COLLEGE HANDBOOK

ARCHITECTURE AND ENVIRONMENTAL DESIGN

February 2023

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PREAMBLE

This College Handbook (hereinafter the "Handbook") contains the operational policies and procedures for the College of Architecture and Environmental Design (hereinafter the "College"). The College is an academic unit without departments. The College offers undergraduate and graduate programs in Architecture, Interior Design, Architectural Studies, and Urban Design.

The policies and procedures contained in this Handbook shall not conflict with any University, Administrative and Operational Policy of Kent State University (hereinafter the "University") as published in the *University Policy Register*, and elsewhere, any applicable *Collective Bargaining Agreement* (hereinafter the "CBA"), or any federal, state, and local law.

1. Matters of Academic Unit Governance

1.1. STRUCTURE AND ORGANIZATION OF THE COLLEGE

1.1.1. **Administrative and Service Positions**

1.1.1.1. **Organization Chart**   See Appendix I.

1.1.1.2. **Dean**

1.1.1.2.1. The Dean is the chief administrative officer of the College who reports directly to and is accountable to the Provost and Senior Vice President for Academic Affairs (hereinafter the "Provost"). The Dean is responsible for recording, maintaining, and implementing the policies and procedures stated in this Handbook through regular consultation with the tenured and tenure-track faculty (hereinafter the "Faculty") and the College's various committees. The Dean is appointed by the Provost in consultation with the Search Committee and the Faculty of the College. Procedures for conducting the selection and review processes of the Dean are included in the *University Policy Register*.

1.1.1.2.2. Qualifications
The Dean is a nationally or internationally recognized educator, scholar, and Professional with license or certification in the field of expertise who has achieved the rank of Professor, or its equivalent. The Dean shall have administrative and development experience in higher education.

1.1.1.2.3. Responsibilities
The Dean's duties and responsibilities shall include, but are not limited to the following:

1.1.1.2.3.1. Administers University and College policies.
1.1.1.2.3.2. Is responsible for the effective operation of the College.
1.1.1.2.3.3. Establishes and Chairs the College Executive Council (CEC) of Associate/Assistant Deans, Coordinators, Directors, and others, as appropriate.
1.1.1.2.3.4. Consults with and Chairs the College Advisory Committee (CAC).
1.1.1.2.3.5. Communicates with the Faculty and students and other stakeholders in the College.
1.1.1.2.3.6. Establishes the College Advisory Board (CAB) composed of external stakeholders.
1.1.1.2.3.7. Supports faculty scholarship.
1.1.1.2.3.8. Provides leadership and support in development of curricula and programs.

1.1.1.2.3.9. Initiates and implements short-range and long-range planning for the College in consultation with the CAC, CEC, CAB, and the College's various stakeholders.

1.1.1.2.3.10. Assigns and assesses teaching peer review in support of the College's reappointment, tenure, and promotion processes.

1.1.1.2.3.11. Calls a meeting of College faculty at least once a semester.

1.1.1.2.3.12. Is thoroughly knowledgeable and conversant with each program area of the College;

1.1.1.2.3.13. Prepares reports for the Faculty, the administration and the profession which indicate the progress of the College.

1.1.1.2.3.14. Represents the College at the Council of Academic Deans, Educational Policies Council, Faculty Senate, Graduate Council, and on various standing and ad hoc University committees.

1.1.1.2.3.15. Administers the College budget in consultation with the CAC and CEC.

1.1.1.2.3.16. Recruits and hires Faculty in accordance with University policy and the standards of scholarship as set forth in Chapter V of this Handbook.

1.1.1.2.3.17. Recruits and hires NTT and part-time faculty in accordance with University policies and in consultation with the Associate/Assistant Dean(s) of Program(s).

1.1.1.2.3.18. Recruits and hires competent staff in accordance with University policy.

1.1.1.2.3.19. Evaluates the performance of Dean's office staff.

1.1.1.2.3.20. Seeks to expand funding for the College.

1.1.1.2.3.21. Directs recruitment efforts of a highly qualified and diverse student body.

1.1.1.2.3.22. Establishes and maintains relationships with professional organizations, academic associations, institutes, and appropriate accrediting bodies.

1.1.1.2.3.23. Fosters alumni support, professional collaborations, and partnerships.

1.1.1.2.3.24. Is responsible for representation of the College at meetings (e.g., professional, academic, administrative).

1.1.1.2.3.25. Develops and expands public interest in support of the College's mission, academic programs, outreach, and research initiatives.

1.1.1.2.3.26. Other duties as assigned by the Provost.

1.1.1.3. **Administrative Appointments**

The Dean may appoint an Associate Dean, Associate/Assistant Dean(s) for Program(s), Assistant(s) to the Dean, and Directors in the College after consultation with the Provost and the CAC. Such person(s) shall report to the Dean and shall perform the duties described in this handbook and assigned by the Dean.

Qualifications

To be eligible for an administrative appointment in the College, Faculty members must be tenured.

1.1.1.3.1. **Associate Dean**

The Associate Dean reports to the Dean. The Dean may appoint a senior, tenured Faculty member to be the Associate Dean, after consultation with the CAC. Associate Dean holds a full-time administrative appointment for the duration of the assignment. The Associate Dean may act as the Dean's designate and chairs the CCC, The Associate Dean chairs the Student Academic Complaint Committee (SACC), and has responsibility for the following functions:

1.1.1.3.1.1. Represents the Dean as requested on various University committees, councils, advisories (e.g., Admissions Advisory, Scholarship Advisory, Registrar's Advisory, Shared Services Advisory).

1.1.1.3.1.2. Represents the College at the Assistant and Associate Deans Council.

1.1.1.3.1.3. Oversees, with the College's Associate/Assistant Dean(s) for Program(s) or Undergraduate Program Coordinators, the implementation of University and College recruitment programs.

1.1.1.3.1.4. Oversees, with the College's Associate/Assistant Dean(s) for Program(s), the security of student records, grading standards, and processes.

1.1.1.3.1.5. Assists the Associate/Assistant Dean(s) for Program(s) in implementing University initiatives including the Academic Quality Improvement Project (AQIP) and internal program assessment.

1.1.1.3.1.6. Assists the Associate/Assistant Dean(s) for Program(s) in implementing diversity recruitment goals and standards.

1.1.1.3.1.7. Aids in the development of College or program recruitment materials, as requested.

1.1.1.3.1.8. Assists the College Advancement Officer with the development of public relations activities, newsletters, and alumni events.

1.1.1.3.1.9. Assists the Dean in monitoring the budgets of the College, scholarships, and awards.

1.1.1.3.1.10. Represents the College at meetings, as designated by the Dean.

1.1.1.3.1.11. Promotes the lecture series, exhibitions, external reviews, student organizations, and internships.

1.1.1.3.1.12. Other duties as assigned by the Dean.

1.1.1.3.2. **Associate/Assistant Dean(s) for Program(s)**

The Associate/Assistant Deans for Programs report to the Dean. The Dean may appoint Associate/Assistant Deans for Programs after consultation with the CAC and approval of the Provost. Associate/Assistant Deans for Programs hold full-time administrative appointments for the duration of the assignment. The Associate/Assistant Dean(s) for Program(s) shall chair the appropriate Program Committee (PC) and have responsibility for the following functions:

1.1.1.3.2.1. Is a member of the CEC.

1.1.1.3.2.2. Represents the academic program at the Chairs and Directors Councils.

1.1.1.3.2.3. Calls a meeting for program Faculty at least twice a semester.

1.1.1.3.2.4. Establishes and chairs the appropriate Program Advisory Board(s).

1.1.1.3.2.5. Is responsible for the recruitment and admission of students within their respective programs.

1.1.1.3.2.6. Is responsible for credit transfer evaluation in consultation with Faculty of the appropriate program areas.

1.1.1.3.2.7. Oversees the promotion and advancement of the program(s) for which he/she has oversight.

1.1.1.3.2.8. Assists the Dean in monitoring the budgets of the programs, scholarships, and awards.

1.1.1.3.2.9. Is responsible for course scheduling and teaching assignment for Faculty, NTT, and part-time faculty with Dean's approval.

1.1.1.3.2.10. Is responsible for academic and professional advising of students.

1.1.1.3.2.11. Is responsible for curriculum development and oversight.

1.1.1.3.2.12. Ensures that the College's Program Assessment and Review procedures are followed, and that feedback is incorporated into each program curricula.

1.1.1.3.2.13. Is responsible for accreditation preparation and visitation including annual reports.

1.1.1.3.2.14. Consults annually with each Faculty member to identify and establish objectives for that Faculty member's development during the following year.

1.1.1.3.2.15. Is responsible for annual review of staff, as designated by the Dean.

1.1.1.3.2.16. Other duties as assigned by the Dean.

1.1.1.3.3. **Assistant to the Dean**

The Dean may appoint an Assistant to the Dean after consultation with the Provost and the CAC. The Assistant to the Dean shall report to the Dean and shall perform the duties assigned by the Dean for the duration of the assignment. If the Assistant to the Dean's administrative responsibilities make up a part-time position less than 50% of the Faculty member's load, the Assistant to the Dean will remain within the CBA in a Faculty position for the duration of the assignment. If the Assistant to the Dean's administrative responsibilities make up 50% or more of the Faculty member's load, the Assistant to the Dean will hold a full-time administrative appointment for the duration of the assignment.

1.1.1.4. **Director of the Cleveland Urban Design Collaborative**

The CUDC Director is appointed by the Dean with the approval of the Provost. The Director reports to the Dean on all administrative matters and reports to the appropriate Associate/Assistant Dean for Program(s) on academic matters, as designated by the Dean. The Director provides leadership of the CUDC and coordinates with the Associate/Assistant Dean and the Graduate Coordinator on the CUDC's graduate teaching activities. The Director reports to the Dean regarding all administrative and budgetary issues. In all curricular matters and academic staffing, the Director coordinates with the Associate/Assistant Dean.

This position may be offered as an administrative position without tenure or as a Faculty position at the discretion of the Dean in consultation with the CAC and the approval of the Provost. If the Director's administrative responsibilities make up less than 50% of his/her duties, the Director will be appointed as a Faculty member. If the Director's administrative responsibilities make up ……50% or more of his/her duties, the Director will be appointed to a full-time administrative position with which tenure, tenure eligibility and/or academic rank may be offered.

1.1.1.4.1. Director's Administrative Duties

The CUDC Director shall have responsibility for the following administrative functions:

1.1.1.4.1.1. Encourages and supports the College in the development of outreach programs.

1.1.1.4.1.2. Promotes and engages in grant and funding development.

1.1.1.4.1.3. Oversees and manages CUDC staff, services, and programs.
1.1.1.4.1.4. Administers the budget of the CUDC which is prepared in consultation with the Dean and subject to approval by the Provost and the Vice President for Administration.
1.1.1.4.1.5. Reviews all contracts for community design and other research and public outreach services.
1.1.1.4.1.6. Oversees and administers the recruitment of CUDC staff and consultants in consultation with the Dean.
1.1.1.4.1.7. Establishes and chairs the CUDC Advisory Board.
1.1.1.4.1.8. Promotes public awareness of the CUDC and its various activities.
1.1.1.4.1.9. Other duties as assigned by the Dean.

1.1.1.4.2. Director's Academic Duties
The CUDC Director shall have the following academic responsibilities:

1.1.1.4.2.1. Teaches, if teaching may be part of the Director's initial appointment.
1.1.1.4.2.2. Is a member of the Graduate Studies Committee and the CEC.
1.1.1.4.2.3. Supports student recruitment efforts for the Graduate Program in Urban Design.
1.1.1.4.2.4. Coordinates with the Graduate Coordinator in maintaining the Urban Design academic programs at the CUDC.
1.1.1.4.2.5. Other duties as assigned by the Dean.

1.1.1.5. **Graduate Coordinator(s)**
Graduate Coordinator(s) report to the Associate/Assistant Dean(s) for Program(s). The Associate/Assistant Dean, in consultation with the CAC and the Graduate Committee and the approval of the Dean, shall appoint a tenured, graduate Faculty member as coordinator of graduate programs. In order to assure continuity, the coordinator is appointed for a minimum of two (2) years. At the discretion of the Dean, the Faculty member who is appointed as Graduate Coordinator may be assigned a workload equivalent which is less than 50% of the Faculty member's workload per semester for the duration of the assignment. The Graduate Coordinator chairs the Graduate Studies Committee (GSC) and has responsibility for the following functions:
1.1.1.5.1. Provides leadership for existing and new graduate programs.
1.1.1.5.2. Is responsible for promotion, recruitment, and admissions to the graduate programs.
1.1.1.5.3. Assists the Associate/Assistant Dean(s) for Program(s) with course scheduling and curriculum development.

1.1.1.5.4. Coordinates with the Director of the CUDC in maintaining the CUDC's academic coursework.

1.1.1.5.5. Assigns graduate assistant positions in coordination with the Associate/Assistant Dean(s) for Program(s), Program Coordinators and in consultation with Faculty.

1.1.1.5.6. Is responsible for academic and professional advising for graduate students.

1.1.1.5.7. Is a member of the CEC.

1.1.1.5.8. Is a member of the International Studies Committee.

1.1.1.5.9. Represents the College on the Graduate Studies Academic Council (GSAC).

1.1.1.5.10. Implements College/program assessment and review procedures (AQIP) in consultation with Associate Dean.

1.1.1.5.11. Assists the Associate Dean in accreditation.

1.1.1.5.12. Develops University reports related to the graduate programs.

1.1.1.5.13. Other duties assigned by the Dean or Associate/Assistant Dean(s).

1.1.1.6. **Program Coordinator(s)**

Program Coordinators report to the Associate/Assistant Dean(s) for Program(s) and as designated by the Dean. The Dean appoints Program Coordinators in consultation with the Associate/Assistant Dean(s) and the CAC to oversee the operations of a specific program's curriculum. At the discretion of the Dean, a Program Coordinator may be assigned a workload equivalent which is less than 50% of the Faculty member's workload per semester for the duration of the assignment.

1.1.1.6.1. Program Coordinators may be appointed for the following programs:

1.1.1.6.1.1. Architectural Studies
1.1.1.6.1.2. Graduate Program in Urban Design

1.1.1.6.2. Program Coordinators have the following duties:

1.1.1.6.2.1. Promotes and oversees the recruitment and admission process for the program.

1.1.1.6.2.2. Provides academic, professional, or career advising for students within the program.

1.1.1.6.2.3. Assists the Associate/Assistant Dean(s) for Program(s) in course scheduling and staffing.

1.1.1.6.2.4. Informs Faculty of course requirements, exam dates, grading policies, and other relevant program, College, and University policies.

1.1.1.6.2.5. Other duties as assigned by the Dean or the Associate/Assistant Dean(s).

1.1.1.7. **International Studies Coordinator**

The International Studies Coordinator reports to the Dean. The Dean appoints an International Studies Coordinator after consultation with the Associate/Assistant Dean(s) for Program(s) and the CAC. The Coordinator is appointed for at least a two-year term. At the discretion of the Dean, the Faculty member who is appointed as Coordinator may be assigned a workload equivalent which is less than 50% of the Faculty member's load per semester for the duration of the assignment. The Coordinator shall chair the International Studies Committee and have responsibility for the following functions:

1.1.1.7.1. Oversees the admission procedures and orientation for all College study abroad programs.

1.1.1.7.2. Develops and reports budgets for undergraduate and graduate international programs to the Dean, the CEC, and the Office of International Affairs.

1.1.1.7.3. Works closely with the Associate/Assistant Deans and coordinators of all College programs which participate in study abroad programs.

1.1.1.7.4. Is responsible for implementation of international curricula in collaboration with the Associate/Assistant Dean(s) for Program(s).

1.1.1.7.5. Oversees and implements course scheduling and staffing in consultation with Program Coordinators and the Office of International Affairs.

1.1.1.7.6. Supports the development of collaborative relationships with on- and off- campus programs.

1.1.1.7.7. Reports to the CCC on international curricula.

1.1.1.7.8. Is a member of the CEC.

1.1.1.7.9. Is a member of the GSC.

1.1.1.7.10. Is responsible for overseeing the return of all student work to the Kent campus.

1.1.1.7.11. Assigns and coordinates Faculty reviewers for the College's international undergraduate and graduate studios.

1.1.1.7.12. Other duties as assigned by the Dean and the Associate/Assistant Dean(s).

1.1.1.8. **Research Coordinator**

The research Coordinator reports to the Dean. The Dean may appoint a Research Coordinator from the graduate faculty, after consultation with the CAC. The Coordinator is appointed for at least a two-year term. At the discretion of the Dean, the Faculty member who serves as Coordinator may be assigned a workload equivalent of up to 25% of the Faculty member's workload per semester for the duration of the assignment. The Research Coordinator shall chair the Research Committee (RC) and have responsibility for the following functions:

1.1.1.8.1. Teaches in the graduate program.

1.1.1.8.2. Provides support for Faculty research endeavors.

1.1.1.8.3. Facilitates access to funded and non-funded research opportunities.

1.1.1.8.4. Suggests curricula proposals supporting the research mission of the College.

1.1.1.8.5. Fosters student research initiatives.

1.1.1.8.6. Reviews and recommends research facilities and technologies.

1.1.1.8.7. Acts as a liaison between the College and external funding organizations and industries.

1.1.1.8.8. Acts as a liaison between the College and University research offices.

1.1.1.8.9. Other duties as assigned by the Dean.

1.1.1.9. **Design Studio Coordinator(s)**
Each year, the Associate/Assistant Dean(s) for Program(s) shall appoint a Faculty member who will be in charge of the overall performance of the design studio for each of the year levels. Normally, the term for a Design Studio Coordinator is for one (1) year, but the appointment may be extended at the discretion of the Associate Dean, with the approval of the Dean. At the discretion of the Dean, a Design Studio Coordinator may receive a one (1) credit hour workload equivalent per semester for the duration of the assignment.

1.1.1.9.1. The Design Studio Coordinator's duties include the following:

1.1.1.9.1.1. Convenes regular meetings with teaching assistants prior to each class session and with Faculty, as required, to maintain consistency within the studio.

1.1.1.9.1.2. Oversees the preparation of the Studio course syllabus in accordance with accreditation teaching criteria and guidelines.

1.1.1.9.1.3. Is responsible for planning reviews and speakers, and selecting readings and texts, or related duties.

1.1.1.9.1.4. Monitors teaching performance within the Studios.

1.1.1.9.1.5. Is responsible for collection, documentation, and storage of projects for accreditation purposes.

1.1.1.9.1.6. Aids the Associate Dean on outcome assessments for AQIP.

1.1.1.9.1.7. Works with other course instructors and year level Design Studio Coordinators to coordinate exams and project due dates prior to the beginning of each semester.

1.1.1.9.1.8. Other duties as assigned by the Dean and Associate/Assistant Dean(s).

1.1.1.10. **Urban Design Professional(s)**

Urban Design Professionals are appointed by the CUDC director with the approval of the Dean and report to the CUDC director. Duties may include professional urban design services, research, and revenue generating activities. Urban Design Professionals may teach and serve on reviews.

1.1.1.11. **Non-Academic Staff**

The College's non-academic staff includes all classified and unclassified staff positions including but not limited to the Dean's Administrative Assistant and secretarial staff. Each position has specific duties as defined in the applicable position description and duties as assigned by the Dean and/or the Dean's designee(s).

1.1.1.12. **Graduate Assistant(s)**

The Graduate Coordinator makes merit-based appointments for full-time graduate students each year with the approval of the Associate/Assistant Dean for Program(s), the Graduate Committee and the Faculty member or administrative staff member who will oversee the Graduate Assistant's assignment. Graduate Assistants are assigned to assist in one of three areas: Teaching, Research, and Administration. The Graduate Assistant's semester workload will comply with the standards established by Research and Graduate Studies (RAGS). The Graduate Coordinator will provide the duties and terms of each Graduate Assistant appointment in the Letter of Appointment.

1.1.2. **College Committees**

All College committees are advisory to the Dean. The membership, structure, and function of some of the College's committees are governed by University, Administrative and Operational Policies and the CBA.

The Dean may establish ad hoc committees in consultation with the CAC. The Dean, when making appointments to College committees, will be mindful of the diversity of disciplines within the College and will consider the expertise and interests necessary for the effective functioning of specific committees.

Committee Attendance Policy

Faculty appointed or elected to College and University committees shall make every effort to attend all committee meetings. In the event of illness or another reason for missing a meeting, the Faculty member will notify the committee chair in advance.

1.1.2.1. **The College Advisory Committee (CAC)**
The CAC is structured and operates as described in the CBA. The CAC is elected by the Faculty of the College.

CAC terms are for one (1) year. Elections are conducted at the end of the Spring Semester and the CAC members shall serve beginning with the Fall Semester through the following summer. The CAC shall include six (6) Faculty members including at least one Faculty member whose teaching is in one of the college's three largest fields of study: Architecture, Interior Design, Construction Management. With four (4) or more FTNTT faculty in the College, the CAC shall have an additional one (1) voting FTNTT representative. The FTNTT representative will be elected by a vote of FTNTT faculty.

The CAC is convened and chaired at least twice per semester by the Dean who, in consultation with the CAC, sets the agenda for its meetings. CAC members may request that items be added to the agenda. Additional meetings of the CAC may be called by the Dean, as needed, or upon a request by at least one-half of the members of the CAC.

1.1.2.2. **The College Curriculum Committee (CCC)**
The CCC shall act as an advisory and recommendatory committee to the Dean on all curricular matters and course offerings in the College. The CCC includes four (4) voting Faculty members elected by and from the Faculty of the College. Members should be elected by the Faculty and include a representative of each program (Architecture, Interior Design, and Architectural Studies). The Dean shall assign additional members if programs are not represented in the CAC. The Associate Dean, or the Dean's designee, shall serve as a non-voting chair of the CCC. The CCC, in consultation with the Associate/Assistant Dean(s) for Program(s) coordinates, reviews and makes decisions on student appeals regarding course substitutions.

1.1.2.3. **The College Executive Committee (CEC)**
The College Executive Committee is chaired by the Dean and composed of the Associate Dean, the Associate/ Assistant Dean(s) for Program(s), the Graduate Program Coordinator, CUDC Director, and International Studies Program Coordinator. The Committee advises the Dean on budget, policies, and executive matters.

1.1.2.4. **The Graduate Studies Committee (GSC)**

The GSC shall consist of at least five (5) voting graduate faculty members plus one (1) non-voting graduate student representative. Members are appointed by the Dean in the Fall semester for two-year, staggered terms which commence at the beginning of the subsequent Fall semester. A Faculty member from each graduate degree program should be appointed to the committee. The committee will also include the International Studies Coordinator, the Associate/Assistant Dean(s) for Program(s) and the Director of the CUDC.

1.1.2.4.1. **GSC Responsibilities**

1.1.2.4.1.1. Advises the Graduate Coordinator on matters relating to the administration of the College's graduate programs.

1.1.2.4.1.2. Reviews and recommends candidates for graduate study and makes recommendations to the Graduate Coordinator.

1.1.2.4.1.3. Reviews and recommends candidates for tuition waivers and assistantships.

1.1.2.4.1.4. Develops and reviews new proposals for the graduate curricula and programs and works with the CCC to implement the new or revised curricula.

1.1.2.4.1.5. Reviews credentials of Faculty members for appointment to graduate faculty status.

1.1.2.4.1.6. Assists the Graduate Coordinator in writing and updating the Graduate Student Handbook.

1.1.2.5. **Student Academic Complaint Committee**

The policies and procedures for the College's Student Academic Complaint Committee are established by University policy. The Committee is chaired by the Associate Dean, as the Dean's designee.

1.1.2.6. **Ad Hoc and Standing Committees**

University policy governs the College's ad hoc Reappointment, Tenure and Promotion Committee. The Dean may establish, change, and appoint the membership of additional ad hoc or standing committees as required by the needs of the College. In establishing these committees, naming members, and designating a committee chair, the Dean shall consult with the CAC. Such additional committees may include, but are not limited to:

1.1.2.6.1. Technology Committee

1.1.2.6.2. Lecture Committee

1.1.2.6.3. Library Committee

1.1.2.6.4. Research Committee

1.2. FACULTY GRIEVANCE AND APPEAL PROCEDURES

1.2.1. **Informal Procedure**
Any Faculty member who believes that he/she may have a grievance is strongly encouraged, before initiating a formal grievance or appeal, to talk with the Associate Dean who is responsible for overseeing the Faculty member's program or the Dean about any issue(s) of concern. The Dean may seek the advice and recommendation of individual Faculty members or Faculty groups in seeking informal resolution of a dispute or complaint.

The College seeks to resolve all disputes informally, whenever possible, before the filing of a formal grievance. A key to successful resolution of disputes is open communication. The Dean shall make a reasonable effort to meet with the parties involved and reach an equitable resolution of the grievance in an informal manner.

1.2.2. **Formal Procedure**
If no resolution has been achieved through informal procedures, then formal procedures may be initiated. Formal procedures for addressing grievances affecting the terms and conditions of employment of Faculty are described in the applicable CBA. Disputes involving substantive academic judgments are subject to a separate academic appeals process described in the applicable CBA.

1.3. HANDBOOK MODIFICATION, AMENDMENT AND REVISION

The implementation, modification, amendment, and revision of this Handbook are governed by the applicable CBA. The Dean and the College Faculty will review and update this Handbook, as needed, but this review shall take place at least every three (3) years.

Suggestions for modifications or amendments to the Handbook may be initiated at any time by the Dean or by any Faculty member. Revisions may be initiated by an ad hoc Handbook Committee appointed by the Dean. The Handbook shall be developed by the CAC and the Dean and shall be subject to final approval by the Provost.

When a proposed modification or amendment involves a substantial change in College policy or practice the Dean shall engage in a discussion with a quorum of the Faculty in the College.

All modifications, amendments, and revisions of the Handbook require the approval of the Dean and the Provost. In reviewing this Handbook, the Provost may request revisions before lending final approval. If these revisions are not adopted by the College, the Provost shall consult the Provost's Advisory Council (PAC) with regard to the provision(s) in dispute before making a final determination and certifying final approval

of the Handbook. Further, the Dean may direct that the Handbook be modified, amended, or revised to reflect changes in College or University policy.

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

2.1. APPOINTMENT AND EMPLOYMENT PROCEDURES AND REGULATIONS

2.1.1. **Recruiting Full-Time Tenure-Track Faculty**
The College supports the goals of equal opportunity and affirmative action in recruiting and appointing Faculty. Search Committees are appointed by the Dean after consultation with faculty. Search committees are composed of a minimum of four (4) Faculty members. A student member selected by the Faculty members on the search committee also serves on the committee.

Following the search, the committee recommends to the Dean that two (2) or three (3) candidates on an unranked list be invited to campus for an interview. Each candidate invited to campus for an interview will present to the College a seminar or lecture about their scholarship, teaching, and/or practice experience.

2.1.2. **Faculty Rank**

2.1.2.1. Assistant Professor
Assistant Professor is normally the entry rank for tenure-track Faculty who hold 1) a terminal degree; and 2) a record of scholarship (research and creative activity) indicating promise for achieving tenure.

2.1.2.2. Associate Professor
Hiring or promotion to this senior rank presumes prior service as an Assistant Professor, demonstration of good teaching in the Faculty member's areas of expertise, evidence of significant scholarship (research and creative activity), and possession of the terminal degree in the appropriate discipline.

2.1.2.3. Professor
Promotion to this senior rank requires credentials and achievements beyond those required for promotion to Associate Professor, and is reserved for senior Faculty members who have achieved distinction in scholarship and teaching, as well as significant recognition at the national and/or international level within the discipline (*See,* Section V of this *Handbook*).

2.1.3. **Other Faculty Appointments**

   2.1.3.1. **Visiting Faculty Appointments**
   Visiting faculty appointments at an appropriate rank may be made when leaves of absence occur or special needs arise, and funds are available. A visiting faculty member is typically a faculty member from another institution or practice who is employed by the College for a period not to exceed one (1) year. In the event that a visiting faculty member is employed in that capacity for a second consecutive year, the visiting faculty member will then become an NTT faculty member. Visiting faculty members may attend, but do not vote on College Committees. All visiting faculty appointment must be approved by the Dean.

   2.1.3.2. **Part-Time Appointments**
   When the College cannot meet its teaching needs from the ranks of Faculty, NTT faculty and graduate assistants, part-time faculty appointments may be made from an established pool of qualified applicants. All part-time appointments must be approved by the Dean.

   2.1.3.3. **Adjunct Faculty Appointments**
   These appointments are held primarily by faculty from other institutions or persons on the staffs of professional firms, community-based agencies and/or other private organizations. Adjunct faculty appointments are made at the discretion of the Dean, in consultation with the CAC. Such appointees may attend, but do not vote on College Committees. All adjunct faculty appointments must be approved by the Dean.

2.1.4. **Faculty Responsibilities and Academic Freedom**
Each Faculty member is expected to engage in teaching, creative activity, and/or research, and service, by observing the guidelines set forth in this section. The relative weight for each responsibility shall be recognized in writing at the time of hire or as modified by the Dean in consultation with the Faculty member in writing at a later date.

The following language is included here for convenience of the Faculty, but shall not supersede any language contained in the CBA or the University policy regarding the faculty code of professional ethics:

The Faculty of the College subscribe to the principle of the 1940 "Statement of Principles on Academic Freedom and Tenure" adopted by the American Association of University Professors. Within the rationale in the AAUP statement, it is emphasized that academic freedom is necessary to the mission of the faculty of a university, since it is eminently in the interest of society that, without fear of retribution, the professor should be free to conduct research and make public its

results and to teach his/her subject in the classroom. Professional responsibility is a logical correlative of this freedom.

2.1.5. **Teaching and Class Management**

A primary responsibility of each Faculty member is teaching. The following items are seen as minimal expectations of anyone who teaches in the College:

2.1.5.1. Keep abreast of the subject matter related to their area(s) of concentration. and teaching assignments.

2.1.5.2. Work with colleagues in a cooperative manner in planning, scheduling, and implementing coursework, and curricular activities.

2.1.5.3. Prepare course work which is consistent with the course basic data sheet and the objectives of the respective curricula.

2.1.5.4. Issue in the first day of class a written syllabus which includes location and time, description of the course, office hours, a general calendar and outline of the course, grading policy and criteria, objectives of the course, expected student learning outcomes, readings, fees, field trips and related costs, University-required language or other mandated language, and the exam schedule. An electronic copy of the syllabus shall be transmitted to the Associate/Assistant Dean(s) for Program(s).

2.1.5.5. Be available to students seeking additional help outside of class within posted office hours and otherwise as needed and requested.

2.1.5.6. Insure that the required student evaluation procedures are followed.

2.1.5.7. Be punctual in starting and ending classes.

2.1.5.8. Give reasonable notification of and provision for instructor absences.

2.1.5.9. Provide reasonable make-up procedures for students' legitimately missed exams or other graded work.

2.1.5.10. Evaluate students' work with adequate and constructive written or oral comments on papers, projects, exams, and other work appropriate to the course.

2.1.5.11. Evaluate student's work within a reasonable time frame that allows students to benefit from the instructor's comments prior to the next assignment.

2.1.5.12. Present themselves as role models for students, exemplifying integrity, and citizenship in society.

2.1.6. **Faculty Workload and Workload Equivalents**

All Faculty members in the College are expected to carry a maximum workload of twenty-four (24) workload credit hours equivalent per academic year. NTT faculty members are expected to carry a maximum workload of thirty (30) credit hours per academic year (See, *University Policy Register 3342-6-18*).

The workload for each Faculty member and each NTT faculty member is assigned by the Dean or his/her designee. The Dean may, in consultation with the

Associate/Assistant Dean for the appropriate Program(s), assign workload equivalents for specific duties which are considered essential to the academic mission of the College. Each semester, the Associate/Assistant Dean shall provide each Faculty member and each NTT faculty member with a statement of his/her workload.

Not all Faculty members contribute to the College in the same manner. A Faculty member whose primary responsibilities are undergraduate teaching in undergraduate programs may be assigned to teach and serve in a greater diversity of courses than a Faculty member who is a member of the graduate faculty. Most Faculty members are expected to be either a full or associate member of the graduate faculty. All Faculty members are expected to be involved in significant research and/or creative activity, serve on graduate student committees, and direct graduate student research.

2.1.6.1. **Annual Workload Summary Report**
Each tenured Faculty member is required to submit an Annual Workload Summary Report as required by the CBA.

2.1.6.2. **Overload Assignments**
In the interest of maintaining a high standard of teaching and the desirability of Faculty involvement in research and service activities, overload assignments are strongly discouraged. Overload assignments (i.e. workload assignments which total more than twenty-four (24) credit hours or equivalent per academic year for Faculty and which total more than thirty (30) credit hours or equivalent for NTT faculty) will be made at the sole discretion of the Dean only in unusual circumstances.

Overload assignments require the agreement of the Faculty member and the approval of the appropriate Associate/Assistant Dean for Program(s) and the Dean.

2.1.6.2.1. **Summer Teaching Assignments**
The Associate/Assistant Dean(s) for Program(s) will accept requests for summer teaching assignments from all Faculty members. Summer teaching cannot be guaranteed to any Faculty member and most summer teaching assignments are for a partial load. The size, content, and staffing of summer courses are dictated by budgetary constraints and curricular needs.

Certain academic programs require particular expertise not normally present, or present only to a limited extent in the College. Summer and/or intersession teaching and course assignments are not a right and Faculty members may elect not to accept a summer assignment.

2.1.6.2.2. **Teaching Assignments and Class Schedules**
Faculty members are assigned to teach specific courses by the Associate/Assistant Dean(s) for Program(s) with the approval of the Dean. The primary considerations for course assignments are subject expertise, prior teaching experience and shared responsibility among the Faculty for service and the teaching of introductory courses.

Questions regarding teaching assignments should be addressed to the Associate/Assistant Dean for Program(s). In the case of an unresolved dispute or request for reassignment, the Faculty member may request review by the CAC which will make a recommendation to the Dean. The Dean will have the final authority on all decisions regarding workload assignments.

Scheduling of classes is the responsibility of the Associate/Assistant Dean(s) for Program(s) with final approval by the Dean. A primary consideration for scheduling classes is student need with regard to meeting program or major requirements within a reasonable time frame. In addition, the duty of the College to serve nontraditional students may have an impact on the scheduling of some classes. A change in schedule meeting time and location of classes initiated by Faculty requires prior approval of the Associate/Assistant Dean.

2.1.6.2.3. **Lecture and Recitation Classes**
The workload equivalent for lecture- or recitation-type courses shall be equal to the semester credit hour value assigned to the course.

2.1.6.2.4. **Studio and Laboratory Classes**
The workload equivalent for studio- and laboratory-type courses shall be equal to the average between the credit hours assigned to the course and the contact hours (i.e., credit hours + contact hours/2).

2.1.6.2.5. **Graduate Capstone, Research, and Thesis**
The principal advisor may be assigned one (1) credit hour of workload equivalent per semester of record with a maximum of three (3) students per semester. Membership on Capstone or thesis Committees is an expected service responsibility to the College and carries no workload equivalent.

2.1.6.2.6. **Class Size**

In recognition of the increased demand on time and teaching effort imposed by large class size, the following workload equivalents may be assigned by the Associate/Assistant Dean(s) for Program(s) and approved by the Dean:

2.1.6.2.6.1. For lecture classes with enrollment larger than forty-five (45) students, additional workload equivalent of one (1) and credit hour per additional fifteen (15) students.

2.1.6.2.6.2. For recitation classes with enrollment larger than thirty (30) students, a workload equivalent of one (1) credit hour per additional ten (10) students.

2.1.6.2.6.3. For studios or laboratory classes with enrollment larger than fifteen (15) students, a workload equivalent of one (1) credit hour per additional five (5) students.

2.1.6.2.6.4. For Interior Design practicum which involves on-site supervision, a workload equivalent of one (1) credit per each 3 students.

2.1.6.2.7. **New Faculty**

New Faculty may request that their teaching load be lowered to aid them in adjusting to the demands of a new course or assignment. The Associate/Assistant Dean(s) for Program(s) may also recommend such load revision to the Dean if a revision seems necessary or appropriate. The amount of workload equivalent to be assigned will be determined on a case-by-case basis, may vary, and shall not exceed three (3) credit hours per year.

2.1.7. **Graduate Faculty Status**

The College requires that all Faculty members be eligible for appointment to the graduate faculty as associate or full members at the time of appointment in the College. The Administrative policy regarding graduate faculty is included in the *University Policy Register* (See, *University Policy Register* 3342-6-15.1). Appointment to the graduate faculty of the College is granted by the College of Research and Graduate Programs after review and recommendation by the Associate Dean and Dean of the College with the review of the GSC and the CAC.

2.1.7.1. **Definition**

Graduate faculty status shall be assigned to those Faculty members with appropriate educational and professional backgrounds who have produced scholarship of sufficient quality to merit professional and/or academic recognition and are effective in providing the appropriate education of graduate students or have the potential to provide such education.

2.1.7.2. **Criteria**

Candidates for membership on the graduate faculty should possess a PhD or terminal professional degree. If the terminal degree is a professional master's degree, candidates should possess professional registration or certification.

2.1.7.3. **Responsibilities**

Graduate faculty members are expected to participate in and/or support graduate activities, functions, coursework, individual investigations, and capstone/thesis student committees. Each Faculty member is expected to contribute to the graduate studies of the College and the University according to the terms and condition of his/her Letter of Appointment, and his/her academic credentials. Some Faculty members make their primary contribution in teaching while others emphasize research, and/or creative activity. High quality teaching and scholarly activity are expected of all graduate faculty members. Service to the program, College, and the University is also expected of each Faculty member.

2.1.7.4. **Temporary Graduate Faculty Member**

This status shall be assigned to a Faculty member whose participation in the graduate program is desired for a limited period of time or for a limited objective. This status is assigned to secure appropriate instruction for a graduate course for a semester or appropriate service on a graduate thesis or capstone committee. Temporary graduate faculty status may be given to part-time and NTT faculty. Upon completion of the temporary assignment, temporary graduate faculty status is withdrawn.

2.1.8. **Office Hours**

Faculty members shall post their schedule and attend at least five (5) office hours per week (See, *University Policy Register* 3342-6-18.101). The office hours shall be posted on the Faculty member's office door and communicated to the Associate/Assistant Dean(s) for Program(s) as well as to the Faculty member's students through inclusion in the course syllabus, and/or online. If a student, for a legitimate reason or reasons, is unable to meet during the Faculty member's scheduled office hours, the Faculty member shall make appointments to meet with the student at an alternate time.

2.1.9. **Citizenship**

Faculty members are expected to participate in recruitment programs, convocation and graduation ceremonies, mid-semester and final reviews, lectures, and other activities which are appropriate to their role as a Faculty member in the College.

2.1.10. **Sanctions**

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

2.1.11. **Faculty Information System**

All Faculty members are required to provide a current curriculum vita (CV) to be kept on file in the Dean's office. The Faculty member's CV must be updated at least annually using the electronic system supported by the University. These CVs are to be provided by the Faculty members in digital and/or hard copy as requested, and in the required format for the University/College/program, as well as those for professional accreditation, etc.

2.1.12. **Faculty Leave**

All leaves, sponsored or unsupported, personal, or professional, are reviewed by the CAC, and are subject to the approval of the Dean and the Provost. Leaves include but are not limited to:

2.1.12.1. Research leaves.
2.1.12.2. Leaves of absence without pay.
2.1.12.3. Faculty professional improvement leaves.
2.1.12.4. Research/Creative Activity appointments.

2.1.13. **Faculty Absence and Travel Policy**

Faculty members who will be absent from campus for professional or personal reasons must submit a **Request for Absence Form** with the Dean. Whenever possible, the request should be made at least one (1) month prior to the planned absence and is subject to the approval of the Dean. Arrangements for any classes to be missed during the absence must be addressed to the satisfaction of the Dean before approval will be granted.

Attendance at professional meetings is encouraged and approved travel expenses incurred in attending such meetings may be reimbursed when approved by the Dean prior to travel according to the University's travel policies and subject to the availability of College funds. In general, greater amounts of support will be granted to meeting participants (i.e. those presenting a paper or chairing a session) than to Faculty members who simply attend professional meetings.

2.1.14. **Faculty Sick Leave**

The Dean, or his/her designee, is responsible for keeping complete records of Faculty sick leave. Faculty members are required to report sick leave in the University's online reporting system.

2.1.15. **Outside Employment and Other Outside Activities**

Faculty members are encouraged to work in their fields outside the University to maintain professional knowledge and acumen that may be valued in the classroom. Faculty members may engage in professional activities outside the University provided the activities do not interfere with the Faculty member's teaching, research, or service responsibilities to the Department, Campus, College or University or conflict with the Faculty member's professional responsibility to the University as the prime employer (See, *University Policy Register* 3342-6-24). These activities must not compete with University activity or the faculty member's employment with the University and must be approved in advance by the Dean and the Provost. Each academic year, each full-time faculty member must disclose and seek approval for all outside employment or other outside activities on the form provided by the University. Any outside employment or other outside activities are subject to the Faculty Code of Ethics and the University's conflict of interest policies (See, *University Policy Register* 3342-6-17 and 3342-6-23).

2.1.16. **Copyright Restrictions**

All faculty members should be aware of current copyright laws which restrict the copying of published materials. For further information, contact the University's Office of Legal Affairs.

2.1.17. **Academic Misconduct**

The University policy regarding misconduct in research and scholarship and the Administrative policy and procedures regarding allegations and instances of misconduct in research and scholarship are included in the *University Policy Register* (See, *University Policy Register* 3342-3-05 and 3342-2-05.01).

2.2.   CURRICULAR POLICIES AND PROCEDURES

2.2.1. **Curricula**

Curricular proposals, affecting the University Graduate and Undergraduate Catalogs, may be initiated by any Faculty at the program level. The proposals are reviewed by the program Faculty and forwarded to the College Curriculum Committee for review and approval. Proposals concerning the Graduate Programs are reviewed by the Graduate Studies Committee prior to the CCC approval. Upon approval of the CCC, the proposals are submitted to the Dean. Following approval by the Dean, the proposal shall be forwarded to EPC.

2.2.2. **Final Exams and Studio Reviews/Presentations**
Final examinations in all courses must be offered at the time and date specified in the University's schedule of final examinations. Final reviews or presentation of studio work shall comply with the University policy that requires that all course work be completed prior to finals week. Faculty shall use their best efforts to minimize the impact of reviews on classes scheduled during the jury week.

2.2.3. **Grades**
Faculty members must keep all students informed of their progress throughout the semester. Grades are a Faculty member's responsibility and should be assigned fairly and objectively. Submission of final and mid-term grades when appropriate must comply with University policy, including but not limited to the required deadline for the timely submission of grades. Failure of Faculty members to provide grades in compliance with University policy will be taken into consideration in reappointment, tenure, promotion, and Faculty Excellence Award decisions.

2.2.4. **Audits**
Students may audit any course subject to space availability and approval of the Associate/Assistant Dean(s) for Program(s). Faculty members have the discretion to determine conditions and requirements for the audit.

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

3.1. **REAPPOINTMENT, TENURE, AND PROMOTION CONSIDERATION FOR TENURE-TRACK FACULTY**

3.1.1. **Ad-Hoc Reappointment, Tenure, and Promotion Committee**
Consideration for reappointment, tenure and promotion is based on the process of peer review and evaluation. This review is a requirement of the University. The review is initiated by the Dean, with formation of the ad hoc Reappointment, Tenure, and Promotion (RTP) Committee. As directed by University Policies, the ad hoc RTP Committee is the same for reappointment, tenure, and promotion and is composed of 1) all tenured members of the College Advisory Committee; 2) all tenured Faculty at the rank of Professor who are not members of the CAC; and 3) if a program or academic discipline within the College is not represented on the ad hoc RTP Committee, then a Professor from the same discipline at a similar institution shall be appointed by the Dean to serve on the Committee as a voting member.

3.1.2. **Reappointment**

The policies and procedures for reappointment are included in the **University policy and procedures regarding faculty reappointment** (See, *University Policy Register* 3342-6-16). Each academic year, reappointment guidelines for Kent and Regional Campus Faculty are distributed by the Office of the Provost. Probationary Faculty members are reviewed annually by the College's ad hoc RTP Committee.

The Dean, in consultation with the CAC, assigns two (2) Faculty members to visit the classes of each probationary Faculty member, interview students in the classes, and generally evaluates the Faculty member's teaching performance. A written report of the evaluation is submitted to the Dean for placement in the Faculty member's reappointment file. Probationary Faculty members will also create an updated file that is presented to the Dean who will make these materials available to the ad hoc RTP Committee. Each probationary Faculty member is discussed by the committee which then votes on the Faculty member's reappointment.

The Dean informs probationary Faculty members of the ad hoc RTP Committee's recommendation and provides a copy of her/his recommendation. Probationary Faculty members who are not to be reappointed must be notified according to the schedule established in the CBA. For Faculty members whose appointment is in the Regional Campuses, recommendations on reappointment are made by the Dean, and the appropriate Regional Campus Dean.

For probationary Faculty, reappointment is contingent upon demonstration of adequate progress toward the requirements for tenure. While each year of the Probationary period is important, by the third-year review, the probationary faculty member must demonstrate progress towards tenure which suggests likely success. If not, that individual should not be reappointed. Moreover, the Faculty member must have established and articulated short- and long-term plans for achieving these goals.

A successful candidate presents documented evidence of progress appropriate to the time spent in a tenure-track appointment. This progress shall be demonstrated through peer review of the candidate's scholarship.

Specific concerns expressed by the ad hoc RTP Committee and/or the Dean during the probationary period should be addressed by the candidate in subsequent reappointment reviews. Finally, the overall evaluation of a candidate for reappointment must include consideration of the Faculty member's personal integrity and professional behavior as recognized by the University community. A sound ethical approach to all aspects of teaching, scholarly research and creative activity, and service is expected of all who seek reappointment in the College.

Concerns about a candidate's performance as articulated during the reappointment process shall be addressed, the ad hoc RTP Committee and the Dean. If concerns arise during a reappointment review, the Dean, in consultation with the CAC, will advise and direct the candidate on a plan for realignment with the College's tenure and promotion expectations; however, the candidate is solely responsible for her/his success in implementing this plan.

Personal circumstances may require an untenured Faculty member to request that her/his probationary period be extended. Upon request, a Faculty member may be granted an extension of the probationary period which has been traditionally called "tolling" or "stopping the tenure clock". The **University policy and procedures governing modification of the faculty probationary period** is included in the *University Policy Register* (See, *University Policy Register* 3342-6-13).

3.1.3. <u>**Tenure and Promotion**</u>

The procedures relating to tenure and promotion are described in the *University Policy Register*, sections 3342-6-14 and 3342-6-15. Faculty members must be familiar with these documents. Each year, usually in August, the Office of the Provost issues specific guidelines for the preparation and review of tenure and promotion files.

For the award of tenure and promotion to Associate Professor and Professor, the College requires external evaluation of the candidate's scholarship and/or creative activity by nationally recognized scholars (e.g., tenured professors of equal or higher rank at other accredited universities) who may speak to the candidate's record and the quality of their scholarship. All such reviews will require at least three (3) and preferably five (5) letters from external evaluators. When the candidate is being reviewed for tenure and promotion simultaneously, the same letters may serve for both reviews. External reviewers cannot be current or former colleagues or collaborators of the candidate but should be in a position to give an unbiased and independent review of the candidate's work. The candidate, in consultation with the Dean, will prepare complete submittal packages for each reviewer.

3.1.4. <u>**Tenure**</u>

The awarding of tenure is the most important decision made by the Faculty. This decision determines the future direction and vitality of the University, College, and its degree programs. The ad hoc RTP Committee has the critical responsibility of evaluating the quality and consistency of the scholarship, teaching, and service of each probationary Faculty member. In addition, the ad hoc RTP Committee must evaluate the positive contribution the candidate makes to the College and its scholarly mission. The committee advises the Dean of each candidate's merits for tenure.

3.1.4.1. **Qualifications**
> All candidates must possess an appropriate terminal degree and present a body of scholarly work of quality and consistency.

3.1.4.2. **Procedure**
> It is the tenure candidate's responsibility to develop a tenure dossier for review.
>
> Scholarly work leading to tenure and promotion can typically be divided into two categories: (1) research; and (2) creative activity. Neither category is prioritized over the other --both research and creative activity constitute scholarship.
>
> Not all tenure dossiers will include all of the following items, but when they are included the following background information must be included:

> 3.1.4.2.1. Books must have an ISBN number and be listed with the name of the press. If the press is a nationally recognized press with a consistent reputation for high scholarly standards, then a judgment of its value can be made upon publication. The book's further value is established upon independent review of the book in scholarly journals and awards granted by scholarly societies. Where a book is a multi-author work, the relative contribution of each co-author must be listed as a percentage. The percentages must be confirmed in writing by the co-authors or the general editor. When not published by a recognized press the candidate must include a detailed statement of the review process of the press, and the resumes of the board members. Self-published books are not peer reviewed and cannot be considered for tenure until independently reviewed following publication. In most cases it will take two (2) to three (3) years for such reviews to be published. Note that self-publishing carries the risk that no independent scholarly review of the book will occur in time for consideration for tenure and/or promotion.

> 3.1.4.2.2. Professional design work (e.g., interior, architectural, urban design) must be listed with the exact contribution of the candidate (e.g., lead designer, designer of subsystems) and the contribution of the candidate confirmed in writing by the designer of record. Note that it is the candidate's responsibility to obtain written confirmation. Designs are peer reviewed when they are independently reviewed in newspapers and journals, or when they receive awards of excellence from professional organizations, or other organizations dealing with the built

environment. Unbuilt designs may be considered when they have been subjected to peer review.

3.1.4.2.3. Articles published in scholarly journals carry significant weight when the journal has a consistent reputation for high scholarly standards. Articles published in less regarded journals or conference proceedings should be accompanied by the same background information as a book not published by a nationally recognized press. Citations of scholarly articles can also establish their impact, quality, and relevance.

3.1.4.2.4. Peer-reviewed and invited exhibitions and gallery shows must be fully documented. This documentation includes but is not limited to description of the venue, organizers, and a clear narrative describing the significance of the work. Exhibition catalogs or independent reviews of the exhibition aid in establishing the quality of the work. Awards garnered as a result of exhibition give special significance to the work.

3.1.4.2.5. Presentations at conferences are evaluated on an individual basis based on the scholarly rigor of the conference and the peer review process for presenters. Candidates must include the name and place of the conference, the published acceptance rate of papers at the conference if available, the list of reviewers, and the organization sponsoring the conference. Candidates should understand that conferences which do not provide the above information may not be fully credited by the ad hoc RTP Committee. It is the candidate's responsibility to present work in venues which fully work within the peer review process. Presentations are especially important in the tenure process when they lead to published work.

3.1.4.2.6. Other creative activities may be considered for tenure and promotion. Submissions must be accompanied with appropriate certification of authorship and peer review. Published reviews and awards aid in determining quality and potential impact.

The College puts high value on the quality of research and creative activities of candidates for tenure.

3.1.5. **<u>Teaching</u>**

The quality of teaching is very important in evaluating a Faculty member for tenure. No candidate should expect to be recommended for tenure without evidence of continued excellence in teaching. Consistently below average teaching (SSI averages) may be a basis for denying tenure.

The quality of course content, organization of information, evaluation of the candidate's teaching by RTP, interest level of the students, student successes, and student evaluations help measure the quality of a Faculty member's teaching. A candidate shall not be recommended for tenure if he /she has not complied with the University's Faculty Code of Professional Ethics as appears in the *University Policy Register*.

3.1.6. **<u>University and Professional Citizenship</u>**

University and professional citizenship are also mandatory for achieving tenure. Faculty members are expected to serve on Program, College, and University committees as part of their normal and ordinary responsibilities. The College also values the Faculty members' distinguished service to their professional and/or scholarly organizations.

3.1.7. **<u>Standards for the Evaluation of Scholarship</u>**

All Faculty of the College are expected to seek excellence in scholarly activity and submit such activity for peer review. Indicators on which the assessment of the quality of scholarly activity is based are provided in Table 1.

Indicators of the quality of a Faculty member's research and creative activity include the quality and quantity of presentations, exhibitions, installations, and published work as well as the Faculty member's success in obtaining extramural funds. All Faculty members in the College are expected to produce and sustain a record of scholarly activity.

To achieve "excellent" in the category of scholarship at the time a Faculty member stands for tenure and promotion, the candidate should meet the expectations as outlined in Table 1.

Within this context, during each annual reappointment review, each Faculty member who seeks tenure or promotion is obligated to provide evidence supporting his/her scholarly record. This obligation will be met by providing specific information about the significance and impact of presentations, exhibitions and installations, scholarly publications, and other scholarly activities. In addition, the candidate shall provide evidence of the peer review of the scholarly activities including, but not limited to, exhibition reviews, design reviews, awards, or peer review board membership and policies by the scholarly press, journal, or

conference. Creative work that is published or included in books, design journals, magazines, and newspapers, shall be considered significant in the tenure review process.

3.1.7.1. *Table 1. Evaluation Components for Assessment of Scholarship for Tenure and Promotion.*

Scholarship	Definition	Accomplishments Corresponding to the Assessment Score
Excellent	Nationally/Internationally recognized research program, and/or body of creative activity	Demonstrated record of publications[1], grants[2], and/or exhibitions and installations, invited presentations, research-related service to federal/state organizations, awards, recognition from professional or scholarly societies[3]
Very Good	Emerging nationally recognized research program, and/or body of creative activity	Demonstrated record of publications, "seed" grants, exhibitions, installations and presentations at scholarly meetings and conferences
Good	Active research program and/or body of creative activity	Some peer-reviewed publications or "seed" grants, some exhibitions, installations, or presentations at scholarly meetings and conferences
Weak	Limited research program and/or body of creative activity	Occasional publications, exhibitions, installations, or scholarly presentations
Poor	No research program and/or body of creative activity	No publications, exhibitions, installations, presentations, or grants

Note: definitions in footnotes below refer to the meaning of "publications," "grants," and "recognition" throughout Table 1. [1]Publications include: papers in peer-reviewed journals of recognized quality, books, and book chapters. Evaluation of publication record will include an assessment of quality and impact on the field as well as quantity. Papers of exceptional length, impact and quality are given particular consideration.

[2] "Grants" refers to extramural funding where the role of the Faculty member in securing the funding is clearly demonstrated and which are of sufficient magnitude to support research at a level and duration appropriate for the discipline, including, as appropriate, funds for supplies, materials, and personnel (graduate students, and if needed, research technicians). "Seed Grants" are extramural grants that are intended to initiate research projects and not of sufficient magnitude to fully support-research at a level and duration appropriate for the discipline or are intramural grants. "Seed grants" should be designed to lead to successful applications for "Grants." Grantsmanship should be commensurate with the field of research with the recognition that the dollar amount of awards varies among fields.

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

3.1.8. **Standards for the Evaluation of Teaching**

A Faculty member's success as a teacher will be evaluated as outlined in Table 2. Quality of classroom teaching is established through written comments from students, colleagues within and beyond the Program, College, or University. Peer reviews of teaching and summaries of Student Surveys of Instruction (including all

student comments) must be submitted as part of a candidate's file for reappointment, tenure, and promotion.

Candidates shall submit syllabi of new and revised courses. Copies of representative syllabi, examinations, and other relevant teaching material should also be available for review. Documentation related to undergraduate student and graduate student outcomes should be included in materials provided by a candidate for reappointment, tenure, and promotion.

3.1.8.1. *Table 2. Evaluation Components for Assessment of Teaching for Tenure and Promotion*

Teaching Assessment	Description	Accomplishments Corresponding to the Assessment Score
Excellent	Innovative-educator and an educational leader	Active participation in curricular development and revisions, develop new and revise existing courses, supervises undergraduate and graduate research projects, supervises students' design competitions and publishing, excellent student and peer evaluations, instructional creativity, teaching awards
Very Good	Innovative educator	Develop new and revise existing courses, above average student evaluations and peer evaluations, work with graduate and/or undergraduate students in research and/or creative activity
Good	Meets obligations well	Average student and peer evaluations, demonstrated strength in teaching, communicates well
Fair	Substandard teacher	No curricular involvement and no development of new or revised course content, below average student, and peer evaluations
Poor	Substandard, ineffective teacher	No curricular involvement and no development of new or revised course content, below average student and peer evaluations, pattern of complaints

3.1.9. **Standards for the Evaluation of University Citizenship**

A Faculty member's contributions as a University citizen include service to the Program, College, and the University as outlined in Table 3. The merits of University service should be evaluated as to (1) whether or not the candidate chaired the committee listed; and (2) the importance of the service to the mission

of the unit served. Less tangible components of citizenship include active participation in department events such as faculty and graduate student recruitment, seminars, department meetings and seminars, etc.

Being an active and useful citizen of the Program, College and University is expected and valued; however, service of any magnitude cannot be considered more important than a candidate's research and other scholarly activity and instructional responsibilities. Expectations in service for promotion to Professor should meet high citizenship expectation for promotion to Associate Professor.

Other components of service are also considered including, but not limited to, public outreach and public and professional service in reappointment, tenure, and promotion decisions and may differ in their importance among Faculty members depending on each Faculty member's duties and responsibilities within the College.

3.1.9.1.*Table 3. Assessment of University Citizenship for promotion and tenure.*

Citizenship Assessment	Examples of Accomplishments Corresponding to the Assessment Score
Exceeds obligations	Significant role in Program, College and/or University as evidenced by leadership and productive service on committees, active participation in significant events, effectively chairing committees, specific administrative assignments, meaningful public outreach
Meets obligations	Meets the Program, College, and University obligations, participation in commencements and events (e.g., lectures, reviews), service on committee(s).
Does not meet obligations	Does not meet Program or College obligations in a timely manner or does not actively participate in significant College/University events

3.2. APPOINTMENT AND REVIEWS OF NTT FACULTY

3.2.1. **Appointment**
Full-time non-tenure track (NTT) faculty members are appointed in one of the following tracks: Instructional, Clinical, Practitioner and Research. Renewal of appointment is contingent upon programmatic need, satisfactory performance of previously assigned responsibilities, and budgeted resources to support the position. Appointments for (NTT) faculty members are governed by the NTT *Collective Bargaining Agreement* and are made annually.

3.2.2. **Full Performance Reviews**
The Full Performance Reviews of NTT faculty members who are in their third or sixth year of consecutive employment are governed by the applicable CBA. Each

academic year, guidelines for the Full Performance Reviews for NTT faculty are distributed by the Office of the Provost. The Full Performance Review concludes with the College's level of review and determination. The period of performance to be reviewed is the three (3) full academic years of consecutive appointments including that portion of the third appointment which is subject to evaluation and assessment at the time of the review. Each NTT candidate who must complete a Full Performance Review will submit a dossier as described in the CBA. The file should contain at least an updated curriculum vita, self-evaluation of performance, and supporting documents. Additional information about the dossier for a Full Performance Review is included in the applicable CBA.

3.2.3. **"Simplified" Performance Reviews**

NTT faculty members who are in their ninth year of consecutive employment and any subsequent third year of consecutive employment thereafter (e.g., 12th, 15th, 18th, *et. seq.*) must successfully complete a "simplified" performance review as described in the applicable CBA. Each academic year, guidelines for the "simplified" performance reviews for NTT faculty are distributed by the Office of the Provost. The "simplified" performance review concludes with the College's level of review and determination. The period of performance to be reviewed is the three (3) full academic years of consecutive appointments including that portion of the third appointment which is subject to evaluation and assessment at the time of the review. NTT faculty who must complete a "simplified" performance review will submit documentation as described in the CBA.

3.2.4. **Performance Review Criteria**

NTT faculty are reviewed by the College's RTP Committee on the specific criteria outlined in their letter of appointment and elsewhere, including consideration of the track (Instructional, Clinical, Practitioner or Research) to which the NTT faculty member is assigned. An inherent part of the review process is to provide feedback to the NTT faculty member based on clear and consistent performance criteria. Rubrics for the assessment of teaching performance, recruitment and/or retention, research, etc. will be developed and shared with the candidate, and used to evaluate performance. Student assessment of teaching and mentoring may also be used to assess performance, as necessary. NTT faculty members are also to be evaluated by at least two (2) Faculty members in the College appointed by the Dean. Written reports are submitted to the Dean for inclusion in the candidate's dossier.

The College's RTP Committee will discuss each full-time NTT faculty member who is being reviewed. The NTT faculty member's dossier will serve to document the faculty member's performance. Performance reviews should ensue with a holistic approach which reflects the highest standard of personal and professional integrity and ethics. Any evaluation of an NTT faculty member shall include consideration of the faculty member's personal integrity and professional behavior

as recognized by the University community. A sound ethical approach is expected of all NTT faculty members who seek renewal of appointment in the College.

The College's RTP Committee will forward its recommendation on renewal of appointment to the College Dean who will make an independent assessment of the candidate's performance. The review process should be as transparent as possible with the candidate receiving information from the Dean as to the committee deliberations and the recommendation made to the Dean. Nonrenewal of an appointment which results from programmatic or fiscal needs should be distinguished from nonrenewal of appointment which results from performance issues when communicated to the candidate. NTT faculty members whose appointments will not be renewed must be notified by the timelines established in the applicable CBA whether lack of satisfaction with performance or the absence of anticipated continuing programmatic need or budgeted resources to support the position is the reason.

3.2.5. **Promotion**
Beginning in academic year 2011-12, NTT faculty members who have completed at least six (6) consecutive years of service and at least two (2) successful Full Performance Reviews may apply for promotion at the time of their second Full Performance Review or with any scheduled performance review thereafter. Information about NTT promotions is included in the applicable CBA. As required by the CBA, evidence of significant accomplishments in performance and professional development is required. Accomplishments and/or contributions in the area of university citizenship, when they exist, will contribute to the NTT faculty member's overall record of accomplishment. The College's Non-Tenure Track Promotion Advisory Board (NPAB) shall be composed of NTT faculty representatives. The NPAB will review the applications for promotion and make a recommendation to the Dean.

4. **Criteria, Performance Expectations, and Department/School Procedures Relating to Faculty Excellence Awards**

4.1. **FACULTY EXCELLENCE AWARDS**
Faculty Excellence Awards ("merit") are established pursuant to the applicable CBA. Procedures and timelines for determining Faculty Excellence Awards for any given year shall be conducted in accordance with guidelines issued by the Office of the Provost. Each time Faculty Excellence Awards are included in the CBA, credentials and documentation submitted by Faculty members in the Faculty Information System supported by the University will be used to evaluate those Faculty members who wish to be considered for merit.

The CAC reviews the credentials and documentation submitted by each Faculty member and makes recommendations to the Dean by rank ordering Faculty members for merit awards. The Dean reviews the recommendations provided by the CAC and the documentation submitted by the Faculty members as part of the Faculty Excellence Award review process before making his/her independent recommendation for merit awards.

5. Other Academic Unit Guidelines

5.1. GOALS AND MISSION OF THE COLLEGE

5.1.1. **Mission Statement of the College**
The College educates and fosters creative and responsible individuals to study, understand, design, and enrich the built environment.

The College supports research, disseminates knowledge, and collaborates with communities and public organizations.

5.1.2. **College Goals**

5.1.2.1. Offer a broad range of academic experiences and preparation for careers in the environmental design professions and their allied fields.
5.1.2.2. Promote faculty and student research and creative activities within a vibrant intellectual environment.
5.1.2.3. Serve the communities of Northeast Ohio and beyond.

5.1.3. **College Objectives**

5.1.3.1. Create an academic environment that promotes intellectual and professional development.
5.1.3.2. Develop and maintain a commitment to excellence in teaching.
5.1.3.3. Foster an environment that supports critical scholarship and creative activity.
5.1.3.4. Provide programs and courses which meet the educational and technological demands of disciplines represented in the College.
5.1.3.5. Develop and maintain public outreach.
5.1.3.6. Expand awareness, understanding and direct experience of world cultures.

5.1.4. **Organization of the Academic Programs**

The College offers undergraduate programs in Architecture, Interior Design, Architectural Studies, and graduate programs in Architecture and Urban Design.

The graduate programs in the College culminate in an accredited Professional Master of Architecture, a post-professional Master of Architecture, a Master of Urban Design, and dual degree programs in business and urban design.

The following Mission Statements represent each of the four areas of study within the College:

5.1.4.1. **ARCHITECTURE PROGRAM MISSION STATEMENT**

The Architecture Program at the University enables students to acquire and apply knowledge that contributes to the betterment of our physical environments. Within a balanced curriculum of technology, visualization, history, theory and design studio coursework, the program offers a platform for scholarship, constructive discourse, and debate. Northeast Ohio's rich history and dynamic urban landscape serve as a setting for academic learning and the study of "real world" conditions. By placing equal emphasis on the poetics and pragmatics of construction and design, the curriculum inspires experimentation, collaboration, discovery, critical thinking, and innovation. The program fosters academic excellence and prepares students to be responsible and accomplished architectural professionals.

5.1.4.2. **INTERIOR DESIGN PROGRAM MISSION STATEMENT**

The Interior Design Program at the University is dedicated to the understanding, development, and improvement of the physical environment and the protection of the public.

To support this mission, the Interior Design program seeks to promote the following goals and objectives.

5.1.4.2.1. GOALS:

5.1.4.2.1.1. Foster intellectual curiosity, critical thinking, and professional responsibility through a multidisciplinary approach.
5.1.4.2.1.2. Promote an open dialogue of ideas, critiques, and diversity of views in the educational process.
5.1.4.2.1.3. Promote excellence through rigor in academics.

5.1.4.2.2. OBJECTIVES:

    5.1.4.2.2.1. Encourage exploration to examine and solve situations affecting individuals and environments physically, socially, and psychologically.

    5.1.4.2.2.2. Develop an accountability of the global impact of professional practice on resources and on social and cultural systems.

    5.1.4.2.2.3. Promote collaboration with other disciplines locally, regionally, and globally.

    5.1.4.2.2.4. Support the mission of the University and the College.

5.1.4.3. **ARCHITECTURAL STUDIES PROGRAM MISSION STATEMENT**

The Architectural Studies [ARCS] Program offers a liberal arts-based education on the current trends of design-related studies by linking contemporary architecture practice and theory to knowledge of urbanism, environmentalism literature, media, cultural theory, art, science, and technology, as well as philosophy, economics, and political science. The program, which leads to a Bachelor of Arts in Architectural Studies prepares graduates to seek employment in the construction and development industries, develop careers in cultural theory or pursue a three-year graduate professional program in architecture, as well as a variety of other professional programs in areas such as landscape architecture, urban planning, law, and business.

5.1.4.4. **CLEVELAND URBAN DESIGN COLLABORATIVE**

The Cleveland Urban Design Collaborative (CUDC) is the combined home of the College's graduate program in urban design and the public service and research activities of the CUDC. The graduate program offers a professional degree in architecture with a focus on urban design, as well as a Master's of Urban Design for students with a prior professional qualification in a design discipline. Certificate programs are also available.

The CUDC is a community service and research organization with a professional staff of designers committed to improving the quality of urban places through technical design assistance, research, and advocacy. Supported by the Ohio Board of Regents' Urban University Program and the College, the CUDC offers architectural and urban design expertise in the service of urban communities, design professionals, and the planning and public policy work of the state universities in Akron, Youngstown, and Cleveland.

5.2. **STUDENT ADVISING, CONDUCT, PRIVACY AND ACADEMIC COMPLAINTS**
Students, both undergraduate and graduate, and their academic needs are of primary importance to the College and the Faculty. Students may be requested to participate as non-voting members in the College's standing and ad hoc committees where students' viewpoints are useful and appropriate. Student appointments to committees are made by the Chair of the respective committee in consultation with the Associate/Assistant Dean(s) for Program(s) and the Faculty members involved in and affected by a specific committee's work. All student appointments to College committees are reviewed and approved by the Dean.

5.2.1. **<u>Advising</u>**
General advising at the undergraduate level is provided through the Office of Academic Advising Services (OAAS). Student advising is undertaken by the Advisors assigned by OAAS for each program within the College.

Faculty members are expected to counsel undergraduate and graduate students on the nature of the academic programs within the College. Faculty members should be prepared to provide guidance and insight on coursework, the value of academic and professional preparation, and the overall structure and organization of their specific undergraduate or graduate programs.

The primary responsibility of the graduate faculty is to ensure that the requirements of the specific graduate degree program are met. Graduate faculty members may be asked by a graduate student to direct his/her Master's thesis or capstone project. The Graduate faculty member then notifies the Graduate Coordinator of his/her agreement to serve who in turn notifies the Associate/Assistant Dean(s) for Program(s). The Advisor, in conjunction with the thesis or capstone committee and studio faculty member, supervises the student in the direction and completion of the research, written thesis or capstone project.

5.2.2. **<u>Student Academic Misconduct</u>**
The University's **Administrative policy regarding student cheating and plagiarism** is included in the University Policy Register. (See, *University Policy Register* 3342-3-01.8)

5.2.3. **<u>Student Grievances and Academic Complaints</u>**
The University's policies and procedures which govern student grievances and student academic complaints are included in the University Policy Register. (See, University Policy Register 3342-4-02.102, 3342-02-3 and 3342-8-01.4)

5.2.4. **Transfer Credit Procedure**

The Associate/Assistant Dean(s) for Program(s) is responsible for the evaluation of undergraduate transfer credit and may consult with a Faculty member who teaches the specific course or courses at issue. Questions of transfer credit for other subject areas should be referred to the College office.

Graduate transfer credit is evaluated according to the process described in the current Graduate Catalog. Graduate transfer credit may be accepted if the criteria are met and the Graduate Coordinator, Graduate Studies Committee, and the Associate/Assistant Dean(s) for the Program(s) approve the transfer credit.

5.2.5. **Privacy of Student Records**

The Associate Dean in coordination with the Associate/Assistant Dean(s) for Program(s) is responsible for ensuring that all Faculty and staff of the College comply with all laws and University Policies which govern the privacy of student education records, including but not limited to the Family Educational Rights and Privacy Act (FERPA).

These regulations require, among other things, that all Faculty members keep thorough academic records, and forbid the posting of grades by name, social security number or any other system which might identify a student with her/his education record. For further information, contact the University's Office of Legal Affairs.

5.2.6. **Student Evaluations**

All courses are evaluated each semester, including summer sessions, using the approved Student Survey of Instruction (SSI). Faculty members are provided by the College staff the packet of SSI evaluation materials two (2) weeks prior to the end of classes. A student volunteer within each class administers the SSIs according to the printed directions on the envelope and submits the sealed and signed envelope to the assigned staff person in the appropriate program. Under no circumstances are Faculty members able to view or influence the evaluation process. Violations of this policy must be reported to the Dean and the Dean shall enter a written record of the violation into the Faculty member's personnel file. This record shall be taken into consideration in all reappointment, tenure, promotion, and -Faculty Excellence Awards decisions.

The Dean's Administrative Assistant arranges for the appropriate scoring of SSIs according to the approved group norms for the various programs. SSIs are not available to individual Faculty members until after grades are submitted to the Registrar. SSIs and the results are maintained in the Dean's office with copies distributed to the Faculty member in a timely manner for review.

APPENDIX I

ORGANIZATIONAL CHARTS

ARCH - Architecture
ARCS - Architectural Studies
CMGT - Construction Management
CUDC - Cleveland Urban Design Collaborative
ID - Interior Design
MHCD - Master of Healthcare Design
MLA - Master of Landscape Architecture
MSAED - Master of Science Architecture and Environmental Design
MUD - Master of Urban Design