

NORTHERN KENTUCKY UNIVERSITY BYLAWS PROFESSIONAL CONCERNS COMMITTEE OF THE FACULTY SENATE

Adopted: April 28, 1980

I. OBJECTIVES AND FUNCTIONS

- A. Review, evaluate, and make recommendations concerning the various University policies relating to the general academic and professional concerns of the faculty, in particular those matters dealing with tenure, promotion, rank and performance evaluation.
- B. Periodically review the Faculty Handbook.
- C. Take under consideration those student policies that are of professional concern to the faculty.

II. MEMBERSHIP

- A. Committee membership shall conform to Article VI, Section A of the Constitution of the Faculty Senate.

III. OFFICERS

- A. The officers of the Committee are a Chairperson and a Secretary.
- B. The Chairperson shall be elected by the Faculty Senate and the Secretary shall be elected by the Committee.
- C. The Chairperson shall preside at all meetings of the Committee, shall act as a liaison to the administration to facilitate the collection of data, and shall be an ex officio member of all standing and ad hoc subcommittees.
- D. The Secretary shall record minutes of all meetings and notify each committee member of meetings. The Secretary shall preside at committee meetings in the absence of the Chairperson.
- E. Officers of the Committee shall serve for a term of one academic year.

IV. MEETINGS

- A. The Chairperson shall call regular meetings of the Committee.
- B. The Chairperson may call special meetings.
- C. Written proxy votes (either conveyed to the Chairperson prior to the vote or conveyed through a stand-in department representative) shall be allowed only when approved by the committee majority in a meeting prior to the vote.

V. SUBCOMMITTEES

A. The Chairperson shall appoint members, with their consent, to the following subcommittees of the Professional Concerns Committee as need arises:

1. Academic Standard Subcommittee. This subcommittee shall, as needs arise, consider and make recommendations pertaining to university grading and testing procedures.
2. Faculty Rights and Responsibilities Subcommittee. This subcommittee shall consider policies relating to faculty rights and responsibilities, and shall periodically review the faculty handbook.
3. Undergraduate Rights and Responsibilities Subcommittee. This subcommittee shall, as needs arise, revise the NKU Student Rights and Responsibilities Handbook.
4. Student Recognition Subcommittee. This subcommittee shall coordinate nomination of eligible NKU students to Who's Who Among Students in American Universities and Colleges, and shall review ways in which ablest students are recognized.

B. Ad hoc subcommittees shall be appointed by the Chairperson as deemed appropriate.

C. After acceptance of any subcommittee report by the Committee, a copy of said report shall be made a part of the recorded minutes of the Committee.

VI. RULES OF ORDER

A. In the absence of any special rules of order which the Committee may adopt, the latest revised edition of Robert's Rules of Order shall govern the conduct of meetings.

VII. PROCEDURE FOR AMENDING BYLAWS

A. Bylaws of the Professional Concerns Committee may be amended at any regular committee meeting by a two-thirds majority vote of the full Committee, provided the amendment was submitted in writing at the previous regular committee meeting.