

**KENT STATE**  
**UNIVERSITY**  
**SALEM CAMPUS**  
**FACULTY HANDBOOK**

**Approved by faculty vote**

**December 28, 2021**

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## **KENT STATE UNIVERSITY AT SALEM MISSION STATEMENT**

The Kent State University Regional Campuses advance Northeast Ohio by providing open access to a major University education. The Campuses are key intellectual resources for social diversity, cultural enrichment, and economic development.

## **SECTION 1: Matters of Regional Campus Governance and Related Procedures**

The purpose of the Salem Campus Faculty Handbook is to describe the policies and procedures that govern the professional academic rights and responsibilities of the faculty at the Salem Campus. Specific information on how these policies and procedures are implemented at the Salem Campus is contained in this handbook.

For more in-depth information, see the *University Policy Register* (<https://www.kent.edu/policyreg>) and the *Collective Bargaining Agreements* (Tenured/Tenure Track ([http://aaupksu.org/tt/content/tt\\_cba\\_2015.pdf](http://aaupksu.org/tt/content/tt_cba_2015.pdf)) and Non-Tenure Track ([http://aaupksu.org/ftnt/content/ftnt\\_cba\\_2016\\_unsigned.pdf](http://aaupksu.org/ftnt/content/ftnt_cba_2016_unsigned.pdf))).

Nothing in this document may take precedence over existing University policies, especially the *University Policy Register* and the *Collective Bargaining Agreements*, nor shall anything in this Faculty Handbook be construed as modifying these documents in any way.

### **HANDBOOK MODIFICATION**

The handbook committee of the FC can propose modifications to this handbook. All proposed modifications must be approved by the voting members of the FC, the Campus Dean, and the Provost in accordance with Article VI, Section VII of the CBA

### **SALEM CAMPUS FACULTY COUNCIL**

The Tenure-Track *Collective Bargaining Agreement* states that —Each Regional Campus shall establish a Faculty Council (FC), which council shall be representative of the faculty members of the Regional Campus and shall always be comprised of such persons as shall be determined from time to time by the faculty members primarily assigned to the Regional Campus (Article VI, Section VI). The Salem Campus FC consists of all resident tenured and tenure track and all full-time non-tenure track faculty. All resident tenured and tenure track and elected full time non-tenure track faculty have voting rights; the non-tenure track faculty will elect one voting member for every two tenure track faculty members. The Faculty Council is an advisory and recommendatory body to the Dean on those matters which are specified in Article VI in the Collective Bargaining Agreement.

### **COMMITTEES**

While the Salem administration usually works directly with faculty, either individually or through the Faculty Council, it also makes use of several committees to advise administration and the Faculty Council in important areas of operational concern. These include but are not limited to the Columbiana County Campuses Diversity Council, the Library Committee, the Faculty Handbook Committee, the Technology Committee, the Staffing Needs Committee, the Student Complaint Review Committee, the Travel Committee, the Safety Committee, the FEA Committee, the Care Team, and the Undergraduate Research Committee. In addition, the Salem Campus is well represented on other Regional Campus-wide councils and committees. Salem Campus faculty are also involved in the Faculty Senate, a university-wide body of representatives elected from each academic unit (colleges, independent schools, regional campuses), and other departmental and University committees.

## **ADVISORY BOARD FOR THE SALEM CAMPUS**

The Salem Campus Advisory Board consists of community members from the Salem area. Its function is to advise the Campus Dean on the needs and concerns of the community. In turn, it is the Dean's responsibility to keep the Board informed of continuing developments on the Campus.

## **PROGRAM ADVISORY BOARDS**

Some technical programs at the Campus have an advisory board to provide advice and direction to the Program Directors. Advisors are practitioners in their field and advise on job prospects, skills/abilities required by graduates to be competitive job applicants, curriculum issues, and issues related to the field. In general, the advisors keep the program director and/or faculty current on professional and industry matters and how these might affect the program.

## **GRIEVANCES AND APPEALS**

The Grievance and Appeals process for the hearing and disposition of faculty grievances and appeals at the Salem Campus of Kent State University exactly conforms to 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. Before a formal process begins, attempts should be made to resolve all grievances informally. (See CBAs, Tenure-Track, Article VII; Non-Tenure Track, Article VII.)

## **ROLE OF SALEM CAMPUS FACULTY IN DEPARTMENTAL AFFAIRS**

All full-time tenured and tenure-track faculty at the Salem Campus are members of their respective departmental faculty on the Kent Campus or in the Regional College, thereby sharing full faculty rights and responsibilities in their home departments.

Salem Campus faculty members are represented on several department, college, and university committees, such as faculty advisory committees and curriculum committees. They participate in a variety of other matters relative to the academic responsibilities of their departments, including participation in departmental search committees, promotion and tenure committees, and appointment and reappointment committees.

Salem Campus faculty members hold rank within their respective academic departments and are then reviewed by their colleagues for reappointment, tenure, and promotion. However, when tenure is granted, it is limited to the Regional Campus system only.

## **SECTION 2: Teaching Assignments and Workload including workload equivalencies and related procedures**

### **CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITIES**

Faculty Code of Professional Ethics. Faculty members of the Salem Campus are bound by the University policy regarding the Faculty Code of Professional Ethics, as set forth in the University Register. This code states faculty's responsibilities to the students, the University, the subject, the profession, and the community. (See <https://www.kent.edu/policyreg/university-policy-regarding-faculty-code-professional-ethics>.)

Conflict of Interest. Faculty members of this campus are bound by the University policy regarding conflict of interest of University employees, as set forth in the University Register. (See <https://www.kent.edu/policyreg/university-policy-regarding-conflict-interest-university-employees>.)

Outside Employment. Faculty members are bound by the University policy regarding outside enterprises, including employment, as set forth in the University Register. (See <https://www.kent.edu/policyreg/university-policy-regarding-outside-enterprises-including-employment-faculty-and-academic>).

In brief, University policy prohibits an employee from placing himself/herself in a position where private interests conflict with public duty because university employment is viewed as a trust conferred by public authority for a public purpose. Therefore, a decision to engage in service outside the university with or without compensation must take into consideration an individual's total commitment, responsibility, and accountability to Kent State University.

Human Subjects Research. Faculty members are bound by the University policy regarding academic research involving use of human subjects for investigation, as set forth in the University Register. (See <https://www.kent.edu/policyreg/administrative-policy-regarding-research-involving-human-subjects>. See also <https://www.kent.edu/research/research-humans>. Policies governing research with animals can be found at <https://www.kent.edu/research/research-animals>.)

### **TEACHING RESPONSIBILITIES**

Academic Year Workload. The workload assignment for a tenured or tenure-track faculty member is 24 credit hours over the fall and spring semesters during a given academic year, and 30 hours for non-tenure track faculty. Teaching assignments for an individual are the responsibility of the Salem Campus Dean on a course and semester basis.

Each faculty's workload statement, which should be issued at least 30 days prior to the beginning of each semester, must include workload hours designated in three areas: teaching, research, and university citizenship. Faculty with disputes may be reviewed by the Faculty Council for a recommendation to the campus dean. (See CBA, Article IX.)

The Dean may, with consultation of the affected faculty members, assign evening or Saturday classes as a portion of their contract load. Faculty may also be assigned to teach at other Kent State University campuses (including Kent) if a full workload at the Salem Campus is not possible.

Overload Policy. Compensation for teaching overload at the Salem Campus is governed by policy described in the appropriate Collective Bargaining Agreements. Assignment to such courses is made by the Dean of the Salem Campus. The order of consideration for teaching overload assignments is as follows: First priority to resident full-time faculty at the Salem Campus, then full-time faculty of the Regional Campus system, and finally full-time faculty of the Kent Campus.

Summer and Intersession Teaching Policy. Summer teaching employment may be available for Salem Campus faculty (tenured, tenure track, and non-tenure track), and is governed by provisions described in the appropriate Collective Bargaining Agreements. This possibility depends on course demands and enrollment projections. Assignment to such teaching is made by the Dean of the Campus. Resident Tenure-Track Faculty will be given preference followed by Resident Faculty of the Regional Campus System. If a summer class is to be cancelled, the affected faculty member shall be contacted prior to the start of classes and given an opportunity to teach a different summer class. (Article IX, Section IV).

Distance/Distributed Instruction. Distance Learning development and revision is addressed in the CBA Article XXI.

Annual Workload Summary Reports. All continuing tenured faculty members are required to prepare and submit to the Campus Dean, by the end of the spring semester, an Annual Workload Summary Report for the previous academic year. 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. This report should be submitted electronically in Word format. This Report includes the following items:

- An updated curriculum vitae.
- Course evaluations added by the Campus Dean and syllabi for each course taught.
- A summary of professional activities related to the workload (e.g., if a faculty member has a 3-hour assignment for program coordination, a summary of activities related to his/her work as a Coordinator should be provided). This summary will be evaluated by the Campus Dean when determining future workload releases.

## **SALEM CAMPUS LOAD HOUR EQUIVALENCY POLICY**

For tenured, tenure track, and non-tenure track faculty

Faculty members may request load equivalencies for a variety of activities. Each faculty member will submit to the Campus Dean a written request that documents the need for a load hour equivalent and justifies the amount. The Dean will respond to the faculty member in writing, approving, or denying, in a timely manner. If the request is denied, the Dean should provide a rationale.

The load-hour equivalents appropriate to the Salem Campus shall include but are not limited to:

AREA OF ACTIVITY	RECOMMENDED LOAD HOUR EQUIVALENT
FC Chair	<b>3.0 hours / semester</b>
Instructional Service [Supervision of student interns; supervision of individual investigation students; thesis/dissertation direction; graduate faculty responsibilities.]	<b>May receive up to 3 hours / semester</b>
Lab Preparation	<b>Faculty members prepping their own labs may receive load equivalency. Departmental policies and guidelines will be considered to set the appropriate load.</b>
Program Development [New course development; major renovation of course; excessive number of new course preparations; program development; conversion of face-to-face course to distance learning.]	<b>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 [Coordinator/Program Director]	<b>Coordinators / Directors of Programs such as Early Childhood Education, English, Honors, Nursing, and Horticulture and Clinical Coordinator typically receive 3 hours / semester for their service depending on program size and responsibility.</b>
Administrative Services [Other administrative service to the Campus, College or University beyond Program Coordinator/Director]	<b>1.0 – 12.0 hours/semester</b>
Professional Development [Research load equivalency or leave; technical professional development.]	<b>1.0 – 12.0 hours/semester</b>

## TRAVEL

The policy regarding faculty travel and reimbursement for this travel is governed by University regulations as found in the University Register (<https://www.kent.edu/policyreg/administrative-policy-regarding-travel-regulations-state-and-out-state>.)

The faculty travel budget can be used to reimburse full-time faculty and program directors or coordinators who hold faculty rank. There are contractual agreements between the University and the AAUP regarding travel for University business. (See CBA, Article XIV, Section VI)

Faculty intending to travel for professional development activities should submit their travel proposal—which should include the travel proposal form and a brief rationale for their travel request—to the Salem Campus Travel Committee as early as possible in the academic year. All proposals should document in writing a travel destination, purpose for travel, estimated costs, and dates for proposed travel. The Travel Committee will evaluate submitted proposal forms and will submit a brief letter to the campus dean detailing the merits of the proposal. The campus dean determines whether a proposal will receive funding and at what level. At the end of each fiscal year, the Campus Dean will review travel expenditures to determine whether travel funding levels are set appropriately and adjust if necessary. If funds remain at the end of the fiscal year, they may be reserved for travel in future years. After the decision is made, the campus dean is responsible for notifying faculty members of their expected level of reimbursement. The travel committee only reviews requests over \$300; requests below that amount should go directly to the business office.

## INSTRUCTIONAL RESPONSIBILITIES

Course Syllabus. Faculty members are required to prepare and distribute a course syllabus at the beginning of each semester, including the number and type of examinations, attendance rules, papers, assignments, due dates, office hours, grading standards, textbooks, reference material and the like. Statements about emergency procedures, students with disabilities, and plagiarism should be included. A copy of the syllabus should be filed with the appropriate secretary. Faculty should follow the syllabus requirements as provided by their department, college, or school.

Class Attendance. According to University rules, classes are conducted on the premise that regular attendance is desirable. The individual faculty member has the responsibility for managing student attendance. (See <https://www.kent.edu/policyreg/administrative-policy-regarding-class-attendance-and-class-absence>)

When students have prolonged or unexplained absences from class, the teaching faculty member is encouraged to work with the Student Academic Center to discover reasons for absences and to pursue courses of action. Faculty should use the on-line Early Alert and the NF and SF grading options throughout the semester to alert students of imminent course failure.

Faculty Absence from duty. Faculty members shall meet their classes and conduct final examinations at the scheduled times. Normal practice is to notify the administration through the appropriate secretary when one is to be absent from class. Note that leaving voice mail is not sufficient. Faculty members need to speak with the secretary or with the assistant dean or with the assistant dean's secretary. Faculty are advised to also notify their students of their absence. Please make alternate plans for the class session when possible. Faculty members must report absences using Leave Report in FLASHLine.

Office Hours. All full-time faculty members are expected to maintain a minimum of five (5) office hours per week for the purpose of advising and counseling with students on academic and instructional matters. If faculty are assigned to more than one campus, those hours must be split between the campuses. Faculty members should turn in office hours to the appropriate secretary. See: <https://www.kent.edu/policyreg/operational-procedures-and-regulations-regarding-faculty-office-hours>.

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

Email. Email is the official method of communication at Kent State University. Faculty members should check email regularly and respond to student email messages in a timely manner.

Course Assignments. The faculty member's academic department has responsibility for approving faculty to teach courses. Requests for additional course approvals shall be processed through the Campus Dean to the academic department. Decisions are noted in the faculty member's campus personnel file. After consulting with the faculty member involved, it is the responsibility of the Campus Dean to assign faculty to courses and sections of courses. These assignments are made upon consideration of enrollment demand and projections, faculty eligibility to teach, and other university needs. Whenever a faculty member is assigned to teach classes at more than one regional campus, the responsible Campus Deans confer in making the assignment. The individual faculty member shall be consulted regarding assignment. The responsibility for assigning faculty members to teach specific classes rests with the Campus Dean and/or Assistant/Associate Dean, who should consult with faculty on the matter. Last minute assignment changes may be unavoidable because of higher or lower student demand, faculty illness, and other such emergencies.

A special stipend of \$1,000 applies for faculty members who have not been hired with joint appointments but are assigned to teach at another regional campus. If the faculty member is teaching at multiple campuses on the same day(s), travel may also be reimbursed.

Cancellation of classes is the responsibility of the Campus Dean.

### **Guidelines for Load Equivalency Request for Research / Professional Development for Tenured and Tenure-Track Faculty**

The primary responsibility of Kent State University faculty members with appointments in the Regional Campuses is the delivery of undergraduate instruction. Faculty members are required to maintain twelve (12) load hours of instruction per semester. The Regional Campuses of Kent State University, however, recognize the need to allow faculty members the opportunity to continue and maintain research and/or professional development activities in their discipline. To meet that need, the University permits Tenured and Tenure-Track Faculty members with Regional Campus Appointments to periodically apply for Research/Professional Development Load Equivalency (RPDLE) to replace part of their normal instructional responsibility. The number of RPDLE's that can be granted per semester is limited and will be granted on a competitive basis. The Campus Dean makes the final decision.

**To be eligible for a RPDLE:**

1. Applicants must be Full-time Tenured or Tenure-Track Faculty.
2. Applicants cannot teach over-loads during the semester for which a RPDLE has been granted.
3. Applicants must submit two (2) copies of the completed Faculty Load Equivalency Request for review. One copy goes to the Assistant Dean and one copy to the Salem FC Chair. Each request and accompanying Curriculum Vitae must be submitted by:

<u>Application Date</u>	<u>For Semester</u>
15 February	Following Fall
25 September	Following Spring

4. Applicants cannot have more than one RPDLE per academic year.
5. Preference will be given to untenured faculty seeking tenure, tenured faculty who have not received RPDLE's previously, and to tenured faculty actively seeking promotion.
6. RPDLEs cannot take an applicant's teaching load to zero (0) for the semester.

Details on the proposal review and the application form are included in Appendix B.

### **SECTION 3: The weighting of reappointment, tenure and promotion criteria and the criteria and processes relating to other faculty personnel actions**

#### **GENERAL APPOINTMENT, EMPLOYMENT PROCEDURES, AND REGULATIONS**

The responsibilities of faculty at the Salem Campus are the same that exist at every other campus of Kent State University: teaching, scholarship, and university citizenship. The role of the Regional Campuses emphasizes teaching.

Procedures followed at this campus regarding appointment of new faculty are in accord with established University policies, including implementation of Affirmative Action policy procedures.

Any prospective faculty member's appointment to the Salem Campus must be approved by the Campus Dean, the Senior Vice President and Provost, the President, and the Board of Trustees.

#### **PROCEDURE FOR APPOINTMENT**

Procedures Leading to Tenure Track Appointments. The procedure for appointing a faculty member to the Salem Campus begins with the Staffing Needs Committee's identification of needed faculty members. The Staffing Needs Committee seeks approval from the Faculty Council, which recommends to the Campus Dean, who then seeks approval from the Senior Vice President and Provost.

A job description is written in consultation with the campus faculty members in the same department that establishes the qualifications for the position, describes the nature of the position, establishes deadline dates for application, and names a contact person to receive the applications. The position is then advertised appropriately according to University policy. (See <https://www.kent.edu/policyreg/operational-procedures-and-regulations-regarding-job-communication.>)

The Search Committee may be appointed prior to the writing of a job description. The Campus Dean appoints, and charges search committees. The department chair is asked to suggest a department member to serve on the search committee.

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. A search committee, if it so chooses, may rank the candidates (CBA, Article VI, Section VI).

Offer of Appointment. Once a person has been selected for a position, and the process is reviewed by the Office of Affirmative Action, an offer of appointment will be made by the Campus Dean. The written offer will minimally include department of the prospective faculty member, dates, and periods of appointment; type of employment, rank, salary, major assignment, and duties, special and/or additional assignments; a description of the processes of review and assessment for reappointment, tenure, promotion; other terms of appointment, such as the initial Regional Campus to which the faculty member is assigned and the possibilities of summer teaching.

This letter and one copy are sent to the prospective faculty member for signature and return. All appointments are subject to the approval of the Provost, President, and Board of Trustees.

Full Time Tenure-Track Faculty Ranks. The Salem Campus follows the University policy with respect to faculty rank as set forth in the University Register:

The ranks are as follows:

Assistant Professor  
Associate Professor  
Professor

Assignment or advancement to these ranks normally occurs by promotion or upon initial appointment when specific criteria are met.

Procedures for Appointment of Full Time Non-Tenure Track Faculty. Non-Tenure Track appointments are possible according to rules set forth in the University Register.

Non-Tenure Track appointments are covered by a separate Collective Bargaining Agreement (CBA: [http://aaupksu.org/ftntt/content/ftntt\\_cba\\_2016\\_unsigned.pdf](http://aaupksu.org/ftntt/content/ftntt_cba_2016_unsigned.pdf)).

Non-Tenure Track appointments carry with them only those benefits designated by the CBA. There is no institutional obligation beyond the period of Non-Tenure Track appointment. Faculty are appointed in one of four tracks:

1. Instructional
2. Clinical
3. Practitioner
4. Research

Multiple Campus Appointments. Faculty members may be appointed to teach at more than one campus. Primary assignment for Faculty Council representation will be determined annually based upon the teaching load in the Fall Semester. However, for Reappointment, Tenure, and Promotion decisions, the home campus is defined by the original offer letter.

## TEACHING EVALUATION

**Tenured and Tenure Track Faculty Evaluation.** Student evaluation and review of faculty performance are important sources of information, both for the individual faculty member in his/her professional growth and for the University, especially regarding evaluations associated with reappointment, tenure, and promotion. Within each academic unit and within the Regional Campuses, mechanisms have been established to accomplish the goals of review and of evaluation in accordance with University policy and the CBA regarding promotion, and tenure. For such review, information must be offered that reflects systematic evaluation of teaching performance by students and peers. The procedures for such evaluations are described below.

Student Evaluations. A standard university-wide Student Survey of Instruction form is used to evaluate faculty. Faculty should follow the instructions for administering these evaluations. Faculty receive tabulated results including student comments after the end of the semester of said class and after grades have been processed. The Dean, in consultation with Program Directors/Coordinators and the Assistant/Associate Dean, is responsible for maintaining quality learning environments within programs.

Peer Evaluations. Faculty members, especially probationary faculty and those seeking promotion, are expected to invite colleagues to evaluate their teaching on a regular basis. Faculty are especially encouraged to seek evaluations from senior faculty, both from the Salem Campus and from their department. Faculty are encouraged to speak with department chairs or coordinators about departmental peer evaluation procedures and requirements.

Additional Evaluations. Faculty are encouraged to use additional methods of evaluating teaching and learning, which may include but are not limited to development of a teaching portfolio, evaluations from experts in the field from outside the University, student focus groups, and other forms of scholarly examination of teaching.

**Non-Tenure Track Faculty Evaluation.** The teaching evaluation procedures for Non-Tenure Track Faculty are the same as those for Tenured and Tenure-Track Faculty.

## **REAPPOINTMENT, TENURE, AND PROMOTION**

This section of the Handbook includes information concerning policies and procedures that govern processes of decision-making concerning such important issues as reappointment, tenure, and promotion of Tenured and Tenure-Track Faculty and reappointment of Non-Tenure Track Faculty within the Regional Campus system. In the case of academic personnel reviews, care should be taken to review the documents and instructions circulated early each fall semester by the Office of the Provost for specific procedures to be followed.

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 in the University Policy Register (<https://www.kent.edu/policyreg/chapter-6-personnel>).

Promotion, tenure, and reappointment within the Regional Campus system closely follow Kent Campus patterns but provides for an advisory and recommendatory role for the RTP Committee of the Faculty Council at the individual campus and for the Campus Dean. This procedure recognizes that Regional Campus faculty hold membership in an academic department while discharging their responsibility at an assigned regional campus.

Criteria for consideration of candidates for promotion, tenure, and reappointment, as well as minimal expectations of performance and years in rank, are described in detail or referenced 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 the Kent Campus unit handbooks and in the Salem Campus Handbook.

All Tenured and Tenure-Track Faculty are eligible at certain times for tenure and/or promotion review according to years of service and rank differentiations. These are described by the materials distributed by the Office of the Provost. Faculty should be aware that under certain circumstances they may request the modification of the probationary period. (See <https://www.kent.edu/policyreg/university-policy-and-procedure-governing-modification-faculty-probationary-period>.)

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 and timetables under separate guidelines.

The University establishes a timetable for personnel actions for faculty. This varies from year to year. Faculty seeking promotion, tenure, or reappointment should determine this schedule well in advance of the fall semester. Faculty members are strongly encouraged to seek out institutional resources that are periodically made available by the University and AAUP regarding file organization and construction. As a practical matter, preparation of materials and consultation with the department chair should be ongoing.

## **REAPPOINTMENT – TENURE TRACK**

Annual review of tenure track faculty for reappointment shall be undertaken each year until they are considered for tenure. Annual review is often undertaken at approximately the same time as promotion and tenure decisions, but specific timetables are established for the completion of each kind of review. (See <https://www.kent.edu/policyreg/university-policy-and-procedures-regarding-faculty-reappointment>.)

Upon notification from the Office of the Provost, which involves circulating timetables, guidelines, and other information to unit chairs, the unit chair notifies the unit that review is to begin and invites each candidate to submit evidence in support of a favorable recommendation. Each candidate prepares an on-line portfolio. Candidates are strongly advised to meet personally with the department chair and a Salem Campus senior faculty member from the same or a cognate discipline concerning the content and organization of the file. The candidate and the department chair must both certify file completeness.

On the Salem Campus, each tenured member of the campus FC reviews the file of the candidate. They then make an independent written evaluation for or against reappointment. After a meeting of the tenured faculty for purposes of discussion, the written evaluations and votes are forwarded to the Salem FC, who tabulates the votes and writes a letter of recommendation to the Campus Dean, including the faculty written evaluations for inclusions in the on-line portfolio.

## **TENURE REVIEW**

The granting of tenure is a decision that plays a crucial role in determining the quality of university faculty and the national and international status of the university. The awarding of tenure must be based on convincing documented evidence that the faculty member has achieved excellence as a teacher, a significant body of scholarship and has provided effective service. The candidate must also be expected to continue and sustain, over the long term, a program of high-quality teaching, scholarship, and service relevant to the mission of the candidate's academic unit(s), the Salem campus and to the university.

Upon receipt of pertinent materials from the Office of the Provost, unit chairs notify faculty who are eligible for tenure review in the fall. Faculty so identified are notified by the unit and they prepare an on-line portfolio of evidence in support of their review. Candidates are strongly advised to meet personally with the chair and a Salem Campus senior faculty member from the same or a cognate discipline concerning the contents of the file. The candidate and the Chair must both certify file completeness, which is added to the on-line portfolio. (See <https://www.kent.edu/policyreg/university-policy-regarding-faculty-tenure>)

## PROMOTION REVIEW

Upon receipt of documents from the Office of the Provost initiating the promotion process, unit chairs notify eligible faculty for promotion. Although promotion may be granted at any time as recognition of outstanding performance, and is thus early promotion, there are conventional expectations of years of service within rank.

A faculty member will usually not be considered for advancement to associate professor until completion of five (5) years as an assistant professor, but in extraordinary cases may be considered after completion of fewer years as an assistant professor. A non-tenured faculty member applying for promotion to the rank of associate professor must also undergo a successful tenure review.

A faculty member will usually not be considered for advancement to professor until completion of five (5) years as an associate professor, but in extraordinary cases may be considered after completion of fewer years as an associate professor. A non-tenured faculty member applying for promotion to the rank of full professor must also undergo a successful tenure review. (See <https://www.kent.edu/policyreg/university-policy-regarding-faculty-tenure>)

## CRITERIA FOR REAPPOINTMENT, TENURE, AND PROMOTION

Candidates for reappointment, tenure, and promotion are evaluated on their teaching, scholarship, and service. Because the primary focus of Salem Campus is teaching, teaching is the major evaluative category (70%). Candidates may choose to have their scholarship/creative activity and service weighted as either 10 or 20% of their evaluation; if, for example, scholarship is weighted at 10%, service must be weighted at 20%. Each year the candidate should specify the weighting of scholarship and research in the review file.

These percentages do not represent faculty workload but rather the weight that file reviewers should give to each category.

### Teaching (70%)

Salem Campus expects candidates for reappointment to be moving from developing teachers in initial years of review to excellent teachers for tenure and to teacher-leaders for promotion. The following descriptions suggest ways to provide evidence of teaching practice.

Excellence in teaching may be evaluated in multiple ways, including but not limited to effective course design and teaching materials, a pattern of positive comments on student evaluations, supportive peer evaluations, on-going efforts to reflect upon and improve the act of teaching and positive Student Survey of Instruction scores.

#### A developing teacher:

- Engages in innovative teaching practices
- Participates in faculty professional development
- Develops assignments, assessments, and other teaching artifacts
- Assesses effectiveness of student learning
- Reflects on teaching and teaching evaluations with action plans for improvement
- Has good peer evaluations
- Has good student evaluations

**An excellent teacher:**

- Develops curricula
- Develops teaching-related publications and presentations
- Involves students in research and/or service learning
- Advises and mentors students
- Engages in innovative teaching practices
- Participates in faculty development
- Develops assignments, assessments, and other teaching artifacts
- Reflects on teaching and teaching evaluations with action plans for improvement
- Has good peer evaluations
- Has good student evaluations

**A teacher leader:**

- Develops community partnerships for learning
- Assesses effectiveness continuously
- Develops teaching-related publications and presentations
- Involves students in research and/or service learning
- Advises and mentors students and/or other faculty members
- Engages in innovative teaching practices
- Participates in and conducts faculty development
- Develops assignments, assessments, and other teaching artifacts
- Reflects on teaching and teaching evaluations with action plans for improvement
- Has excellent peer evaluations
- Has excellent student evaluations
- Receives recognition for teaching excellence

**Scholarship/Creative Activity (10 or 20%)**

Salem Campus expects tenure-track faculty members to engage in scholarly pursuits. Candidates for reappointment should demonstrate clear plans for a research program that shows promise toward refereed publications and/or presentations. By the third year, candidates should show evidence of at least one refereed publication, presentation, or equivalent peer-reviewed scholarly/creative activity. By the tenure year, the candidates should have a developed research program with regular refereed publication and presentation. For promotion to associate rank, candidates should show evidence of regional/national impact. For promotion to professor, candidates should show evidence of national and/or international recognition, demonstrated by a record of scholarly work that has an impact on the discipline and/or teaching in higher education.

Other demonstrations of scholarship and creative activity include internal and external grants, publication and presentation about pedagogy, some forms of engagement with the community (production of oral histories, for example), performance events and exhibitions, as well as publication of poems, fiction, or creative non-fiction.

### **Service (10 or 20%)**

Probationary faculty members are expected to participate in service at the campus level in the early years of reappointment. In addition to campus service, faculty members approaching their tenure year should engage in department or university service. Faculty members striving for promotion should have a significant role in campus, department, college, and/or university governance as demonstrated by productive service on committees, active participation in significant events, effectively chairing committees, meaningful public outreach, and other professional service. Service to state, regional, national, and international professional organizations is also valuable. Because the Salem Campus is closely connected with the community, faculty members are encouraged to serve that community in meaningful ways. Faculty service contributions should be documented.

## **REAPPOINTMENT – FULL-TIME NON-TENURE TRACK FACULTY**

For full-time non-tenure track faculty on the teaching track, the administration reviews Student Surveys of Instruction annually to determine annual reappointment. The Salem Campus tenured faculty members begin reviewing files during the third-year full review.

**Full Performance Reviews** occur during the third and sixth year of consecutive reappointment. (CBA Article X.) On the Salem Campus, each tenured member of the campus FC reviews the files of the candidate and makes an independent written evaluation for or against the candidate. After a meeting of the tenured Faculty for purposes of discussion, the written evaluations and votes are forwarded to the Salem FC chair, who tabulates the votes and writes a letter of recommendation to the Campus Dean, including the faculty written evaluations for inclusion in the on-line portfolio.

The file for third- and sixth-year review will include:

1. A self-evaluation providing an assessment of the candidate's teaching/administrative performance and contributions during the review period. The self-evaluation should include teaching activities and innovations, course development, and professional development activities. It may also include campus, unit, and university service; performance reviews; research activity and other evidence of instructional and/or professional effectiveness.
2. Updated Curriculum vitae.
3. Workload statements for the period under review.
4. Summaries of SSIs and students' written comments on the SSIs.
5. Syllabi from courses taught during the review period.
6. Peer evaluation of teaching (one is expected, two are preferred).
7. FTNTT Faculty members in the Practitioner, Clinical or Research tracks should include documentation which demonstrates the effective performance of their assigned duties and responsibilities within their respective tracks

The file may also include additional methods of evaluating teaching and learning, which may include development of a teaching portfolio, letters from experts in the field from outside the University, student focus groups, and other forms of scholarly examination of teaching.

In the 9<sup>th</sup> year of consecutive appointments and every three years thereafter until the 18<sup>th</sup> year of employment, non-tenure track faculty undergo a **Simplified Performance Review** (CBA Article X). The Non-Tenure Track Collective Bargaining Agreement specifies inclusion of a self-evaluation of professional activities, curriculum vitae, and SSI summaries (if applicable). On the Salem Campus, each tenured member of the campus FC reviews the files of the candidate and makes an independent written evaluation for or against the candidate. After a meeting of the tenured Faculty for purposes of discussion, the written evaluations and votes are forwarded to the Salem FC chair, who tabulates the votes and writes a letter of recommendation to the Campus Dean, including the faculty written evaluations for inclusion in the on-line portfolio

During the 18<sup>th</sup> year of consecutive appointments, and every three (3) years thereafter, the FTNTT faculty member will go through a more informal **Administrative Performance Review** (CBA Article X) with the Salem Campus Dean. The FTNTT faculty member will submit a curriculum vitae and a narrative of one to three pages in which the FTNTT Faculty member describes her/his professional activities during the past three (3) years to the Campus Dean. The Campus Dean will schedule a meeting with the FTNTT faculty member. The meeting will constitute the review.

In the unusual case when a FTNTT Faculty member is approved for a three-year term of annually renewable appointments and the Campus Dean determines that a subsequent review is needed due to performance concerns, the Campus Dean will include a performance plan and timeline for this subsequent review in the written summary of the review provided to the FTNTT Faculty member.

## **NTT PROMOTION**

FTNTT Faculty members who have completed five (5) consecutive years of employment as a FTNTT Faculty member and one (1) successful Full Performance Review may apply for promotion to the rank of Associate Lecturer/Associate Professor, as applicable, concurrent with their second Full Performance Review, or any year 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 (5) full years in rank as an Associate Lecturer/Associate Professor. Guidelines for the submission of materials for promotion review and for the timely conduct of the promotion review process will be issued annually by the Office of Faculty Affairs.

FTNTT Faculty members who intend to apply for promotion in rank must notify their respective College Dean, in writing, by the deadline stated in the *FT-NTT Faculty Promotion Guide* issued annually by the Office of Faculty Affairs.

Candidates for promotion shall submit a promotion file consisting of at least the following materials: Current curriculum vitae, Narrative supporting the rationale for promotion, Peer review(s) of teaching, Summary sheets for Student Surveys of Instruction, and Workload statements for at least the past three academic years.

Recommendation for promotion shall be based on the following criteria: Performance, Professional Development, and Professional and Creative Activity. Accomplishments in University Citizenship are neither required nor expected, but when they exist, they will contribute to the overall record of accomplishments. Evidence of significant and continuous accomplishments in Performance, Professional Development, and Professional and Creative Activity is required for promotion.

## **SECTION 4: Criteria, Performance Expectations, and Regional Campus Procedures Relating to Faculty Excellence Awards**

### **FACULTY EXCELLENCE AWARDS**

The Campus Dean notifies the FC when Merit funds are available. The procedure for awarding Merit is decided by the Campus Dean in consultation with the FC, and in accordance with CBA Guidelines (See Article XII). The Salem Campus Merit funds are distributed as follows: 40% of funds to the teaching category, 30% of funds to the research category, and 30% of funds to the service category. The FC will charge the Merit Committee to determine the details of activities and achievements eligible for each category, which will then be approved by the Salem FC. Tenured and tenure-track members will carefully read each file, with each applicant forming an independent evaluation.

## SECTION 5: Other Regional Campus Guidelines

The Assistant or Associate Dean will assign each new faculty member a mentor during his/her probationary period.

### Academic Advising

Some faculty advise throughout the academic year during office hours and pre-registration periods for the Fall and Spring semesters (usually two to three weeks in November to December and April).

Student Class Attendance. Although faculty members are free to set attendance policies in the syllabus, the university recognizes certain activities and events as legitimate reasons for absence from class. It is assumed that faculty teach in such a way that regular attendance is essential. Faculty should also specify policy on making up missed work in the event of a student's absence. (See:

<https://www.kent.edu/policyreg/administrative-policy-regarding-class-attendance-and-class-absence.>)

Cheating and Plagiarism. Both are fraudulent misrepresentations for which sanctions may be levied. Note that if plagiarism is charged, it is the faculty member's responsibility to prove its occurrence. A statement about cheating and plagiarism should be in the class syllabus. (See

<https://www.kent.edu/policyreg/administrative-policy-regarding-student-cheating-and-plagiarism.>)

Evaluation of Student Progress. All instructors are to evaluate the progress of each student and maintain documentary evidence for final grades. Faculty should evaluate student work in time to allow students to make informed decisions regarding course withdrawal. Faculty are required to provide midterm grades for all students in lower-division undergraduate courses (levels 00000, 10000, 20000). Midterm grades are not given for summer of flexible-scheduled courses.

Final Examination. Final exams shall be given at the officially scheduled time, day, and place as published in the schedule of classes or through other official means. In rare and pedagogically justifiable cases, a faculty member may request permission to change the time or nature of the final examination. Such a change cannot be made unless it is approved by the Dean or the Dean's representative. If permission to change the time is granted, the examination must also be given at the regularly scheduled time for students who prefer to take it then.

If Final Exam papers are not returned to the student, they must be retained for one year (not including summer) before they are destroyed, unless department policy specifies a longer period.

Grade Handling Procedures. Midterm and Final grades are entered on Flashline for Faculty and Advisors. Beginning and ending dates for electronic grade submission are sent to all faculty members by the Registrar's Office.

### **Academic Grades and Administrative Marks**

A Denotes superior scholarship

A-

B+

B Denotes good performance

B-

C+

C Denotes fair or average performance

C-

D+

D Denotes poor but passing performance

F Denotes failure of the student's overall performance

AU - The mark AU denotes that student have registered to audit a course. Students may audit without credit any course subject to space availability and departmental approval. An audited course is not counted as part of the course load, but students must go through registration procedures and pay the normal fees. An instructor may impose whatever attendance requirements deemed necessary. The students must be informed of these requirements at the beginning of the semester. Failure to meet attendance requirements may result in the students being withdrawn from the course by the instructor.

IN - The administrative mark of IN (incomplete) may be given to students who have completed at least twelve weeks of the semester (if they are currently passing) and are unable to complete the work due to extenuating circumstances. The timeline shall be adjusted for summer sessions and flexibly scheduled classes. Appropriate documentation is generally required to support the extenuating circumstance. The student must initiate the request for the IN from the instructor and it is the responsibility of the student to decide to make up the incomplete work. Incompletes must be made up within one semester (not including summer sessions). Instructors are required to complete and submit an Incomplete Mark Form to the department chair/school director at the time grades are assigned which includes justification for awarding the IN, describes the work to be completed for the course and specifies the grade to be assigned if the work is not completed. A copy of the form is also provided to the student. In the event the instructor assigns an IN grade without a default, the default grade will be F. Unless the course is completed or an extension is granted, incompletes will automatically lapse to the grade designated on the Incomplete Mark Form at the end of one semester.

IP - The grade IP (in progress) is given to students to indicate that research, individual investigation, or similar efforts are in progress and that a final grade will be given when the work is completed. The IP grade can only be used in designated courses and is not used in computing grade point average.

NF - The NF (never attended F) grade denotes those students never attended one class session nor did the students formally withdraw from the course. The NF grade will count as an F in computing grade point average. In the case of a course taken pass/fail, the NF grade will be changed to a Z grade.

NR - A mark of NR indicates the instructor did not submit a grade.

S - The grade S denotes satisfactory completion of a course in which a regular letter grade is inappropriate. The credit hours are awarded but are not considered in computing grade point average.

SF - The SF (stopped attending F) grade denotes those students stopped attending the course and did not formally withdraw. The SF grade will count as an F in computing grade point average and must be

accompanied by a date of last attendance in the course. Faculty who cannot determine the exact date of last attendance may use the date of the last academic activity in which the student participated. SF grades are not used for students who stop attending after the course withdrawal deadline. After that time, grades should be based on actual student performance in completion of course requirements. In the case of a course taken pass/fail, the SF grade will be changed to a Z grade.

U - The grade U denotes unsatisfactory performance in a course for which a regular grade is inappropriate. Credit hours are recorded as credit hours attempted, and the grade will be counted as an F in computing grade point average.

W - The mark W is given for university or course withdrawals. This mark is not used in computing grade point averages.

Y - The grade Y denotes a passing grade in a pass-fail course or in a course in which students have elected the pass-fail grading option. The credit hours are not considered in computing grade point average.

Z - The grade Z denotes failing performance in a pass-fail course or in a course in which students have elected the pass-fail grading option. The credit hours are not considered in computing grade point averages. Instructors must not post grades by social security number, name, initial(s), or any other discernable pattern that might reveal a student's identity. All papers and examinations should be handled to protect each student's privacy. If the class includes an exchange/reading/critique of student work, the syllabus should say so.

Final grades may be changed only under certain circumstances: (1) instructor's computational or recording error, or (2) submission of a grade to change an incomplete. Please consult the current Undergraduate Catalog for detailed information.

Grading Procedures. Many academic departments at the Kent Campus have developed specific grading policies for their courses, especially for multi-section courses, labs, and topical content courses. Whenever that is the case, the grading practices at the Regional Campus should follow the appropriate academic department policies, except where prior agreement provides otherwise.

A description of the methods of evaluation and of grading should be in the syllabus given to each student so that the faculty member's expectations of student performance are understood.

Student Complaint Process. A procedure is available to students who have complaints about grades, treatment, or harassment. (See <https://www.kent.edu/policyreg/administrative-policy-and-procedures-student-complaints>.)

## **APPENDIX A**

### **CONSTITUTION OF THE FACULTY COUNCIL OF THE SALEM CAMPUS OF KENT STATE UNIVERSITY**

#### **Article I: Name**

The name of this organization shall be the Faculty Council of the Salem Campus of Kent State University (hereinafter called the Faculty Council).

#### **Article II: Purposes**

The purposes of the Faculty Council shall be

To implement the provision of the Collective Bargaining Agreements.

To provide a means for the faculty to meet for discussions of such aspects of campus and university life as may concern them.

To provide a means of communication between the faculty and the non-teaching personnel (administration and staff).

To advise and make recommendations to the Dean of the Salem Campus.

#### **Article III: Membership**

Section 1: Membership on the Faculty Council shall consist of all tenured and tenure track Faculty, and all full-time non-tenure track faculty until such time as the non-tenure track faculty outnumber the tenure track faculty. When non-tenure track faculty outnumber the tenure track faculty, non-tenure track faculty will elect one voting member for every two tenure track faculty members.

Section 2: When necessary to elect voting members from the non-tenure track faculty the representatives shall be elected by the 14<sup>th</sup> week of the Spring term and shall serve from the end of the contract year through the end of the following Spring semester. The voting procedure shall be as follows:

The currently serving NTT members of Faculty Council will compile a list of candidates selected from all full-time non-tenure track faculty. In creating this list of candidates an attempt shall be made to assure that all program areas are represented. All full-time non-tenure track faculty shall then elect the appropriate number of representatives from the list of candidates presented on the ballot.

Section 3: All members of the FC shall have full voting privileges in all matters unless restricted by other guidelines or provisions.

Section 4: All those who teach credit courses and meet the full requirements

of the Faculty Council, as set forth in Sections 1 and 2 above, are eligible to participate in Faculty meetings.

Section 5: The Dean of the Salem Campus shall be ex-officio non-voting member of the Faculty Council.

#### **Article IV: Officers**

Section 1: The officers of the Faculty Council shall be a chair, vice-chair, and secretary. The chair and the vice-chair shall be elected from the tenured Faculty. The secretary may be elected from the tenured, tenure track and non-tenure track Faculty.

Section 2: The officers shall be elected by the 15<sup>th</sup> week of the Spring Term and shall serve through the 15<sup>th</sup> week of the following Spring Term.

Section 3: The officers shall be elected by a plurality of the full voting members of the Faculty Council by a secret ballot.

Section 4: The voting procedure shall be as follows:

All full voting members of the Faculty Council shall elect the officers from the list of candidates presented on the ballot.

The ballots will be placed in a blind envelope. The blind envelope will be placed inside a second envelope. The second envelope will be signed by the voting member.

The ballots will be submitted to the Dean's Administrative Assistant who will place them in the Campus safe.

The Faculty Council will be informed of the date and time when the ballots will be tallied.

The votes will be tallied by the Dean's Administrative Assistant and the Secretary of the Faculty Council. All full voting members of the Faculty Council who wish to be present when the votes are tallied may do so.

The results of the election shall be announced no later than Thursday of the 15<sup>th</sup> week of the Spring Term.

Section 5: No officer shall serve more than three consecutive terms.

## **Article V: Duties of the Officers**

Section 1: The duties of the chair shall be:

To preside at all meetings of the Faculty Council.

To appoint, with the advice and consent of the Faculty Council, all standing and ad hoc committees and their chairs.

To provide for the representation of the Faculty of the Salem Campus of Kent State University on any official body or at any official function, including but not limited to Commencement Exercises.

To prepare and circulate the agenda for meetings after consultation with the Dean of the Salem Campus.

To perform and fulfill all duties pertaining to personnel review of all tenured, tenure track and non-tenure track Faculty as specified in Section IV of the Handbook.

To represent the Salem Faculty on the RCFAC.

Section 2: The duties of the vice-chairperson shall be:

To assume the duties of the chair should the chair be unable to fulfill the duties of the chair. To assist the chair to perform such duties as the chair may request.

To act as treasurer for all funds deemed necessary by the chair or Faculty Council.

Section 3: The duties of the secretary shall be

To keep a record of the attendance and proceedings at all meetings, and to circulate this record to all members.

To archive the records.

To circulate any other material or information of interest to other members as may be required.

To implement the procedure for the election of the Faculty Council officers (Article VI, Section VI).

## **Article VI: Meetings**

Section 1: The chair of the Faculty Council shall, after consultation with the Salem Campus Dean, call, chair, and set agendas for meetings of the Faculty Council.

Section 2: Special meetings of the Faculty Council shall be called by the chair at the written request of three members.

Section 3: A quorum shall be defined as one third of the eligible FC voting members.

Section 4: During the Summer months (defined here as that period beginning the Monday after Spring final exams and ending the week before the first day of Fall classes) in the absence of a quorum of the Faculty Council, the business of the Faculty Council may be conducted by a committee consisting of its three current officers, the three immediate past officers, and all full-time faculty members based at Kent/Salem that are members of the Faculty Senate.

#### **Article VII: Amendments**

Section 1: This constitution may be amended by a two-thirds (2/3) majority of the tenured and tenure track members of the Faculty Council.

Section 2: All proposed amendments must be distributed in writing to the members two (2) weeks before voting is to take place.

#### **Article VIII: Adoption**

Section 1: This constitution shall be considered in force upon the two-thirds (2/3) affirmative vote of all tenured and tenure track members of Faculty Council.

Section 2: It shall supersede all previous constitutions of the Faculty Council of the Salem Campus of Kent State University.

#### **Article IX: Precedence of Collective Bargaining Agreements**

If any provision of this constitution violates the Collective Bargaining Agreements, the Collective Bargaining Agreements shall take precedence.

Amended October 15, 2007  
Amended September 14, 2010  
Amended October 11, 2016

## APPENDIX B

### Proposal Review and Application for Load Equivalency Request for Research/Professional Development for Tenured and Tenure-Track Faculty

#### Proposal Review

1. Applicants will submit one copy of the **Faculty Load Equivalency Request and Curriculum Vitae** to the Assistant Dean and one copy to the Salem FC Chair by the Application Dates noted in Section 2 of this Handbook.
2. The FC Chair will give the RPDLE requests to the RPDLE Evaluation Committee for review, comment, and recommendation. This committee will consist of all Senior Salem Faculty members (tenured with rank above Assistant Professor)
3. The RPDLE Evaluation Committee will review and evaluate the request for RPDLE based on the following criteria:
  - The eligibility requirements have been met. RPDLEs cannot take an applicant's teaching load to zero (0) for the semester.
  - The applicant provided clearly defined and specific objectives that can be feasibly accomplished in the allotted time.
  - The relevance and significance to the applicant's discipline and/or instructional responsibilities.
  - The timeliness/appropriateness to the applicant's stated professional goals (tenure, promotion, etc.)
4. The RPDLE Evaluation Committee will send a summary evaluation to the FC Chair **within two (2) weeks** from the Application Date (by 1 March and 9 October). The FC Chair will make a copy of the RPDLE Evaluation Committee summary for submission to the Dean and keep one copy for the FC archives. This summary statement will include:
  - A) An overall evaluation
    - \_\_\_\_\_Strongly Support
    - \_\_\_\_\_Support
    - \_\_\_\_\_Do not Support
  - B) In addition to the overall evaluation, the RPDLE Evaluation Committee will include a ranking for those applicants evaluated at the Strongly Support and Support levels that considers the quality of submitted materials, the applicant's tenure status, and the applicant's past record of receiving RPDLEs.

While preference is to be given to tenure-track faculty, the quality of the proposal will also be considered in making the overall evaluation.

Promotion to Full Professor requires evidence of excellence in the Scholarship/Creative Activity category. For this reason, tenured faculty members who have not had a RPDLE in recent years will be given preference over tenured applicants with recent RPDLEs to help them meet this crucial requirement. The ranking system, which summarizes the RPDLE Evaluation Committee's

assessment of need/potential benefit to the applicants, will assign a number 1 to 5 to each supported applicant's request, with 5 representing the highest level of support.

5. The Salem Campus Dean will make the final decision and notify the applicant as to whether the RPDLE will be part of the faculty member's load for the semester of application. Faculty members will be notified by 15 March for the fall semester and 25 October for the spring semester.
6. The recommendations of the RPDLE Evaluation Committee will be archived by the Salem FC Secretary and made available to any Salem Campus tenure-track or tenured faculty for review.

**Important Notes:**

1. Research/Professional Development Load Equivalency is granted for the maximum of three (3) credit hours per semester. RPDLEs cannot take an applicant's teaching load to zero (0) for the semester.
2. One cannot teach an overload in a semester for which a Research/Professional Development Load Equivalency has been granted.
3. A Faculty Member awarded a Research/Professional Development Load Equivalency must submit a one-page project summary to the Dean within thirty (30) days from the end of the semester for which the load equivalency was granted. This summary shows how the project goals were accomplished.

## Faculty Load Equivalency Request For Research/Professional Development

Kent State University – Salem Campus

Submit one copy your completed request and updated Curriculum Vitae to the Assistant Dean's Office and one copy of the completed request and updated Curriculum Vitae to the Salem FC Chair. Deadlines for submission are listed in the Guidelines for Load Equivalency Request for Research/Professional Development.

Name:

Date Submitted:

Semester Requested: \_\_\_\_\_ Fall 201\_ \_\_\_\_\_ Spring 201\_

Rank/Status (check)

- \_\_\_\_\_ Assistant Professor, Tenure-Track
- \_\_\_\_\_ Assistant Professor, Tenured
- \_\_\_\_\_ Associate Professor, Tenured
- \_\_\_\_\_ Professor, Tenured
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

Years at Rank:

Department:

Eligibility for Load Equivalency:

- \_\_\_\_\_ 1. Semester and Year of last Research/Professional Development Load Equivalency (RPDLE).
- \_\_\_\_\_ 2. In the Semester requested, will you have other **Non-Teaching** Load Equivalencies or assignments that will affect the number of courses you teach at the Salem Campus?

If you answered yes to question 2, please indicate the type and number of hours of load equivalency or other assignments that you are scheduled to receive for the semester in question.

**Project Information:**

1. Briefly describe the project you will undertake if granted this load equivalency.
2. What are your goals for this project?
3. How is this project important in your discipline?
4. How will this project help you? (Tenure? Promotion? Certification? Professional Development?)
5. How have you designed/scaled your project to ensure its completion within one semester? (Note: This proposed project can be part of a larger undertaking; the question here pertains specifically to the project covered by this request for load equivalency.)

**Outcome Assessment:** How will you measure the success of your project?

This document is the approved handbook for the Salem Campus of Kent State University. It has been developed with careful attention to conformity with University policies as contained in the *University Policy Register*, and the *Collective Bargaining Agreements*, or other University-wide policy documents, the latter shall have precedence. Alterations or amendments to this handbook may be requested by the faculty of Kent State University at Salem or may be made by the Kent Salem Campus Dean to reflect changes in University policy. Changes to this handbook are subject to the approval of the Kent Salem Campus Dean at the Salem Campus of Kent State University.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Rachel N. Blasiman, Ph.D.  
Faculty Council Chair  
Kent State University at Salem

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
David M. Dees, Ph.D.  
Dean and Chief Administrative Officer  
Kent State University at Salem

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Peggy Shaddock, Ph.D.  
Vice President for Kent State System Integration  
Dean, College of Applied and Technical Studies

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