

Professional Concerns Committee

Minutes for April 15, 2021

Virtual Meeting (On Zoom Conferencing Software), 3:30 pm

Members in Attendance: S. Alexander, K. Code, L. Dynan, J. Elliott, K. Fuegen, N. Grant, B. Green, J. Herman, J. Human, B. Karrick, M. King, A. Miller, K. Miente, M. Nakamura, G. Newell, M. Providenti, H. Riffe, G. Sun, J. Washburn-Moses, M. Whitson

Guests in Attendance: Ande Durojaiye, J. Bloch, G.Hiles

Members Not in Attendance: W. Darnell, L. Manchise, B. Mittal, K. Noyes, J. Rubleske, K. Yates

1. Call to Order, Adoption of the Agenda

- a) The Meeting was called to order at 3:30pm. The agenda was adopted unanimously without changes.

2. Approval of the minutes from the March 18 meeting

- a) Draft Minutes from PCC Meeting of March 18, 2021 were approved without dissent.

3. Chair's Report and Announcements

- a) The KY General Assembly has passed a one year budget. The budget includes a 2% increase in the performance funding model. This year's base (\$52 million) is considered the "floor." NKU may receive up to \$3 million in additional funding.
- b) Mike Hales provided a budget update for FY 21. He stated that cuts to TIAA will be restored July 1. NKU will begin issuing bonds to make KERS payments. House Bill 192 allocates no money for asset preservation of capital funding. Governor Beshear has vetoed portions of this bill. Some lines were overridden, others were not. Mike Hales anticipates that there will be increases in room and board costs for next academic year. It's unknown whether there will be tuition increases. The board of regents will discuss these matters in May.
- c) The President anticipates that NKU will receive \$24 million in COVID-19 federal stimulus money through the American Rescue Plan Act of 2021. Half of this money will be directed to students. The remaining half will offset lost revenue and direct costs associated with COVID. (These funds are in addition to the \$13.7 million NKU received from the federal government through the Coronavirus Response and Relief Supplemental Appropriations Act in December of 2020.)
- d) The President stated that we must consider what programs, services, and procedures can be eliminated. The Provost has convened an ad hoc working group to develop criteria for assessing the value of academic programs. The criteria will be broad. There are two parallel working groups that are developing criteria for services and procedures on campus.

Question: Should this not fall under the Financial Exigency plan? The University has not declared Financial Exigency.

Concern: Is this committee is formulating what to do if financial exigency is declared? Committee members to determine criteria are often “cherry picked” – this is not collegial governance when there is a faculty nomination policy for the Financial Exigency Committee.

Provost clarification: This is not about financial exigency. CPE contracted with an outside entity that came in with a process for how we evaluate our programs. There is a lot of scrutiny at the state level and CPE has set out specific numerical criteria (# of majors, # of credit hours, etc.). This is not about what we can cut. This committee is looking for ways to evaluate our programs beyond “the numbers game.” Programs that may not look strong just by the numbers have a strong impact on the region and our mission. This is about looking beyond the metrics and numbers.

Suggestion: Any time we have Ad Hoc Committees, go through the nomination process to determine committee membership.

- e) Commencement will be in the BB&T arena next month. There will also be a ceremony for 2020 graduates. Faculty who are interested in attending are asked to submit a request form prior to April 26. Priority will be given to graduates and their guests.
- f) The Provost described three recent reports from CPE regarding the lifetime earnings for Kentuckians. Not surprisingly, lifetime earnings increase as educational attainment increases. Nonetheless, women’s earnings lag those of men at every level of educational attainment. The discrepancy is largest among those with advanced (“terminal”) degrees where women earn 66 cents for every dollar earned by men. Among advanced degree holders under age 30, women with terminal degrees earned more than men. The provost cited a third report showing that there are racial differences in lifetime earnings. However, I was unable to find this report online. CPE plans to launch initiatives to reduce these gaps. From the Provost: For Latinos and African-Americans at the highest educational attainment the earnings \$.55 to \$.49 on the dollar.
- g) Senate business:
 - i. There will be a work group forming to discuss paid parental leave. Senate voted to change the header in section 12.6 of the handbook from “maternity” leave to “parental” leave.
 - ii. I want to provide an update on the grievance policy. John Farrar indicated that there have been several questions recently raised about the grievance process. John would like to add some suggestions to the policy based on his knowledge of the existing grievance. I haven’t received those suggestions yet. Therefore, we won’t revisit the grievance policy until the fall.

- iii. I presented our revisions to section 6.7 of Faculty Handbook. There were no comments. The Senate will vote to approve these changes during its April meeting.

4. **Voting item, proposed revisions to section 11 of Faculty Handbook (Faculty Development Programs)**

Background: In previous meetings PCC has agreed to extend Summer Fellowships and Project Grants to tenured and tenure track-faculty who are on part-time appointments. This does not include part-time faculty, non-tenure line faculty, and faculty on terminal contracts. Currently there are 9 faculty this who fit the category tenured and tenure track-faculty who are on part-time appointments (one of whom will retire at the end of the year). This should not have a noticeable effect on the number of applicants for these programs.

Discussion: (none)

Motion adopted and seconded.

Motion carries: 16 yes, 1 no.

5. **Unfinished business, discussion item: deadlines for grade submission in 7-week and 5-week courses**

Background: 7- and 5- week courses that end on a Friday have grades due on Tuesday, 3 days later. This has an impact of the kinds of assignments faculty can make in these courses, makes it difficult to post assignment scores before final grades, and leaves little time to address issues like corrupted electronic submissions which can result in a student needing to file a grade appeal.

-- K. Fuegen shared a spreadsheet with proposed due dates for grades. The proposed dates do not fall after the last day of the following term that a student can add or drop a course. In most cases, the proposed due dates for grades are moved from Tuesday to the following Thursday. PCC could suggest changing the Thursday to Friday.

Discussion:

-- The actual last day of classes is Sunday, not Friday, because the modules need to be open until Sunday. Faculty would like to have a consistent due date for assignments and students would like the weekend to do the work. Seems unfair to have assignments due on Friday when modules open on Mondays.

-- Moving the due time from 9am to 5pm on the due date would be helpful.

-- The final drop/add date is the final date a student can get a 100% refund. Is this set date set by NKU or Federal Financial Aid guidelines? If we could give students an additional day to drop/add, faculty could have an additional day to grade.

ACTION: K. Fuegen will look into whether the drop/add date can be changed. (Expect resistance to changing this date).

-- What about the grades being due at 11:59pm? That's when student assignments are due – would seem to be consistent to make this the faculty deadline too.

-- Reporting non-attendance should be shifted to 11:59 too. (This is a different issue that PCC can address at a later time).

ACTION: K. Fuegen will forward our suggestions to Faculty Senate President (he is on a

calendar committee now looking at all dates and deadlines for courses).

6. **New Business, discussion item: administrators returning to faculty status (compare proposed policy change to Appendix A of faculty handbook)**

Background: If President, Provost, Dean, etc. decide to return to the faculty, Appendix A sets out salary and type of leave that person can apply for. The key change in the shared document concerns salary. Current policy says admins returning to the faculty would receive 85% of their admin salary. The new policy says the new salary would be in the same range as faculty in their academic unit and no higher than the highest paid faculty in that unit.

Discussion:

-- The Policy states 10 month contract – faculty have a 9 month contract. Is there a reason? (J. Bloch indicates it will be revised to 9 in the next version). Faculty on 9 month contracts have 10 pay periods. This may be where 85% comes from ($10/12 = 83\%$) but why was it not 75% ($9/12$)?

-- Is “academic unit” specific enough? Could be interpreted as one’s school, college, or department.

-- J. Bloch: The current Deans have the arrangement that it’s one’s college – this is a problem because in a big college there can be a big difference between different disciplines’ salaries. This should be a smaller unit than college.

-- suggest remove “special projects” language (blanket term for someone in transition period).

-- Suggestion: replace “academic unit” with “department” or “school” and remove “special projects.”

-- Where did 5 and 10 year terms come from? J. Bloch: Chairs come in on 4 year terms. President has a 5 year term.

-- J. Bloch: this policy only applies to a small number of people, President, Provost, Dean, Cabinet....

-- Pay rates are a problem, time off seems negotiable, reduced loads – these have been issues with administrators returning to the faculty.

-- The new Provost will not have the 85% language in his contract.

-- Also, what salary, admin or faculty, is the leave paid at? PCC suggests one semester paid leave at faculty salary.

ACTION: K. Fuegen will pass along feedback to J. Farrar.

7. **Future Business: qualifications for appointment to rank, qualifications for promotion to (full) professor.**

Background: There have been questions about applying for full professor. There are at least two issues:

-- Do faculty need to serve a certain number of years at a rank before applying for promotion? The Handbook says faculty may apply when the criteria are met, typically 6 years at the rank of Associate.

-- Qualifications for appointment: questions about the term “continuing” (“*continuing* high quality scholarly...” and “*continuing* significant institutional and public service”).

Does this mean the candidate will continue indefinitely in scholarship and service? Does it mean the candidate has been consistent up to this point? Or does it mean something else? Might a committee not support an application for full if the candidate is near retirement and won't continue scholarship and service into retirement?

Discussion:

-- A problem is that people are offered contracts with a specified rank and then faculty are asked to go back and give them that rank. Rank should be assessed before the contract is written.

-- This topic will be addressed in a future agenda.

8. Additional Business

- a) Question about Salary and TIAA: Salaries and TIAA will be restored/reinstated as of July 1 but there will be no reimbursement for the past year. The reinstatement is not retroactive.

9. Adjournment (4:42pm)

Submitted,

M. Providenti, Secretary

ADMINISTRATORS RETURNING TO FACULTY STATUS

POLICY NUMBER: ACAD-ADMINRETURNTOFAC

POLICY TYPE: ACADEMIC (NON-RESEARCH)

RESPONSIBLE OFFICIAL TITLE: PRESIDENT OF THE UNIVERSITY

RESPONSIBLE OFFICE: EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS & PROVOST

EFFECTIVE DATE: UPON BOARD OF REGENTS APPROVAL

NEXT REVIEW DATE: BOARD OF REGENTS APPROVAL PLUS FOUR YEARS –

SUPERSEDES POLICY DATED: 10/29/1992 – FORMERLY ADMINISTRATIVE REGULATION AR-II-2.0-3

BOARD OF REGENTS REPORTING (CHECK ONE):

☒ PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

☐ PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Administrators (see Definitions in Section III) with faculty tenure who are not covered by the Faculty or Department Chair Handbook or contract may return to faculty status by resigning their position and having it accepted by the appropriate Vice President or the President in the case of Vice Presidents. The following conditions apply:

1. An Administrator may return to faculty status at a salary based on the Administrator's academic and administrative experience, accomplishments, expertise, academic rank and standing in the discipline and the functions the Administrator will be expected to perform upon return to the faculty. In addition, the Administrator's salary will be within the salary range of faculty of the same rank in the Administrator's academic unit and shall be no higher than the highest faculty salary in that academic unit. Subsequent salary increases shall be based on annual performance evaluation as provided for in the Faculty Handbook. The individual's contract will be written for a nine-month period (if appropriate) and be subject to the recommendation of the Provost and approval by the President.
2. If an Administrator has at least five years of service as an administrator, an Administrator will be granted a one-semester paid leave to prepare for other service to the University such as classroom teaching or special projects. A description of the proposed project will be required to receive this leave, followed by a report on the project to be submitted to the Provost, or the President in the case of Vice Presidents, upon return to the University.
3. Any unused vacation days will be calculated and paid to the Administrator at the date of the last working day in an administrative capacity.

An Administrator who has served in such capacity for more than ten (10) years may be granted a full year of paid leave, and the conditions in items 2 and 3 above will apply.

Any Administrator who receives paid leave after returning to the faculty must reimburse the University for the leave if the Administrator does not remain in a faculty position within the University for at least one (1) year.

II. ENTITIES AFFECTED

Faculty

III. DEFINITIONS

The following definitions (as stated in the [Employment Category Definitions policy](#)) apply.

Executive - The President, Provost, and all others who regularly serve as members of the President's Cabinet. The President may specifically designate an appointment in special situations.

Administrator - The head of a major organizational unit within the university, including Deans. For some reports and other specific purposes, Administrators also include Executives.

Faculty - Positions with formal academic appointments and other positions designated by the President/Provost. Employees in this category are primarily engaged in teaching and research. Examples include Associate or Assistant Deans, Department Chairs, Librarians, and full- and part-time faculty members.

IV. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

Faculty Handbook - <https://www.nku.edu/academicaffairs/resources/faculty/handbook.html>

Department Chair Handbook - <https://www.nku.edu/academicaffairs/resources/faculty/handbook.html>

RELATED POLICIES

Employment Category Definitions:

<https://inside.nku.edu/content/dam/policy/docs/Policies/EmploymentCategoryDefinitions.pdf>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision Revision Revision	
Policy – Formerly Administrative Regulation AR-II-2.0-3	October 29, 1992

ADMINISTRATORS RETURNING TO FACULTY STATUS

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

Date

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- ☐ This policy was forwarded to the Board of Regents on the ***Presidential Report (information only)***.
Date of Board of Regents meeting at which this policy was reported: ____/____/____.
- ☐ This policy was forwarded to the Board of Regents as a ***Presidential Recommendation (consent agenda/voting item)***.
- ☐ The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- ☐ The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

VICE PRESIDENT AND CHIEF STRATEGY OFFICER

Signature

Date

Bonita J. Brown

APPENDIX A

POLICY ON ADMINISTRATORS RETURNING TO FACULTY STATUS

An administrator with faculty tenure who is not covered by the Faculty Handbook or the Chair's Handbook may return to faculty status by resigning his/her position and having the resignation accepted by the appropriate vice president or the president in the case of vice presidents. The following conditions are applicable:

An administrator who has less than five (5) years of service may return to faculty status at a salary base to be determined according to the appropriate discipline and rank.

After five years of service as an administrator:

1. An administrator will be granted a one-semester's paid leave to prepare him/herself for other service to the University such as classroom teaching, special projects, etc. A description of the proposed project will be required to receive this leave, followed by a report on the project upon return to the University.
2. The administrator's salary will be reduced by 15 percent and his/her contract written for a ten-month period (if appropriate).
3. Any unused vacation days will be calculated and paid to the Administrator at the date of his/her last working day in an administrative capacity.

If an administrator has served in such a capacity for more than ten (10) years, he/she may be granted a full year of paid leave; the conditions listed above in Items 1, 2, and 3 will apply.

	first day of classes	last day to add/drop**	last day of classes
spring '21 terms			
full session	Monday, Jan. 11	Tuesday, Jan. 19	Friday, Apr. 30
first seven week session	Monday, Jan. 11	Thursday, Jan. 14	Friday, Feb. 26
second seven week session	Monday, Mar. 15	Thursday, Mar. 18	Friday, Apr. 30
first five week session	Monday, Jan. 11	Wednesday, Jan. 13	Friday, Feb. 12
second five week session	Monday, Feb. 22	Wednesday, Feb. 24	Friday, Mar. 26
third five week session	Monday, Apr. 5	Wednesday, Apr. 7	Friday, May 7
summer '21 terms			
summer 21 full session	Monday, May 10	Tuesday, May 18	Friday, Aug. 13
summer first seven week session	Monday, May 10	Thursday, May 13	Friday, June 25
summer second seven week session	Monday, June 28	Thursday, July 1	Friday, Aug. 13
summer 21 first five week session	Monday, May 24	Wednesday, May 26	Monday, June 28
summer 21 second five week session	Monday, July 12	Wednesday, July 14	Friday, Aug. 13
fall '21 terms			
fall 21 full session	Monday, Aug. 23	Monday, Aug. 30	Friday, Dec. 10
fall 21 first seven week session	Monday, Aug. 23	Thursday, Aug. 26	Friday, Oct. 8
fall 21 second seven week session	Wednesday, Oct. 20	Saturday, Oct. 23	Friday, Dec. 10
fall first five week session	Monday, Aug. 23	Wednesday, Aug. 25	Friday, Sept. 24
fall second five week session	Monday, Oct. 4	Wednesday, Oct. 6	Friday, Nov. 5
fall third five week session	Thursday, Nov. 11	Saturday, Nov. 13	Friday, Dec. 17

Recommendations:

- 1) for seven-week and five-week sessions in fall, spring, and summer terms, extend grade submission deadline to the following Friday
- 2) for three-week and six-week summer sessions that end on a Friday, extend grade submission deadline to the following Monday
- 3) for all sessions that end on a day other than Friday, extend grade submission deadline to the following Tuesday

winter session 19*

Monday, Dec. 16

Tuesday, Dec. 17

Tuesday, Jan.7

*there was no winter term in 2020

**drop with 100% tuition adjustment

grades due	first day of following term	last day to add/drop in following term
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Tuesday, May 11	Monday, May 10	Thursday, May 13
Tuesday, Mar. 2	Monday, March 15	Thursday, Mar. 18
Tuesday, May 4	Monday, May 10	Thursday, May 13

Tuesday, Feb. 16	Monday, Feb. 22	Wednesday, Feb. 24
Tuesday, Mar. 30	Monday, Apr. 5	Wednesday, Apr. 7
Tuesday, May 11	Monday, May 10	Tuesday, May 11 (3-week course)

Tuesday, Aug. 17	Monday, Aug. 23	Wednesday, Aug. 25
Tuesday, June 29	Monday, June 28	Thursday, July 1
Tuesday, Aug. 17	Monday, Aug. 23	Wednesday, Aug. 25

Friday, July 2	Monday, July 12	Wednesday, July 14
Tuesday, Aug. 17	Monday, Aug. 23	Wednesday, Aug. 25

Tuesday, Dec. 21	Monday, Dec. 20	? Tuesday Dec. 21 ?
Tuesday, Oct. 12	Wednesday, Oct. 20	Saturday, Oct. 23
Tuesday, Dec. 14	Monday, Dec. 20	? Tuesday Dec. 21 ?

Tuesday, Sept. 28	Monday, Oct. 4	Wednesday, Oct. 6
Tuesday, Nov. 9	Thursday, Nov. 11	Saturday, Nov. 13
Tuesday, Dec. 21	Monday, Dec. 20	? Tuesday Dec. 21 ?

o the Thursday following the last day of class, except if the drop/add date for the following term is the following Thursday.

ay if the drop/add date for the following term occurs before Tuesday.

Friday, Jan. 10

Monday, Jan. 13

Tuesday, Jan. 21

proposed grade submission deadline

(no change)

Thursday Mar. 4

Thursday, May 6

Thursday, Feb. 18

Thursday, Apr. 1

(no change)

Thursday, Aug. 19

(no change)

Thursday, Aug. 19

Tuesday, July 5

Thursday, Aug. 19

(no change)

Thursday Oct. 14

Thursday, Dec. 16

Thursday, Sept. 30

Thursday, Nov. 11

(no change)

rm occurs on or before Thursday;

(no change)

1. FACULTY DEVELOPMENT PROGRAMS

(See also Section 12 for other faculty leaves.)

11.1 SABBATICAL LEAVES (no changes)

11.2. FACULTY SUMMER FELLOWSHIPS

11.2.1. PURPOSE

Faculty summer fellowships provide funds to support professional development during the summer months. The following are examples of the types of activities that may qualify the applicant for a faculty summer fellowship:

- Improving teaching skills;
- Individual research;
- Scholarly writing;
- Creative and artistic projects;
- Preliminary studies and literature searches; and
- Attending seminars or courses related to one's field or professional work.

11.2.2. ELIGIBILITY FOR FACULTY SUMMER FELLOWSHIPS

Full-time and part-time tenure-track or tenured faculty may apply for a faculty summer fellowship. A faculty member who receives a faculty summer fellowship will not be eligible to receive another faculty summer fellowship until the third summer following the prior fellowship. A faculty member who will receive a terminal contract is not eligible to receive a faculty summer fellowship.

11.2.3. TERM OF THE FELLOWSHIP

The duration of the summer fellowship is two months, usually between June 1 and July 31. The time window may be shifted so that it starts as early as the Monday following spring commencement or ends as late as two Fridays before the start of fall classes.

11.2.4. STIPEND OR REASSIGNED TIME

All recipients on an academic-year contract will receive the same stipend in a given summer. Each year the provost, after consultation with the Faculty Benefits Committee, will announce the exact amount of the stipend for faculty summer fellowships prior to the application deadline.

Recipients on academic-year contracts will receive 90 percent of their stipends near the beginning of the term of the fellowship, normally during the first week in June. The

remainder of the stipend will be paid only after the reporting requirements have been completed.

All recipients who are on a fiscal-year contract will receive 100 percent reassigned time for two months during the summer of the fellowship in addition to accrued vacation time. They shall continue to receive their regular salary during this reassigned time.

11.2.5. CONDITIONS

Faculty summer fellowships are not awarded to enable faculty to complete degree requirements. Recipients of faculty summer fellowships will not teach any summer courses or perform any other paid duties for the University during the term of the fellowship. Exception: a recipient on an academic year contract may take part in isolated service activities for which he/she receives a small stipend, such as assisting with summer advising sessions or contributing a few hours to a summer camp, provided that the recipient extends the duration of the fellowship by one day for each extra service activity and receives confirmation in advance from the the chair of the Benefits Committee.

Recipients of faculty summer fellowships must agree to return to the University for a minimum of one academic year following the fellowship or to repay the University the full amount of the fellowship stipend. Recipients of faculty summer fellowships must comply with the University's outside-activity guidelines during the term of the fellowship.

In addition to the fellowship-reassigned time, a recipient on a fiscal-year contract is entitled to one month of vacation between mid-May and mid-August.

If, between the awarding of a fellowship and the funding or beginning of the fellowship, intervening circumstances prevent the recipient from fulfilling the terms of the fellowship or the University from funding the fellowship, the University is not obligated to fund the fellowship.

11.2.6. REPORTING

No later than September 1, the faculty member shall submit a report summarizing what she/he accomplished on the faculty summer fellowship to the Office of the Provost. The report should consist of an approximately 250-word abstract outlining the major accomplishments, a one to two page extended overview of the fellowship and a photo of the faculty member or of their work appropriate for publication. The Office of the Provost will disseminate to the department chair (or other appropriate supervisor), to the dean of the faculty member's college, and to the chair of the Faculty Benefits Committee. A copy of the report will be placed in the faculty member's personnel file

maintained in the Office of the Provost.

11.2.7. PROCEDURES

The procedures set forth in Section 11.4, Application and Procedure, apply to applications for faculty summer fellowships.

11.3. FACULTY PROJECT GRANTS

11.3.1. PURPOSE

Faculty project grants are awarded to provide funds to pay expenses, purchase equipment, and to cover other financial needs for sabbatical leaves, faculty summer fellowships, and for other instructional, scholarly, and creative activities where financial support is not available through department budgets. Availability of department funds should be communicated by department chairs or program/school directors as part of their evaluation of the application.

11.3.2. ELIGIBILITY FOR FACULTY PROJECT GRANTS

Full-time **and part-time** tenure-track or tenured faculty may apply for a faculty project grant. A faculty member who will receive a terminal contract is not eligible to receive a faculty project grant.

11.3.3. AWARD

Normally the maximum amount for a faculty project grant will be the amount of a faculty summer fellowship. Especially worthy projects, however, may be funded with additional amounts. Grant funds will be made available on May 1 of the calendar year in which the award is made and must be spent before June 30 of the following calendar year.

11.3.4. LIMITATIONS

No salary or honorarium may be paid to any full-time faculty member from grant funds. Projects leading to completion of a terminal degree and student projects will not be funded.

All property, including equipment and art works, purchased with faculty project grant funds becomes the property of Northern Kentucky University. The provost will make the final determination of assignment of all property purchased with grant funds.

11.3.5. GRANT ADMINISTRATION

11.3.6.1. ADMINISTRATION AND ACCOUNTING

The Office of the Provost will coordinate administration and accounting for the grant. All expenditure authorizations must be approved prior to disbursement. The Office of the Provost will provide information and assistance in complying with regulations of the University and the Commonwealth of Kentucky.

11.3.6.2. FISCAL PROCEDURES

University fiscal policies and procedures are subject to change. Recipients of faculty project grants are expected to check with Office of the Provost to insure adherence to current practices.

11.3.6. FINAL REPORT

Upon completion of the grant, the faculty member will submit a report to the Office of the Provost. The report should consist of an approximately 250-word abstract outlining the major accomplishments and completed goals, a one to two page extended overview of the project grant, and a photo of the faculty member of their work appropriate for publication. The Office of the Provost will disseminate the report to the department chair or other appropriate supervisor, the appropriate dean, and the chair of the Faculty Benefits Committee. A copy of the report will be placed in the faculty member's personnel file maintained in the Office of the Provost.

11.3.7. PROCEDURES

The procedures set forth in Section 11.4, Application and Procedures, apply to applications for faculty project grants. If, between the awarding of the faculty project grant and the funding or initiation of the project, there are intervening circumstances that would prevent the recipient from completing the project or prevent the University from funding the project, the University may revoke the grant.