

# **NORTHERN KENTUCKY UNIVERSITY BYLAWS**

## **PROFESSIONAL CONCERNS COMMITTEE**

### **OF THE FACULTY SENATE**

*Adopted: October 21, 2013*

*Revised: September 5, 2024*

*BOR Approved: February 26, 2025*

#### **I. OBJECTIVES AND FUNCTIONS**

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.

- A. As needed, review the Faculty Handbook.
- B. Take under consideration those student policies that are of professional concern to the faculty.

#### **II. MEMBERSHIP**

- A. Committee membership shall conform to 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; normally regular meetings will occur on the first and third Thursdays of each month during semesters.
- 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.
- D. A Committee majority shall constitute a quorum, and unless otherwise specified, the vote shall be decided by the majority of the quorum in attendance.
- E. The Committee chair has voting power in all matters that other Committee members do.
- F. Neither committee members nor guests are permitted to record or automatically transcribe meetings without permission of the committee chair.

#### **V. SUBCOMMITTEES**

- A. The Chairperson shall appoint members, with their consent, to the following subcommittees of the Professional Concerns Committee as need arises:
  - 1. Reappointment, Promotion and Tenure Subcommittee. This subcommittee shall consider any issues of concern to faculty that involve retention, promotion, and tenure policies and procedures, as well as performance evaluations and 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. Student Policies Subcommittee. This subcommittee shall consider university policies involving students which might affect academic or professional responsibilities and concerns of the faculty.
- 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.
- D. Subcommittees may include faculty, administrators, and students who are not members of the PCC; such special members will have non-voting status.
- E. A majority of the voting members of a subcommittee will constitute a quorum, and unless otherwise specified, the vote shall be decided by the majority of the quorum in attendance.

## **VI. RULES OF ORDER**

- A. In the absence of any special rules of order which the Committee may adopt, the latest edition of *Robert's Rules of Order, Newly Revised* 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.