

ASSOC. PROVOST
FACULTY AFFAIRS

JUL 13 1998

*College of Fine
and Professional Arts
Handbook*

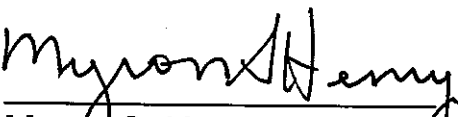
Kent
STATE UNIVERSITY

JUL 13 1998

College of Fine and Professional Arts Handbook

The handbook shall be ratified by a two-thirds vote of the College Advisory Committee (CAC). It is subject to approval by the Dean of the College and the Provost. The handbook may be revised or amended at any time by a two-thirds vote of the CAC, approval of the Dean and the Provost.

Approved  June 16, 1998
Scott A. Sullivan, Dean Date

Approved  6-24-1998
Myron S. Henry, Provost Date

**College of Fine and Professional Arts
Handbook**

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College of Fine and Professional Arts Handbook

Preamble.

The College is governed by the University Policy Register, the Collective Bargaining Agreement, and other approved University policies and guidelines. The reader is referred to those documents as the primary source of governance policies. Similarly, individual School Handbooks should be consulted for the procedures and governance issues more properly in their purview.

I. Mission of the College

The College of Fine and Professional Arts is composed of eleven Schools whose academic programs include the fine arts, design, individual and mass communication, information and library sciences, and health sciences and human services. Within these disciplines, students are served by course offerings and other instructional and scholarly opportunities that provide broad educational perspectives and intensive training in professional areas.

The mission of the College of Fine and Professional Arts is to educate students to meet their individual goals as well as the aesthetic, communicative, informational, and health and human service needs of society.

Education at the associate, undergraduate, and graduate levels promotes the development and application of theoretical foundations and creative experiences through interaction with a dedicated faculty of scholars, artists, and other professionals.

II. Goals of the College

To provide the highest quality education for students through faculty excellence in teaching, informed by significant research/creative/professional activity;

To provide opportunities in professional practice for faculty and students serving the region through a variety of outreach programs;

To prepare students for entry into a profession, or for specialized graduate education;

To provide continuing education for practitioners and the public;

To foster in students a conceptual framework that is congruent with the student's own philosophy as well as with the ideals of the profession;

To advance knowledge and to enhance the quality of life through faculty research/creative/professional activity.

III. Structure and Organization

Organization of the College

The College consists of eleven Schools: the School of Architecture and Environmental Design; the School of Art; the School of Communication Studies; the School of Exercise, Leisure and Sport; the School of Family and Consumer Studies; the School of Fashion Design and Merchandising; the School of Journalism and Mass Communication; the School of Library and Information Science; the School of Music; the School of Speech Pathology and Audiology; the School of Theatre and Dance. In addition the College administers the Kent/Blossom Festivals, and the Kent State University Museum.

Faculty of the College

For the purposes of voting, the faculty shall consist of those individuals holding full-time tenured or tenure-track appointments in the College. Administrators with faculty rank are excluded.

Administration

The College is administered by the Dean with the support of the Associate and Assistant Deans. The Dean acts in consultation with the College Advisory Committee as specified by University Policy and the Collective Bargaining Agreement.
[organizational chart, attached]

Administrative Positions

Dean

The Dean reports to the Provost and is responsible for the overall administration of the College and its subordinate units. This includes the College's compliance with all University policies and procedures. General administrative duties include personnel actions, budgets, curriculum and related student matters, development, and representation of the College to the University Administration and other internal and external constituents. The Dean also has oversight for the Kent/Blossom Festivals and the KSU Museum.

Associate and Assistant Deans

Associate and Assistant Deans report to the Dean. The responsibilities of these individuals are assigned on the basis of the abilities and interests of the persons serving in those roles as well as the particular needs of the College. These needs change as the College evolves. In general the Associate and Assistant Deans administer undergraduate and graduate students affairs and curricular actions. These persons oversee personnel procedures, budget transactions, summer school, research and development activities, and various outreach responsibilities. Associate and Assistant Deans represent the College on University committees including the Graduate Studies Administrative Advisory Committee, Research Administrative Advisory Committee, Graduate Council, and the Associate and Assistant Deans Committee. These appointees chair College committees including the College Curriculum Committee, Graduate Coordinators Committee, and other ad hoc committees.

Assistants to the Dean

The Assistants to the Dean provide support to the Dean and to the Associate and Assistant Deans. The responsibilities of these offices are assigned on the basis of the abilities and interests of the persons serving in those roles as well as the particular needs of the College. These needs change as the College evolves. In general, the Assistants to the Dean coordinate activities related to the Office of Academic Services. These persons provide advising services to undergraduate students in the College, serve as a resource for faculty advisors, oversee undergraduate activities such as the PASS program and the Freshman Orientation course, and serve as liaisons to other University offices on issues regarding undergraduate and graduate students. An Assistant to the Dean provides support to Schools in the preparation of curriculum materials. Assistants to the Dean also represent the College on University committees responsible for undergraduate advising issues.

Constituent Development Director

The College Constituent Development Director reports to the Dean of the College and the Vice President for Marketing and University Development. The Director coordinates all development activity in the College.

Appointment and Review Process

The Dean is appointed by the Provost in consultation with the faculty and according to approved University guidelines. The Dean is

reviewed annually by the Provost and according to the periodic review of Academic Administrative Officers contained in the University Policy Register.

Administrative staff of the College, the Associate Dean, Assistant Deans, and Assistants to the Dean, are appointed by the Dean in consultation with the College Advisory Committee and are subject to approval by the Provost. Performance reviews are conducted annually by the Dean and submitted to the Provost.

The Constituent Development Director is appointed by the Vice President for Marketing and Development in consultation with the Dean. Performance reviews are conducted annually by the Vice President in consultation with the Dean.

IV. Committees

College Advisory Committee (CAC)

Duties: The CAC is the recommendatory body to the Dean. Its purview includes but is not limited to the topics found in the Collective Bargaining Agreement. Other issues as deemed appropriate by members of the CAC or College faculty may be presented for discussion at any time.

Membership: The CAC is constituted according to the policy contained in the Collective Bargaining Agreement, Article VI, Sec. 3. Each School is represented by one CAC member. Schools in the College may occasionally find it necessary to appoint alternate representatives when a duly elected member is unable to attend for reasons such as leaves or illness. CAC members should normally be tenured faculty in the College.

Terms: Representatives are preferably elected for two-year terms with half of the membership elected each year.

Meetings: Meetings are normally held at least once each month during the fall and spring semesters and as needed during the summer. An agenda is prepared and provided to the membership in advance. Minutes of the meetings are kept and submitted for approval to the CAC. Approved minutes are subsequently distributed to the CAC and School Directors for circulation as appropriate.

College Curriculum Committee (CCC)

Duties: The CCC is an advisory and recommendatory faculty body to the Dean. The CCC advises the Dean on all matters of curriculum and course offerings in which the School Curriculum Committees are involved.

Membership: The CCC is constituted according to the policy contained in the Collective Bargaining Agreement. The faculty representative from each School should have a knowledge of curricular issues and instruction. Schools in the College may occasionally find it necessary to appoint alternate representatives when a duly elected member is unable to attend for reasons such as leaves or illness. The Dean or his/her designate shall act as an ex officio non-voting member of the College Curriculum Committee.

Terms: Representatives are elected for one-year terms that are effective at the beginning of each fall semester.

Meetings: Meetings are normally held once each month during the fall and spring semesters and as needed during the summer. An agenda is prepared and provided to the membership in advance. Minutes of the meetings are kept and submitted for approval to the CCC. Approved minutes are subsequently distributed to the CCC and School Directors for circulation as appropriate.

Graduate Coordinators Council (GCC)

Duties: The GCC is the advisory and recommendatory faculty body to the Dean on those policy matters relating to the conduct of graduate programs within the purview of the College. Issues relating to general University graduate or academic policy may also need to be considered by the appropriate University bodies (e.g., College Curriculum Committee, College Advisory Committee, Educational Policy Council, Graduate Studies Administrative Advisory Committee, University Graduate Council, and Faculty Senate).

Membership: The GCC is constituted by each School's duly elected or appointed Coordinator of Graduate Studies. Each School is represented by one GCC member. Schools in the College may occasionally find it necessary to appoint alternate representatives when a duly elected or appointed member is unable to attend for

reasons such as leaves or illness. The GCC is normally chaired by the Associate Dean whose responsibility includes Graduate Affairs.

Terms: Representatives are appointed or elected for their term of appointment as Coordinators of Graduate Studies within their respective Schools.

Meetings: Meetings are normally held once each month during the fall and spring semesters and as needed during the summer. An agenda is prepared and provided to the membership in advance. Minutes of the meetings are maintained and submitted for approval to the GCC. Approved minutes are circulated to members of the GCC and School Directors for dissemination as deemed appropriate. The content of meetings should be shared with graduate faculty members within each School.

Ad Hoc Committees

The Dean shall appoint and charge ad hoc committees as needed. Those committees, whose deliberations have the potential to effect the College as a whole, shall be constituted in consultation with the College Advisory Committee.

V. College Faculty Meetings

Meetings of the faculty of the College may be called (a) as needed by the Dean, (b) upon written request by a majority of the College Advisory Committee, or (c) by petition of one-third of the voting faculty of the College. The Dean, or his/her designated representative, will chair such meetings.

VI. Grievance and Appeals Procedures

Grievances concerning terms and conditions of faculty employment are governed by the Collective Bargaining Agreement. Disputes involving academic judgments affecting a faculty member's employment status in the areas of granting or denial of tenure, promotion, academic freedom, professional ethics, or sanctions for cause may be appealed through the appropriate articles in the CBA. See also the University policies on promotion, tenure, ethics, etc.

For non-teaching, classified and unclassified personnel, the grievance procedure is contained in the University Policy Register.

For appeals relating to students, please consult the University Policy Register section entitled Student Academic Complaints. This is also found in the University Telephone Directory.

VII. Approval and Revision of the Handbook

The Handbook shall be ratified by a two-thirds vote of the CAC. It is subject to approval by the Dean and the Provost. The Handbook may be revised or amended at any time by a two-thirds vote of the CAC, approval of the Dean and the Provost.

Kent State University College of Fine and Professional Arts

