GEAUGA CAMPUS FACULTY HANDBOOK

February, 2021

1. # Matters of Regional Campus Governance and Related Procedures
   1. ## Campus Administration
      1. ### Responsibilities of the Dean/Chief Officer

Minimum qualifications of the dean:

- terminal degree in a relevant field;
- senior Faculty rank at a university;
- eight to nine years of progressively responsible experience in program development, marketing, budget, and personnel.

The selection, review, and reappointment of the Dean are the responsibilities of the Vice President of Systems integration, who consults with FC on such matters.

The Dean is responsible for implementing the policies and procedures stated in this Handbook through regular consultation with the Campus FC. The Dean's duties and responsibilities shall include but are not limited to the following:

- Serving as chief academic and administrative officer and is accountable to the provost.
- Assuming responsibility for and ensuring Campus compliance with University, Administrative and Operational Policies, rules, regulations, and any applicable CBA and the Campus Faculty Handbook.
- Providing leadership in the development, implementation, and review of academic and administrative policies and procedures in all major areas of operation (i.e., student, instructional, administrative, business, financial services, and auxiliary services).
- Keeping the Campus informed of the policies of the Campus and University administrations.

- Recruiting new TT Faculty through appropriate Campus Search Committees.
- Recommending to the Provost the appointment, reappointment, non-reappointment, tenure, promotion, sanction and/or dismissal of faculty at the Campus.
- Recommending Professional Improvement Leaves and other academic leaves and/or non-academic leaves, including but not limited to leaves of absence without pay, sick leave, temporary disability leaves, court leaves and/or military leaves of absence.
- Administering all academic and non-academic programs.
- Serving as the principal administrator for all physical plant operations and maintenance.
- Leading and directing all campus outreach activities, including serving as the principle representative of the Campus and the University in relations with local external agencies (e.g., advisory boards, alumni, legislators, media, community
- leaders, business, and professional organizations).
- Identifying community programmatic needs, obtaining financial support, and maintaining a base of public community support.
- Serving as primary advocate and spokesperson for the Campus;
- Providing leadership in establishing Campus objectives and goals.
- Providing updated organizational charts to Faculty.
- Promoting good communication, professionalism, and morale within the Campus.
- Developing and managing all resources essential to the achievement of Campus objective and goals.
- Overseeing the financial management of the Campus.
- Developing and implementing capital expenditure programs.
- Developing, managing, and reviewing budgets.
- Representing the Campus on appropriate University bodies, committees, councils, etc.
- Teaching courses as desired.

- Performing related duties as assigned

2. Responsibilities of the Assistant/Associate Dean

The Campus Assistant/Associate Dean is an administrative officer of the Campus and reports directly to and is accountable to the Dean.

Minimum qualifications of the Assistant/Associate Dean:

- Master's degree in a relevant field, Doctoral degree preferred;
- senior Faculty member rank;
- four to five years of experience teaching at the higher education level;
- knowledge of academic programs;
- skill with personal computer applications;
- experience with budgeting;
- experience and knowledge about strategic planning;
- skill in written and interpersonal communication;
- ability to provide leadership and direction.

The selection, review, and reappointment of the Assistant/Associate Dean are the responsibilities of the Vice President of Systems Integration, who consults with Dean and FC on such matters. The Assistant/Associate Dean is responsible for the following:

- Ensuring oversight of academic programs.
- Ensuring quality of instruction.
- Ensuring compliance with accrediting agencies and collaborating with academic department as it relates to accreditation reviews.
- Recruiting faculty, staffing faculty instructional assignments, and managing the master class schedule.

- Overseeing grants, marketing, diversity initiatives, student life, and assisting the Dean in developing an academic strategic plan to align with the University's strategic goals.
- Overseeing Enrollment Management and Student Services, the library, and primary administration of the Twinsburg Academic Center.
- Recruiting adjunct faculty in consultation with Campus Coordinators and/or senior Faculty in the discipline at the Campus and at the Department.
- Developing the course schedule and assigning faculty to teach courses in consultation with faculty.
- Developing and implementing new academic programs.
- Supervising grants and assisting the Dean in areas of budgeting.
- Researching local community needs for academic programs.
- Assisting the Dean in personnel management and campus operations.
- Providing faculty support as in orientation, evaluation, and professional development.
- Promoting good communication, professionalism, and morale within the Campus.
- Serving as Chief Administrative Officer of the Campus in the absence of the Dean.
- Teaching courses as assigned.
- Performing other duties and tasks as assigned or delegated by the Dean.

3. Responsibilities of Faculty to Campus FC, Department, School, and University

Each faculty member is expected to contribute to the Campus, FC, Department, School, College, and University according to the terms and conditions of his or her letter of appointment. Some faculty members make their primary contribution in teaching (FTNTT)

while others are responsible for teaching, research, and service (TT). High quality teaching and scholarly activity are expected of TT Faculty. Service to the Campus, Department, School, College, and University is also expected of TT Faculty.

Faculty members are expected to provide students with a syllabus (see Appendix B). A Student Survey of Instruction (SSI) is required in each course in each semester and will be conducted under the auspices of the Assistant/Associate Dean pursuant to applicable University policies and procedures.

Scholarly activity is expected of all TT Faculty; although, the extent and/or type of activity varies with the terms of each Faculty member's assignment. Service to the University is a responsibility of each TT Faculty member.

▪ Regular attendance at FC meetings of all full-time faculty members of FC is expected. An excused absence is granted to those members who advise the FC Chair in advance of an impending absence together with the reason(s). The FC member will be listed in the minutes as an excused absence.

▪ Any voting faculty member who is absent without having advised the FC Chair in advance will be listed as "absent."

▪ Nevertheless, if a faculty member is absent because of his/her official duty (such as class conflict, committee meetings), then it is a valid excused absence.

4. Responsibilities of the Faculty Council (FC) Chair

Nominations for FC Chair are submitted at the next to last meeting of the academic year. The FC Chair is elected by separate ballots at the last FC meeting of the academic year by a simple majority. FC members vote with the current chair voting only to break a tie. Nominations are made from the floor, requiring a second. Nominees must be senior (associate professor or full professor)

tenured Faculty. Votes will be counted by the FC Chair and faculty secretary if one is present. Duties of the chair include the following:

- Additional sessions at the discretion of the FC Chair. Administrators such as the Dean or Assistant/Associate Dean may request additional meetings subject to the same guidelines.
- FC meetings shall be conducted in accordance with Robert's Rules of order. If the FC Chair deems it appropriate, he/she may appoint a parliamentarian to rule on specific issues, following Robert's Rules of Order.
- In accordance with Robert's Rules of Order, the FC Chair shall vote only in the case of a tie.
- The FC Chair shall have the privilege to convene subcommittee meetings of FC. Examples of such meetings are "one subject" meetings, such as to work on the Handbook; or, more formal meetings, such as to discuss Reappointment, Tenure, and Promotion (RTP). Meeting announcements will be sent to all FC members at least 24 hours prior to convening the meetings. Meetings should be scheduled so that a simple majority of members can attend.
- The FC Chair shall automatically become the Chair of the RTP committee each academic year (AY). The chair of the RTP is required to follow all procedures in accordance with the TT CBA and the guidelines of the Provost's Office.
- The term of the FC Chair shall normally be from June 1st through May 31st of the calendar year. The FC Chair for the subsequent AY will be elected in late April or early May of the ending AY.
- FC will allow teleconference calls and video teleconference for meetings and those members will be counted in the quorum.
- Only one proxy vote per member will be counted.
- Determine meeting dates and times at the beginning of each semester in consultation with FC, and presiding at FC meetings. In

the event that the chair cannot attend a scheduled FC meeting, the chair will ask a tenured Faculty member to fill in. Represent Geauga Campus (or secure a designee) at monthly Regional Campus Faculty Advisory Committee meetings (RCFAC).

- Additional meetings of FC members are called by the FC Chair as needed or upon a request by at least one-half of the member of FC.
- Establish the meeting agenda, in consultation with FC, and distribute it one day prior to each FC meeting. New items should be submitted to the FC Chair no later than two days prior to the meeting. Unfinished agenda items will go to the top of the agenda list in order not addressed. To take up business out of order requires a 2/3 vote of the FC (per Robert's Rules of Order motion to suspend the rules).
- Represent faculty at University and community events as necessary.
- Other duties as requested by faculty.
- The FC Chair may be removed by a vote of FC at an FC meeting. Should FC members decide that the chair should be removed from office, they will meet (at the chair's absence) to produce a written statement describing issues to be addressed. The statement will be provided to the Chair one week before the next FC meeting, at which time the Chair will have the chance to respond (verbally or in writing). Then FC members will meet in the absence of the chair. A 3/4 vote of FC members is sufficient to remove the Chair.
- Should the FC Chair no longer be able to serve (or is removed), the new FC Chair will remain in that position for the remainder of the academic year.

5. Responsibilities of the Coordinator or Lead Faculty in the Discipline

The coordinator, appointed by the department chair, works with the assistant/associate dean. It is the responsibility of the coordinator to ensure that courses are taught in a manner consistent with the

expectations of the home department. Duties of the coordinator include the following:

- Input into staffing courses, especially the lower division courses.
- After consulting with other TT Faculty, in a timely manner consulting with the schedule committee about course scheduling.
- Ensuring that syllabi meet specified guidelines (see Appendix B).
- Meeting regularly with faculty to ensure that course goals and objectives are uniform and are met.
- Semester peer review of junior and adjunct faculty within the unit.
- Mentoring of junior and adjunct faculty within unit.
- Have at least one meeting a semester with unit faculty for midterm assessment.
- Updating program information to advising staff (for example course changes within program.
- Updating faculty within unit of changes in program
- Assisting junior TT Faculty with reappointment files, and mentoring for tenure/promotion.
- Meeting with the library director to discuss collection and development of library sources for their unit.
- It is recommended that the faculty in the discipline meet as a group once a semester for professional development activities that improve skills in leadership of unit (e.g. review of new policies, new technologies etc.).
- Recruiting new adjunct faculty and assisting with staffing classes.
- Completing a two-year program rotation for the schedule committee and advising staff.
- Work with GPS Academic Advisor to provide information to students about program updates in the areas of scholarships, internships, and other special programs for students within the discipline.

- Serve as the academic department liaison for the campus; as coordinator, this individual should attend department meetings.

6. ## Faculty Participation in University, Departmental, and School Governance

    Geauga Campus full-time faculty, both tenure-track and non-tenure track (hereafter designated as TT and FTNTT), hold their appointments specifically in the Regional Campus System. Tenure is held in the Regional Campus System, and rank is held in respective home Department. They are also members of their own departments and colleges. Consequently, faculty, TT and FTNTT, are represented on Kent Campus, Departmental, and University committees (see the current **TT** and **FTNTT** *CBA*).

7. ## Faculty Participation in Campus Governance

    Geauga Campus full-time faculty participate in academic and related governance through standing and ad hoc committees at the Campus level. Accordingly, the Campus maintains a Faculty Council (FC) comprised of all tenured, TT, and four elected FTNTT representatives to assist in meaningful advisory and recommendatory participation in decision-making at the local level. It is expected that faculty will participate actively in FC and in other standing or ad hoc committees relating to the operation and governance of their campus. These include participation in FC, faculty and academic affairs, and any administrative review of the Campus Dean and Assistant/Associate Dean.

2. # Faculty Affairs

    1. ## Faculty Professional Development

        The TT and FTNTT Geauga and RAC faculty recognize the need for faculty to continue learning and have opportunities for scholarship that encourage professional development and thereby contribute to the discipline in a meaningful way. The **TT CBA** stipulates the University's ability to enhance support for Faculty professional

development as part of the customary budget planning process. The **FTNTT CBA** states faculty are able to take part in professional development at various scholarly events and addresses Professional Development Leaves of Absence.

The campus budget reflects funds allocated by the dean for individual professional development, e.g., conference travel, fees, and workshops. In addition, separate funds will be allocated to the budget for grants from the Geauga Research Council (GRC) and Geauga Teaching Council (GTC).

2. Faculty Orientation

Although the faculty's home department is responsible for orienting new faculty, the primary orientation of new faculty occurs at the Campus, which provides necessary hiring documents and professional expectations consistent with the unique perception of the Campus mission.

3. Assignment of Resource Persons/Mentor

At the beginning of the semester of hire, the Assistant/Associate Dean assigns a full-time faculty mentor to all new TT, FTNTT, and adjunct faculty. TT and FTNTT faculty have a mentor (with Faculty rank) for a period of three years; adjunct faculty have continuous mentoring. Mentors will be responsible for introducing the newly hired individual to the Campus.

4. Campus Committees and Assignments

All Campus committees are advisory to the Dean. The membership, structure, and function of some the Campus committees are governed by the University, Administrative and Operational Policies and the applicable CBA. In consultation with FC, the Dean establishes ad hoc committees. When recommending appointments to various Campus committees, FC will be mindful of diversity of disciplines in the Campus and will consider the expertise and

interests necessary for the effective functioning of specific committees.

Geauga FC, or designated FC subcommittees of which TT Faculty shall constitute a majority, shall act as the advisory and recommendatory committee(s) to the Campus Dean on all academic matters which are referenced with respect to the Campus FC. It is the responsibility of every faculty member in every Campus committee (except Student Complaint Committee) to report and share all the information of their committees with FC.

As part of their professional responsibilities, all tenured and TT Faculty are expected to serve on committees as part of their service to the Campus. FTNTT and adjunct faculty are invited to serve if they choose. Assignments of faculty to Campus committees will be made by FC. The FC Chair asks for nominations for committee membership, and if more faculty members wish to serve than is allotted, an election will be held.

2. Teaching Assignments and Workload Including Workload Equivalencies and Related Procedures

1. Teaching Assignments

The Geauga Campus Assistant Dean in consultation with faculty and program coordinators, is responsible for assigning faculty to courses and determining faculty workload each term. Workloads are communicated to faculty in accordance with guidelines and deadlines established by the faculty CBAs. These workload assignments are made upon consideration of enrollment projections, faculty eligibility to teach and other Campus needs. Summer workload assignments are based upon seniority defined first by academic rank and then by the number of years in rank.

1. Course Scheduling

The Assistant/Associate Dean will request input from the faculty and coordinators (or lead faculty) in the discipline in a timely manner about proposed scheduling decisions. The two-year

schedule will be reviewed and updated annually by the full-time faculty and program coordinators, who will work with the schedule prepared by the Assistant/Associate Dean.

2. Workload Equivalency

FC shall advise the dean on issues related to teaching assignments, class schedules, and the appropriate application of workload equivalents **(TT CBA)**. The following duties are essential to the Campus and when assigned by the Dean and performed by a faculty member (TT or FTNTT) shall receive the following workload equivalencies:

Course Development	Load Hours
Create new course not in catalog*	Up to 3.0 hr load/semester
Create a new special topics course*	1.0 hr load/semester
Reformat existing course for Distance Learning delivery*	1.0 hr load/semester
Individual investigation 0.1 hr load/per student	0.1 hr load/per student (summer semester only)
Cooperative Work Experience/Industrial Practice	.25 hr per semester (max 12 students)
Administrative Service	
Faculty Council Chair	6 .0 hr load/academic year
Dept. Appointed Program Coordinator	3.0 hr load/academic year

*These course developments must go through timely administrative approval and must run in the semester for which it is developed.

3. Distance Learning

To guarantee workload compensation, development, and significant revision for distance learning courses, and workload equivalency language are identical to traditional courses.

3. Weighting of Reappointment, Tenure & Promotion Criteria, and the Criteria & Processes Relating to Other Faculty Personnel Actions

1. Faculty Appointments

Normally, an earned doctoral or terminal degree in the discipline is required for all Faculty appointments to a tenure-track position on the Campus. For non-tenure-track appointments, an earned doctoral degree or equivalent in a related field is preferred.

The Campus supports the goals of equal opportunity and affirmative action in recruiting and in making appointments to the faculty. Search committees are appointed by the Dean after consultation with FC, and faculty members in the specific area or discipline, along with administrators as appointed by the Dean, conduct the search for candidates. Search committees for the Dean and Assistant/Associate Dean may include a student member selected by the Committee Chair. However, as per the **TT CBA** guidelines, a majority of tenure-track Faculty members shall constitute any designated FC subcommittee on all academic matters; and so any full-time faculty search committee shall have a majority TT Faculty members.

Following the search, the search committee recommends to the Dean that two or three candidates be invited to campus for an interview. Each candidate who is invited to campus for an interview will present a seminar before the campus. The search committee provides a list of the candidate's strengths and weaknesses to the Dean. Committee recommendations are advisory to the Dean who makes a recommendation to the Vice President of Systems Integration, and if his/ her recommendation is different from the committee's recommendation, he/she should provide reasons. Should the Dean find it necessary to hire full-time faculty (TT and/or FTNTT), he or she shall notify the FC Chair. The FC Chair will inform the faculty and invite their participation.

1. Tenure-Track and Tenured Faculty Appointments

The goal of this Campus is to provide excellence in teaching, research, and service to the University and its community. For the sake of consistency, standards, quality research and teaching,

Faculty expect that the majority of full-time Faculty be TT and reduce the ratio of FTNTT faculty, part-time, and adjunct faculty.

2. Full-Time Non-Tenure Track Faculty Appointments

Full Time Non-Tenure Track (FTNTT) appointments are made on a three-year term of annually renewable contracts. FTNTT faculty members are not entitled to any rights with regard to tenure.

2. Reappointment, Tenure, and Promotion of Tenure-Track Faculty

1. Reappointment

Each academic year, reappointment guidelines for Kent and Regional Campus Faculty are distributed by the Office of the Provost. Probationary tenure-track Gaculty members are reviewed by the Department's Ad Hoc RTP Committee and Campus RTP Committee. Reappointment is contingent upon demonstration of adequate progress toward the requirements for tenure. Moreover, the Faculty member must have established and articulated short- and long-term plans for achieving these goals. Evaluations for reappointment at all levels of review should follow Kent State Geauga's weighting criteria. In alignment with the mission of the regional campuses, the Campus prioritizes teaching first, then scholarship, followed by service.

- Committees discuss the probationary Faculty member and vote on the Faculty member's reappointment.
- The FC Chair at the candidate's campus will convene the Ad Hoc RTP Committee during the review period to discuss and vote on reappointment files, and the FC Chair will write a summary for each candidate to the Campus Dean.
- The Campus Dean forwards his/her recommendation and the campus RTP committee's recommendation to the Provost.

2. Criteria for Tenure

The Ad Hoc RTP Committees of the Department or School or Colleges and Campus shall consider the following areas of Faculty performance when making recommendations on tenure and promotion. Evaluations for tenure at all levels of review should

follow Kent State Geauga's weighting criteria. In alignment with the mission of the regional campuses, the Campus prioritizes teaching first, then scholarship, followed by service. The tables and text below are designed to facilitate assessment of performance of those candidates who are being evaluated for tenure and promotion Tables 1 (A and B), 2, and 3 provide guidelines for the assessment of a Faculty member's performance and a rating scale for the evaluation of candidates.

- ## Table 1A. Geauga Campus Faculty: Evaluation Components for Assessment of Promotion and Tenure

Scholarship	Definition	Accomplishments Corresponding to the Assessment Score
Excellent	Nationally/Internationally recognized research program	Demonstrated record of publications[1] **and** grants[2] (if applicable to the discipline), invitations to give presentations, research-related service to federal/state organizations, awards, and recognition from societies[3] in the discipline.
Very Good	Emerging nationally recognized research program	Demonstrated record of publications **and** "seed" grants (if applicable to the discipline), presentations at well-recognized meetings with rigorous criteria for paper review.
Good	Active research program	Some peer-reviewed publications **or** "seed" grants, (if applicable to the discipline) some presentations at meetings/seminars
Weak	Limited research program	Occasional publications or meeting presentations
Poor	No research program	No publications, presentations, or grants

Note: definitions in footnotes below refer to the meaning of "publications," "grants," and "recognition" throughout Table 1 A.

[1]Publications include papers in peer-reviewed journals of recognized quality, books, and book chapters. Evaluation of publication record will include an assessment of quality and impact on the field as well as quantity. Papers of exceptional length, impact, and quality are given particular consideration.

[2]"Grants" refers to extramural funding wherein the role of the Faculty member in securing the funding is clearly demonstrated and which are of sufficient magnitude to fully support research at a level and duration appropriate for the discipline, including funds for supplies, materials, and personnel (graduate students, research technicians, and/or post-doctoral associates). For NIH grants, this includes R01s, AREA grants, and others of sufficient magnitude as described herein. "Seed Grants" are extramural grants that are not of sufficient magnitude to fully support doctoral students or are intramural grants. "Seed Grants" should be designed to lead to successful applications for "Grants." Grantsmanship should be commensurate with the field of research with the recognition that the dollar amount of awards varies among fields.

[3]Recognitions from scientific societies include, for example, election to office, editorial board membership, editorship, etc. Service to federal/state institutions includes service on federal proposal panels, site visits, and other research related activities.

- ## Table 1B: Journal Ranking for Guidance in RTP Decisions

Refer to the list of journals as approved by the concerned department of a Faculty member.

Journal	Ranking
A Journals	Highest-ranking journals in discipline as measured by impact or recognized as top tier journals in the discipline.
B Journals	Middle-tier journals as measured by impact or recognized as second tier journals in the discipline.
C Journals	Lower-tier journals.

- ## Teaching

  Criteria for the evaluation of the teaching are listed in Table 2. Course revision is defined as making a substantial modification to a course such as developing several new laboratories, addition of distance learning options, formally proposing to change course content/format, etc.

  Other information such as written comments from students, colleagues within and beyond the Campus, Department, School, College or University administrators shall be considered when available. Peer reviews and summaries of Student Surveys of Instruction (including all student comments) must be submitted as part of the candidate's file for reappointment, tenure, and promotion. Copies of representative syllabi, examinations, and other relevant teaching material should also be available for review. Documentation related to graduate student, undergraduate student, and post-doctoral student training should be included in materials provided by the candidate for reappointment, tenure and promotion. Evaluation of teaching will account for differences in missions and expectations across campuses.

  1. ## Table 2. Evaluation Components for Assessment of Teaching for Promotion and Tenure

Scholarship	Definition	Accomplishments Corresponding to the Assessment Score
Excellent	Innovative teacher; provides leadership in instructional Development	Develop/revise courses, develop research projects for students (undergraduate and/or graduate), excellent student and peer perceptions, instructional creativity, actively participate in curricular revisions
Very Good	Innovative teacher	Develop/revise courses, good student and peer perceptions
Good	Meets obligations well	good student and peer perceptions
Fair	substandard teacher	Below average student and peer perceptions
Poor	substandard, ineffective teacher	Below average student and peer perceptions, pattern of complaints

- ## University Citizenship

  A Faculty member's contributions as a University citizen include service to the Department, the Campus, School, College, and the University as outlined in Table 3. The merits of University service should be evaluated as to (1) whether the candidate chaired the committee listed, and (2) the importance of the service to the mission of the unit served. Less tangible components of citizenship include active participation in Campus events such as faculty and student recruitment, seminars, campus meetings and seminars, etc. Being an active and useful citizen of the Department, Campus, College, School and University is expected and valued; however, service of any magnitude cannot be considered more important than a candidate's research and other scholarly activity and instructional responsibilities. Expectations in service for promotion to Professor are higher than for promotion to Associate Professor.

  1. ## Table 3. Assessment of University Citizenship for Promotion and Tenure

Citizenship Assessment	Examples of Accomplishments Corresponding to the Assessment Score
Exceeds obligations	Significant role in Department, Campus College and/or University as evidenced by productive service on committees, active participation in significant events, effectively chairing committees, specific administrative assignments, meaningful public outreach
Meets obligations	Meets the minimal Department/Campus obligations
Does not meet obligations	Does not meet Department/Campus obligations in a timely manner or does not actively participate in significant departmental/campus events

Other components of service are also considered (including public outreach and public and professional service) in reappointment, tenure, and promotion decisions, and differs in their importance among Faculty members depending on each Faculty member's duties and responsibilities within the Campus.

3. Renewal of Full Time Non-Tenure Track Faculty

1. Renewal of Appointment

Appointments for FTNTT faculty are governed by the **FTNTT CBA** and are made annually. Renewal of appointment is contingent upon programmatic need, satisfactory performance of previously assigned responsibilities, and budgeted resources to support the position.

2. First and Second Year Review

Although it is not required for FTNTT faculty in their first and second year of employment to submit a file, it is, however, recommended to prepare reappointment materials early. Submitting a renewal file to the home department in some cases is optional (the faculty member should check with his/her home department). Files are submitted electronically via FlashFolio.

3. Third and Sixth Year Full Performance Review

- FTNTT faculty who have completed three or six consecutive academic years of annually renewable contracts shall be subject to a Full Performance Review during the third and sixth year

respectively before an additional appointment can be anticipated or authorized. Files are submitted on FlashFolio for the Full Performance Review.

- The performance review, according to the FTNTT CBA, will follow the procedures and timelines established by the University as annually distributed through the Office of the Associate Provost for Faculty Affairs. The FC Chair will convene the Performance Review Committee comprised of all tenured faculty and all the FTNTT voting members of FC during the review period to discuss and vote on reappointment renewal files, during the review period to discuss and vote on reappointment files, and the FC Chair will submit a written summary for each candidate and forward it to the Campus Dean.

Materials for the Full Performance Review include but are not limited to the following:

- cover letter providing an overview of the candidate's activities;
- up-to-date curriculum vitae;
- list of courses taught during the review period;
- most recent syllabi;
- complete student evaluations from the last year and summaries of student evaluations for the review period;
- one peer review from the last year (the reviewer is chosen by the candidate, should be tenured, and have knowledge of the subject area);
- other materials as the candidate chooses, such as self-evaluation, unsolicited letters of commendation, information pertaining to instructional effectiveness; for example, multi-media presentations, innovative teaching strategies, significant handouts, and other responsibilities, such as program administration and advising.

If the FTNTT faculty member has any administrative responsibilities, documentation associated with these duties should also be included. If the FTNTT faculty member has participated in any professional conferences and/or published in professional journals, these are also considered. However, because of the instructional nature of FTNTT positions, instructional quality will be the primary criterion for the review. Therefore, any service to the Campus, University, and/or professional organizations will be considered as extraordinary effort. The FC Chair will convene the Ad Hoc Renewal Committee during the review period to discuss and vote on reappointment files, and the FC Chair will submit a written summary for each candidate and forward it to the Campus Dean.

4. Simplified Performance Review

The FTNTT CBA also provides for a "Simplified" Performance Review" for faculty who are in their ninth year of consecutive employment or in the third year of a three-year term of annual appointment beyond the ninth year. This "Simplified" Performance Review" requires electronic submission on Flash Folio of the documents described in the **FTNTT CBA**.

Review of FTNTT faculty in the ninth and subsequent period of three years is a simplified review.

5. Full Administrative Review

The FTNTT CBA also provides for a "Full Administrative Review" for faculty who are in their eighteenth year of consecutive employment. This "Full Administrative Review" requires electronic submission on Flash Folio of the documents described in the **FTNTT CBA**.

4. Criteria, Performance Expectations, and Regional Campus Procedures Relating to Faculty Excellence Awards

1. Merit Guidelines and Procedures

Merit awards are established pursuant to the **TT CBA.** Procedures and timelines for determining Faculty Merit Awards for any given year shall be conducted in accordance with guidelines issued by the Office of the Provost.

As per the TT CBA, two broadly-defined areas of demonstrated Faculty meritorious performance consistent with the mission of the Campus and evaluative criteria and relative weighting defined in the campus handbook are to be recognized through Faculty Merit Awards: (1) Teaching/ and University Citizenship and (2) Research and Publication.

The TT CBA for all full-time tenured and TT Faculty enables Faculty members to periodically receive individually awarded merit pay to the base salary. The pool for Faculty Merit Awards is a negotiated percentage of total salaries of Campus Faculty within the bargaining unit. Contested files will be reviewed by the ad hoc Tenure-Track Committee.

The following guidelines for application for merit have been developed by the TT faculty and may be periodically revised by the TT faculty as they deem appropriate.

1. Application For Merit

Merit Period _____ to _____ Due Date: _____ 5:00 p.m.

All TT Faculty wishing to be considered for merit must submit a single file consisting of the three chapters (see Merit File: Required Chapters) clearly separated by dividers. Self-assessment forms B, C & D must be completed and emailed to fellow applicants before the specified deadline, after which applicants will review, verify evidence, and vote on acceptance. If an applicant disagrees with the findings, he or she may submit an appeal to the FC Chair who will call a special meeting of the Merit Committee. The Merit Committee will arrive at the appeal decision through a simple majority vote,

and the decision regarding the Faculty share of merit awards are final.

The FC Chair will forward FORM D to the Dean. A determination of the preliminary distribution of awards for each submission category according to the criteria are outlined here. The Dean will forward to FC his/her recommendation for the Dean's portion of the merit allocation.

Formula for distributing the Research Award	Formula for distributing the Teaching Award
Step 1: Find B = Sum of all earned scores in FORM B	Step 1: Find C = Sum of all earned scores in FORM C
Step 2: Find R = Unit value of Research score = divide B by total research fund.	Step 2: Find T = Unit value of teaching score = divide C by total teaching fund.
Step 3: Research award for the applicant = multiply the total research score by unit value R as determined in Step 2.	Step 3: Teaching award for the applicant = multiply the total teaching score by unit value T as determined in Step 2

2. Merit File: Required Chapters

- ### Chapter I: Self Assessment Forms (Tab 1)

  Form B: Self-Assessment of Research, Publication, and Applied Scholarship

  Form C: Self-Assessment of Teaching, University Citizenship, and Service

  Form D: Total Points: Merit Self-Assessment

- ### Chapter II: Evidences -- Research (Tab 2)

  The Faculty member's scholarly activities in research will be based on quality and quality of contributions to the discipline, with emphasis on peer-reviewed publications. It is the responsibility of each applicant to include necessary evidence along with clear reference numbers. Otherwise, the Merit Committee will deduct, through a majority vote, points claimed due to lack of evidences.

3. Criteria for Completing the Merit File

(Category 1) You Must …	(Category 2) You Cannot …
Only submit materials and activities from the merit period.	Submit lengthy promotion, tenure or reappointment files.
Include copies of acceptance letters, published materials, and other valid evidence to receive credit.	Submit activity or scholarship outside the merit period.
Complete self-assessment forms B & C.	Submit vita, CV, or executive summary.
Complete a hardcopy file containing Chapters I, II & III.	Include or claim activity in more than one chapter (I, II, III) of the merit file.
Email self-assessment forms (Tables B.1 to B.4 and C.1 to C.6) to all applicants before the due date.	Claim an activity, publications, or presentations claimed in a previous merit period.
Submit hardcopy file to the Dean's Secretary or other designee, as indicated by FC Chair, before the due date.	Exclude evidence that verifies activity and scholarship.
Apply for merit to evaluate, discuss, and vote on others' merit files.	Include additional activity not listed or supported in the merit file.
Verify self-assessment forms for all applicants and reject points with Category 2 violations.	Submit changes, additions or deletions, after the Geauga Faculty due date.

2. Merit File Checklist

1. Research, Publication, and Applied Scholarship

Rubric for FORM B (Maximum Permissible 30 points):

No.		Category	Pts.
B1	Scholarly Publications		
	Book or Monograph	B1.1	6
	Chapter in Book	B1.2	4
	Article in peer-reviewed national or international journal	B1.3	4
	Article in peer-reviewed local (state) international journal	B1.4	2
	Full article in a peer-reviewed conference proceedings		1
B2	Conference Presentations		
	National or international conference presentation	B2.1	3
	Local (State) conference presentation	B2.2	1
B3	Other Scholarly Activities		
	Recipient of competitive national or international-level grant	B3.1	4

No.		Category	Pts.
	Recipient of competitive state-level grant	B3.2	2
	Recipient of competitive university-level grant	B3.3	1
	Master/Ph.D. Examiner	B3.4	2
	Editor/Co-editor/Member of editorial board	B.3.5	2
	Referee or reviewer of journal article	B3.6	1
	Referee or reviewer of conference papers	B3.7	1
	Consulting services in the area(s) of expertise	B3.8	1/project
	External grant reviewer/book reviewer	B3.9	1

- ## B1. Scholarly Publications:

  Note 1: Only published or accepted for publication work during the review period will be   accepted for the merit file.

  Note 2: Only publications that are not listed in the pedagogical (Teaching) Section C are included in Section B.

  Note 3: If the journal article is exemplary—publication in an A or A+ journal)—two (2) bonus points will be added.

- ## B2 and B3 Conference Presentations and Other Scholarly Activities

  (20 point cap):

  Note 1: Only conference and scholarly activities completed (including presentations) during the review period will be accepted.

  Note 2: Points for activity can only be claimed in one chapter (Ch1: Research or Ch2: Teaching).

2. FORM B: Merit Self-Assessment

Faculty Member: _____

No.		Category See Table	Evidence Ref No.	Pts.	Chapter (II, III)
B1	Scholarly Publications				
1.					

No.		Category See Table	Evidence Ref No.	Pts.	Chapter (II, III)
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9					
10.					
	B1 Maximum = 20 pts				Sub Total
B2	Conference Presentations				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9					
10.					
	B2 + B3 Maximum = 20 pts				Sub Total
B3	Other Scholarly Activities				
1.					
2.					
3.					
4.					

No.		Category See Table	Evidence Ref No.	Pts.	Chapter (II, III)
5.					
6.					
7.					
8.					
9					
10.					
	B2 + B3 Maximum = 20 pts				Sub Total
	Table B Maximum = 30 pts				Total Pts

_____Signature and

Date

3. Teaching, University Citizenship, and Service

Rubric for FORM C (maximum permissible 40 points):

C1	Average SSI Scores (calculation table)			
No.	Semester & Year	Call #	Course Code	Section Mean
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
		X=	Sum Means	
		Y=	# sections	
	C1 Maximum = 10	Total Pts =	X/Y * 2	

C2	Teaching Activities			
	Criteria	Category	Possible Pts	Max/period
1.	Create, develop, and teach a new course approved by the Department, Faculty & EPC	C2.1	2pts/course	4 pts max
2.	Outstanding teaching award	C2.2	2 pts	
3.	Graduate Applause	C2.3	1 pt	
4.	Documented independent studies & internship supervision	C2.4	.5pts/student	4 pts max
5.	Service/Experiential learning	C2.5	.5pts/class	2 pts max
6.	Professional development workshops, training, and online education	C2.6	1pt/each	4 pts max

C3	University Citizenship/Service Activities			
	Service Criteria	Category	Possible Pts	Max/period
1.	Chair of FC	C3.1	2pts/year	4 pts max
2.	Program Coordinator, Director, Administrator, or Coordinator in the discipline	C3.2	1pt/year	2pts max
3.	Membership of active campus, department, regional campus, school and/or university committee	C3.3	.5pts per committee per year	2pt max
4.	Faculty Senator	C3.4	1pt/year	3pts max
5.	Chair of active campus, department, or university committee	C3.5	1pt per committee per year	3pts max
6.	Active student organization advisor	C3.6	1pt	1pt max
7.	a. Participant in external community, service/engagement	C3.7a	.5pts per activity	
	b. Chair or officer in external community national service, service/engagement	C3.7b	1pt per activity	2pts max in all categories
	c. Chair of officer in external regional or local engagement	C3.7c	1pt per activity	

C3	University Citizenship/Service Activities			
	Service Criteria	Category	Possible Pts	Max/period
8.	Program evaluation for institutional or govt. entities other than KSU Geauga or RAC	C3.8	1pt per activity	2pts max
9	Conference organizer in the profession:	C3.9		2pts max
		C3.9a		
	a. National or International	C3.9b	3pts	
	b. State	C3.9c	2pts	
	c. Regional/University		1pt	
		C3.9d		
	d. Session Organizer		1pt	
10.	Campus Events Organizer	C3.10	0.25/event	1pt max

1. FORM C: Merit Self-Assessment

(Max points = 40)

Teaching, University Citizenship & Service

Faculty Member: _____

C1	Average SSI Scores (from calculation table)			
	X= Sum ^{Means} / Y = # Sections			
1.	C1 Maximum = 10 pts	Total =	X/Y * 2	
C2	Teaching Activities			
	Description	Category Code	Evidence/ Ref No.	Actual Points
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

9				
10.				
	C2 Maximum = 15 pts		Sub ^{Total}	
C3	University Citizenship/Service Activities			
	Description	Category Code	Evidence/ Ref No.	Actual Points
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9				
10.				
	C2 Maximum = 15 pts		Sub ^{Total}	
	Table C Total		Total Pts	

_____Signature and

Date

2. FORM D: Total Points: Merit Self-Assessment

Teaching, Research, and Serviced

Faculty Member:

_____

		Max Pts	Faculty Pts
B1	Scholarly Publications	20	
B2	Conference Presentations	20	
B3	Other Scholarly Activities	20	
	FORM B Total	30	
C1	Average SSI Scores * 2	10	
C2	Teaching Activities	15	
C3	University Citizenship & Service	15	
	FORM C Total	40	

_____Signature and Date

5. Other Regional Campus Guidelines

1. Office Assignments and Faculty Access

Based on seniority rank and years of service at the Campus, full-time faculty may select a vacant office when it becomes available.

2. Exam Policies

The Office of Academic Services at the Geauga Campus and the Twinsburg Academic Center administer make-up exams according to the following policy and procedures:

1. Examinees, after the approval from their instructors, will need to sign up for the make-up exam at the Student Services desk at either the Geauga Campus or the Twinsburg Academic Center

2. A file will be established for each faculty member into which he/she will be responsible for placing the make-up examinations, Proctoring Instructions sheet and actual exam materials. After the student completes the exam, it will be placed back in his/her folder and it will be his/her responsibility to retrieve the materials according to his/her schedule.

3. The weekly make-up exam times for the Geauga Campus and the Twinsburg Academic Center are established and posted at the beginning of each school year. However, if there are space limitations in the testing

rooms the office may not be able to accommodate students on a given day or time.

4. No make-up exams scheduled prior to finals week will be administered during Finals week. Students will need to make arrangements with their professor if they missed the scheduled finals time.

5. Students who are registered with the Student Accessibility Services office are eligible to take tests at other times or a different venue. Faculty members are asked to work directly with the Coordinator of Accessibility Services to arrange any special examination procedures for these students.

6. Students must present a photo ID in order to take the exam. Students without a photo ID will not be allowed to take the exam. If a student arrives 15 or more minutes after the scheduled start time he or she will not be allowed to enter the examination room and the exam will be returned back to the student's folder for appropriate disposition.

3. Grades and Audits

Faculty members must inform students of their progress throughout the semester. Grades are a faculty member's responsibility and should be assigned fairly and objectively. Mid-term grades must be assigned to all students in lower division courses. Submission of final grades must comply with University Policy, including but not limited to the deadline for the timely submission of grades. Students may audit any course subject to space availability and approval of the instructor.

4. Student Affairs

All students and their academic progress are of primary concern to all faculty members. Students participate in various Campus committees, including the Student Complaint Committee and those ad hoc committees where students' viewpoints are useful and appropriate. Student appointments to committees are made in consultation with FC.

5. Early Alert System

The University has developed an Early Alert System (EAS) to help faculty identify students who are at-risk of not participating or performing at a high standard congruent with student success.

Upon receipt of a faculty member's early alert referral, identified will be contacted by the Office of Academic Support Services to discuss their academic progress and determine an appropriate course of action.

All full-time and adjunct faculty are required to post mid-term grades of all their lower-division students on Flashline by the due date. For the due date, faculty should refer to Flashline or contact the Assistant/Associate Dean.

6. Appendices
   1. Appendix A - Campus Administrative Organization Chart
   2. Appendix B - Syllabus Requirements

Every faculty member must distribute during the first class meeting a course syllabus listing all assignments, deadlines, course expectations, methods of determining grades, and other relevant information, including ADA compliance statement. Faculty who are teaching distance learning courses are responsible for providing a syllabus to those students who are not on site before the first day of classes. A copy of the syllabus must be forwarded to those students before or by the first day of classes.

Two (2) copies of the syllabus should be submitted to the Assistant/ Associate Dean by the end of the first week of classes. In addition, the College of Business requires faculty to submit their syllabi to the department chairs two weeks before the semester begins. English faculty are also requested to submit one copy of their syllabus to the English Coordinator.

B.1 SYLLABUS REQUIREMENTS:

Each syllabus must include the following information:

1. HEADING
- Kent State University at Geauga
- Kent State University at the Twinsburg Academic Center
2. SEMESTER AND YEAR
3. INSTRUCTOR'S NAME and TITLE
- Telephone number and/or email address and office number (indicate the best way a student can contact and communicate with faculty member)
4. SUBJECT AREA, COURSE NUMBER, COURSE TITLE, CRN#
- Include the number of course credits
5. PREREQUISITES
- Include a statement that students in the course who do not have the proper prerequisite risk being deregistered from the class.
6. OFFICE HOURS
- Statement on faculty's availability to meet with students
7. COURSE DESCRIPTION
- Taken from the current catalog
8. TOPICAL OUTLINE
- Tentative assignments with dates
- A general calendar indicating the topic, substance, and sequence of the course and important dates and deadlines for assignments, tests, and/or projects.
- Topics covered
- Chapters covered

9. COURSE OBJECTIVES/EXPECTED STUDENT OUTCOMES
- Based on major units of topical outline and departmental expectations, the College of Business has identified specific objectives that must be included on the syllabus.
10. TEACHING MATERIALS
- Required Textbook(s): include the title, author, year of

publication, and edition.

- Additional materials required by the faculty member.

11. EVALUATIVE PROCEDURE(S)

Method of determining final letter grade for the course

Requirements:

- Grading Policy

- Grade Scale

- Specific procedure for students to make up missed work (tests, if applicable)

- Participation: if a grading criterion, be specific referencing the method by which participation will be evaluated.

- Attendance: if a grading criterion, be specific, reference the method by which participation will be evaluated.

12. EXAMINATION SCHEDULE

- Final examination schedule is delineated in the semester schedule book.

13. ATTENDANCE POLICY

- Withdrawal dates and procedures (**as delineated on the registrar's**
page at **http://www.registrars.kent.edu/home/TermUpdat**
e/termcal.htm).

14. ENROLLMENT/OFFICIAL REGISTRATION|

Students have responsibility to ensure they are properly enrolled in classes. You are advised to review the official class schedule (using Web for Students) during the first two weeks of the semester to ensure that you are properly enrolled in this class and section. Should you find an error in his/her class schedule, you have until (check the **online semester calendar** for the date
at **http://www.registrars.kent.edu/home/TermUpdate/ter**
mcal.htm) to correct the error with your advising office. If registration errors are not corrected by this date and you continue to attend and participate in classes for which you are not officially

enrolled, you are advised now that you will not receive a grade at the conclusion of the semester for any class in which you are not properly registered.

15.   ACADEMIC CHEATING AND PLAGIARISM

The Kent State University Digest of Rules and Regulations (**3342-0-1.8**) defines:

•   Cheating as "intentionally to misrepresent the source, nature or other conditions of academic so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation."

•   Plagiarism is "to take and present as one's own an idea, words or works."

•   The penalties for cheating and/or plagiarizing are serious, and academic sanctions can range from the instructor's refusal to accept the work, assigning a grade of "F" or zero for the project, assignment or test, assigning a grade of "F" for the course.

•   The student may also face additional sanctions under the Code of Student Conduct, which may result in probation, suspension or dismissal from the University.

        Suggested language for syllabus:

Academic honesty: Per University policy in the Kent State University Digest of Rules and Regulations **(3342-0-1.8)** cheating means to misrepresent the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit.

The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism result in receiving a failing grade (0 points) for the work or course. Repeat offenses may result in dismissal from the University.

16.   CLASSROOM BEHAVIOR EXPECTATIONS

Disruptive behavior is unacceptable. Students are expected to be

attentive and respectful to faculty and students. Cell telephones should be turned off or put on vibrate.

17.   STATEMENT FOR STUDENTS WITH DISABILITIES

University Policy 3342-3-1.8 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note you must first verify your eligibility for these through **Student Disability Services**. You may call 440-834-3726 or contact the Academic Support Coordinator, for more information on registration procedures.

B.4 SPECIAL LANGUAGE REQURIED FOR CORE, WIC, AND DIVERSITY COURSES

B.4.1 CORE COURSE REQUIRED STATEMENT

This course may be used to satisfy the Core Courses requirement. Core Courses as a whole are intended to broaden intellectual perspectives, foster ethical and humanitarian values, and prepare students for responsible citizenship and productive careers.

B.4.2 WRITING INTENSIVE COURSE REQUIRED STATEMENT

This course may be used to satisfy the Writing Intensive Course (WIC) requirement. The purpose of a writing-intensive course is to assist students in becoming effective writers within their major discipline. A WIC requires a substantial amount of writing, provides opportunities for guided revision, and focuses on writing forms and standards used in the professional life of a discipline.

B.4.3 DIVERSITY COURSE REQUIRED STATEMENT

This course may be used to satisfy the University Diversity requirement. Diversity courses provide opportunities for students to learn about such matters as the history, culture, values and notable achievements of people other than those of their own national origin, ethnicity, religion, sexual orientation, age, gender, physical and mental ability, and social class. Diversity courses also provide opportunities to examine problems and issues that may arise from differences, and opportunities to learn how to deal constructively with them.

3. ## Appendix C - Library Services and Procedures

Current information regarding library services, hours, and policies for faculty at the Geauga Campus and the Twinsburg Academic Center can be found on the **library web site** at **http://www.kent.edu/geauga/library.**

In addition to traditional library services, the Geauga Campus Library provides the following services to faculty at both of its campus locations:

1. Customized library instruction and academic support services for teaching, learning, and research;

2. Orientation of library services and online academic resources;

3. Use of the Geauga Campus library's learning spaces for teaching, small group projects, and small group meetings;

4. Print and electronic course reserves to supplement instruction;

5. Acquisition of materials to support academic programs, teaching activities, and research;

6. Equipment loans for off-campus presentations (please contact library for more information)

7. Access to the Funding Information Network resources through the Cleveland Foundation for grants research;

8. Online teaching support (course library guides, Quality Matters support)

Use of Library Guidelines

The study rooms in the library are equipped with Smartboards for small group instruction, presentation practice, and tutoring. Instructors who wish to schedule a class session in the library must confirm the room's availability through the front desk receptionist and also the Library Director.

Instructors should not send students into the library to take make-up exams unless the exam has been formally scheduled. Please adhere to the make-up test policy and process.