Leslie Ramsdell, College of Health, Physical Education, Recreation and Athletics
Jay Riggs, College of Social and Behavioral Sciences
Jennifer Helmman, Student Member
Chris Anita Mock, Student Member

Mr. House made a motion for approval, which was seconded by Mr. Upchurch and passed by voice vote.

OTHER BUSINESS

Model Laboratory School Salaries and Fees for 1991-92

President Funderburk recommended that the Board of Regents approve the budget, fees, salary schedule, and roster of salaries for the Laboratory School for the 1991-92 year. The Chair said that the Executive and Academic Affairs Committee had reviewed and supported the recommendation. Mr. Cooper made a motion, seconded by Mr. Howard. The roll was called and the following members voted "aye": Mr. Cooper, Mr. Gilbert, Ms. Hacker, Mr. House, Mr. Howard, Dr. Kuhn, Justice Lambert, and Mr. Upchurch.

The approved materials are included at the conclusion of these Minutes.

COMMITTEES OF THE BOARD OF REGENTS

Student Disciplinary Appeals

Amendments to Student Handbook

It was noted by the Committee that it had reviewed certain proposed amendments to the University Handbook for Students and supported those amendments. Ms. Hacker made a motion for approval, which was seconded by Mr. Upchurch, and passed by voice vote. The adopted amendments to the University Handbook for Students are included at the end of these Minutes.

Executive and Academic Affairs Committee

Model Laboratory School Attendance Policy

A revised attendance policy for the Model Laboratory School was presented to the Board and described in terms of its intended positive effects on academic performance of students. Mr. Gilbert indicated that the committee endorsed the policy. Ms. Hacker made a motion for approval, which was seconded by Dr. Kuhn, and passed by voice vote. The revised policy is included at the end of these Minutes.

Part-Time Faculty Policy

Citing the requirements of the Southern Association of Colleges and Schools, Commission on Colleges, President Funderburk presented the Board with the proposed Policy and Procedures for Part-Time Faculty and recommended its adoption. Mr. Gilbert reported that the committee concurred in the recommendation. Mr. House made a motion for approval, seconded by Dr. Kuhn, and the motion passed by voice vote.

Consolidated Educational Building Bonds, Series Q

President Funderburk reported that the purpose of these bonds was the expansion of the John Grant Crabbe Library. Mr. Gilbert indicated the endorsement of the committee.

After due consideration, Board member Cooper made a motion that a resolution authorizing Series Q, be read by title only. Justice Lambert seconded the motion, the roll was called and the following members voted "aye": Mr. Cooper, Mr. Gilbert, Ms. Hacker, Mr. House, Mr. Howard, Dr. Kuhn, Justice Lambert, and Mr. Upchurch.
APPENDIX D

Policy and Procedures for Part-time Faculty
Policy and Procedures for Part-time Faculty

The Criteria for Accreditation, Commission on Colleges, requires that:

"Each institution must establish and publish comprehensive policies concerning the employment of part-time faculty members. The institution must also provide for appropriate orientation, supervision, and evaluation of all part-time faculty members. Students taught by part-time faculty members must have access to them for purposes of academic assistance; therefore, procedures to ensure access must be clearly stated and made known."

The proposed Policy and Procedures for Part-time Faculty reflected in Appendix A is consistent with the Criteria for Accreditation.

I recommend approval by the Board of Regents of the Policy and Procedures for Part-time Faculty.
PROPOSAL

EASTERN KENTUCKY UNIVERSITY
POLICY AND PROCEDURES
PART-TIME FACULTY

1. Each June, the Vice President for Academic Affairs and Research shall call for the colleges to identify their part-time faculty needs for the upcoming academic year.

2. No later than July 1 of each academic year, the Vice President shall place advertisements in the appropriate local and regional newspapers for part-time faculty needed for the upcoming academic year. Potential applicants shall be instructed to submit academic credentials to the appropriate dean or department chair. Additional advertisements may be placed as needed.

3. Department chairs, with appropriate faculty involvement, shall be responsible for the review of credentials, interviewing prospective part-time teachers, and making recommendations to the college dean. Part-time faculty must meet the faculty qualifications as specified in the Criteria for accreditation for the Commission on Colleges. Part-time faculty must submit official transcripts for review by department chairs and the dean. The official transcript shall be kept on file in the Office of Academic Affairs and Research.

4. Department chairs shall submit recommendations for hiring part-time faculty to the academic dean. If the academic dean approves the recommendations, he/she shall forward them to the Vice President for Academic Affairs and Research with his/her recommendations.

5. If the Vice President concurs with the recommendations, and if all conditions as specified in the "Terms of Employment and Assignment" are met, he/she shall forward the names to the Director of Personnel and the Director of Planning and Budget with copies to the Dean for distribution.

6. Beginning with the Spring 1991 semester, all first time part-time faculty are required to attend a Part-Time Faculty Orientation Program at University expense prior to the beginning of the semester in which they first teach. Exceptions to this policy must be approved by the dean of the college which offers the course. It is expected that those part-time faculty granted exception to this policy will meet with the department chair (or designated representative) before the course being taught begins.

7. The Part-time Faculty Orientation program shall be evaluated annually. This evaluation shall include, but not be limited to, evaluation questionnaires completed by the part-time faculty who attend the program. The results of the evaluation shall be used to modify and improve the orientation program.
8. Part-time faculty are subject to the student evaluation of instruction policy in the same manner as full-time faculty. Department chairs are responsible for seeing that the student evaluations are used in the overall evaluation of the part-time faculty member.

9. For each three credit hour class (or equivalent), part-time faculty are expected to be available two hours each week for scheduled student-faculty conferences.

10. The attached "Terms of Employment and Assignment" for part-time faculty should normally be signed by the part-time faculty member before the first class period. The completed form shall be submitted to the Vice President for Academic Affairs and Research.
Eastern Kentucky University intends to employ the undersigned on a part-time basis to teach the course(s) listed below for the ________ semester subject to the terms set forth low. Total compensation will be $________ plus expenses within regulations.

<table>
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<th>Location</th>
<th>Compensation</th>
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Note formula for determining (base plus service factor and travel if appropriate):

The term "Instructor" is used below to refer to temporary part-time faculty employed to teach the courses shown above.

1. The University reserves the right to terminate this agreement at any time with pro rata payment for classes already met by the the Instructor. Reasons for terminating this agreement include, but are not limited to: insufficient enrollment, reassignment of regular faculty, failure to adhere to University policies, or unsatisfactory performance.

2. If not already provided, the Instructor agrees to supply the University with an official copy of his/her graduate transcripts no later than the midpoint of the semester. In addition, the instructor affirms that all representations in his/her vita are accurate.

3. The Instructor agrees to meet each scheduled class at the time and place assigned and to administer the final course examinations and any required course evaluations as scheduled. In the event of an unavoidable absence, he/she agrees to notify the Department Chair in time for appropriate action to be taken. The Instructor agrees to make arrangements with students so that work missed due to class cancellations may be made up.

4. The Instructor agrees to schedule and notify the class that he/she is available for two hours each week for the purpose of student-teacher conferences.

5. The Instructor agrees to follow the Student Opinion of Instruction procedure in adherence to University policy.

6. The Instructor agrees to attend the Part-Time Faculty Orientation Program, at University expense, prior to the beginning of the semester in which he/she first teaches. (With approval of the appropriate dean, the Instructor may, in lieu of attending the orientation program, meet with the department chair, or representative, for orientation before classes begin.)
2. Terms of Employment and Assignment

If not supplied by the department chair, the Instructor agrees to provide the chair with a complete copy of the class syllabus, course requirements, and basis for grading. This material must be submitted for review and approval no later than the end of the first week of classes. The Instructor agrees not to make changes in this material unless prior approval is obtained from the department chair. Not later than three days following the end of the course, the Instructor agrees to submit copies of the final grade roster, gradebook, documentation of grade determinations, and copies of exams and other graded assignments given during the semester.

8. The Instructor agrees to abide by the rules and policies of the academic unit as well as the University policies set forth in the Part-time Faculty Handbook.

9. It is understood that this teaching assignment confers no credit toward tenure or any right of reemployment.

I find the foregoing terms acceptable and agree to fulfill my obligations as a part-time faculty member.

__________________________
Signature of Part-Time Faculty/Date

__________________________
Mailing Address:

__________________________
Social Security Number

__________________________
Home Phone:

__________________________
Office Phone:

APPROVAL RECOMMENDED:

__________________________
Department Chair/Date

__________________________
Dean/Date

APPROVED FOR RECOMMENDATION TO PRESIDENT:

__________________________
Vice President for Academic Affairs and Research/Date

The following information is needed for Payroll/Personnel purposes.

Department budget code:__________________________

__________________________
Position Justification:

_____ Unfilled graduate assistantship

_____ Unfilled faculty vacancy

_____ Shortage of full-time faculty

_____ Sabbatical Leave replacement

_____ Extended Campus Course

_____ Other (attach explanation)

__________________________
Campus Mailing Address:

__________________________
Employee type: Regular _____ Grad Student _____ Undergrad _____

__________________________
Ethnic Identification: White _____ Black _____ Hispanic _____ Asian or Pacific Islander _____

__________________________
American Indian or Alaskan Native _____