

## COLLEGE OF THE ARTS HANDBOOK

The handbook shall be ratified by a two-thirds vote of the College Advisory Committee (CAC). It is subject to approval by the Dean of the College and the Provost. The handbook may be revised or amended at any time by a two-thirds vote of the CAC, approval of the Dean and the Provost.

Approved:  October 6, 2023  
Dean, Diane Petrella Date

Approved: Melody Tankersley/email December 8, 2023  
Provost Date

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## I. INTRODUCTION

*The College of the Arts consists of four schools and the KSU Museum:*

1. The School of Art, located in the Center for the Visual Arts
2. The School of Fashion Design and Merchandising, located in Rockwell Hall
3. The School of Music, located in the Center for the Performing Arts
4. The School of Theatre and Dance, located in the Center for the Performing Arts
5. The College also serves as the administrative home for the Kent State University Museum

### **College of the Arts Staff Directory**

<https://www.kent.edu/artscollege/faculty-and-staff>

### **Schools and Locations**

<https://www.kent.edu/artscollege/schools>

### **Kent State University Museum**

<http://www.kent.edu/museum>

*Degree programs within the College are accredited by:*

### **Accreditation and Assessment**

- National Association of Art and Design, [www.nasad.arts-accredit.org](http://www.nasad.arts-accredit.org)
- National Association of Schools of Dance, [www.nasd.arts-accredit.org](http://www.nasd.arts-accredit.org)
- National Association of Schools of Music, [www.nasm.arts-accredit.org](http://www.nasm.arts-accredit.org)
- National Association of Schools of Theatre, [www.nast.arts-accredit.org](http://www.nast.arts-accredit.org)

## II. COLLEGE VISION AND MISSION

### VISION

The College of the Arts will be an inclusive, relevant, and accessible community whose collective commitment to learning and creativity nurtures transformative thinking, innovative voices, and sustainable outcomes to elevate the world through the arts.

### MISSION

To transform lives through excellence in the arts by engaging our collective experiences across diverse and inclusive communities.

### **III. MATTERS OF COLLEGE GOVERNANCE AND RELATED PROCEDURES**

#### **III.1 PREAMBLE**

The College is governed by the University Policy Register, the Collective Bargaining Agreements (both the tenure-track agreement and the full-time non-tenure-track agreement), and other approved University policies and guidelines. The reader is referred to those documents as the primary source of governance policies. Similarly, individual School Handbooks should be consulted for the procedures and governance issues more properly in their purview.

#### **III.2 STRUCTURE AND LEADERSHIP**

The College consists of four Schools: School of Art, School of Fashion Design and Merchandising, School of Music, and School of Theatre and Dance. In addition, the College administers the Kent/Blossom Festivals, Porthouse Theatre, and the Kent State University Museum.

The College is administered by the Dean with the support of Associate and/or Assistant Deans. The Dean acts in consultation with the College Advisory Committee as specified by University Policy and the applicable Collective Bargaining Agreements.

#### Administrative Positions

##### Dean

The Dean reports to the Provost and is responsible for the overall administration of the College and its subordinate units. This includes the College's compliance with all University policies and procedures. General administrative duties include personnel actions, budgets, curriculum and related student matters, advancement, and representation of the College to the University Administration and other internal and external constituents. The Dean also has oversight for the Kent/Blossom Festivals, Porthouse Theatre, and the KSU Museum.

##### Associate and Assistant Dean

Associate Deans and Assistant Deans report to the Dean. The responsibilities of these individuals are assigned based on the particular needs of the College and the abilities and interests of the persons serving in those roles. Typically, the Assistant/Associate Deans assist in areas of undergraduate affairs, graduate affairs, faculty affairs, research and creative activity, student recruitment and retention, enrollment management, and diversity, equity, and inclusion. These needs may change as the College evolves.

##### School Director

A School Director reports to the Dean. The responsibility of this individual is to provide academic and administrative leadership for an academic school. The Director's duties and responsibilities shall include but are not limited to the following:

1. Develop, update, implement, and coordinate teaching, research/creative activity, and service missions of the School.
2. Oversee budgetary, personnel, and program activities of the School; coordinate faculty promotion, tenure, and reappointment reviews and make recommendations to College Dean.
3. Oversee development, implementation, and revision of new and existing academic programs; oversee curriculum development; coordinate faculty workloads; develop course schedules.
4. Represent and promote the School within the University and external community.
5. Oversee student advising; may advise graduate and undergraduate students.
6. May oversee internship, scholarship, or grant programs.
7. May serve as building curator.
8. Serve on department, division, and University committees.
9. Provide leadership and oversight of a large/complex academic school (e.g., a school with multiple programs).
10. Perform related duties as assigned.

### Appointment and Review Process

The *Dean* is appointed by the Provost in consultation with the faculty and according to approved University guidelines. The Dean is reviewed annually by the Provost and according to the periodic review of Academic Administrative Officers contained in the University Policy Register.

The *Associate Deans and/or Assistant Deans* are appointed by the Dean in consultation with the College Advisory Committee and are subject to approval by the Provost. Performance reviews are conducted annually by the Dean and submitted to the Provost.

A *Director* is appointed by the Dean in consultation with the faculty and according to the applicable provisions of the tenure-track Collective Bargaining Agreement (TT-CBA).

### III.3 COMMITTEES

#### College Advisory Committee (CAC)

**Duties:** The CAC is the recommendatory body to the Dean. Its purview includes but is not limited to the topics listed in the tenure-track Collective Bargaining Agreement. The CAC reviews all candidate files for reappointment, tenure and promotion at the College level and submits ballots as outlined in University Policy. Other issues as deemed appropriate by members of the CAC or College faculty may be presented for discussion at the CAC at any time.

**Membership:** The CAC is constituted according to the policy contained in the applicable provisions of the TT-CBA. Each School is represented by one CAC member, plus a regional campus representative. Schools in the College may occasionally find it necessary to appoint alternate representatives when a duly-elected member is unable to attend for reasons such as approved leaves or illness. CAC members should normally be tenured faculty in the College and are elected from the Faculty Advisory Committee (FAC) of each School.

**Meetings:** Meetings are normally held at least once each month during the fall and spring semesters and only if needed during the summer<sup>1</sup>. An agenda is prepared and provided to the membership in advance. Minutes of the meetings are kept and submitted for approval to the CAC. Approved minutes are subsequently distributed to the CAC and School Directors for circulation as appropriate and are also sent to the Associate Provost for Faculty Affairs, when requested.

#### Non-Tenure Track Promotion Advisory Board (NPAB)

**Duties:** The Dean convenes the NPAB to evaluate the non-tenure track faculty applications for promotion. The NPAB's purview is outlined in the applicable provisions of the FTNTT-CBA (Guidelines and Procedures for FTNTT Faculty Promotion).

**Membership:** The NPAB is constituted according to the policy contained in the CBA, Addendum C, Section 2B. The NPAB will include three (3) FTNTT Faculty members from the Kent Campus and two (2) FTNTT Faculty members from the Regional Campuses, holding at least the rank of Associate Professor or Associate Lecturer.

**Terms:** The election of the NPAB is conducted by the Dean each fall semester.

**Meetings:** One to two meetings will be required during the spring semester, depending upon the total number of FTNTT who are applying for promotion.

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<sup>1</sup> During the summer sessions when faculty members are not on contract, attendance at committee meetings is not required. For time-sensitive issues that normally require consultation with faculty governance bodies, administrators should keep faculty members informed and seek input through email or other appropriate means.

### College Curriculum Committee (CCC)

**Duties:** The CCC is an advisory and recommendatory faculty body to the Dean. The CCC advises the Dean on all matters of curriculum and course offerings in which the school Curriculum Committees are involved, according to the applicable provision of the TT-CBA.

**Membership:** The CCC is constituted according to the policy contained in the TT-CBA. The faculty representative from each school should have knowledge of curricular issues and instruction. The CCC is normally chaired by an Associate or Assistant Dean.

**Terms:** Representatives are elected for one-year terms that are effective at the beginning of each fall semester.

**Meetings:** Normally meetings are held once each month during the fall and spring semesters, and only if needed during the summer<sup>2</sup>. An agenda is prepared and provided to the membership in advance. Minutes of the meetings are kept and submitted for approval to the CCC. Approved minutes are subsequently distributed to the CCC and School Directors for circulation as appropriate.

### Graduate Coordinators Council (GCC)

**Duties:** The GCC is the advisory and recommendatory faculty body to the Dean on those policy matters relating to the conduct of graduate programs within the purview of the College. Issues relating to general University graduate or academic policy may also need to be considered by the appropriate University bodies (e.g., College Curriculum Committee, College Advisory Committee, Educational Policies Council, Graduate Studies Administrative Advisory Committee, University Graduate Council, Faculty Senate).

**Membership:** The GCC is constituted by each school's duly-elected or appointed Coordinator of Graduate Studies. Each school is represented by one GCC member. Schools in the College may occasionally find it necessary to appoint alternate representatives when a duly-elected or appointed member is unable to attend for reasons such as leaves or illness. The GCC is normally chaired by an Associate or Assistant Dean.

**Meetings:** Meetings are normally held once each month during the fall and spring semesters and only if needed during the summer<sup>3</sup>. An agenda is prepared and provided to the membership in advance. Minutes of the meetings are maintained and submitted for approval to the GCC. Approved minutes are circulated to members of the GCC and School Directors for dissemination as deemed appropriate. The content of meetings should be shared with graduate faculty members within each School.

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<sup>2</sup> Ibid.

<sup>3</sup> Ibid.



### Diversity, Equity, Inclusion and Accessibility Council (DEIA)

**Duties:** To further its commitment to diversity, equity, inclusion, and access, the College of the Arts is establishing a Diversity, Equity, Inclusion, and Accessibility Council. The DEIA Council will be a group comprised of students, faculty, and staff representatives from all areas of the College of the Arts who are socially responsible, value-based, collaborative, and of service to further the commitment to diversity, equity, inclusion, and accessibility.

**Membership:** Members will be elected by the FACs of each unit, if applicable. The DEIA Council is normally chaired by the Director of Academic Diversity.

**Terms:** Representatives are appointed to serve a two-year term, effective the beginning of each fall semester.

**Meetings:** Meetings are typically held once a month during the fall and spring semesters. Subcommittees within the council will also hold monthly meetings outside of the larger council meetings. An agenda will be prepared and provided to all members in advance of each large council meeting, Minutes of the DEIA Council meetings will be maintained by a member of the council. The content of the meetings will be shared with College leadership and faculty committees.

### Ad Hoc Committees

The Dean shall appoint and charge ad hoc committees, as needed. Those committees, whose deliberations have the potential to affect the College as a whole, shall be constituted in consultation with the College Advisory Committee.

## III.4 COLLEGE FACULTY MEETINGS

Meetings of the faculty of the College may be called (a) as needed by the Dean, (b) upon written request by a majority of the College Advisory Committee, or (c) by petition of one-third of the voting faculty of the College. The Dean, or a designated representative, will chair such meetings.

Typically, the Dean will hold a faculty meeting at the beginning of each fall and spring semester. During these meetings, updates will be shared, and business conducted related to the College's strategic plan. All full-time and part-time faculty and College staff are invited to attend.

## **IV. TEACHING ASSIGNMENTS AND WORKLOAD**

Workload expectations and specification of workload equivalents of classroom instructional assignments are incorporated in each academic unit's and/or campus' section of the Faculty Handbook. For each term of the regular academic year, each member of the Faculty shall receive a statement of their workload from their academic unit administrator as per the appropriate provisions of the applicable CBA.

### **IV.1 UNIT HANDBOOKS**

[The School of Art](#)

[The School of Fashion Design and Merchandising](#)

[The School of Music](#)

[The School of Theatre and Dance](#)

## V. REAPPOINTMENT, TENURE AND PROMOTION

### V.1 DIRECTOR RECOMMENDATION FOR FACULTY REVIEW

*Suggested Template for the Director's Recommendation for Faculty Personnel Action*

MEMO

TO: Dean

DATE:

OPENING PARAGRAPH

BODY OF MEMO (Include statement of candidate's right to respond)

CLOSING

SIGNATURE

cc: Faculty

#### **Opening Paragraphs**

In the very first sentence, state that you are writing to recommend/not recommend that Professor XXXX be reappointed/tenured/promoted to the rank of XXXX in academic year XXXX-XX. In the second sentence, list the names of the voting members of the ad hoc committee, the DATE you convened to review Professor XXXX dossier and list the final vote ## YES and ## NO (or, in the case of reappointment, the ## of YES, WITH RESERVATIONS votes). For reappointment, please indicate the year in which the candidate stands (i.e. first-year reappointment, second-year reappointment, etc.)

A short introductory paragraph is appropriate here describing the candidate's role within the School.

#### **Body of Memo**

Please give a brief summary of the faculty person in regard to their accomplishments in the following areas:

- Research/Creative Activity
- Teaching
- Outreach/Service/Citizenship

You may add a closing summary paragraph.

As designated in the CBA, include a statement that the faculty member has the right to respond to any perceived procedural errors or errors of fact, in writing, within ten (10) working days of receiving the recommendation.\*\*

\*\*A copy of this letter has been provided to XXX. As a part of the "unit administrator's assessment and recommendation," and as stipulated by the KSU Tenure-Track CBA, the

statement below is included to “inform the candidate that he/she has the right, within ten (10) working days, to add a statement to his/her file responding to any procedural errors or errors of fact that the candidate believes have been included in either the unit administrative officer’s assessment and recommendation or in the committee member’s evaluations. If the candidate wishes to appeal a negative recommendation, such intent shall be expressed to the next higher academic officer in writing within ten (10) working days of the submission of the unit administrator’s assessment and recommendation.”

## **V.2 GRIEVANCE AND APPEALS PROCEDURES**

Grievances concerning terms and conditions of faculty employment are governed by the applicable Collective Bargaining Agreement. Disputes involving academic judgments affecting a faculty member’s employment status in the areas of granting or denial of tenure, promotion, academic freedom, professional ethics, or sanctions for cause may be appealed through the appropriate articles in the TT-CBA. See also the University policies on promotion, tenure, ethics, etc.

For non-teaching, classified and unclassified personnel, the grievance procedure is contained in the University Policy Register.

For appeals relating to students, please consult the University Policy Register section entitled Student Academic Complaints ([Kent Campus Policy](#); [Regional Campus Policy](#)).

## VI. SCHOOL DIRECTOR REVIEW PROCESS

### Faculty Advisory Committee

1. The Dean meets with Faculty Advisory Committee to initiate process (director not present).
2. FAC carries out election of Review Committee (RC).
3. All "regular, full-time faculty" (tenured and tenure track) eligible to participate.
4. Must be fairly representative of entire school (divisions, sub-disciplines, regional campus faculty, etc.).
5. FAC chooses chair *pro tem* to coordinate committee election.
6. Chair *pro tem* obtains Dean's approval of:
  - Roster of eligible faculty
  - Design of committee ensuring that all constituencies are represented
  - Election process and timeline to be used
  - Recommendation of outside member(s) to Dean for approval
7. Dean approves committee members elected and appoints any additional review committee members as appropriate.
8. Review committee may make recommendation to the Dean as to the appointment of a chair of the review committee if the committee so desires. Dean considers recommendation, consults with the unit's FAC, and then appoints the chair of the review committee.
9. Once a Chair of RC is elected, the role of FAC chair *pro tem* ends and the Review Committee chair meets with Dean or designee to:
  - Formulate roster of faculty eligible to participate in review process
  - Draft procedural calendar for review
  - Review general process, procedures and guidelines
  - Obtain Dean's approval at all appropriate points during review process. The Review Committee carries out process including:
    - Approval of procedural calendar for submission to Dean for approval
    - Design structure of review process subject to dean's approval
    - Provide opportunity for all eligible faculty to participate
    - Evaluate all appropriate input from participating faculty and director
    - Submit final report with recommendations and assessment documentation to Dean in accordance with procedural calendar
    - Participate in Dean's evaluation of such report if requested
    - Insure full confidentiality and accountability in all review deliberations and documentation

### Dean's Responsibilities

1. Meet with the FAC to initiate process.
2. Meet with the FAC chair *pro tem* regarding review committee election process and approval.
3. Invite Director under review to prepare file of administrative/academic activities during period under review (past four years) to be available to participating faculty and RC (including copy of assessment instrument).
4. Confirm final composition of RC including Dean's appointees, if any.
5. Appoint RC chair.
6. Meet with RC chair to draft procedural calendar and general design of process. Approve same when submitted to RC.
7. Provide copies of standard assessment questionnaire to be completed by all review participants.
8. After receipt of RC report and recommendations, make available to Director and the faculty a written summary of the RC findings, recommendations, Dean's response and reasons for such response to the report.
9. Ensure confidentiality, to the fullest extent possible, on all aspects of review process in which the dean or his designee(s) participate.
10. Provide assistance to Review Committee and participating faculty and director as appropriate.
11. Review participation and input.

All eligible faculty participants will be invited to provide documentary input via a standard assessment questionnaire covering twelve (12) areas of administrative and academic leadership appropriate to Director's responsibilities. This instrument also provides for input on additional aspects of the Director's performance not identified previously and for an overall evaluation of the Director's performance.

The RC may also receive appropriate and accountable input via other methods as approved by the Dean.

The survey may be distributed online in whatever permissible form Kent State University allows. In the past Google was used, but Kent State is now using the survey tool Qualtrics. (2018)

## VII. COLLEGE OF THE ARTS ADVISORY BOARD

The College of the Arts Advisory Board consists of alumni, patrons, and supporters of the College who have agreed to advance the vision and mission of the college through active participation and engagement. The College of the Arts values diversity in all aspects of board membership and levels of commitment. The board offers advice and support of College initiatives to the Dean and the College leadership. The board meets at least two (2) times each calendar year and selected subcommittees may meet via teleconference in between meetings of the whole.

### *College of the Arts Advisory Board Member Expectations:*

The purpose of the College of the Arts Advisory Board is to actively engage and support the mission and goals of the College. The Board achieves its goal in support of the College through:

1. Providing advice, insight, and guidance on strategic planning and future directions of the College.
2. Actively engaging in networking and outreach activities to:
  - a. Raise awareness for and enhance the College's image to establish it as a regional, national, and global leader in the arts.
  - b. Help with fundraising efforts in partnership with KSU Advancement Officers to support the College's programs and initiatives.
3. Participating in College programs, projects, and events (e.g., Fashion Week, performances, exhibitions, etc.).
4. Serving as ad hoc on short-term task groups when needed.
5. Providing financial support to the College of the Arts, as able.

## **VIII. EMERITUS STATUS**

Nominations for faculty and administrators with faculty rank for emeritus/emerita status come from the unit and are discussed by the FAC with a recommendation to the School Director. The Director then sends the nomination to the Dean who consults with the CAC before making a recommendation to the Provost.

[University Policy Regarding Emeritus Status](#)