none of the nominees sufficiently distinguished, it may vote to recommend no finalist for that year.

2.10.1.8 The Faculty Vote

The Distinguished Professor shall be selected by a direct vote of all full-time faculty members. This election is to follow the procedures for Faculty Elections stipulated in Section 1.7.1.4. no sooner than five working days after finalist are announced by the Faculty Recognition Committee and vita are posted. This election is to follow the procedures for Faculty Elections stipulated in Section 1.7.1.4. Finalist for the award are asked not to campaign for election, and voters are asked not to vote for any candidate who actively campaigns for the award. The Provost/Vice President for Academic Affairs shall submit the tabulation of election results and the name of the faculty member who received the most votes with his/her recommendation to the President for his/her approval or disapproval. The President will submit his/her recommendation to the Board of Regents for the final decision.

2.10.1.9 Nature of the Award

The Distinguished Professor Award includes:

An inscription with the recipients' name on a special plaque to be displayed in a conspicuous and appropriate place on campus.

A personal plaque to be kept by the recipient.

A cash award of $3,000.00.

2.10.1.10 Honoring the Distinguished Professor

The Distinguished Professor will be recognized at the Commencement Convocation and presented the award at the same time. The Distinguished Professor will make a presentation at the Fall Academic Convocation.

2.10.2 The Honorary Degree Program

The Honorary Degree Program recognizes and pays tribute to individuals who by professional achievements, research and/or service have made tangible contributions to Kentucky State University, higher education in general or to the world community of scholars.

2.10.2.1 Purposes

The award of an honorary degree shall serve any or all of the following purposes:

a. to recognize and pay tribute to the individual upon whom the degree is conferred;

b. to invite the honoree into the community of scholars which constitutes the

University;

It shall be the responsibility of the Committee to collect, compile, and maintain all documenting materials for each nominee; to review nominations in light of established criteria; and to submit its recommendations for award to the University President. Committee recommendations shall be submitted prior to April 1 of each year. Final authorization for the award of the degree shall be granted by the Board of Regents upon the recommendation of the University President. No more than three (3) honorees will be recognized during any given academic year.

2.11 WORKLOAD

Note: A s*pecific workload policy for the School of Nursing and Health Sciences is located in Appendix J*

Full-time faculty members, in addition to the primary responsibility of providing instruction for courses assigned them, have further professional responsibilities which consist of service on University committees and the provision of academic advisement to students.

As outlined below, faculty members are expected to be on campus for:

All scheduled classes
Office hours
Faculty meetings
Committee meetings, and
Other official duties

2.11.1 Calculation of Teaching Load

Full-time teaching assignments will be defined by the following guidelines which apply to each academic semester (other than the Summer Session):

a. For assignments consisting entirely of undergraduate classes of normal sizes, the full-time assignment shall be TWELVE (12) credit hours.

b. For assignments consisting of graduate classes or a mixture of graduate and underg3>B P 0 612 792 reW*0 1 103.58 262.01 Tm0 g0 G[(b.)] TJETQq0.00000 A7.

scheduled during the normal instructional periods between 8:00 A.M. and 5:00 P.M. without the prior written approval of the Provost/Vice President for Academic Affairs. If circumstances require, a faculty member may be assigned no more than three credit hours additional teaching assignment beyond the standards cited in this description of full-time teaching in any semester as part of their regular teaching assignment for that semester provided that the teaching assignment for the following semester is reduced by an equal amount.

Independent and/or directed study courses generally shall not be counted towards the determination of full-time teaching assignments unless multiple supervisory responsibilities are involved.

For persons holding academic administrative supervisory positions (for example, Deans or Chairpersons), the standard teaching assignment shall be reduced in accordance with the provisions of the Governing Regulations or as otherwise approved by the President of the University.

With the approval of the appropriate Dean, a Chairperson may provide release time to a faculty member for special assignments (for example, the development of a new course, or the planning or revision of a curriculum). All such assignments shall have prior written approval of the Chairperson and the Dean, and these written approvals shall be included in the personnel record of the faculty member kept in the Office of the Provost/Vice President for Academic Affairs. Such assignments shall be clearly indicated on the faculty member's Distribution of Effort Agreement Form.

will apply:

The supervision of 5 student interns equals 3 credit hours, if students are placed outside Franklin County

The supervision of 6 student interns equals 3 credit hours if students are placed in Franklin County

These standards shall be used in the determination of charges against CRS, extramural funds, and general fund accounts for persons having ***prior approval*** for divided teaching/research assignments in the University.

2.11.2 Teaching-Related Duties

2.11.2.1 Meeting Classes

The faculty member must meet each scheduled class at the scheduled time, in the scheduled place, and for the scheduled period of time.

2.11.2.2 Course Syllabi Guidelines

Each faculty member must prepare a course syllabus or schedule of classroom activities for each of his/her classes. These materials must be provided to each student in each class no later than the second meeting of the class. A copy of syllabi must be submitted to the Chairperson or Dean.

The following guidelines for the preparation of course syllabi are offered to insure that these documents meet the needs of students, as well as the requirements of accreditation organizations. Course syllabi should contain the following components (in any order or format). All University course syllabi are expected to be high-quality professional documents in content, format, and mechanics.

a. Identifying information
   Institution
   College, School or Division
   Course title, number, and section
   Credit hours
   Meeting days and time
   Instructor
   Office location
   Office phone number
   Office hours
   Textbook/required materials
   Additional references/resources (if applicable)

b. Course Description
   Briefly summarizes what the course will cover and should list any prerequisites that apply.

c. Course Objectives

Course objectives which broadly or specifically state what students are expected to learn or do in the course should be included, as well as a description of instructional methods and/or teaching activities, i.e. lecture, discussion, guest speakers, films, small group workshops, etc. For units that have developed common course objectives for courses with multiple sections, the objectives should be listed and noted as common objectives.

d. Evaluation Procedures

An explanation should be given of the procedures that will be used to evaluate student performance and assign grades. This should include a description of the activities and/or assignments which will be evaluated, and may include a specific grade scale or point value for each item evaluated or a statement of how grading

2.11.2.5 Office Hours

2.11.8 Overload Policies for Full-Time Faculty

2.11.8.1 External Overloads

The University encourages its faculty to assist in the transfer of knowledge from the University into the general community. It believes that the effectiveness of its academic programs can be enriched by appropriate faculty involvement with the realities of social, economic, and technologic activities outside the University.

Faculty members are uniquely qualified to assist in meeting a variety of societal needs by way of limited consulting activity. Personal participation in professionally relevant consulting activities should enhance a faculty member's competence as a teacher and scholar. With appropriate prior administrative approval, full-time faculty may render professional consulting services to a governmental agency, non-profit organization, business, or individual. Consulting activities must not interfere with the fundamental responsibilities of faculty members to meet assigned duties and obligations to the University, including being regularly available to students and colleagues.

At all times, faculty members must avoid situations in which their external involvement may actually represent a conflict of interest, or appear to represent a conflict of interest, because of their employment by the University. Interpretations of conflict of interest in particular situations shall be made by the President of the University. A faculty member who believes that an incorrect interpretation has been made by the President may appeal that decision to the Board of Regents through the President.

While engaged in external consulting activities, faculty members must not use the name of Kentucky State University in such a manner as to imply University endorsement or s must not use the nam

The

Outside activities should not interfere with nt2

If a proposal is disapproved, the official not approving the proposal shall provide the faculty member, upon request, with an oral or written statement of the reason for the decision. The faculty member may appeal such disapproval through established channels.

2.11.8.4 Overload Compensation

Compensation policies for internal overloads are found in Section 2.14.3 of this *Handbook.*

2.12 LEAVES

2.12.1 Annual Leave

2.12.1.1 Faculty with 9-Month Appointments

Faculty members with academic year appointments do not accrue Annual Leave. They observe the same vacation periods as students, specifically the Christmas break and the Spring break. When circumstances arise in which a faculty member must be away from the campus, it is the responsibility of that faculty member to designate an appropriate person to supervise any classes missed and other responsibilities, and to request approval of absences from the School or Division Chairperson and/or Dean. Request forms are available in the Office of the Provost/Vice President for Academic Affairs and must be submitted and approved by all required signatories at least five (5) working days before the scheduled absence.

2.12.1.2 Faculty with 12-Month and/or Split Appointments

It is recognized by the University that teaching, library, and research schedules do not necessarily coincide with the regular academic calendar for faculty members who have 12

2.12.2 Sick Leave

2.12.5 Other Leave including Family Medical Leave (FMLA)

Policies for other forms of leave are stated in the *Human Resource Policy Manual*, Chapter 60.0. through 60.9. Faculty members should check with the Office of Human Resources to determine which of these policies are applicable and the procedures to follow.

2.12.6 Leave Approval Procedures

If a faculty member is to be absent from his/her University responsibilities because of any anticipated activity, he/she must complete, submit, and have approved the Official Leave Request Form five (5) working days before the anticipated absence. In the case of an emergency, the faculty member must make every attempt to inform his/her supervisor of his/her expected absence.

2.13 WORKING CONDITIONS

2.13.1 Office Space, Equipment, and Supplies

Professor	$3,500 per 3 or 4 credit hour course
Associate Professor	$3,200 per 3 or 4 credit hour course
Assistant Professor	$2,900 per 3 or 4 credit hour course
Instructor/Lecturer	$2,700 per 3 or 4 credit hour course

These salary amounts are prorated for 1-2 credit hour courses and may be prorated based on enrollment.

Instructional overloads during the academic year are paid at the rate of $2,700 per 3-4 credit hour course regardless of rank or status.

2.14.3.2 Reduction of Load as Compensation for Internal Overload

It is recognized that there are times when the University cannot avoid compensating a faculty member on an overload basis; however, insofar as possible the University will deal with overload situations by reducing the faculty member's load in the subsequent semester by an amount equal to the overload of the prior semester. If it is unlikely that a faculty member with an overload one semester will be able to get an under load the next semester, then overload compensation will be paid in two installments during the current semester.

The appropriate Dean will be responsible for making this determination and will transmit a recommendation to the Provost/Vice President for Academic Affairs.

2.14.3.3 Other Internal Overloads

In the absence of any approved fee schedule, per diem compensation for internal overload activities shall not exceed 1/195 of the academic year salary for faculty members on academic year appointments and 1/260 of the 12-month salary for faculty members on 12-month appointments. Faculty members on academic year appointments may be employed on a full-time basis during the summer in administrative assignments to work on sponsored projects, etc., for a maximum of 2-1/2 months with monthly compensation not to exceed the 42 reW* nBT/F2 12nBTBT/F2 12 Tf1 0 ud0 g1idu7 g0 G[(ti)-3(me)-7(ba)sponso0 g G5

4.3.3 Absence o23 TdjunctO6(e)4(ove)4(rloa)5(dW* nBT/F2 12nBTBT/F2 12 Tf1 0 ud0 g1idu7 g0 G[(ti)-3(88.)-72891 0 0 1 115.5

2.15 FRINGE BENEFITS FOR FULL-TIME FACULTY

change based on rates established by the Kentucky General Assembly. Details of the retirement program may be secured from the Office of Human Resources.

2.15.2 Insurance Provided by the University

2.15.2.1 Medical

All full-time University employees may elect to purchase medical insurance. Normally, employees have a choice of plans and deductibles. The University pays a set amount each month toward the cost for each employee who participates and the employee is responsible for any additional cost. The employee's cost is a pre-tax payroll deduction. Dependent coverage is available; however, the premium cost in excess of the set amount paid by the University is paid through payroll deduction by the individual employee.

2.15.2.2 Dental and Vision

Kentucky State University also offers employees dental and vision insurance options with the employee paying the entire cost. The employee's cost is a pre-tax payroll deduction. The contract for this dental service must be signed for a minimum of one year.

2.15.2.3 Life

The University presently provides all full-time employees with Term Life Insurance coverage. The employee has the option to purchase additional coverage at a cost based on the current rate schedule located in the Office of Human Resources. This payment for optional coverage by the employee is payroll deductible.

2.15.3 Other Insurance & Annuity Options

There may be other insurance and annuity options available. Employees interesting in learning more about these options should contact the Office of Human Resources.

2.15.4 Credit Union

All employees are eligible to participate in the Commonwealth Credit Union. Employees may use all the services of the Credit Union and should check with the Office of Human Resources for the procedure for utilizing these services.

2.16 GRIEVANCES

2.16.1 Grievance Policy

Policy Statement

It is the intention of the University to deal fairly with all employees. In the normal course of working together on a day-to-day basis, problems in connection with the working relationship can be expected to arise. In most cases, the problem can, and should be, resolved at the first level of supervision.

However, when a mutually satisfactory solution cannot be worked out at the first level, the faculty member or other aggrieved party should be given an opportunity to appeal the decision without fear of prejudice. At each level of appeal a decision made supersedes a decision made at lower levels.

The procedure outlined herein is designed to provide a method of dealing with faculty grievances in a prompt and equitable manner without placing an unreasonable burden on the University's resources and personnel. The proceedings are informal in nature. Procedural due process in this context does not require many of the features of the formal judicial proceedings employed by the courts of law, such as a public hearing, representation by counsel, cross-examination of witnesses, warning as to self-incrimination, compulsory production of witnesses, and adherence to rules of evidence. Thus, emphasis is placed on a method of getting at the facts, assuring that they are reported accurately to the proper authority, and providing a decision which is fair to all concerned.

All time periods specified in the grievance policy shall be strictly adhered to by the University. However, the President of the University has the discretion to extend any time period set forth herein where compliance with the time period is impossible or would otherwise impose a hardship (e.g. Christmas vacation period, semester breaks, spring vacation period, etc.) on University personnel (i.e. faculty, staff, and administration). In such instances, the President shall notify the grievant of the extension of time and the day on which the appropriate stage of the procedure shall commence. The extension shall be no longer than the time period which can be justified reasonably under the circumstances which make the extension necessary.

Types of Grievances

a. Grievances which could be lodged ***by*** a faculty member against other parties (faculty, staff, administrators, and/or students) include, but are not limited to, inequities in assigned duties, violations of academic freedom (see section 2.9.1), or any of the complaints listed below which are suffered by a faculty member. Generally, routine decisions and/or actions of Deans, Directors, Chairpersons, and other administrators which are in accord with published University policy are **not** grievable offenses. However, if these decisions and/or actions are discriminatory or unfair in nature, they are grievable offenses. This particularly includes decisions and/or actions that cause professional harm or personal hardship to a faculty member.

b. The appeal shall be made in writing within five (5) working days after receiving the answer, or if no answer is received, within five (5) working days after expiration of the supervisor's time allowance as stated in Stage I.

c. The decision of the Dean shall be given in writing to the aggrieved person within five (5) working days after receipt of the appeal.

d.

the time allowance outlined in Stage IV, the aggrieved person or other party may appeal in writing to the President.

b. The President shall investigate the appeal and render a decision in writing, with a copy to all concerned parties, within ten (10) working days after receipt of the appeal or after receipt of the decision of the Grievance Hearing Panel.

c. Unless the decision is appealed to the Board of Regents, the decision of the President shall be considered final and copies shall be forwarded to all concerned parties.

Stage VI

a. If the aggrieved person or any of the other parties to the dispute is not satisfied with the decision of the President or if the decision is not received within the time allowance outlined in Stage V, the aggrieved person or other party may appeal in writing to the Board of Regents.

b. The Board of Regents shall investigate the appeal and render a decision in writing, with a copy to all concerned parties, no later than its next regularly scheduled meeting.

Penalties

a. At any level of the grievance procedure, the person(s) involved in deciding upon resolution of the grievance may recommend penalties. Except as specified elsewhere, no penalties may be enforced until all of the parties involved in the dispute have had the opportunity to complete the entire grievance process.

b. Penalties which may be enforced:

1. A warning that the conduct violates the professional responsibilities of the faculty member, with copies to the Chairperson (if applicable), Dean, and Provost/Vice President for Academic Affairs for inclusion in the personnel file of the individual against whom penalties are enforced.

2. A reprimand, with copies to the Chairperson (if applicable), Dean, and Provost/Vice President for Academic Affairs for inclusion in the personnel file of the individual against who sanctions are imposed.

3. Suspension without pay for a period not to exceed one year.

4. Change in assignment, subject to the condition that the new assignment will involve duties consistent with the duties of other faculty members with the same academic rank. Such a change might involve removal from a supervisory role or the elimination of special privileges associated with the previous assignment.

5. Reduction in rate of pay.

6. Forfeiture of pay from present salary for actual monetary damage suffered by the University through unauthorized use of University property.

7. Proceedings under KRS 164.230 for dismissal for reasons of "incompetence, neglect of or refusal to perform his/her duty, or immoral conduct."

Final Disposition

a. After the grievance procedure has been completed as outlined above, it will be the responsibility of the Provost/Vice President for Academic Affairs to implement the action re

hearing *and* the rationale of the University Faculty Appeals Committee, could still establish a Grievance Hearing Panel. If the President concurs with a negative decision of the University Faculty Appeals Committee, the aggrieved person or any other parties to the dispute may still appeal to the President (providing additional information) according to procedures outlined in Stage V of the Grievance Procedure, and then, if the decision were still negative, to the Board of Regents, according to procedures outlined in Stage VI of the Grievance Procedure.

c. Establishing the Grievance Hearing Panel

1. After being informed of a grievance by the President (including the name of the grievant and all other parties to the grievance), the Faculty Senate President, in consultation with members of the Executive Committee and the parties to the grievance shall establish a Grievance Hearing Panel. Beginning with an initial list of seven (7) potential members, each of the parties to the grievance shall have the opportunity to exclude one (1) of the potential members. The Grievance Hearing Panel shall have five (5) members. The Faculty Senate President shall select one of the members of the Grievance Hearing Panel to act as a convener. The Senate President shall inform the University President and all parties to the grievance of the membership of the Grievance Hearing Panel.

2. Each Grievance Hearing Panel shall elect its own Chairperson, who shall be responsible for the administrative functions of the Grievance Hearing Panel (establishing meetings/hearing times and places) and communicating all decisions to the President. Each Grievance Hearing Panel shall follow the procedures outlined below under Guidelines for Grievance Hearing Panel.

GUIDELINES FOR GRIEVANCE HEARING PANEL

a. Chairperson of Grievance Hearing Panel contacts members of panel and University Counsel and arranges a meeting.

e. The Panel meets again prior to the Hearing date to determine what questions will be asked of the participants. At this time the panel decides who will ask the questions.

f. After the Hearing is completed, the panel must meet to review the information and make a decision of what action is to be recommended.

SECTION 3

Hybrid courses: Courses that meet a reduced number of times at a particular time and location during the semester compared to traditional courses. Also known as “blended courses”. The number of face-to-face meetings may vary according to the number of credit hours, course design and objectives, but hybrid courses will require at least the following number of on-campus meetings for the semester: [3] three sessions should course be offered at 1 day a week, [6] six sessions should course be offered twice weekly, or [9] nine sessions should course be offered three times weekly. The number of meetings, their days, and times should be published on WIRED/Banner or any other appropriate course registration system used by the University prior to semester start. Face-to-face meetings for hybrid courses may include, but are not limited to, presentations, performance-based assessments, discussion sessions, individual or group meetings with the instructor, or examinations. 60% to 80% of the course content will be distributed through an online learning management system, such as Blackboard. Email may also be used only as a supplement to communication, not instruction.

Hybrid courses should be designated on the course schedule with an H beside the section number. For example, “English Comp II – Eng 102 – H1.”

acknowledgement page from the course syllabus or 2) log onto the online course management system, such as Blackboard, and complete the acknowledgment page from the syllabus as directed, or complete a course assignment. Note: Logging into the course by itself does not confirm attendance.

Students who have not 1) verified their attendance by either method above and 2) failed to communicate with the instructor by the reporting deadline, will be designated as non-attending and requested to be removed from the course by the university Registrar.

Faculty members are encouraged to indicate on the syllabus any other specific requirements for attendance.

3.3.4 Procedure for Hybrid and Virtual Course Development

The faculty member should consult with the Chair of the Division and Director of Online

design of online and blended courses. Online and Hybrid courses are to be assessed against a set of standards that deem best quality of instruction and design. Standards should consist of:

1. Course Overview and Introduction
2. Learning Objectives (Competencies)
3. Assessment and Measurement
4. Instructional Materials
5. Course Activities and Learner Interaction
6. Course Technology
7. Learner Support
8. Accessibility and Usability

Selection of online and blended courses to be evaluated should be based upon various factors (e.g. frequency of course offering, program completion, etc.) set forth by the Distance Education Committee. Courses assessed for quality will be permanently filed with the Office of Distance Education. Documentation receiv based upon various

13. The tools used in the course support the learning objectives.
14. The course site is structured to promote learner engagement.
15. The student's grades are accessible and progress/average in class easy to understand.
16. The course offers the instructor the opportunity to use an early alert service to give notice for students struggling in the course.
17. The overall design of the course site conforms to best practices.

e. If the President determines that an invention or discovery is related to employment or the use of the resources of Kentucky State University, patent rights shall be assigned to Kentucky State University with the faculty, staff, or student member having an interest in the invention or discovery and sharing in the returns, as determined by the Board of Regents.

f. To determine the interest which the faculty, staff, or student shall have, the President shall consider whether Kentucky State University paid, or did not pay, for time spent in the research which led to the invention or discovery. The President shall determine the extent to which University resources were used in the

APPENDIX A

FACULTY SENATE
KENTUCKY STATE UNIVERSITY

CONSTITUTION

Article I.

B. For the purpose of election to, and service on, the Faculty Senate, "faculty" is defined as full-time teaching, library, and research members of the general faculty except those who are listed as *ex officio* or those who have held a faculty appointment for less than one academic year. Persons in their first year may be elected at the end of that year for service beginning in the second year.

C. The *ex officio* members shall be the President, Provost/Vice President for Academic Affairs, the Deans of Colleges, the Registrar, the Faculty Regent, the Director of the Library, Chairpersons, and the Student Regent.

5. At the first meeting on or after May 1 of each year the Faculty Senate shall elect its officers who will assume their duties in August at the beginning of the Fall Semester. The election shall be by secret ballot and the procedures must insure that each officer elected receives a majority vote of those present and voting.

C. Terms of Office

Terms of office shall be for one year from August of one year to August of the next year, and any elected officer shall be eligible for re-election or for election to another office if eligible for active membership. No Senator may be elected to more than two (2) consecutive terms in the same office.

D. Duties

Duties are generally as prescribed by Robert's Rules of Order.

E. Vacancies

1. If the President resigns, becomes ineligible to serve or otherwise vacates the Office of President of the Faculty Senate, the Vice President automatically becomes President.

2. If any elected office of the Faculty Senate other than President is vacated, the President shall declare a vacancy and proceed with an election of the replacement following procedures established by the Senate for the election of others.

Article VI. Committees

A. Standing Committees

There shall be five standing committees of the Faculty Senate: the Executive Committee, the Budget and Academic Support Committee, the Curriculum Committee, the Professional Concerns Committee and the Academic Policies Committee. Each voting Senator shall be assigned to at least one standing committee; assignments shall be made each year by the elected officers of the Senate based upon a preference list submitted by each voting Senator.

Senate. At no time shall the non-senators and *ex officio* members comprise a voting majority on ad hoc and standing committees. It shall, upon request, work with administrative officers of the University in forming administrative committees, in developing charges to such committees, and by nominating persons to serve as members of such committees.

2. It shall serve as liaison between the Faculty Senate and administrative officers of the University. It shall refer to the appropriate committee of the Senate any question or policy on which advice is sought. Responses to such requests shall be transmitted through the Executive Committee, which shall record in its minutes any recommendations on policy.

3.

Committee. Prior to commencement each year the Executive Committee shall develop and distribute to all members of the University Faculty Senate a schedule of regular meetings of the Faculty Senate for the following academic year. Generally, standing committees meet on alternate Mondays from Faculty Senate meetings.

C. Public Nature of Meetings

All meeting of the University Faculty and of the Faculty Senate are open to members of the University community, to representatives of the media, and to the general public. Any person attending any such meetings may be granted the privilege of the floor by majority vote of the voting members present at the meeting.

Article VIII. Faculty Regent

The Faculty Regent shall report regularly to the Faculty Senate, and through it to the general faculty, on those matters coming before the Board of Regents that pertain to the faculty and actions taken on such matters. The Faculty Regent shall be provided one-fourth full-time equivalent release time from other assigned duties to perform the responsibilities of this office.

Article IX. Rules of Order

A. Robert's Rules of Order shall govern the conduct of the meetings.

B. Time Limits.

1. The Senate President, in conjunction with the Executive Committee, shall assign time-frames for debate of items on the agenda for each Senate meeting.

2. When the Senate votes on the agenda at the beginning of each meeting, it also votes on the time limits.

B3. 3.

The President of the University may accept, modify, or reject any action of the Faculty Senate except those actions involving final authority granted by the Board of Regents. The Faculty Senate may address the President or, through the President, the Board of Regents, regarding any University matter.

Article XII. Administrative Functions

APPENDIX B

UNIVERSITY COMMITTEE STRUCTURE

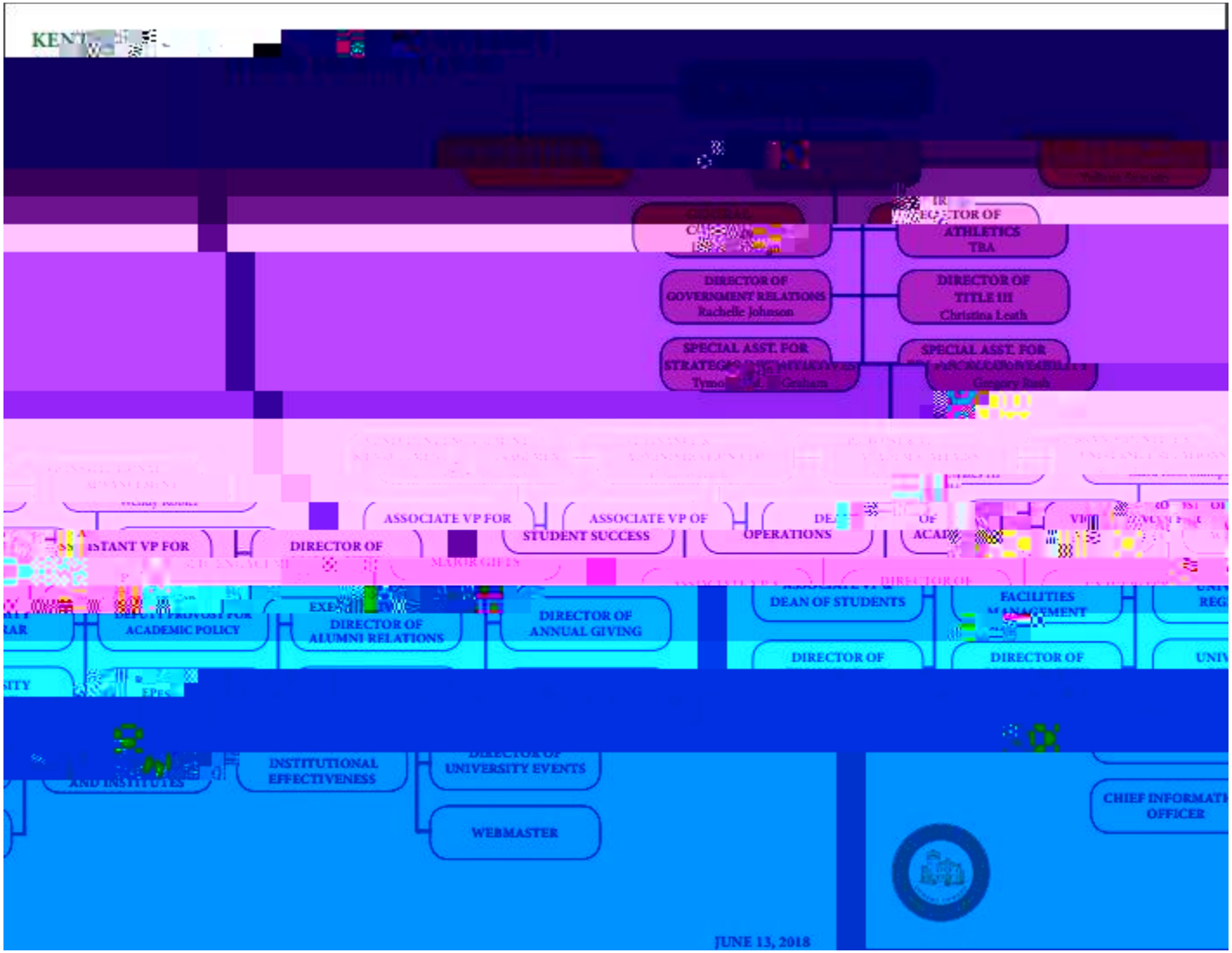
The University Committee Book is subject to change annually based on University needs and committee assignments.

Committee Membership

- Any University employee may be required to serve on one or more University committees as part of his/her normal responsibilities;
- Individuals may also volunteer or agree to serve on more than one University committee, as long as the volunteer service does not interfere with the completion of regular duties;
- Committee membership on University committees shall be defined by the stated criteria under

"*Composition*

APPENDIX C: UNIVERSITY ADMINISTRATION AND ACADEMIC STRUCTURE



APPENDIX D

KENTUCKY STATE UNIVERSITY
FACULTY SENATE CURRICULUM COMMITTEE

Curriculum Change Process

The process of curriculum establishment recognizes the roles of the faculty, the administration, and the governing board. The faculty are involved in initiating curriculum changes at the local unit, in reviewing and approving the proposal in the Faculty Senate Curriculum Committee, in being notified by the Faculty Senate Curriculum Committee of any proposal that affects the unit's curriculum, in being able to express their views about curriculum proposals to their senators when the proposals are published with the Faculty Senate agenda, and in voting on curriculum proposals in the Faculty Senate. The process recognizes the roles the chairs, the deans, the Provost/Vice President for Academic Affairs, and the President play in approving, disapproving, or returning a curriculum proposal for recommended change. The process also recognizes the role of the Board of Regents in approving proposals for new programs or deletions of existing programs; the actions taken by the Board are then sent to the Council on Postsecondary Education. The process is as follows:

PROCEDURES FOR CURRICULAR CHANGE

1.

prior to and after its submission to the Faculty Senate.

8. The agenda of a Faculty Senate meeting with a summary of the proposal and Curriculum Committee recommendation is circulated to the entire University faculty.

9. Course proposals are approved at the level of the Faculty Senate and do not require additional approval. However, copies are forwarded to the Vice-President for Academic Affairs and to the President for their information.

Copies of approved course proposals are forwarded by the Faculty Senate to the Registrar for inclusion in the catalogue.

10. Program proposals approved by the Faculty Senate are forwarded to the Vice President for Academic Affairs for approval and may be return them to the Senate for clarification or additional documentation.

The Vice President for Academic Affairs notifies Faculty Senate when program changes are approved **by the president**

monitored carefully, the instruments and procedures used must be subject to ongoing scrutiny, and adjustments must be made where necessary.

Any complaints which faculty members or administrators have concerning the implementation of the systems will be processed following the University's grievance procedures as outlined in the *Faculty Handbook.*

1. To encourage academic growth and development of the faculty member.

2. To improve faculty performance at Kentucky State University,

3. To provide a fair and efficient system based on individual faculty performance for rewards, awards, retention, tenure, and promotion decisions for faculty members.

4. To collect information that demonstrates the effectiveness of the faculty, both individually and collectively, at Kentucky State University.

D. Procedural Guidelines

Procedural guidelines identify specific activities and events that are to occur on a regular basis as the University seeks to meet the stated goals. The following guidelines outline specific mechanisms and activities of the Comprehensive Faculty Evaluation System that mark the progress of Kentucky State University toward its goals. Note that the system distinguishes between Annual Evaluation and Comprehensive Peer Review. The Comprehensive Peer Review is a component of the Comprehensive Evaluation System, and it does not occur every year.

1. Each unit administrator (the first-level academic administrator, the Chairs in the schools and divisions, the Deans the Colleges, and the Director of the Library) shall collaborate with individual faculty members in his or her unit to prepare Professional Development Plans, and record them on Form PDP/DEA-1, on an annual basis. The administrators shall maintain and monitor plans for all faculty members for whom they are directly responsible, including faculty with administrative duties.

2. Candidates for Tenure and Promotion shall submit a Tenure and Promotion dossier that reflects the series of Professional Development Plans, recorded on Form PDP/DEA-1, developed in earlier years and which includes the documentation required in current policy. Unit Tenure and Promotion Committees, University Tenure and Promotion Committees, and appropriate administrators shall utilize the record in reaching their decisions.

3. Form PDP/DEA-1, the curriculum vitae, and optional documents shall be the basis for the judgment of effective performance for all retention decisions related to effectiveness (other mechanisms may prevail in decisions related to financial exigency, moral turpitude, or insubordination).

4. The University Assessment and Evaluation Office shall provide regular and timely assessment data for faculty and administrators to use when developing their Forms.
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3.

7. A mechanism of appeal and review of how the system is applied in individual cases shall be maintained. Any faculty member who feels that he/she has been unfairly evaluated by his/her supervisor has the right to appeal the evaluation to the appropriate Dean or next level administrator, who has the right to revise the evaluation. Should the Dean's assessment still prove unsatisfactory, or if the Dean is the original evaluator, the faculty member has the right to appeal to the Provost/Vice President for Academic Affairs, whose revision and/or judgment shall be considered final. Any faculty member who remains dissatisfied with the judgment of the Provost/Vice President for Academic Affairs may file a grievance (see section 2.16 of this *Handbook*).

8. A Comprehensive Peer Review shall be undertaken on a regular basis. Faculty members who are in a probationary status shall undergo comprehensive peer review every two years beginning in the spring of their first year of appointment. Tenured faculty members shall undergo comprehensive peer review every five years. For the review that takes place in the first year of appointment, classroom observation shall be a mandatory part of the peer view. The review that takes place in the third year of appointment shall specifically address the faculty member's progress toward achieving benchmarks necessary for being granted tenure and promotion. If the faculty member's progress is unsatisfactory, peer reviewers will suggest remedies.

9. Faculty members who are candidates for promotion or tenure must have a comprehensive peer review as part of their evaluations in the spring prior to their submitting a Tenure and Promotion Portfolio. The Provost/Vice President for Academic Affairs shall ensure that probationary faculty members receive comprehensive peer review in the year prior to application for tenure. Faculty members intending to apply for promotion are responsible for informing their unit administrators of their intentions in the spring prior to submitting their applications for promotion.

include, primarily, the following areas:

a.

2. *Professional Activity:* This category includes research, scholarly and creative activity, professional activities such as membership and participation in professional organizations, additional advanced study, publications, participation in workshops, or any other activity which would normally be considered as part of the faculty member's professional growth and development. This corresponds to Category II of Form PDP/DEA-1.

3. *Service:* This category includes other service to the University such as participation on committees, the Faculty Senate, curriculum development, administrative duties and responsibilities, and any other activities which would normally fall into this category. Also included are those community service activities which are noteworthy in evaluating faculty performance. Community service activities must clearly be related to the faculty member's duties and responsibilities at the University and/or demonstrably enhance the image of the University in the Commonwealth of Kentucky. This corresponds to Category III of Form PDP/DEA-1.

These categories are reflected in the self-evaluation (Form SES-1), peer review (Form PR-1), administrator evaluation (Form AR-1), and administrative tabulation (Form AT-1) forms. Other forms provide a means of reporting the overall rating for faculty members on the basis of these categories. (Please note that continuing growth is a component of each of the three rating categories.) A set of forms that incorporate the difference in Category 1a for the library are also included.

C. Administrative Responsibilities in the Process

The immediate unit administrator (again, the Chairs in schools and divisions, the Deans in colleges, or the Director of the Library) has the primary responsibility to assure that the evaluation of faculty members in his/her unit is fair and impartial. Academic Deans and/or the Provost/Vice President for Academic Affairs are responsible for assuring that ratings and evaluations are fair throughout the Colleges and the University. The criteria for evaluating each category must be established in accordance with the performance standards used in the evaluation of all faculty members. Variations must be relevant to the needs of individual units and the professional practices of the faculty member's discipline. Standards for individual units must be established through collaboration among the faculty and between the unit faculty and the unit head. These standards must be approved in accordance with the policy on unit tenure and promotion criteria stipulated in the *Faculty Handbook*. Retention, tenure, promotion, and special awards must be based on evaluations generated by the Comprehensive Evaluation System (except where otherwise stipulated). All decisions arising from this process must be free of procedural error, must not violate academic freedom, and cannot be arbitrary or capricious.

The University Administration's role in the process is to review the procedures followed to ensure that basic safeguards have been observed and that the substantive retention, promotion, tenure, and related policies of the University are being followed. The basic safeguards include assurances that (a) the faculty peers involved in the evaluation have the background and expertise to judge the faculty member, (b) any personnel decisions resulting from the evaluation are based on substantial reasons, (c) the faculty member receives notification of the results of the evaluation and the rationale for any personnel decision based upon those results, (d) the faculty member has an opportunity to respond to the evaluation results and decisions, (e) the faculty member has an

opportunity to file an appeal of his/her evaluation and to have that appeal judged, and (f) a grievance, if any, is properly processed.

The Provost/Vice President for Academic Affairs shall ensure that probationary faculty members receive a comprehensive peer review in the year prior to application for tenure. The Provost/Vice President's Office shall inform the unit administrator and the faculty member in the spring term of the need to conduct a Comprehensive Peer Review as well as the Annual Review.

D. Faculty Member's Responsibility in the Process.

Faculty members intending to apply for promotion are responsible for informing their unit administrator of their intentions in the spring prior to submitting their applications for promotion. The faculty member is responsible for ensuring that his/her curriculum vitae is accurate and completed in a timely manner. Completion of the curriculum vitae and of appropriate review forms is considered a component of the faculty member's professional responsibilities.

Another responsibility is that of participating in a Comprehensive Peer Review, and if requested, in a Classroom Visitation. Faculty members who participate in the peer review process accept the responsibility of fair and impartial assessment and evaluation. Evaluation must be made on documented achievements in the curriculum vitae and indicated by Form PDP/DEA-1. Faculty may indicate a perceived weakness in the plan as well as evaluating the actual performance as documented or observed.

E. Overview of the Process and Timetable

Each faculty member will prepare an annual Professional Development Plan, recorded on Form PDP/DEA-1. The curriculum vitae are annually updated. The curriculum vitae must list achievements of the previous year, while the Professional Development Plan (Form PDP/DEA-1) must establish specific objectives for the coming year. The faculty member identifies in the Professional Development Plan (Form PDP/DEA-1) achievable benchmarks of performance. The curriculum vitae and Form PDP/DEA-1 must be used as the basis for reviews by peers and the unit administrators. Other documentation may be included along with the curriculum vitae. The extent to which a faculty member has met the Unit performance expectations is judged in these evaluations. Exceptional and substandard performance must be identified and documented. The evaluations take place according to the following schedule. Particular details regarding how the reviews and evaluations are conducted are described in Section III. The composition of the Professional Development Plan (Form PDP/DEA-1) is described in Section IV.

Note: In the following Timetable, the **Comprehensive Peer Review** refers to the component of evaluation that involves the review of the Professional Development Plan (Form PDP/DEA-

TIMETABLE

COMPONENTS	CYCLE	DUE DATE
ALL FACULTY:		
1. Student Evaluation	Annual	April*
2. Curriculum vitae	Annual	First business day in April
3. Self-evaluation (SES-1)	Annual	First business day in April
4. Comprehensive Peer Review	Every 2 years for non-tenured	April 30
	Every 5 years for tenured (And Year prior to Promotion Or Tenure Application)	April 30
a. Peer reviewer's instrument (Forms PR-1, PR-2)	With each peer review	April 30
b. Optional class visitation	With each peer review	April 30
5. Administrative review (Form AR-1) (including conferences)	Annual	Penultimate Friday In April
6. Evaluation materials delivered to dean of next-level administrator	Annual	Determined by VPAA
7. PDP/DEA	Annual	Last Friday in April

* First-year faculty members are to be evaluated in the fall of their first year. Chairs/supervisors shall use student evaluations of teaching (if results have been made available) and peer reviewed materials such as the curriculum vitae prepared by the faculty member. Chairs/supervisors may require first-year faculty to submit teaching-related materials such as syllabi, class handouts, assignments, examinations, and similar teaching-prepared materials as evidence of teaching effectiveness. Any other faculty member may request fall evaluations and peer review in addition to mandatory ones.

B. Assessment Data and Information

1. Achievement Benchmarks in the Professional Development Plan (Form PDP/DEA-1)

   Achievement benchmarks are measurable or observable aspects of performance. They must be anchored in a behavior or achievement that can be observed or documented in some way. The benchmarks established by each unit serve as guidelines for what constitutes "meets expectations" and what constitutes "exceeds expectations." On any evaluation form, if the respondent agrees that the faculty member has achieved the benchmarks listed in the faculty member's PDP/DEA-1, the respondent must mark the faculty member as "meets expectations" or ”exceeds expectations.” If the respondent judges that the faculty member has not reached the benchmarks laid out in the PDP/DEA-1 *and* has not achieved what is normally expected of a unit peer, the respondent must mark the faculty member as "does not meet expectations." If the respondent judges, on the basis of the unit benchmarks, that either the benchmarks listed in the faculty member's PDP/DEA-1 or the faculty member's achievements documented in the curriculum vitae are beyond what is normally expected of a unit peer, the respondent must mark the faculty member as "exceeds expectations." Benchmarks are to be established by each academic unit.

2. Self-Evaluation by Faculty

   The faculty member is required to document any rating of “exceeds” or “fails to meet expectations.” The faculty member will summarize the self-evaluation on the Self-Evaluation Summary (Form SES-1), a form that lists major accomplishments for the previous year. The self-evaluation narrative cannot exceed one page in length for each category of the evaluation for a total of three pages overall. Other documentation can be cited and included.

3. Student Evaluation of Instruction. (Not applicable to librarians unless they teach University courses.)

   Faculty will utilize data from the student evaluation of instruction as they prepare both self-evaluation and Form PDP/DEA-1. Administrators will utilize the data to improve courses and instruction. The procedure for administering and tabulating the student evaluation process is as follows:

   a. A "Student Evaluation of Instruction" instrument shall be used by students to evaluate their instructors and courses. That instrument shall include general questions and questions appropriate for the type of class—traditional (on campus) class, online class, or hybrid class (some on campus meetings with strong online support). The faculty member may choose to administer the evaluation during part of a class or allow students to complete it online. (See Appendix for a copy of the "Student Evaluation of Instruction" instrument, Form ST-1.)

   b. Courses at Kentucky State University shall be evaluated using the “Student Evaluation of Instruction” instrument. At a minimum, all faculty regardless of any other duties and responsibilities the individual may have at the University will select at least two courses

each fall that will become a part of his or her current evaluation dossier. (Example: adjunct, part-time faculty, Chairpersons, Deans, or other administrators who teach courses shall be evaluated by use of the "Student Evaluation of Instruction" instrument.)

c. The numerical results of the evaluations selected by the faculty member shall be placed in his or her file in April (see Calendar) for use by the supervisor in his or her evaluation of the faculty member. These numerical results are not to be compiled or averaged in any manner considered statistically invalid. Written comments by students shall not be included as part of the faculty member's evaluation, but will be used exclusively, in conjunction with the numerical data, for self-development by the faculty member.

d. Student evaluations of teaching shall be regularly scheduled campus-wide.

e. Faculty normally will be evaluated in all courses or sections of courses which they are teaching.

f. Every instructor shall receive a copy of the compilation of results for each course evaluated, including a typed copy of all student comments from each course evaluation, *after the compilation is completed.* Results of student evaluations will not be distributed to faculty members until all grades for that term have been submitted to the Office of the Registrar.

g. The "Student Evaluation of Instruction" instrument that is used on campus will be completed using a computer-scorable answer sheet for ease in compilation of results.

4. Peer Review of Self-Evaluation and Curriculum Vitae by Colleagues.

These ratings must reflect the extent to which the faculty member has achieved the benchmarks in the Form PDP/DEA-1. The intent of this system is to moderate the extremes of performance and identify exceptional performance (and failure as well). If all or most of the faculty are rated as exceeding expectations, then the expectations and standards they represent are too low.

A peer review panel shall be appointed in accordance with the stipulations below for each faculty member scheduled to undergo a Comprehensive Peer Review. Each reviewer must review the curriculum vitae, the self-evaluation summary, and any optional documentation, focusing on the Professional Development Plan, as recorded on Form PDP/DEA-1, to determine whether the faculty member has fulfilled the objectives of the Professional Development Plan. Any peer reviewer may request specific documentation of any claim made in the curriculum vitae or in the self-evaluation summary. Peer reviewers will determine whether the faculty member meets unit and University expectations for faculty performance, exceeds those expectations, or fails to meet those expectations in the three categories of teaching effectiveness (professional competence), professional achievement, and service. The benchmarks established by each unit serve as guidelines for what constitutes "meets expectations" and what constitutes "exceeds expectations." On any evaluation form, if the respondent agrees that the faculty member has achieved the benchmarks listed in the faculty member's Form PDP/DEA-1, the respondent must mark the

faculty member as "meets expectations" or "exceeds expectations." If the respondent judges that the faculty member has not reached the benchmarks laid out in the Form PDP/DEA-1 *and* has not achieved what is normally expected of a unit peer, the respondent must mark the faculty member as "does not meet expectations." If the respondent judges, on the basis of the unit benchmarks, that either the benchmarks listed in the faculty member's Form PDP/DEA-1 or the faculty member's achievements documented in the curriculum vitae are beyond what is normally expected of a unit peer, the respondent must mark the faculty member as "exceeds expectations." In cases where the faculty either fails to meet standards or exceeds expectations set forth in the Professional Development Plan (Form PDP/DEA-1), the peer reviewer must offer a rationale for the evaluation and identify documentation (or lack thereof). Peer review forms are placed in the Portfolio and identified by a reviewer number (Peer Reviewer #1, etc.). The Peer Review Ratings shall be recorded and submitted on Form PR-1 and Form PR-2.

a. Peer evaluation instruments, designed by individual units, shall be used by faculty members to evaluate their colleagues. (See the Appendix for Peer Reviewer Form PR-1 and Form PR-2).

b. ***All***

Classroom visitation by a team of colleagues will be an optional part of each Comprehensive Peer Review and will occur by April 30 of each academic year for those faculty members scheduled to undergo Comprehensive Peer Review that year. Any member of the peer review panel has the right to require a classroom visit if he/she feels that one is necessary for rendering a fair and informed judgment of teaching ability. The exception to this is for first year faculty, for whom classroom visitation is a *mandatory* component of the peer review and who will be reviewed after midterm of the Fall semester The visitation team will be selected by the faculty member and the unit administrator, with each having equal input, and will consist of a minimum of two and a maximum of three faculty members. The visitation team may be composed of members of the Peer Review Panel, but others may be chosen

1. The PDP/DEA-1 must identify areas of growth that address recognized weaknesses and then provide specific activities that will remedy the weakness.

2. The PDP/DEA-1 must identify areas of growth with respect to identified strengths and then provide specific activities that will enhance the strength.

3. The PDP/DEA-1 must specify levels of performance that reflect the rating of "meets expectations." Thus, should the faculty member complete with quality all the specified activities, that faculty member would be judged to have met expectations.

4. The PDP/DEA-1 should specify activities that, if successfully completed, would be recognized as exceptional performance.

The level of performance necessary to be rated as "meets expectations" must be agreed upon by the faculty member and the unit administrator. The number and quality of these activities must be relatively uniform throughout the University and the individual unit.

For each portion of the Professional Development Plan--Instructional Development, Professional Activity Development, and Service Development--specific benchmarks must be stated and the means of measuring or evaluating the achievements must be made clear. A list of resources that the faculty member needs in order to be able to accomplish the identified benchmarks must be offered if the resources are not available within the unit or college. For example, a faculty member may identify a need for support of study time, financial support to attend a conference or a workshop, or support to visit a funding agency.

CONTENTS OF THE FACULTY MEMBER'S FILE:

The following is a list of items that must or may be included in the faculty member's file. The required material is marked with and asterisk. Other items are optional.

Required Information

*1. SES-1

This is to be used as a basis of assessment by peer reviewers as well as by the administrator. The faculty member may include a narrative summary as well.

*2. Peer reviewer Forms, Administrative Reviewer Form, and Administrative Tabulation **(PR-1, PR-2, AR-1, AT-1, AT**

After the conference with the unit administrator, the finalized version of the **PDP/DEA-1** must be placed in the file.

*4. Curriculum vitae

The current vita must be comprehensive and must indicate items that are reported for the first time.

*5. Student Evaluations

Only the numerical portion of the student evaluations is required for this file, and it is to be included for the purpose of professional self-development and administrative evaluation only.

Optional Information

6. Instructional Assessment Data

   a. Syllabi

   b. Course development documentation

   c. Advising documentation

   d. Special instructional materials.

7. Professional Achievements

8. Service Assessment Data

   a. University service documentation

   b. Unit service documentation

   c. Community service documentation

9. Other documentation

   a. Transcripts

   b. Letters from professional organizations

   c. Commendations, Awards, Recognitions

   d. Other

Kentucky State University

DISTRIBUTION OF E

ii. Course and Curriculum Development _____% Include in this % the time you anticipate spending on developing new courses, instructional materials, and revising curricula. Development activities should be for future use; improvements in current course offerings are to be recorded under **I.B: Instruction Preparation and Grading.**

iii. Other Types of Institutional Service _____% Provide a brief description:

_____

_____

Section III Total (10%-40%): _____%

IV. Average Work Week In Hours _____ Report the total number of hours per week you spend "on task" in all categories for which you reported a percentage on this form. Note that research indicates that a full-time faculty member's average work week is from 50 to 53 hours.

_____	_____	_____	_____
Signature of Faculty Member	Date	Signature of Chairperson or Dean	Date

Distribution of this Form: The original is to be retained by the academic unit to be used as criteria for evaluating the faculty member's performance, and a copy of this agreement is to be given to the faculty member.

COMPREHENSIVE FACULTY EVALUATION SYSTEM

Form AS-2

UNIT FACULTY EVALUATION SUMMARY

Academic Unit: _____ Date: _____

Unit Administrator: _____

Signature: _____

This form reports the evaluation information for the Academic Unit Faculty. Please list alphabetically. For Librarians, report Professional Competence in the Teaching Category.

SUMMARY RATINGS

Exceeds ExpectationsÄÄÄÄÄÄÄÄÄ--------ÄÄÄ¿
Meets ExpectationsÄÄÄÄÄÄ-ÄÄÄ¿
Does Not Meet ExpectationsÄ¿

Faculty Member: _____ SS# _____

1. With regard to **Teaching**, this faculty member:
2. With regard to **Professional and Creative Activity**

Form AS-2

Exceeds ExpectationsÄÄÄÄÄÄÄÄÄ----------ÄÄÄ-ÄÄÄÄ¿
Meets ExpectationsÄÄÄÄÄÄÄÄÄ-ÄÄÄÄ¿
Does Not Meet ExpectationsÄÄ--Ä¿

Faculty Member: _____ SS#

3. With regard to **Service**, this faculty member:

COMPREHENSIVE FACULTY EVALUATION SYSTEM

Form AS-3

UNIT FACULTY EVALUATION SUMMARY CHECKLIST

Forms forwarded on _____:

Summary Ratings Recorded for all Faculty Members on Form AS-2

Faculty Member: _____
Administrative Tabulation Form AT-1 Form AT-2 Form PDP/DEA-1

Faculty Member: _____
Administrative Tabulation Form AT-1 Form AT-2 Form PDP/DEA-1

Faculty Member: _____
Administrative Tabulation Form AT-1 Form AT-2 Form PDP/DEA-1

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Administrative Tabulation Form AT-1 Form AT-2 Form PDP/DEA-

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ADMINISTRATOR'S CHECKLIST

In each Faculty Member's file, place:

Peer Reviewer 1	Form PR-1	Form PR-2
Peer Reviewer 2	Form PR-1	Form PR-2
Peer Reviewer 3	Form PR-1	Form PR-2
Peer Reviewer 4	Form PR-1	Form PR-2
Peer Reviewer 5	Form PR-1	Form PR-2
Peer Reviewer 6	Form PR-1	Form PR-2
Peer Reviewer 7	Form PR-1	Form PR-2

Self-Evaluation Form SES-1 Curriculum Vitae Form PDP/DEA-1

Administrator's Review Form AR-1

Signed Administrative Tabulation

FedAdminist41191] TDC g0.00000912 0 612 792 reW* nBT/F2 11.04 Tf1 0 0 1 67.584 520.87 Tm0 g0 G[( )]27W* n91] TDC g0.000009

COMPREHENSIVE FACULTY EVALUATION SYSTEM

Form PR-1

PEER REVIEW FORM

Peer Reviewer Number: _____

Faculty Member: _____ Date: ___

Division/Unit: _____

This review is based on the reviewer's examination of the faculty member's achievements as presented in the curriculum vitae, success with respect to the Professional Development Plan/Distribution of Effort Agreement prepared for the previous year, and observations of teaching (when appropriate). For each of the three evaluated areas below, any rating of "does not meet expectations" or "exceeds expectations" must be accompanied with clear and specific rationale. The reviewer is required to make reference to specific items in the curriculum vitae or in the Professional Development Plan/Distribution of Effort Agreement that support any rating other than "meets expectations."

COMPREHENSIVE FACULTY EVALUATION SYSTEM

Form PR-2

PEER REVIEW'S RATIONALE FOR RATINGS

Peer Reviewer Number: _____

Faculty Member: _____ Date: ___

Division/Unit: _____

The following rationale is offered to justify the ratings of **Does Not Meet Expectations** and **Exceeds Expectations** in the categories indicated. This form must accompany the *Peer Review Form*, Form PR-1.

COMPREHENSIVE FACULTY EVALUATION SYSTEM

Form AR-1

ADMINISTRATOR REVIEW FORM

Faculty Member: _____ Date: _____

Division/Unit: _____

This review is based on the administrator's examination of the faculty member's achievements as presented in the curriculum vitae, success with respect to the Professional Development Plan prepared/Distribution of Effort Agreement for the previous year, and observations of teaching (when appropriate). For each of the three evaluated areas below, any rating of "does not meet expectations" or "exceeds expectations" must be accompanied with clear and specific rationale. The administrator is required to make reference to specific items in the curriculum vitae or in the Professional Development Plan/Distribution of Effort Agreement that support any rating other than "meets expectations" These rationale will be reported on Form AT-2 after a conference with the Faculty Member.

This review includes a classroom observation: Yes No

RATING CATEGORIES

Exceeds ExpectationsÄÄÄÄÄÄÄÄ----ÄÄÄ¿
Meets ExpectationsÄÄÄÄÄÄÄÄ----ÄÄ¿
Does Not Meet ExpectationsÄÄ---Ä¿

1. Teaching:

a. Instruction:
b. Planning and Preparation:
c. Advising:
d. Continuing Growth:

Summary for Teaching:

Overall, this faculty member:
Does Not Meet Expectations
Meets Expectations
Exceeds Expectations

Note: For Categories 2 and 3, a Faculty Member is not expectFaculty Member is not expectFacul1.59 Tm0 g0 G[8000]

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COMPREHENSIVE FACULTY EVALUATION SYSTEM

Form SES-1

SELF-EVALUATION SUMMARY

Faculty Member: _____ ___
Signature

Division/Unit: _____ Date: _____

Any rationale that is offered should refer to **PDP/DEA-1**.

SELF-EVALUATION RATINGS
Exceeds ExpectationsÄÄÄÄÄÄ-----ÄÄ------ÄÄÄÄÄÄÄ¿ **Meets Expectations**ÄÄÄÄ------ÄÄÄÄÄÄ¿ **Does Not Meet Expectations**Ä-----¿
1. With regard to **Teaching**, I would rate my performance as: 2. With regard to **Professional and Creative Activity**, I would rate my performance as: 3. With regard to **Service**, I would rate my performance as: Any self-evaluation rating of **Does Not Meet Expectations** or **Exceeds Expectations** requires justification. Rationale for ratings must be offered below.

BRIEF SUMMARY OF JUSTIFICATION

1. ***Teaching.*** Rating: D M E

2. ***Professional and Creative Activity.*** Rating: D M E

3. ***Service.*** Rating: D M E

COMPREHENSIVE FACULTY EVALUATION SYSTEM Form L-AR-1

ADMINISTRATOR REVIEW FORM

Faculty Member: _____ Date: _____

Division/Unit: **Library**

This review is based on the administrator's examination of the faculty member's achievements as presented in the curriculum vitae, success with respect to the Professional Development Plan/Distribution of Effort Agreement, as recorded on form PDP/DEA-1, prepared for the previous year, and observations of teaching (when appropriate). For each of the three evaluated areas below, any rating of "does not meet expectations" or "exceeds expectations" must be accompanied with clear and specific rationale. The administrator is required to make reference to specific items in the curriculum vitae or in the Professional Development Plan/Distribution of Effort Agreement, as recorded on form PDP/DEA-1 that support any rating other than

COMPREHENSIVE FACULTY EVALUATION SYSTEM Form L-AT-1

ADMINISTRATIVE TABULATION

Faculty Member: _____ Date: _____

Administrator: _____ Division/Unit: **Library**

The following is a tabulation of the Peer Reviewer Forms, the Administrator's Review Form, and the Self-Evaluation Rating Form. The summative ratings below must be accompanied by signatures of the Faculty member and the Administrator. When forwarded to the Dean, Vice President of Academic Affairs, and the President, a completed Professional Development Plan, Form PDP/DEA-1, for the coming year must accompany this form.

	COMPETENCE		
Faculty Reviewers:	D	M	E
Peer Reviewer 1:			
Peer Reviewer 2:			
Peer Reviewer 3:			
Peer Reviewer 4:			
Peer Reviewer 5:			
Peer Reviewer 6:			
Peer Reviewer 7:			
Tally:			
Administrator:			
Self-Evaluation:			

C

COMPREHENSIVE FACULTY EVALUATION SYSTEM Form L-SES-1

SELF-EVALUATION SUMMARY

Faculty Member:

APPENDIX G

DOSSIER FORMAT AND CHECKLIST FOR TENURE AND PROMOTION APPLICATION

KENTUCKY STATE UNIVERSITY

Dossier Format and Checklist for Tenure and Promotion Application

Applicant's Name: _____ **Academic Year:** _____
College: _____ **School**: _____

Applying for: **Tenure only (check slot)** _____ **Promotion only to the rank of**

Tenure *and* promotion to the rank of

ITEM	VERIFIED Initial & Date			COMMENTS
	Applicant	**Chair**	**Dean**	
COVER LETTER OF APPLICATION				

ew, etc.				

APPENDIX H

faculty member's teaching effectiveness (to include professional development), scholarship, and service. The faculty member may also identify barriers that prevented accomplishment in any area of evaluation.

Evaluation Criteria

Teaching Effectiveness
Official student evaluations of faculty member, complete copies of questionnaires and results of all student evaluations officially conducted by the University during the last four years preceding this review,

The post tenure review file will be forwarded to the chair, dean or director. If the chair, dean or director agrees with the report, he or she will indicate such in writing to the faculty member and place a copy in the post tenure review file. If the chair or director disagrees with the committee's evaluation, he or she will explain the reasons for disagreement in writing, with a copy to the faculty member and the committee. The faculty member may submit a written response for inclusion in the file. The post tenure review file is then forwarded to the Vice President for Academic Affairs for review.

Review by the Vice President for Academic Affairs

If the Vice President for Academic Affairs disagrees with the committee's review of a faculty member, he or she may request that the committee and chair/dean/director provide additional information or reconsider the review. The Vice President for Academic Affairs may also ask the faculty member to provide additional information. The Vice President for Academic Affairs will explain the reason(s) for disagreement in writing with a copy to the faculty member and committee. The faculty member may submit a written response for inclusion in the file.

The post tenure review file is then forwarded to the President for the final review.

Review by the University President

If the President disagrees with the any of the prior evaluations, he or she may request additional information or reconsider the review. The President may also ask the faculty member to provide additional information. The President will explain the reason(s) for disagreement in writing with a copy to the faculty member and the Vice President for Academic Affairs. The President's review will be final, unless a recommendation for action is made to the Board of Regents.

The results for each level of evaluation and copies of the post tenure review file will be placed in the faculty member's personnel file. The chair, dean or director will discuss the review with the faculty member as is done during the annual review process.

Unsatisfactory Post Tenure Review

In cases where the faculty member is found to not meet expectations, they are placed on probationary status and a performance improvement plan (PIP) must be adopted and agreed upon in writing by the faculty and chair, dean or director provided the President does not make a contrary recommendation to the Board of Regents. The plan should include the recommendations of the Post Tenure Review Committee, chairperson, dean or director, Vice President for Academic Affairs and President.

of faculty the

Subject to the foregoing, the faculty members who are placed on probationary status will have a second post tenure review during the next academic year. In the interim, the faculty member will have monthly meetings with his or her chair, dean or director to assess progress toward accomplishing the PIP. This will occur until the second post tenure review re is

not

Appeals of post tenure review rulings shall be in writing setting forth the basis for the review. Within three (3) working days of receipt of the appeal, the President shall submit the request to the University Faculty Appeals

APPENDIX I

LIBRARY SERVICES
PROMOTION AND TENURE

I. Appointment

Appointment of librarians shall follow the same procedures that are established for appointing all faculty. Any librarian appointed to a college or university Library Faculty shall have the appropriate terminal degree.

STATEMENT OF TERMINAL PROFESSIONAL DEGREE FOR ACADEMIC LIBRARIANS
The master's degree in library science from a library school accredited by the American Library Association is the terminal professional degree for academic librarians.

II. Guidelines for Promotion

A. General professional and scholarly qualifications:

1. Academic preparation for appointment to the Library Faculty is established on the basis of the terminal professional degree for librarians, as recognized by the American Library Association, the accrediting organization.

2. Promotional ability is evidenced by contributions to the educational and research mission of the University and Library; for example, reference service, collection development, bibliographic instruction and control.

B. Evidence for promotion in rank shall include:

1. Contributions to the educational functions of the University: teaching; organization of workshops, institutes or meetings; and public appearances to promote library sources and services or to further the exchange of information;

2. Contributions to advancement of the profession: active participation in professional societies and associations;

3. Activities related to inquiry and research: publication, presentation of papers, reviews of books and other literature, consulting, and service on task forces, review committees or similar expert bodies; and,

4. Quality professional service: based on the recommendations or evaluations of Library and University Faculty and professional colleagues outside the academic institution.

III. Criteria for Promotion to Specific ranks:

A. Assistant Professor

Promotion shall require successful fulfillment of criteria at lower rank, 3 consecutive years of full-time professional growth through active participation in workshops, seminars, conferences, and/or through

research, scholarship or publications. Faculty seeking such promotion may meet the minimum University requirements through (1) demonstration of effective librarianship; (2) successful completion of scholarly/creative activity which contributes to the discipline or field of study and offers promise for future achievement or peer-reviewed artistic/creative performances; and demonstrated participation in service activities appropriate to the discipline and the academic unit.

B. Associate Professor

Promotion from the rank of Assistant Professor to the rank of Associate Professor requires (1) successful fulfillment of criteria at lower rank; (2) a demonstrated record of effectiveness; (3) a record of peer-reviewed publications and/or peer-reviewed creative activity which has contributed to the discipline or field of study to the candidate's intellectual/artistic development, and the quality of the academic unit; (4) a record of professional service appropriate to the academic unit of the University; (5) promise of growth in librarianship, teaching, research, or artistic/creative activity; and (6) 5 years of full-time professional level experience.

C. Professor

For promotion to the highest academic rank, the librarian's academic achievements and professional reputation should be superior. This rank can be earned only by the faculty member who has

C. Public Service

As an institution which depends on the public for both direct and indirect support, there is a moral obligation to return to this public some of the tangential benefits of the academic process. Faculty members have an obligation to be involved in public service which may include:

(a) service as a consultant or resource person,

(b) involvement in training in non-profit agencies,

(c) acceptance of short and long term assignments in local, state, or federal agencies in less developed countries,

(d) participation in applied research for public non-profit organizations, and

(e) participation in community projects.

D. Continuing Growth

A faculty member may demonstrate continuing growth by additional hours of graduate study, or by participation in seminars, workshops, institutes and conferences. In addition, the faculty member should be a participating member in his/her appropriate professional and/or learned organizations on a continuous basis.

Approved/Adopted 1992

APPENDIX J

SCHOOL OF NURSING

The minimum qualifications to be considered for appointment and promotion for the faculty in the School of Nursing are described below:

I. Lecturer

The minimum qualifications for appointment to the faculty in the rank of lecturer include the following:

A. Demonstrated proof of completion of a Bachelor's Degree in Nursing from a regionally accredited institution of higher education;

B. Evidence of at least one year of nursing experience as a registered nurse;

C. Current license to practice as a registered nurse in the State of Kentucky;

D. Evidence of ability to perform the functions expected of a lecturer in the given discipline.

II. Instructor

The minimum qualifications for appointment and promotion to the faculty in the rank of instructor include the following:

A. Demonstrated proof of completion of a Master's Degree in Nursing from a regionally accredited institution of higher education or in a discipline appropriate to the position for which employed;

B. Evidence of ability to perform the functions expected of an instructor in the given discipline;

C. Potential for professional growth and advancement;

D. Evidence of at least one year of nursing experience as a registered nurse;

E. Current license to practice as a registered nurse in the State of Kentucky.

III. Assistant Professor

The minimum qualifications for appointment and promotion to the faculty in the rank of assistant professor include the following:

A. The person who is appointed or promoted to this rank must meet criteria for instructor;

B. Evidence of professional competence and two years of full-time teaching experience in nursing education;

C. Documentation of the completion of mandatory continuing education activities approved by the Kentucky Board of Nursing (14 contact hours in a licensure period);

D. Faculty seeking such promotion may meet minimum requirements through:

1. Demonstration of professional competence;

2. Successful completion of scholarly/creative activity which contributes to the discipline or field of study and offers promise for future achievement;

3. Demonstrated participation in service and activities appropriate to the discipline and academic unit;

4. Demonstration of continuing growth in nursing.

IV. Associate Professor

The minimum qualifications for appointment and promotion to the faculty in the rank of associate professor include the following:

A. The person who is appointed or promoted to this rank must meet criteria for assistant professor;

B. Five years of full-time teaching and/or practicum supervision of students at varying levels of competency;

C. Fifteen additional graduate credit hours beyond the Master's Degree;

D. Evidence of professional achievement;

E. Represents University in a professional manner when collaborating with administrators and professional and non-professional staff members in matters relevant to clinical practicums for students at health related agencies, organizations, and institutions throughout the state;

F. Faculty seeking such promotion may meet minimum requirements through:

1. Demonstration of professional competence;

2. Successful completion of scholarly/creative activity which contributes to the discipline or field of study and offers promise for future achievement;

3. Participation in service and activities appropriate to the discipline and academic unit;

4. Demonstration of continuing growth in nursing.

School of Nursing Equity & Workload Policy

Faculty Senate approved: April 2, 2018
President approved: April 18, 2018

The Faculty Workload Policy for the School of Nursing is congruent with the academic program needs and school priorities and operates in compliance with all University policies. The Faculty Workload Policy applies to all nursing faculty in the School of Nursing. Faculty may be tenure track or non-tenure track. All faculty, regardless of track, assume responsibility for classroom, simulation, and clinical teaching as required by the academic programs. Faculty workloads are coordinated by the School of Nursing Chairperson or designee. Assignments are negotiated during the annual evaluation that occurs each spring.

All full-time tenured and tenure-track faculty members in the School of Nursing are expected to engage in teaching, scholarship and service including faculty governance and the development and effective conduct of academic programs. In situations where courses are team taught, credit/contact allocations can vary from those credits assigned to the course. Workloads for tenured and tenure track faculty shall include weighted components designated for teaching, scholarship, and service. As denoted in the Kentucky State University (KySU) Faculty Handbook teaching during the summer semester is determined by the School of Nursing Chairperson on an "as needed" basis with respect to program needs and faculty expertise [Faculty Handbook, 2012, 2.2.2].

Nursing Faculty Expectations Tenured & Tenure-Track

Teaching Expectations. Based on University guidelines, the normal teaching load for tenure/tenure track faculty on a 9-month contract teaching undergraduate courses is 12 credit hours per semester Faculty Handbook, 2012, section 2.11.1) or 24 hours per academic year [section 2.7.1). This is equivalent to 450 clock hours of instruction based on a 15-week semester (i.e., 1 semester credit hour = 37.5 clock hours of instruction [30 clock hours [direct) and 7.5 clock hours (outside of class) x 12 credit hours) (U.S. Department of Education, 2016; Carnegie Foundation, 2013). This constitutes 75% (37.5 x 12 / 600 (40-hour work week x 15 semester weeks) teaching with the balance of workload distributed between scholarship and service.

For assignments consisting of graduate classes or a mixture of graduate and undergraduate classes of normal sizes (i.e., 1-60 students), the full-time assignment shall be nine (9) credit hours per semester. This is equivalent to 338 clock hours of Instruction (i.e., 1 semester credit hour = 37.5 ctock hours of instruction (30 clock hours (direct) and 7.5 clock hours (outside of class) x 12 credit hours). This constitutes approximately 56% (37.5 x 9 / 600) teaching with a balance of workload being scholarship and service. For either didactic courses or the theory component of a clinical nursing course, one credit hour is equal to one contact (clock2 Tf(t (c)5(lT/F)-70 t (50tur-3(a)40 g0 G4e44(rwor)-1u[(f3

shall not be counted towards the determination of full-time teaching assignments unless multiple supervisory responsibilities are involved as determined by the School of Nursing Chairperson.

Full-time faculty members are expected to advise students and be available as required for this purpose.

expected of a faculty member at a major university, such as attendance at school functions, participation in curricular planning, engagement in student recruitment events, attending safety training, and so forth. Faculty expectations relative to workload may be found in section 2.11 of the KySIJ Faculty Handbook (2013).

The profession of nursing is a practice profession and the faculty recognizes that clinical time provides a valuable teaching environment for our students in which all members of the nursing faculty may participate. A part of determining clinical teaching loads includes recognition that the intensity and time-demand of clinical teaching is highly variable. The variability is a function of the design of the course, the requirements for on-site faculty supervision, the numbers of students per clinical group, and the type of student clinical performance being supervised. In an effort to support faculty engagement in scholarly and service pursuits and to promote balance in the distribution of clinical teaching responsibilities, the following guidelines have been established:

- For on campus laboratory-simulation with direct supervision and clinical practicums with direct supervision in a patient-care agency, three workload contact (clock) hours is equivalent to one clinical credit (i.e., one credit hour).

development and are outlined in the School of Nursing Faculty Handbook.

Service Expectations. The typical faculty workload for service may range from 5%-10% of the full time workload. Activities consist of service to the University, the profession, and the community and are outlined in both the University and School of Nursing Faculty Handbooks. Each member of the faculty is expected to serve the School, University, and broader community in ways best suited to the faculty member's talents and the needs of the school and university. General service obligations include, but are not limited to, participation in faculty governance and demonstrated leadership and active participation in the development and effective conduct of the academic program. Regular participation on university and school committees and student recruitment and retention activities that contribute to the mission of the University and School is part of the responsibility of alt faculty. Service activities may consist of service to the University, the profession, and the community and are outlined in the School of Nursing Faculty Handbook.

Workload Variations for Tenure & Tenure Track Faculty

The Chairperson may assign or approve requests for nonstandard workloads that otherwise are consistent with University policies and procedures.

Teaching. A tenured faculty member may ask to emphasize teaching and de-emphasize research in his or her workload and thereby ask to teach one or more additional courses during the year beyond the standard assigned workload. This proposal should be made in writing and include a defensible rationale for the variation. If the Chairperson accepts this proposal, the faculty member will be assigned additional courses and will have his or her teaching workload percentage increased accordingly.

Scholarship Productivity. The Chairperson may reassign teaching and service workload to faculty members whose scholarship productivity has been low, i.e., faculty members who are not

Faculty Handbook.

Expectations of Non-Tenure Track Faculty. The standard workload for continuing non-tenure track faculty in the School of Nursing is comprised entirely of teaching and teaching-related activities. These expectations will be governed by the duties defined in their letter of appointment and any amendment thereto and attached to the first and subsequent annual evaluations. The typical workload of continuing non-tenure track faculty will be 12 credit-contact hours each fall and spring semester, which constitutes 100% workload. Faculty workload for continuing non-tenured track faculty may vary depending on negotiation with the Chairperson and may include some service and/or scholarship depending on the needs of the School of Nursing. Each continuing non-tenure track faculty member is also expected to undertakW* n subsequent annual evaluactontW* nBT/F2 12 Tf1 0 0 1 47

APPENDIX K

COLLEGE OF AGRICULTURE, COMMUNITIES, AND THE ENVIRONMENT

professional societies via oral and poster presentations; serving on committees and holding office, and other University involvement.

III. Criteria for Promotion to Specific Ranks

A. Assistant Professor

Appointment or promotion to the rank of assistant professor shall be made after it has been determined that the individual has earned the terminal degree appropriate to the field of assignment as recognized by the academic discipline, has current capability for excellent scholarship, and demonstrates potential for significant growth in these areas.

B. Associate Professor

Appointment or promotion to the rank of associate professor shall be made only after a candidate has met the criteria for assistant professor, has acquired five years of full-time experience (or its equivalent as determined by the CACE faculty and the Provost/Vice president for Academic Affairs), and has demonstrated high achievements commensurate with the level of contractual obligations in the aforementioned areas of (1) research and/or teaching and/or extension and other creative activity based on the individual's appointment; (2) professional activity and contributions; and (3) professional, University, and public service. Particularly, an indication of continuous improvement and scholastic contributions should be evident as documented by the candidate. Further, the individual should have earned some external recognition for excellence appropriate to the field of assignment.

C. Full Professor

Appointment or promotion to the rank of full professor shall be made only after a candidate has met the criteria for associate professor, has acquired five additional years of full-time experience (or its equivalent as determined by the CACE faculty and the Provost/Vice president for Academic Affairs) after Associate Professor rank, and has demonstrated high achievements commensurate with the level of contractual obligations in the aforementioned areas of (1) research and/or teaching and/or extension and other creative activity based on the individual's appointment; (2) professional activity and contributions; and (3)

the transfer of information and technology; (5) soliciting funds, collaboration, and other resources from public and private agencies to enhance the program; (6) teaching and mentoring students in various forums such as classrooms, COLTS programs, student workers, or graduate

APPENDIX L

SCHOOL OF HUMANITIES AND PERFORMING ARTS
PERFORMING ARTS
FACULTY PERFORMANCE BENCHMARKS

Finally, and most critical, minimum University-wide standards for teaching effectiveness (professional competence), research/creative activity, and service appear in sections 2.6.1.1, 2.6.1.2, 2.6.1.3, and 2.6.1.4 of the Faculty Handbook, and individual academic units shall translate those standards into specific criteria appropriate to their disciplines. Teaching effectiveness is the primary criterion for granting promotion and tenure. Only after an affirmative judgment about teaching effectiveness has been made shall serious consideration be given to an evaluation of scholarship and service.

STANDARD 1: TEACHING LEARNING AND ASSESSMENT

Benchmark 1.1 (KSUSP Goal 4)

Meeting Expectations

Faculty will fully utilize Blackboard and other institutional platforms (as required) to implement appropriate assessment modules as a means of assessing Fine Arts Student Learning Outcomes. Faculty document the development and implementation of at least one major assessment projects for each course of instruction, document and disseminate those assessments within the Annual Self Evaluation Form SES 1.

Exceeding Expectations

Faculty will fully utilize Blackboard and other institutional platforms (as required) to implement appropriate assessment modules as a means of assessing Fine Arts Student Learning Outcomes. Faculty will develop and implement at least two major assessment projects for each course of instruction, and document and disseminate the results and findings of those assessments within the Annual Self Evaluation Form SES 1.

Benchmark 1.2 (KSUSP Goal 4)

Meeting Expectations

Faculty will fully implement the EAB Campus Student Success Collaborative and other prescribed platforms as intrusive modes of student engagement, timely submit progress reports for the students in each class under their instruction, comply with the reporting frequency required and articulated, and document within the Annual Self Evaluation Form SES1.

Exceeding Expectations

Faculty will fully implement the EAB Campus Student Success Collaborative and other prescribed platforms as intrusive mode of student engagement, timely submit progress reports for the students in each class under their instruction, comply with the reporting frequency

Exceeding Expectations
Faculty will fully utilize the Student Evaluation of Instruction procedures to solicit a minimum response rate of 60%, analyze resulting findings and results, and present evidence of the infusion of those findings back into instructional practices, and publish and disseminate the successful strategies utilized for attaining those exemplary response rates. Documented results submitted within the Annual Self Evaluation Form SES 1.

Benchmark 1.4:
Meeting Expectations (KSUSP Goals 1 and 4)
Faculty, no later than October 1 of each Fall and February 1 of each Spring will fully update and maintain Curriculum Guide Sheets and requisite advisor folios to include all pertinent documents, as identified on the required contents listing. Faculty will fully employ updated advisor folios in advising procedures, both within the Division and with the Office of Academic Advisement. Documented results submitted within the Annual Self Evaluation Form SES 1.
Exceeding Expectations (KSUSP Goals 1 and 4)
Faculty, no later than October 1 of each Fall and February 1 of each Spring will fully update and maintain Curriculum Guide Sheets and requisite advisor folios to include all pertinent documents, as identified on the required contents listing. Faculty will fully employ updated advisor folios in advising procedures, both within the Division and with the Office of Academic Advisement. Faculty will additionally facilitate a five-year graduation rate of no less than 50% among their respective active advisees. Documented results submitted within the Annual Self Evaluation Form SES 1.

Benchmark 1.5: (KSUSP Goals 1 and 4)
Meeting Expectations
Faculty will fully participate in the employment of unit RAP (Revie321.89 Tm0 g0 G[(F)6(9t(AP 0 G[dvise)3(m

Liberal Studies mission, and document those within the Annual Self Evaluation Form SES.

Exceeding Expectations

As appropriate to the respective discipline, program faculty will assume a formal leadership role in ensuring the adequate and accurate articulation, reporting, petition and approval of two or more of the following: (1) pursue full accreditation compliance; and/or (2) aggregate the necessary data and articulate a cogent proposal to address a major concentration in Speech Communications a Minor concentration in Theatre Arts and/or (3) alternative programmatic and degree options that draw upon the institutions historic and Liber Studies mission, and document those within the Annual Self Evaluation Form SES.

Benchmark 1.7: (KSUSP Goals 1, 2 and 4)

Meeting Expectations

Faculty will fully examine and assess current curricula, and pursue immediate revisions that (1) expand global and multicultural perspectives, (2) maximize efficiency in curricular matriculation and time-to-degree and (3) expand the latitude of options for meeting student competencies and proficiencies, within the context of current accreditations, and document those within the Annual Self Evaluation Form SES.

Exceeding Expectations

Faculty will assume a formal leadership role in ensuring the adequate and accurate examination, assessment, articulation, reporting, petition and approval, as they regard current curricula, and pursuit of immediate revisions that (1) expand global and multicultural perspectives, (2) maximize efficiency in curricular matriculation and time-to-degree and (3) expand the latitude of options for meeting student competencies and proficiencies, within the context of current accreditations and document those within the Annual Self Evaluation Form SES,

STANDARD 11: SCHOLARSHIP PERFORMANCE AND CREATIVE ACTIVITY

Benchmark 2.1: (KSUSP Goals 1, 2, 3 and 4)

Meeting Expectations

Major Performance and Large Ensembles will provide at least 3 campus performances, and/or 3 local community performances and/or 3 regional performance that advance the institution and distinguish DOFA as a program of artistic excellence and compliance documented within the Annual Self Evaluation Form SES.

Exceeding Expectations

Major Performance and Large Ensembles will provide more than 3 campus performances, 2 local community performances and 1 regional performance that advance the institution and distinguish DOFA as a program of artistic excellence, and compliance documented within the Annual Self Evaluation Form SES.

Benchmark 2.2: (KSUSP Goals 1, 2, 3 and 4)

Meeting Expectations

Minor Performance, Chamber and Small Ensembles will provide at least 1 campus performance,

achievements is indicated by the following four categories: significant, very significant, outstanding, and extraordinary. These categories are general, and meant to serve as guidelines. Furthermore, these guidelines should be interpreted with sufficient flexibility to allow numerous or noteworthy achievements and contributions in lower categories to receive appropriate recognition. Finally, the candidate should present achievements of any type not specifically

9. Commission, award, or prize of state or local significance
10. Lecture, paper, or

APPENDIX M

BENCHMARKS FOR FACULTY PERFORMANCE FOR THE DIVISION OF BEHAVIORAL AND SOCIAL SCIENCES

I. Teaching

Among a faculty member's duties and responsibilities teaching effectiveness is of primary importance. In this category, the Distribution of

To “exceed expectations” a faculty member must demonstrate that either the level of achievement or the amount of scholarly or creative work undertaken exceeds that which would normally be expected. Scholarly or creative plans should be articulated in the Distribution of Effort/Professional Development Plan.

A faculty member may indicate that accomplishment of a set of specific benchmarks justifies a rating of “exceed expectations.” In this case, the Division Chair must also agree, with his or her agreement being indicated by signing the Distribution of Effort/Professional Development Plan. Meeting expectations and exceeding expectations shall be based upon accomplishing a combination of activities from the following list of categories. Activities not on the list are also acceptable, insofar as they reflect professional, scholarly, or creative achievement. (This list is not intended to represent any order of hierarchy of activities).

Involvement in a professional activity.

Awards, honors, and other recognitions.

Professional papers and presentation.

Published works – books, journals, articles, reviews, research, and technical reports.

To document the above benchmarks, the faculty member should list them and

the beneficiaries of services rendered (such as teachers at secondary schools visited), evaluations from University faculty or administrators in charge of projects contributed to by the faculty member, and similar evidence should be included in the faculty member's portfolio.

leadership-level service on two committees, or who *chair* one active committee without compensation will be judged as **exceeds expectations**.

b. Faculty who present evidence of *active* service on *two* school, college or university committees or *leadership-level service* on one committee will be judged as **meets expectations**.
c. Faculty who present *no evidence* of *active* service on school, college or university committees will be judged as **does not meet expectations**.

2. Public Service/Regional Stewardship Activity

a. Faculty who present evidence of *significant time* spent in public service or engaging in regional stewardship activities (such as recruitment activities in the service area) will be rated as **exceeds expectations**.
b. Faculty who present evidence of *some time* spent in public service or engaging in regional stewardship activities will be rated as **meets expectations**.
c. Faculty who present *no evidence* of time spent in public service or engaging in regional stewardship activities will be rated as **does not meet expectations**.

STANDARDS FOR PROMOTION TO ASSOCIATE PROFESSOR AND PROFESSOR

Associate Professor

The School's requirement is based on the 2 + 2 approach, i.e., 2 publications + 2 conference papers (or their equivalencies as mentioned below):

2 scholarly articles or translations in an academic print or electronic journal, book, reference work, or proceedings that have been either invited or vetted by an editor or reviewed by a referee or panel of referees. If the candidate is primarily a creative writer, a body of creative work (as determined by School of Humanities faculty who specialize in creative writing and are either members of the School tenure and promotion committee or are consulted by such committee) that has been vetted by an editor or jury and published in a creative journal, magazine, book or anthology will be found acceptable. If the candidate is primarily a Journalist or Mass Communication specialist, a body of journalistic work (as determined by School of Humanities faculty who specialize in Journalism and/or Mass Communication and are either members of the School tenure and promotion committee or are consulted by such committee) that has been vetted by an editor or committee and published in a some form of print, radio, television, or electronic media will be found acceptable.

2 scholarly or creative presentations that have been delivered at a conference or professional higher education setting in which the paper has been vetted by other academics in the field.

Sole authorship of a scholarly or creative book or monograph that is published by a genuine academic publisher (e.g., any university press) or a nationally recognized trade publisher should be a sufficient condition for promotion (= 2 articles + 2 conference papers).

Editorship or co-editorship of a scholarly or creative anthology published by a genuine academic publisher or nationally recognized trade publisher should be equivalent to 2 articles.

Book reviews published in a journal should also count. Since reviews are almost always invited publications, such a situation serves as a form of peer review; 2 reviews should be the equivalent of 1 scholarly article.

A portfolio of "scholarship of teaching" which has been positively reviewed by reviewers external to the School of Humanities can also count as scholarship of "peer review" quality; this portfolio can substitute for 1-2 articles and 1-2 scholarly papers, depending on the length and quality of the portfolio as determined by the School tenure and promotion committee.

Professor

The School's requirement is based on the 4 + 4 approach, i.e., 4 publications + 4 conference papers (or their equivalencies as mentioned below). This requirement covers the entire career of the candidate.

4 scholarly articles or translations in an academic print or electronic journal, book, reference work, or proceedings that have been either invited or vetted by an editor or reviewed by a referee or panel of referees. If the candidate is primarily a creative writer, a body of creative work (as determined by School of Humanities faculty who specialize in creative writing and are either members of the School tenure and promotion committee or are consulted by such committee) that has been vetted by an editor or jury and published in a creative journal, magazine, book or anthology will be found acceptable. If the candidate is primarily a journalist or Mass Communication specialist, a body of journalistic work (as determined by School of Humanities faculty who specialize in Journalism and/or Mass Communication and are either members of the School tenure and promotion committee or are consulted by such committee) that has been vetted by an editor or committee and published in a some form of print, radio, television, or electronic media will be found acceptable.

4 scholarly or creative presentations that have been delivered at a conference or professional higher education setting in which the paper has been vetted by other academics in the field.

Sole authorship of 2 scholarly or creative books or monographs that are published by a genuine academic publisher (e.g., any university press) or a nationally recognized trade publisher should be a sufficient condition for promotion to Professor (= 4 articles + 4 conference papers).

Editorship or co-editorship of a scholarly or creative anthology published by a genuine academic publisher or nationally recognized trade publisher should be equivalent to 2 articles.

Book reviews published in a journal should also count. Since reviews are almost always invited publications, such a situation serves as a form of peer review; 2 reviews should be the equivalent of 1 scholarly article.

A portfolio of "scholarship of teaching" which has been positively reviewed by reviewers external to the School of Literature, Languages, and Philosophy can also count as scholarship of "peer review" quality; this portfolio can substitute for 1-2 articles and 1-2 scholarly papers, depending on the length and quality of the portfolio as determined by the School tenure and promotion committee. In the case of the application for promotion to Professor where the candidate has employed a previous portfolio in the promotion to Associate Professor, the candidate can count the previous portfolio, but must submit an additional portfolio representing "scholarship of teaching" from the time of promotion to Associate Professor to the new application for promotion to Professor.

APPENDIX O

HUMAN RESOURCES POLICIES

Faculty seeking guidance on Human Resource issues such as the Drug and Alcohol Policy, Workers' Compensation, Ethical Behavior, Tobacco Free Policy, Dress Code and other matters should consult the department's website:

https://kysu.edu/administration-governance/finance