

Faculty Handbook
Kent State University at Trumbull

Approved by:
The Trumbull Campus Faculty Council and
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Preamble

This handbook (hereinafter the “Handbook”) has been prepared to provide a description of the major processes and procedures that direct and affect professional academic rights and responsibilities of the faculty of the Trumbull Campus (hereinafter the “Campus”) of Kent State University (hereinafter the “University”). Specific information is included on the structure and organization of the Campus, the advisory role of the faculty in governance, and procedures and expectations regarding faculty growth and development, among other issues. For complete information on related policy, faculty should consult the University Policy Register (UP) and the respective Collective Bargaining Agreement (CBA) for the tenure-track and/or non-tenure track faculty units. The Handbook shall not conflict with any University, Administrative and Operational Policy of the University, the *Collective Bargaining Agreements*, or any federal, state, and local law.

I. Matters of Trumbull Campus Governance and Related Procedures.

Faculty involvement in the governance of the University is undertaken through two major groups. One is the Faculty Senate, a University-wide body of representatives elected from each academic unit (department, school and regional campus). The Faculty Senate operates primarily in the area of setting University-wide academic and professional standards.

Another major avenue of faculty governance is through faculty Advisory Committees at the Academic Unit level. Regional campus Faculty have representation on these governance committees.

There are also corresponding Faculty Councils at each Regional Campus that advise and make recommendations to the Campus Dean on matters regarding the Campus and faculty welfare. In addition, each campus Faculty Council (hereinafter "FC") has representation on the Regional Campus Faculty Advisory Council (hereinafter "RCFAC"), which advises and recommends to the Vice President of Regional Campuses.

1. The Trumbull Campus Faculty Council and its Constitution.

The Faculty Council membership consists of all Tenured/Tenure Track (T/TT) Faculty, and representatives of the Full Time Non-Tenure Track (FTNTT) Faculty. The number of representatives of the FTNTT Faculty shall be equal to one less than the number of T/TT Faculty at the Trumbull campus. The FTNTT Faculty will be responsible for selecting these representatives by the beginning of each academic year prior to the first Faculty Council meeting.

The Faculty Council is an advisory and recommendatory body to the Trumbull Campus Dean, whose ex-officio membership is non-voting. It is the purpose of the Trumbull Faculty Council to advise and recommend on all academic and faculty matters, including campus-wide matters as stated in the CBAs, which are of concern to the Trumbull Faculty Council. The Faculty Council also provides a means for the faculty to provide advice about the governance of the Trumbull Campus and the Regional Campus System.

Constitution of the FC of Kent State University at Trumbull

Article I: Name.

The name of this organization shall be the Faculty Council (FC) of Kent State University at Trumbull.

Article II: Purpose.

The purpose of this organization is:

- A. to provide a means for the faculty to meet, to discuss, and to plan phases of university life with which they are concerned;
- B. to provide a means of communication between faculty and administration; and
- C. to make recommendations to various administrative offices and/or the Kent State University Faculty Senate.

Article III: Membership.

Membership in this organization shall be determined as follows:

- A. Voting membership shall be granted to all FC members, subject to the provisions in the T/TT and the FTNTT CBAs.
- B. The Dean and the Assistant Dean of the Trumbull Campus or their designate shall serve as non-voting ex-officio members of this organization.

Article IV: Officers.

A chairperson, a vice-chairperson, and a secretary shall be the officers of the Trumbull FC. The chairperson shall be a tenured Faculty member.

Article V: Duties of Officers.

A. Chairperson

- 1. The chairperson shall preside at all meetings of the organization.
- 2. The chairperson shall solicit faculty to join standing committees and shall be an ex-officio member of each committee.
- 3. The chairperson shall appoint ad hoc committees as needed.
- 4. The chairperson shall call, chair, and set agendas for each FC meeting and shall distribute that agenda to the membership five days prior to the meeting. The agenda shall include action items and all background materials pertinent thereto. The chairperson shall recognize additions to the agenda during those five days.
- 5. The chairperson shall represent the interests of the Trumbull Campus at meetings of the RCFAC and shall post on the electronic system maintained by the University the recommendations of the Trumbull Campus Reappointment, Tenure, and Promotion Committee, and the Trumbull Campus Ad hoc Review Committee.
- 6. The chairperson shall report to FC on RCFAC matters.

B. Vice-Chairperson

- 1. In the absence of the chairperson, the vice-chairperson shall preside at the meetings.
- 2. The vice-chairperson shall assist the chairperson in carrying out his/her duties, at the discretion of the chairperson, and is responsible for managing the Flower Fund as well as notifying former/retired Trumbull Campus colleagues (whose contact information is known) about campus news that s/he deems significant (e.g., recent retirements).

C. Secretary

- 1. The secretary shall take minutes at each meeting, have them typed, and distributed electronically to all full-time resident faculty.

2. In the absence of the chairperson and vice-chairperson, the secretary shall preside at the meetings.

Article VI: Meetings.

- A. Regular meetings shall be held at least once per semester and optimally once per month during the regular academic year.
- B. Special meetings may be called by the Campus Dean, by the chairperson, or at the request of at least 25% of the FC.
- C. A quorum of 25% of the FC will be necessary to vote on any motion. If this quorum cannot be reached, or if the FC chair deems that an item to be voted on would benefit from wider faculty input, electronic voting via a reliable and agreed upon method (e.g., Qualtrics), rather than paper ballots or voting by a show of hands, will be implemented.

Article VII: Election of Officers.

- A. *Nomination.*
 1. Nomination of officers shall be held during the regularly scheduled meeting of the Spring Semester.
 2. The chairperson, vice-chairperson, and the secretary shall be nominated from the Trumbull FC.
 3. Any FC member may nominate themselves or any other full-time faculty member who shall hold FC membership during the upcoming academic year for the position of chairperson, vice-chairperson, or secretary.
- B. *Election.*
 1. Ballots for FC Officers shall be distributed to all FC members via a reliable and agreed upon electronic method.
 2. A simple majority vote of the ballots cast shall be required for election.
 3. If no candidate receives a majority vote, then a second vote shall be taken between the two leading candidates.
 4. The newly elected chairperson, vice-chairperson, and secretary shall assume their duties on June 1, after the election.

Article VIII: Standing Committees.

As part of their service obligations, T/TT Faculty are expected to actively participate as members of standing committees. FTNTT Faculty are encouraged and invited to engage in any and all committee activities, except those involving T/TT reappointment, tenure, promotion, merit awards, etc. A chairperson for each of the following committees is elected annually by committee members of the respective committee. Because standing committees report to the FC, the chair of each committee shall be an FC member. No one faculty member shall serve as chair for longer than a three (3) year period.

At least five (5) business days prior to a scheduled meeting, chairs of committees will announce electronically to all resident faculty the time and location of the meeting, as well as the meeting's agenda. All resident faculty members are free to attend any meeting of a standing committee. Chairs of committees are to report the completed and the in-progress work of their respective committee at each FC meeting. At no time are chairs of committees to write letters of inquiry or protest to administrators on behalf of the committee without first seeking guidance from, and gaining approval of, the FC.

A. *Faculty Affairs Committee (FAC).*

This body shall be concerned with questions of faculty welfare and shall prepare recommendations on such matters to submit to the FC, including recommendations for revisions of the Campus Handbook and the evaluation and ranking of appropriate faculty awards, such as, Faculty Professional Improvement Leaves (FPILs) and the President's Faculty Excellence Awards. The Trumbull Campus Dean or his/her designate shall be an ex-officio member of this committee.

B. *Academic Affairs Committee (AAC).*

This body shall be concerned with issues including but not limited to curricula, course offerings, and scheduling that pertain to the campus as a whole (as opposed to specific departments), program development, maintenance, inactivation, and academic standards. It shall make recommendations to the FC. The Trumbull Campus Dean or his/her designate shall be an ex-officio member of this committee.

C. *Educational Resources Committee (ERC).*

This body shall be concerned with issues regarding purchase, application, and installation of library, information technology, and other pedagogical resources. The Trumbull Campus Dean or his/her designate shall be an ex-officio member of this committee.

D. *Student Affairs Committee (SAC).*

This body shall be concerned with student welfare and enrichment and shall make recommendations to the FC on such matters inclusive of, but not limited to, student support, engagement with campus life (e.g., student organizations and government), and those initiatives that encourage students' academic flourishing. The Trumbull Campus Dean or his/her designee shall be an ex-officio member of this committee.

Article IX: Reserve Clause.

Any articles of this Constitution which conflict with any University, Administrative, and Operational Policy of the University, the T/TT and the FTNTT CBAs, or any federal, state, and local law shall not be considered valid.

Article X: Adoption of Constitution.

This Constitution shall be considered activated upon a two-thirds affirmative vote of all FC members who cast a vote through the appropriate ballot. Ballots shall be distributed to all FC members via a reliable and agreed upon electronic method.

Article XI: Amendments.

Amendments to this Constitution shall be made by a two-thirds vote of all FC members casting a vote. Copies of proposed amendments shall be sent to all Trumbull full-time faculty at least two weeks prior to the meeting at which the amendment is to be considered. Ballots shall be distributed to all FC members via a reliable and agreed upon electronic method.

Article XII: By-laws.

The FC by a simple majority vote shall provide by-laws as necessary.

2. Faculty Responsibilities and Duties.

All Trumbull Campus T/TT Faculty are expected to participate in the activities of standing and/or ad hoc committees relating to the operation of the Campus, including participation with respect to faculty affairs in any administrative review of the Campus, the review of administrative officers, and/or review of Faculty members for reappointment, tenure and/or promotion. Service requirements are not mandatory for FTNTT Faculty.

All T/TT Faculty are expected to participate in FC meetings and to serve on one of the four subcommittees of the FC. Although not required according to the FTNTT CBA, FTNTT Faculty may do the same. All full-time faculty members are strongly encouraged to attend graduation ceremonies.

All faculty members report to the Trumbull Campus Dean and are directly accountable to the Dean for Campus and academic matters except those related to course content and mode of instruction. The primary responsibility for course content and subject matter rests with the Academic Unit as specified in the CBAs.

3. Trumbull Campus Procedures and Practices.

A. Procedures for Assigning Faculty Offices.

The Campus Dean is responsible for the assignment of all space, including faculty offices, in all Campus buildings. Normally, the procedure for assigning office space is by seniority at the Trumbull Campus (those faculty who have been at the Trumbull Campus longest receive priority in consideration for any office which is vacant). In the event that multiple faculty members have the same seniority, the Assistant Dean will normally hold a random drawing to select the occupant of the assigned office.

B. Procedures for a Faculty Flower Fund.

A faculty Flower Fund will be established to acknowledge significant events in the lives of faculty, administrators, and others so designated by faculty. In instances of sickness, passing of relatives, births, or other significant events, acknowledgement is made by the sending of flowers or appropriate gifts. The fund is controlled by the vice chair of the FC. Faculty members are encouraged to make a donation each academic year to maintain the account.

C. *Procedures for Distributing Travel Funds.*

This is a 2-step process. First, a *Faculty Absence Authorization/Expenditure Estimate Form* must be completed and submitted to the Assistant Dean for approval no later than thirty (30) days PRIOR to traveling. The form can be found at the Trumbull Campus website, under About -> Faculty & Staff Resources -> Business Services (www.kent.edu/trumbull/business-services). Second, after receiving the approved form from the Assistant Dean, a preauthorization for overnight travel and air travel must be processed through Chrome River using a preapproval report with anticipated expenses subject to preapproval by the Campus Dean (See University Travel Manual, page 4, section 2.1). Chrome River can be accessed from FlashLine, by clicking on Employee, then Expense Reimbursement Workflow. At the Chrome River website, choose +Create in the upper right corner of the Pre-Approval banner to enter estimated expenses and required documentation. Also, upload the approved Faculty Absence Authorization/Expenditure Estimate Form at Chrome River. Reimbursement requests must be submitted within 60 days of when the expense is incurred (the date of payment on the receipt). Note that multiple expense reports may be submitted for one event (e.g., pre- and post-conference travel).

The Campus Dean is responsible for the allocation and approval of all requests for travel funds. These funds are subject to year-to-year budget allocations. Subject to approval by the Dean, faculty will normally be reimbursed 100% of the expenses not to exceed the individual budget allocation for a given academic year, provided that the faculty member demonstrates that his/her attendance at the conference furthers Kent State University's mission.

D. *Procedures for Evaluation of Faculty Professional Improvement Leaves (FPILs).*

1. Faculty members applying for FPILs will notify the Trumbull Campus Dean, who will then have FlashFolio access made available to them. Faculty members are responsible for generating proposals, which conform to the guidelines for the applicable award.
2. The Dean will notify the FC Chair, who will provide a list of the names of T/TT Faculty on the FAC who will review the FPIL proposals.
3. The Dean will then have FlashFolio reading rights enabled for the FAC reviewers.
4. The FAC will forward its recommendation(s) to the FC along with a brief overview of each proposal.
5. The FC will forward its recommendation(s) to the Dean.
6. The Dean makes his/her recommendation(s) accordingly.

E. *Procedures for the Approval of Part-Time Faculty.*

The Department Chair or a full-time faculty member within the given discipline reviews the credentials of all new part-time faculty. The Assistant Dean will monitor all student evaluations forms for part-time faculty. Full-time faculty members are encouraged to mentor part-time faculty. Any faculty member who receives a workload equivalency of at least three (3) credit hours for coordination of a program must conduct at least one (1) peer review (in-class) of a part-time faculty's teaching each academic year. Records of such peer reviews are to be maintained by the Assistant Dean. All hiring of part-time faculty will follow the policies and procedures of Kent State University for the hiring of part-time faculty.

F. *Procedures for Faculty Members Teaching at Off-site Locations.*

Faculty should refer to the appropriate University policy.

4. Procedures for Amending the Trumbull Campus Faculty Handbook.

The implementation, amendment, modification, and revision of this Handbook are governed by the T/TT and the FTNTT CBAs. Amendments to the Trumbull Campus Faculty Handbook shall be developed by the FC and the Dean and are subject to final approval by the Provost. The faculty and Dean will review and update this Handbook as needed, but at least every three (3) years. Suggestions for amendments to this Handbook may be initiated at any time by the Dean, Assistant Dean, or any full-time faculty member. Normally, proposed amendments are subject to discussion, revision, and recommendation by the FAC, which forwards its recommendations to all full-time faculty, including the FC, and to the Dean for further discussion. However, members of FC may vote on changes to this Handbook without prior review by the FAC. A proposed amendment to this Handbook which receives support from two-thirds of the FC members who cast votes through the appropriate ballot will be considered a recommendation to the Dean. Copies of the amendment shall be sent to all members at least two weeks prior to the FC meeting at which it is to be considered. Faculty support of the amendment will be forwarded to the Dean. The Dean may request revisions before deciding to support the amendment. Additionally, the Dean may direct that the Handbook be amended, modified, or revised to reflect changes in College or University policy. The Dean will send agreed upon amendments to the Provost to be considered for approval.

5. Other Committees.

A. *Trumbull Campus Advisory Board.*

The Trumbull Campus has an Advisory Board, comprised of area citizens whose responsibility is to provide the Trumbull Campus Dean with advice on the needs and concerns of the community and to communicate University concerns to the public. The Dean has the reciprocal responsibility to keep the Board informed of continuing developments on Campus. The Advisory Board members have the responsibility of serving as community liaisons to and for the Campus.

B. *Trumbull Campus Regional College Programs' Advisory Boards.*

Each Technical Program area has an advisory board comprised of industry professionals. These boards provide the Trumbull Campus Regional College Faculty and Campus Dean with advice on matters related to specific curriculum areas.

6. Other Governance Items.

A. *Faculty Grievances and Appeals Procedures.*

The Grievance and Appeals process for the hearing and disposition of faculty grievances and appeals of Kent State University at Trumbull fully complies with the Grievance/Appeals process contained in the current T/TT and FTNTT CBAs. This process will be observed in the letter and spirit of both procedural and substantive due process. Before a formal process begins, faculty members are encouraged to attempt to resolve all grievances informally.

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

B. *Trumbull Campus Faculty and Academic Unit Affairs.*

All full-time T/TT Faculty and FTNTT Faculty at the Trumbull Campus are members of their respective academic units, thereby sharing full faculty rights and responsibilities within the Campus and their respective academic units. Trumbull Campus faculty members should refer to their respective academic unit handbook for additional rights and responsibilities.

Trumbull Campus Faculty members hold rank within their respective academic units and are reviewed accordingly, by their colleagues for reappointment, tenure and promotion. When a Trumbull Campus Faculty member earns tenure, the locus of tenure is in the Regional Campus System only.

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

1. Instructional Role and Responsibility of the Faculty.

Each Faculty member is expected to contribute to the Department, College, Campus, and University according to the terms and conditions of his/her letter of appointment. High quality teaching and scholarly activity are expected of all T/TT Faculty members. FTNTT Faculty are expected to stay current in their fields of discipline and are encouraged to participate in teaching and research projects that have an impact on their primary role of teaching.

Service to the Campus in the form of informal advising and participation in scheduling is expected of all T/TT Faculty. Special or outstanding service above and beyond that which is typical may be considered during the review of a Faculty member, but service alone will not reduce the expectations of scholarship, quality teaching, research and/or creative activity.

A Student Survey of Instruction (“SSI”) is required in each course in each semester and will be conducted under the auspices of the Assistant Dean pursuant to applicable University policies and procedures. Faculty members must include in their syllabi all information required by the University.

2. Teaching Assignments and Class Schedules.

- A. All full-time faculty members (T/TT and FTNTT) will be equal participants in Campus discussions of scheduling and advising assignments. The primary consideration for scheduling classes is student and curricular need with regard to meeting program or major requirements within a reasonable time frame. In addition, the scheduling of some classes may be determined by the need to serve nontraditional students.

The faculty member’s academic unit has responsibility for approving faculty to teach particular courses. Requests for additional course approvals shall be processed through the Assistant Dean to the academic unit. Such decisions are noted in the faculty member’s personnel file. After consultation with the faculty member involved, it is the responsibility of the Assistant Dean to make course assignments. These assignments are made upon consideration of enrollment demand and projections, faculty eligibility to teach, and other University needs. Last minute assignment changes may be unavoidable and/or unexpected because of higher or lower student demand, faculty illness, and other exigencies. Whenever faculty members are assigned to teach classes at more than one regional campus, the responsible Campus Deans confer in making the assignment. The individual faculty member shall be consulted with regard to all assignments and any changes to assignments. Administrators assigned teaching responsibilities must receive approval from the academic unit in the same manner as adjunct faculty unless the administrator holds faculty rank in that academic unit. The Assistant Dean will consult with faculty to determine acceptable enrollment caps prior to making changes.

- B. *Assignment of Faculty Overload:*

All overload assignments are subject to the CBAs and to the approval of the Assistant Dean and the Dean. Normally, faculty will be assigned overload courses under the following schedule:

1. Resident T/TT Faculty at Trumbull Campus within the discipline;

2. Resident FTNTT Faculty;
3. Other qualified/approved Trumbull Campus Faculty; and
4. Faculty from other regional campuses.

Faculty must be approved to teach the course(s) in question. When more than one qualified faculty member in any of the four categories above requests an overload assignment, faculty will be assigned on a rotational basis beginning with the most senior person (based on length of service to the Trumbull Campus) and continuing through the least senior person. In the next semester in which more than one qualified member requests an overload assignment, the second most-senior person will lead the rotation with the most senior person being last. In the next semester the third most-senior person will lead the rotation, etc. The Assistant Dean will determine assignments in consultation with the faculty. Overload is enrollment contingent and overload classes may be canceled at the discretion of the Assistant Dean.

3. Faculty Workload and Workload Equivalencies.

- A. The Collective Bargaining Agreements contain the general provisions for faculty workload.

Further specifications on Workload.

1. Workload equivalencies for department/program coordinators shall be rotated with no one program coordinator serving more than 3 consecutive years. Exceptions will be made in consultation with FC.
 - a. Coordinators for departments/programs will be recommended by the full-time faculty in their respective disciplines.
 - b. It is recommended that coordinators hold the highest degree typically required in the department/program/college for which he or she is acting as coordinator.
2. Basic coordinator responsibilities include serving as an active liaison with the Kent Campus Department or the Regional College to ensure compliance with departmental/program requirements, working with colleagues and the Assistant Dean in producing the spring, summer, and fall schedule of classes, and ensuring compliance with the CBAs for course offerings and priority of course assignments.
3. Normally, whenever course reductions are provided as compensation for a coordinator's position, no resident faculty member will be eligible to hold more than one position in any one semester.
4. Normally, the Chair of the Trumbull FC will receive a minimum of a three credit-hour course load reduction for each semester that he/she serves in that position.
5. At the end of the fall and spring semesters, the FC shall review and vote on all proposed workload equivalency assignments for the following semester, which subsequently will be a recommendation to the Dean.
6. At fall convocation, the Dean or his/her designee shall distribute a written report detailing all workload equivalency assignments that have been granted to faculty members for that academic year.

- B. In the interest of maintaining a high standard of teaching and the desirability of faculty involvement in research and service activities, overload assignments will be made only in unusual circumstances. Such assignments require the agreement of the faculty member, and the approval of the Assistant Dean and the Dean. Moreover, faculty members, with or without summer teaching contracts who are asked and agree to perform service activities during the summer will be compensated for those activities.

4. Faculty and Students.

- A. *Academic Advising.*

Academic advising is the responsibility of assigned Academic Advisors and Counselors; nevertheless, all faculty members are encouraged to advise students pursuing majors and/or minors in their academic units.

- B. *Class Attendance and Responsibilities.*

Each faculty member is expected to review his/her class rosters to ensure that all students are registered for his/her classes. Faculty members are expected to teach classes in such a way that regular class attendance is encouraged. The university policy concerning class attendance and class absence can be found at <https://www.kent.edu/policyreg/administrative-policy-regarding-class-attendance-and-class-absence>. Faculty are expected to complete the Academic Engagement Verification roster in accordance with University guidelines.

- C. *Cheating and Plagiarism.*

The University policy on cheating and plagiarism is contained in University Policy Register, 3342-3-01.8 and is a required component of all course syllabi. Additional information regarding plagiarism can be found at <https://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism>

- D. *Student Conduct.*

Disruptive student behavior will not be tolerated. The Student Conduct Code, including possible sanctions, is included in the University Policy Register, 3342-4-02.

- E. *Final Examinations.*

Administrative policies and procedures regarding final examination can be found in the University Policy Register, 3-01.4.

- F. *Student Academic Complaints.*

Faculty members should familiarize themselves with the procedures and timetable for student academic complaints which are available to students at the Trumbull Campus. The policy and procedure governing student academic complaints is included in the University Policy Register, 3342-4-02.3.

G. *Students with Disabilities.*

Kent State University recognizes that the academic mission of this institution is to provide equal learning opportunities for every individual. The policy governing nondiscrimination and access to University programs for qualified students with disabilities is included in the University Policy Register, 3342-3-01.3.

H. *Privacy of Student Records.*

Faculty members are required to maintain privacy of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). For further information, instructors should contact the University's Office of General Counsel. The policy governing operational procedures and regulations regarding collection, retention, and dissemination of information about students is included in the University Policy Register, 3342-5-08.101.

I. *Student Surveys of Instruction.*

All courses are evaluated each semester, including summer sessions, using the approved Student Survey of Instructions (SSIs). Once complete, SSIs are not available to individual faculty members until after grades are submitted to the Registrar. SSIs are administered online by the University, with course reports available at flashsurvey.kent.edu.

J. *Grades.*

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. Grading criteria, in relation to student workload, must be outlined on course syllabi. Submission of midterm and final grades must comply with University policy. Administrative policy and procedures regarding final examinations are included in the University Policy Register, 3342-3-01.4.

Materials used in computing grades (e.g., exams, papers, reports, etc.) should be retained by the faculty member for one (1) calendar year after final grades are submitted--unless these materials have already been returned to students. Students have a right to inspect the written work performed during a course and discuss the grade with the faculty member.

K. *Audits.*

Students may audit any course, subject to space availability and approval of the faculty member. Additional information can be found at <https://www.kent.edu/registrar/policies-and-processes#audit>.

L. *Grading Procedures.*

Many academic units have developed specific grading policies for their courses, especially for multi-section courses, labs, and topical content courses. Whenever that situation arises, the Campus should follow the policies of the academic unit, except where prior agreement provides otherwise.

It is the policy of the University that appropriate student evaluation is done in each class early enough so that timely and meaningful mid-semester grades can be assigned. This is important for all students, especially new students who need to know their progress early in their careers, but holds equally true for all classes and all levels of students.

A description of the methods of evaluation and of grading must be clearly defined in the course syllabus and given to each student at the beginning of the semester so that faculty members' expectations and evaluation of student performance are understood.

M. *Procedures for Student Withdrawals after the 10th Week.*

University policy for student withdrawal can be found at <https://www.kent.edu/registrar/how-withdraw>

5. Other Instructional Responsibilities.

All full-time faculty members are expected to schedule and hold office hours in accordance with University policy (See the University Policy Register, 3342-6-18.101). These office hours shall be posted both on the faculty member's office door, clearly stated on syllabi, and communicated to the Assistant Dean as well as to the faculty member's students. If a student, for a legitimate reason or reasons, is unable to meet during the faculty member's scheduled office hours, the faculty member shall make appointments to meet with the student at an alternate time.

In order to assist in student advising, faculty members should maintain current knowledge of University, Campus, College, and Department/School programs and requirements. Faculty members are expected to participate in recruitment programs and other activities appropriate to their role as a faculty member at the Campus.

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

1. Appointment and Employment Procedures.

A. General.

The responsibilities of Faculty at the Trumbull Campus are the same as those at other campuses of Kent State University: Scholarship, Teaching, and Service to the University, the Trumbull Campus, and the community. The unique role of the Regional Campuses emphasizes teaching. In addition to professional development in teaching, professional development in the areas of Scholarship, Research and/or Creative Activities is expected of all T/TT Faculty members and is encouraged by the Campus.

Any Faculty member's appointment to the Trumbull Campus must be approved by the Campus Dean, the Academic Administrator, the College Dean, if applicable, the Vice President of Regional Campuses, the Senior Vice President and Provost (SVP/ Provost), the President, and the Board of Trustees.

B. Procedures for Appointment.

When the FC is consulted about filling a vacant administrative position for which a search has not been conducted or about accepting a voluntary faculty transfer from another campus, the candidate for the position will present to the FC a letter explaining his/her reasons for seeking the position. To determine whether the FC endorses the candidate, it will conduct a secret ballot of the entire FC membership.

New or replacement faculty or staff position requests are submitted by faculty members, or administrators, to the Dean who will consult with the FC. Requests for faculty positions that are approved at the Campus level are then submitted to the Vice President of Regional Campuses and the SVP/Provost for approval.

Once final approval is given, the Dean or the Assistant Dean will consult with the Trumbull FC Chair regarding the composition of the Search Committee. After consultation with the FC and with the individuals agreeing to serve, the Dean will appoint and notify the selected Search Committee members, and officially charge the committee. The Search Committee, in coordination with the Dean, will prepare written qualifications for the position and the advertisement. Each advertisement establishes the qualifications for the position, describes the nature of the position, and names a contact person to receive the applications. The job description is advertised appropriately and in a timely manner.

The applications will first be reviewed by members of the Search Committee. A list of acceptable candidates to be interviewed will be developed by the committee and submitted to the Dean and Assistant Dean, with the candidates' cover letters and CVs. At the completion of the interview process, the Search Committee will forward to the Dean and to the FC Chair a list of interviewed candidates who are acceptable and meet the requirements of the position. The list of candidates may be ranked. Whenever possible, the search for new faculty members will begin in the fall term prior to the start of employment in the next academic year.

C. *Offer of Appointment.*

When an individual applicant has been selected for a position, an offer of appointment is made by the Regional Campus Dean, following University procedures.

D. *Tenure or Tenure-Track Faculty.*

The Trumbull Campus hires tenure-track Faculty at the following ranks:

1. Assistant Professor
2. Associate Professor
3. Professor.

Assignments to these ranks normally occurs upon initial appointment when specific criteria are met.

E. *Full-time Non-Tenure-Track Faculty.*

FTNTT Faculty appointments are made on an annual basis and are not included under the umbrella of University policy and procedures regarding Faculty tenure (See the University Policy Register, 6-14). These faculty members receive annual appointments contingent on staffing needs in the discipline, available funding, and faculty performance. FTNTT Faculty members with terminal degrees in the discipline hold appointment at one of the following ranks:

1. Assistant Professor
2. Associate Professor
3. Professor.

FTNTT Faculty members without terminal degrees in the discipline hold appointment at one of the following three academic ranks:

1. Lecturer
2. Associate Lecturer
3. Senior Lecturer.

F. *Part-time Faculty.*

When the Campus cannot meet its teaching needs from the ranks of its T/TT and FTNTT Faculty, part-time faculty appointments will be made from an established pool of qualified applicants not currently on regular appointment at the University.

2. Reappointment, Tenure, and Promotion Procedures (RTP).

- A. Faculty seeking reappointment, tenure, and promotion (RTP) should review the guidelines and other materials circulated annually by the Associate Provost for Faculty Affairs. Faculty

members are also advised to seek out assistance from senior Faculty in their discipline for help in designing their curriculum vitae and organizing and submitting their documentation on the electronic system supported by the University.

There are no more important decisions made concerning the relationships between the University and its T/TT Faculty than those related to promotion to higher rank, tenure with its implication of the right of a Faculty member to continuous appointment to a professional position of specified locus in the University, and reappointment for probationary Faculty.

RTP at the Trumbull Campus follows the Kent Campus procedures, with some important differences. First, promotion and tenure decisions provide for an advisory and recommendatory role for the faculty advisory group at the individual campus and for the Campus Dean. The procedure recognizes that Regional Campus Faculty hold membership in an academic department/academic unit while discharging their responsibilities and holding tenure within the Regional Campus System and rank within the department/academic unit.

Criteria for consideration of RTP, as well as minimal expectations of performance and years in rank, are described in detail or referenced in the original appointment letter, in the relevant University policies, and in materials circulated annually at the onset of the review process. Additional and more specific criteria may be found in academic unit handbooks and the handbooks of the Regional Campuses.

All regular, full-time probationary, tenure-track Faculty are eligible at certain times for tenure review. Academic units will notify prospective candidates by the end of the Spring Semester of the previous academic year of their nomination for promotion eligibility. The procedures are described in the materials distributed in August by the Associate Provost for Faculty Affairs and other documents which have been developed by the academic units and the colleges and further elaborated in the respective academic unit handbooks. Faculty members should consult their academic unit handbooks and University policy for such procedures.

Although Faculty members are encouraged to stand for both promotion and tenure at the same time, tenure and promotion are two distinct personnel actions requiring separate procedures, timetables, guidelines, and applications.

The University establishes a timetable for personnel actions for Faculty. This varies from year to year and is specified in the document published each August by the Associate Provost for Faculty Affairs. Faculty seeking reappointment, tenure, or promotion should consult the schedule in this document upon publication. As a practical matter, preparation of materials and consultation with the unit administrator and the Campus Dean should begin with nomination the preceding spring.

B. *Determination and Responsibilities of the Trumbull Campus Reappointment, Tenure, and Promotion Committee.*

The Trumbull Campus RTP Committee recommends actions on reappointment, tenure, and promotion for TT Faculty. The chair of the FC serves as the chair of this committee and will provide a written summary recommendation of these actions to the Campus Dean. All Full Professors hold membership. Ten additional tenured professors hold membership. They are chosen at random from two pools: 1. Faculty from the Regional College; and 2. Faculty from other Schools and Colleges within the University, with proportionate representation based upon the Faculty in the collective bargaining unit. No more than two assistant professors may be chosen from each pool. No committee member may vote on a promotion to an academic rank higher than his/her own rank. An individual Faculty member who has served for two consecutive years on the committee may request to be excused from a third year of continuous service.

C. *Reappointment Review.*

For detailed information on the reappointment review process, Faculty members should refer to the guidelines provided by the Provost's Office. Probationary Faculty members are encouraged to meet personally with their unit administrators concerning the contents of their files.

D. *Tenure Review.*

In August, the Associate Provost for Faculty Affairs notifies unit administrators and Campus Deans of Faculty who are eligible for tenure review. Once Faculty are notified of their eligibility, they prepare a file of evidence in support of their respective individual reviews. The file is uploaded to the electronic system supported by the University (e.g., FlashFolio). Candidates are strongly advised to meet personally with their unit administrator at this time concerning the contents of the file.

1. All tenured Faculty assigned to the Campus RTP Committee will review each of the files.
2. A meeting of the Campus RTP Committee will be announced by the Chair of the Trumbull FC, who will be the presiding officer during all discussions. Each of the candidates will be presented for discussion by the FC Chair. The discussion of the committee will focus on the efforts of the candidate in all areas of review, with the understanding that teaching carries more weight for regional campus Faculty through the various administrative levels of review and assessment.
3. Each member of the RTP Committee will complete an evaluation form for each candidate and upload it to the electronic system maintained by the University. In addition, in accordance with University policy, all tenured faculty are allowed to review RTP applications. The FC Chair will prepare a summary evaluation and recommendation to be posted for the Trumbull Campus Dean via the same electronic system.
4. The Trumbull Campus Dean will then review the materials for each candidate and with consideration of the recommendation of the FC Chair and the members of the RTP Committee will make an independent recommendation.

For complete guidelines, Faculty should consult the timetable for Regional Campus Faculty, which is published annually by the Associate Provost for Faculty Affairs.

E. *Promotion Review.*

For detailed information on the promotion review process, faculty members should refer to the guidelines provided by the SVP/Provost's Office.

Although promotion may be granted at any time, as recognition of outstanding performance, there are conventional expectations of years of service. Promotion sought prior to the conventional expectation to a particular rank is considered early promotion. Early promotion is unusual and is granted only under compelling and/or extraordinary circumstances.

The process for the review of those candidates to be considered for promotion is the same as for tenure and reappointment, with the following exceptions:

1. Candidates for promotion will be discussed and assessed by those who hold the rank for which they are applying or a higher one. The committee will consider any written comments provided by tenured Faculty members not on the committee solicited by the FC Chair.
2. Promotion review to Professor requires that letters from outside reviewers be added to the promotion file. The number of letters required is determined by the Faculty member's department. These letters are solicited by the unit administrator from names submitted by the candidate. The unit administrator may also solicit evaluations from external reviewers other than those named by the candidate but must inform the candidate of the persons contacted. The letters are included in the candidate's promotion file. If there are not enough Full Professors on the Promotion Committee to review a case for promotion to Full Professor, the Campus Dean should ask for approval to augment the Promotion Committee.
3. For promotions to Associate Professor, the FC Chair, regardless of his/her rank, will summarize the recommendations from the Faculty who evaluated the candidates. For promotions to Full Professor, the chair of the Promotion Committee must be a Full Professor who will summarize the recommendations from Faculty who evaluated the candidates.

For promotion to Associate or Full Professor, Faculty members should meet expectations set by their respective academic units. The Trumbull Campus Faculty will also judge candidates' performance against those criteria and based on the campus' weighting of those criteria.

3. Guidelines for Weighting RTP Criteria.

An overview of the evaluation process for reappointment, tenure and promotion for T/TT Faculty is discussed in the Trumbull Faculty Handbook. Complete guidelines are published by the Associate Provost for Faculty Affairs annually. Additional material can be found in the Collective Bargaining Agreement. The aim of these guidelines is to provide more specific weighting criteria for reappointment, tenure, and promotion.

Reappointment, tenure, and promotion evaluations for T/TT Faculty are guided by the following general principles, which reflect the mission of the Trumbull Campus:

- A. **Teaching.** Because teaching is the primary mission of the Trumbull Campus, the goal for a successful candidate for reappointment, tenure and promotion is to demonstrate excellence in teaching. Teaching excellence may include pedagogical research related to the discipline and disseminated for peer review. Performance in teaching may be evaluated in multiple ways, including, but not limited to, effective course design and teaching materials, a pattern of positive comments on student evaluations, supportive peer evaluations, ongoing efforts to reflect upon and improve the act of teaching, and positive Student Surveys of Instruction (SSI) scores. Included in the file must be a peer evaluation of teaching for every year. When reviewing files for reappointment, tenure, and promotion, reviewers are advised to consider how and in what ways the shift to online SSIs can impact the assessment of a Faculty member's teaching; specifically, the submission rate and time spent in assessing instruction may both diminish when students' evaluations of instruction are performed online and outside of the classroom rather than in the classroom.

- B. **Research, Scholarship and/or Creative Activities.** Because active engagement with the discipline is necessary to remain current in teaching, a successful candidate for reappointment must demonstrate excellence in research, scholarship and/or creative activities, which is appropriate to the discipline, and which is disseminated for peer review. In the early years of reappointment, the candidate must at least demonstrate a pathway for the development of appropriate activities. By the time of the tenure review, the candidate is to have his/her activities reviewed/performed/exhibited at the appropriate level of impact (e.g., international, national, regional) for the discipline. Note that the “appropriate level” refers to the level of impact rather than to geography. For example, an artistic performance or exhibition could have a regional or national impact even though it is held locally. All candidates are to provide support for the case that their work is of an appropriate level for the discipline.
- C. **University Service.** University service is expected of all T/TT Faculty members. By the time of tenure review, the candidate is expected to demonstrate a pattern of increasing service contributions, including some form of leadership (e.g., committee chair or campus representative) or a variety of lesser but noteworthy contributions. Faculty members are encouraged to contribute to all levels of service: campus, department, college, and University.

In addition, service activities which are not necessarily tied to one's special field of knowledge, but which make significant positive contributions to the advancement of the educational, scholarly and governance goals and missions of the University, college, campus, unit, or community are considered University service. Because of the mission of the Regional Campuses, Faculty members have a special responsibility to engage in teaching and University service; indeed, greater consideration is given to these areas in the evaluation of Faculty whose appointment is at a Regional Campus. However, evidence of research, scholarship, and/or creative activity (e.g., publications, performances, exhibitions of creative arts) is required for successful tenure and promotion decisions.

- D. Only documented evidence of Teaching, University Service and Research and/or Creative Activities since appointment will be used in assessing a Faculty member's eligibility for promotion. Moreover, greater consideration will be given to teaching and service activities as opposed to other activities when evaluating Faculty whose letter of appointment indicates their primary responsibility is delivery of undergraduate instruction. TT Faculty members must obtain a minimum of one peer evaluation of their teaching each year until they are promoted to the Associate Professor level. Associate Professors are required to have one recent peer evaluation of their teaching prior to seeking promotion to Full Professor. These peer evaluations must consist of direct in-class observation and evaluation of the candidate's teaching and a review of the Faculty member's syllabus for the class.
- E. On the Trumbull Campus, a candidate's performance in each category—teaching; research, scholarship, and/or creative activity; and University service—will be evaluated using the following ranks: excellent, significant, satisfactory, and deficient.

Because of the differences of publication, presentation, performance, and/or exhibition venues in different disciplines, it is inappropriate to quantify absolutely the scale noted above. Based on the standards of the relevant discipline, the testimony provided by the candidate's file and peer reviewers, and the discussions during the Trumbull Campus Personnel Action Committee meetings, each member of the review committee must necessarily apply his/her own professional judgment in the review to make a final written recommendation. When all the evaluations are

summarized, a recommendation regarding a candidate’s whole performance, viewed as a unified, integrated record of a teacher-scholar and University citizen, should emerge.

Candidates standing for reappointment, tenure and promotion are strongly encouraged to acknowledge these facts as they prepare their files and to explain fully why they think their accomplishments should be considered excellent, significant, or satisfactory given their discipline, their year in the review process, and how they addressed issues raised in the previous year’s review. In a reappointment decision, evaluators are required to make a final written recommendation of “yes,” “yes with reservations,” or “no.” For tenure and promotion decisions, only final written recommendations of “yes” or “no” are possible. The minimum performance required for an unreserved positive ballot recommendation for a candidate’s reappointment or tenure can be illustrated by the following table:

Teaching (50%)	Research, Scholarship and/or Creative Activities (30%)	University Service (20%)
Excellent	Satisfactory	Satisfactory
Significant	Significant	Satisfactory
Significant	Satisfactory	Excellent

This table does not attempt to identify every possible combination of performance leading to specific ballot recommendations, as that would be inconsistent with the intent of University policy. Instead, it is consistent with and intended to signal general principles which reflect the mission and values of the Trumbull Campus. “Deficient” does not appear in the table because deficiency in any area signals that a “yes with reservation” or a “no” reappointment ballot recommendation is warranted. In the case of tenure, it signals that a negative recommendation is indicated. Finally, it should be reemphasized that this table makes no attempt to quantify absolutely what constitutes excellent, significant, satisfactory, or deficient performance.

- F. T/TT librarians, whose primary appointment is not as a classroom instructor, should consult the appropriate University Libraries documentation for the criteria used in assessing the performance of librarians.

4. Renewal of Appointment and Performance Reviews of Full-Time Non-Tenure-Track (FTNTT) Faculty.

- A. *Appointment and Renewal of Appointment.*

Appointments for FTNTT Faculty are governed by the applicable Collective Bargaining Agreement 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 are appointed in one of the following tracks: Instructional, Clinical, Practitioner, or Research.

Renewal of appointment is contingent upon programmatic need, satisfactory performance of previously assigned responsibilities, and budgeted resources to support the position.

B. *Trumbull Campus Ad hoc Review Committee.*

For the review of the FTNTT Faculty members, the Trumbull Campus Ad hoc Review Committee shall be formed. It shall be chaired by the FC Chair and will comprise of 11 members: six T/TT Faculty, including the Chair, and five FTNTT Faculty. The majority of FTNTT Faculty membership will be chosen from those who have completed at least two full performance reviews. Only FTNTT Faculty who have completed at least one full performance review are eligible to serve.

C. *Third-Year Reviews for FTNTT Faculty.*

1. *Full Performance Reviews.*

The Full Performance Reviews of FTNTT Faculty members who are in their third or sixth year of consecutive employment are governed by both the T/TT and the FTNTT CBAs. Each academic year, guidelines for the Full Performance Reviews for FTNTT Faculty are distributed by the Office of the SVP/Provost. The Full Performance Review concludes with the Campus' level of review and determination. The period of performance to be reviewed is the three (3) full academic years of consecutive appointments including that portion of the third appointment which is subject to evaluation and assessment at the time of the review. Each FTNTT Faculty member who must complete a Full Performance Review will submit a dossier as described in the FTNTT CBA by the date specified by the SVP/Provost. The file should contain material as detailed in the FTNTT CBA, Addendum B, A through F.

2. *“Simplified” Performance Reviews:*

After nine (9) and twelve (12) years of consecutive appointments, FTNTT Faculty members shall undergo a simplified review, as detailed in the FTNTT CBA. Each academic year, guidelines for the “simplified” performance reviews for FTNTT Faculty are distributed by the Office of the SVP/Provost. The “simplified” performance review concludes with the Campus' level of review and determination. The period of performance to be reviewed is the three (3) full academic years of consecutive appointments including that portion of the third appointment which is subject to evaluation and assessment at the time of the review. FTNTT Faculty who must complete a “simplified” performance review will submit documentation as described in the FTNTT CBA.

D. *Administrative Performance Reviews.*

After fifteen (15) years of consecutive appointments, and every three (3) years thereafter, FTNTT Faculty members shall undergo an administrative performance review, as detailed in the FTNTT CBA.

E. *Promotion.*

Promotion is a recognition of a FTNTT Faculty member's sustained contributions and distinguished service to the University. Criteria are detailed in Addendum C, FTNTT CBA.

5. Other personnel Items:

A. *Sanctions.*

A sanction is a documented corrective action in response to a faculty member's unsatisfactory performance of his/her duties and responsibilities as a member of the faculty (See "Sanctions for Cause" in the Collective Bargaining Agreements).

B. *Faculty Leaves.*

All leaves, sponsored or unsupported, personal, or professional, are subject to the approval of the Chair/Director, the Campus Dean, the Vice President of Regional Campuses, and the SVP/Provost. University leaves include but are not limited to:

1. Research leaves
2. Leaves of absence without pay
3. Faculty professional improvement leaves
4. Research/Creative Activity appointments.

C. *Faculty Absence and Travel Policy.*

Faculty members who will be absent from the Campus for professional or personal reasons must submit a Faculty Absence Authorization/Expenditure Estimate Form with the Assistant Dean. The request should be made at least one (1) month prior to the planned absence and is subject to the approval of the Assistant Dean or the Dean. Arrangements for any classes to be missed during the absence must be addressed to the satisfaction of the Assistant Dean before approval will be granted. Participation in professional meetings is encouraged. Approved travel expenses incurred in attending such meetings will be reimbursed when approved prior to travel according to the University's travel policies and are subject to the availability of funds. Reimbursement refunds must be submitted within 60 days of when the expense is incurred (the date of payment on the receipt).

D. *Faculty Sick Leave.*

The Assistant Dean is responsible for keeping complete records of faculty sick leave; however, faculty members are also required to record their sick leave accurately on the University's online system. Sick leave generally should be reported online within forty-eight (48) hours after an absence.

IV. Criteria, Performance Expectations, and Trumbull Campus Procedures Relating to Merit Awards.

A. *General Principles.* Merit Awards are established pursuant to and governed by the T/TT Collective Bargaining Agreement (CBA). Procedures and timelines for determining Merit Awards for any given year shall be conducted in accordance with guidelines issued by the Office of the Provost. The Merit Award pool at the Trumbull Campus will be divided according to the following guidelines: 50% for Teaching, 30% for Research/Creative Activities, and 20% for Service.

B. *Trumbull Campus Merit Procedures.*

1. **Summary Sheets.** Faculty should prepare a summary of their activities, by category, and for the time period, as stipulated in the T/TT CBA. These activities should be listed in the categories of (1) Teaching; (2) Research/Creative Activities; and (3) Service. These three categories are divided into subcategories in order to organize the presentation of information by Faculty and to facilitate evaluation by the Faculty members and Campus Dean. The entire summary file should be no longer than eight pages and must be submitted electronically as decided by the FC and by the time and date designated by the FC Chair. The subcategories are the following:

- a. Teaching
 - Teaching
- b. Research/Creative Activities
 - Publications and/or Creative Activities
 - Professional Contributions
 - Research Presentations
- c. Service
 - University Citizenship/Service

The information to be provided in each subcategory is described in the following pages. It is recommended that Faculty members clarify what is expected for his/her position and what has been done above and beyond that position that deserves reward.

2. **Evaluation.** All members of the bargaining unit will have the opportunity to participate in the evaluation of their peers for purposes of merit-award recommendations. Each T/TT Faculty member's activity in each category of teaching, research/creative activities, and service will be evaluated and rated according to the following scale:

0	-	1	-	2	-	3	-	4	-	5	-	6	-	7	-	8	-	9	-	10
No merit			Average						Exceptional											
in the category			merit						merit											

Ballots will be available as determined by the FC. Reviewers must fill out, print, and deliver their ballots to the location named by the FC Chair, also by the date and time designated by the Chair. Ballots must be sealed in an envelope with the reviewer's name printed on the front with a signature below.

3. **Teaching Evaluation.** Faculty members are requested to submit teaching information in their merit files listed by subcategories in the order listed in typed form for the period under review.

Teaching

- a. List all courses taught, organized by term, and include:
 - Appropriate information as determined by the FC (e.g., Student Survey of Instruction (SSI) data, etc.).
- b. *Teaching recognition.*
 - e.g., National, University or College teaching awards, etc.
- c. *Teaching enrichment and development activities.*
 - e.g., attending continuing education workshops, developing new courses, etc.
- d. *Other work* similar to teaching.

Note: Faculty who include teaching enrichment activities should include whether work was compensated (e.g., monetary compensation for developing new online courses) or uncompensated.

4. **Research/Creative Activities Evaluation.** Faculty members are requested to submit research/creative activities information in their merit files listed by the subcategories in the order listed in typed form for the period under review.

- a. *Publications and/or Creative Activities:*
 - Books, authored or edited; book chapters; research monographs, refereed
 - Journal articles, refereed or non-refereed
 - Creative activities (e.g., juried art exhibitions, theatre direction)
 - Assessment instruments, published; ancillary materials (e.g., study guides)
 - Published scholarly comments; encyclopedia entries
 - Professional development
 - Other work similar to publications and/or creative activities

Note. Faculty who received teaching load lifts/overload for research or creative activities should list semesters, how many hours were lifted/overload, and explain work accomplished during the semester of the load lift/overload (e.g., submission of manuscript for review).

Note: Only work that was published during the merit review period should be included in the file. Manuscripts submitted/under review should not be listed, as credit for this work will be earned when the work is published during a future Merit Award period.

- b. *Professional Contributions:*
 - Journal editor, consulting editor, and editorial boards
 - Special professional awards (e.g., election as fellow of society)
 - Peer reviews of manuscripts being considered for publication; list names of journals and number of reviews
 - Other work similar to professional contributions

- c. *Presentations/Convention Papers:*
- Papers presented at national and regional meetings
 - Papers presented locally (Campus, University, State, etc.)
 - Session moderator, symposium organizer, colloquium at other university, etc.
 - Other work similar to presentations

Note: For each presentation/paper, indicate your role and whether students were involved. Also, please indicate for self and for student: presented, attended but did not present, did not attend meeting, etc.

5. **Service Evaluation.** Faculty members are requested to submit service activities information in their merit files listed by the subcategories in the order listed in typed form for the period under review.

University Citizenship/Service

- a. *Service to Campus, Department, or University.*
- e.g., committee chair, committee member, program coordinator, other (student organization advisor).
- b. *Student Advisement.*
- e.g., individual supervision, independent study, Honors work supervision, etc.
- c. *Efforts in support of student recruitment and retention.*
- d. *Service to your profession*
- e.g., office of professional/scientific association, membership on outside committees and panels, review of textbook chapter, etc. (list organization and if paid or unpaid).
- e. *Service to the community.*
- e.g., lectures/presentations to community organizations, consulting for outside organizations, etc. (list organizations and if paid or unpaid).
- f. *Other work* similar to University Citizenship/Service.

Note: Faculty who received teaching load lifts or overload for citizenship/service activities should list semesters, how many hours were lifted/overload, and explain responsibilities carried out in fulfillment of the load lift/overload (e.g., program coordination).

6. **Committees:** The FC chair will call for collective-bargaining-unit members to volunteer for a tabulation committee. The FC chair will also select several bargaining-unit members for a merit-awards committee, naming one of those members as committee facilitator.

- A. The *tabulation committee* will review all ballots completed and determine the total points accumulated by the respective candidates in each category.

A ballot must have a rating for every candidate to be valid; otherwise, the ballot will be discarded. Major goals of the tabulation committee are to maintain confidentiality and to provide a correct tally of points. To meet these goals, envelopes containing ballots are placed face down, opened and shuffled, then checked to ensure validity. A Faculty member's eligibility for a Merit Award is determined in the following way:

First, the Faculty member's points in each category will be entered into an Excel file, with one member entering data and another watching the screen for accuracy.

Then, five times the total number of points received in the Teaching category will be added to three times the total number of points received in the Research/Creative Activity and two times the total number of points received in the Service category.

Totals are double-checked with a calculator. The tabulation committee will provide to the facilitator of the merit-awards committee a document indicating the total points achieved by every candidate in each category. Names of candidates do not appear on this document; instead, a code is assigned for each candidate. Only the FC chair is given a list of the candidates and what codes have been constituted for each of them.

- B. The *merit-awards committee* will assign monetary amounts to the respective candidates in each category, proportional to the points awarded within each category (i.e., Teaching; Research/Creative Activities; and Service), retaining 10% of the pool for possible appeals. The FC Chair, in conjunction with the merit-awards committee facilitator, will then put the names together with the monetary amounts assigned and present to the Trumbull Campus Dean a complete summary of the conclusions reached by the tabulation committee and the merit-awards committee.
- C. Eventually each candidate will be notified by the Dean of the preliminary monetary award assigned to him/her. Within the stipulated timeframe, a T/TT Faculty member wanting reconsideration of a Merit Award will make her/his intention known in writing to the FC Chair. At a meeting of T/TT Faculty (at least 25% of the campus's T/TT Faculty must be present), the candidate will present the case for reconsideration, her/his presentation being the first item considered at the meeting unless the Faculty member asks for and is granted alternate arrangements. Following the presentation, the Faculty will engage in a discussion with the candidate regarding the reconsideration. After the discussion, the candidate will leave the room. Faculty will engage in further discussion and then vote, using paper ballots, yes or no on the candidate's request. The Chair will appoint three tellers to distribute, collect, and count the ballots. During the count, the candidate will be invited to return. One of the tellers, chosen by the group of three, will announce the numerical results of the vote to the Faculty. The Chair will then officially declare that the request for reconsideration is upheld or rejected; in order to be upheld, the record must show that a majority of the Faculty voting yes or no, voted yes. If the request is upheld, it will be forwarded to the Merit Awards Committee for their consideration. Further, the Chair will retain all ballots for one year, making them available for inspection by interested

V. Other Trumbull Campus Guidelines.

1. Mission, Core Values, and Strategic Goals.

A. *Mission.*

We transform lives and communities through the power of discovery, learning and creative expression in an inclusive environment (<https://www.kent.edu/kent/mission>).

B. *Core Values.*

We will pursue excellence in all we do, with a distinctive blend of teaching, research, and creative activities (<https://www.kent.edu/strategicroadmap>).

C. *Strategic Priorities.*

Strategic priorities are those that spark thought and guide us to attain excellence and cultivate a plan worthy of distinction (<https://www.kent.edu/provost/key-initiatives/academic-affairs-strategic-plan/strategic-priorities>).

D. *Diversity, Equity, and Inclusion.*

We strive to create a more equitable, just, and inclusive University, where all feel a sense of belonging (<https://www.kent.edu/dei-strategic-plan>). The Trumbull Campus also is committed to providing an environment that recognizes the value of bringing together people from a wide range of diverse cultures, backgrounds, and ethnicities (<https://www.kent.edu/trumbull/diversity-action-council>).

E. *Regional Campuses Mission.*

The Regional Campuses of Kent State University have a long- standing history of providing Northeast Ohioans with access to Kent State University degrees without leaving their community (<https://www.kent.edu/campus-locations>).

F. *Trumbull Campus Mission.*

The Trumbull Campus mission fully aligns with the University mission and with the mission of the Regional Campuses.

2. Organization and Structure of the Trumbull Campus.

The Trumbull Campus is one of the seven regional campuses of Kent State University. The Campus Dean is directly responsible to the Vice President of Regional Campuses:

- Vice President of Regional Campuses: <https://www.kent.edu/regional-campuses/administration>
- Trumbull Campus Administration: <https://www.kent.edu/trumbull/administration>

3. Other guidelines.

A. *Faculty Code of Ethics.*

All members of the Campus 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 the University Policy Register, 6-17).

B. *Faculty Information.*

All T/TT Faculty members are required to provide an electronic version of their current curriculum vitae (CV) at the end of each academic year to be kept on file in the Dean's office.