

RCFAC Procedural Manual

This document is the approved procedural manual for the Regional Campus Faculty Advisory Council of Kent State University. Every effort has been made to ensure that this document conforms to University policies contained in both the University Policy Register and the Collective Bargaining Agreements. If any statements in this document conflict with either of these documents or other official University policy, these will take precedence over this manual. This document is subject to approval by the Provost.

Approvals

Carol L. Robinson, RCFAC Chair

Bryan Jones, Vice-Chair

Trumbull Campus Faculty Council Chair

Ashtabula Campus Faculty Council Chair

Rachael Blasiman

Gregory A. Smith

Salem Campus Faculty Council Chair

Stark Campus Faculty Council Chair

Rovin Dever

Ali Erritouni

Geauga Campus Faculty Council Chair

East Liverpool Campus Faculty Council Chair

Donald Gerbig

Tuscarawas Campus Faculty Council Chair

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1. Mission Statement

The Regional Campuses Faculty Advisory Council (RCFAC) exists to support the mission of the regional campus faculty of Kent State University. The RCFAC shall act as an advisory and recommendatory committee to the Provost and the senior administrative officer assigned oversight for the Regional Campuses on academic matters referred to it by the Provost, by the senior administrative officer assigned oversight for the Regional Campuses, and by any Regional Campus Faculty Council. In addition to these responsibilities, this body serves as a means of sharing information with regional campus faculty.

2. Organizational Structure

The Regional Campus Faculty Advisory Council (RCFAC) shall be the sole determiner of its own rules and procedures, provided these are consistent with this Manual, the University Policy Register, and the University Collective Bargaining Agreements (CBA).

The RCFAC shall be composed of the Faculty Council Chairs from each of the regional campuses. Membership on this committee begins and ends at the last regularly scheduled RCFAC meeting of each academic year. The Provost and the senior administrative officer assigned oversight for the Regional Campuses shall act as ex officio non-voting members of the RCFAC. Within the constraints set out in the CBAs, the RCFAC shall be free to invite other members of the University community to attend meetings and contribute to its deliberations.

This body will normally meet once each month during the academic term. These meeting dates and times will be set by the RCFAC Chairperson after consultation with the senior administrative officer assigned oversight for the Regional Campuses. In addition, the Provost or the senior administrative officer assigned oversight for the Regional Campuses shall have the right, after consulting with the Chairperson of the RCFAC, to call the RCFAC into special session. The agenda of all RCFAC meetings will be made public 48 hours prior to meetings, except in cases of immediate, urgent issues. All meetings, including special sessions, will be chaired by the RCFAC Chairperson or their delegate.

All meetings of the RCFAC are sessions of record, provided that a majority of members shall be present. All resolutions, recommendations, and other statements of policy shall be passed by a simple majority of those present and voting unless otherwise directed by the rules and procedures governing the operations of the RCFAC. The RCFAC reserves the right to declare itself in executive session when discussing personnel issues or other matters of a sensitive nature.

The RCFAC reserves the right to establish ad hoc committees as it deems necessary. Each of these committees shall be chaired by a RCFAC representative and may include faculty members who are not members of RCFAC. Non-RCFAC members of committees will be ratified by the RCFAC.

3. RCFAC Responsibilities

The RCFAC shall be involved in an advisory and recommendatory role with respect to academic issues involving all Regional Campuses relating to:

- Academic standards
- Professional standards
- Facilitating communication involving new program development
- Conformance of Local Campus and Regional Campus policies and University policies
- Recommendation of Regional Campus Faculty for membership on University Committee
- Other matters on which the Provost or the senior administrative officer assigned oversight for the Regional Campuses may seek its recommendations, or other matters of concern to the RCFAC

Because many requests for committee members come early in the academic year, it is recommended that the chair of the RCFAC contact those units on the committee list during the month of March prior to the academic year, when the term would begin to identify those committees in need of RC representation. The chair would then solicit nominees for the vacancies from the RCFAC members who would put out a call to their respective Faculty. After gathering names, the RCFAC would elect the name(s) to put forward, and the RCFAC chair would be responsible for keeping the committee list updated. See list of the most recent committees for RC representatives and for unit contact persons. Please note that depending on handbook language, committees have varying methods and criteria for RC membership.

The Current List of Committees:

- College Committees
 - College of the Arts
 - College Advisory Committee (CAC)—*Tenured, Associate or Full Professor*
 - College Curriculum Committee (CCC)
 - College of Arts & Sciences
 - College Advisory Committee (CAC) —*Tenured, Associate or Full Professor*
 - College Curriculum Committee (CCC)
 - College of Business Administration
 - College Advisory Committee (CAC) —*Tenured, Associate or Full Professor*
 - Undergraduate College Curriculum Committee (UCC)
 - Strategic Management Committee (SMC)
 - College of Communication and Information
 - College Advisory Committee (CAC) —*Tenured, Associate or Full Professor*
 - College Curriculum Committee (CCC)
 - College of Education, Health, and Human Services —*Tenured, Associate or Full Professor*
 - College Advisory Committee (CAC) —*Tenured, Associate or Full Professor*

- College Curriculum Committee (CCC)
- o College of Nursing — *Tenured, Associate or Full Professor*
 - College Advisory Committee (CAC) — *Tenured, Associate or Full Professor*
 - Baccalaureate Curriculum Committee (BCC)
- o College of Aeronautics & Engineering—*there are no TT faculty members on Regional Campuses.*
- o College of Architecture and Environmental Design—*there are no TT faculty members on Regional Campuses.*
- o College of Public Health—*there are no TT faculty members on Regional Campuses.*
- o University College
- o College of Applied & Technical Studies (CATS)
 - Representative to EPC—*CATS’s CCC elects one of their members to serve on the EPC.*
 - Representative to the Provost’s Advisory Committee (PAC)—*CATS’s CAC elects one of their members to serve on the PAC.*

Other Committee Notes:

- o Tenure Track Faculty
 - Provost’s Advisory Committee (PAC)—*the RCFAC Chair serves on this.*
 - These two committees for the Provost do not need to be set-up until late October of the year in which they are used:
 - Tenure Advisory Board (TAB)
 - Promotion Advisory Board (PAB)
- o Non-Tenured Provost Advisory Council (NPAC)
 - Regional Campuses
 - *Call for Nominations: ask those nominated if willing to serve – hold Vote (all done by or on behalf of VP Integrated System)*
 - College of Applied & Technical Studies (CATS)
 - *Call for Nominations to ONLY NTT Faculty within the College of Applied & Technical Studies. Ask those nominated if willing to serve – hold the Vote (all done by or on behalf of the Dean of College of Applied & Technical Studies)*

In making written recommendations or reports, the Chairperson of the RCFAC will indicate the substance of pertinent RCFAC advice. With respect to any matter on which the RCFAC has been consulted, the Provost or the senior administrative officer assigned oversight for the Regional Campuses will notify the RCFAC of their decisions and/or recommendations. The Provost or the senior administrative officer assigned oversight for the Regional Campuses will routinely inform the RCFAC of the status and final administrative determination on matters on which it has been consulted.

Regional campus faculty have the right to bring items to the RCFAC through their Faculty Council Chairperson or directly to the RCFAC Chairperson. It is the responsibility of all members of the RCFAC to bring these concerns and other items of interest to the attention of the RCFAC. In addition, it is expected that all regular members of the RCFAC will report items of interest to their respective faculty, most commonly through their faculty council.

To facilitate communication between regional campuses, Faculty Council chairs should verify that the minutes of their campus Faculty Council meetings are forwarded to the appropriate individual for posting on the RCFAC website. If these minutes are posted on a campus website, Faculty Council chairs may provide the RCFAC webmaster with the location of this information so that they can post a link to the page containing these minutes.

4. By-Laws

The last regularly scheduled meeting of the academic year will include both incoming and outgoing faculty council chairs. The last order of business for this meeting will be election of officers for the next year. Only incoming Faculty Council chairs will be allowed to participate in the voting for these officers, and election to all of these positions will be by secret ballot. These officers will be the Chair, Vice-Chair and Secretary.

Chair

This individual will be responsible for setting meeting dates and times, distributing agenda in advance of these meetings, and chairing all meetings of the RCFAC. The chairperson shall consult with **the senior administrative officer assigned oversight for the Regional Campuses** before setting the dates and times for these meetings, and will request agenda items from **the senior administrative officer assigned oversight for the Regional Campuses** and all members of the RCFAC before setting the agenda. In addition, the chairperson of the RCFAC acts as a representative to the Provost's Advisory Council.

Vice-Chair

The Vice-Chair will assume the responsibilities of the chairperson in their absence.

Secretary

The secretary is responsible for keeping a record of all meetings of the RCFAC. Meeting minutes will be distributed to all members of the RCFAC before the following meeting of this group for approval. Copies of these minutes should be posted on the RCFAC website after they have been approved.

5. Manual Revision Procedures

Any proposed changes to the RCFAC manual must be distributed to all members of RCFAC before any regularly scheduled meeting of this body and placed on the agenda for this meeting as a discussion item. The wording of an proposed amendment may be adjusted during the discussion if these changes are approved by a simple majority of all voting members of RCFAC present at this meeting. The secretary will distribute a draft of the final language of the proposed amendment a minimum of 21 calendar days before the next meeting of the RCFC. Faculty Council chairs are expected to share these proposed amendments with their faculty and provide them with an opportunity to provide feedback.

Voting on the proposed changes must be listed as an agenda item for the next regularly scheduled meeting following the discussion of the proposed amendments. During this meeting, there will be an opportunity for discussion on the proposal, followed by a vote. Approval of this proposal requires a 2/3 majority vote of all members of RCFAC.

After approval, signatures will be obtained from all RCFAC members in attendance and the newly revised RCFAC Manual will be forwarded to the Provost for approval. The proposed manual will not be official until all levels of approval mandated by University Policy and the Collective Bargaining Agreements have been obtained.

Revisions of the RCFAC By-Laws will be effective immediately after approval by the RCFAC. Procedures for revision of the RCFAC By-Laws will be identical to revision of the remainder of this manual, except that these revisions do not require approval by the Provost.