

KENT STATE UNIVERSITY  
EAST LIVERPOOL CAMPUS

FACULTY HANDBOOK

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This document is the approved handbook for Kent State University at East Liverpool. It has been developed with careful attention to conformity with university policies as contained in the *University Policy Register* and the *Collective Bargaining Agreements*. In the event that any statement in the handbook is found to be in conflict with the University policies contained in the *University Policy Register*, the *Collective Bargaining Agreements*, or other University-wide policy documents, the latter documents shall have precedence. Alterations or amendments to this handbook may be requested by the faculty of the East Liverpool Campus or may be made by the Dean and Chief Administrative Officer of the Columbiana County Campuses in consultation with the East Liverpool Campus Faculty Council. Changes to this handbook are subject to the approval of the Dean of the Columbiana County Campuses.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Farid Fouad  
Kent State University, East Liverpool Campus  
Faculty Council Chair

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. David M. Dees  
Dean and Chief Academic Officer, East Liverpool and Salem  
Campuses

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Melody Tankersley, Ph.D.  
Senior Vice President and Provost

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## PREAMBLE

This Faculty Handbook has been prepared to describe the major processes and procedures that direct and affect professional academic rights and responsibilities of the faculty at the East Liverpool Campus. Specific information is included on the structure and organization of the campus, the advisory role of the faculty in governance, and the procedures and expectations for faculty growth and development. It includes information of general interest to the campus faculty about those University policies and procedures most relevant to their professional academic life. For complete information on related policy, see the *University Policy Register* and the *Collective Bargaining Agreements*, which are the primary sources. Nothing in this Faculty Handbook shall be construed to modify or qualify those documents in any way.

## MISSION AND OBJECTIVES

### A. University Vision

To be a community of change agents whose collective commitment to learning sparks epic thinking, meaningful voice and invaluable outcomes to better our society.

### MISSION

We transform lives and communities through the power of discovery, learning and creative expression in an inclusive environment.

### B. University Core Values

#### WE VALUE:

- A distinctive blend of teaching, research and creative excellence
- Active inquiry and discovery that expands knowledge and human understanding
- Life-changing educational experiences for students with wide-ranging talents and aspirations
- A living-learning environment that creates a genuine sense of place
- Engagement that inspires positive change
- Diversity of culture, beliefs, identity and thought
- Freedom of expression and the free exchange of ideas
- A collaborative community
- Respect, kindness and purpose in all we do

### C. Priorities and University-Level Initiatives

#### PRIORITY 1: STUDENTS FIRST

Provide an inclusive and engaged living-learning environment where all students thrive and graduate as informed citizens committed to a life of impact

Initiative 1.1: Enhance and expand student success programs systemwide to improve retention and graduation rates

Initiative 1.2: Adopt a student engagement strategy that enhances learning through increased participation in high-impact experiences

Initiative 1.3: Align the undergraduate educational experience to focus on purposeful and essential learning outcomes

Initiative 1.4: Strengthen diversity and the cultural competence of students, faculty and staff systemwide

#### PRIORITY 2: A DISTINCTIVE KENT STATE

Drive innovation, idea generation and national distinction through top-tier academic and research programs including the recruitment and support of talented faculty and staff

Initiative 2.1: Build a culture of research and innovation

Initiative 2.2: Identify, communicate and enhance support for prominent academic programs

Initiative 2.3: Implement a “Great Place Initiative” that prioritizes attention to the diverse human element of the university

Initiative 2.4: Tell Kent State University’s compelling story through execution of a national strategic communications plan

#### PRIORITY 3: GLOBAL COMPETITIVENESS

Advance Kent State’s impact and reach as a leading international university

Initiative 3.1: Increase enrollment of international students and enhance their engagement in campus life

Initiative 3.2: Enhance the internationalization of the university through programmatic and partnership engagement

#### PRIORITY 4: REGIONAL IMPACT

Serve as the innovative engine and engaged partner to meet community needs and enhance quality of life in the region and state

Initiative 4.1: Create a systemwide cross-sector educational partnership to strengthen the pre-kindergarten to postsecondary pipeline

Initiative 4.2: Enhance and advance, systemwide, university/community engagement efforts

Initiative 4.3: Expand and align strategic corporate partnerships systemwide.

#### PRIORITY 5: ORGANIZATIONAL STEWARDSHIP

Ensure a culture of continuous improvement and the efficient stewardship of university resources and infrastructure

Initiative 5.1: Create a healthy campus initiative that prioritizes the health and wellness of students, faculty and staff

Initiative 5.2: Build alumni and philanthropic engagement commensurate with national peer institutions

Initiative 5.3: Establish a culture of sustainability and continuous improvement

#### D. Kent State's Eight-Campus System

Kent State University is one of the largest regional systems in the nation, offering programs from computer technology and nursing to arts and humanities. Regional Campus students gain the advantage of attending a distinguished university in Ohio with the friendly, casual atmosphere of small liberal arts colleges. Students can choose from 40 associate degrees at seven campuses, where they can begin coursework toward any of Kent State’s more than 282 bachelor’s degrees. Small class sizes, affordable tuition and one-on-one advising are just a few reasons why more than 12,000 students attend Kent State’s Regional Campuses. Kent State Regional Campuses are not only major employers within their communities, but also centers of culture, education and outreach.

<http://www.kent.edu/campus-locations>

#### E. East Liverpool Campus Mission Statement

Kent State University East Liverpool Campus, an open admission campus, provides high quality credit and non-credit courses and educational programs, career preparation, stimulation of critical thinking, and enhancement of creative and educational activity. Located in the Appalachian region, this campus also serves as a cultural center, thereby enhancing the quality of life. Educational opportunities and programs provide insight into local cultures, and increase understanding and appreciation of the rich and diverse cultural heritage of the region. Although regionally unique, Kent State East Liverpool shares the eight-campus mission which is to advance knowledge and creative activity, and to further the fulfillment of key societal goals.

#### F. East Liverpool Campus Objectives

The primary concern of the East Liverpool Campus is the student. As set forth in the Constitution of Kent State University.

The University's primary concern is the student, it endeavors to provide the academic atmosphere, the human association and the discipline vital to the student's sound intellectual growth and character development. The various programs of curricular and extracurricular activities are designed to stimulate curiosity, broaden perspective, enrich awareness, deepen understanding, establish disciplined habits of thought, provide preparation for a vocation and help in realizing the potential of students as individuals and informed members of society.

The East Liverpool Campus remains dedicated to the goals of Kent State University and the Regional Campuses, as set forth by the Ohio Department of Higher Education. This includes offering quality instruction in the baccalaureate program, including Kent Core courses, associate degree programs, technical programs leading to an associate degree, selected baccalaureate degrees, upper division and graduate resident credit courses, and continuing studies/workforce development.

The Regional Campuses are also expected to meet the special needs of the communities served, to the extent that resources permit. Within these general parameters, the East Liverpool Campus has established and has been implementing the following specific goals and objectives:

- To offer sufficient coursework so that any student may complete specific Associate Degree technical programs which meet Ohio Department of Higher Education and Kent State University standards.
- To offer baccalaureate courses leading to the Associate of Arts and the Associate of Science Degrees in General Studies; and to include selected upper division and graduate courses leading to various baccalaureate and graduate degrees.
- To offer select baccalaureate programs at the Columbiana County Campuses.
- To offer selected upper-division and graduate courses to the extent that local demand, physical resources, and Ohio Department of Higher Education criteria allow. The courses offered depend on student and community needs and Board of Regents approval.



- To make available select technical courses, which do not lead to technical associate degrees awarded by this campus, but which meet student and community needs. Each semester the East Liverpool Campus offers courses to meet the individual needs of students or community members who wish to add to their specific knowledge or who wish simply to improve their job value or to be re-trained.
- To offer non-credit courses/workshops/seminars in response to local needs, coordinating local resources and the resources of the University.
- To provide an academic skills assessment program, basic skills courses, and tutorials at the East Liverpool Campus.
- To encourage and promote faculty research and professional development.

## SECTION I - Matters of Regional Campus Governance and Related Procedures

### A. Administrative Organization

The East Liverpool Campus of Kent State University exists as part of the Regional Campus System of Kent State University. The Dean and Chief Administrative Officer of the East Liverpool campus reports to the Vice President of System Integration of the University. The following are the chief operating officers at the Campus serving East Liverpool.

The **Campus Dean and Chief Administrative Officer** is the chief administrative officer and is responsible for all operations at the East Liverpool Campus. The Dean and Chief Administrative Officer directs and supervises the Campus in policy, budget and program planning. The Dean is responsible for academic policies and procedures; supervises all faculty and non-academic personnel and staffing activities; and is ultimately responsible for instruction, student welfare, and community relations. To assist the Dean and Chief Administrative Officer in these responsibilities the Dean has an Associate/Assistant Dean, Director of Enrollment Management and Student Services, Business Administrator, and various other positions which may change from time to time.

The **Associate/Assistant Dean** is the academic officer for the campus. The Associate/Assistant Dean has the responsibility for overseeing and implementing academic programs, new course and program development working closely with the Faculty Instructional Affairs Committee; working with the Faculty Academic Affairs Committee in determining faculty workload, workload reductions and hiring; scheduling of courses; distributing, collecting and evaluating the student evaluations of instruction materials; being a liaison with the Kent Campus departments and chairpersons on routine academic matters; and generally fostering the academic welfare of the campus and faculty.

The **Director of Enrollment Management and Student Services** oversees admissions, recruitment, student advising, and all other services related to the student population for the Columbiana County Campuses.

The primary responsibility of the **Budget Manager** is to direct and document expenditures for the purpose of providing the campus dean with the support to maximize the use of funds and/or ensure overall operations are within approved budgets. The Business Manager prepares a wide variety of materials and is responsible for implementing fiscal policy and budgeting.

The **Senior Facility Manager** oversees all matters concerning maintenance, safety, and security for the Columbiana County Campuses.

### B. Administrative Affairs Committee

This committee is comprised of all East Liverpool Campus administrators, meets on an as needed basis to discuss matters of importance to the administrative staff and to coordinate upcoming events which need administrative support and assistance. The Executive Committee of the Faculty Council shall attend. Meetings of this group are open to all faculty and an invitation should be extended to all faculty when a meeting is announced.

### C. Advisory Board

The East Liverpool Campus Advisory Board, composed of fourteen community members, advises the East Liverpool Campus Dean and Chief Administrative Officer who serves as an Ex-Officio member. Members are nominated by the Board, after consultation with the Dean and Chief Administrative Officer. From the list of the nominees, the Campus Dean and Chief Administrative Officer makes recommendations to the University President. Faculty Council should name a faculty representative to attend meetings when invited. All appointments to the Advisory Board are made by the President of the University upon the recommendation of the Campus Dean and Chief Administrative Officer.

This group serves to identify local needs that can be served by the Campus. Its members are instrumental in areas such as obtaining funds for programs and scholarships and securing public understanding of and support for higher education in the East Liverpool area. Meetings of the Advisory Board are held monthly during the academic year.

The stated purposes of the Advisory Board are:

- to represent the interests of both the local community and Kent State University in the overall development of higher educational programs in the East Liverpool area;
- to communicate the role and mission of the Campus to the community;
- to promote the goals and objectives of both the Campus and the University;
- to assist in the development of those resources necessary for the Campus to carry out its educational mission, especially the financial resources necessary to meet the ever-increasing costs of higher education;
- to provide political, educational and any other assistance it deems appropriate for the Campus and the University to accomplish their educational objectives to articulate the cultural aspects of the Campus and the community.

### D. Faculty

Faculty at the East Liverpool Campus are committed to teaching, professional development, and university and community citizenship. As appropriate for a regional campus, the faculty place more emphasis on effective teaching, a primary goal of the Campus; in addition, faculty engage in active scholarship, which is essential to quality teaching and professional development. Faculty also are expected to provide service in a variety of areas. University citizenship can include service to: the University; college, department and/or school; East Liverpool Campus; and East Liverpool area community service. All full-time faculty at the East Liverpool Campus relate to the general

governance of the University by service on various Kent Campus bodies. These may include: the Faculty Senate; department, school, or college Faculty Advisory Committees; Promotion, Reappointment and Tenure Committees; Curricular Committees, ad hoc committees and various departmental and collegial committees.

Faculty members report to the East Liverpool Campus Associate/Assistant Dean and are directly accountable to the Dean and Chief Administrative Officer in all matters, except those pertaining to course content and mode of instruction. Primary responsibility for which rests with the Kent Campus department or school or the Regional College.

#### E. Faculty Governance

Local campus faculty are governed by the Faculty Council (FC) as set forth in its Constitution. The FC is composed of all full-time faculty and one elected part-time faculty representative whose designated resident campus is East Liverpool. The FC meets during the semester to discuss faculty concerns, curricular matters, and local campus, Regional Campus, and University issues. This council is also ultimately responsible for approving the creation of all ad hoc or standing faculty committees. The executive officers of the Faculty Council, the Chairperson, Vice Chairperson, and FC Secretary represent the FC membership at meetings and in consultation with the Dean and Chief Administrative Officer and at the joint Faculty-Administrative Executive Committee meetings. The Faculty Council abides by the East Liverpool Campus Faculty Council Constitution for its rules, regulations, and authority.

The FC shall consider and advise the Dean and Chief Administrative Officer on all academic matters which include, but are not necessarily limited to, the following:

- issues concerning reappointment, tenure, and promotion, and dismissal of resident faculty of the campus;
- appointment of new resident faculty, including issues of rank and salary parameters;
- review of full-time non-tenure faculty assigned to the campus;
- allocation or reallocation of faculty positions and academic staff positions, including new and vacant positions;
- campus program development, restructuring, and/or discontinuance;
- evaluations relating to faculty salary increases and other salary adjustments, when and if applicable;
- campus planning and budget priorities, including review of requests for new funding in support of academic programs and allocation of discretionary resources;
- selection and structure of campus-wide committees, including search committees;
- issues related to teaching assignments and class schedules including appropriate application of workload equivalencies;
- faculty professional improvement, research, and other leaves;
- procedures for the establishment review and appropriate revision of the campus handbook;

- issues related to the advising and retention of students;
- insuring that instructional standards are followed; and
- insuring that class and other duties of faculty members are met.

The above duties may be delegated to other campus committees or to the chair of the FC, either by provision of the campus handbook or by specific recorded action of the full campus faculty or by the FC.

## F. Faculty Council Constitution, Kent State University at East Liverpool

### Preamble

We the faculty at Kent State University at East Liverpool hereby establish a Faculty Council for the purposes of being a recommendatory and/or advisory body to the Dean and Chief Administrative Officer of the East Liverpool Campus. The Council shall be responsive to the faculty and shall exist on its good graces.

### Statement of Philosophy

While we are in agreement with the fact that all faculty are faculty of Kent State University in pursuit of the University mission, we recognize procedural differences and expectations exist at varying faculty ranks. This Faculty Council Constitution has been developed with constant consideration of agreement with the Collective Bargaining Agreements of the faculty of Kent State University. When in conflict, the language of the Collective Bargaining Agreements supersedes any language in this Constitution.

### Article I

The authority which exists on the Kent State University at East Liverpool campus is the authority of the State of Ohio delegated by law to the Trustees of the University and through them to the President, administrative officers, and faculty of the University. It is from this source that all powers delegated by this constitution are derived.

### Article II

*Section 1.* All legislative powers herein granted shall be vested in a Faculty Council (FC) of Kent State University at East Liverpool.

*Section 2.* Membership in the Faculty Council shall consist of faculty members holding a full-time tenure or tenure-track (TT), or non-tenure-track (NTT) contract with the East Liverpool campus and a part-time faculty representative elected from those teaching on the East Liverpool Campus. The Dean and Assistant/Associate Dean of the East Liverpool Campus serve as Ex Officio, non-voting members of the Faculty Council.

1. All full-time tenured and tenure track faculty (TT) shall be members of FC. Full-time tenured and tenure track faculty shall be defined as all faculty holding a full-time tenure or tenure track contract with Regional Campuses of Kent State

University whose resident campus is East Liverpool and who are represented by the full-time faculty Collective Bargaining Agreement.

2. All full-time non-tenure track faculty (NTT) shall be members of FC. All full-time non-tenure track faculty shall be defined as those faculty who hold a full-time non-tenure track contract with the Regional Campuses of Kent State University and who are primarily assigned to the East Liverpool Campus and who are represented by the non-tenure track faculty Collective Bargaining Agreement.
3. One part-time faculty (PT) representative shall be elected to the membership of FC and shall be a voting member. Part-time faculty shall be defined as those faculty who are adjunct faculty who teach on the East Liverpool Campus.
4. The Faculty Council Executive Committee consisting of a Chairperson, Vice Chairperson, and Secretary shall govern this body.

*Section 3.* Procedures for determining membership, voting membership, and leadership in the Faculty Council shall be as follows:

1. All TT faculty are members and are expected to participate in FC; all TT faculty are voting members. At the beginning of each term, the chairperson shall report the current number of TT Faculty present for the term. This number shall be used to determine (1) the quorum as specified below and (2) the number of voting NTT faculty members for email votes.
2. All NTT faculty are members and are expected to participate in FC. The number of NTT voting members shall be at least one member but no more than TT minus one.
  - i. For on-site FC meetings in which a vote is required, and where the number of NTT faculty outnumber the number of TT faculty present at the meeting, the NTT faculty shall quickly convene and determine who shall be voting members. The number of voting NTT membership shall be one less than the number of TT faculty present at the meeting requiring a FC vote.
  - ii. For email FC voting initiatives, the maximum number of votes accepted for NTT faculty will be one less than the number of TT faculty. NTT votes will be accepted based on time stamp where the number of votes accepted will be the first votes up to the maximum number of NTT votes allowed (the total number of TT faculty minus one).
3. The Executive Committee elections shall be conducted mid-Spring semester by the current Vice Chairperson. The Executive Committee term shall commence the end of the spring semester. All full-time tenure, tenure track, and non-tenure track faculty are eligible to vote for these officers.
4. At the beginning of the fall semester (first and second week of the term), the Vice-Chairperson shall conduct an election of all part-time faculty. The part-time faculty member receiving the most votes shall be elected to serve as a member of the FC as a part-time representative. The PT faculty representative is a voting member.
5. Any officer or elected representative desiring to resign from the Faculty Council shall submit a resignation in writing to the Chairperson. The Chairperson shall

announce the resignation and ask the Vice Chairperson or designee to conduct any appropriate election.

*Section 4.* Voting members of the Faculty Council (FC) are defined in Section 3 above. Voting members shall be permitted to vote in all matters related to faculty and academic issues except personnel decisions (Reappointment, Tenure, Promotion and the Faculty Excellence Awards). A quorum constitutes a simple majority of TT faculty members. Meetings where a vote is required must have a quorum. The Faculty Council may set the rules for its own proceedings. A record of all meetings shall be kept by the Secretary and distributed to all members within two weeks following each meeting. On procedural questions, the current edition of Roberts Rules of Order, Revised shall be followed. The decision of the presiding officer is considered final.

1. All resolutions, bills, and other statements of policy shall be passed by a simple majority of all Faculty Council members. The Faculty Council, at its option, may submit referenda to the faculty at large on important issues. A petition on a given issue signed by two-thirds of the faculty members shall require the Faculty Council to hold referenda at any time. The results of the referenda shall have the force of official policy provided that a majority of the faculty votes. A simple majority of those voting shall carry an issue.
2. Any member of the faculty council may make a motion by email. When (if) the motion is seconded, a five day period of discussion will commence; upon conclusion of this discussion period the Vice-chair shall immediately send a simple yes/no/abstention ballot to the members who will have at least one week to respond. All FC members are expected to email his or her vote. The motion will carry upon receiving a simple majority of the responding ballots as long as the total responses constitute a quorum as defined above.

*Section 5.* The Faculty Council shall meet no less than three times during each semester at regular intervals. The dates of these meetings shall be determined by the Executive Committee in consultation with the Dean/CAO and/or the Assistant/Associate Dean at the beginning of each semester and distributed to all faculty (full-time and part-time). All faculty members have the right to engage in the discussion at the meetings of the Council. The Faculty Chairperson shall send out requests for agenda items to all faculty (full and part-time). The agenda shall be set with the Dean/CAO and/or Assistant Dean by the Executive Committee or designee. The agenda shall be made public no less than 1 week before regularly scheduled meetings and forty eight (48) hours prior to special meetings, except in the case of an immediate, urgent issue. The Council may be convened for special meetings at the call of the Council Chairperson; upon petition of at least one-fourth of the Council members. Only subjects listed in the proposed agenda for a special meeting may be considered at the meeting. The meetings may be held at any time including the summer months, if a quorum of representatives (majority) can be in attendance. Minutes of all meetings shall be distributed to faculty (full and part-time) within 2 weeks of the meeting. Minutes shall consist of a summary of issues discussed and decisions reached, if any. The Dean/CAO shall have the opportunity for a timely review of the minutes prior to their distribution.

*Section 6.* According to the *Collective Bargaining Agreement*, the Faculty Council is the primary advisory and recommendatory body to the Campus Dean and CAO, who serves as an Ex Officio, nonvoting member. It is the purpose of this Council or designated subcommittees on which tenure track Faculty constitute a majority, to advise and recommend on all matters, including but not limited to the following:

1. faculty personnel issues
2. appointments of new resident faculty
3. review of full-time non tenure track faculty assigned to the campus
4. allocation or reallocation of faculty positions and academic staff positions including new and vacant positions
5. campus program development, restructuring, and/or discontinuance
6. evaluations relating to faculty salary increases and other salary adjustments, when and if applicable
7. campus planning and budget priorities, including review of requests of discretionary resources, for new funding in support of academic programs and allocation
8. issues relating to teaching assignments and class schedules, including appropriate application of workload equivalencies
9. faculty professional improvement, research, and other scholarly leaves
10. issues relating to the advising and retention of students
11. insuring that instructional standards are followed
12. insuring that class and other duties of faculty members are met

Generally, the East Liverpool Faculty Council shall have the advising authority within the faculty governance framework to:

1. provide for the common betterment and general welfare of the University community
2. express faculty opinion to the administration and students through the Executive Committee or Chairperson
3. receive and act on petitions
4. make all ordinances proper for executing the provision of this Constitution
5. approve the creation of all ad hoc or standing faculty committees
6. take any other action deemed necessary within the general category of faculty affairs

## Article III

### *Section 1: Executive Officers*

There shall be a Chairperson, Vice Chairperson, and a Secretary of the Faculty Council elected by a vote of all full-time faculty whose residential campus is East Liverpool.

1. to be eligible for election to an executive office a faculty member must be an East Liverpool residential campus faculty member. In addition, it is required that any person running for the Chairperson of the Executive Committee of Faculty Council be a Tenured Faculty member.
2. the term of office shall be for one year including summer terms and beginning in the spring semester or until new officers are installed if the period between elections is more or less than one year.



3. these offices shall be considered vacant whenever the incumbent fails to meet the qualifications of the Faculty Council.
4. during the middle of the spring semester, the current Vice Chairperson shall seek nominations for officers from the members of the full-time faculty. Elections for new officers shall be held by the last four weeks of the spring semester with results published immediately. New officers shall be installed at the conclusion of the spring semester. The Vice Chairperson shall be responsible for maintaining a file containing a rank ordered list of the election results for all offices and for giving the election records to the new Vice Chairperson.
5. if at any time an executive office is vacated, the Vice Chairperson or designee shall conduct a special election, with all deliberate speed, following the steps outlined above.

*Section 2: Duties and Powers of the Chairperson of the Faculty Council/Executive Committee*

**Chairperson of the Faculty Council:**

1. shall be responsible for the execution of legislation passed by the Faculty Council.
2. shall meet with the Dean and/or Assistant Dean to coordinate meetings, agenda items, and discuss faculty issues.
3. shall present information to the Faculty Council and recommend measures for its consideration.
4. shall create committees necessary to the proper functioning of the Faculty Council and appoint members and chairpersons of such committees in consultation with the other Executive Committee members.
5. shall be the official representative of the faculty at all university affairs where no special representative has been designated.
6. shall act as the official representative of the faculty to the administration and to student government where no special representative has been designated.
7. shall, upon the request of the Dean and CAO, or affected faculty, assist in assessing and assigning faculty workload equivalents.
8. shall preside at all meetings of the Faculty Council.
9. shall call meetings in accordance with the provisions of Article II sections 4-5.
10. shall perform all other duties that normally befall a chairperson.
11. shall serve as chair of the campus Reappointment, Tenure, and Promotion Committee.
12. shall be responsible for communicating the recommendations of the Reappointment, Tenure, and Promotion Committee.
13. shall serve as the Campus's representative to the Regional Campuses Faculty Advisory Council (RCFAC).
14. shall provide a year-end report which shall be provided to the succeeding Chairperson and distributed to all faculty.

*Section 3: Duties and Powers of the Vice Chairperson*

**The Vice Chairperson of the Faculty Council/Executive Committee:**

1. shall, unless expressly stated to the contrary, serve as an ex-officio member of all committees and be in continuing communication with all committees with the view to finalizing committee considerations for presentation to the Faculty Council.
2. shall meet with the Dean and/or Assistant Dean to coordinate meetings and discuss faculty issues.
3. shall perform all duties delegated by the Chairperson.
4. shall act as Chairperson of the Faculty Council or at Faculty Meetings in the absence of the Chair.
5. shall conduct all elections as outlined and described in Article II section 3 and Article III section 1.
6. shall maintain an election file which contains the rank ordered results of all office elections.
7. shall prepare and distribute a list of Faculty Council Constituency membership and the Faculty Council meeting times to all faculty at the beginning of each semester.

#### *Section 4: Duties and Powers of the Secretary*

The Secretary of the Faculty Council/Executive Committee:

1. shall act as recording secretary for all meetings of the East Liverpool Campus faculty, keeping, and promulgating the minutes of such meetings within two weeks of their occurrence in accordance with Article II Section 4.
2. shall be responsible for distributing the agenda for all meetings.
3. shall keep all records of the Faculty Council.
4. shall act as corresponding secretary with all other persons and groups for the East Liverpool Campus faculty.
5. shall, in the absence of the Chairperson and Vice Chairperson, act as Chairperson of the Faculty Council.
6. shall meet with the Dean and/or Assistant Dean to coordinate meetings and discuss faculty issues.

#### *Section 5: Removal from Office*

Any executive officer may be removed from office by majority vote of the Faculty Council or through a referendum by the faculty. The petition for removal must contain at least two-thirds of full time faculty members' names. A vote of the entire full-time faculty will be conducted. A majority vote of full-time faculty shall be required for removal from office.

#### *Article IV*

Two standing committees and other necessary Ad Hoc committees shall be established to conduct the business of faculty and the university and community at large. Each committee shall be chaired by a Faculty Council representative and shall include all tenured-tenure track faculty, non-tenure track faculty and the part-time representative. Other faculty members will be nominated by the Executive Committee and ratified by Council prior to the Fall Semester. The Executive Committee is responsible for assuring that the majority of each committee consists of Tenured or Tenure Track Faculty. In addition to the two Standing Committees, the Promotion, Tenure, and Reappointment Committee is a permanent committee whose structure adheres to

university and collective bargaining agreement guidelines.

#### *Section 1: Faculty Academic Affairs Committee*

The Faculty Academic Affairs Committee (FAAC) is primarily responsible for:

1. executing the Professional Travel Fund Policy and Procedures for East Liverpool Campus faculty.
2. advising the Dean and/or Assistant Dean about Faculty workload equivalencies, Faculty Professional Improvement Leave (FPIL) Requests, Grants, and Summer Grant Proposals.
3. recommending new resident faculty appointments.
4. advising the Dean or Assistant Dean on the allocation or reallocation of faculty positions.
5. assisting the Assistant Dean with the new faculty orientation program.
6. establishing faculty professional improvement workshops.

#### *Section 2: Faculty Instructional Affairs Committee*

The Faculty Instructional Affairs Committee (FIAC) is primarily responsible for:

1. assisting the Dean/CAO and Assistant Dean in exploring new program development
2. reviewing proposed curricular changes for any academic program
3. assessing the campus's Diversity and Kent Core course offerings
4. recommending course offerings to improve student enrollment
5. assisting with programs for student retention and development
6. assisting with campus planning and budget priorities
7. insuring instructional standards are followed

All full time tenured/TT faculty shall serve in at least one of the committees: FIAC or FAAC. NTT faculty are invited and encouraged to join one of these committees.

#### *Section 3: Reappointment, Tenure, and Promotion Committee*

The Reappointment, Tenure, and Promotion Committee shall make advisory recommendations to the Dean and CAO about faculty personnel actions. This committee shall be chaired by the Faculty Council Chairperson, and shall consist of all tenured Faculty at the East Liverpool Campus and all Full Professors. The committee shall also advise the Dean and CAO on non-tenure track faculty reappointment decisions.

### Article V

#### Adoption and Approval

##### *Section 1: Ratification*

This constitution shall be deemed ratified when approved by a two-thirds majority of the full-time faculty as defined herein through either a written or electronic ballot.

##### *Section 2: Amendments*

Amendments to this constitution shall be presented to the Faculty Council for reconsideration upon the petition of a least ten (10) percent of the full-time faculty, and shall be ratified by a

simple majority of the full-time faculty through a written or electronic ballot.

Ratified Fall 1976

Amended Spring 1981

Amended Spring 1998

Amended Fall 1998

Amended Spring 1999

Amended Fall 2001

Amended Fall 2003

Amended Spring 2008

Amended Fall 2009

Amended Spring 2010

Ratified Spring 2017

## SECTION II

### Teaching Assignments and Workload Including Workload Equivalencies and Related Procedures

#### A. General Information

The procedures followed at the East Liverpool Campus regarding appointment of new faculty follow established Kent State University policies, including adherence to the Affirmative Action policy and procedures. Each appointment must take place within the context of the University's commitment to equal opportunity.

The responsibilities of faculty at Kent State University at East Liverpool are the same as those at every other campus of Kent State University. These are the scholarship of teaching as well as scholarly research and creative activity, and University and community citizenship responsibilities. However, because of regional campuses' distinctive mission, more emphasis is placed on the act of teaching than is the case at the Kent Campus.

Appointment of a faculty member at Kent State University at East Liverpool is complicated by the fact that, while faculty are full members of a Kent Campus academic department, their tenure and teaching assignments are in the Regional Campuses, and these campuses are budgeted separately from the Kent Campus. Faculty assigned to Kent State University at East Liverpool may have teaching assignments at East Liverpool, Salem, or both. Assignments to campuses other than East Liverpool or Salem must follow the current Collective Bargaining Agreement. Detailed information on regulations regarding appointment and employment can be found in the *University Policy Register*.

#### B. Diversity Commitment

Kent State University is pledged to making all of its campuses inclusive, diverse, and free from discrimination. The University's equal-opportunity policies extend to every aspect of employment, academics, and student-life. No unlawful discrimination in employment, admissions, academic programs, recruiting, financial aid, or social, recreational and health programs is permissible or tolerated.

The Office of Compliance, Equal Opportunity and Affirmative Action (EOAA) is the principal agency responsible for implementing fairness and good-faith practices across the University. This goal is defined in detail in the *Affirmative Action Plan of Kent State University*, which is updated and republished from time to time. Individual faculty members are encouraged to contact either the Office of Affirmative Action on the Kent Campus or the Kent East Liverpool Campus Affirmative Action Facilitator at any time if they need information regarding their rights, or if they wish to learn about procedures available to resolve concerns or complaints.

### C. Tenure and Non-tenure Track Appointments

A prospective faculty member's appointment to Kent State University at East Liverpool must be approved by the Columbiana County Campuses' Dean and Chief Administrative Officer, the Academic unit, the Collegial/School Dean and Chief Administrative Officer, the vice president for Kent State System Integration, and the Office of the Provost. Appointments are then made by the Board of Trustees, upon the recommendation of the President. All other faculty personnel recommendations are subject to similar approval.

The procedure for hiring a new faculty member to Kent State University at East Liverpool conforms to the *Hiring Steps for Full-Time Faculty Policy*. Typically, after a campus review of enrollment trends and projections, a position request is made to the Dean for Regional Campuses. If approved, generally a job description is crafted establishing the qualifications for the position, describing the nature of the position, and establishing the deadline dates for application. The position is then advertised appropriately following current procedures and HR practices. The job description should identify a person to whom applications should be directed.

The Kent State University at East Liverpool search committees are generally formed by the Dean and Chief Administrative Officer of the Campus and approved by the Office of Compliance, Equal Opportunity and Affirmative Action (EOAA). Committees generally consist of tenured or tenure-track faculty (although provisions are sometimes made for the participation of NTT faculty) and the chair is usually a senior faculty member at Kent State University at East Liverpool. Once committees are formally charged by the Dean and Chief Administrative Officer, the committee members are provided with training through the Office of Diversity, Equity & Inclusion to ensure fair-hiring practices and the following of hiring protocols.

The search committee is responsible for identifying a short list of candidates to be submitted to the department chair for review and approval. From the list of candidates approved by the department, the search committee submits a list of three or four candidates to the Campus Dean and Chief Administrative Officer. A search committee, if it so chooses, may rank the candidates in accordance with the current Collective Bargaining Agreement.

Typically at the conclusion of the committee's screening process and following the approval of the Office of Compliance, Equal Opportunity and Affirmative Action (EOAA), the office of the Campus Dean and Chief Administrative Officer completes the hiring process and an offer of appointment is extended. This offer must be in writing and will minimally include the department of the prospective faculty member; dates and periods of employment; the type of appointment, tenure, or promotion; other terms of appointment, such as the initial Regional Campus to which the faculty member is assigned, promotion and tenure clauses; the responsibilities of the position; and possibilities for summer teaching. (See *Hiring Steps for Full-Time Faculty* or current policy and practices.)

While faculty are full members of their respective Kent Campus academic units, their tenure and teaching assignments are in the Regional Campus System, which is budgeted separately from the Kent Campus. This means that new faculty members must become aware of the structure of

governance, standards for evaluation of probationary faculty, and the general culture within both their departments and Kent State University at East Liverpool. This section of the university-wide Faculty Handbook should provide an overview of the East Liverpool Campus and the Regional Campuses system. However, new faculty members are strongly encouraged to learn about their own departments from their department handbook, their chair and other senior faculty, and to engage in a modest amount of departmental service.

Moreover, the University has the right to reassign an individual to a different campus from his or her initial appointment. Final decisions are made by the Provost and are governed by considerations of seniority as well as the procedures outlined in the *Collective Bargaining Agreements* for regular and NTT faculty.

#### D. Multiple Campus Appointments

A faculty member's resident campus is determined by his/her appointment letter. All regional campus faculty members (including those who are "shared") have a resident campus. The resident campus is where they are reviewed (e.g., RTP, FTNTT reviews). A faculty member's resident campus does not change based on his/her Fall workload assignment. Workload assignments do not have an impact on resident faculty status. For a tenure-track faculty, resident campus assignments can only be changed as described in the Collective Bargaining Agreement, Article IX, Section 5, B & C. (i.e., voluntary and involuntary reassignment).

In terms of the establishment of the proper Faculty Council representation, primary assignment of a tenure-track faculty member is determined annually based upon the teaching load in the Fall semester as outlined in the Collective Bargaining Agreement, Article VI, Section 6, B(1).

#### E. Faculty Ranks

##### Regular Full-time Tenure Track/ Tenured Faculty Ranks.

Kent State University at East Liverpool follows the University's policy with respect to faculty rank as set forth in the *University Policy Register*. Depending on the level of an individual full-time faculty member's credentials, qualifications and experience, he or she will occupy one of the following ranks: (i) Instructor, (ii) Assistant Professor, (iii) Associate Professor, and (iv) Professor. Tenure-track appointments for new faculty members typically begin at the Assistant level, depending upon a new hire's credentials and the negotiations that occur at the time of hire. A definition of tenure, a discussion of the initial probationary period, and the procedures for the granting of tenure are included in the documents "University Policy and Procedures Regarding Faculty Reappointment" and "University Policy Regarding Faculty Tenure," which can be found in the *University Policy Register*. For regular full-time faculty, assignment or advancement to these ranks normally occurs by promotion, or upon initial appointment when specific criteria are met. For more details, see "University Policy Regarding Faculty Promotion" in the *University Policy Register*.

#### *Full-time Non-tenure-track (NTT) Appointments.*

Regular Full-time Non-tenure track, NTT appointments follow University rules as set forth in the University Policy Register and the Non-tenure-track Faculty Collective Bargaining Agreement. Typically, the teaching load for a full-time NTT faculty member on an instructional tract appointment and assignments shall constitute the (15) credit hour per semester workload, thirty (30) for the academic year, established by the university workload/teaching load policy referenced in the Collective Bargaining Agreement. Depending on the level of an individual full-time faculty member's credentials, qualifications and experience, he or she will occupy one of the following ranks: Lecturer/Assistant Professor, Associate Lecturer/Associate Professor, Senior Lecturer/Professor. NTT faculty members completing the third year of a three-year term of annually renewable appointments must undergo a full performance review as a prerequisite for subsequent appointment as do those in their sixth year. (Non-tenure-track Faculty Collective Bargaining Agreement, Article X, Section 5-7). The formal review continues into the ninth year during which a less formal review takes place. Other responsibilities and expectations of NTT faculty members in the Regional Campus System may be found in the Regional Campus Handbook.

#### *Temporary Faculty: Adjunct, Part-time and Visiting Faculty.*

The Regional Campus System maintains contractual relationships with temporary faculty, contingent upon certain conditions, limitations, and policies, and consistent with the University Policy Register and the Collective Bargaining Agreements. Temporary faculty members at Kent State University at East Liverpool play an important role in fulfilling its teaching mission. They are accorded the same academic freedom in the classroom as regular faculty, and temporary faculty members are encouraged to become involved in the East Liverpool campus community, to the extent possible. Temporary appointments are ordinarily for one year or for one semester. No implication of reappointment is intended. Temporary appointees are not covered by the Collective Bargaining Agreements.

Service as a temporary appointee is not applicable toward tenure, promotion in rank, or similar faculty professional advancements. There is no institutional obligation beyond the period of the temporary appointment. Any number of consecutive years of service is a disconnected sequence of discrete appointments. If a department wishes to appoint a temporary person with rank of Assistant Professor, Associate Professor, or Professor, that appointment should be prefaced by "Visiting." Visiting faculty members generally enjoy the same academic rights and privileges as other regular Kent State University faculty members. However, they do not enjoy the same rights of participation in University decision-making as do Kent State University regular faculty members and are ineligible for elections to the various East Liverpool Campus faculty committees and councils.

Temporary faculty at Kent State University at East Liverpool are reviewed at least once annually by the Associate/Assistant Dean for Academic Affairs or by the program coordinator in their teaching area. Classroom performance is weighted most heavily in such reviews. Further academic ranks of the University are outlined within the University Policy Register.



#### F. Academic Year Workload Expectations

Regional Campus faculty have a standard teaching load as follows, although other duties (administrative appointments, etc.) may and should provide workload equivalencies as determined by the Campus Dean and Chief Administrative Officer for the faculty member

- The teaching load for a regular full-time tenured or tenure-track faculty member is 24 hours (or equivalent) per academic year.
- The teaching load for a full-time non-tenure-track (NTT) faculty member on a teaching track appointment is 30 hours (or equivalent) per academic year.
- Teaching load for interactive and distributed learning courses will be arranged individually and in accordance with the *Collective Bargaining Agreement*, depending on the scope of such courses and the amount of preparation required. It is at the discretion of the faculty member and the Campus Dean and Chief Administrative Officer to seek reimbursement for preparation time.
- Faculty members who make a special contribution to the Campus in areas other than classroom teaching, e.g., chairing Faculty Council or advising students for the Office of Student Services, may receive special assignment hours equivalent to teaching hours in order to carry out those contributions. (This provision does not refer to the normal, expected faculty activities considered to be service/university citizenship.)

Scheduling varies by department, but each faculty member should expect a portion of contract load to be assigned during the evening hours. Class size is contingent upon facilities and need, and is determined by the Assistant/Associate Dean in consultation with the department, the campus departmental coordinator, and the instructor. A faculty member may also expect to be assigned to teach at other Kent State University campuses if enrollments do not justify a full teaching load at the Kent State University at East Liverpool Campus, or if there is a need at another campus.

#### G. Overload Policy

Compensation for teaching overload at the East Liverpool Campus is governed by the policy described in the *Collective Bargaining Agreement* (Article IX, Section 6). In situations where there is a choice between using a temporary faculty member or assigning overload to a full-time faculty member, the decision shall be made by the Dean and Chief Administrative Officer of the Columbiana County Campuses in consultation with the campus departmental coordinator.

#### H. Summer Teaching Policy

Summer teaching opportunities may be available for Kent State University at East Liverpool faculty members, and are contingent upon course demands and enrollment projections. The Dean and Chief Administrative Officer of the Columbiana County Campuses makes summer teaching assignments. The Regional Campus System follows the rule of *equitable distribution* of opportunities for summer employment among members of the regular faculty bargaining unit.

In actual practice, this principle requires supervision by faculty members and administrators alike, because staffing changes are irregular and positions are often not filled until the last moment when many faculty are away from their campuses.

#### I. Intersession Teaching

Opportunities to teach a single course each year during intersession, a three-week period between the end of spring semester and the beginning of summer classes, may be available for faculty members at Kent State University at East Liverpool. Course offerings are approved by the Dean and Chief Administrative Officer of the Columbiana County Campus in consultation with department coordinators, and are contingent upon course demand, enrollment projections, and the probability of the successful delivery of the course in the intensive intersession format. An intersession assignment does not count for either summer load or for overload. For more information about intersession teaching see the *University Policy Register*.

#### J. Annual Workload Summary

Each continuing tenured Faculty member is to prepare and submit an annual workload summary report for the academic year by the end of the spring semester to the campus dean. This report is to identify and update the Faculty member's efforts, accomplishments, scholarly contributions, ongoing professional activities, service and interests during that academic year.

The annual workload summary report submitted by the Faculty member shall be submitted electronically to the campus dean, and will include a brief summary of the previous year's professional activities, the course syllabi for each course or section of course taught by the Faculty member during the previous academic year and a link to the Faculty member's current curriculum vitae. The purpose of this report is to document the workload, including utilization of the specified workload equivalencies, for the academic year. This report may be used in planning future workload equivalencies. Any other use of the report requires the consent of the Faculty member.

K. The load-hour equivalents shall include but are not limited to:

AREA OF ACTIVITY	RECOMMENDED LOAD HOUR EQUIVALENT
<b>FC Chair</b>	3.0 hours / semester
<b>Instructional Service</b> [supervision of student interns; supervision of individual investigation students; thesis/dissertation direction; graduate faculty responsibilities]	May receive up to 3 hours / semester
<b>Lab Preparation</b>	Faculty members prepping their own labs may receive load equivalency consistent with departmental policies and guidelines.
<b>Program Development</b> [new course development; major renovation of course; excessive number of new course preparations; program development; conversion of face-to-face course to distance learning]	1.0 – 12.0 hours / semester  The development of a 3 credit hour course typically results in an equivalency of 3.0 hours / semester. Converting a 3 credit hour course to distance learning format typically results in an equivalency of 3.0 hours / semester.
<b>Administrative Services</b> Coordinator/Program Director	Coordinators / Directors of Programs such as Accounting Technology, Computer Technology, English, Justice Studies and Criminology, and Psychology typically receive 3 hours / semester for their service. May vary depending on program size and responsibilities.
<b>Other Administrative Services</b> Other administrative service to the Campus, College or University beyond Program Coordinator / Director	1.0 – 12.0 hours / semester
<b>Professional Development</b> [research load equivalency or leave; technical professional development]	1.0 – 12.0 hours / semester

## SECTION III

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

This section of the Handbook includes information concerning policies and procedures that govern processes of decision-making concerning such important issues as promotion, tenure, and reappointment of faculty within the Regional Campus system. In the case of academic personnel reviews, care should be taken to review the guidelines and other materials circulated annually by the Provost for specific procedures to be followed.

#### A. Background

There are no more important decisions made concerning the relationships between the University and its faculty than those related to promotion to higher rank, tenure with its implication of lifelong appointment with the University, and reappointment for probationary faculty. Consequently, the policies and procedures which govern these decisions are elaborated in some detail within the structure of University regulations.

Reappointment, tenure, and promotion within the Regional Campus system follow the Kent Campus pattern, but 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 and Chief Administrative Officer. The procedure recognizes that Regional Campus faculty hold membership and rank in an academic department while discharging their responsibilities and holding tenure within the Regional Campus System.

Criteria for consideration of candidates for reappointment, tenure and promotion 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 departmental handbooks, the handbooks of the regional campuses, the Collective Bargaining Agreements, and in materials circulated annually at the onset of the review process.

Substantive criteria, developed departmentally and collegially, are elaborated in the departmental, school, and college handbooks. University guidelines must also be observed. These guidelines are included in the documents circulated annually by the Provost's Office.

#### Reappointment

##### *Tenure Track Faculty Reviews*

All regular, full-time, probationary, tenure-track faculty will go through a reappointment review as outlined in the university reappointment policy. Candidates should refer to their department/school/college guidelines for reappointment criteria and procedures. Because of the special mission of the Kent State University at East Liverpool, a candidate will be expected to submit evidence of the strength in the act of teaching and service/university citizenship. In

addition, evidence of appropriate research and creative activity is expected.

#### *NTT Faculty Reviews*

Non tenure-track faculty (NTT) are reviewed according to the guidelines outlined in their own *Collective Bargaining Agreement* and their academic unit. In evaluating NTT candidates for reappointment on the teaching track, primary consideration will be given to demonstrating strength in the act of teaching.

#### *Tenure*

All regular, full-time, probationary, tenure-track faculty are eligible at certain times for tenure review according to years of service and rank differentiations. These are described in the materials distributed annually by the Office of the Provost.

Regional Campus faculty who receive tenure are tenured in the Regional Campuses and not on the Kent Campus. Conversely, Kent Campus faculty who are tenured are tenured on the Kent Campus and not in the Regional Campuses according to University Policy 8-01.1: ADMINISTRATIVE POLICY REGARDING FACULTY TENURE IN REGIONAL CAMPUSES

<https://www.kent.edu/policyreg/administrative-policy-regarding-faculty-tenure-regional-campuses>

The granting of tenure is a deliberate and important decision. Essentially those involved in making a tenure decision are asking the question, “Is this person likely to make a positive contribution to his/her discipline, unit, campus, university and community over the long term?”

Faculty should refer to the departmental/school and university guidelines for tenure criteria. Because of the special mission of the East Liverpool Campus, a candidate will be expected to submit evidence of strength in the act of teaching and university citizenship. In addition, evidence of appropriate activity scholarly research or creative activity is expected (see weighting criteria in Section C).

#### *Tenure Track/Tenured Promotion*

All regular, full-time tenured and probationary faculty are eligible at certain times for promotion review according to years of service and rank differentiations. These are described in the materials distributed annually by the Office of the Provost.

Although tenure is held in the Regional Campuses, academic rank is held in the department, school, or college. Therefore, the individual should refer to his/her academic department/school/college handbook for criteria for promotion. The criteria for promotion are established by the department/school/college in consultation with faculty.

A major consideration for promotion to all ranks will be documented evidence of strength in teaching and service/university citizenship. In the area of citizenship, evidence of campus leadership commensurate with rank should be demonstrated. Scholarship that is recognized nationally and internationally tends to be necessary for promotion to full professor.

#### *Full-time Non-tenure Track Faculty (NTT) Academic Ranks and Promotion*

FT-NTT Faculty members hold appointments at one (1) of the following six (6) academic ranks: Lecturer, Associate Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, or Professor. The academic ranks of Lecturer, Associate Lecturer and Senior Lecturer are reserved for FT-NTT Faculty members who have not earned a terminal degree in their discipline, but whose professional experience and demonstrated performance warrant these ranks. The academic ranks of Assistant Professor, Associate Professor and Professor are reserved for FT-NTT Faculty members who have earned the terminal degree in their discipline and whose professional experience and demonstrated performance warrant these ranks. (NTT Collective Bargaining Agreement).

FT-NTT faculty members who have completed five (5) consecutive years of employment as an FT-NTT faculty member and one (1) successful Full Performance Review may apply for promotion to the rank of Associate Lecturer/Associate Professor, as applicable, at the time of their second Full Performance Review or with any scheduled performance review thereafter.

Normally, FTNTT faculty members at the rank of Associate Lecturer/Associate Professor may apply for promotion to the rank of Senior Lecturer/Professor, as applicable, in any year after five full years in rank as an Associate Lecturer/Associate Professor (NTT Collective Bargaining Agreement, ADDENDUM C).

Promotion is from rank to rank and is sequential. NTT Faculty can apply for promotion in the third year of a cycle of three (3) one year annually renewable appointments after the member has successfully passed one Full Performance Review. However, the campus faculty do not advise on the promotion of NTT faculty. The candidates who are standing for reappointment and/or (NTT) promotion should consult with their specific Department, College, or academic unit to receive guidance in preparing their files. Such candidates should also receive and follow the guidelines and protocols defined in NTT Collective Bargaining Agreement.

#### *B. Procedures*

Usually in the spring semester, prior to the beginning of the academic year, the office of the Provost initiates the review process by circulating a document outlining procedures and deadlines to Schools, University departments/colleges and Deans of Regional Campuses.

All regular, full- time probationary, tenure-track faculty are eligible at certain times for tenure review according to years of service and rank differentiations. Departments 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 by the materials distributed by the Office of the Provost and other documents which have been developed departmentally and collegially, and elaborated in the respective faculty handbooks. Faculty should consult their departmental handbooks for such procedures. University guidelines have also been developed which must be observed.

Although a faculty member may stand for both promotion and tenure at the same time, it should be remembered that these are two distinct personnel actions requiring separate procedures, timetables and guidelines.

The University establishes a timetable for personnel actions for faculty. This varies from year to year and is specified in a document published by the Provost. 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 department chairperson and campus dean should begin with nomination the preceding spring. All materials must be submitted to the FlashFolio system at Kent State University.

#### *Tenure Track Faculty Reappointment Review*

Annual review of probationary, tenure-track faculty for reappointment shall be undertaken each year until consideration for tenure. Non-tenure track faculty are subject to separate review. Annual review is often undertaken at approximately the same time as tenure and promotion decisions, but specific time tables are established annually for each type of review. Candidates for reappointment should consult the Annual Reappointment, Tenure and Promotion Guide published by the Office of the Provost.

#### *Tenure Review*

Faculty who are eligible for tenure review are notified by department chair/school directors/college deans (henceforth, Chair). Faculty prepare a file of evidence in support of their review. The file is submitted electronically to the FlashFolio system at Kent State. Candidates meet with their department chairs or equivalents to assure that the file contents are complete. The candidate and the chairperson must both sign the **Certification of File Completeness**, and a copy of the certificate is placed in the electronic file.

- All tenured faculty assigned to the Campus Reappointment, Tenure, and Promotion Committee will read each of the files, and make appropriate notes for recommendation to be written at a later time.
- A meeting of the committee will be announced by the Chairperson of the Faculty Council, who will be the presiding officer during all discussions. Each of the candidates will be presented for discussion by the chairperson. 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. A statement reminding the various administrative levels of review and assessment of the weighting criteria in Section C should be presented to the committee at the beginning of the review.
- Each member of the committee will complete an evaluation form for each candidate and submit it to the Faculty Council Chair. The Chair will prepare a summary evaluation (that includes the weighting criteria in Section C) and recommendation to be forwarded to the Dean and Chief Administrative Officer of the Columbiana County Campuses, with copy to the Departmental Chairperson, College Dean, and Vice President for Kent State System

Integration. The Faculty Council Chair will also notify the candidate of the committee's recommendation.

- The Campus Dean and Chief Administrative Officer then reviews the materials for each candidate and with consideration of the recommendation of the Faculty Council Chair and the members of the Committee makes an independent recommendation to the College Dean, with copies to the Departmental Chair/Dean/Director, the Candidate, the Vice President for Kent State System Integration and the Provost.

For complete guidelines see the timetable of the Tenure Review in the Annual Reappointment, Tenure and Promotion Guide which is published by the office of the Provost.

#### *Promotion Review*

The Provost, initiating the promotion process, identifies those faculty eligible for promotion review and notifies appropriate departmental chairs and Regional Campus Deans. The Departmental/School/College FAC will formalize the list of potential candidates for promotion by a simple majority vote. The departmental chair then notifies the candidate that he/she has been nominated for promotion. This notification will take place during the Spring Semester, for consideration of promotion during the following academic year. This nomination does not confer favor or approval of the candidate, but only serves as notification. Faculty also may self-nominate or have their names entered by other faculty. Individual faculty have the right to remove their names from candidacy. All faculty nominees have the responsibility of providing all information pertinent to the nomination.

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.

Regional Campus faculty nominees for promotion are to provide an electronic file of evidence. The file is to be reviewed with the candidate and the department chair/school director/college dean for completeness. The candidate and the chair must both digitally sign the **Certification of File Completeness**, and one copy of the file is sent to the Campus Dean and Chief Administrative Officer.

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:

- a. Candidates for promotion will be assessed by those who hold the rank for which they are applying or a higher one.
- b. The faculty discussion about those who have applied for promotion will be limited to those who hold the rank or higher.
- c. Promotion review to full professor requires that three letters from outside reviewers be added to the promotion file. These letters are solicited by the Chair of the Department/School Director/College Dean, from names submitted by the candidate. Copies



are placed in the electronic FlashFolio. Also in compliance with the voting procedures, the Dean and Chief Administrative Officer of the Regional Campus may ask for approval of the Provost to augment the Promotion Committee to bring the voting membership to four or more.

- d. The Faculty Council Chair, regardless of his/her rank, will summarize the recommendations from the faculty who evaluated the candidates and send the summary to the Dean and Chief Administrative Officer and to the Department Chair/School Director/College Dean, along with a letter to the candidate, and the Provost.

#### *Reappointment, Tenure, and Promotion Review Committee*

The campus reappointment, tenure and promotion committee (RTP) will consist of all full-time tenured faculty whose primary assignment is the Columbiana County Campus at East Liverpool. The FC chair will convene the committee. After reviewing candidates' files, the RTP members will discuss the strengths and weaknesses of each candidate. The chair will take a straw vote of the RTP members regarding support or nonsupport of the candidates. Members will submit their written evaluation of each candidate to the chair. The chair will express these views in a letter which will be sent to the campus Dean and Chief Administrative Officer, the candidate, and the appropriate Kent Campus administrator. Copies of the written evaluations will also be included with the letter to the candidate and placed in the FlashFolio document.

#### *C. Guidelines for Weighting Evaluation Criteria*

Kent State University at East Liverpool considers the annual probationary reappointment review to be a formative and mentoring evaluation. It is an opportunity to help colleagues establish a record of performance in teaching, research and creative activity, as well as service/university citizenship that will be sufficient for continued reappointment and ultimately a successful tenure review. In return, each year candidates are expected to demonstrate through their self-reflection materials and improvement activities how they addressed issues raised in the previous year's review. The electronic file submitted is to be an accurate, complete, and well-organized representation of the candidate's record.

Candidates for review are not evaluated along single, isolated dimensions of performance, but rather on their *whole performance*, viewed as a unified, integrated record of a teacher-scholar and university citizen. Because candidates are evaluated on their entire record, it is inappropriate to assume that excellence in one area can offset a deficiency in another. Generally, faculty will be evaluated on departmental/school criteria based on the following weighting:

70% of the evaluation shall be based on demonstrated evidence of teaching effectiveness,  
15-20% of the evaluation shall be based on scholarship, and  
10-15% of the evaluation shall be based on service/university citizenship

There is an expectation that all tenure track faculty demonstrate an appropriate level of scholarship according to the faculty member's discipline. Reappointment and tenure evaluations are guided by the following general principles, which reflect the mission and values of the campus:

**C.1. Teaching** Because teaching is the primary mission of the East Liverpool Campus, the goal for a successful candidate for reappointment and eventual tenure is to demonstrate excellence in the scholarship of teaching, defined as "the act of teaching as well as the planning and examination of pedagogical procedures". It may also include pedagogical research related to the discipline and disseminated for peer review. Performance in the act of 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 course evaluations (SSI scores).

#### **Teaching Criteria: (70% weighting)**

An **Excellent rating** in teaching would include but not limited to: Innovative teaching methods; constant assessment of effectiveness, superior student and peer evaluation of instruction that are consistent over time; development/revisions of courses in innovative ways using best practices; developing research projects for students (undergraduate and/or graduate); instructional creativity; actively participating in curricular revisions for a program; significant involvement in undergraduate projects and/or honors' theses or projects or graduate theses; self-reflections on teaching with action plans to improve; and recognition of teaching excellence through instructional/teaching awards.

A **Significant rating** in teaching would include but not limited to: Developing/revising courses to improve instructional delivery and student success; good student evaluations of instruction and good peer perceptions; work with graduate and/or undergraduate students in research or community outreach projects; self-reflections on teaching and evaluation of successes and areas of improvement; seeking out resources for instructional improvement and attending workshops/seminars on pedagogy.

A **Satisfactory Teaching rating** would include appropriate delivery of course materials; good student and peer perceptions; appropriate updating of course materials; and self-reflective statement of instructional effectiveness.

**C.2. Research and Creative Activity** Because active engagement with the discipline is necessary to remain current in teaching, a successful candidate for reappointment must demonstrate scholarship or creative activity appropriate to the discipline, which is disseminated for peer

review. In early years of reappointment, the candidate must at least demonstrate the development of appropriate scholarship.

By the time of the tenure review, it is expected that this scholarship will have been reviewed/performed/exhibited at the appropriate level of impact (e.g., international, national, regional) for the discipline. Note that the “appropriate level” refers to 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.

### **Research and Creative Activity Criteria (15-20%)**

**Excellence in scholarship** would be demonstrated by a record of scholarship or creative work that exemplifies expertise in a field of study. For example, invitations to present papers/performances at national, international professional conferences; juried articles in important journals in a field of study or juried presentations/shows; presentations of papers, panels, workshops at professional meetings; research-related service to federal/state organizations; recognition from professional societies; receiving grants and awards for research or creative activities; advisory boards for major journals in the field of study or other related activities.

A **Significant rating in scholarship** would be demonstrated by a record of research or creative activity demonstrating a level of expertise in the field of study. For example, research or creative activity that would have a regional or state audience; juried articles in regional or state journals; presentation of papers, workshops in conferences at state, regional or local levels; writing of grants for research or creative activities.

A **Satisfactory rating in scholarship** would be demonstrated by a minimal amount of scholarship in the discipline according to standards set by the department/school/college; attendance at regional or state conferences or workshops, presenting papers at conferences, workshops.

**C.3. Service/University Citizenship** Service/University citizenship is expected of all tenure-track faculty. By the time of the tenure review, it is expected that the candidate will 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 are encouraged to contribute to all levels of service: campus, department and university, and service to one’s profession.

### **Service/University Citizenship (10-15% weighting)**

**Excellence** Significant leadership role at the Campus, College and/or University/Professional levels as evidenced by productive service on committees, active participation in significant events, effectively chairing committees, specific administrative assignments, meaningful public outreach.

**Significance** Involvement in campus and university wide committees, community presence; involvement as members on important campus and university committees; shows some leadership by chairing committees at the local level or county level.

**Satisfactory** membership on standing campus committees and some community involvement; minimal leadership role.

#### **D. Evaluation Process Overview**

This section provides a guide on how the evaluation process can be done—without prescribing how it *must* be done—in order to facilitate evaluation consistency and to clarify expectations as reappointment and tenure ballot recommendations are made.

A candidate's performance in each category—teaching, research and creative activity/scholarship, and service/university citizenship—can be evaluated using a four-rank scale of excellent, significant, satisfactory, and deficient. (See sections C1-3)

Because of the differences among disciplines and publication, presentation, performance, and/or exhibition venues—and the year of the review process—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 Reappointment/Tenure Committee meetings, each member of the Committee must necessarily apply his or her own professional judgment in the review to make a final ballot 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 emerges consistent with Section (C).

Candidates standing for reappointment and tenure 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 ballot recommendation of "yes," "yes with reservations," or "no." For tenure decisions, only final ballot 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:

<b>Teaching (C.1.)</b>	<b>Research and Creative Activity (C.2.)</b>	<b>Service (C.3.)</b>
excellent	satisfactory	Satisfactory
significant	significant	Satisfactory
significant	satisfactory	Excellent
satisfactory	excellent	significant

It should be made clear to both reviewers and candidates that 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 guidelines. Instead, it is consistent with and intended to signal the “general principles, which reflect the mission and values of the 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 ballot is indicated. Finally, it should be reemphasized that this table makes no attempt to quantify absolutely what constitutes excellent, significant, satisfactory, or deficient performance, which was discussed above.<sup>1</sup>

#### E. Regular NTT Faculty Reviews

Non-tenure track faculty (NTT) are reviewed according to the guidelines outlined in their own Collective Bargaining Agreement and their academic unit. In evaluating NTT candidates for reappointment in the instructional track, primary consideration will be given to demonstrating strength on the instructional tract.

#### F. Kent State University at East Liverpool Campus Criteria for NTT Faculty Three-Year, Six-Year, and Nine-Year Performance Reviews.

For full-time, non-tenure track teaching faculty members (NTT faculty), classroom instruction is the principal responsibility. The primary concern of NTT faculty in the three-year, six year, and nine-year performance reviews is the quality of their teaching. Criteria for teaching excellence will include the fulfillment of the following expectations. NTT faculty members:

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<sup>1</sup>The Regional Campus librarians and library directors are members of the faculty of University Libraries. As such, these faculty members have duties and responsibilities to both their regional campus and to University Libraries. Like all Kent Campus UL faculty, the tenure-eligible and tenured Regional Campus librarians and library directors are expected to demonstrate evidence of scholarly activity, meeting the same tenure and promotion standards as Kent Campus UL faculty.

- a. should be professional in the classroom, maintain order, and conduct class in a climate of civility and respect,
- b. should use the complete class time for instruction,
- c. should apply appropriate teaching techniques for a given course, depending upon class size and discipline,
- d. should remain current in the pedagogical theory of their disciplines and experiment with innovations in classroom teaching,
- e. should provide students and units with a syllabus that follows University procedures & guidelines.
- f. should evaluate student performance on a regular basis, and report grades in a timely manner according to University policy,
- g. should accommodate students with disabilities according to University and Federal and local policies,
- h. should receive satisfactory student evaluations from the approved evaluation measure.
- i. have a minimum of one per academic year peer review of their teaching.

## SECTION IV

### Criteria, Performance Expectations, and Department/School Procedures Relating to Faculty Excellence Awards

#### General Principles

Faculty Excellence Awards (FEA) are established based on Collective Bargaining Agreement (CBA) and the guidelines have been issued by the Office of the Provost of the Kent State University. FEA enable full time tenured and tenure Track (TT) faculty to receive merit pay individually upon base salary based on their recognition in scholarship of (1) research/creative activity, (2) teaching, and (3) service.

In the period covering January 1, 2018 through December 31, 2021, the merit award pool will be allocated to tenure-track faculty as follows:

Teaching: 50%

Scholarship: 30%

Service: 20%

#### . Procedures

(1) Each full time tenured and TT faculty may apply for each awards as stated above by submitting a document with summary of the activities for the period specified in the CBA to the Faculty Council (FC) Chair of East Liverpool campus.

(2) The FC chair will distribute the documents to all tenured and tenure track faculty members in East Liverpool campus who will review the documents and submit recommendation back to the FC Chair.

(3) The FC Chair will process the excellence level of each candidate and inform the East Liverpool Campus Dean and Chief Administrative Officer. Based on peer reviews and the Dean's academic judgement, the Dean and Chief Administrative Officer will make recommendation of merit allocation to the Provost and report the results to the FC of East Liverpool Campus.

#### Criteria

The candidate's scholarly activities will be evaluated based on the quality and quantity in each discipline.

1. Excellence in research and creative activity/scholarship including but not limited to:
  - Receipt of competitive research funds
  - Peer-reviewed publications
  - Published books or chapter(s) in books with International Standard Book Numbers (ISBNs)
  - Organizing workshops at professional meetings/conferences within the field of expertise
  - Act as chair, session chair at research conference
  - Juried presentations/workshops
  - Invitations to present papers/performances at national, international professional meetings/conferences

- Presentations of papers, panels, workshops at professional meetings/conferences
  - Proposals submitted for new research/creative ideas/methods/pathways
  - Involvement in student research activities
  - Creative activities such as exhibits and artistic performances
2. Excellence in teaching including but not limited to:
- Developing teaching-related publications and presentations
  - Demonstrating efforts to keep current in pedagogy
  - Demonstrating efforts to keep current in the area of expertise
  - Excellent student evaluation
  - Involvement in student's presentation, publication, and career development
  - Developing new curricula
3. Excellence in service/university citizenship including but not limited to:
- Active involvement in campus events/affair
  - Serving the committees at the campus, the department and the university levels
  - Involvement in student recruitment and retention
  - Outreaches for the campus, the department and the university
  - Enhance the recognition of Kent State University at East Liverpool
  - Reviewing journal articles, books, book chapters, and funding proposals
  - Serving as Editor/editorial board
4. Self-evaluation and peer-evaluation:
- A faculty's performance in each category—research/creative activity/scholarship, teaching, and service/university citizenship—can be evaluated using a four-rank scale of excellent, significant, satisfactory, and deficient.
  - The candidate may self-assign rank scale in each category and provides brief explanation in the application.
  - Each tenured and tenure track faculty member can assign the candidate's rank scale in each category.
  - The FC chair will summary the result from self-assign and peer-evaluation for each candidate and report the result to the Dean and Chief Administrative Officer.

#### Appeal

In case of disagreement, the concerned faculty may submit an appeal to the Dean and Chief Administrative Officer. The Dean and Chief Administrative Officer will inform the FC chair who may call a special FC meeting to discuss the issue. The FC chair will inform the vote to the Dean and Chief Administrative Officer.



## SECTION V

### Other Regional Campus Guidelines

#### . Faculty Responsibility

Because of the missions of the University and Kent State University at East Liverpool, and the close relationships between the campus and the local communities it serves, the primary responsibility of the faculty assigned to this campus is instructional, with emphasis on classroom teaching and its concomitant responsibilities. Additionally, each faculty member should pursue an individualized program of professional growth and development that is appropriate for that member's discipline. Lastly, "university citizenship", service activities that make both significant and positive contributions to the advancement of the educational, scholarly, and governance missions and operation of the university, is a responsibility and concern of all regular full-time faculty members.

#### a. Professional Ethics

Faculty members are bound by the Faculty Code of Professional Ethics (revised), as set forth in the University Policy Register.

Kent State University at East Liverpool embraces the institutional core values as noted in the University Policy Register-namely, that academic freedom is necessary to the mission of the faculty of the university, and that professional responsibility is a logical correlative of this freedom. Faculty members have the responsibilities to the students they teach, the university, and to their respective disciplines.

##### 1. Responsibilities to Students

As summarized in the University Policy Register, the "central responsibility of a faculty member is to attempt to impart a knowledge and understanding of a field of study, develop in students appropriate and relevant skills, and to so in accordance with the best standards of scholarship and pedagogy in the discipline." As summarized in the Regional campus handbook (Section VIII), faculty members are expected to serve as "role models to students to help them define and support campus-wide standards of integrity." In meeting these responsibilities, faculty members are expected to maintain professional standards when conducting their classes. Summaries of expected behavior can be found in the University Policy Register and Regional campus Handbook.

##### 2. Responsibilities to the University

Faculty have certain obligations to the university. The following serve as guidelines regarding the professional code of conduct.

**Conflicts of Interest:** Faculty members of Columbiana County Campus at East Liverpool are bound by the University policy regarding conflict of interest of university employees, as set forth in the University Policy Register.

**University Policy Regarding Outside Employment:** Outside activities of a professional nature are encouraged if the activities are consistent with the individual's responsibilities

to the university and in the furtherance of the aims of the university. The university recognizes that one mark of an individual's distinction is the esteem in which he or she is held by those outside the university who may request services, professional judgments, or expertise. No individual, however, should accept employment or pursue other activity of a professional or nonprofessional nature that compromises his or her responsibilities to the university. (See university Policy Register. Faculty must seek permission of the Dean and Chief Administrative Officer of the Columbiana County Campuses before pursuing outside employment.

Use of Human Subjects in Research and Teaching: Faculty members are bound by the university policy regarding academic research involving use of human subjects for investigation, as set forth in the University Policy Register and Federal Regulations. In brief, faculty must submit a required form and secure approval from Institutional Review Board (IRB) before engaging in research that involves human subjects.

Use of Live Animals in Research and Teaching: Faculty members are bound by the university policy regarding academic research involving the use of live animals, as set forth in the University Policy Register.

University Policy Statements Regarding Faculty Use of Computers: Kent State University recognizes its role as guardian of a forum the free and open exchange of ideas and information. Additionally, the university recognizes its responsibility to provide an environment of research and learning free of hostility and considerate of others' sensibilities. The university, while not desirous of playing the role of censor, must assure that it provides proper avenues of redress if a member of the university community feels degraded or harassed by something that he/she sees on a university computer display. The university's network system allows access to all manner of textual and graphic information from around the world, some of which may be considered offensive by some people. Individuals who display information of graphic or textual nature in a public or private area, viewable by others who consider it offensive or degrading, are liable to face charges of harassment.

3. Responsibility to the Profession: Faculty members are responsible for maintaining professional standards with respect to research, dissemination of research, and interactions with colleagues as outlined in the University Policy Register.

**b. Contractual Obligation**

There are certain contractual expectations that faculty must meet:

- Meeting Classes: Faculty members shall meet their classes and conduct final examinations at scheduled times. The Dean and Chief Administrative Officer or designee must approve changes in listed class times and room assignments. You should report all absences to the Dean's Office.
- Personal Illness or Emergencies: Classes missed due to illness or personal emergency should be recorded on the appropriate form as soon as the faculty member returns to campus.
- Professional Conference Participation: Participation in conferences is an important facet of a scholar's professional growth. However, it should not be done at the expense of student instruction; nor should classes be cancelled to attend conferences unless absolutely necessary. Coverage for missed classes should be arranged if possible. This may mean that conferences of more than a week or multiple conferences within one semester might be discouraged. Travel to conferences and professional meetings should be cleared in advance with the Dean and Chief Administrative Officer of the Columbiana County Campuses.
- Faculty Professional Travel Policy: At the beginning of the academic year, the chief financial officer at the campus shall notify all FTT faculty regarding the available funds for travel during the academic year and the amount available to all FTT faculty wishing to travel. FTT faculty wishing to travel must follow all pertinent university guidelines (e.g., completing faculty travel authorization forms to be submitted to the Campus Dean and CAO). FTT faculty are also encouraged to pursue other venues supporting faculty travel (such as the Division of Research and Sponsored Programs RAGS and the University Teaching Council).
- Personal Leaves of Absence: There are many legitimate reasons why a faculty member may request a leave-of-absence, e.g., court duty, military service, pregnancy, illness, temporary disability, research, graduate study, or travel. Most of these leaves are acquired without pay. Special circumstances govern each category of leave. As an example, the university will pay a faculty member full salary if he/she is subpoenaed to attend court as a witness or for jury duty by the United States or State of Ohio.
- Military Leaves-of-Absence can also be requested, as described in the University Policy Register.
- Faculty Development: A variety of programs are available through the university, including travel grants, grants to conduct research, during the summer or academic year, etc., which may require faculty to miss all or part of the semester. Special arrangements must be made

with the Dean and Chief Administrative Officer of the Columbiana County campuses for a faculty member to go forward with such awards.

#### c. Accommodating Students with Disabilities

All faculty members are required to accommodate those students with disabilities who are identified by the Office of Student Accessibility Services. For more information, contact the Columbiana County Campus at East Liverpool, Student Accessibility Officer.

The statement of Accommodating Students with Disabilities must be included on all course syllabi.

#### . [Faculty Development](#)

Kent State University provides support for faculty development in teaching and research and creative activity. The University has faculty professional improvement (sabbatical) and research leave policies under which eligible faculty may petition for a semester or a yearlong leave. Additionally, faculty members at the Kent State Columbiana Campus at East Liverpool have the opportunity to apply for Regional Campus Teaching and Professional Development Awards when available. The East Liverpool Campus also makes available workload equivalencies and follows University policy regarding faculty travel and reimbursements for scholarly and development activities.

#### . [Scholarship of Teaching](#)

The University—and Kent State University at East Liverpool—provide faculty teaching development support in numerous ways. The Campus offers faculty support to attend pedagogical conferences; give pedagogical and professional papers; and gather materials unavailable at the Kent Campus. It also provides workload equivalencies and financial opportunities for purchasing materials (software, multimedia equipment, etc.) and working on teaching or curricular innovation.

The University Teaching Council (UTC). The UTC hosts a variety of teaching and learning projects around the eight campuses of Kent State. An annual conference sponsored by UTC is a celebration of the scholarship of teaching across the eight-campus system which features nationally prominent keynote speakers along with poster displays and panel discussions on various topics.

The list below does not address those subtle and complex qualities that go toward making an outstanding course or an outstanding professor. Rather it addresses those items that lie within the power of faculty to follow, exhibit, or adopt.

#### . [Class Management](#)

The following items are seen as minimal expectations of any college instructor. For the most part they involve actions and procedures easily undertaken and readily assessable.

1. Regular and reasonable office hours consistent with the university policy and the needs of

students.

2. Provision of syllabus including, but not limited to, the following:
3. a statement on course objectives and expectations,
4. a general calendar indicating the substance and sequence of the course and important dates and deadlines, and
5. a clear statement of grading policy and grade weighting.
6. office hours, including online office hours.
7. Punctuality in starting/ending classes.
8. Reasonable notification of and provision for faculty absence.
9. Adequate notification of assignments, examinations, and changes in syllabus.
10. Provision of reasonable make-up procedures for legitimately missed exams or other graded work.
11. Evaluation of work with adequate and constructive comments written on the students' papers or orally to the whole class as is appropriate to the character of the test or assignment.
12. Evaluation of work within a reasonable time frame that allows the student to benefit from the instructor's comments prior to the next assignment.

#### • Basic Pedagogy

The intellectual and judgmental skill essential for acceptable teaching is more open to interpretation than class management techniques. However, the following items are presented as constructive suggestions for improving teaching on our campuses

1. Content, assignments, and approach reasonable to the level, aims, and nature of the course.
2. Concern for appropriate teaching technique.
3. Effective use of class time.
4. Adequate class and course preparation.
5. Testing and grading practices relate directly to course content and assignments.
6. Communication skills appropriate to the level of students and subject matter in the course.<sup>1</sup>
7. Knowledge and currency regarding subject matter.<sup>2</sup>

<sup>1</sup> It is largely the responsibility of the administration to identify the problem area in communication skills through appropriate screening procedures and when complaints are raised concerning faculty. A plan for faculty improvement should be prescribed and then appropriate class assignments be made for the faculty member involved.

<sup>2</sup> It is the responsibility of faculty members to remain current in the material covered in their own courses and to be knowledgeable about developments in their disciplines, especially as regards changes in cognate courses within the department or school curriculum. The administration shares this responsibility, first in providing time and encouragement for professional development, and secondly, in responsibly managing class assignments appropriate to the knowledge and background of the individual faculty member.

#### • *Student-Faculty Relations*

Interpersonal relations inevitably are difficult to prescribe and evaluate, and yet they set the tone and environment for the learning experience. In this regard, the Committee views the following as essential.

1. Courtesy/civility/respect.
2. Establishing a climate wherein questions, relevant comments, and intellectual interaction are encouraged.
3. Nondiscriminatory treatment of students based on their personal or social backgrounds, preferences, or characteristics.

#### *Commencement.*

All full-time faculty members are expected to participate in the annual commencement, wearing academic dress.

#### *Research and Creative Activity*

Kent State University provides a wealth of opportunities for faculty professional development in research and creative activity.

Institutional Research & Creative Activity Support/University Research Council. The University Research Council funds research and other scholarly activity, travel to professional conferences, publication page charges, and publication reprint charges. The University also awards Summer and Academic Year Research and Creative Activity Appointments to faculty members selected through a peer review process.

Faculty Professional Improvement Leaves (Sabbatical). Research and Creative Activity Sabbaticals and Leaves of Absence policies are detailed in the University Policy Register.

#### *Faculty Grievances and Appeals*

The Grievance and Appeals process for the hearing and disposition of faculty grievances and appeals at the Kent State Columbiana Campus at East Liverpool conforms with the Grievance/Appeals process of the University as a whole. This process will be observed in the letter and the spirit of both procedural and substantive due process (see the current Collective Bargaining Agreements).

#### *Conduct and Complaint Policies*

##### *a. Faculty/Student Conduct*

The Kent State Columbiana County Campus at East Liverpool subscribes to the conduct policies set forth in the University Digest of Rules and Regulations and the University Policy Register. At a minimum, faculty should strive to achieve the following in their classrooms:

- The treatment of all participants, faculty and students alike, with courtesy, civility, and respect;

- The establishment of a climate wherein questions, relevant comments, imagination, and intellectual interaction are encouraged;
- The nondiscriminatory treatment of students, regardless of their personal or social backgrounds, preferences, or characteristics;
- The encouragement of civil conduct by the addition of a statement in the syllabus to that effect.

#### b. Cheating and Plagiarism

Responses to cheating and plagiarism are discussed in detail in the University Policy Register and the Digest of Rules and Regulations. Appropriate punishment for each offense is an individual question and should be decided according to the University Policy Register and in consultation with other authorities as necessary.

#### c. Student Complaints/Faculty Conduct

##### ADMINISTRATIVE POLICY AND PROCEDURES FOR STUDENT COMPLAINTS

<https://www.kent.edu/policyreg/administrative-policy-and-procedures-student-complaints>

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#### d. Faculty Complaints/Student Conduct

##### ADMINISTRATIVE POLICY AND PROCEDURES REGARDING REGULATIONS FOR STUDENT BEHAVIOR AND ADMINISTRATION OF STUDENT CONDUCT

<https://www.kent.edu/policyreg/administrative-policy-and-procedures-regarding-regulations-student-behavior-and>

#### e. Harassment

Kent State is absolutely committed to the principles of freedom of expression. Members of the University community have the right to hold, vigorously defend and promote their opinions. The maintenance of civility is crucial to the learning community. Therefore, Kent State is also committed to maintaining an educational and employment environment free from hostility, intimidation, or harassment based on such attributes as race, color, religion, national origin, age disability, gender and/or sexual orientation, or on any other basis.

#### f. Equal Opportunity

Kent State Columbiana County Campus at East Liverpool is committed to equal opportunity for all members of the campus community. Policies associated with this commitment can be found in the University Policy Register.

[g. Drugs, Alcohol, and Tobacco](#)

Kent State Columbiana County Campus at East Liverpool , like the University as a whole, is committed to following state and local laws concerning alcohol and tobacco use on campus, to maintaining a workplace free of illegal drugs, using as a guideline the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Specific guidelines for both faculty and student conduct with respect to alcohol and drugs can be found in the University Policy Register and in the Digest of Rules and Regulations. We at East Liverpool recognize addiction as a serious medical problem and encourage both faculty and students to seek appropriate therapies, whether the addiction is illegal or legal.