



FACULTY SENATE MEETING AGENDA – April 4, 2024, 7:00 p.m.

Antelope Room, Nebraskan Student Union

Faculty Senate Website:

http://www.unk.edu/committees/faculty_senate/index.php

- I. Call to order
- II. Roll Call
- III. Approval of Agenda
- IV. Action on Faculty Senate Minutes: **07Mar2024**
- V. Special Presentation
 - A. none
- VI. Reports of Faculty Senate Standing Committees
 - A. Oversight Committee:
 - i. Update on Senator elections
 - ii. Report on March 26 open forum
 - iii. Action item in Old Business
 - B. Executive Committee: **18Mar2024 (w/ cabinet), 26Mar2024**
 - C. President's Report:
 - i. NU President, UNK Chancellor, SVCAA search updates
 - ii. Annual Faculty Senate Status Report
 - D. Academic Affairs: **21Mar2024**
 - E. Academic Freedom and Tenure Committee: **22Mar2024**
 - i. Action item in New Business
 - F. Academic Information and Technology Committee:
 - G. Artists and Lecturers Committee:
 - H. Athletic Committee:
 - I. E-campus Committee: **01Mar2024**
 - J. Faculty Welfare Committee:
 - K. Grievance Committee:
 - L. Library Committee:
 - M. Professional Conduct:
 - N. Student Affairs:
 - i. Consulted on Student Code of Conduct revisions (**enclosed**)
 - O. *ad-hoc* Budget & Finance Committee: **27Mar2024**
 - i. Committee charge expires tonight, Senate may vote to extend
 - P. Subcommittee on Evaluation of UNK Academic Integrity Policy in Regards to Advances in Artificial Intelligence Technology
- VII. Reports of Senate Representatives to Non-Senate Committees
 - A. Assessment and Experiential Learning Committee:

- B. Campus Budget Advisory Committee:
- C. Center for Teaching Excellence
- D. International Studies Advisory Council/World Affairs Conference Committee:
- E. Parking:
- F. RIF Faculty Advisory Committee
- G. Safety Committee:
- H. Other Committees
- VIII. Reports from Academic Councils
 - A. Graduate Council:
 - B. General Studies Council:
 - C. Diversity, Equity, and Inclusion Leadership Council
 - D. Strategic Planning Committees:
- IX. Unfinished/Old Business
 - A. Discussion of and Action on proposed Constitution and Bylaws changes
(documents enclosed)
- X. New Business
 - A. Discussion of and Action on proposed Post-Tenure Review policy changes
(enclosed)
- XI. General Faculty Comments
- XII. Adjournment:



FACULTY SENATE MEETING AGENDA – March 7, 2024, 7:00 p.m.

Antelope Room, Nebraskan Student Union

Faculty Senate Website:

http://www.unk.edu/committees/faculty_senate/index.php

- I. Call to order
- II. Roll Call
- III. Approval of Agenda
 - A. Approved
- IV. Action on Faculty Senate Minutes: **01Feb2024**
 - A. Approved
- V. Special Presentation
 - A. Jon Watts, Vice-Chancellor of Business & Finance
 - i. Saved 3.3 million through hiring freeze. Conducted zero based budgeting. Budget allotments were reduced.
 - ii. Needs a quiet period regarding budgets. To heal the campus and to recruit a new chancellor.
 - iii. Looking to cut \$2m from non-academic currently about \$880k
 - iv. Have to work aggressively on non-academic because the faculty side takes years.
 - v. Currently we can make it work if we can get the recission money back.
 - vi. Advocating for the full allotment of state appropriations
 - vii. Advocating for a measured tuition increase
 - viii. Analyze tuition remissions
 - ix. Each campus is competing for each student and competing against each other to lower overall system revenue. It doesn't look sustainable for UNK to thrive if UNL can discount below our price.
 - x. Hiring freeze will be reinstated next year for opening positions.
 - xi. Centralizing a remission czar could be helpful but is unlikely to be imposed. Therefore the universities need to come together to ask for support to coordinate targeted recruiting strategies.
 - xii. There is a strong paper trail regarding the promise of getting the recission back.
 - xiii. There is a request to send Chris Exstrom to go and advocate for the money to be returned.
 - xiv. Linda – why aren't they sending the money back?
 - xv. It is being considered.
 - xvi. We have without question leaned into tackling this.
 - xvii. No one is saying no. It is just being evaluated.

- xviii. Chris – the other campuses cuts are they actually helping to address the system wide 58 million shortfall
- xix. Jon yes they are doing something to move it forward.
- xx. What is the vision and message from our college that supports the notion of what we are trying to accomplish and how the resources help accomplish that?
- xxi. Lina – a clear message justify why UNK needs to be fully funded. CCPE understanding of UNK is dated. This needs to be updated regarding the mission and value of UNK. Say no to budget cuts because we have a right to be funded. Our costs might be higher because we are rural and different.
- xxii. Chris - In the past we didn't have leverage. But now we have leverage. We also have to find a way to collaborate on system wide recruiting.
- xxiii. Claude – we need to do a better job of telling our story to the community. We do remarkable things here. What can we do to help the larger community appreciate the unique opportunities we make available to students.
- xxiv. Bruce – a lot of ideas are brought up for what kind of chancellor we need.

VI. Reports of Faculty Senate Standing Committees

A. Oversight Committee:

- i. Megan Hartman will help with UNK online for the rest of the year.
- ii. Academic information technology need one position for a year. Bryce Abbey
- iii. Elections update
 - 1. Nominate FS representatives on Pratt-Heins Award committee
 - a. 3-5 names for options – 3 year term. Chris, Ladan, Bruce
- iv. Proposed constitution & bylaws revisions
 - 1. For information and discussion only; must have public forum and wait at least one FS meeting before final approval can take place
 - a. Monday the 25th for a possible public forum
 - b. Meetings moving to the first Tuesday of the month
 - c. Last meeting of the year is in May. Unless the semester doesn't cover it.
 - d. Reasons to go to a closed session and who can come.
 - e. Changes to committees
 - f. Getting committees started at the end of the semester.

B. Executive Committee: **14Feb2024, 19Feb2024 (w/ cabinet), 27Feb2024**

- i. Discussion of syllabus statements. Julie Shaffer said they are looking at developing a canvas shell that can be automatically put in all our sites so we wouldn't have to have these in our syllabi.
- ii. We are looking for ways to do faculty engagement with external constituencies.
- iii. What about a unified voice from campus.
 - 1. What is the problem / solution – how you can be a part of it.

C. President's Report: **(attached)**

D. Academic Affairs: **22Feb2024**

E. Academic Freedom and Tenure Committee:

- F. Academic Information and Technology Committee:
- G. Artists and Lecturers Committee:
- H. Athletic Committee:
- I. E-campus Committee:
- J. Faculty Welfare Committee:
- K. Grievance Committee:
- L. Library Committee: **09Feb2024**
 - i. Dual Enrollment. The library is better at reviewing the credentials and content of the instructors of these courses.
- M. Professional Conduct:
- N. Student Affairs:
- O. *ad-hoc* Budget & Finance Committee:
- VII. Reports of Senate Representatives to Non-Senate Committees
 - A. Assessment and Experiential Learning Committee:
 - B. Campus Budget Advisory Committee:
 - C. Center for Teaching Excellence
 - D. International Studies Advisory Council/World Affairs Conference Committee:
 - E. Parking:
 - F. RIF Faculty Advisory Committee
 - G. Safety Committee:
 - H. Other Committees AI Integrity Subcommittee **16Feb2024**
 - i. Megan S. It would be great to have a tool for evaluating work that is suspect.
- VIII. Reports from Academic Councils
 - A. Graduate Council:
 - B. General Studies Council: **01Feb2024**
 - C. Diversity, Equity, and Inclusion Leadership Council
 - D. Strategic Planning Committees:
- IX. Unfinished/Old Business
- X. New Business
- XI. General Faculty Comments
- XII. Adjournment:



UNK Administration & FS Executive Committee Meeting Agenda

March 18, 2024 – 3:15 pm – Warner Conference Room (Chancellor's Dining Room)

Members, UNK Administration

Chancellor Doug Kristensen
SVCAA Julie Shaffer
VCBF Jon Watts
VCEMM Kelly Bartling
AVCSA George Holman
SAC John Falconer (Absent)

Members, FS Exec Committee

Christopher Exstrom, President
Christina Sogar, President-Elect (recorder)
Daniel Chaffin, Secretary
Megan Strain, Representative
Dawn Mollenkopf, Parliamentarian
Derek Boeckner, Past President

Discussion Items

- Rescission – discuss plan to move forward after Jon Watts's presentation at March 7 FS meeting

Pres. Exstrom: Faculty ready to support effort to get money back. Wanted to strategize – what can we do between the next faculty senate meeting to help?

Chancellor: Chris (Kabourek) told me he'd get a memo to me that we'd get at least half back pretty soon. What does pretty soon mean? Up in the air. UNO thinks a new president might result in no cuts. At least no damage has been done at legislature this session. Potential they will expand hiring freeze to next year. Efforts might be better focused there.

Pres. Exstrom – even if we get half back, what will the impact be?

Chancellor: There will have to be a balance. What do we do with cash & what do we do with money given back? Some positions have to be hired back; will need to prioritize and decide what those are.

Pres. Exstrom: What about summer school?

SVCAA Shaffer: Colleges got 20% last year because of money taken from recission. I do have some money for the classes we need to have; deans will need to request it. Departments careful about what courses they offer; can't be in the red.

Pres. Exstrom: What is Varner Hall doing with the money they are keeping?

Chancellor: \$58 million still out there; campuses haven't addressed it. I like the idea that they're giving us money back that noone else is getting because we've made cuts. If they don't think the campuses are going to address \$58 million deficit, will need to get the money from somewhere. Recission – forced reallocation. However, recission is not anywhere close to \$58 million. When we get money back, I'd think you see some action.

VCBF Watts: I got the same promise we'll get half back. Tying it directly to our cuts and progress we're expecting to make by June 30 of this year.

Chancellor: If we have another recission next year, that will be a whole new challenge. It would be very hard on us. Need to talk about that now, what an impossible situation that would be. Holding general funds that the state appropriates would be unwise. System spends state funds first, show we're not holding anything back. I don't know what there will be for a tuition increase. From what I can see it's a zero.

VCBF Watts: I agree. If you were an interim president and a candidate, would you announce a tuition increase?

Chancellor: Leaks to the media have slowed down search for a president.

Sen. Boeckner: What are the first things we do as a campus once we have a president named?

Chancellor: The conventional wisdom is we let them catch their breath and come here after a while. I think now we should put together a report of where we've been, what we're doing. I have John Falconer working on this. In the past, we've said you don't need to come here to prove your loyalty. Might not be the right approach anymore. Depends on who the president is, how familiar they are with UNK. May need to accelerate getting them here, meeting with faculty and students. Not reception but real conversation. This is who we are, this is what we do well, these are the challenges we are facing.

- Faculty engagement with wider community
 - FS interest in developing unified voice, long-term "campaign" mindset, cooperation with administration
 - Create faculty-led "steering group" with both faculty and admin representatives?

Pres. Exstrom: Energy is still there; interest in establishing unified voice. Anytime you need faculty to meet with community members, donors, legislators, contact us. Interested in learning more about how you are currently doing this; developing relationships. Interest in developing steering group, equal parts faculty and admin. For potential members: Kelly (if she's interested), John Falconer, Lucas Dart. Get the ball roll on learning about how things are done.

SVCAA Shaffer: Kim Carlson works on federal projects. Ambulance training program for rural communities. She might be helpful to include.

VCEMM Bartling: what is the message and outcome faculty are looking to advance?

Pres. Exstrom: Academic quality, value of our product. There are some community stakeholders who view faculty as sitting in ivory tower, not true for UNK at all. If that's the impression, we need to get out there and connect. Value of a comprehensive 4-year university to rural Nebraska.

SVCAA Shaffer: Emphasize what we're doing for rural communities.

Chancellor: Wonderful objective, good opportunity. New state senator – sometime this summer, late summer, before campaign season really kicks off, talk to both candidates. 4 years, maybe 8, until we get this opportunity again. Talk to local regents- Paul Kenney, Kathy Wilmot. 1:1 conversations. They come to graduation lunches sometime. You want a period of time where you can sit down and listen, share information. Be a bit cautious approaching donors at this point, start with stakeholders.

- FS update:
 - Constitution and Bylaws revisions were proposed by Oversight Committee at March 7 FS meeting

Pres. Exstrom: Bylaw revisions officially put out; most significant changes are in committee structure. Hope to make the budget and finance committee permanent. Pushing back elections so we have the committees ready to go at the beginning of fall. We have to hold a public forum – plan to do that next week. Do we need to run the changes by legal?

SVCAA Shaffer: Probably.

Sen. Boeckner: Let union take a look also.

Chancellor: Doesn't hurt, other than delay.

Pres. Exstrom: Phil told us we don't need board approval, so that should speed it up a bit.

- Anticipating public forums on March 25 & 26, FS discussion and vote at April 4 FS meeting
- Academic Advising – any proposed changes FS should be discussing?

VCEMM Bartling: Feedback from last session was good.

SVCAA Shaffer: Looking at areas we need to strengthen based on feedback. Evaluation of advising. Transfer portal program. Still in the works.

VCEMM Bartling: This phase is focused on information gathering, developing partnerships. No huge sweeping suggestions for change.

SVCAA Shaffer: No decisions made, just identify where we need work, what's going well.

- April 4 Faculty Senate Meeting
 - Guest speaker – TBA

- Chris will give the annual Faculty Senate Status Report
- Expecting discussion on rescission and progress since last FS meeting

SVCAA Shaffer: Update on tenure reviews?

Pres. Exstrom: Will discuss at April 4th meeting.

Reports

- Chancellor Kristensen
- SVCAA Shaffer

Board has changed who is in charge of committees. Kathy Wilmot in charge of academic affairs. We've been asked for information on remedial classes – dfw rates, enrollment. Also interested in GS program, what students are required to take. May have some pushback about diversity category.

- VCBF Watts

\$2.8 million cut of \$4.3 by June 30th, working to get those finalized. Committee changes as well, President's office more involved in committees. Like the idea of faculty engagement.

- VCEMM Bartling

919 student admits unconfirmed; more than usual. This is likely due to changes in FASFA. Applications are up 10%, admits up 13.3%, but not carrying over to enrollments. 521 admitted health science students, up over 20%. Everything up or flat from last year except music, theater, art. 185 students scheduled to attend admitted student day. Had to cap it so it could be a good experience.

Challenge with defining advising, evaluating it. Start by evaluating advising systems and advising in general.

Budget cuts – RIF'd member of admission teams. Some open lines may be eliminated so that we can apply those resources in a more impactful way in recruitment and retention.

- AVCSA Holman

April 10th Nate Smith performing on campus.

April 20th – Big Event. Annual community service; as of last week had 40 community sites for students to volunteer.

Code of Conduct policy getting revised this year; nothing major. Last time was substantial. Academic integrity covered for AI. Clarification on hazing based on what other campuses have seen.

Run-off for SGA president this week.

Sen. Chaffin: Is there a pattern in applications and admissions at other campuses?

VCEMM Bartling: Everyone is down.

VCBF Watts: Families facing mortgage foreclosures; debt is way up. Parents are not willing to take loans, take on more debt, for college.

Chancellor: Problem for next president will be the remission competition between campuses.

Pres. Exstrom: If we can't increase revenue when we're increasing enrollment, it just doesn't work.

- SAC Falconer



FS Executive Committee Meeting Agenda
Tuesday, March 26, 3:00 p.m.
via Zoom (meeting ID: 94207576926)

Faculty Senate Executive Committee

Christopher Exstrom, President
Christina Sogar, President Elect
Daniel Chaffin, Secretary (recorder)

Derek Boeckner, Past President
Dawn Mollenkopf, Parliamentarian
Megan Strain, Representative

Old Business

- none

New Business

- "Oversight Ovation"
 - 2024-25 Senator elections (Dawn)
 - Constitution/Bylaws update (Dawn and Chris)
 - General Counsel review step, changes can't take effect right away in April
 - March 26 forum, survey reflections
 - Executive Committee slate for 2024-25
- Reflections on March 18 cabinet meeting
 - Recission – in limbo until after Gold is installed as President?
 - Public Engagement strategy
- April 4 FS meeting prep
 - Speaker – none, invite Jeff Gold if timing works with Kearney visit?
 - Agenda items
 - Annual Faculty Senate Status report (Chris)
 - Constitution and bylaws changes
 - Ad-hoc B&F committee report, Senate vote to continue committee
 - Post-tenure review
- Upcoming event – Rural Health Center signed beam raising ceremony (April 1)

2023-2024 ACADEMIC AFFAIRS SUBCOMMITTEE MEETING

Academic Affairs Subcommittee 3/6/2024
Academic Affairs Full Committee 3/21/2024

Meeting Minutes

Thursday, March 21, 2024

Meeting held via Zoom

Name	Present	Absent
Alejandro Cahis (CBT)		X
Rebecca Nelson (COE)	X	
Ralph Hanson (CAS)	X	
Chance Bell (FS)	X	
Rachel Hammer (LIB)	X	
Jody Herchenbach (CBT)	X	
Kristy Kounovsky-Shafer (CAS)	X	
Kate Heelan (COE)	X	
SVCAA Julie Shaffer (Admin)		X
Mark Ellis (Admin)	X	
Lisa Neal (REG)	X	
Shawn Peterson (Student Senate)		X
Joel Cardenas (AA) - Guest	X	

I. Call to Order: 3:33 PM:

- a. Motion to approve agenda items #208 – 216. No discussion about these items.
- b. Hanson (Motion to approve) Nelson (seconded)
- c. All in Favor

NUMBER, REQUEST, LEVEL, SPECIFIC REQUEST, DEGREE/COURSE, PROGRAM/COURSE, TITLE, DEPT, COL, REASON

#208, Alter, Program, Business, Marketing, and Information Technology 6-12 Teaching Field Endorsement, B.A.Ed., MGT, CBT, The current alteration is to create a 4+1 BMIT 6-12 Teaching Field and MBA program and to list the predetermined 12 credit hours of graduate courses the undergrads are allowed to take.

#209, Alter, Program, Business Administration Comprehensive – Accounting Emphasis, B.S., AFE, CBT, The business core was revised recently due to the reasons provided below. The current alteration is to create a 4+1 BS Business Administration and MBA program and to list the predetermined 12 credit hours of graduate courses the undergrads are allowed to take.

#210, Alter, Program, Business Administration Comprehensive – Finance Emphasis, B.S., AFE, CBT, The business core was revised recently due to the reasons provided below. The current alteration is to create a 4+1 BS Business Administration and MBA program and to list the predetermined 12 credit hours of graduate courses the undergrads are allowed to take.

#211, Alter, Program, Business Administration Comprehensive – Marketing Emphasis, B.S., MASCM, CBT, The business core was revised recently due to the reasons provided below. The current alteration is to create a 4+1 BS

Business Administration and MBA program and to list the predetermined 12 credit hours of graduate courses the undergrads are allowed to take.

#212, Alter, Program, Business Administration Comprehensive – Management Emphasis, B.S., MGT, CBT, The business core was revised recently due to the reasons provided below. The current alteration is to create a 4+1 BS Business Administration and MBA program and to list the predetermined 12 credit hours of graduate courses the undergrads are allowed to take.

#213, Alter, Program, Secondary English 7-12 Teaching Subject Endorsement, B.A.Ed., ENG, CASC, We are making it possible for our students to take advantage of the new 5 year BA/MA option.

#214, Alter, Program, Health Education 7-12 Teaching Subject Endorsement, B.A.Ed., PEREC, COE, Adjusting the endorsement courses to meet the current students' need.

#215, Alter, Program, English Language Arts 7-12 Teaching Field Endorsement, B.A.Ed., ENG, CASC, We are making it possible for our students to take advantage of the new 5 year BA/MA option.

#216, Alter, Course, Catalog Description, THEA 225, Acting I, MUS, CASC, We feel that this course meets the requirements of a Loper 5 course. It is a requirement of our majors, and we hope to inspire non-declared majors to find us as their major through a positive experience with this course. Administrative Note: Per General Studies Director email 2/14/25: As a result of the decision of the Board of Regents regarding the Theatre program at UNK, the General Studies Council will not be proceeding with further consideration of the proposed THEA classes for inclusion in the LOPERs General Studies Program. The Theatre department would like to move forward with the course description change, per email from Darin Himmrich 2/14/24; Change catalog description, Old Value: Exploration of the foundations of acting through creative play, open critiques, and in-class exercises. Study may include an introduction to basic Stanislavski acting terminology and techniques, beginning rehearsal techniques, and performance analysis. Performance skills will be practiced and enhanced through the preparation of monologues and a short scene, New Value: Explores the basics of what it takes to stand in front of a group of people, alone and be prepared to make a point, teach or act. The foundation of acting is learned through creative play, open critiques, and in-class exercises. Study will include Script Analysis, an introduction to basic Stanislavski acting terminology and techniques, beginning rehearsal techniques, and performance analysis. Performance skills will be practiced and enhanced through the preparation of monologues and a short scene. This course provides a strong foundation for any public speaking profession as well as for future actors and teachers.

I. Business:

a. Attendance Policy Feedback Review

- i. Sent out for feedback and received mostly positive feedback from CAS, COE

FS *ad-hoc* Attendance Policy Committee Final Report Attendance Policy

Approved by Faculty Senate February 1, 2024

The University of Nebraska at Kearney is invested in supporting students and promoting their success. This requires communication between instructors and students and setting clear attendance guidelines.

The university maintains that attendance is critical to allow the student to reach their full potential in their coursework. Students are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meetings and the final examination period. Students are expected to be aware of attendance policies for all of their classes.

Instructors hold the right and responsibility to establish attendance policies for their courses consistent with this UNK Attendance Policy. Each instructor must inform and explain to all classes at the beginning of each semester their attendance policies in their syllabus. Asynchronous online course instructors

must develop policies that aligns with their curricular expectations for participation. Students who are unable to meet the requirements of the course due to attendance issues may consider withdrawing.

Excused absences include official university sponsored activities as well as documented serious health concerns, medical or personal emergencies, and religious observances. Students are expected to inform faculty in advance of scheduled absences and to inform faculty within 24 hours or in as timely a manner as possible of unscheduled absences.

Instructors shall seek to make reasonable accommodations for a student with an excused absence. Students should also recognize that not every course activity (assignments, exams, labs, group discussions, etc.) can accommodate excused absences, and neither absence nor notification of an absence relieves them from meeting the course requirements. In such circumstances it is the obligation of both the faculty member and the student to work together to ensure that the student is held responsible for the work and provided the opportunity to engage in an equivalent or alternative assignment, if possible. In the event the instructor and student cannot come to an agreement on the terms of such, the student may initiate the Attendance Policy Appeal Process.

Attendance Policy Appeal Process

A student may appeal if their grade was placed in jeopardy for one of the following reasons:

- Reasonable accommodations were not made for an excused absence
- A request for an excused absence was declined when the absence met one of the described conditions above

The student must initiate contact with the instructor of record (or, in the absence of the instructor, the appropriate department chair) within 15 days of the absence or associated score/grade assignment, whichever is later. In an appeal:

1. The student should meet with the faculty member teaching the course to resolve the dispute.
2. If the student and the faculty member are unable to reach agreement, the student, the faculty member, and the department chair should meet to resolve their differences. Should the faculty member involved in the dispute be the department chair, the student shall proceed immediately to step 3.
3. If the student, the faculty member, and the department chair are unable to resolve the dispute, the department chair will refer the matter to the dean. The dean may seek to resolve the matter informally and/or refer the matter to that college's Educational Policy Committee before making a decision.
4. If the student, the faculty member, the department chair, and college dean are unable to resolve the dispute, the matter will be referred to the Senior Vice-Chancellor of Academic Affairs for a final decision.

5. This process, including steps 1, 2, and 3 above, must be completed within 25 business days of the end of the term for which the grade was assigned. Business days are defined as weekdays during which the campus is open and specifically excludes those days for which the campus is closed.

Failure to notify the instructor/department chair within the allotted time will render the issue moot. If the appeal occurs within 15 days of the end of the semester, the student should follow the college's grade appeal process rather than filing an attendance appeal.

- ii. Kristy K-S. – need to make spelling fix.
- iii. Rachel H. – No other major actionable items from feedback.
- iv. Rebecca Motion to accept with the one grammatical error fixed (remove the “s” in the word “aligns”. (Kristy seconded)
- v. All in Favor

Meeting Adjourned: Hanson (motion) Kounovsky-Shafer (Second).

All in favor. Meeting adjourned at 3:45 PM

Next Meeting: Thursday, April 18, 2024 at 3:30 PM

Academic Freedom & Tenure Committee (AFT): Minutes for March 2024 (Zoom)

Present: Vijay Agrawal, Michelle Beissel Heath, Ladan Ghazi Saidi, Claude Louishomme, Linda Van Ingen (chair)

Absent: Phu Vu

The AFT Committee met by Zoom on Friday, 3/22/24, to discuss the September 15, 2023 charge from FS President Chris Exstrom to review proposed revisions from Administration (John Falconer) to the Post-Tenure Review Guidelines as approved by Faculty Senate on April 6, 2023.

The Committee reviewed and discussed the proposed suggestions from Falconer and agreed on the following (marked in red):

Page 1

A.2: I'd delete the word "voluntarily" in line 4. Electing is volunteering. **Ok – change to "Elective" PT Review**

A.2.a. I don't like the term "automatic trigger." This is being initiated by the chair. An automatic review would be every four years, regardless of other factors. **Ok – change to "Required" PT Review**

A.2.a.1: Line 4: I like including the word supervisor after equivalent. **Ok- added "supervisor" back in. However, upon further discussion, the AFT Committee decided to change "equivalent" to "immediate" so that it reads "chair or immediate supervisor."**

And as mentioned, I don't like calling this fourth year Year 1. It gets confusing. I think it is spring of year 3, following the 3rd calendar year. **Disagree. A post-tenure review can be required any time after a minimum of 3 years continuous appointment at UNK. It could be "year 4" or "year 16" of a professor's post-tenure career. By calling it "Year 1" in our chart, we are identifying the first year of three that document "substantial and continuous deficiency." The third year ("Year 3") is when a required post-tenure review is called. That would be the third year of an annual peer-review process that documents a faculty member's deficiency, so it would be April 15 when the chair letter is due. The Chair (or immediate supervisor) has to call for a required post-tenure review by May 1. This clarification, already in the text of the document, has been added to the tables. The AFT Committee agreed, furthermore, to put the two tables together in an Appendix to create an accessible and clear guide to the process.**

Line 5: I think we should reinsert "and continuing" after "substantial." This is the BOR language, and I think it is there to prevent a PTR for a one-off situation. **Ok – have added "continuing" and "continuous" back in.**

Page 2:

Top line: I think that rather than identify a remedy, we need to document a plan. The BofR language talks about a remedy. AFT Committee agreed to leave the language as is.

2. First line: Dept chair should assess progress in remedying the deficiency, rather than document improvement. BofR language talks about “progress remedying identified deficiency” and “documents improvement or continued deficiency.” The AFT Committee agreed to leave the language as is.

Second line: I don’t like “Year 2.” See above for justification of Year 1, 2, 3.

3. I don’t like “automatic PTR” as mentioned above. Ok – changed to “Required.”

Page 5:

I think the schedule changes the order of things. I think we a) create the file, b) give the faculty member a chance to review and supplement, and then c) send the file to the committee. It is important that the individual can do this before the file goes to the committee. Disagree – in the first years 1-2-3, the faculty member has had time to create annual peer review files. The Chair has documented deficiency in annual chair letters. When the Chair calls for a required post-tenure review, the Chair creates a new file consisting of the 3 annual reviews. The faculty member has a chance to add to this file by November 1, including a plan for improvement. This process is explained in the text of the document; we have clarified these steps in the tables. The tables, as noted above, will be placed in an Appendix so that this workflow is clear.

Additionally: the AFT Committee agreed to add the adjective “Special” to describe the “Review Committee” or “Post-Tenure Review Committee” to distinguish this committee throughout the document from a faculty member’s annual peer-review committees at the department level. The word “special” is original to the document under section A-3 “Nature of the Review.”

The AFT Committee voted by email on 3-25-24 to approve the revised document and forward it to Faculty Senate for its April 2024 meeting.

Respectfully submitted,
Linda Van Ingen
3-26-2024

UNK Online Faculty Senate Standing Committee

March 1, 2024
2:30 PM – 3:30PM

Zoom Meeting Link | (<https://unk.zoom.us/j/93293823314>)

AGENDA

Board Members

Megan Adkins	UNK Online Admin representative (emailed, not present)
TBD	FS representative
Bruce Elder	CBT Representative
Ladan Ghazi Saidi	COE representative
Patrick Hargon	Student Aff. Rep Admin (emailed, not present)
Sandra Loughrin	CAS representative, Committee Chair
Shannon Mulhearn	Graduate Representative
Rochelle Reeves	Library representative

1. Meeting times for Spring: 1st Friday of the month, 2:30 - 3:30 PM
 - April 5th, 2024
 - May 3rd, 2024
2. Faculty Senate changes to Standing Committees
 - FS Representative Replacement – Notified/ FS working on replacement.
 - Chris Exstrom to speak with Mark Ellis on possible merging of committees—and what this might look like.
 - “It will be the Faculty Senators who vote on any changes in the constitution and bylaws. Committees are welcome to conduct votes on positions they would like to pass on to the Senate. Our plan is to have draft constitution and bylaws changes ready for the March 7 FS meeting. A vote cannot happen until at least one FS meeting later (April 4) and after a public forum” - Chris Exstrom
 - “From a parliamentarian perspective, it would be good to know what responsibilities/perspectives are currently captured in the UNK Online Standing Committee, that may be different from UNK Advisory, and/or should stay within the purview of faculty. We are interested in consolidating committees without losing the faculty voice. We have also talked about merging UNK Online standing committee with one or more of our Faculty Senate standing committees, such as Academic Information Technology, or potentially even Library since most of library is digital. So, any perspectives the committee has is great.” - Dawn Mollenkopf

Recommendations from us – our opinions

Will faculty feel like we have a voice still if we are combined?

What would the composition look like? All combined to one big committee or a single, smaller committee.

Rochelle – we probably could combine

Bruce – there may be major differences between Library, IT, and Online

History of the committee – this is where we would find out what was going on in eCampus. Statistics of how many students on our campus are actually fully or partially online.
Shannon – what do the committees do? Are we just disseminating information?

Big Question – What is our task?

If the task is to serve as communication to disseminate the information then it is feasible. But if it is to develop initiatives, then it will become overwhelming.

If we are recommending policies, etc., then we need many voices at the table. But if it is to disseminate information, then we can just have one representative per campus college/program to take the information learned back to the campus.

Bruce - Question – if the groups are combined, will it still be a part of the faculty senate packet that goes out to the full campus – right now, our minutes are available and can be accessed by people who want the updates. OR will this be an advisory board whose goings on are silent?

2022-2023 AY Revision

Article VII.G UNK Online Committee

Serves as a **communication channel** between UNK faculty and UNK online and a **recommending body** to UNK Online leadership on matters related to digital education, including online student support, online faculty support and training, online education systems and technologies, online education policies, and online education growth and development.

COMPOSITION:

One faculty representative from and elected by each undergraduate college, one graduate faculty representative chosen by the Graduate Council, and one representative from each of the following:

Faculty Senate, Calvin T. Ryan Library, rep from Student Life Office, and the office in charge of UNK Online.

Total: 8 members.

3. Updates on UNK Online initiatives, Megan Adkins.
 - UNK Online Current Activities updates
 - UNK AI Taskforce was launched, and the kickoff meeting with over 50 faculty, staff, and students was completed discussing the charge:
 - Landscape analysis of peer group institutions (Regent groups)
 - SWOT analysis
 - Recommendations, and guidelines for the next steps revolving around AI at UNK based on sub-group category.
 - Online Research Fellows are creating AI-based assignments and working with the learning designers to be showcased at the end of the semester.

- Continuing conversations with ITS, LD's, and the UNK Inclusion Office about an online Canvas template course option to improve student access, and inclusion, along.
- Continue work expanding CTE for online with Director, Shannon Mulhearn
- The team leaders of our office are currently reviewing the UNK Inclusive Excellence strategic plan and our office plan to determine the next steps and a working plan. - A call to serve on an inclusive excellence committee to faculty, staff, and students for our office will be sent out in March.
- UNK Online New Activities
 - The new **Academic Innovation website** has officially launched, including the CTE website, information about funding, learning design, initiatives, etc.
 - <https://www.unk.edu/academics/academic-innovation/index.php>
 - Our office would appreciate the group reviewing and providing feedback of additional information you think would be helpful, clarity, etc. Email suggestions to Megan, thanks.
 - Online Research Fellows application is now open until March 15th for 2024-2025
<https://www.unk.edu/academics/academic-innovation/innovation-research-faculty-fellow.php>
 - Currently revising the Online Faculty Teaching Award nomination form with CTE and the call will go out in March.
 - Our office hopes to deploy online micro-credentialling, and non-academic/academic badging in a pilot phase by fall.
 - We are working to build online professional development around AI, Online and Mental Health, Universal Design, and Open Educational Resources which will be ready by late spring which will be offered to campus.
 - Online Student Assessment survey – this is currently being reworked, and this will be sent to the group to provide feedback. Please add the assessment to discussions about the survey for the April meeting prior to it being sent out.

Can we get a draft of the survey when it is ready?

4. Monthly Check-in/Brainstorm: How might this committee continue to serve as a communication channel and recommending body to UNK Online for UNK Online's current activities and initiatives?

Discussion Points

Class size for online – max's and minimums?

Bruce had a class with 45 and it can make it hard to do things like presentations

Does UNK have a standard for class size?

When should a second section be created/justified

We're being encouraged to get our faculty/student numbers up, so if 45 want to get in, we're letting them, but that is likely going to effect the students' experiences.

Maybe ask students about their experiences in different class sizes (something for the student survey?)

Patrick – CBT – some feedback from students who are feeling like if they are online, they don't have access to resources. We have them, but the students don't know about them. How could we get that information out to our students?

Bruce – could this be a thing that is connected to that universal template – for example, embed the online resources in canvas for different assignments. Assigning a paper, include a link to the writing center so students see that there are resources.

Motion to adjourn - Bruce

Proposed Revision to the University of Nebraska Student Code of Conduct

Augie Sanchez <sancheza@unk.edu>

Wed 3/6/2024 5:08 PM

To: Olivia Whittaker <whittakero23@unk.edu>; Christopher Exstrom <exstromc@unk.edu>

Olivia and Chris, Please read my email below. If you have a Staff or Faculty Senate meeting prior to the deadline of March 26th, I'd be happy to present at your next meeting. Please let me know and I can add it to my calendar. I'll be sending an email campus wide and to our students this Friday, but I wanted key partners to have first access. You may send this to your respective Senate' members. Thank you.

--

Good Afternoon,

A periodic review of the Student Code of Conduct happens every four years. The current version was implemented in August 2020. The Directors of Community Engagement & Student Conduct at UNK, UNL, UNO and UNMC, with support of general counsel, have diligently worked on revisions, and we are now ready to share these updates for your valuable feedback. Below are some notable changes:

- Revision and clarification of the standards related to academic integrity, artificial intelligence, hazing, and failure to comply.
- Extension of the case resolution timeline to allow for consideration for finals and periods of break when most students are not on campus.
- Inclusion of alternative resolution options (commonly known as restorative practices).
- Expansion of the interim measures (previously referred to as Temporary Suspension).

Take some time to read through the revised draft of the Code of Student Conduct and provide any feedback for our team to review. The deadline to submit written comment is March 26th. You can read the proposed revisions of the Student Code of Conduct by visiting UNK's Community Standards & Student Conduct page or by clicking the link below.

[Link to the proposed revisions: https://www.unk.edu/student_affairs/code-of-conduct.php]

The opportunity to provide feedback is available now. We will be sharing these revisions with leadership, Faculty/Staff Senate, and the Directors within Enrollment Management and Student Affairs. An announcement will be sent to the UNK community on Friday, March 8th. I will present the process to UNK's Student Government on March 19th at 5:30 PM in the Antelope Room located in the NSU. Everyone is welcome to attend.

Following discussions on our respective campuses, we plan to present the proposed draft to the Chief Academic Affairs officers in April, to the Board of Regents Academic Affairs committee in May, and seek approval from the Board of Regents in June.

A thoughtful review of the proposed draft of the Student Code of Conduct is highly appreciated, and feedback is vital to this process. If you have any questions, please do not hesitate to reach out to me.

Thank you for your attention to this matter.

Best Regards,

Augustine M. Sanchez, he/him/his

Director of [Community Standards and Student Conduct](#)

Student Engagement Office, 142D
University of Nebraska at Kearney



Fwd: FS Student Affairs Committee Work

Annette Moser <moserac@unk.edu>

Thu 3/21/2024 4:00 PM

To: Christopher Exstrom <exstromc@unk.edu>

Chris,

This is the only feedback I have gotten from the committee members since I asked for it on March 7th. One other member responded but said she didn't get any feedback from those she asked.

-Annette

Get [Outlook for Android](#)

From: George Holman <holmangp@unk.edu>

Sent: Wednesday, March 20, 2024 9:42:43 AM

To: Annette Moser <moserac@unk.edu>; Christine Fisher <fisherce@unk.edu>; Evan Boyd <boyde@unk.edu>; Jacob Howe <howej@lopers.unk.edu>; Jenny Haddon <haddonj@unk.edu>; Luke Przymus <przymusl@lopers.unk.edu>; Olivia Lawless <lawlesso@lopers.unk.edu>; Vijay Agrawal <agrawalvk@unk.edu>

Subject: RE: FS Student Affairs Committee Work

Hello,

I think I would add for the first item, the changes and recommendations that Aaron Estes is proposing are based on case law at other institutions. UNK may find itself in an undefendable position without the recommended changes.

The Code of Conduct changes mainly related to updates since the last revision. The last revision was a complete re-write. The main updates relates to academic integrity as AI, but UNK generally follows the Academic Integrity Policy set forth by faculty. You can find it here: <https://catalog.unk.edu/undergraduate/academics/academic-regulations/academic-integrity-policy/>. The other changes are mainly based upon feedback from legal and conduct officers from around the system after having implemented the new code for 4 years.

Thanks,

George

FS Budget & Finance Committee
Meeting Minutes
3/27/24

In Attendance:

Linda Van Ingen (Chair), Kate Heelan, Jon Watts, Chris Moran, David Arredondo, Chris Waples

Minutes:

Van Ingen called meeting to order.

Van Ingen asked for update on 1.8m recission.

- Watts: Is waiting for official documentation but is confident that Interim President Kabourek will be returning half of withheld amount (~\$900,000). Avoiding future recissions is the long-term objective, and hopeful that next President will be open to making plans to avoid such financial steps in the future.

Watts: Budget shortfall seems quite possible in the next biennium.

Some discussion of priority candidate Gold.

- Watts: Gold has previously advocated for campus-level autonomy in spending and decision-making.

Van Ingen inquired about whether our expense allocations across faculty and non-faculty (57% and 43%, respectively) are typical of similar institutions. Proposed that certain thresholds can be identified needed to maintain current staffing, etc.

- Mentioned the CRM and marketing costs and whether those dollars could be better spent
 - Waples asked about centralization of CRM systems
 - Watts noted that campuses are protective of their strategies, needing to consider that competition is internal to system also.

Brief discussion of scholarships and impact on revenue:

- Van Ingen: Scholarships were distributed to ~3,000 students last year and averaged ~\$3,000 each.
- Watts: Estimated actual revenue per student per year is ~\$3,200 – 3,400.
 - Ideally, would have at least 900 new students in each incoming class.
- Heelan: Scholarship strategy should also encompass retention goals.

Possible Role of FS Budget/Finance Committee (compiled, rather than listed in order of discussion):

- Committee could discuss plans to avoid future budget crises.
- Committee can discuss ways to adjust campus/system budgeting model.
 - Current, incremental budget model is rigid and can limit flexibility.
 - Could discuss options for reducing the threat of cuts in the future.

- Could include things like small reductions to operating budgets or holding lines to reduce immediate expenses.
- Committee could review the scholarship strategy at UNK
 - Role may be primarily information sharing
- Committee could examine trends at similar organizations for benchmarking.
- Committee could discuss some conceptual ideas, like what a “good” class of incoming students might look like, which could influence marketing.
 - Noted that Chancellor has emphasized importance of accessibility and headcount.
 - Van Ingen: We should be working toward strengths of our programs.
 - Watts: (in agreement) Trying to market around being the cheapest is difficult and very different from being desirable for strength of programs.
- Arredondo: Committee could serve as a synthesizing group bringing data from academic and administrative units to a common forum for discussion.
- Watts: Sees value in the committee as a conduit for discussing budget issues with faculty and that such committees are becoming best practice in higher education.
- Moran: Discussions have led to her reflecting on familiar budget processes with new perspective.

It was noted that the committee must be somewhat careful to avoid straying too far from the scope of the committee (after a brief discussion of the appeal of a four-day week).

Future committee make-up discussed:

- It was suggested that Chris Moran (Budget Director) would be a smart addition to existing committee composition:
 - 2 faculty from CAS
 - 1 faculty from COE
 - 1 faculty from CBT
 - 1 faculty from Library
 - 1 Staff Senate representative
 - 1 Administration representative (Watts)

Van Ingen adjourned meeting.

(These Minutes were approved by email on 3/28/2024).

Faculty Senate Constitution/By-Laws Revision Summary

Faculty Senate Meetings

Move to 1st Tuesday of the month (to avoid Board of Regent conflicts) in September, October, November, December, February, March, April, and **May (instead of last week in April)** with the provision that if the May date falls after the last day of classes, the FS may vote to move it to the Tuesday prior to the last day of classes. The date of the last FS meeting of the academic year will still serve as the start date for Senator terms.

In-Person Attendance would still be required for discussion and voting. *(Survey results were divided about this.)* A proxy may still attend in a Senator's place. The by-laws would no longer state that the Senator's proxy would have to be from the same unit.

Closed Sessions. Language added stipulating a reason for going into closed session and to allow the Senate to approve specific non-Senators to attend.

Standing Committees

Combine Academic Information Technology, Library, and UNK Online committees into an Academic Information and Learning Technologies committee.

Add a Budget & Finance committee

Small changes in composition wording for some committees

Move committee elections to April and set committee term start dates to that of the last FS meeting of the academic year. College representatives on committees would be elected in April through the usual process. Senate representatives would be elected at the May FS meeting. The initial convening of committees would be in September (instead of October) unless there is required business prior to that. ***(Important difference – Now, the “old” committees are in place over the summer. With this change, the newly-elected committees would be in place over the summer.)***

Filling Senate and Standing Committee Vacancies (By-Laws Article V.B.)

This article was significantly reorganized. A timeline was added for filling department and library Senator vacancies.

A department or the library would be able to recall their Senator prior to term expiration. The Oversight Committee would conduct the election for the replacement.

UNIVERSITY OF NEBRASKA AT KEARNEY
FACULTY SENATE
CONSTITUTION
As of Apr 4, 2024

PREAMBLE

The purpose of this Constitution is to establish an orderly process whereby the University of Nebraska at Kearney (hereafter referred to as the University) faculty may share in the determination of university-wide educational, academic, and administrative policy.

The basic operational principle of the Constitution is that, under the Board of Regents By-Laws, and in accordance with the provisions for faculty governance in the By-Laws, the Faculty Senate represents the faculty regarding university-wide academic and administrative affairs, and shall act as the official voice of the general faculty of the University regarding areas of faculty interest and concern including the protection of academic freedom and on matters involving the well-being of the general academic community and the institution as a whole. All Faculty Senators shall represent and be concerned for the welfare of the entire institution regardless of their college and department affiliations.

ARTICLE I – POWERS AND RESPONSIBILITIES

Article I.A. Powers

Pursuant to the By-Laws of the Board of Regents, the powers and responsibilities of the Faculty Senate include, but are not necessarily limited to, the following:

I.A.1. Adopting its rules of procedure;

I.A.2. Acting as the official voice of the faculty as a whole;

I.A.3. Protecting academic freedom;

I.A.4. Providing for appeal to the Board in matters of academic freedom and faculty status, after normal administrative channels are exhausted, in accordance with applicable By-Laws of the Board of Regents and the Collective Bargaining Agreement between the Board of Regents and the UNK Education Association;

I.A.5. Advising on academic matters that affect more than one college;

I.A.6. Advising and consulting with students, staff, and administrative groups on matters of general concern, which include, but are not necessarily limited to:

I.A.6.a. Institutional planning and the determination and articulation of the role and mission of the University of Nebraska at Kearney,

I.A.6.b. The Budget of the University,

I.A.6.c. The expenditure of funds allocated to instruction and research, and,

I.A.6.d. The selection and reassignment of academic-administrative personnel with University-wide responsibilities;

I.A.7. Acting on business specifically delegated to it by the Administration;

I.A.8. Recommending candidates for honorary degrees;

I.A.9. Recommending standards for admission and academic conduct of students.

Article I.B. Administrative Offices, Officers, and Academic Officers

The Faculty Senate shall review and evaluate the creation or reorganization of administrative offices, shall insure procedures for faculty participation in the selection of administrative officers, and shall participate in the review and evaluation of the performance of administrative officers.

ARTICLE II – MEMBERSHIP, ELIGIBILITY, TERMS, AND ELECTIONS

Article II.A. Membership

Two Senators-at-Large shall be elected by all faculty eligible to vote. Department Senators representing the university departments, as provided for in Article II.B.2., shall be elected by their eligible department faculty. One Senator shall be elected from and by the eligible Library faculty.

Article II.B. Eligibility/ineligibility to serve as Senator-at-Large, Department Senator, and Standing Committee Faculty Member; College Apportionment; Terms of Office

General Eligibility: In addition to specific eligibility requirements stated in this Constitution and By-Laws, to be eligible to serve as a Faculty Senator and/or as a faculty member of a Faculty Senate Standing Committee, faculty must be full-time, must be teaching at least one course during each semester, and the number of workload hours for the current semester and the previous academic semester must total at least nine hours. Faculty members engaged in research and/or faculty-related service, in lieu of teaching assignments, also are eligible to serve.

Ineligibility: The Faculty Senate is dedicated to representing the faculty perspective in the shared governance of the University of Nebraska at Kearney. Therefore, no person with a significant administrative appointment, including the position of Chancellor, Vice-Chancellor, Dean, Registrar, full-time Director, or their Associates/Assistants shall be eligible to serve as Faculty Senator or as a faculty member on a Faculty Senate Standing Committee.

II.B.1. Senators-at-Large: At no time shall the two Senators-at-Large include more than one Senator from the same department or the Library. All Senators elected at large shall be tenured, full-time faculty holding the professorial rank of Assistant Professor or above.

II.B.2. Department Senators - Senators representing departments: Senators shall be elected by the faculty in each university department and will be apportioned as follows:

II.B.2.a. For the purposes of this section, a department shall be defined as a single administrative unit within a college and recognized as such by the Board of Regents. Departments comprised of multiple disciplines but recognized by the Board of Regents as a single unit within the college shall be considered a single department.

II.B.2.a.1 Groups of faculty functioning as a department but not comprised of faculty from a recognized department may be granted representation by a two-thirds vote of those Senators present. Any such granting of representation shall be made at or before the April meeting and shall remain in effect for three years until the April Senate meeting in the third year. Once a group is granted representation, all other rights and responsibilities given to departments by the Senate shall also fall to this group.

II.B.2.a.2 The Senators-at-Large will represent any faculty members not included in any other unit.

II.B.2.b. Each department shall, regardless of size, be entitled to one Senator as its representative except as described below.

II.B.2.b.1. Departments with fewer than five eligible faculty members may choose, for the purposes of Senate representation only, to merge with one other department, with that department's consent, and share a single Senate representative who shall represent both departments. Such a shared Senate representative shall be elected by and from the eligible faculty members of both departments. The decision to merge must be reported to the Parliamentarian prior to the April Senate meeting of each year and will remain in force until the April Senate meeting of the following year.

II.B.2.c. Faculty Residency for Eligibility of Representing a Department: A faculty member shall be considered a member of the department in which the larger portion of that person's teaching load is assigned. Departmental membership, for the purposes of elections, shall be required of all personnel. A faculty member whose load is evenly divided between two departments or whose assignment is difficult to determine because of load fluctuations, shall declare department affiliation for purposes of voting and holding Senate office.

II.B.2.d. A department whose Senator will serve as the Senate President shall be allowed to elect a second Senator to better represent its faculty. Notification of such election shall be made to the Parliamentarian prior to the first September meeting and will remain in force throughout the original Senator's term as President.

II.B.3. Library Senator: The Library shall elect one Senator. Librarians holding assistant professor rank and above and full-time appointments are eligible to serve.

II.B.4. Senator Terms of Office

Senators shall serve three-year terms, beginning at the May Faculty Senate meeting and ending on the day before the May Faculty Senate meeting three years thereafter. The terms shall be arranged so that approximately one-third of the positions are filled by election each year.

Article II.C. Election and Eligibility to Vote

II.C.1. Election: The Faculty Senate Oversight Committee, elected by and under the direction of the Faculty Senate, shall administer nominations and elections, as outlined in the By-Laws.

II.C.2. Eligibility to Vote: Nomination and election of Senators-at-Large shall be restricted to eligible University faculty. Nomination and election of Senators representing a department or the Library will be restricted to the eligible faculty of that department or the Library. Eligible voters are faculty who must be full-time, teaching at least one course during the current semester, and the number of workload hours for the current semester and the previous academic semester must total at least nine hours. Faculty members engaged in research and/or faculty-related service in lieu of teaching assignments, faculty on phased retirement in residence, and librarians holding professorial rank and full-time appointments, also are eligible.

ARTICLE III – OFFICERS AND FACULTY SENATE ORGANIZATION

Article III.A. Officers

The officers of the Senate shall consist of a President, a President-Elect, the Past-President, and a Secretary, all to be chosen from the elected members of the Senate. Other offices may be established by the Senate as they become necessary. If the term of the President-Elect, President, or Past-President should expire while in office, then their Senate term is extended until the end of their term as Past-President. At that time, their Senate term will expire, and the position will be filled at the next regular election.

III.A.1. Election of Officers: The officers of the Senate shall be elected in accordance with the By-Laws of the Faculty Senate at the last regular Faculty Senate meeting of the Spring Semester.

III.A.2. Officers' Duties: The duties of the officers shall be (a) those usual to their offices; (b) those designated specifically by the Faculty Senate as the need arises; and (c) the following regular duties.

PRESIDENT – Consults with other Faculty Senate Executive Committee members when immediate action is required in lieu of a Faculty Senate Meeting. Presents to the Faculty Senate:

- (1) Reports on actions taken on behalf of the Faculty Senate;
- (2) Monthly President's Report, as stated in the By-Laws, Article II.J.1;
- (3) An annual Faculty Senate Status Report, as stated in the By-Laws, Article II.J.2;
- (4) and an annual Faculty Senate Plan of Action, as stated in the By-Laws, Article II.J.3.

PRESIDENT ELECT – Records minutes of all Executive Committee meetings. Serves on the Faculty Senate Professional Conduct Committee.

PAST-PRESIDENT – As outgoing President of the Senate, advises the President and other members of the Executive Committee. Serves on the Faculty Senate Oversight Committee.

SECRETARY – Records, prepares, and distributes the Faculty Senate Meeting Agenda and Minutes to faculty, deans, vice chancellors, the Chancellor, and appropriate university

system officials. Provides the UNK Library with copies of approved Faculty Senate Meeting Minutes. Prior to a scheduled Faculty Senate meeting, prepares and distributes to Faculty Senators an agenda, the minutes of the previous Faculty Senate meeting, and the minutes of appropriate Faculty Senate committee meetings. One week prior to a Faculty Senate meeting distributes the agenda to other faculty and appropriate campus administrators.

III.A.3. Executive Committee: The Faculty Senate President, President-Elect, Past-President, Secretary, Parliamentarian, and one Senate representative shall constitute the Executive Committee of the Faculty Senate. The Faculty Senate President shall be the Chair of the Executive Committee.

Total: 6 members.

III.A.4. Release time for Senate President: The President of the Faculty Senate is eligible for a three-workload hour release per semester to allow them to serve fully in the role of President. Any financial compensation to colleges or departments to cover the release shall be provided by the Chief Academic Officer.

Article III.B. Organization of the Faculty Senate

The Faculty Senate is composed of a general assembly of elected Senators, elected standing committees, and appointed ad hoc committees whose responsibilities are to maintain the system of shared governance at the University.

III.B.1. Parliamentarian: A Parliamentarian shall be elected from the membership of the Senate. They shall serve a three-year term unless their Senate term expires during that period in which case a new election will be held. That person shall be elected by the Senate at the last regular Faculty Senate meeting of the Spring Semester to serve as arbiter and consultant on all questions of procedure, to serve as the Chair of the Senate Oversight Committee, to serve as interpreter of the Faculty Senate Constitution and By-Laws in consultation with the Oversight Committee, and to serve on the Executive Committee.

III.B.2. By-laws: The Senate shall form its own By-Laws pursuant to the By-Laws of the Board of Regents.

ARTICLE IV – MEETINGS. The Faculty Senate will meet regularly, and may hold special meetings, as provided in the By-Laws.

ARTICLE V - FACULTY SENATE COMMITTEES

All Senate Committees shall be responsible to the Senate and shall regularly report their actions and recommendations to the Senate.

Article V.A. Standing Committee Member Elections and Terms: Standing Committee members shall serve two-year terms, beginning at the last regular Faculty Senate meeting of the Spring Semester and ending on the day before the last regular Faculty Senate meeting of the Spring Semester two years thereafter. The two-year terms shall be arranged so that approximately one-half of the positions are filled by election each year. [Student members are selected as

described in the By-Laws and will serve one-year terms beginning on the first day following the regular September Faculty Senate meeting.]

Article V.B. Required Committees

Committees of the Senate shall include an Executive Committee, an Academic Freedom and Tenure Committee, a Grievance Committee, and a Professional Conduct Committee as required by the Board of Regents' By-Laws.

Article V.C. Other Committees

Other Committees of the Senate may be authorized by Senate action. Their titles, duties, and membership shall be determined by the Senate. Standing Committees shall be provided for in the Faculty Senate By-Laws. Ad hoc Committees shall be created by action of the Faculty Senate.

Article V.D. Committee Minutes

On a timely basis, the Chair of a Faculty Senate Committee shall provide all faculty and appropriate campus administrators with committee-approved meeting minutes, with items noted that require Faculty Senate action. In addition, at least seven calendar days before a regular Faculty Senate meeting, the Chair shall provide the Faculty Senate Secretary with these minutes for distribution to Faculty Senators prior to the meeting. Committee meeting minutes are then voted on at the Faculty Senate meeting for approval. Unapproved or postponed items will be referred to the committee for clarification and reconsidered at the next Faculty Senate meeting. Senate approval of the minutes indicates approval of the actions taken in those minutes, even if those actions are not explicitly discussed by the Senate.

ARTICLE VI – FACULTY REFERENDA

The actions of the Faculty Senate shall be final, unless a referendum is called according to the following procedure:

Article VI.A. Referendum Request

A request for a referendum shall be presented to the President of the Faculty Senate within 20 days of the publication of the minutes describing the Senate decision in question.

VI.A.1. Criteria for Request: A referendum of the faculty shall be held if requested by the Chancellor of the University, or at least one-third of the Senate members, or at least twenty percent of the faculty upon presentation of a signed petition to the President of the Faculty Senate.

Article VI.A.2. Referendum by Surface Mail or by Electronic Delivery: The Faculty Senate Oversight Committee shall arrange for the faculty referendum by surface mail or by electronic delivery.

Article VI.B. Referendum Results

The Senate shall abide by the results of the referendum.

ARTICLE VII – AMENDMENT OF THE CONSTITUTION

Amendments to these articles may be adopted at any regular meeting of the Faculty Senate by a two-thirds vote of those present, provided any proposed amendment has been read at the preceding regular meeting and the amendment has been presented to the University community through an open forum.

UNK Faculty Senate Approval of Original Document: April 6, 2000
UNK Faculty Senate Approval of Amendments to Original Document: April 5, 2001
UNK Faculty Senate Approval of Revised Document: February 6, 2003
UNK Faculty Senate Approval of Revised Document: October 2, 2003
UNK Faculty Senate Approval of Revised Document: April 28, 2005
UNK Faculty Senate Approval of Revised Document: November 3, 2005
UNK Faculty Senate Approval of Revised Document: February 7, 2008
UNK Faculty Senate Approval of Revised Document: March 6, 2008
UN Board of Regents Approval of March 6, 2008 document: June 11, 2010
UNK Faculty Senate Approval of Revised Document: April 25, 2013
UN Board of Regents Approval of April 25, 2013 document: July 18, 2013
UNK Faculty Senate Approval of Revised Document: April 3, 2014
UNK Faculty Senate Approval of Revised Document: April 4, 2019
UNK Faculty Senate Approval of Revised Document: April 25, 2024

UNIVERSITY OF NEBRASKA AT KEARNEY
FACULTY SENATE
BY-LAWS

ARTICLE I – POWERS AND RESPONSIBILITIES

Article I.A. Policy Conflicts

The policies of any program, department, college, or other administrative unit, or the conduct of individual professional personnel which appear in conflict with policies approved by the Faculty Senate or with the Constitution, must be referred to the Senate for consideration and appropriate action.

Article I.B. Academic Review

The Senate may review existing academic programs and new department and academic programs with University-wide impact, including majors and minors.

Article I.C. Faculty Senate Committees – Delegation

The Faculty Senate shall delegate such duties and responsibilities to its committees as it sees fit within the limits of its responsibilities described above.

Article I.D. Communication of Faculty Senate Policies and Recommendations

All academic policies and recommendations shall be transmitted through the proper channels to the Chancellor of the University. When differences exist between the positions taken by the Chancellor and the Senate on any of the said matters, the Chancellor shall meet with the Executive Committee of the Faculty Senate to resolve the differences. Unresolved differences shall be reported by the Senate President to the University of Nebraska President and to the Board of Regents.

ARTICLE II – MEETINGS OF THE FACULTY SENATE

Article II.A. Regular Meetings

The Senate shall meet on the first Tuesday of September, October, November, December, February, March, April, and May. If the first Tuesday in May occurs after the last day of classes in the Spring semester, the Senate may vote with a two-thirds majority to move that meeting to the last Tuesday prior to the last day of classes. The Senate also shall be subject to call at other times. The vote to move the May meeting to the last week of April must occur during a Senate meeting prior to the Spring semester of the meeting to be moved. Even if moved, this meeting is still referred to as the “May” meeting in this document and the “April” meeting is the first April meeting.

Article II.B. Special Meetings

Special meetings may be called by the Faculty Senate President, at the request of the Executive Committee, by the Chancellor of the University, or at the written request of at least six members of the Senate.

Article II.C. Open/Closed Meetings

All Senate sessions shall be open to the public unless the Senate, by no less than a majority vote of those present, goes into closed session for the protection of the public interest or the prevention of needless injury to the reputation of an individual (e.g. personnel matters or content of a highly sensitive nature). Specific individuals who are not senators may be approved to attend a closed session by a two-thirds majority vote of the Senate. This shall be treated as an amendment to the motion to go into closed session. Any person attending an open Senate session may address the Senate after securing recognition of the President.

Article II.D. Quorum

A quorum shall consist of a majority of the elected members of the Senate.

Article II.E. Attendance

Attendance at Faculty Senate meetings by Senators is mandatory. Attendance is defined to be in person unless an exception is granted by the President. Such exceptions should be granted in a consistent manner or through a consistent policy. Should a department or Library Senator know in advance of an absence, the department or Library may appoint a proxy to serve for a single meeting as its representative. Notice of such proxy must be given to the Secretary seven calendar days prior to the meeting. If a Senator misses or is represented by proxy at a total of three regular meetings during the academic year, then the seat shall be considered vacated. Notice of vacation of the seat will be made by the Secretary to the Parliamentarian. The Parliamentarian shall consult with the affected department or Library to either re-affirm its selection of the Senator or for the election of his/her replacement. Procedures for replacement of a Senator-at-Large will follow the procedures as outlined in the By-Laws. If a Senator knows of a conflict that will last for an entire semester, the Senator must notify the Faculty Senate Oversight Committee that his/her seat is vacated for that semester only. If a Senator experiences recurring/periodic semester-long scheduled conflicts, then that Senator must submit his/her resignation to the Faculty Senate Oversight Committee. If a Senator knows in advance of a scheduled conflict lasting longer than one semester, e.g., a university-approved professional-development leave, then that Senator must notify the Faculty Senate Oversight Committee that his/her seat is vacated for the specific period of the leave only.

Article II.F. Agenda

An issue or recommendation shall be placed on the agenda when proposed by the Faculty Senate President or the Chancellor, or by Senate Executive Committee action, a Faculty Senate Committee, one-third of the Senators present and voting at a meeting, or a petition signed by no fewer than ten faculty members.

Article II.G. Agenda Changes

The Senate, while in session, may change the order of the agenda by a majority vote.

Article II.H. Meeting Minutes

On a timely basis prior to a scheduled Faculty Senate Meeting, using electronic mail or other means, the minutes of the previous Faculty Senate Meeting shall be distributed to appropriate parties, including all faculty.

Article II.I. Order of Business

Each regular Senate meeting shall include but not be limited to the following:

- a) Call to Order

- b) Roll Call
- c) Approval of Agenda
- d) Action on the Faculty Senate Minutes of the previous meeting
Executive Committee Report. This Report shall include statements on the Executive Committee's regular monthly and special meetings with the Chancellor and Vice-Chancellors, and on the disposition of all previous Senate decisions and/or recommendations that have/have not come to closure.
- e) Report of the President. This Report shall include statements on actions taken by the Board of Regents, University administration, the Coordinating Commission on Post-Secondary Education, and other matters of importance to the University community.
- f) Reports of Faculty Senate Standing Committees:
 - (1.) Submission for record and file of Committee Minutes
 - (2.) Submission of proposals for consideration by the Faculty Senate
- g) Reports of Faculty Senate Special (Ad Hoc) Committees:
 - (1.) Submission for record and file of Committee Minutes
 - (2.) Submission of proposals for consideration by the Faculty Senate
- h) Reports from Academic Councils
- i) Reports of Faculty Senate Representatives to Non-Senate Committees
- j) Unfinished Business and General Orders
- k) New Business
- l) General Faculty Comments
- m) Adjournment

Article II.J. President's Special Reports

The Faculty Senate President shall present the following special written reports.

II.J.1. Meeting Reports to the Administration: Within one week following a meeting of the Senate, the President shall send a written summary to the Chancellor and the Senior Vice Chancellor of Academic Affairs regarding the actions taken by the Senate.

II.J.2. Annual Faculty Senate Status Report: An Annual Faculty Senate Status Report shall be presented at the President's last regular Faculty Senate meeting. This report shall include the status of Senate recommendations for administrative actions, as well as the status of Senate initiatives.

II.J.3. Annual Faculty Senate Plan of Action Statement: A Faculty Senate Plan of Action for the new academic year will be created with the advice of the Senate at its final meeting held during the Spring Semester. This report shall be presented no later than the first Faculty Senate meeting of the Fall Semester.

ARTICLE III – ELECTION OF FACULTY SENATE OFFICERS AND OVERSIGHT COMMITTEE

The Faculty Senate officers are the President, the President-Elect, the immediate Past President, and the Secretary. These officers, the Parliamentarian, and an elected representative from the Senate shall comprise the Executive Committee. The President-Elect, the Secretary, and the Faculty Senate representative to the Executive Committee shall be elected annually for a one-

year term by the Faculty Senate at the last regular meeting of the Spring Semester in accordance with the election process conducted by the Oversight Committee.

Article III.A. Nominations of Officers

Nominations for officers of the Senate may be submitted by any faculty member to the Faculty Senate Oversight Committee Chair. Senate officers must be members of the Senate. The slate of officers for the Executive Committee positions shall be prepared by the Oversight Committee, with the consent of the nominees, prior to the elections held at the last regular Faculty Senate meeting of the Spring Semester. Nominations may be made from the floor with the consent of the nominee(s).

Article III.B. Executive Committee and Oversight Committee

Members of the Executive Committee and the Oversight Committee shall be elected at the last regular Faculty Senate meeting of the Spring Semester. Terms of office shall begin immediately after that meeting and continue until the end of the last meeting of the Senate during the Spring Semester of the following year.

Article III.C. Chancellor's Liaison: The Chancellor of the University may appoint a personal representative to attend Faculty Senate meetings and to serve as liaison between the Administration and the Faculty Senate.

ARTICLE IV - ELECTION PROCESSES OF THE FACULTY SENATE

The Faculty Senate Oversight Committee shall organize, conduct, and/or monitor the election processes of all Senate and Standing Committee seats as required by the Faculty Senate Constitution and in accordance with the following Faculty Senate By-Laws. For the purposes of these By-Laws, colleges shall be defined collectively as College of Business and Technology, College of Education, College of Arts and Sciences.

Article IV.A. General

Faculty Senate terms expire the day prior to the last meeting of the academic year. In order to replace Faculty Senators, elections shall be conducted during the Spring Semester. The Faculty Senator(s)-at-Large shall be elected first, followed by the election of Faculty Senators representing the departments and Library. Newly elected Faculty Senators begin their terms at the last Faculty Senate meeting of the academic year.

Faculty Senate Standing Committee terms expire the day prior to the last meeting of the academic year. Each college shall elect its representatives by April 15, and the Faculty Senate shall elect its representatives during the last Faculty Senate meeting of the academic year. Newly elected members of Faculty Senate Standing Committees begin their terms immediately following the last Faculty Senate meeting of the academic year. Faculty eligibility to represent a department is addressed in II.B.2.c of the Faculty Senate Constitution.

IV.A.1. Election Dates: The Deans of the colleges will provide a list of eligible full-time faculty by the end of the first week of the Spring Semester to the appropriate college representatives on the Oversight Committee. The Chair of the committee shall then contact the oversight committee to set the schedule of dates for nominations and

elections. The nomination and election processes for college representatives on Faculty Senate standing committees must be conducted and concluded between February 1 and April 15 of each year, with the exact dates for the nomination and election processes to be adjusted by the Oversight Committee as needed in accordance with the specific dates of Spring Break. A minimum of seven calendar days must be provided for a nomination process to be completed and a minimum of seven calendar days must be provided for an election process to be completed.

IV.A.3. Validity of Election: The Faculty Senate Oversight Committee is responsible for ensuring that all elections are fair and valid. Concerns about the validity of a department or Library Faculty Senate election should be directed to the Faculty Senate Oversight Committee. When the validity of a department or Library election is challenged, the Faculty Senate Oversight Committee shall decide whether the election results should stand or be invalidated. Concerns about the validity of a Senator-at-Large election should be directed to the Faculty Senate Executive Committee. When the validity of a Senator-at-Large election is challenged, the Faculty Senate Executive Committee shall decide whether the election results should stand or be invalidated.

IV.A.3.a. Invalid Election: In the event the Faculty Senate Oversight or Executive Committee rules that an election is invalid, the faculty members whose Senate or Faculty Senate Standing Committee positions are being filled by the election will continue to serve until a new election is conducted.

IV.A.3.b. Corrective Election: In the event that the Faculty Senate Oversight Committee rules that a department or Library election is invalid, the Faculty Senate Oversight Committee will conduct a new election as soon as possible in accord with the constitutionally specified procedures. In the event that the Faculty Senate Executive Committee rules that a Senator-at-Large election is invalid, the Faculty Senate Executive Committee will appoint an ad hoc committee whose sole task is to conduct a new election as soon as possible in accord with the constitutionally specified procedures.

Article IV.B. Filling Vacated Senator and Standing Committee Positions

This section addresses the procedures for replacing Senator and Standing Committee positions that have been vacated. Reasons for vacancies include resignation, change from faculty to other professional staff status, exceeding the maximum allowable Senate meeting absences, department or Library Senator recall, and university-approved leave of absence (including professional development leave).

IV.B.1. At-Large Senator and Standing Committee Member Replacements: If the replacement of a Senator-at-Large or Standing Committee member is necessary, the Chair of the Faculty Senate Oversight Committee shall ask the faculty member who received the next highest number of votes during the most recent Faculty Senate election for permission to nominate him/her to the Senate as the replacement. If that person declines, or if there was no runner-up, the Faculty Senate Oversight Committee shall select a nominee and announce, if possible, by campus e-mail to Senators the impending election of a replacement. The Oversight Committee shall conduct the election at the next regular Faculty Senate meeting. Nominations from the floor will be allowed. All nominations must be with the consent of the candidates.

IV.B.2. Department and Library Senator Replacements: These will be elected by the appropriate Department or Library faculty in accordance with Article V.B.1. The replacement Senator must be named within seven days of the election announcement or by the next regular Faculty Senate meeting, whichever is later.

IV.B.2.a. Recall of Department or Library Senator. A Department or the Library may recall their Senator prior to their term expiration by submitting a petition signed by a majority of the eligible voting faculty to the Faculty Senate President and the Chair of the Oversight Committee. The Oversight Committee will conduct the Department or Library election for the new Senator who must be named within seven days of the election announcement or by the next regular Faculty Senate meeting, whichever is later.

IV.B.3. Filling Temporary Vacancies: A temporary vacancy is created through a university-approved leave of absence that is for a specific period. Although elections to fill these vacancies must be held as stated in Article IV.B.1. or IV.B.2., the replacement Senator or Standing Committee member will serve for the specific period of the leave/absence only, thereby allowing the original Senator or Standing Committee member to return at the completion of the leave/absence to their seat for the remainder of their term.

ARTICLE V – ELECTION OF SENATORS-AT-LARGE, DEPARTMENT AND LIBRARY SENATORS

Article V.A. Senators-at-Large

V.A.1. Nominations: By the beginning of the third week of February, the Chair of the Oversight Committee shall provide each eligible faculty member a Nomination request along with the criteria for the At-Large position. Faculty may nominate, with the written consent of the nominee(s) in the email and send this to the Chair to be included on the ballot. The nominations must be sent to the chair within seven calendar days after receipt of the request. Only those faculty who have been nominated and who have consented to be nominated will be listed as candidates on the Election Ballot for Senator-at-Large; there will be no write-in candidates allowed.

V.A.2. Elections: Election Ballots for Senator(s)-at-Large shall be distributed under the direction of the Chair of the Oversight Committee. If the Chair of the Oversight Committee is an at-Large Senator who is running for re-election, and whose name will be on the ballot, the Chair of the Oversight Committee will appoint another person on the Oversight Committee to chair the election. Within fourteen calendar days after the initial distribution of the Nomination Request the chair shall provide the eligible faculty with the nomination process results on election ballots which list all nominees who have consented to be candidates for each open position.

V.A.3. Election Results: At the conclusion of the election process, those persons receiving the largest number of votes shall be declared elected, providing that not more

than one Senator-at-Large is from a single department. In that event, the person receiving the next largest number of votes shall be declared elected. The Chair of the Oversight Committee shall notify the candidates of the election results prior to March 15 and announce the results to the faculty prior to the beginning of the third week of March.

Article V.B. Department Senators and Library Senator

V.B.1. Selection Process: The nomination and election process will be controlled by the departments and Library with oversight provided by the college representatives on the Oversight Committee. While the election process may be as formal or informal as the department or Library policies dictate, all Senators should be elected by and from their representative unit.

V.B.2. Election Results: At the conclusion of the election process, those persons receiving the largest number of votes shall be declared elected. All election results from the departments shall be reported to the appropriate college representative on the Oversight Committee. The result of the Library election shall be reported to the Parliamentarian. All election results will be reported to the candidates and faculty by April 15.

ARTICLE VI – ELECTION OF FACULTY SENATE STANDING COMMITTEE MEMBERS

Article VI.A. Nomination and Election Processes

The Faculty Senate Oversight Committee shall conduct elections for college and Library representatives to Faculty Senate Standing Committees between February 1 and April 15 of each year.

VI.A.1. Faculty Residency: See Constitution, Article II.B.2.c.

VI.A.2. Nominations: Faculty members chosen to serve on Standing Committees will be nominated, based on the composition of the committee, by the faculty of their college or the Library, or by the Faculty Senate Oversight Committee, or by the members of the Faculty Senate, as appropriate.

VI.A.2.a. College and Library Representatives: The college representative serving on the Faculty Senate Oversight Committee shall be responsible for conducting the nomination process within his/her respective college. The Library representative to the Oversight Committee shall be responsible for the nominating process for the Library representatives. In the case of a conflict, the Parliamentarian shall designate another member of the Oversight Committee to conduct the election. The respective college Oversight Committee member shall provide each eligible faculty member with a nomination request on which he/she may nominate, with the written consent of the nominee(s). The nomination request must be sent to the respective College Oversight Committee member within seven calendar days after receipt of the request.

VI.A.2.b. Faculty Senate Representatives: After the election process has been completed for college and Library representatives for Faculty Senate Standing Committees, the Faculty Senate Oversight Committee Chair shall notify senators whose terms are ending and shall solicit nominations for vacant seats. These shall then be presented to the Oversight Committee. The Oversight Committee shall prepare a slate of nominees for the Faculty Senate positions on the Standing Committees. After consultation with the Executive Committee, this slate of nominees will be presented at the May meeting of the Faculty Senate. Nominations will also be taken from the floor.

VI.A.3. Elections: Faculty members chosen to serve on Standing Committees will be elected, based on the composition of the committee, by the faculty of their college or the Library or by the members of the Faculty Senate, or elected/appointed by the administration, as appropriate. Students will be selected/appointed by the Student Senate or by other Student bodies, as appropriate.

VI.A.3.a. College and Library Representatives: The elections shall be conducted between February 1 and April 15. The college representative serving on the Faculty Senate Oversight Committee shall be responsible for conducting the election process for his/her college. The Library representative to the Oversight Committee shall be responsible for the nominating process for the Library representatives. In the case of a conflict, the Parliamentarian shall designate another member of the Oversight Committee to conduct the election. The respective college Oversight Committee member shall provide each eligible faculty member with an Election Ballot. This ballot must be returned/completed within seven calendar days after receipt of the ballot. All faculty who have been nominated and who have consented to be nominated on the Nomination Form will be listed as candidates on the Election Ballot. There will be no write-in candidates on the election ballot.

VI.A.3.b. Faculty Senate Representatives: The Faculty Senate Oversight Committee shall conduct the elections for these positions during the final meeting of the academic year Faculty Senate from the slate of nominees it has submitted and from nominations received from the floor.

Article VI.B. Committee Vacancies: The process outlined for filling vacancies in the Faculty Senate will be used to fill committee vacancies. See By-Laws, Article IV.B.1., IV.B.2, and IV.B.3. regarding vacancies.

Article VI.C. Committee Replacements: The process outlined to replace Faculty Senators will be used to replace committee members. See By-Laws, Article, IV.B.1. regarding replacements.

Article VI.D. First Committee Meeting of the Academic Year

The President of the Faculty Senate shall designate a member of the Executive Committee to call the first meeting of the Standing Committee during September and to notify all members of the time and place at least three days in advance of the meeting. The purpose of that meeting shall be to elect a faculty member as Chair and to discuss the Committee's charge, prior to conducting regular committee business. Should a committee need to be convened in the summer (e.g.,

Grievance, Professional Conduct, Academic Freedom and Tenure) after new members have been elected at the last meeting of the academic year, then the Executive Committee member on that committee will serve as the acting chair until the fall convening.

Article VI.E. Subcommittees

A Standing Committee may establish appropriate subcommittees. Any faculty member, administrator, or student may serve on subcommittees.

Article VI.F. Committee Meeting Notice and Quorum

The Committee shall establish a regular meeting time, or the Committee Chair shall notify all members of the time and place of a regular Standing Committee meeting at least three days in advance of the meeting. A minimum of 40 percent of the Standing Committee membership must be present in order to conduct official business.

Article VI.G. Attendance

The attendance at Standing Committee meetings shall follow the attendance rules of the Faculty Senate, as stated in the By-Laws, Article II. E.

ARTICLE VII – FACULTY SENATE STANDING COMMITTEES: Responsibilities and Composition

The Faculty Senate Standing Committees function as an important part of the shared governance at the University and provide the Faculty Senate with information relative to their charges. These committees shall perform the charges stated below and any additional charges assigned by the Faculty Senate.

Article VII.A. Executive Committee

Enacts and monitors the status of Senate recommendations and serves as a liaison with the University administration. Meets regularly with the Administration. Acts as a committee on behalf of the Senate when immediate action is required. Reviews Senate Committee minutes for items requiring Faculty Senate action. Prepares responses to Senate directions. Prepares and distributes the agenda for Senate meetings. Presents to the Senate an annual report of the Chancellor's Strategic Planning Committee activities for comment by the Senate. During September, the Executive Committee shall meet with the Chairs of the Standing Committees to discuss the role of their respective committees in implementing the Annual Plan of Action presented by the Faculty Senate President at the Fall Convocation.

COMPOSITION: The Faculty Senate President, the President-Elect, the Secretary of the Senate, the Past President, the Parliamentarian and one member elected annually by the Senate from its membership. The President of the Senate shall be Chair of the Executive Committee. If the Past President is unable to serve on the Executive Committee, the Executive Committee may appoint, with the approval of the Senate, a member of the previous Executive Committee to serve as a replacement.

Article VII.B. Academic Affairs Committee

Serves as a safeguard against needless curricular duplication of courses and programs by: a) receiving notification of undergraduate courses and programs of study after they have been approved by the curriculum committee of the undergraduate college, (b) reviewing course

proposals in intercollegiate and multidisciplinary areas within the University, and (c) making specific policy proposals for curriculum development and coordination to educational policy committees of the undergraduate colleges. Proposes policy statements for University-wide academic issues. Maintains liaison with the Graduate College so as to coordinate undergraduate and graduate curricula and programs. Reviews actions taken by the General Studies Council. Considers any other academic question as directed by the Faculty Senate or the Senior Vice-Chancellor for Academic Affairs.

COMPOSITION: The Chief Academic Affairs Officer, the Graduate Dean, the Registrar (or their respective designees), two elected faculty members from different departments of each undergraduate college, one elected Library faculty member, one faculty representative elected from and by the Faculty Senate, and two students with majors in different fields selected by the Student Senate.

Article VII.C. Academic Freedom and Tenure Committee

Acts on matters of general policy concerning academic freedom and tenure, pursuant to Section 4.14 of the By-Laws of the Board of Regents. The Committee will have oversight responsibilities to ensure that University-wide rank and tenure standards and procedures are applied uniformly by the undergraduate colleges. The Chair, in conjunction with the Chair of the Grievance Committee, the Chair of the Professional Conduct Committee, and the President of the University of Nebraska at Kearney Education Association, shall receive and review issues relative to academic freedom, tenure, professional conduct, and grievances and decide on the appropriate Faculty Senate Standing Committee to which to refer the issues.

COMPOSITION: One tenured faculty member from the Faculty Senate Executive Committee one tenured faculty member holding the rank of associate professor or full professor from and elected by each undergraduate college and the library and two tenured faculty members from the Senate holding the rank of associate professor or professor selected by the Faculty Senate.

Article VII.D. Academic Information and Learning Technologies Committee

Serves as the UNK Teaching, Learning, and Technology Roundtable that advises administration and faculty, shares information, coordinates plans, and suggests means for using technology to improve teaching and learning. Reviews and makes recommendations to the office in charge of UNK Online on policies, programs, and practices to ensure that they are consistent with the educational mission of the University and the entities it serves, and advises the University administration on the formulation and implementation of Library policy.

COMPOSITION: One faculty member from and elected by each undergraduate college, one faculty member from and elected by the Library faculty, one faculty member from and selected by the Faculty Senate, one graduate faculty member selected by the Graduate Council the Chief Information Technology Officer, the Dean of Libraries, and one student selected by the Student Senate.

Article VII.E. Artists and Lecturers Committee

Develops and supervises a program of events in support of the academic and cultural objectives of the University.

COMPOSITION: One faculty member from and elected by each undergraduate college, one faculty member elected by the Faculty Senate, one student selected by the Student Senate, and one student selected by the Loper Programming and Activities Council.

Article VII.F. Athletic Committee

Reviews and makes recommendations on Department of Intercollegiate Athletics policies, programs, and practices to ensure that they are consistent with the educational mission of the University and that they are supportive of student athletes in their academic as well as athletic endeavors.

COMPOSITION: The Director of Athletics, the Institutional Representative to the NCAA, the Senior Women's Athletic Administrator, three male and three female faculty members elected by the Faculty Senate, and one student selected by the Student Senate.

Article VII.G. Budget and Finance Committee

Reviews and provides timely prospective advice to the administration concerning the university's annual budgets, the processes used to determine them, and their potential impact on the academic missions of the university.

COMPOSITION: One faculty member from each undergraduate college, one Library faculty member, a Faculty Senate representative, one Staff Senate representative, and one administration representative.

Article VII.H. Faculty Welfare Committee

Advises the UNK Faculty Senate and the authorized professional negotiating organization on all matters concerned with faculty personnel policies including faculty workloads, conditions of employment, remuneration, salaries, and fringe benefits unless such matters are specifically assigned to the professional negotiating organization.

COMPOSITION: One tenured faculty member from the Faculty Senate Executive Committee, one tenured faculty member from and elected by each undergraduate college, one tenured faculty member from and elected by the Library faculty, and one tenured faculty member from and selected by the officers of the authorized professional negotiating organization of the faculty.

Article VII.I. Grievance Committee

Conducts hearings and makes recommendations in accordance with the grievance procedure stated in Section 4.13 of the Board of Regents By-Laws and in the negotiated agreement. The Chair, in conjunction with the Chair of the Academic Freedom and Tenure Committee, the Chair of the Professional Conduct Committee, and the President of the UNKEA, shall receive and review issues relative to academic freedom, tenure, professional conduct, and grievances and decide on the appropriate Faculty Senate Standing Committee to which to refer the issues.

COMPOSITION: The Faculty Senate Representative to the Executive Committee and two tenured faculty members from and elected by each undergraduate college who currently have no full or part-time administrative duties (e.g., are not serving as Chair, Director, Associate Dean, Dean, Provost, Vice-Chancellor, or Chancellor). If the Faculty Senate Representative is ineligible to serve because of the aforementioned administrative duties, a replacement shall be appointed by the Executive Committee.

Article VII.J. Oversight Committee

Oversees the implementation of the Faculty Senate Constitution and By-Laws in order to ensure that the basic operational principle of the Faculty Senate as specified in the Constitution Preamble is upheld throughout its various functions. Conducts periodic and/or requested reviews for consideration. Organizes and monitors the election processes of all Senate seats and standing committee seats as required by the Faculty Senate Constitution. Prepares and distributes, following the regularly scheduled Faculty Senate annual elections, the annual Faculty Senate Roster identifying Senators, members of Faculty Senate Standing and Ad Hoc Committees, and Senate representatives to university/administrative committees.

COMPOSITION: One member of the Senate from each of the three undergraduate colleges and the Library, the Senate Past-President, the Senate Representative to the Executive Committee, and the Senate Parliamentarian who shall chair the committee.

Article VII.K. Professional Conduct Committee

Acts in matters of alleged professional misconduct, pursuant to Section 4.15 of the Board of Regents By-Laws. The Chair, in conjunction with the Chair of the Academic Freedom and Tenure Committee, the Chair of the Grievance Committee, and the President of the UNKEA, shall receive and review issues relative to academic freedom, tenure, professional conduct, and grievances and decide on the appropriate Faculty Senate Standing Committee to which to refer the issues.

COMPOSITION: President-Elect of the Faculty Senate; one faculty representative, tenured and holding the rank of Assistant Professor or above, elected from and by the Faculty Senate; one faculty representative, tenured and holding the rank of Assistant Professor or above, from and elected by each undergraduate college and the Library; and one administrative and/or managerial/professional staff representative elected by the Staff Senate.

ARTICLE VIII – AMENDMENT OF THE BY-LAWS

Amendments to these articles may be adopted at any regular meeting of the Faculty Senate by a two-thirds vote of those present, provided any proposed amendment has been read at the preceding regular meeting and the amendment has been presented to the University community through an open forum.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall govern the Faculty Senate in all cases to which they are applicable and are consistent with the Constitution and any special rules of order that the Senate may adopt.

Article IX.A. Special Rules of Order: The Senate may adopt special rules of order governing the conduct of the Senate Meetings as the first item of business at the first meeting of the Fall Semester. Special Rules of Order may be adopted or amended with a two-thirds vote of those present or a majority vote of all members. Temporary suspension of the Special Rules of Order will require a two-thirds vote of those present.

UNK Faculty Senate Approval of Original Document: April 6, 2000
UNK Faculty Senate Approval of Amendments to Original Document: April 5, 2001
UNK Faculty Senate Approval of Revised Document: February 6, 2003
UNK Faculty Senate Approval of Revised Document: October 2, 2003
UNK Faculty Senate Approval of Revised Document: April 28, 2005
UNK Faculty Senate Approval of Revised Document: November 3, 2005
UN Board of Regents Approval of November 3, 2005 document: January 19, 2007
UNK Faculty Senate Approval of Revised Document: February 7, 2008
UNK Faculty Senate Approval of Revised Document: March 6, 2008
UN Board of Regents Approval of March 6, 2008 document: June 11, 2010
UNK Faculty Senate Approval of Revised Document: April 25, 2013

UN Board of Regents Approval of April 25, 2013 document: July 18, 2013
UNK Faculty Senate Approval of Revised Document: April 4, 2019
UNK Faculty Senate Approval of Revised Document: April 25, 2024

Section VIII: Post-Tenure Review

Revised and Approved by Faculty Senate, February 6, 2014

Revised by FS Academic Freedom & Tenure Committee, March 28, 2023

Revised and Approved by Faculty Senate, April 6, 2023

Revised by FS Academic Freedom & Tenure Committee, March 22, 2024, AFT APPROVED

Guidelines: Evaluation, Promotion, and Tenure

Approved Spring 1998 - Section VIII Revised Spring 2007; Approved October 2008. These Guidelines replace and supersede all previous policies addressing evaluation, promotion, and tenure.

VIII. Post-Tenure Review

A. General Information

1. **Purpose.** The annual review process is intended to assist faculty on continuous appointment (tenured faculty) in achieving professional goals and maximizing contributions to the University throughout their professional careers. In cases where goals are not being met or contributions should be markedly improved, a post tenure review under this policy will be conducted. This post-tenure review will emphasize the pattern of past performance, current interests of the faculty member, and the objectives for future contributions of the faculty member. The review will be based upon the principle of peer review and provide added assurance that faculty on continuous appointment are accountable for their performance.

2. **Applicability of Review Process.** All members of the faculty who have been on a continuous appointment pursuant to the Board of Regents Bylaws 4.3.3 for a period of three or more years may be **required** or may **elect** to undergo post-tenure review. A faculty member shall not be subject to or eligible for review under this policy more frequently than once every four years. However, faculty who stop an elective review by the January date remain eligible for and subject to review. A faculty member shall undergo a post-tenure review as specified in either 2.a or 2.b as follows:

a.Required Review:

1. In accordance with the three-year schedule outlined in the Appendix, a faculty member receives (after a minimum of three years of a continuous appointment) an Annual Review of Faculty Performance from the Department Chair or immediate supervisor in

Year 1 that identifies a substantial and continuing deficiency in the faculty member's annual review, and which clearly identifies a remedy for improvement to be assessed in Year 2.

2. The Department Chair or immediate supervisor documents improvement or continued deficiency in Annual Review in Year 2. If continued deficiency, the Chair or immediate supervisor states that if substantial and acceptable progress toward removing the deficiency is not made by the time of the next Annual Review in Year 3, a required post-tenure review will be initiated.

3. In the Annual Review in Year 3, the Department Chair or immediate supervisor assesses the evidence of faculty improvement in remedying identified deficiency. If continued deficiency, the Chair or immediate supervisor calls for a required post-tenure review.

b. Elective Post-Tenure Review:

A faculty member may request a review in accordance with the post-tenure peer review process. The purpose of such a review would be to provide helpful evaluation and assistance to the faculty member in planning a prospective program by which the faculty member can maximize his/her contributions to the University and more fully realize her/his professional goals.

3. Nature of the Review. For a required review initiated under Section A.2.a of this policy, a **special** post-tenure Review Committee shall be developed by the Department Chair or immediate supervisor by October 1. A post-tenure Review File developed by the Department Chair or immediate supervisor must be submitted to the special post-tenure Review Committee by November 1. This file must contain a clear identification and description of the deficiency or deficiencies, copies of the faculty member's last three annual reviews, and such other materials as are relevant. The file may be supplemented by the faculty member with information the faculty member believes to be relevant, including a proposed plan to remove the deficiency. The faculty member's preliminary contributions to the special peer review file must be completed by November 1, at which time the file will be forwarded to the special post-tenure Review Committee.

For a review under Section A.2.b of this policy, a file containing copies of the faculty member's previous three annual reviews and such other material as may be relevant will be developed by the Department Chair or equivalent or immediate supervisor.

1. One component of a post-tenure review, required by *Regent Post Tenure Review Policy 4.3.3*, shall be an evaluation by peers external to the campus when scholarship and/or creative activity is an issue. Evaluation by peers external to the campus may be used when teaching and/or service/outreach productivity is in question.

In all cases, the faculty member shall have the opportunity to supplement the special peer review file throughout the review process by including any information the faculty member believes to be relevant and helpful to the special Review Committee or to administrators involved in the review process. The Department Chair or immediate supervisor shall cooperate with the faculty member to provide relevant information and shall periodically notify the faculty member of additions to the file. The faculty member shall be given access to all materials in the special peer review file. The faculty member and the Department Chair may include in the file a response to material provided by the other. If the faculty member acknowledges a deficiency in performance, he or she is encouraged to include in the file a plan to remedy the deficiency or to otherwise maximize the faculty member's achievement of professional goals and contribution to the unit's mission, with specific goals and timetables for their achievement.

4. Outcome of the Post-Tenure Review Process. A written appraisal with recommendations (as appropriate) will be prepared by the College Dean. This letter will be addressed to the faculty member and copied to the Department Chair or immediate supervisor and SVCAA, and will include a plan outlining the expectations as to how the faculty member can remedy any deficiency in performance or enhance the faculty member's professional goals and contribution to the University. Any sanction to be imposed on the faculty member related to his/her performance shall be governed by the Regents' Bylaws and must follow procedures prescribed in the Bylaws. All relevant University appeal mechanisms and procedures are available to faculty members being evaluated under this policy.

B. Implementation Procedures.

1.The Special Review Committee.

The special post-tenure review committee will consist of a minimum of five tenured faculty, including one from outside the department or program. If the department does not have sufficient tenured faculty to meet the minimum requirement, the chair or immediate

supervisor, in consultation with the department, will select additional tenured faculty from outside the department, with approval from the college dean.

In the case of a current Department Chair undergoing post-tenure review, the Dean shall designate a senior faculty person, if possible in the same department, to act in the role of Department Chair in the post-tenure review process.

2. Conducting the Post-Tenure Review. The Post-Tenure Review process will occur in accordance with the schedule noted below. The special Review Committee may meet with the Department Chair or immediate supervisor and the faculty member, either together or separately. The Committee may consult other sources of information not included in the file with the approval of the Department Chair and the faculty member.

Evaluation by peers external to the campus is required when scholarship and/or creative activity is an issue. Evaluation by peers external to the campus may be used when teaching and/or service productivity is in question. If the special Review Committee determines that evaluation by external peers is required or would be useful, the Committee shall notify the Department Chair and the faculty member. Thereafter, such outside reviews shall be obtained in accordance with the same procedure utilized by the Department to obtain outside reviews for purposes of making tenure decisions. In the absence of Departmental procedures, external evaluators will be selected by mutual agreement of the Department Chair and the faculty member under review.

In accordance with the schedule for the review outlined in the Appendix, the special Review Committee shall make a written report of its findings and recommendations (see Section C: The Review Committee Report).

If the special peer review is conducted at the request of the Department Chair pursuant to section A.2.a of this procedure, the written report of the special Review Committee shall be provided to the Department Chair, the College Dean, and the faculty member.

If the special peer review is conducted at the request of the faculty member pursuant to section A.2.b of this procedure, the written

report of the special Review Committee shall be provided solely to the faculty member. The faculty member, at his or her discretion, may keep the Report confidential, share it with the Department Chair, or share it with the Department Chair and College Dean. If requested by the faculty member, the Department Chair and Dean shall provide a written response to the Report, each indicating the extent to which he or she agrees or disagrees with the findings and recommendations of the Report and why. At the request of the faculty member, the Report and any response from administrators shall be made part of the faculty member's permanent personnel record. The faculty member, the Department Chair, and the Dean shall work together to implement those recommendations on which they mutually agree. Nothing in the Report shall be used in any university evaluation without the consent of the faculty member. However, the faculty member may not attempt to utilize only a portion of the Report or any edited version of the Report in other university evaluations.

C. The Special Review Committee Report

The purpose of the special Review Committee Report is to provide an assessment of the performance of the faculty member subject to review and, where appropriate or necessary, to provide recommendations to maximize the faculty member's contributions to the unit and the University. The Committee Report is advisory and its submission concludes the work of the special Review Committee. The Report shall include part (1) below and, as appropriate, parts (2) through (6):

1. An assessment of the strengths and weaknesses of the faculty member's performance;
2. Recommendations for ways, if any, in which the faculty member could enhance achievement of his or her professional goals and his or her contributions to the mission of the unit, including suggestions, where appropriate, for adjustment in the faculty member's responsibilities, goals and timetables for meeting the goals, and criteria for assessing the faculty member's achievement of enhanced performance.
3. An evaluation of any proposed plan submitted by the faculty member and/or the Department Chair or immediate supervisor, if these are available, to remedy any deficiency in

the faculty member's performance and any recommended modification to such a plan.

4. Recommendations for ways, if any, in which the Department Chair could provide professional development support to assist the faculty member in enhancing achievement of his or her professional goals and his or her contribution to the mission of the unit.

5. For a review initiated under A.2.a above, any recommendations for sanctions to be imposed upon the faculty member for performance characterized by substantial and chronic deficiency.

6. For a review initiated under A.2.a above, the special Review Committee shall make one of the following findings, to be clearly stated in its Report:

a. Substantial and chronic deficiencies have not been identified. If the special Review Committee finds that the faculty member's performance does not reflect any substantial and chronic deficiency or deficiencies for the period under review, the faculty member and the Department Chair will be so informed in writing and the review is thereby completed.

b. The faculty member has substantial and chronic deficiencies. The special Review Committee shall state and describe the deficiency or deficiencies in its Report, which shall include all the elements listed under C, items (1) through (5). The Committee shall provide a copy to the faculty member and the Department Chair.

The Department Chair shall allow the faculty member being reviewed an opportunity to provide a written response to the special Review Committee Report. Except when the review was conducted at the faculty member's request, the Report and any response from the faculty member shall be made a part of the faculty member's permanent Academic Record.

D. Completing the Review Process under a Finding of Substantial and Chronic Deficiency

Upon receipt of a special Review Committee report and the faculty member's response, if any, the Department Chair shall meet with the

faculty member reviewed to consider the report and any recommendations therein. The Department Chair shall then provide the faculty member and the College Dean with a written appraisal of the faculty member's performance, together with all documentation pertaining to the faculty member's review, including the file constructed for the review, the special Review Committee's Report, and the faculty member's written response to the review, if any. The appraisal shall include, where appropriate:

1. The extent to which the Department Chair accepts or rejects the findings and recommendations of the Review Committee Report and the reasons for doing so; the Department Chair may reject the special Review Committee's findings only for compelling reasons, communicated in writing to the faculty member and the College Dean.
2. A plan outlining the expectations of the Department Chair as to how the faculty member can remedy any deficiency in performance or enhance the faculty member's professional goals and contribution to the unit, including specific goals and timetables for achieving such goals and the criteria to be applied in making such a determination.
3. The resources the Department Chair is willing and able to provide the faculty member to assist in implementing the plan.
4. Any adjustment in assignment or responsibilities of the faculty member.
5. Any sanction to be imposed on the faculty member related to his or her performance. Sanctions governed by *Regents Bylaws* shall only be imposed following the procedure prescribed in the *Bylaws*.

The College Dean, after review and consultation with relevant individuals, including the SVCAA, may accept, modify, or reject the Department Chair's written appraisal and recommendations. Where the Dean's appraisal differs from that provided by the Review Committee or where the Dean accepts recommendations that differ from those provided by the special Review Committee, the Dean may modify or reject only for compelling reasons, communicated in writing. The Dean's response shall be provided to the faculty member and to the Department Chair.

A faculty member dissatisfied with the results of the special peer review and the Department Chair's subsequent appraisal, or the dean's acceptance, modification or rejection of it, may pursue any appeal or remedy otherwise available to faculty members relating to matters that affect their employment status.

Progress towards achieving the goals and timetables set out in the Department Chair's plan, as approved by the Dean, will be reviewed in subsequent Annual Reviews of Faculty Performance. If the faculty member fails to achieve the goals and timetables defined in that plan, those administrative processes defined by the Regent's *Bylaws* (and different from Post-tenure review) may be initiated as appropriate. Post-tenure review is not a prerequisite for initiation of those other administrative processes.

APPENDIX

Schedule for Three Annual Peer Reviews Leading to Required Post-Tenure Review

(Faculty member must have <u>minimum of 3 years of continuous appointment at UNK</u>)	
YEAR 1 warning of substantial deficiency	The Department Chair or immediate supervisor documents substantial and continuing deficiency in Annual Peer Review of the faculty member and identifies remedy for improvement in the Chair's letter to the College Dean. The faculty member may respond with a written letter to the Dean that is added to the file.
YEAR 2 assessment of improvement or continued deficiency	The Department Chair or immediate supervisor assesses evidence of faculty progress in remedying identified deficiency. Chair documents improvement or continued deficiency in Annual Peer Review of the faculty member in the Chair's letter to the College Dean. If continued deficiency, the Chair or immediate supervisor states in letter that a required post-tenure review will be initiated in YEAR 3 if deficiency is not remedied. The faculty member may respond with a written letter to the Dean that is added to the file.
YEAR 3 if continued deficiency is not remedied, department chair or immediate supervisor calls for a required post-tenure review by May 1	The Department Chair or immediate supervisor assesses the evidence of faculty improvement in remedying identified deficiency in Annual Peer Review of the faculty member. If continued deficiency, Chair or immediate supervisor calls for a required post-tenure review.

Post-Tenure Review Schedule after Minimum of 3 Years of Continuous Appointment at UNK

May 1	Deadline for Department Chair to call for required post-tenure review following Annual Review Process in Year 3.
<i>September 1</i>	<i>Deadline for a faculty member to notify Department Chair and call for an elective post-tenure review</i>
October 1	Deadline for establishment of special post-tenure Review Committee
November 1	Deadline for the post-tenure review file to be submitted to the special post-tenure Review Committee. This file is developed by the Department Chair or immediate supervisor and

	includes copies of the faculty member's last three annual reviews and such other materials as are relevant. The file may be supplemented by the faculty member, including a proposed plan to remove the deficiency. See 3A.2.a.
December 20	Deadline for the special post-tenure Review Committee evaluation report to be given to faculty member and copied to Department Chair.
January 15	Deadline for faculty member's written response to the special post-tenure Review Committee evaluation report and copied to Department Chair. The post-tenure review file, special Review Committee evaluation report, and written faculty response to special Review Committee are forwarded to the Department Chair. <i>A faculty member undergoing an elective post-tenure review has this as the deadline to stop the post-tenure review process.</i>
February 15	Deadline for Department Chair's written response, addressed to the College Dean and copied to the faculty member. Chair letter, post-tenure review file, special post-tenure Review Committee evaluation report, and written faculty response to special Review Committee are forwarded to the College Dean.
February 22	Deadline for faculty member letter of response to Chair letter, addressed to the College Dean. Submitted to Dean to add to file; copied to Department Chair.
March 15	Deadline for College Dean appraisal letter, addressed to the faculty member, and copied to Department Chair and SVCAA. It will include a plan outlining expectations as to how faculty member can remedy deficiency; any sanction to be imposed on the faculty member shall be governed by the Board of Regents' Bylaws and procedures.