DEPARTMENTAL HANDBOOK

DEPARTMENT OF SOCIOLOGY AND CRIMINOLOGY

KENT STATE UNIVERSITY

__Approved April, 2024__

Governance and Related Procedures

SECTION I

STRUCTURE AND ORGANIZATION OF THE DEPARTMENT

A.   Definition of the Faculty

Unless otherwise stated, the terms "faculty", "members of the faculty", and "faculty members" used in this handbook are defined as faculty who hold full-time tenured or tenure-track (TT) or full-time non-tenure-track (FTNTT) appointments at the University and who, therefore, are members of either the TT or FTNTT bargaining unit as defined in their respective current Collective Bargaining Agreement (CBA). Unless otherwise specified in this Handbook and the CBAs, voting rights on departmental matters are restricted to the faculty.

Pursuant to the FTNTT CBA, FTNTT faculty members shall have a recognized and meaningful role in the governance of this department. Although FTNTT faculty members shall not vote on any personnel decision regarding tenure-track faculty members (including their appointment, reappointment, tenure, promotion, FPIL, Faculty Excellence Awards, or sanctions), they may vote on all other issues including curriculum matters and Departmental elections.

FTNTT faculty members may serve on the following governance bodies and committees:
- Those governance bodies and committees that consider and make recommendations on curricular and instructional issues
- Those governance bodies and committees that make recommendations on FTNTT personnel actions, including FTNTT review committees
- Search committees
- Handbook committees
- Other governance bodies and committees determined by the academic unit
- When the Sociology and Criminology Department has five (5) or more FTNTT faculty members, as least one (1) representative of the FTNTT faculty shall be elected to the Curriculum and Undergraduate Studies committee by the full-time non-tenure track faculty.
- When this department has five (5) or more FTNTT faculty, at least one (1) representative of the Kent campus FTNTT faculty shall be elected to the Faculty Advisory Committee (FAC) by the Kent campus FTNTT faculty of the department.

The Department Chair shall invite FTNTT faculty members to meet at least once as a group during the fall and spring semesters. The Department Chair shall set the agenda for these meetings but shall include agenda items proposed by FTNTT faculty members as appropriate. At these meetings, the Department Chair shall consult with the FTNTT faculty members about various issues specific to the department, including but not limited to proposed handbook revisions; curriculum and instructional matters, FTNTT Performance Review timelines and procedures; scheduling and workload assignments; and other issues relevant to the work of FTNTT Faculty members. These meetings are not intended to replace or substitute for FTNTT faculty members' participation in other governance bodies and activities.

The faculty, through its elected body, the FAC, and other Departmental committees, is advisory and recommendatory to the Chair. In addition to the voting full-time TT and FTNTT faculty, all other Department members—such as those with part-time, temporary, or adjunct appointments—are eligible to attend departmental faculty meetings and participate in the deliberations; however, they do not have voting privileges.

B.   Administrative and Service Positions

1.   **Department Chairperson**

The Department Chair (hereinafter "Chair") is the chief administrative officer of the Department and reports directly to and is accountable to the Dean of the College (hereinafter "Dean"). The Chair is responsible for recording, maintaining, and implementing the policies and procedures stated in this handbook through regular and thorough consultation with the department faculty and the Department's various committees, as provided in the CBA.

The Chair is an ex officio, non-voting member of all Department committees, and may make appointments as necessary and permitted to Department committees and to the various administrative and service positions in the Department.

The selection, review, and reappointment of the Chair are the responsibility of the Dean, who consults with the Department faculty on such matters. Procedures for the selection, review, and reappointment of the Chair are included in the applicable CBA.

As with all administrative assignments, the Chair does not hold tenure in their administrative position. A Chair may leave this administrative position and return to their faculty position at any time.

2. Associate Chair

Overview: The Associate Chair is an elected member of the faculty who answers directly to the Chair. The Associate Chair will remain a member of the faculty during their tenure; this is not a formal administrative position.

Eligibility: Candidates for the position of Associate Chair must be tenured Associate or Full Professors on the Kent Campus. The person assuming the position of Associate Chair must be 1) an active member of the Department who has demonstrated a commitment to department activities and service and 2) someone who is readily available to consult with faculty via email and on a one-on-one basis. The Associate Chair must be someone with whom the Department Chair has a productive and collegial working relationship.

Responsibilities and Tasks: The Associate Chair may assist the Chair as needed in activities including, but not limited to supporting the professional development and success of faculty, promoting the mission of the department, developing course and class schedules, serving as a liaison between the Chair and departmental committees, assisting the Chair in maintaining the appropriate liaison with other academic units, and serving as an Acting Chair in the absence of the Chair. Any additional duties and responsibilities of the Associate Chair are determined by the Chair in consultation with the FAC.

The duties shall be specified in a letter of appointment and Departmental Operating Procedures Document and referenced in the description of workload equivalents (see Faculty Workload and Workload Equivalents) contained in this Handbook.

Compensation: The Associate Chair will receive up to three units of assigned time per semester during their time in the position as well as summer compensation. The Associate Chair will also receive compensation during the transition period to consult with incoming Associate Chair.

Procedures for Appointment: The Chair will solicit nominations for the position of Associate Chair from the faculty. Self-nominations are accepted. The Associate Chair will be elected by majority vote. The vote of the faculty is advisory to the Chair. Following the election of a faculty member to the position of Associate Chair, the Chair shall appoint the elected faculty member to the position of Associate Chair in consultation with the Dean.

Procedures for Review and Reappointment: The Associate Chair will serve a three-year term. During the third year of the Associate Chair's tenure, the FAC will formally review their performance. The FAC will solicit feedback from the broader faculty to assess whether the sitting associate chair is performing to expectations. FAC will then generate a report for the Chair. This report will be available to the faculty on request. Reappointment to a second term may be made following a vote by the faculty as well as a satisfactory performance review conducted by the Chair.

3. Coordinator of Undergraduate Studies

Overview: The Coordinator(s) of Undergraduate Studies is charged with overseeing the operation of the program's B.A. sociology and criminal justice degree under the direction of the Chair and in consultation with the appropriate Sociology and Criminology Department committees (CUSC, FAC, and GEC) and with faculty and other department members who teach in undergraduate programs.

Eligibility: The Coordinator of Undergraduate Studies must be a full member of the Graduate Faculty on the Kent Campus holding the rank of Associate Professor or Professor.

Procedures for Appointment: The Undergraduate Coordinator is elected from the Graduate faculty of the Department. The Coordinator is nominated to run for election by the faculty of the Department. Self-nominations are accepted. The Chair will generate a ballot listing all nominees, and the faculty will cast their votes via electronic ballot. The Coordinator will be elected by majority vote. The term of the elected position is three years. The incumbent may be re-elected for a second term.

Responsibilities and Tasks: The Coordinator of Undergraduate Studies is charged with supervising the academic program for undergraduates. The Coordinator, in consultation with the Department's Undergraduate Advisor, assures that adequate academic advising occurs and serves as a liaison with the Dean's designee. The Coordinator of Undergraduate Studies serves as the Department's representative on the University College Curriculum Committee. The Coordinator may also serve as a member of the ad hoc committee responsible for scheduling courses.

The duties shall be specified in a letter of appointment and Departmental Operating Procedures Document and referenced in the description of workload equivalents (see Faculty Workload and Workload Equivalents) contained in this Handbook.

Compensation: The Coordinator of Undergraduate Studies will receive up to three units of assigned time per semester during their time in the position, as well as summer compensation. The Coordinator will also receive compensation during the transition period to consult with incoming Coordinator of Undergraduate Studies.

4. Coordinator of Graduate Studies

Overview: The Coordinator of Graduate Studies is charged with overseeing the operation of the program's M.A, Ph.D., and B.A./M.A. sociology degrees under the direction of the Chair and in consultation with the appropriate Sociology and Criminology Department committees (CUSC, FAC, and GEC) and with Graduate Faculty who teach in the program.

Eligibility: The Graduate Coordinator must be a full member of the Graduate Faculty on the Kent Campus holding the rank of Associate Professor or Professor.

Procedures for Appointment: The Graduate Coordinator is elected from the Graduate Faculty of the Department. The Graduate Coordinator is nominated to run for election by the faculty of the Department. Self-nominations are accepted. The Chair will generate a ballot listing all nominees, and the faculty will cast their votes via email ballot. The Coordinator will be elected by majority vote. The term of the elected position is three years. The incumbent may be re-elected for a second term.

Responsibilities and Tasks: The Graduate Coordinator chairs the Graduate Education Committee and oversees the operation and development of the Department's doctoral program. With the Graduate Education Committee, the Coordinator plans and assists in the recruitment, admission, and funding of graduate appointees. The Coordinator refers proposals for new graduate courses to the College Curriculum Committee. The Coordinator of Graduate Studies serves as the Department's representative on the Arts and Science's Graduate Council. The Coordinator may also serve as a member of the ad hoc committee responsible for scheduling courses.

The specific duties and responsibilities of the Graduate Coordinator are determined by the Chair in consultation with the Graduate Faculty and FAC. The duties shall be specified in a letter of appointment and Departmental Operating Procedures Document and referenced in the description of workload equivalents (see Faculty Workload and Workload Equivalents) contained in this Handbook.

Compensation: The Coordinator of Graduate Studies will receive up to three units of assigned time per semester during their time in the position, as well as summer compensation. The Coordinator will also receive compensation during the transition period to consult with incoming Graduate Coordinator.

5. Coordinator of the Criminology and Criminal Justice Master's Degree

Overview: The Coordinator of the Criminology and Criminal Justice Master's Degree is charged with overseeing the operation of the program under the direction of the Chair and in consultation with the appropriate Sociology and Criminology Department committees (CUSC, FAC, and GEC) as well as with the Graduate Faculty who teach in the program.

Eligibility: The Coordinator of the Criminology and Criminal Justice Master's Degree must be a full member of the Graduate Faculty holding the rank of Associate Professor or Professor.

Procedures for Appointment: The Coordinator of the Criminology and Criminal Justice Master's Degree is elected from the Graduate Faculty of the Department. The CCJ MA Coordinator is nominated to run for election by the faculty of the Department. Self-nominations are accepted. The Chair will generate a ballot listing all nominees, and the faculty will cast their votes via electronic ballot. The CCJ MA Coordinator will be elected by majority vote. The term of the elected position is three years. The incumbent may be re-elected for a second term.

Responsibilities and Tasks: The CCJ MA Coordinator plans course offerings, secures appropriate faculty to instruct courses, oversees admission of new graduate students, manages marketing and advertising of the program, provides guidance to students admitted into the program, and is responsible for monitoring the academic performance of students in accordance with university policies and procedures. The Coordinator works closely with the faculty in the program to make appropriate updates and changes to the existing courses. The CCJ MA Coordinator serves as a faculty liaison to the Office of Continuing and Distance Education.

Other specific duties and responsibilities of the CCJ MA Coordinator are determined by the Chairperson in consultation with the Graduate Faculty and FAC. The duties shall be specified in a letter of appointment and Departmental Operating Procedures Document and referenced in the description of workload equivalents contained in this handbook (see Faculty Workload and Workload Equivalents).

Compensation: The CCJ MA Coordinator will receive up to three units of assigned time per semester during their time in the position, as well as summer compensation. The Coordinator will also receive compensation during the transition period to consult with incoming Graduate Coordinator.

6. Additional Administrative Appointments

Appointments to other Departmental administrative positions are made by the Chair after consultation with the FAC. Appointments will be dependent upon the specific requirements of the position and an individual's qualifications for the position. Duties and terms of office shall be specified by the Chair and FAC in a Departmental Operating Procedures Document. If a workload equivalent is to be associated with the appointment, the position must also be referenced in the description of workload equivalents (see Faculty Workload and Workload Equivalents) contained in this handbook.

7. Departmental Administrative Staff

The Department's non-academic staff includes all classified and unclassified staff positions within the Department, including but not limited to the Administrative Assistant and secretarial staff. Each position has specific duties as defined in the applicable position description. In broadest terms, their responsibility, under the supervision of the Chairperson, is to support the educational and administrative functions of the Department, meeting the needs of faculty, students, and other department members to the degree that is consistent with the description of their position.

C.   Department Committees

1. Faculty Advisory Committee (FAC)

The FAC is structured and operates as described in the applicable CBA. The FAC is elected directly by the faculty of the Department as defined in Section 1 A above.

The FAC consists of six elected members, five of whom must be full time tenured or tenure-track. Four of the TT members are from the Kent Campus, one TT member is from the Regional Campuses, and one FTNTT track member is from the Kent Campus. Only TT faculty are eligible to vote for the TT Kent Campus members (4) and Regional Campus members (1) of the FAC. Only FTNTT Kent Campus faculty are eligible to vote for the FTNTT Kent Campus member of the FAC.

Elections are held annually at the end of the spring semester to facilitate the assignment of class schedules for the following year. The term of the FAC member is two calendar years, beginning with the fall term following their election. No member may serve on the FAC for more than two consecutive years (one term). After a period of one year's absence, the faculty member is eligible for election to the FAC. Faculty vote on whether to invite the graduate students to select a master's and doctoral student to represent graduate students on the FAC. Graduate students do not have voting privileges.

The FAC is convened and chaired at least once per term by the Chair, who, in consultation with the FAC, sets the agenda for its meetings. FAC members may request that items be added to the agenda. Additional meetings of the FAC may be called by the Chair, as needed, or upon a request by at least one-half of the members of the FAC. The FAC elects one (1) TT Kent Campus member to act as the Department representative to the College Advisory Committee (hereinafter "CAC"). The FAC is advisory and recommendatory to the Chair who is also the ex-officio, non-voting Chair of the Committee. The FAC is concerned with such matters as are central to the Department's missions and also those defined in the current and effective CBA. Minutes from each meeting are to be filed in the Main Office and made available to the faculty for review electronically.

2. Curriculum and Undergraduate Studies Committee

The CUSC assists the CUSC Chair in supervising and coordinating the Department's curricular programs. The CUSC makes recommendations on matters which affect the academic programs of the Department including but not limited to faculty proposals for new courses, regional faculty requests to teach upper division courses, changes in course content, major requirements, and other curricular matters. The CUSC reviews and decides student appeals regarding course substitution. Any recommendations of the CUSC are forwarded to the Chair, although changes in policies

regarding these matters shall be forwarded to the FAC for action. Minutes from each meeting are to be filed in the Main Office and available to Faculty for review.

The CUSC consists of five elected full-time faculty members. Three of the members are elected from TT faculty on the Kent Campus, one is elected from the TT faculty on the Regional Campuses, and one is elected from the FTNTT Faculty on either the Kent or regional Campuses. Elections are held annually during Spring semester to facilitate the assignment of class schedules in the following year. The term of CUSC members is two years beginning with the fall term following their election. No member of the CUSC may serve for more than two consecutive terms (four years).

The CUSC shall elect one member with "full" graduate faculty status to serve on the College Curriculum Committee

In addition to elected faculty members, part-time instructors may be represented on the committee as non-voting members. Part-time and student representatives shall be invited annually from the part-time cohort and from both the graduate and undergraduate student cohorts.

3. Graduate Education Committee (GEC)

The GEC assists the Graduate Coordinator, who serves as the GEC chair, with the oversight and development of the Department's graduate program. The GEC reviews proposals for new graduate courses, changes in course content and related curricular matters, and conducts periodic reviews of the Department's graduate program. The GEC is responsible for evaluating applications for admission, evaluating, and recommending candidates for graduate appointments, and monitoring the progress and academic performance of graduate students in the Department.

The GEC is composed of four TT faculty members with graduate faculty status, elected by the TT faculty. In addition, one student each from the masters and doctoral programs represent graduate students on this committee and have responsibility to vote on policy matters but not on personnel issues. These student representatives are elected to office annually after a call by the Departmental Graduate Student Association. Voting for representatives is open to all graduate students. The GEC members are elected for two-year terms on a rotating basis and begin serving the fall semester after the spring election.

4. Social Justice, Equity, and Inclusion Committee (SEIC)

The SEIC promotes anti-discriminatory practices in the research, teaching, and engagement efforts within the Department of Sociology and Criminology. The committee proposes departmental action items and engages in collaborative programming with external units. The SEIC serves as a liaison to FAC, GEC, and CUSC to assist committees with workload related to the following activities: developing ways to incorporate social justice into curriculum, assist faculty in implementing strategies, connect faculty to available resources, developing recruitment strategies and opportunities, connect students to available resources, creating and maintaining an active page on the Department Website.

The SEIC is elected by the faculty and graduate students and is composed of six elected members consisting of four faculty members (two TT faculty from the Kent campus, one TT faculty from the regional campuses, one FTNTT faculty member) as well as one graduate student and one undergraduate student. Graduate student members must be full-time students enrolled in the Department of Sociology and Criminology Doctoral Program at either the master's or doctoral level. Undergraduate student members must be full-time students enrolled in the Department of Sociology undergraduate program and majoring in either Sociology, or Criminology and Justice Studies. Elections for faculty members are held annually at the end of Spring semester with elections for other committees. Faculty candidates will serve a 2-year term. No member may serve on the SEIC for more than two consecutive years. After a period of one year's absence, a faculty member is eligible for re-election to the SEIC.

5. Student Academic Complaint Committee (SACC)

The Student Academic Complaint Committee is composed of three full-time faculty members and at least one student, all of whom are selected by the FAC at the end of the Spring semester for the following academic year. Members of the FAC, with the addition of at least one student, may also function as the SACC. The Chair of the SACC is elected by the SACC at the beginning of each academic year. The policies and procedures of this committee are governed by University Policy 4-02.3. In the event that a member of the Student Academic Complaint Committee is the subject of or may otherwise be involved with a student complaint, the FAC will select a replacement from the full-time faculty.

6. Reappointment, Tenure, and Promotion Committee (RTP)

The policies and procedures which govern the Department's Ad Hoc Reappointment, Tenure and Promotion Committee are included in the University Policy. Procedural and operational guidelines for this committee are provided annually by the Office of the Provost. This committee reviews materials relevant to the professional performance of TT faculty who are candidates for reappointment, tenure, or promotion in rank, and to make recommendations to the Chair on each of these personnel decisions. The recommendations of this committee and the Chair, together with the materials assembled for the committees, are forwarded to the Dean of the College. The ad hoc RTP Committee consists of all tenured Full Professors and the tenured members of the FAC and is chaired by the Department Chair.

7. Other Departmental Committees

The Chair may establish, charge, and appoint the membership of additional Departmental standing or ad hoc committees as required by the Department. In establishing Departmental committees, naming members, and designating a committee chair, the Chair shall consult with the FAC. The Chair will welcome requests and preferences from the faculty before establishing and making appointments to Departmental committees.

SECTION II

APPOINTMENT AND EMPLOYMENT PROCEDURES AND REGULATIONS

A. Faculty Appointments

Appointment of faculty will be at the rank of Assistant Professor, Associate Professor or Professor. An earned doctoral degree in Sociology, Criminology, or a related discipline is required for all appointments to a faculty position in the Department.

B. Faculty Ranks

The basic definitions of Faculty/faculty ranks are the following:

1. **Assistant Professor**

    This rank is normally the entry level rank for tenure-track faculty holding the doctorate in Sociology, Criminology, or a related discipline.

2. **Associate Professor**

    Hire to, or promotion to, this rank presumes prior service as an Assistant Professor, significant academic achievements, and possession of the doctorate in Sociology, Criminology, or a related discipline (See, Section V of this Handbook).

3. **Professor**

    Promotion to this rank requires credentials and achievements beyond those required for promotion to Associate Professor and is reserved for senior faculty members who have achieved significant recognition in their discipline (See, Section V of this Handbook).

4. **Research Associate and Research Assistant**

    These ranks are reserved for individuals who are engaged in research and who are not normally assigned teaching responsibilities. Such positions are typically supported by extramural grant funds and are not tenure-track appointments. Faculty who hold these ranks do not vote on Department committees and do not participate in Department governance.

5. **Adjunct Faculty Appointments**

    These appointments are held primarily by faculty from other institutions or persons on the staffs of community-based agencies and organizations. Adjunct faculty appointments are made at the discretion of the Chair in consultation with the FAC. Adjunct faculty members do not vote on Department Committees and do not participate in Department governance. The Chair should consult with FAC before appointment.

6. **Full-Time Non-Tenure Track Faculty (FTNTT) Appointments**

    Appointments for full-time non-tenure track (FTNTT) faculty are governed by the applicable CBA and are made annually. FTNTT appointments are at the rank of Lecturer, Associate Lecturer, and Senior Lecturer, without a terminal degree, and at the rank of Assistant Professor, Associate Professor, and Professor, with a terminal degree. In addition, FTNTT faculty members may be appointed in either the Instructional or Research track.

    6a. Renewal of Appointment

    Renewal of appointment is contingent upon programmatic needs, satisfactory performance of previously assigned responsibilities, and budgeted resources to support the position. FTNTT appointments are not included under the umbrella of the University policy and procedures regarding faculty tenure, and FTNTT faculty members are not entitled to any rights with regard to tenure. The current CBA for FTNTT faculty governs renewal procedures.

    6b. Performance Review Criteria

    Performance of FTNTT faculty members is reviewed by the Department's FAC on the specific criteria outlined in their letter of appointment and as specified in the FTNTT CBA. Renewals of appointment and salaries are tied to performance within the parameters established in the current CBA. The FAC will consider the following criteria in the performance review for Instructional track FTNTT faculty members: Teaching, and Professional development and Citizenship. The FAC will consider Scholarship for Research track FTNTT faculty members. Relevant materials will be collected for this purpose, and FAC will make a recommendation to the Departmental Chair. FAC will be involved in the 3-year review and all subsequent reviews including simplified reviews and will make recommendations to the Chair based on their evaluation of materials submitted by the FTNTT faculty member and other data provided by the Department (e.g., student evaluations). The Chair will write a letter of evaluation and assessment and make a recommendation to the Dean.

    6c. Promotion Reviews

    FTNTT Faculty members who have completed five (5) consecutive years of employment as a FTNTT Faculty member and one (1) successful Full Performance Review may apply for promotion to the rank of Associate Lecturer/Associate Professor, as applicable, concurrent with their second Full Performance Review, or any year thereafter. Normally, FTNTT Faculty members at the rank of Associate Lecturer/Associate Professor may apply for promotion to the rank of Senior Lecturer/Professor, as applicable, in any year after five (5) full years in rank as an Associate Lecturer/Associate Professor. Guidelines for the submission of materials for promotion review and for the timely conduct of the promotion review process will be issued annually by the Office of Faculty Affairs.

7. **Part-Time Faculty Appointments**

    When the Department cannot meet its teaching needs from the ranks of its full-time tenured and tenure-track faculty, full-time non-tenure track (FTNTT) faculty and graduate students, part-time faculty appointments will be made by the Chair with the consultation of

the FAC from a pool of qualified applicants. The Chair should consult with FAC before appointment.

C. Graduate Faculty Status

As a doctoral degree granting department, the department normally requires that all faculty hired for tenure-track positions be eligible for appointment to the graduate faculty as associate or full members. The administrative policy regarding graduate faculty is included in the University Policy Register. (See, University Policy Register 6-15.1)

D. Faculty Recruiting

1. **Regular Full-Time Tenure Track [TT] Faculty appointments**

The department supports the goals of equal opportunity and affirmative action in recruiting and in making appointments to the faculty. Search Committees are appointed by the Chair after consultation with the FAC and will be comprised of TT voting faculty members. Search committees may also include non-TT faculty members and/or a student member selected by the faculty members serving on the search committee. All faculty are to be invited to read all applications and to submit in writing to the departmental Search Committee their rank ordering of applicants and rationale for this order as additional information for the Search Committee. Following the search, the search committee recommends to the regular TT faculty and the Chair the candidates to be invited to campus for an interview.

Graduate students may participate in the selection process by reading files, attending public colloquia, attending informal meetings with the candidates, providing informal feedback, and offering a rank-ordering of their preference of these final candidates prior to a meeting of the faculty vote. Graduate students are excluded from the formal voting process. The voting faculty (TT members of the Department) provides a rank-ordered preference of acceptable candidates. The faculty vote is advisory to the Departmental Chair. If the Chair disagrees with the vote of the faculty, they will meet and confer with the faculty of the Department prior to making a recommendation to the Dean on appointment. If the Dean concurs with the Chair, a recommendation is forwarded to the Office of the Provost. If the Chair's recommendation is different than that of the search committee and the faculty, the Chair shall inform the Dean of all recommendations and the reasons for the disagreement.

2. **Regional Campus Faculty Appointments**

Faculty recruiting on Regional Campuses is initiated by the Regional Campus Office. This office determines the need for a position and establishes the job description, salary, and any other matters pertinent to a hire. The Department will be asked to review all applicants as to their qualifications for a position within a Department of Sociology and Criminology such as appropriate degree, level of education and preparation, and other criteria specified by the approved job description. The Department may be asked to sit on the Regional Campus Search Committee and/or to be present at the job interviews for the finalist for the position for the purpose of commenting further on the applicants' qualifications.

3. **Full-Time Non-Tenure Track [FTNTT] faculty appointments**

FTNTT Faculty members covered by this Agreement are full-time faculty of Kent State University who are appointed annually to a limited term of employment with the University. Appointments and offers of employment in this role are made annually at the sole discretion of the University. The normal duration of appointment is nine months, encompassing a full academic year, excluding summer and intersession(s) following the conclusion of one (1) academic year and the inception of the next academic year. See Article X, FTNTT CBA.

SECTION III

FACULTY GRIEVANCE AND APPEAL PROCEDURES

A. Informal Procedure

Any faculty member who believes that they may have a grievance is strongly encouraged, before initiating a formal grievance or appeal, to talk with the Chair about any issue(s) of concern. The Chair may seek the advice and recommendation of individual faculty members or faculty advisory groups in seeking informal resolution of a dispute or complaint.

B. Formal Procedure

Formal procedures for addressing grievances affecting the terms and conditions of employment of faculty are described in the applicable CBA. Disputes involving substantive academic judgments are subject to a separate academic appeals process governed by the applicable CBA.

Faculty grievances that are not directly related to the terms or conditions of employment and are not academic appeals are appropriately addressed within the department, whenever possible. The Chair and/or faculty members will initiate an informal dialogue with all parties involved in a dispute and strive to reach a resolution agreeable to all parties.

SECTION IV

HANDBOOK MODIFICATION, AMENDMENT, AND REVISION

The implementation, modification, amendment, and revision of this Handbook are governed by the applicable CBA. The Department faculty will review and update this Handbook, as needed, but at least every three (3) years. Suggestions for modifications or amendments to the Handbook may be initiated at any time by the Chair or by any faculty member. Proposed modifications or amendments are subject to discussion, revision, and recommendation by the FAC. When a proposed modification or amendment involves a major change in department policy or practice the Chair may seek the recommendation of the faculty. If the Chair concurs with a proposed modification, amendment, or revision, they will recommend the change(s) to the Dean. All modifications, amendments and revisions of the Handbook require the approval of the Dean. In reviewing this Handbook, the Dean may request revisions before lending final approval. If these revisions are not adopted by the department, the Dean shall consult the CAC about the provision(s) in dispute before making a final determination and certifying final approval of the Handbook. Further, the Dean may direct that the Handbook be modified, amended, or revised to reflect changes in College or University policy.

SECTION V

REGIONAL CAMPUS FACULTY

A. Procedures and regulations for promotion and tenure of Regional Campus TT Faculty and FTNTT are covered by their respective CBA's.

B. Teaching assignments, load, and salary determinations are the responsibility of the Regional Campus Deans.

C. It is recognized that while Regional Campus faculty hold their appointments specifically in the Regional Campus system, they are also regular members of their respective Departments and Colleges and will be represented on key departmental committees, such as, but not limited to, the FAC, search committees, the Promotions and Tenure Committee, and CUSC.

D. Regional Campus faculty members report to the Dean of the Regional Campus and are accountable to them in all matters except those pertaining to course content and method of instruction. The Departmental Chair, in consultation with appropriate committees and the FAC, stipulates particular courses that faculty will be approved to teach.

E. The Departmental Chair participates in recruitment and acts on recommendation for appointments of Regional Campus faculty candidates.

SECTION VI

FACULTY CODE OF ETHICS

A. All members of the Department faculty are expected to maintain the highest ethical standards as teachers, scholars, university citizens and colleagues. The University policy regarding faculty code of professional ethics can be found in the University Policy Register (*See*, University Policy Register 3342-6-17). The Code of Ethics for the American Sociological Association can be found at: http://www.asanet.org/membership/code-ethics.

B. Policy on Consensual Relationships, Relationship-Based Conflicts of Interest, and Non-Exploitation

   Pursuant to the University policy regarding faculty code of professional ethics (Policy 6-17) and the University policy regarding consensual relationships and other relationship-based conflicts of interest (Policy 6-21), members of the Department of Sociology and Criminology at Kent State University are not to exploit persons over whom they have direct or indirect supervisory, evaluative, or other authoritative role, such as students, supervisees, employees, or research participants.

   Specifically, members of the department do not directly or indirectly supervise or exercise evaluative authority over any student with whom they have a romantic or sexual relationship. In accordance with ethical guidelines from professional organizations (ASA, ASC, ACJS, APA, etc.), members of the department should recognize that romantic or sexual relationships with individuals vulnerable to manipulation, such as current students in their programs or employees under their supervision, may create the appearance of or opportunities for, favoritism and/or exploitation, and thus such relationships should be avoided. (Statement adapted from the ASA and ACJS Code of Ethics statements).

C. Responsibility

   In the event that a faculty member enters into a romantic or sexual relationship that is covered by the above, it is their responsibility to disclose the relationship to the Department Chair or campus administrator in writing so that appropriate measures may be taken to prevent exploitation, favoritism, or other conflicts of interest, actual or perceived.

D. Sanctions

   Failure to comply with this policy may result in discipline or dismissal according to the institutional rules and policies appropriate to the individuals involved.

SECTION VII

TEACHING ASSIGNMENTS AND WORKLOAD INCLUDING WORKLOAD EQUIVALENCIES AND RELATED PROCEDURES

A. Role and Responsibility of Faculty Members

Research, Teaching, Service: Each faculty member is expected to contribute to the Department, Campus, College, and the University according to the terms and conditions of their letter of appointment.

Scholarly activity is expected of tenure-track (TT) faculty members based on their appointment and campus location. TT faculty involved in research and the PhD graduate program are expected to present evidence of their endeavors as witnessed by publications, proposals submitted for extramural funding, and dissemination of research in high quality outlets (defined below). Activity in professional organizations and the training of graduate students are also expected. Additionally, seeking extramural financial support for research and training of students is expected.

Not all faculty members contribute to the Department in the same manner. A faculty member whose appointment consists primarily of undergraduate teaching and involvement in undergraduate programs may teach and serve in a greater diversity of courses than a faculty member who is also a member of the graduate faculty. Supervision and direction of undergraduate research projects and theses may be considered part of the advising function.

All members of the graduate faculty are expected to be involved in significant research activity, serve on graduate student committees, and direct graduate student research. Supervision of graduate research projects, including thesis and dissertation work, is expected from all faculty holding graduate faculty status and is part of the teaching function for those faculty.

Service on Department, College, and University committees is expected of all TT faculty. Participation in Departmental functions such as Colloquia, Awards Day, Honors Programs, Commencement, and the like is considered evidence of service. Public service is also encouraged and recognized as a part of the professional responsibilities of each faculty member, although contributions in this area vary widely due to the nature of the various roles and specialties within the Department.

B. Faculty Workload and Workload Equivalents

All full-time TT faculty in the Department are expected to carry a maximum workload of twenty-four (24) credit hours of teaching per academic year. Full-time non-tenure track faculty (FTNTT) members are expected to carry a maximum workload of thirty (30) credit hours of teaching per academic year. (*See*, University Policy Register 3342-6-18). The workload for each individual TT and FTNTT faculty member is assigned by the Chair with the approval of the Dean. The FAC shall advise the Chair on issues related to teaching assignments, class schedules, and the appropriate application of workload equivalents. For each term of the regular academic year, each member of the faculty shall receive a statement of their workload from the Chair. This statement normally should be provided to a TT faculty member no later than thirty (30) days prior to the end of the academic semester preceding the semester for which the workload is assigned. Each FTNTT faculty

member shall receive their workload assignment at least thirty (30) days prior to the beginning of the semester.

In the interests of maintaining a high standard of teaching and a balance of TT faculty responsibilities (i.e., teaching as well as research and service), overload assignments are strongly discouraged. Overload assignments (i.e., more than twenty-four (24) credit hours per academic year for TT faculty and more than thirty (30) credit hours for FTNTT faculty) will be made only in unusual circumstances. Such assignments require the agreement of the faculty member and the approval of the Chair and the Dean.

The workload equivalencies summarized in the table below apply to full-time TT and FTNTT faculty at the Kent campus in particular. Workload practices for regional campus faculty are determined by each campus, guided by the CBA as well as University and campus policies. All faculty workload assignments must be approved by the appropriate Dean.

Faculty members with assignments and responsibilities beyond undergraduate teaching may receive reallocation of workload per the guidelines/equivalencies detailed in the table below. Reallocations may be for the equivalent of three to eighteen hours of instructional assignment.

Under typical circumstances, research active TT faculty members will teach 6 credit hours per semester during the AY. (e.g., FPIL, RAC/RASP, Teaching Scholars) under no circumstances will TT faculty teach less than 6 credit hours during the AY, even if they should qualify for more than 18 credit hours of workload equivalency. Ideally, each TT faculty member will teach at least one higher-enrollment Kent core class or equivalent per academic year.

Every three years the Chair will convene a committee to develop a tentative teaching schedule of undergraduate and graduate course offerings for the upcoming three academic years. Besides the Chair, the committee will consist of the Graduate Studies Coordinator, Undergraduate Studies Coordinator(s), and at least one member of the FAC. Feedback from individual faculty members will be sought in the development of an equitable teaching rotation among the faculty. Except under unusual circumstances, the teaching schedule will include no more than two "TBD" courses per semester.

In addition, the Chair may, in consultation with the FAC and with the concurrence of the Dean, assign workload equivalencies for specific duties which are considered essential to the academic mission of the Department. The Department's expectations and specifications for such workload equivalencies is given in the table below.

Table 1. Workload Equivalents Table

Appointment/ Accomplishment	Load Equivalent	Frequency	Notes
Associate Chair	Up to 6	AY	See section I.B.2 above for duties
Graduate Studies Coordinator	Up to 6	AY	See section I.B.3 above for duties
Undergraduate Studies Coordinator	Up to 6	AY	See section I.B.4 above for duties
Coordinator of Criminology and Criminal Justice Master's Degree	Up to 6	AY	See section I.B.5 above for duties
Full graduate faculty appointment	Up to 6	AY	See Appendix A for graduate faculty status levels and criteria
Associate graduate faculty appointment *for non-probationary faculty*	Up to 4	AY	See Appendix A for graduate faculty status levels and criteria
Associate graduate faculty appointment *for probationary faculty (beyond year 2)*	Up to 6	AY	
Associate graduate faculty appointment *for probationary faculty (years 1 and 2)*	Up to 12	AY	
Exceptional graduate faculty performance	Up to 6	AY	Faculty making contributions beyond those required for full graduate faculty status regarding peer-reviewed publications, external grant funding, national/international service, and graduate mentoring (especially dissertations) are eligible for up to 6 semester credit hours per year in addition to those described above. *Probationary faculty are also eligible for these additional credits regardless of whether they meet the full criteria.* Exceptional contributions, as determined by the chair, are required in a majority of the areas listed for a faculty member to be considered for the maximum credit number.

Appointment/ Accomplishment	Load Equivalent	Frequency	Notes
Large Enrollment Section (n>150)	Up to 3	Semester	Teaching a large section may be equivalent to up to a 3-credit hour workload equivalent.

Unusual opportunities, responsibilities, or assignments, above and beyond the normal expectations, including service to the Department, College, or University, may be the basis for requesting an additional one course (three hour) equivalency load adjustment. For the Department Chair, such requests must be made directly to, and approved by, the Dean. For all other faculty, such requests will be made to the Department Chair and the Faculty Advisory Committee.

C. Workload Reports (CBA, See CBA Section IX.2.D)

Before the conclusion of each academic year, each continuing TT faculty member will prepare and submit an annual workload summary report. The purpose of this report is to document workload for the preceding academic year, including utilization of the specified workload equivalencies. Any other use of the report requires the consent of the faculty member. The report will update the TT faculty member's efforts, accomplishments, scholarly contributions, ongoing professional activities, service, and interests during that academic year. These reports will become an ongoing record of each TT faculty member's professional activities providing information related to grant activities, collaborative scholarship, and teaching activities.

Each TT faculty member will submit their workload summary report and updated curriculum vitae to the Chair electronically.

E. Teaching Assignments and Class Schedules

Faculty members are assigned to teach specific courses by the Chair. The primary considerations for course assignments are prior teaching experience, subject expertise, and shared responsibility among the faculty for service and introductory courses. Questions regarding teaching assignments should be addressed to the Chair. In the case of a dispute or request for reassignment, faculty member may request review by the FAC which will make a recommendation to the Chair.

F. Summer Teaching Assignments

The Chair welcomes requests for summer teaching assignments from all full-time faculty members, qualified graduate students, and members of the part-time teaching pool. Summer teaching is not guaranteed and most summer teaching assignments are for a partial load. The size, content, and staffing of summer courses are dictated by budgetary constraints and curricular needs. The Department will endeavor to distribute summer teaching opportunities equitably among members of the bargaining unit without regard to academic rank. Faculty members may elect not to accept a summer assignment. For more on TT summer teaching workload, see TT CBA Article IX, Section 3 and for more on FTNTT summer teaching, please see FTNTT CBA, Article IX, "Faculty Workload" Section 2.

G. "Banked" Workload Hours

Any and all cases where workload hours are "banked" by TT faculty, the TT faculty member's workload statement must clearly specify the conditions under which the "banked" hours may be used. Cases of "banked" workload hours are to be followed pursuant to the TT CBA Memorandum of Understanding for Banked Workload.

H. Other Faculty Duties

Advising**:** The Department offers a full-time Academic Advisor for undergraduate students. Students can make an appointment or request help during drop-in hours. Student advising at the graduate level is primarily conducted by the student's advisor and/or the Graduate Studies Coordinator. To assist in student advising, faculty members should maintain current knowledge of University, College, and Department programs and requirements.

Final examinations: The University requires all instructors to hold a final assessment during final exam week Final examinations in all courses must be offered at the time and date specified in the University's schedule of final examinations. Changes of the time and/or date of a final examination require prior approval of the Chair and the Dean, but in any case, the exam must also be offered at the time scheduled and publicized by the University for those students who desire to take the exam at that time.

Grades and Student Records: All faculty members must inform students of their progress throughout the semester. Submission of final grades must comply with University Policy, including but not limited to the deadline for grade submission. Failure of a faculty member to provide grades in compliance with University Policy will be taken into consideration in reappointment, promotion, tenure and merit decisions. Materials used in computing grades (e.g., exams, papers, reports, etc.) should be retained by the faculty member for one year after final grades are submitted. Students have a right to inspect the written work performed during a course and discuss the grade with the faculty member.

All members of the Department must comply with all laws and University Policies that govern the privacy of student education records, including the Family Educational Rights and Privacy Act (FERPA). These regulations require, among other things, that faculty members keep thorough academic records. They also and forbid the public posting of grades by name, social security number, or other identifying information.

Office Hours**:** All faculty are expected to schedule and attend at least five (5) office hours per week (*See*, University Policy Register 6-18.101). The office hours shall be posted on the faculty member's office door and communicated to the Department office as well as to the faculty member's students. If a student, for a legitimate reason or reasons, is unable to meet during a faculty member's scheduled office hours, the faculty member shall make appointments to meet with the student at an alternate, mutually agreeable day and time.

Participation in University Activities: Faculty members are expected to participate in recruitment programs, graduation ceremonies and other activities which are appropriate to their role as a faculty member in the Department.

Student Evaluations: An evaluation (Flash Survey: https://www.kent.edu/flashsurvey) is required in each course in each semester and will be conducted under the auspices of the Chair pursuant to applicable University policies and procedures. Probationary Faculty members are also required to undergo *peer review of teaching* during each year of the probationary period.

Syllabi: All faculty members are expected to provide students and the Department with a syllabus which includes the subject matter to be covered in a course, learning objectives, registration information (e.g., dates for adding and dropping the course), a listing of assignments, due dates of assignments and examinations, grading standards, attendance requirements, and other course details and policies, including relevant university policies (e.g., regarding cheating, student accessibility, etc.).

SECTION VIII

RTP CRITERIA AND THE CRITERIA AND PROCESSES RELATING TO OTHER TT FACULTY PERSONNEL ACTIONS

The Department of Sociology and Criminology criteria for the evaluation of **Tenure-track faculty** have as their foundation the assumption that all faculty are scholars and professionals; that as scholars each is committed to the University's missions of research, teaching, and service. As professionals, each is committed to advancing the discipline of sociology and criminology. In both arenas, our faculty are committed to the highest ethical standards in relations with students, in the conduct of research, and in presentations to the public. In all our professional and scholarly roles all members of the Department adhere to the statement of the Code of Ethics of the American Sociological Association (https://www.asanet.org/about/ethics) or the Code of Ethics of the Academy of Criminal Justice Sciences (www.acjs.org/pubs/167_671_2922.cfm) and to the "Redbook" (or the Policy and Documents Report) of the American Association of University Professors.

A. Reappointment

The policies and procedures for reappointment are included in the University policy and procedures regarding faculty reappointment (*See*, University Policy Register 3342-6-16). In reviewing the terms and conditions of reappointment, tenure, and promotion, these policies should be consulted. Each academic year, reappointment guidelines for Kent and Regional Campus faculty are distributed by the Office of the Provost. Probationary faculty members are reviewed by the Department's Ad Hoc RTP Committee (*See*, Section I of this Handbook). The unit administrator will make copies of the guidelines, timetables, and other information concerning reappointment reviews available to all probationary faculty members no later than three weeks before the deadline for submission of materials, which is at the end of the first week of the semester. A written report of the evaluation is submitted to the Chair for placement in the faculty member's reappointment file*.*

Each probationary faculty member is discussed by the RTP committee which then votes on the faculty member's reappointment. Members of the RTP committee must vote one of three alternatives, 'yes,' 'yes, with reservations,' or 'no.' A simple majority of the reappointment committee members will constitute an endorsement to the unit administrator for reappointment. A vote of 'yes with reservations' counts as a positive vote to reappoint the probationary faculty member, but it should be considered by the candidate to indicate an expression of concern regarding progress. Upon reappointment, the candidate is encouraged to take note of the written comments in FlashFolio associated with any "yes, with reservations" and /or "no" votes and should address these concerns in the next years' review.

The Chair independently assesses the accomplishments of each probationary faculty member and enters their recommendation and comments into FlashFolio. Probationary faculty are notified by email when letters from the Chair, Dean, and Provost are entered into FlashFolio. Probationary faculty members who are not to be reappointed must be notified according to the schedule established in the CBA. For faculty members whose appointment is in the Regional Campuses, recommendations on reappointment from the Chair are available in FlashFolio for consideration by the Dean and the appropriate Regional Campus Dean.

The candidate is responsible for their success in responding to reappointment feedback. For faculty members following the traditional tenure clock for Assistant Professors, the review after completion of three (3) full years in the probationary period at Kent State University is particularly critical. The review will give candidates specific feedback on their progress toward tenure and that message is both instructive and evaluative.

From time to time, personal and/or family circumstances may arise that require an untenured faculty member to need to request that their probationary period be extended. Upon request, a faculty member may be granted an extension of the probationary period which has been traditionally called "tolling" or "stopping the tenure clock." The **University policy and procedures governing modification of the faculty probationary period** is included in the University Policy Register. (*See*, University Policy Register 3342-6-13)

B. Tenure and Promotion

The three missions of university faculty are: (1) Research; (2) Teaching; (3) Service.

Generally, faculty are expected to contribute to each of these missions, though not all in the same way nor with necessarily the same emphasis. The relative emphasis is guided by the terms of the initial appointment as modified by University and Department needs, the career stage of the individual, the professional expectations of the discipline, and differences in expectations based on campus (i.e., Kent or regional—see below).

As a community of scholars, the Department welcomes the diversity of approaches that scholarship can take. Sociological and Criminological scholarship embraces a number of different research paradigms and methodologies including quantitative, qualitative and multidisciplinary research programs. Hence, Sociological and Criminological scholarship agendas and career trajectories vary based on these different paradigms. As detailed below, for faculty holding Graduate Faculty status, involvement in training graduate students—as evidenced by teaching graduate courses, serving as Chair or Member of Master's Thesis or Dissertation Committee(s), including graduate students in research—and the dissemination of their scholarly work through publications and professional presentations, is expected. For faculty appointed primarily as undergraduate instructors at the Regional Campuses, the teaching mission carries the highest weighting, followed by evidence of excellence in scholarship. For all candidates, there must also be evidence of strong university citizenship demonstrated by a record of service appropriate to rank.

C. Tenure and Promotion

1. Tenure and Promotion to Associate Professor

The Ad Hoc RTP Committee shall consider the following areas of faculty performance when making recommendations on tenure and promotion. The tables (1-3) and text below are designed to facilitate assessment of performance of those candidates who are being evaluated for tenure and promotion. These guidelines and expectations should be used by faculty to guide the development of their scholarship, teaching, and service agenda. Doing so will lead to future success in achieving tenure and promotion.

Tenure and promotion are separate decisions; however, the Department generally expects to recommend tenure and promotion in the same year. Unlike promotion decisions, *tenure considerations can include evaluation of accomplishments prior to arrival at Kent State University and any other materials* (beyond those detailed below) *that may reflect on the candidate's potential for a long-term successful career*.

For Tenure, the documented performance relative to the missions of the University and Department must clearly show that the candidate has achieved the levels of performance appropriate to the expectations set forth at the time of appointment and as reflected in the annual reappointment reviews. The policies and procedures for tenure are included in the University policy and procedures regarding faculty tenure (*See*, University Policy Register 3342-6-14) and the policies and procedures for promotion are included in the University policy and procedures regarding faculty promotion (*See*, University Policy Register 3342-6-15). Each academic year, tenure and promotion guidelines for Kent and Regional Campus faculty are distributed by the Office of the Provost.

The awarding of tenure is based on convincing documented evidence that the faculty member has achieved a) a significant body of scholarship that has had an impact on their discipline (i.e., excellence in scholarship), b) excellence as a teacher, and c) good departmental citizenship, per Tables 1-3 below.

Promotion is recognition based on a candidate's accomplishments completed *during the review period in rank*. For Promotion to Associate Professor, the candidate must supply documented evidence of excellence in scholarship. Promotion to Associate Professor is recognition for establishing a career likely to achieve national/international prominence.

2. Promotion to Professor

Promotion to Professor recognizes the highest level of university achievement and national/international prominence. Evidence for this prominence includes a strong record of research and continued levels of excellence in teaching and service. Promotion to the rank of Professor normally is reserved for faculty who have made a substantial impact upon their chosen subfield within the discipline. This standing is typically evidenced by the publication of a significant body of research since the last promotion. Evaluation of publication records will include assessment of the quality and impact on the field (e.g., journal impact factor, quality of publisher, citations, etc.), as well as quantity.

A candidate for promotion to Professor must achieve a) exceptional ratings in scholarship, b) excellence as a teacher, and c) excellence inl service, as demonstrated by the evidence summarized in Tables 1-3 below. Candidates for promotion to Professor are evaluated solely based on performance since attaining the rank of Associate Professor, or, for those whose initial appointment at Kent State was at that rank, since employment at Kent State University.

D. Criteria for Tenure and Promotion: Scholarship, Teaching, and Service

It is the faculty member's responsibility to construct the case in a detailed narrative that research, teaching, and service meet the standards for tenure and promotion decisions (as

outlined below). Faculty members standing for tenure and promotion to Associate Professor should demonstrate through their narrative how they addressed recommendations in the Chair's letters from previous annual reviews.

1. Scholarship

Scholarship is an essential and critical component of University activity. The originality, quality, impact and value of the work must be assessed. To assist this process, the candidate shall submit the names of at least five (5) experts in their field who are considered capable of judging the candidate's work. Moreover, the candidate must provide the Ad Hoc RTP Committee with ample descriptive evidence of their scholarly activity and impact, including, but not limited to, Google Scholar metrics (citations, h-index, i10-index), the most recent Journal Citation Reports (JCR) journal impact factor (JIF) scores for journals, the most recent SENSE rankings, evidence of highly regarded academic/university presses, and, when available, acceptance rates for journals/publishers.

In addition to funded research and scholarly publications, other scholarly activities including, but not limited to, serving on national grant review panels, presenting at refereed professional meetings, chairing professional society committees, and presenting papers before learned societies should be considered.

Faculty seeking tenure or promotion will have a minimum of three letters of reference solicited from scholars outside the University attesting to the candidate's scholarly reputation; *these letters are required for promotion to any rank*. These may or may not end up including an expert (or experts) identified by the candidate.

All faculty of the Department are expected to seek excellence in scholarly activity. Indicators on which the assessment of the quality of scholarly activity is based are summarized in Table 1.

All faculty members in the Department are expected to produce records of scholarship that reflect their disciplinary focus. Only work that has been published or formally accepted for publication can be considered for tenure and promotion. Formal acceptance is evidenced by the letter from the editor of the publication outlet stating the manuscript has been fully accepted and is scheduled for publication. For books, formal acceptance is evidenced by final page proofs and an anticipated date of publication. A book contract or conditional acceptance of a manuscript will not be considered as evidence of scholarly achievement in tenure and promotion reviews.

To achieve "excellent" in the category of scholarship at the time a faculty member stands for tenure and promotion, they should have an established research program and publications in sociological, criminological, or social science journals (or in related fields including justice studies, criminal justice, law, law & society, medical sociology, and social policy analysis)—one that demonstrates an impact upon their discipline as measured by the JCR "journal impact factor" (JIF) of the publication outlet and, when available, journal/publisher acceptance rates. To achieve excellence, a significant record of scholarly publications must be in JCR-ranked, peer-reviewed journals (evidenced by the policy and procedures of the journal) and/or university or academically oriented presses. These publications are viewed as the strongest evidence of excellence in scholarship. In general, "excellent" scholarship is evidenced by articles published in

"high-quality" peer-reviewed journals and chapters in books published by "high-quality" university or academically oriented presses. "High quality" generally refers to the tier (e.g., top, mid) of the publication outlet, defined below.

When the articles tend to appear in top-tier peer-reviewed sociological, criminological, or social science journals (i.e., journals in these areas with JCR journal impact factor (JIF) scores equal to or greater than "1") and chapters/books tend to appear in peer-reviewed top-tier university or academic presses the number of scholarship products may be closer to seven (*or three for Regional Campus members* with some potential variation taking into account regional campus weighting of scholarship, teaching, and service). When the articles tend to appear in mid-tier peer-reviewed sociological, criminological, or social science journals (i.e., journals in these areas with JIF scores equal to or greater than ".5" but less than "1") and chapters/books tend to appear in semi-top university or academic presses, then the number of scholarship products may be closer to 10 (*or five for Regional Campus members* with some potential variation taking into account regional campus weighting of scholarship, teaching, and service).

Sole authored books published by top tier university or academic presses will be treated as the equivalent of four top tier peer-reviewed journal articles. Multiple authored books published by top tier university/academic presses (where the candidate is the first author) or first-author books published by "semi-top" presses will be treated as the equivalent of three top tier peer-reviewed journal articles. *Publications in non-JCR-ranked outlets, non-peer-reviewed outlets, lower-tier journals (i.e., journals with JIF scores less than .5), edited volumes, as well as invited (non-peer-reviewed) chapters, are not, by themselves, sufficient as indicators of excellence*.

Faculty members standing for tenure and promotion are also expected to engage in *seeking* extramural grants (particularly at the Kent Campus) and to participate in academic conferences, as noted below. Successfully awarded peer-reviewed grants (e.g., NIJ, NIH, NSF) may be counted as top tier research products in the evaluation of scholarship.

Within this context, during annual reappointment reviews, each faculty member who will seek tenure or promotion is obligated to provide evidence supporting their scholarly record. This obligation will be met by providing specific information about the journal quality and impact, extramural grant activity, and description in the faculty member's supplementary materials of any other evidence of scholarship that the faculty member deems appropriate. For example, the candidate may wish to submit Google Scholar metrics (total number of citations, h-index, i10-index). In turn, the members of the Department's Ad Hoc RTP Committee and the Chair shall evaluate a candidate's record in light of the Department's expectations for a successful tenure decision.

As mentioned above, a candidate for promotion to Professor at both the Kent and Regional Campuses must meet the criteria for *exceptional* scholarship as evidenced by having a record of published articles and books in top-tier peer-reviewed journals and top academic/university presses (as defined above). Kent Campus faculty are also expected to demonstrate <u>successful</u> external grant activity.

Table 1. Tenure and Promotion: Research[1]

Scholarship	Indicators
Exceptional	Demonstrated record of publications in top tier peer-reviewed sociology, criminology, and social science and top-tier academic/university presses (as defined above). <u>Funded</u> extramural grants (Kent Campus only).
Excellent	Demonstrated record of publications in mid-tier or better peer-reviewed journals and semi-top or better academic/university presses (as defined above). Extramural grant submissions, and presentations at regional, national, or international meetings.
Good	Promising record of publications in lower-tier peer-reviewed journals and presses (impact factor less than .5) and presentations.
Poor	Limited record of publications (e.g., in non-peer-reviewed and/or in unranked journals) and presentations

2. Teaching

Criteria for the evaluation of teaching are listed in Table 2. Course revision is defined as making a substantial modification to a course such as the addition of distance learning options.

Every candidate for Tenure and Promotion to Associate Professor on both Kent and Regional Campuses is expected to demonstrate success in teaching. Successful teaching in the graduate programs normally is also a prerequisite when such instruction is relevant to the appointment.

The Department of Sociology and Criminology requires peer review of teaching for the purposes of tenure and/or promotion. Assistant professors or untenured tenure-track members must have, at least, one peer review done each year until promotion to associate rank.

Evidence of successful teaching may be presented in the following forms (those marked with an asterisk are mandatory):

a) Representative syllabi, examinations, handouts, and other teaching materials*
b) Peer reviews over the course of the probationary period*
c) Student evaluations (including the University Flash Survey summary sheets and student comments) *
d) Undergraduate mentorship outside of the classroom, including research mentorship (e.g., SURE program, undergraduate research experience) and supervising internships
e) Documentation of student success (e.g., prizes won, publications, career placements)
f) Curriculum development and revision
g) Awards and prizes
h) Evidence of integration of current scholarship or creative work in the field in classroom instruction
i) Teaching innovation
j) Evidence of engagement in high-impact practices in the classroom
k) Engagement in regional, national, or discipline-specific pedagogical development, including through scholarship or service activities

l) Invitation to offer teaching consultation and policy assistance
m) Invitation to teach at other institutions, including summer programs
n) Leading a teaching initiative to promote diversity and inclusion

Table 2. Tenure and Promotion: Teaching

Teaching	Indicators
Exceptional	Outstanding student and peer evaluation, recipient of teaching award(s), and/or successfully mentoring and chairing graduate student committees.
Excellent	Excellent student and peer evaluations, and successfully mentoring and chairing graduate student committees and/or undergraduate students in research.
Good	Good student and peer evaluations and working with students.
Poor	Poor student evaluations significantly below Department means.

3. **Service**

Being an active and useful citizen of the Department, Campus, College and University is expected and valued. Expectations in service for promotion to Professor are higher than for promotion to Associate Professor. There are two aspects to the service mission: service which is essential to the functioning of the Department and University, and service to the discipline of sociology and criminology. The latter is typically done outside the University (e.g., professional associations, the community, etc.). Service to the discipline includes such activities as the following: editor/reviewer of journal; manuscript/grant reviewer; major office/assignment in professional association. Other components of service are also considered (including public outreach, public sociology, and public and professional service) in reappointment, tenure and promotion decisions and may differ in their importance among faculty members depending on each faculty member's duties and responsibilities within the Department.

Table 3. Tenure and Promotion: Service

Service	Indicators
Exceptional	Holds leadership or administrative roles in the College, University, and/or Professional organizations.
Excellent	Participates in Department, College, and University and/ or Professional organizations as evidenced by productive service on committees, active participation in significant events, and effectively chairing committees or student organizations. This includes holding leadership positions within the Department, such as advising a student organization or chairing committee(s). Excellence in service also includes meaningful professional engagement and efforts towards public sociology.
Good	Regularly serves on Department level committees.
Poor	Does not regularly participate in service activities.

Section IX

CRITERIA, PERFORMANCE EXPECTATIONS, AND PROCEDURES RELATING TO FACULTY EXCELLENCE AWARDS

Faculty Excellence Awards are established pursuant to the applicable *CBA*. Procedures and timelines for determining Faculty Excellence Awards for any given year shall be conducted in accordance with guidelines issued by the Office of the Provost. The following criteria apply to Tenure-Track faculty on the Kent Campus only.

Merit here refers to faculty excellence or exemplary professional performance, focused on what is done beyond what is expected as a part of one's workload obligations. Merit awards are intended to reward faculty for these excellent or exemplary activities. This definition extends to all three categories of work we do – research, teaching, and service. As such, only those activities that are deemed "excellent" in consideration of each individual faculty's workload obligations will be considered for merit awards.

Merit evaluations are conducted by the departmental chairperson and the FAC (Kent Campus only), though any tenure-track faculty member who is not on the FAC can participate in the evaluation of merit submissions. The criteria to be used in the consideration of merit, including designating categories of merit, determining thresholds for evaluating activities, and assigning values for activities (e.g., point ranges) are to be prepared by a committee designated by the Chairperson and voted on by all eligible TT faculty. These criteria and their method of presentation will be published and made available to the faculty for their consideration prior to preparing any merit file. This document will also include the percentage allocation of the merit award pool to each of the three categories (scholarship, teaching, and service), each of which must be allocated at least 20% of the total pool. Any criteria developed must correspond to and be responsive to University and CBA recommendations.

Merit Reconsideration: During the initial determination of merit allocations, ten percent (10%) of the department merit pool will be held back as the merit reconsideration reserve. After the initial allocations have been determined and announced, and all requests for reconsideration received and settled, all remaining funds in the reserve shall be distributed to merit recipients in an amount proportional to the initial merit award.

Faculty Excellence Award Categories and Criteria

This criterion is designed to support transparency for the Faculty, the FAC, and the chairperson for what may be expected to be included in the calculation of merit awards. Whenever possible, Faculty should provide links to all products and activities submitted for merit, as well as descriptions of their contributions to these products and activities and measures of the impacts of these products and activities. FAC reserves the right to award zero points for a product or activity in cases where evidence is not provided. Only products that are pertinent to the designated merit period will be considered. Faculty should not include items that will be completed under subsequent merit periods (e.g., on-going projects; in-progress theses/dissertations; accepted but unpublished manuscripts) or that were completed under previous merit periods, as items may only be considered for merit once.

I. EVALUATION OF SCHOLARSHIP

A listing of scholarly production for each Faculty member for the merit period will be evaluated in terms of both quantity and quality. Generally, this scholarly production will include refereed journal articles, books and book chapters, grants and contracts, conference presentations, invited presentations, and research awards.

A. Publications

The following works or products will be considered under the category of publications and scholarly activity:

1. Refereed journal articles
2. Books, included authored monographs, scholarly texts, and edited volumes
3. Book chapters
4. Edited special issues
5. Refereed conference publications
6. Other items, including, but not limited to technical reports, encyclopedia entries, scholarly creative activity

Points for publications will be allocated considering authorship, with an emphasis placed on first and/or solo-authored publications. Criteria should also include outlet metrics, such as journal impact factors, publication visibility, number of citations, readership, and outlet acceptance rates. For books, assessment criteria may include the type of press (e.g., university press) and the reputation of the press in the field or subfield of the topic. Faculty are responsible for providing all relevant information within the method specified for the merit period.

For publications with multiple authors, Faculty should specify their individual contributions to the publication to support its qualification for a merit award. This may include Faculty contributions towards idea conceptualization, research design, data collection and analysis, supervision of work, and writing of the publication.

B. Grants and Contracts

Merit points are only allocated to funded *external* grants and/or contracts. Merit is determined by grant type, faculty role, and amount of funding contracted to Kent State University (either as a direct award or subaward). The FAC may consider in their determination of assigning points the type of activity funded by grant activity, such as funding graduate students, funding of post docs, or contributions to indirect/operating costs of the department or university.

Faculty should provide details on their role in the grant/contract (e.g., P.I., co-PI, investigator, etc.), granting agency, amount (overall amount and amount awarded to Kent State University, if different), duration, and contribution to the department (e.g., student funding, equipment/supplies, overhead, etc.).

A. Presentations

Presentations given by Faculty are a useful indicator of sustained intellectual involvement and the external visibility of the department within the discipline. The following may be considered under presentations:

- Papers, panels, and roundtables at academic conferences
- Conference plenary speakers
- Community or local presentations
- Presentations to organizations and agencies
- Keynote address speaker

Faculty should provide details on presentations, such as if presentations were invited or refereed and details on the audience or impact of the presentation.

B. Research Acknowledgements and Awards
Faculty who are awarded or acknowledged for their research contributions may be awarded merit. These may include, but are not limited to:

- International or National Association Research Award
- International or National Association Disciplinary Research Career Award
- International or National Association Disciplinary Research Award
- Regional Research Awards
- University or College Research Awards

C. Other Research Activity Not Considered Above

This category is for research activity that does not fall into the above categories. Faculty requesting merit in this category should describe the research activity in detail. Faculty should provide as much detail and documentation as possible regarding the activity, as well as an estimate of the number of points or range of points the faculty member is requesting. Final point determinations will be made during the merit allocation process.

II.   EVALUATION OF TEACHING

Meritorious teaching activity should consider teaching performance through official student surveys (i.e., Flash Surveys). Additional evidence of meritorious teaching should include any evidence of excellence in teaching, such as teaching awards or peer reviews, or efforts towards teaching development, such as pedagogical innovation or professional development activities.

A. Course Instruction, Evaluation, and Awards

Meritorious activity in teaching is to be identified through a consistent demonstration of high-quality instruction and a dedication to teaching enrichment or development. Evidence of this may include, but is not limited to:

- Official student evaluation surveys (Flash Surveys)
- Professional association or other external teaching awards

- University Distinguished Teaching Award or finalist
- College teaching award or finalist
- Teaching development grant from Kent State
- Involvement in workshops dedicated to teaching development
- Invitation to offer teaching consultation and policy assistance
- Invitation to teach at other institutions, including summer programs
- Leading a teaching initiative to promote diversity and inclusion

Meritorious activity in teaching may also include pedagogical innovation such as (but not limited to): innovative methods of teaching /mode of delivery, development of teaching materials adopted by other instructors, "flipping" courses, or new use of course technology (e.g., Virtual Reality). Faculty should provide evidence of the development and implementation of teaching innovations in the classroom. New preparations and course revisions, such as new textbooks or new assignments, are typically not considered meritorious activity.

B. **Mentoring of Graduate Students and Undergraduates**

Merit will be awarded to Faculty who demonstrate excellence in the mentoring and training of both undergraduate and graduate students. Points will be awarded to Faculty who supervise theses and dissertations, support the professional socialization of graduate students at meetings and conferences and support the research training of students.

The supervision of student activities (e.g., publications, presentations, theses, and dissertation) is only counted within the merit period when the activity is completed. Meritorious activity for the mentoring of undergraduate and graduate students should be linked to tangible products. This includes, but is not limited to:

- Thesis and Dissertation completion
    - Faculty should specify their role (chair, co-chair, committee member) and contributions to mentorship
- Thesis and dissertation grants and awards
- Publications with graduate students
- Conference or community presentations with graduate students
- Mentoring students on the job market
    - Faculty should specify their role in mentorship and placement of student(s) into academic or non-academic positions
- Mentoring of undergraduate research, including the McNair Scholar program or the Summer Undergraduate Research Experience (SURE)

Faculty should provide evidence of each of these activities, such as conference programs and award letters, as well as evidence of the competitiveness or prestige of activities (e.g., journal impact factors, agency of grant or award funding).

C. **Other Teaching Activity Not Considered Above**

This category is for teaching activities that do not fall into the above categories. Faculty requesting merit in this category should describe the teaching activity in detail. Faculty should provide as much

detail and documentation as possible regarding the activity, as well as an estimate of the number of points or range of points the faculty member is requesting. Final point determinations will be made during the merit allocation process.

III.   EVALUATION OF SERVICE/ENGAGEMENT

Service activities are interpreted as those for which Faculty do not receive monetary compensation, such as contractual pay from the university and/or credit towards their semester workload. Service may be considered for the department, college, university, discipline, or community. Criteria for assessing the service activity as meritorious include time commitment, caliber of service, prominence of actions, value to the department, and formal recognition and acknowledgement for service work. Faculty should include any and all information to support the awarding of meritorious service activities.

A. Service to the Department, College, and University

This includes membership on departmental committees, advising of student organizations, membership on university committees, leadership roles in university governance structures, and university-based service awards or recognitions of service contributions. Accomplishments beyond the normal expectations for administrative assignments can also be included.

Point allocations for service activities may take into account leadership roles, responsibilities, and actions taken. Faculty should document their role in the service activity, time involved (such as the frequency and length of meetings), work conducted (such as reports drafted or other work conducted outside of meetings), and the average hours invested per month or semester.

B. Service to Discipline

Service to the discipline, including consultancies, are considered for merit under this section. Generally, paid service activities and consultancies are inherently not considered service activities. However, if a paid service, activity, or consultancy culminates in a manuscript, grant, or any other tangible product, it may be listed under the appropriate section for consideration for merit awards. Faculty should provide any relevant documentation and description of these activities. Service activities may include, but are not limited to:

- Leadership positions in regional, national, or international professional associations
- Committee membership within regional, national, or international profession associations
- Appointments as journal editor or to a journal's board
- Unpaid consulting for outside organizations (please list organizations and contributions to each separately)

C. Public Sociology

Public sociology centers around the translation of original research and scholarship for non-academic audiences. Public sociology may include, but is not limited to:

- Creating films or documentaries

- Writing for non-academic audiences, such as op-eds or research blogs
- Media interviews
- Podcasts
- Unpaid consultations or advocacy/volunteer work related to a faculty's area of research
- Regional, national, or international recognitions or awards for service

Point allocations for public sociology may consider the impact of the activity (e.g., readership, viewership, attendance to events) and prestige of the activity (e.g., association awards for service). Faculty should document the time involved, their role, any rankings or ratings of products, or other measures of stature/prominence where appropriate.

Public sociology also can involve community-engaged scholarship in which the faculty member engages in a reciprocal partnership with the community that integrates teaching, research, and service in a relationship that produces meaningful community-engaged scholarship. This form of public sociology prioritizes deliberative practices, such as forums and town meetings, to enhance scholarship and address public problems. Public sociology may often include members of the public as participants in the development of academic knowledge and can involve extended community partnerships and the development of public information networks and databases. Faculty should document the time involved and their role in this work, as well as its significance to the community.

D. **Other Service Not Considered Above**

This category is for service activities that do not fall into the above categories. Faculty requesting merit in this category should describe the service activity in detail. Faculty should provide as much detail and documentation as possible regarding the activity, as well as an estimate of the number of points or range of points the faculty member is requesting. Final point determinations will be made during the merit allocation process