Attached you will find the agenda and the materials for the April 13th Faculty Senate meeting. In response to the COVID-19 Pandemic and in a break with tradition, the Faculty Senate meeting will be held virtually using Zoom. You will each receive an invitation to the meeting.

The Zoom session will open at 3:00pm so Senators and guests can spend a few minutes socializing (in a highly chaotic fashion). We ask that everyone mute their audio and video at 3:20, unmute as we call the roll, and mute them again as the meeting continues. As the meeting progresses, those wishing to ask a question or make a statement should indicate their wish to do so in the chat function. We will monitor chat during the meeting and call on individuals to unmute their audio (and video if available) to ask their questions or make their statements.

1) Call to Order
2) Roll Call
3) Approval of the Agenda
4) Approval of the March 9, 2020 Faculty Senate Meeting Minutes
5) Chair’s Remarks
6) Election of Officers via email during the meeting. Candidates are listed below. Candidate vita forms are attached. Additional nominations may be made from the floor.

<table>
<thead>
<tr>
<th>Candidates for Chair</th>
<th>Candidates for Vice Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pamela Grimm</td>
<td>Darci Kracht</td>
</tr>
<tr>
<td>Dave Kaplan</td>
<td>Tracy Laux</td>
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</tbody>
</table>

Candidates for Secretary

<table>
<thead>
<tr>
<th>Ed Dauterich</th>
<th>Linda Piccirillo-Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mahli Mechenbier</td>
<td>Melissa Zullo</td>
</tr>
</tbody>
</table>
7) President's Remarks

8) Interim Provost’s Remarks.

9) Update from Interim Vice President for Student Affairs Lamar Hylton

10) Old Business
     a) Discussion Item:

11) New Business

12) Announcements/Statements for the Record

13) Adjourn

Information Items Attached:

Executive Committee Meeting Minutes March 11, 2020

Executive Committee Meeting Minutes March 18, 2020
FACULTY SENATE
Meeting Minutes
March 9, 2020


Senators Not Present: Ann Abraham, Sue Clement, Alice Colwell, Mariann Harding, Todd Hawley, David Kaplan, Kimberly Peer, Helen Piontkivska

Ex-Officio Members Present: President Todd Diacon; Interim Senior Vice President and Provost Melody Tankersley; Senior Vice Presidents: Rebecca Murphy, Mark Polatajko; Vice Presidents: Alfreda Brown, David Dees, Paul DiCorleto, Lamar Hylton, Mary Parker, James Raber for John Rathje, Charlene Reed, David Ochmann for Willis Walker; Deans: Sonia Alemagno, James Blank, Christina Bloebaum, Allan Boike, Barbara Broome, Ken Burhanna, John Crawford-Spinelli, James Hannon, Mark Mistur, Eboni Pringle, Amy Reynolds, Alison Smith, Deborah Spake

Ex-Officio Members Not Present: Vice Presidents: Stephen Sokany, Jack Witt; Deans: Cynthia Stillings, Susan Stocker

Observers Present: Thomas Janson (Emeritus Professor), Anna Solberg (GSS)

Observers Not Present: Thomas Niepsuj (USS)

Guests Present: J.R. Campbell, Tameka Ellington, Larry Froehlich, Mary Ann Haley, Jennifer Hebebrand, Ben Hollis, Lynette Johnson, Tess Kail, Karen Keenan, Wyatt Loy, Babacar M’Baye, Jennifer Marcinkiewicz, Mandy Munro-Stasiuk, Jennifer Piatt, Amy Quillin, Gail Rebeta, Hollie Simpson, Therese Tillett, Manfred van Dulmen, Julie Volcheck

1. Call to Order

Chair Grimm called the meeting to order at 3:20 p.m. in the Governance Chambers, Kent Student Center.

2. Roll Call

Secretary Dauterich called the roll.

3. Approval of the Agenda

Chair Grimm asked for a motion to approve the agenda. A motion was made and seconded (Smith/Vande Zande). The agenda was approved unanimously.
4. **Approval of the Faculty Senate Meeting Minutes of February 10, 2020**

Chair Grimm asked for a motion to approve the minutes from the February 10, 2020, Faculty Senate meeting. A motion was made and seconded (Piccirillo-Smith/Ciesla).

The minutes were approved unanimously with one small change.

5. **Chair’s Remarks**

Chair Grimm delivered her remarks. [Attachment]

She then invited comments or questions. There were no comments or questions.

6. **President’s Remarks**

President Diacon informed the senate that two weeks ago, he got a phone call from our Florence campus telling us about the first cases of Coronavirus in Northern Italy. Six days later, the CDC declared a Level 3 travel warning. This triggered Kent State’s decision to bring home our Florence students and a dozen or more students from South Korea. He then mentioned the incredible work that the people on the Florence campus and the people in the Office of Global Education (OGE) did over six short days. Florence Director, Fabrizio Ricciardelli and his staff worked with the faculty in the Florence program to put their courses online. President Diacon thanked him and the students in Florence for their flexibility and hard work. He also thanked members of the OGE including Amber Cruxton, Sarah Malcolm, and Marcello Fantoni, who helped arrange many of the details including arranging travel back home for our students. He then thanked Interim Vice President Lamar Hylton and his team, who kept the university abreast of the CDC deliberations and guidelines and helped make the crucial decision to bring the students home. He then mentioned that three Coronavirus cases have been confirmed in Ohio, and that we need to work closely in three areas as we move forward. First, a focus group with Student Affairs is working on housing plans, dining plans, access to the health center, and the like. He then said that Interim Provost Tankersley will explain what will happen in Academic Affairs. We will continue instruction remotely if classes temporarily end. Beyond Student Affairs and Academic Affairs, the president said that he will also be working closely with finance and administration, human resources, building and grounds, university communications and internet technology to work with challenges as they develop. Finally, he thanked the leadership and faculty of the College of Public Health. He mentioned that Dean Alemagno and Professor Tara Smith in particular have been most helpful. He reminded senate that an “Understanding COVID-19 Informational Session” will take place on Wednesday, the day after tomorrow at 1:30 p.m. in the Kiva, and the university will record that session and put it on the Coronavirus update tab. He then thanked senate for what we are going to do now and in the future to help our students. He said that he particularly wanted to thank Senate Chair Pam Grimm, who has been involved in their discussions and has been very helpful in our activities to this moment. He then invited Interim Provost Tankersley to deliver her remarks.

7. **Interim Provost’s Remarks**
Interim Provost Tankersley informed senate that two weeks and four days ago, the first case of COVID-19 in South Korea was reported. Kent State had 13 students studying in several institutions in South Korea at that time. In a matter of days, OGE (in particular Amber Cruxton and Sarah Malcolm) had travel plans secured for the students to return home. In less than a week, faculty, OGE, academic advisors, and the Office of the Provost had academic programs ready for them, so they could still make progress toward their degree. She offered her appreciation to the faculty and staff who ensured these students had the coursework they needed, including Becky Parylak, Tony Molina, Robert Sturr, Mandy Anderson, Jenn Miller and Robert Trogdon, and asked the senators to join her in a round of applause, which they did.

She then reported that Kent State had 222 students studying at our Florence campus at that time. Although each of the 37 faculty in Florence were teaching their 69 face-to-face courses, they all worked to get instructional materials in a remote platform, so they could continue instruction. She thanked the dean and faculty in the College of Architecture and Environmental Design, in particular David Thal, Kim Hahn in the School of Fashion, and Jo-Leigh Lyons from the English Department for going above and beyond to support the faculty and students. Mandy Munro-Stasiuk, Val Kelly, Drew Shipka and Katie Asaro provided instruction and technical support directly to the faculty. Charmaine Iwanski from University Architects helped find space in Kent for when the students return to campus. She invited another round of applause for all of them.

Interim Provost Tankersley then said that although the situation is changing rapidly due to COVID-19, our faculty have been quick to offer help and make sure our students continue to learn and make progress toward their degrees. Our staff are beside them the whole way. She thanked them all for their flexibility, kindness, and care. She then invited Interim Senior Associate Provost Munro-Stasiuk to explain what was happening on the Ohio campuses.

Interim Senior Associate Provost Munro-Stasiuk explained that decisions had to be made about the Florence situation quickly, and the decision to close that campus was made in about five days. She then stated that as we move into the potential future for Kent State’s Ohio campuses, we have a functioning pilot from the Florence experience; she acknowledged that what they did in Florence may not work for every class at Kent, but it could work for many of the classes. They are working with a large group to find classes that would be exceptions and to determine what they will do with those courses. In the case of the Florence campus, 48 percent of all the courses being offered already had a Blackboard course up and running. The other 52 percent did not. There was no remote presence for any of these classes at that point in time. She spoke to the instructors in Florence to see whether they would accept the university creating a Blackboard course for those who did not have a presence there and adding tools to already existing courses. Faculty were very receptive. For every course, they added the Blackboard Ultra Collaborate tool, which is a tool that would allow faculty to continue to teach face-to-face with their students.

In OCDE, Drew Shipka works with faculty concerns including recording over existing lecture PowerPoints, posting online tests, and helping with other resources on an individual basis. She said that they create resources as faculty add questions because if every course was given every option in Blackboard at once, it would be the equivalent of trying to drink from a firehose. Her goal was to keep it as simple and targeted as possible. She added that by the end of the senate meeting, there will be a site where the resources are available for everybody to look at. The site address is www.kent.edu/keeponteaching.
She added that they worked directly with the College of Architecture and Environmental Design and the School of Fashion to make sure their courses could be taught in an online environment as well, especially their studio classes.

She said that it is good for us to recognize the gaps that existed for the Florence courses and work to prepare the Ohio campuses for a possible future conversion. The best way to do this would be to drop the available tools into all existing courses, so they are accessible as soon as possible.

Interim Provost Tankersley then thanked her and said that while we may be asking faculty to move to remote learning and use some of the tools available during this time, we are not asking them to develop fully online courses. If we have to close our physical presence, we will, but things are still waiting to be determined. She mentioned that faculty should be thinking about alternative methods for assessing and communicating with students in the remote learning environment, and that if it becomes a reality, we will need to be sure that each faculty member reaches out to that member’s chair or director for any support or guidance needed. We all need to pull our talents and resources together.

One thing required of faculty is that if they are currently meeting at a synchronous time, they will not be able to shift to a different time for remote learning. Students may already have other obligations outside of the original class time.

She then thanked Faculty Senate Chair Pamela Grimm, Senator Deborah Smith, Senator Tracy Laux, and Interim Senior Associate Provost Mandy Munro-Stasiuk for coming together and working quickly as a group under the circumstances.

Interim Provost Tankersley then invited questions or comments.

Senator Mocioalca expressed concern over how scheduled campus visits for students and faculty will be dealt with and how the process is being communicated to them. She asked for more widespread communication about the existing plan.

Chair Grimm agreed that we need to work on a well-developed policy, but she mentioned that the speed that the virus moved with was unprecedented. Nevertheless, the rules need to be developed carefully.

President Diacon added that we had nearly 250 students in CDC level 3 warning zones, so initial days were spent dealing with them.

Interim Provost Tankersley added that in no other Ohio college in the areas Kent State evacuated did the student numbers exceed double digits. She praised the speed and success of the university in handling the situation.

Senator Mocioalca mentioned that Michigan State, with no confirmed cases of the virus, already had Zoom classes available for testing, so we could be doing the same thing.

Interim Provost Tankersley said that changing the instruction method in the middle of the semester just to test things is a bad idea and unfair to students who chose to attend in person. She did encourage everyone to see whether they could access the available resources.
Senator Cunningham said she was concerned with Kent State having a university-wide Zoom license.

Interim Provost Tankersley said we are working on that.

Senator Tippey thanked everyone for addressing things quickly and said that the majority of the faculty in Florence found out on the local news, which was surprising. He wanted more communication about the faculty in Florence.

Interim Provost Tankersley agreed that feedback is good and thanked Senator Tippey for sharing the problem.

Senator Twieg mentioned that the situation is very dynamic and that we need to remain calm. He then asked what the tipping point would be to shut down face-to-face contact at the Ohio campuses.

Interim Provost Tankersley said she did not have that answer yet, but the College of Public Health suggests that we could base it on a certain number. The court of public opinion, on the other hand, would limit the number to one.

President Diacon said many factors will have to be involved before a decision is made, including the numbers and locations of the students, and guidance from the Ohio Department of Public Health.

Senator Kroeger said she is concerned about vulnerable populations that our students work with and asked the administration to work them into the policy as soon as possible and let them know the results.

Senator Piccirillo-Smith asked whether or not instructors could choose to meet asynchronously with their classes if we made the move to remote learning and whether all Kent campuses would close in Ohio if one did.

Interim Provost Tankersley said that instructors would have the option to make their classes asynchronous, but that decisions about which campuses to close and when they would be closed would depend on many factors.

Senator Laux said that the “Keep on Teaching” site currently shows Proctorio as the only proctoring option for the online classes, and asked whether it was possible to add ProctorU back to the list for now.

Interim Provost Tankersley said they will look into it.

Senator Walton-Fisette asked whether accommodations would be made for vulnerable faculty and students.

Interim Provost Tankersley said they certainly would. Vice President Polatajko will be guiding this effort. The administration is currently thinking in two-week increments, which may need to be extended.
Senator Kooijman asked whether we would lose access to labs and offices if the school shuts down.

Interim Provost Tankersley said that they are looking into it, and labs may be left open. The big recommendations concerning contact are for large groups of people.

President Diacon added that this was the reason why the university was focusing on limiting face-to-face instruction rather than shutting down the university as a whole.

Vice President DiCorleto said it is also a critical question for the animal facilities. Someone has to care for the animals, but the decisions will need to be made locally, and he wants to make sure that there will be cross training.

Senator Kracht asked how faculty could acquire the physical presentation materials necessary for some remote courses.

Interim Provost Tankersley said that she is telling chairs and directors to come up with ideas for how to pool together resources.

Interim Senior Associate Provost Munro-Stasiuk said that access to computers and other resources for both faculty and students is a huge concern, and she mentioned that Director Jim Raber was looking into rental programs that the university might engage in or other alternative methods to provide resources.

Senator Kracht asked about cleaning and whether we are changing the way campus is cleaned. She wanted to know whether they were being diverted from normal activity.

Vice President Polatajko said that Associate Vice President Doug Pearson and his team are evaluating all the cleaning rotations, and they are educating the personnel about different cleaning and disinfecting techniques.

Senator Fenk asked whether there had been any discussion about what to do when students return from afar after Spring Break.

Interim Vice President Hylton replied that the conversations were underway, but that the extent to which we monitor student travel (or whether we even should) was still being debated. Residence Services and other concerned university stakeholders are working on the problem.

Senator Vande Zande asked whether those who have received travel grants or research grants and have had to reschedule would still be able to use the grants.

Interim Provost Tankersley said yes, due to the unusual circumstances.

Senator Sheehan asked whether there was any reporting or tracking mechanism for faculty, staff, and students.

Interim Provost Tankersley said we all have to be responsible citizens. She emphasized that we all need to be kind and flexible about decisions made toward students.

There were no further questions or comments.
8. **Election of At-Large Member for the Faculty Ethics Committee**

The candidates for the position were Senator Dave Kaplan and Senator Oana Mocioalca. Senator Kaplan was elected to the position.

9. **Old Business: 3-02 University Policy on Instructors in Courses Carrying Academic Credit**

Chair Grimm said there had been vigorous discussion about the policy at the previous senate meeting and that most of the questions had been answered. She asked for a motion on the policy.

Senator Smith explained that the policy had been sent back to committee to look at options, and that she worked with Interim Dean Stillings to see whether it was feasible to write in language requiring that graduate students, particularly those with less than 18 credit hours be required to take a pedagogy class either prior to or during the time they were serving as the instructor of record. The end result was that the Professional Standards Committee (PSC) believes that it would be unduly burdensome in that it would require changes in the actual graduate student programs to require these classes. It would require additional faculty to teach these courses, and there would be load issues that would come up. For that reason, the policy is being returned to senate with the same language as last time. She stressed that PSC believes that it is a best practice to have a course like that taken by graduate students, and that they hope that the provost will be thinking about such courses going forward. She then made a motion to approve the policy.

Chair Grimm pointed out that the policy had been moved as an action item and that no second was needed due to the item coming from the PSC. She then called for a vote on the item.

Senator Smith replied that senate should have an opportunity for discussion.

Chair Grimm asked for any questions, comments, or concerns.

There were no questions, comments or concerns.

The item passed unanimously.

10. **New Business: Faculty Senate Resolution on Academic Continuity**

Chair Grimm explained the purposes of the resolution.

Senator Mocioalca moved to approve the motion.

Chair Grimm invited comments or questions.

Senator Tippey mentioned that the document has a section on fairness to students but not one on fairness to faculty.
Chair Grimm said that the administration is aware of the need to be cognizant of faculty difficulties and said that if Senator Tippey wanted to amend it, he was welcome to suggest language to do so.

Senator Tippey asked whether it was possible to turn it into something calling for fairness to students and faculty who participate in academic activities. He said that he could not support it with the current wording.

Senator Laux asked whether it should also include staff.

Chair Grimm suggested that it could be amended to make a much broader statement about all members of the Kent State community.

Senator Mocioalca asked who would be on the committee.

Chair Grimm said that membership should reflect in the short term what we hope to plan for in the long term, so it would be people from the College of Public Health, the Division of Student Affairs, Academic Affairs, the Center for Teaching and Learning, Student Accessibility Services, and faculty.

Senator Mocioalca asked who faculty should go to right now if they have a question.

Chair Grimm said that it was a good question and that it depends on what the question is. Department chairs may be the source for a particular class or for a lack of resources. Colleagues in your own department or members of the Office of Continuing and Distance Education might also be helpful.

President Diacon said that we really are thinking of our planning in three large groups. Student Affairs, Academic Affairs, and Finance and Administration. Determining what your issue is would help determine the logical place to start. If it is an Academic Affairs issue, you can contact the Office of the Provost. If it is a Student Affairs issue, contact Vice President Lamar Hylton's office. In the example of a foreign visitor, it would be an Office of Academic Affairs issue, particularly the Office of Global Education (OGE). He encouraged faculty to think in terms of the three broad groups and direct their questions that way.

Senator Mocioalca thanked the president and asked what she should do if there was a case of COVID-19 at her children's school and that school got closed. She wanted to know who to ask about whether she should stay home or come to campus.

Interim Provost Tankersley suggested asking the department chair.

Senator Mocioalca asked whether chairs should be making that decision.

President Diacon said that the better choice is to talk to the local health department or the Dean of the College of Public Health on campus with concerns; Vice President Hylton’s office is where University Health Services report to, so contacting Student Affairs might also help.

Senator Piccirillo-Smith supported Senator Mocioalca’s concern about department chairs offering advice in situations where an instructor or the instructor’s family members may have been exposed.
Dean Alemagno advised that if someone is in that situation, then depending on where you live, you call the local health district because they will have the best, most current information. Faculty in the College of Public Health are knowledgeable academicians, but they are not practicing this, and they are not gathering up-to-the-minute information from the Ohio Department of Health.

Chair Grimm suggested that there were questions being asked that do not have clear answers yet. She said she felt confident that within a reasonably short period of time they will answered, and clearer channels or lines of communication will be communicated. She then said that she had an amendment to address Senator Tippey’s concern. The amendment starts with fairness for students, faculty and staff, and begins "students faculty or staff who are unable to participate in academic or staff activities due to a significant academic disruption shall not be penalized for lack of participation or completion of requirements." She asked how Senator Tippey felt about the amendment.

Senator Tippey replied that while it might not make Human Resources happy, it would work for him.

Chair Grimm called the question.

The resolution passed unanimously.

11. Announcements / Statements for the Record

Chair Grimm announced that the Faculty Senate Spring Forum will take place on Friday, April 3rd from 12:00-2:00 p.m.

She also announced a breakfast for Faculty Marshals, and she will send a link to senators, so they can reserve a space.

Emeritus Professor Janson reminded everyone that 50 years ago during the May 4th events, faculty were resilient and set up makeshift learning experiences in their homes by contacting students on the phone. He said that faculty past and present dedicate themselves to teaching and learning.

President Diacon declared that faculty should not hold classes in their house during this time.

Chair Grimm agreed with President Diacon and thanked Emeritus Professor Janson.

12. Adjournment

Chair Grimm adjourned the meeting at 4:49 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate

Attachment
Faculty Senate
Vita for Candidate for Election
AY 2020-2021

<table>
<thead>
<tr>
<th>Name:</th>
<th>Pamela Grimm</th>
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<tbody>
<tr>
<td>Candidate For: (office)</td>
<td>□ Chair  □ Vice Chair  □ Secretary  □ At-Large</td>
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<tr>
<td>Rank:</td>
<td>Professor</td>
</tr>
<tr>
<td>Department:</td>
<td>Marketing and Entrepreneurship</td>
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<tr>
<td>Years at KSU:</td>
<td>28</td>
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<tr>
<td>Degrees:</td>
<td>BA majoring in Theater and English, MBA and PhD in Marketing</td>
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<tr>
<td>Previous Teaching Experience:</td>
<td>University of Buffalo TA, Canisius College, Adjunct</td>
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<tr>
<td>Years w/ Faculty Senate:</td>
<td>At Large 2002-2004; College of Business Representative 2004-2011; At Large 2015-present</td>
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<tr>
<td>Offices Held:</td>
<td>Chair, Faculty Senate 2018-2020, At-Large Member Faculty Senate Executive Committee 2003-4</td>
</tr>
<tr>
<td>Major Committee Service (committee name, dates of service):</td>
<td>Co-Chair, Educational Policies Committee 2018-2020; Chair, Committee on Administrative Officers 2018-2020; Co-Chair Faculty Senate Budget Advisory Committee (FaSBAC) 2018-2020; Co-Chair RCM2.0 Sub-committee 2018-2020; Presidential Search Committee 2018-2020; Professional Standards Committee 2015-16; Chair, Faculty Senate Ethics Committee 2003-4.</td>
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<tr>
<td>University Concerns:</td>
<td>I voiced this in my concerns last year: “We faculty are the lynchpin in the functioning of Kent State. As we experience changing leadership, the integrity of our faculty senate and adherence to the principles of shared governance are critical to the current and future health of our institution.” I don’t know that there has ever been a time in the history of Kent State when this statement has been truer. None of us had COVID19 in mind at the beginning of this academic year, but it has and will continue to pose challenges this year and for the foreseeable future. In these uncertain times, it has been a source of comfort and inspiration to me that Kent State University has essentially doubled down on shared governance. I believe that the approach that has been developed to respond to COVID19 is a model of how shared governance can and should work at all times. But its importance has never been clearer. We have moved with steadiness, thoughtfulness and purpose to address the problems of our students and the challenges of our faculty. No one knows what</td>
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the coming academic year will bring. However, we have structures, relationships and processes in place that will help us weather both the short and long-term consequences of COVID19 and the uncertainty it has produced. I’m committed to seeing shared governance continue at Kent State University because I believe the decisions we make through shared governance offer us the best hope for the future.

Tell us a bit about year achievements to date. What are the 3-4 achievements that you are most proud of?:

I’m proud to have been an active member of the Kent State University Community for 28 years and to have been a voice for faculty and students in Faculty Senate for about 14 of those years. I’m very proud and feel privileged to have served my colleagues as Chair of the Faculty Senate over the past two years and, in that capacity, to have also served as Chair or Co-Chair of a variety of committees. While I believe my work as Co-Chair of FaSBAC and RCM2.0, and my role as Chair of the Committee on Administrative Officers and a member on the Presidential Search Committee are especially meaningful, I have no hesitation in saying that the work I’ve been doing more recently on the Ad Hoc Academic Continuity Committee is among the most important of my academic life. Making sure that we remain focused on our students and help faculty access the resources they need to do the best they can under very difficult circumstances throughout the COVID19 pandemic has been critical and I appreciate the collective work that has been done by the Faculty Senate Executive Committee, the University Administration and the leadership of our two faculty Collective Bargaining units.

So much seems to pale in comparison to the drama unfolding before us all as we endure and persist through this pandemic. However, much of the seemingly mundane is really important to our students and our faculty colleagues. Dare I mention Survey of Student Instruction (SSI)? This has been a busy year with regard to the SSIs. Under the best of circumstances, there was much to work out, communications to make, efforts to make sure that SSIs were not used in ways that were inconsistent with the known biases of all SSIs. However, COVID19 draped another layer of complexity on the SSIs. Decisions needed to be made that allowed students to provide their input yet did not penalize instructors for the transition to a remote method of teaching that they undertook in a very short period of time with the goal of keeping our students on track.

As Chair, I continue to be committed to ensuring broad representation of faculty on committees to which we recommend appointments. I think the most important thing I’ve learned over the past few years is that having truly diverse voices at the table will always produce the best outcomes. I continue to advocate for adherence to university policies as they apply to searches for administrative officers and request expanding faculty representation when I feel it’s appropriate to do so. So many searches have had to be postponed this past year, that I expect next year to be quite full of work to be done with respect to identifying and hiring key university leadership positions.
I’ve learned a lot in the past two years serving as Chair of Faculty Senate. Thank you for this opportunity! I hope you have been satisfied with my efforts and that you will allow me to continue for one more year.
# Faculty Senate
## Vita for Candidate for Election
### AY 2020-2021

<table>
<thead>
<tr>
<th>Name:</th>
<th>David Kaplan</th>
<th>Candidate For:</th>
<th>☑ Chair</th>
<th>☐ Vice Chair</th>
<th>☐ Secretary</th>
<th>☐ At-Large</th>
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<tr>
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<td>Chair Transportation Committee</td>
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<td>Univ. Teaching Council 2013-2016</td>
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<td>University Concerns:</td>
<td>-Decline of tenure track faculty lines along with increased growth of administrative lines</td>
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<td></td>
<td>-If budgets are cut, which seems likely at this point, these should be absorbed at the administrative level rather than through reducing faculty lines.</td>
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<td></td>
<td>-Certain actions taken against faculty objections (e.g. Fall Break) should be undertaken only with complete faculty buy-in.</td>
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<td></td>
<td>-Better treatment and career options for adjunct faculty</td>
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<tr>
<td>Tell us a bit about your achievements to date. What are the 3-4 achievements that you are most proud of?:</td>
<td>Since 2015:</td>
<td></td>
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<tr>
<td></td>
<td>Initiating Environmental Studies Major – began in Fall 2017, now with 175 majors.</td>
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<tr>
<td></td>
<td>President of American Association of Geographers – flagship association for Geography in the US.</td>
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<td></td>
<td>Editor in Chief of Geographical Review – brought it back into ranks of the strongest geography journals</td>
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</tbody>
</table>
## Faculty Senate
Vita for Candidate for Election
AY 2020-2021

<table>
<thead>
<tr>
<th>Name:</th>
<th>Darci L. Kracht</th>
<th>Candidate For: (office)</th>
<th>Chair</th>
<th>Vice Chair</th>
<th>Secretary</th>
<th>At-Large</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank:</td>
<td>Professor</td>
<td>Department:</td>
<td></td>
<td>Mathematical Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Years at KSU:</td>
<td>35</td>
<td></td>
<td></td>
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<tr>
<td>Previous Teaching Experience:</td>
<td>All at KSU</td>
<td></td>
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<tr>
<td>Years w/Faculty Senate:</td>
<td>6</td>
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<tr>
<td>Offices Held:</td>
<td>None</td>
<td></td>
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</tr>
<tr>
<td>Major Committee Service (committee name, dates of service):</td>
<td>A&amp;S NTT Promotion Board 2014</td>
<td></td>
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<tr>
<td></td>
<td>CAE NTT Promotion Board 2017, 2018, 2019</td>
<td></td>
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<tr>
<td></td>
<td>EPC 2017-present</td>
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<tr>
<td></td>
<td>Pass/Fail Policy Committee 2015-16</td>
<td></td>
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</tr>
<tr>
<td>University Concerns:</td>
<td>Accessibility of education to all students in light of COVID-19, which I think will affect us through at least the fall semester. Support of faculty teaching remotely.</td>
<td></td>
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</tr>
<tr>
<td>Tell us a bit about your achievements to date. What are the 3-4 achievements that you are most proud of?:</td>
<td>I am proud of taking undergraduate students to give talks at a large national mathematics conference each summer since 2013. I am proud of starting the undergraduate math club and actuarial math club. I am proud of earning my PhD while teaching full time as an NTT. I am proud of then switching my focus from group theory to actuarial mathematics (which is not closely related) to be able to teach those courses and now to coordinate our Actuarial Mathematics Program.</td>
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<tr>
<td>Name:</td>
<td>Tracy Laux</td>
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<tr>
<td>Candidate For:</td>
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<tr>
<td>(office)</td>
<td>Chair: [x] Vice Chair</td>
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<tr>
<td></td>
<td>Secretary: [ ] At-Large</td>
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</tr>
<tr>
<td>Rank:</td>
<td>Senior Lecturer</td>
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</tr>
<tr>
<td>Department:</td>
<td>Mathematics</td>
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<tr>
<td>Years at KSU:</td>
<td>30</td>
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<tr>
<td>Degrees:</td>
<td>Mathematics, Business</td>
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<tr>
<td>Previous Teaching Experience:</td>
<td>None prior to Kent State</td>
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<tr>
<td>Years w/Faculty Senate:</td>
<td>15</td>
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<tr>
<td>Offices Held:</td>
<td>Faculty Senate Executive Committee At-Large Representative 2019-2020</td>
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<td></td>
<td>Faculty Senate Executive Committee At-Large Representative 2018-2019</td>
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<td></td>
<td>Faculty Senate Executive Committee At-Large Representative 2016-2017</td>
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<tr>
<td>Major Committee Service (committee name, dates of service):</td>
<td>FaSBAC 2009 – Present</td>
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<td></td>
<td>RCM 2.0 2016 – Present</td>
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<td></td>
<td>FaSBAC Subcommittee C, Chair 2014</td>
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<td></td>
<td>Committee on Committees 2017 - Present</td>
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<tr>
<td></td>
<td>Committee on Administrative Officers 2010 – Present</td>
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<td></td>
<td>EPC 2010-2011</td>
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<td></td>
<td>URCC 2012 - 2015</td>
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<td></td>
<td>GPI Faculty Subcommittee 2017 - Present</td>
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<td></td>
<td>Provost Review Committee 2017</td>
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<td></td>
<td>Provost Advisory Committee (FTNTT) 2013, 2014</td>
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<td>SSI Review Committee 2015, 2016</td>
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<td></td>
<td>Ohio Faculty Council 2007, 2008</td>
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<td>FTNTT Promotion Advisory Committee 2011 – 2013, 2015 - 2020</td>
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<tr>
<td></td>
<td>FAC – Math Dept. 2010 - 2012</td>
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<td></td>
<td>FC – East Liverpool 1997 - 2003</td>
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<td></td>
<td>FIAC – East Liverpool 1997 - 1999</td>
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<td>FAAC – East Liverpool 2000 - 2003</td>
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<td></td>
<td>Diversity Committee – East Liverpool 2002 - 2003</td>
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<td></td>
<td>Student Complaint Committee – East Liverpool 1999 – 2003</td>
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<td>Wall of Fame East Liverpool 1999 – 2003</td>
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<tr>
<td>Student Retention Advisory Committee East Liverpool 1998 - 1999</td>
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<tr>
<td>AAUP – FTNTT Bargaining Unit</td>
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<tr>
<td>President 2003 - Present</td>
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<tr>
<td>Grievance Chair – 2002 - 2003</td>
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<tr>
<td>Nominations &amp; Election Chair 1999 - 2000</td>
<td></td>
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<tr>
<td>Organizational Research Chair 2000 – 2001</td>
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<tr>
<td>Joint Coordinating Board 2010 - Present</td>
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<tr>
<td>Joint Study Committee 2009, 2010, 2020</td>
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<td>HBRC 2006, 2016, 2020</td>
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<tr>
<td>Quality Faculty Work/Life 2007, 2017</td>
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<tr>
<td>Ohio Conference Board of Trustees 2015 - 2017</td>
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</table>

**University Concerns:**

Negative influences on academia and the Kent State community’s ability to successfully address these issues.

**Tell us a bit about your achievements to date. What are the 3-4 achievements that you are most proud of?**

Outstanding Instructor Award – UTC - 1999

Kirschner/Levine Award for Contributions to Collective Bargaining and Women’s Rights - 2010

Improvement of work/life of FTNTT (and all) faculty and students of Kent State University.
# Faculty Senate

## Vita for Candidate for Election

**AY 2020-2021**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Ed Dauterich</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Candidate For:</strong></td>
<td></td>
</tr>
<tr>
<td>(office)</td>
<td></td>
</tr>
<tr>
<td>☐ Chair</td>
<td>☐ Vice Chair</td>
</tr>
<tr>
<td>☐ Secretary</td>
<td>☐ At-Large</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank:</th>
<th>Professor (NTT)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong></td>
<td>English</td>
</tr>
</tbody>
</table>

| Years at KSU: | 23 |


| Previous Teaching Experience: | 23 years at Kent State  
|                              | 2 years at University of Cincinnati |

| Years w/ Faculty Senate: | 2006, 2009-2011, 2014-present |

<table>
<thead>
<tr>
<th>Major Committee Service (committee name, role on committee, dates of service):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary, Faculty Senate, 2018-2020</td>
</tr>
<tr>
<td>At-Large member, Faculty Senate Executive Committee, 2017-2020</td>
</tr>
<tr>
<td>Co-Chair, Faculty Subcommittee, Great Place Initiative, 2018-2020</td>
</tr>
<tr>
<td>Ad Hoc Academic Continuity Committee and several subcommittees related to it (2020-?)</td>
</tr>
<tr>
<td>Appointed member, Great Place Initiative Faculty Subcommittee, 2017-2020</td>
</tr>
<tr>
<td>Co-Chair, Training and Education Subcommittee for the University Diversity Action Council (UDAC), 2019-2020</td>
</tr>
<tr>
<td>Co-Chair, Global Competitiveness Subcommittee for the University Diversity Action Council (UDAC), 2017-2018</td>
</tr>
<tr>
<td>Appointed member, Center for Teaching and Learning Advisory Council, 2017-2018</td>
</tr>
<tr>
<td>Member COACHE Advisory Committee, 2017-2020</td>
</tr>
<tr>
<td>Member AAUP Grievance Subcommittee, 2017-2020</td>
</tr>
<tr>
<td>Appointed member, Faculty Senate Executive Committee, 2015-2016</td>
</tr>
</tbody>
</table>
| Major Committee Service (cont’d): | Appointed member, University Teaching Council, 2015-2018  
| | Appointed member, EPC, Faculty Senate, 2015-2020  
| | Elected representative, Ohio Faculty Council, 2015-2020  
| | Elected member, Undergraduate Studies Committee, Kent State University English Department, 2013-present  
| | Director, Faculty Elections Committee, Kent State University—Salem, 2005-2006  
| | Member, Diversity Committee, Kent State University—Salem, 2005-2006  
| | Member, Faculty Advisory Committee, Kent State University English Department, 1999-2000  |
| University Concerns: | Diversity and inclusion issues for faculty, staff, and students  
| | Tuition costs and fees for students  
| | Shared governance  
| | Working conditions of NTT and adjunct faculty  
| | Academic continuity during the COVID-19 pandemic  |
| Tell us a bit about your achievements to date. What are the 3-4 achievements that you are most proud of?: | 1.) Successful accomplishments in teaching: strong departmental reviews, several completed honors theses and independent studies, working on the University Teaching Council, and in the CTL as a Teaching Scholar (2016-2017) to study cultural competency and its connection to multicultural literature.  
| | 2.) Working with DEI to implement the use of the Intercultural Development Inventory as a means of assessing the cultural competence of new hires on campus.  
| | 3.) Serving as mentor for all of the adjunct faculty in the English department, which involved organizing and delivering weekend workshops for adjuncts as well as observing them individually and advising them when they had teaching concerns.  
| | 4.) Working in the CTL as a Faculty Fellow (2017-2019) to address areas of concern for adjunct faculty in order to help develop online and in-person services to assist in their future inclusion, recognition, and professional development. |
## Faculty Senate
### Vita for Candidate for Election
#### AY 2020-2021

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mahli Mechenbier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate For:</td>
<td></td>
</tr>
<tr>
<td>(office)</td>
<td></td>
</tr>
<tr>
<td>☐ Chair</td>
<td>☐ Vice Chair</td>
</tr>
<tr>
<td>☐ Secretary</td>
<td></td>
</tr>
<tr>
<td>☒ At-Large</td>
<td></td>
</tr>
<tr>
<td>Rank:</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Department:</td>
<td>Twinsburg Academic Center / English</td>
</tr>
<tr>
<td>Years at KSU:</td>
<td>16</td>
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<tr>
<td>Degrees:</td>
<td>BA: English</td>
</tr>
<tr>
<td></td>
<td>MA: English Literature</td>
</tr>
<tr>
<td>Previous Teaching Experience:</td>
<td>Lorain County Community College</td>
</tr>
<tr>
<td></td>
<td>Cuyahoga Community College</td>
</tr>
<tr>
<td>Years w/Faculty Senate:</td>
<td>Four</td>
</tr>
<tr>
<td>Offices Held:</td>
<td></td>
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<tr>
<td><strong>Major Committee Service (committee name, dates of service):</strong></td>
<td></td>
</tr>
<tr>
<td>Chair, Association for Business Communication Committee (at MLA), 2011 – 2013</td>
<td></td>
</tr>
<tr>
<td>Member, Committee for Effective Practices in Online Writing Instruction (OWI), National Council of Teachers of English: CCCC, 2013 – 2016</td>
<td></td>
</tr>
<tr>
<td>Editor, OWI Open Resource Editorial Board, 2013 – 2016</td>
<td></td>
</tr>
<tr>
<td>Chair, MLA Executive Council of the Part-Time Discussion Group, 2014 – 2015</td>
<td></td>
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<tr>
<td><strong>University Concerns:</strong></td>
<td></td>
</tr>
<tr>
<td>Representation of contingent faculty in university matters</td>
<td></td>
</tr>
<tr>
<td>Intellectual property rights of faculty (especially part-time faculty to teach at more than one institution)</td>
<td></td>
</tr>
<tr>
<td><strong>Tell us a bit about your achievements to date. What are the 3-4 achievements that you are most proud of?:</strong></td>
<td></td>
</tr>
<tr>
<td>I am most proud to support current Secretary Ed Dauterich in this election, and I hope other members of the Senate will join me in voting for him in this election.</td>
<td></td>
</tr>
</tbody>
</table>
### Faculty Senate
**Vita for Candidate for Election**
**AY 2020-2021**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Linda Piccirillo-Smith</th>
<th><strong>Candidate For:</strong> (office)</th>
<th>☐ Chair ☐ Vice Chair ☐ Secretary ☐ At-Large</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rank:</strong></td>
<td>Senior Lecturer</td>
<td><strong>Department:</strong></td>
<td>Pan-African Studies/English</td>
</tr>
<tr>
<td><strong>Years at KSU:</strong></td>
<td>20</td>
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<tr>
<td><strong>Degrees:</strong></td>
<td>B.S.Ed., M.A.</td>
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<tr>
<td><strong>Previous Teaching Experience:</strong></td>
<td>(All teaching aside from two years of secondary education has been at Kent State)</td>
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<tr>
<td><strong>Years w/Faculty Senate:</strong></td>
<td>6 years</td>
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<tr>
<td><strong>Offices Held:</strong></td>
<td>0</td>
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</table>
| **Major Committee Service (committee name, dates of service):** | Intercollegiate Athletic Committee (Faculty Senate rep) (2007-2014)  
Great Place Initiative (2017-2019)  
DEEDS (2016-2017)  
Commencement Committee (Faculty Senate rep) (2014-2017)  
Global Faculty Forum (2013-2018)  
AAUP Exec committee (2010-present)  
AAUP Council (2018-present)  
DPAS FAC (2018-present)  
Writing Program Committee (2013-present)  
Digital Humanities Collaborative (2018-present) |     |                                             |
| **University Concerns:** | Concerns about issues related to Students of Color and LGBTQ students  
Concerns about representation in TT and NTT faculty of People of Color  
Concerns related to NTT faculty |     |                                             |
| **Tell us a bit about your achievements to date. What are the 3-4 achievements that you are most proud of?:** | I am most proud of the acknowledgements I have received for my teaching and work with students:  
Outstanding Teaching Award (2001)  
Diversity in Teaching Award (2006)  
English Department Student Mentor Award (2013)  
Ebony Achievement Award (2019) |     |                                             |
# Faculty Senate
## Vita for Candidate for Election
### AY 2020-2021

<table>
<thead>
<tr>
<th>Name:</th>
<th>Melissa Zullo</th>
<th>Candidate For:</th>
<th>(office)</th>
<th>☐ Chair</th>
<th>☐ Vice Chair</th>
<th>☐ Secretary</th>
<th>X At-Large</th>
</tr>
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<tbody>
<tr>
<td>Rank:</td>
<td>Associate</td>
<td>Department:</td>
<td>Public Health</td>
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</tr>
<tr>
<td>Years at KSU:</td>
<td>11 as professor</td>
<td>10 as student (BA, MA, MPH)</td>
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<tr>
<td>Degrees:</td>
<td>PhD in Epidemiology</td>
<td>MPH</td>
<td>MA in Exercise Physiology</td>
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<td>Offices Held:</td>
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| Major Committee Service (committee name, dates of service): | • Member: Provost’s Advisory Council, 2019-
  • Member: Committee on Administrative Officers, 2019-
  • President, AAUP-KSU chapter, 2018-2019
  • Member: EPC Task Force Review Committee, 2018-2019
  • Tenure Advisory Board, 2018
  • AAUP-KSU Collective Bargaining Negotiations Committee, 2017-2019
  • Educational Policies Council Ad Hoc Committee for Academic Policies, 2017-ongoing
  • Faculty Ethics Committee, 2017-2019, 2019-2021
  • Educational Policies Committee, Undergraduate Representative 2016-2019
  • Promotion Advisory Board, 2016-2017
  • Department Representative: American Association of University Professors-KSU 2014-2016
  • Member: University Research Council, 2014-2020
  • Member: Professional Standards Committee, 2014-2016 |
| University Concerns: | • Student success academically, professionally, and personally  
• Educational policies and programs that meet the needs of students interests  
• Professional success and opportunities for growth for faculty |

| Tell us a bit about your achievements to date. What are the 3-4 achievements that you are most proud of?: | I have been in the College of Public Health since its beginning and much of my focus has been on ensuring student success. Thus, the things I am most proud of are related to my students. In the last few years, I developed two programs designed to meet the needs and interests of students and that are timely with today’s job market. This included conceptualizing and obtaining approval for a BPSH concentration in Clinical Trials Research that has grown to become the 3rd largest in the CPH. This program has seen the majority of students be successful in obtaining clinical research positions or moving into a graduate program. Based off the undergraduate program, I created and obtained approval for a MS in Clinical Epidemiology that is entering its third cohort year and is competing as a top degree among our master’s programs. Related to this is my success in mentoring students which is evidenced by receiving a Faculty Recognition Award from UTC in 2017 and a Distinguished Professor Award which is voted on by students in the College of Public Health.  

I am also proud that I accept the challenge of stepping into positions when there has been a need and I have been asked. For example, I never saw myself as the President of AAUP-KSU but there was a need and I feel that it is our responsibility as university citizens to do what is best for our faculty and the university as a whole. I may not always feel the most comfortable at it, but I will always do my best in the role. |
WHAT CHANGED AND WHY

CHARTER

B(3)(e): Suggestion from the commission.

C(1)(e): College changed names.

D(3)(c): Added for clarification based on recent questions about who is on the electorate.

G(1)(a): Changed to reflect the makeup of the new EPC.

G(2): Changed to reflect the recommendations of the ad-hoc EPC restructuring committee.

G(3)(g-i): Changed to reflect the addition of new committees and the existence of a standing committee.

G(7): Changed to reflect the commission’s charge to remove membership information of committees from the charter and by-laws and place them on the senate website.

BY-LAWS

B(7): Corrected a typo.

C(1)(a)(ii): College changed names.

C(1)(a)(iii): College changed names.

C(4): Changed based on discussion of having part-time observers at faculty senate.

D(4)(d): Suggestion from the commission.

D(5)(b): Suggestion from the commission.

E(1)(a): Suggestion from the commission.

E(1)(d)(ii): Suggestion from the commission.

F(3)(d)(i): Changed based on discussion of having part-time observers at faculty senate.

G(2): Changed to reflect the recommendations of the ad-hoc EPC restructuring committee.

G(2)(f): Suggestion from the commission.

G(3)(b)(iv): Suggestion from the commission.

G(3)(c)(iv): Changed to reflect the commission’s charge to remove membership information of committees from the charter and by-laws and place them on the senate website.

G(3)(d)(v-vii): Changed to reflect the commission’s charge to remove membership information of committees from the charter and by-laws and place them on the senate website.

G(3)(e): Suggestion from the commission.

G(3)(f)(ii-iii): Changed to align language with other committee language on membership

G(3)(g): Added to reflect the creation of new committee.

G(3)(h): Added to reflect the creation of a new committee.

G(3)(i): Added to reflect the existence of a faculty senate committee that was not in the previous bylaws.
FACULTY SENATE CHARTER

(A) Preamble. The university is dedicated to teaching, advancing knowledge, and to public service. The faculty of the university supports these aims and resolves to promote excellence in all endeavors. In the interest of achieving these objectives, the charter and bylaws of the university faculty senate as set forth in this rule and in rule 3342-2-06 of the Administrative Code, respectively, define a role and mechanisms for effective participation of the faculty in the formation and establishment of university policies and the conduct of university affairs.

(B) Entitlement and functions of the faculty senate.

(1) Adoption of and amendments to this charter and the accompanying bylaws.

(a) This charter and the accompanying bylaws shall, following ratification by the board, supersede all earlier versions of the faculty senate charter and bylaws.

(b) Amendments to this charter and the accompanying bylaws shall proceed in accordance with section (H) of this rule.

(2) General responsibilities and rights of the faculty senate.

(a) The faculty senate shall be concerned with the formulation and enactment of policies for the university as a whole.

(b) The faculty senate shall render advice and, if appropriate, act upon any matters laid before it by the president, bodies of the university, bodies of the faculty senate, or members of the faculty.

(c) Consistent with a principle of shared responsibility, the faculty senate shall recognize its own prerogative and that of the administration of the university to consider any matter relevant to the welfare of the university. Consistent with a need for differential responsibility, the charter and bylaws shall provide for differential involvement of the faculty senate across areas of university interest.

(i) There shall be domains within which the faculty senate and/or its bodies have a primary responsibility. That responsibility is, foremost, to approve or disapprove proposed changes in policy. It shall be understood that faculty senate actions in areas of primary responsibility will be disapproved by the president only in circumstances where substantive reason can be described. It is also understood that a primary responsibility conveys neither an exclusive right nor an exclusive obligation for the genesis or
presentation of proposals for change. Ideas and recommendations are the privilege and responsibility of every segment of the university community.

(ii) There shall be domains within which responsibilities for decisions and actions are shared cooperatively with others as specifically assigned through regular channels. Major proposals within these areas shall uniformly be referred to the faculty senate for consideration as provided in implementing procedures.

(iii) There shall be domains in which the faculty senate recognizes an important interest, but within which its role is primarily advisory and consultative.

(d) The faculty senate shall organize, establish, and define the functions of its councils, committees, and commissions.

(e) The faculty senate shall define its own rules and procedures within the limits of this charter and the accompanying bylaws.

(3) Specific responsibilities and rights of the faculty senate.

(a) Primary responsibilities.

(i) The faculty senate shall have primary responsibility for the academic standards and the educational policies of the university. This responsibility shall encompass proposals for the establishment, discontinuance, or major alteration of academic programs.

(ii) The faculty senate shall have primary responsibility for general policies related to professional standards of the university and its faculty. This responsibility includes general policies on faculty appointment, rank, promotion, leave, tenure, and academic privilege; welfare, and dismissal; it also encompasses general policies related to the evaluation of academic programs, units, and personnel.

(iii) The faculty senate shall have primary responsibility for defining the mechanisms of approved or established faculty participation in university governance and in statewide faculty issues and bodies.

(b) Shared responsibilities. The faculty senate shall participate in and consider with others, by means specified in the faculty senate bylaws as included in rule 3342-2-06 of the Administrative Code, problems related to long-range academic planning, student affairs, selection of academic administrative officers, and academic facilities in long-range planning.
Advisory responsibilities.

(i) The faculty senate bylaws shall provide for a body advisory to the president on the university budget.

(ii) The faculty senate shall be consulted with respect to proposed changes in the administrative organization of the university directly and primarily related to academic divisions.

(iii) The faculty senate shall be prepared to render advice on nonacademic facilities.

Recommendations approved by the faculty senate shall be forwarded to the president and, as appropriate, to other subordinate members or bodies of the university; thereafter, the president or the appropriate administrative officers or bodies of the university shall within ninety days advise the faculty senate, in writing, of the nature of the action which has been taken in reference to the recommendation. "Action" as defined shall mean steps which have been taken toward acceptance, rejection, or further study of the recommendation. In the absence of such response within ninety days, acceptance may be assumed.

If a recommendation approved by the faculty senate is not accepted by the president or appropriate officer, the matter shall be discussed in detail by the interested parties, with the end in view of mutually satisfactory action but without prejudice to a final decision.

The faculty senate shall be responsive to faculty petitions seeking initiative and referenda as defined in paragraph (B)(7) in rule 3342-2-06 of the Administrative Code.

(i) On petition containing at least one hundred signatures of tenure-track faculty members and/or full-time non-tenure-eligible faculty members as defined in paragraphs (D)(1)(b) to (D)(1)(c) of this charter, any action of the faculty senate shall be submitted to a referendum of the entire tenure-track and full-time non-tenure-eligible faculty.

(ii) On petition containing at least one hundred signatures of tenure-track faculty members and/or full-time non-tenure-eligible faculty members, the faculty senate shall submit the issue initiated by the petition to a vote of the faculty senate or of the entire tenure-track and full-time non-tenure-eligible faculty, whichever is requested in the petition.

(iii) A majority of votes cast in either an initiative or a referendum shall have the force of faculty senate action.
(iv) The secretary may review any and all signatures to a petition and discard those deemed not to be signed by a tenure-track or full-time non-tenure-eligible faculty member.

(v) All petitions and the signatures contained therein are public records and subject to disclosure to anyone who submits a request to the office of general counsel.

(C) Membership.

(1) Academic unit representatives.

(a) Academic unit representatives shall be elected representatives.

(b) An "academic unit" is a faculty body headed by an administrative officer who reports to the provost or the vice president for Kent State system integration.

(c) The full-time non-tenure-eligible faculty shall be considered a unit separate from the academic units in which they have their primary assignments.

(d) Each college, independent school, regional campus, and the university libraries shall be entitled to representation.

(e) Tenure-track faculty with appointment in the college of applied and technical studies shall be entitled to representation in addition to their representation as members of a regional campus.

(f) The number of representatives from an academic unit shall be determined in accord with the faculty senate bylaws and shall be based upon the most recent faculty census.

(2) At-large representatives.

(a) At-large representatives shall be elected representatives.

(b) The number of the at-large representatives shall be determined in accord with the faculty senate bylaws and shall be based upon the most recent faculty census.

(3) Full-time non-tenure-eligible representatives:

(a) Full-time non-tenure-eligible faculty shall be entitled to representation.

(b) Full-time non-tenure-eligible representatives shall be elected representatives.
(c) The number of representatives for the full-time non-tenure-eligible faculty unit shall be determined in accord with the senate bylaws and shall be based upon the most recent faculty census.

(4) "Ex officio" representatives.

(a) The faculty senate bylaws shall enumerate the titles of those individuals who shall be "ex officio" members of the faculty senate.

(b) "Ex officio" representatives are without vote.

(c) Except where specifically indicated otherwise in this charter or the accompanying bylaws, "ex officio" members share the privileges and responsibilities of elected members.

(D) Elections.

(1) Eligibility for faculty senate membership.

(a) Only tenure-track faculty members and full-time non-tenure-eligible faculty members are eligible for election to the faculty senate.

(b) Tenure track faculty members are full-time faculty members or librarians with indefinite tenure or full-time faculty members or librarians in the probationary period prior to the tenure review. Tenured or tenure-eligible administrators with faculty rank are not considered to be tenure-track faculty members for the purpose of the faculty senate charter and bylaws.

(c) Full-time non-tenure-eligible faculty members are full-time faculty members or full-time librarians who do not hold an appointment in a tenure-track position. Administrators with faculty rank are not considered to be full-time non-tenure-eligible faculty for the purpose of the faculty senate charter and bylaws.

(2) Term of office.

(a) The term of office for an elected representative is three years, except in special circumstances for which the faculty senate bylaws shall make provision.

(b) The faculty senate year shall begin on the first of June and shall end on the thirty-first of May of the following calendar year.

(3) Electorate.
(a) All tenure-track faculty members; full-time non-tenure-eligible faculty members, and full-time administrators with academic rank except for those who have ex officio membership status are entitled to vote in the elections of their assigned academic unit.

(b) All tenure-track faculty members and full-time administrators with academic rank except for those who have ex officio membership status are entitled to vote in the election of at-large representatives.

(c) An annual census of tenure-track faculty members, full-time non-tenure-eligible faculty members, and full-time administrators with academic rank shall be taken in the fall term of each academic year by the provost or designee. The census shall be used to determine the electorate, the number and apportionment of elected representatives, and to identify by name, department, and academic unit all tenure-track faculty members, full-time non-tenure-eligible faculty members, and full-time administrators with academic rank.

(4) Nominations. Candidates for academic unit representative, full-time non-tenure-eligible representative, and at-large representative shall be nominated as specified in the faculty senate bylaws.

(5) Election procedures.

(a) Elections shall be conducted by the secretary of the faculty senate and certified by the vice chair of the faculty senate.

(b) Elections of both academic unit and at-large representatives shall be conducted by the fractional single transferable vote (FSTV) system.

(E) Officers and delegates of the faculty senate.

(1) Election of officers.

(a) Elected officers of the faculty senate shall be elected annually.

(b) Only elected representatives are eligible for election as officers.

(2) Officers. The elected officers of the faculty senate shall be the chair, the vice chair, the secretary, and an at-large member of the executive committee.

(3) Delegates. A "delegate" shall be an official faculty senate representative to another body which is either within or external to the university as defined in paragraphs (B)(5) to (B)(6) of rule 3342-2-06 of the Administrative Code.

(4) Appointed officers. The faculty senate bylaws may define the responsibilities of additional officers who shall be selected by appointment.
Meetings.

(1) Types of meetings.

(a) The faculty senate shall hold regularly scheduled meetings which may be attended by any member of the faculty, administration, or student body, or by other guests upon invitation of the faculty senate.

(b) The faculty senate may hold special meetings which may be closed to nonmembers by the chair of the faculty senate, by the faculty senate executive committee, or by vote of the faculty senate.

(2) Frequency and schedule of meetings. The faculty senate shall schedule at least eight regular meetings per year.

(3) Procedures and rules.

(a) The faculty senate bylaws shall establish rules and procedures under which the faculty senate meetings shall be conducted.

(b) A quorum shall be a simple majority of the elected members. The presence of a quorum is required for the faculty senate to take binding action and to vote on substantive matters.

(c) Meetings of the faculty senate, except where explicitly specified otherwise in the faculty senate charter and bylaws, shall be conducted in accord with “Robert’s Rules of Order Revised.”

(4) Minutes of all regular faculty senate meetings shall be made available to the faculty.

Councils, committees and commissions.

(1) Rights of the faculty senate and definitions.

(a) The faculty senate may establish faculty senate councils. A "faculty senate council" is a permanent body chaired by the president, provost, or a faculty senate member appointed by the faculty senate executive committee.

(b) The faculty senate may establish faculty senate committees. A "faculty senate committee" is a permanent body chaired by a faculty member, or an administrative officer other than the president or the provost.

(c) The faculty senate may establish faculty senate commissions. A "faculty senate commission" is a body which is discharged upon completion of a specific responsibility.
A "body of the faculty senate" is any council, committee, or commission so designated by the faculty senate charter or the accompanying bylaws, or established by action of the faculty senate.

Bodies not of the faculty senate whose primary concerns are the total university, as opposed to collegial and departmental matters, shall be referred to as university councils, university committees and university commissions.

Councils of the faculty senate. The educational policies council shall be a body of the faculty senate. The educational policies council shall consider curricular matters of concern to the university as a whole, and shall be the faculty senate body responsible for long-range academic planning for the university. Following discussion and support of the educational policies council, all curricular matters including associate, undergraduate, graduate, certificate, and research programs offered on all campuses are forwarded to the faculty senate for approval.

Commitees of the faculty senate.  
(a) The faculty senate executive committee shall be a body of the faculty senate.  
(b) The professional standards committee shall be a body of the faculty senate.  
(c) The committee on administrative officers shall be a body of the faculty senate. The committee on administrative officers shall represent the faculty senate and the faculty in procedures implemented to select or replace the president, the provost, and other academic administrative officers of the university. It shall be available for consultation by the president on other matters involving administrative officers.  
(d) The committee on committees shall be a body of the faculty senate.  
(e) The faculty ethics committee shall be a body of the faculty senate.  
(f) The faculty senate budget advisory committee shall be a body of the faculty senate.  
(g) The faculty marshals shall be a body of the faculty senate.  
(h) The survey of student instruction review committee shall be a body of the faculty senate.  
(i) The university libraries advisory committee shall be a committee of the faculty senate.
(4) Commissions of the faculty senate. The chair of the faculty senate shall establish commissions as needed.

(5) Responsibilities and prerogatives of the faculty senate councils, committees and commissions.

(a) Faculty senate bodies shall carry out charges directed to them by the faculty senate or the chair of the faculty senate.

(b) Faculty senate bodies shall assume responsibilities within their general sphere of interest.

(c) Faculty senate bodies may appoint subcommittees.

(6) University councils, committees, commissions and boards.

(a) The president, in consultation with the committee on committees, shall designate those university councils, committees, commissions and boards to which the faculty senate may appoint one or more senator(s) to full membership. The appointee(s) shall be the faculty senate representative(s) to the body.

(b) Those university councils, committees, commissions, and boards designated positively under paragraph (G)(6)(a) of this rule shall report to the faculty senate upon request.

(c) The faculty senate may recommend responsibilities to university councils, committees, commissions and boards.

(7) Membership of faculty senate bodies shall be determined in accordance with the procedures in the faculty senate bylaws. Membership of faculty senate bodies shall be listed on the faculty senate website.

(8) Additional programs, functions, and responsibilities of the faculty senate may be established.

(H) Amendments.

(1) Proposals to amend the faculty senate charter.

(a) Proposals to amend the faculty senate charter may be submitted to the faculty senate at any regular meeting.

(b) A valid proposal to amend the faculty senate charter must be submitted in writing and must be supported by the handwritten signatures of:

(i) At least ten elected members of the faculty senate, or
(ii) At least twenty-five tenure-track and/or full-time non-tenure-eligible faculty members, or

(iii) The majority of the membership of a charter and bylaws commission appointed by the chair of the faculty senate to prepare proposed amendments.

(2) Votes upon proposed amendments to the faculty senate charter.

(a) The faculty senate shall vote upon a proposed amendment to the faculty senate charter at the regular meeting immediately following the one at which the amendment is introduced.

(b) The secretary of the faculty senate shall circulate a written copy of the proposed amendment to each member of the faculty senate at least two weeks in advance of the meeting at which a vote is to occur.

(c) Written ballots shall be used in votes upon proposed amendments to the faculty senate charter.

(d) Amendments to the faculty senate charter shall require a favorable vote of at least two-thirds of the members of the faculty senate present and qualified to vote.

(3) Proposed faculty senate charter amendments ratified by the faculty senate.

(a) Amendments ratified by the faculty senate shall be submitted to the president and the board for approval.

(b) Amendments approved by the president and the board shall be incorporated into the faculty senate charter.

(c) A veto of a proposed amendment shall be accompanied by a statement expressing reasons for the veto.

(d) An amendment which fails because of a veto may be voted upon again by the faculty senate and, if the vote is favorable, may be submitted to the president and the board a second time.

(4) Proposed faculty senate charter amendments which fail to be ratified by the faculty senate.

(a) A proposed amendment which fails to receive faculty senate approval may be ratified by a vote of the full-time faculty as described in sub-section (c) of paragraph (H)(4) of this rule.
(b) The secretary of the faculty senate shall conduct a referendum on the question of the amendment if a petition requesting a referendum is submitted containing the signatures of at least one hundred tenure-track and/or full-time non-tenure-eligible faculty.

(c) Ratification of a proposed amendment by the full-time faculty shall require a favorable vote of at least two-thirds of the electorate consisting of tenure-track and full-time non-tenure-eligible faculty members eligible and voting.

(d) Amendments ratified by the full-time faculty shall be processed in the same manner as amendments ratified by the faculty senate.

(5) Amendments to the faculty senate bylaws.

(a) Amendments to the faculty senate bylaws shall require a favorable vote of at least two-thirds of the members of the faculty senate present and qualified to vote.

(b) Amendments to the faculty senate bylaws ratified by the faculty senate shall be submitted to the president and the board for approval, with any veto accompanied by a statement expressing reasons for the veto, and, subsequently, the amendment is subject to resubmission by the faculty senate a second time for final disposition.

(6) Effective date for incorporation of amendments into the faculty senate charter and the accompanying bylaws, and for implementation of changes mandated by amendments.

(a) Amendments to the faculty senate charter and the accompanying bylaws are incorporated into said charter and bylaws immediately after approval by the faculty senate, the president, and the board, and pursuant to the procedures established in section 111.15 of the Revised Code for the filing of new rules, amendments or rescissions.

(b) Changes mandated by incorporation of amendments into said charter and/or bylaws will be implemented immediately, subject to the following understandings and exceptions.

(i) No current member of the faculty senate shall be removed from membership as a consequence of new rules governing number and/or apportionment of representatives. All senators shall serve out their terms.

(ii) When changes in rules increase the number of elected representatives due any constituency, the increase shall be accomplished in the immediately following regularly scheduled election.
(iii) In instances in which application of the principle of immediate implementation introduces ambiguities or creates special problems, the faculty senate shall vote to resolve the points at issue.

(I) Miscellaneous provisions.

(1) Rights of the board of trustees. The board reserves the power to initiate and make changes in this charter or to take other actions in accordance with sections 3341.01 to 3341.06 of the Revised Code or any applicable statute, or rules, directives, or regulations of the Ohio department of higher education.

(2) A member of the faculty senate may be granted a reduced teaching load during the period of this service to the faculty senate. Officers and members of the executive committee of the faculty senate shall be granted reduced teaching loads during the period of their service to the faculty senate.

(3) Delegates to the faculty senate.

(a) All bodies to which the faculty senate has delegates may send delegates to the faculty senate.

(b) The faculty senate may recognize delegates from other bodies.
FACULTY SENATE CHARTER

(A) Preamble. The university is dedicated to teaching, advancing knowledge, and to public service. The faculty of the university supports these aims and resolves to promote excellence in all endeavors. In the interest of achieving these objectives, the charter and bylaws of the university faculty senate as set forth in this rule and in rule 3342-2-06 of the Administrative Code, respectively, define a role and mechanisms for effective participation of the faculty in the formation and establishment of university policies and the conduct of university affairs.

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(i) There shall be domains within which the faculty senate and/or its bodies have a primary responsibility. That responsibility is, foremost, to approve or disapprove proposed changes in policy. It shall be understood that faculty senate actions in areas of primary responsibility will be disapproved by the president only in circumstances where substantive reason can be described. It is also understood that a primary responsibility conveys neither an exclusive right nor an exclusive obligation for the genesis or
presentation of proposals for change. Ideas and recommendations are the privilege and responsibility of every segment of the university community.

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(b) An "academic unit" is a faculty body headed by an administrative officer who reports to the provost or the vice president for Kent state system integration.

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(e) Tenure-track faculty with appointment in the college of applied and technical studies shall be entitled to representation in addition to their representation as members of a regional campus.

(f) The number of representatives from an academic unit shall be determined in accord with the faculty senate bylaws and shall be based upon the most recent faculty census.

(2) At-large representatives.

(a) At-large representatives shall be elected representatives.

(b) The number of the at-large representatives shall be determined in accord with the faculty senate bylaws and shall be based upon the most recent faculty census.

(3) Full-time non-tenure-eligible representatives:

(a) Full-time non-tenure-eligible faculty shall be entitled to representation.

(b) Full-time non-tenure-eligible representatives shall be elected representatives.
(c) The number of representatives for the full-time non-tenure-eligible faculty unit shall be determined in accord with the senate bylaws and shall be based upon the most recent faculty census.

(4) "Ex officio" representatives.

(a) The faculty senate bylaws shall enumerate the titles of those individuals who shall be "ex officio" members of the faculty senate.

(b) "Ex officio" representatives are without vote.

(c) Except where specifically indicated otherwise in this charter or the accompanying bylaws, "ex officio" members share the privileges and responsibilities of elected members.

(D) Elections.

(1) Eligibility for faculty senate membership.

(a) Only tenure-track faculty members and full-time non-tenure-eligible faculty members are eligible for election to the faculty senate.

(b) Tenure track faculty members are full-time faculty members or librarians with indefinite tenure or full-time faculty members or librarians in the probationary period prior to the tenure review. Tenured or tenure-eligible administrators with faculty rank are not considered to be tenure-track faculty members for the purpose of the faculty senate charter and bylaws.

(c) Full-time non-tenure-eligible faculty members are full-time faculty members or full-time librarians who do not hold an appointment in a tenure-track position. Administrators with faculty rank are not considered to be full-time non-tenure-eligible faculty for the purpose of the faculty senate charter and bylaws.

(2) Term of office.

(a) The term of office for an elected representative is three years, except in special circumstances for which the faculty senate bylaws shall make provision.

(b) The faculty senate year shall begin on the first of June and shall end on the thirty-first of May of the following calendar year.

(3) Electorate.
(a) All tenure-track faculty members; full-time non-tenure-eligible faculty members, and full-time administrators with academic rank except for those who have ex officio membership status are entitled to vote in the elections of their assigned academic unit.

(b) All tenure-track faculty members and full-time administrators with academic rank except for those who have ex officio membership status are entitled to vote in the election of at-large representatives.

(c) An annual census of tenure-track faculty members, full-time non-tenure-eligible faculty members, and full-time administrators with academic rank shall be taken in the fall term of each academic year by the provost or designee. The census shall be used to determine the electorate, the number and apportionment of elected representatives, and to identify by name, department, and academic unit all tenure-track faculty members, full-time non-tenure-eligible faculty members, and full-time administrators with academic rank.

(4) Nominations. Candidates for academic unit representative, full-time non-tenure-eligible representative, and at-large representative shall be nominated as specified in the faculty senate bylaws.

(5) Election procedures.

(a) Elections shall be conducted by the secretary of the faculty senate and certified by the vice chair of the faculty senate.

(b) Elections of both academic unit and at-large representatives shall be conducted by the fractional single transferable vote (FSTV) system.

(E) Officers and delegates of the faculty senate.

(1) Election of officers.

(a) Elected officers of the faculty senate shall be elected annually.

(b) Only elected representatives are eligible for election as officers.

(2) Officers. The elected officers of the faculty senate shall be the chair, the vice chair, the secretary, and an at-large member of the executive committee.

(3) Delegates. A "delegate" shall be an official faculty senate representative to another body which is either within or external to the university as defined in paragraphs (B)(5) to (B)(6) of rule 3342-2-06 of the Administrative Code.

(4) Appointed officers. The faculty senate bylaws may define the responsibilities of additional officers who shall be selected by appointment.
(F) Meetings.

(1) Types of meetings.

(a) The faculty senate shall hold regularly scheduled meetings which may be attended by any member of the faculty, administration, or student body, or by other guests upon invitation of the faculty senate.

(b) The faculty senate may hold special meetings which may be closed to nonmembers by the chair of the faculty senate, by the faculty senate executive committee, or by vote of the faculty senate.

(2) Frequency and schedule of meetings. The faculty senate shall schedule at least eight regular meetings per year.

(3) Procedures and rules.

(a) The faculty senate bylaws shall establish rules and procedures under which the faculty senate meetings shall be conducted.

(b) A quorum shall be a simple majority of the elected members. The presence of a quorum is required for the faculty senate to take binding action and to vote on substantive matters.

(c) Meetings of the faculty senate, except where explicitly specified otherwise in the faculty senate charter and bylaws, shall be conducted in accord with “Robert’s Rules of Order Revised.”

(4) Minutes of all regular faculty senate meetings shall be made available to the faculty.

(G) Councils, committees and commissions.

(1) Rights of the faculty senate and definitions.

(a) The faculty senate may establish faculty senate councils. A "faculty senate council" is a permanent body chaired by the president, or the provost, or a faculty senate member appointed by the faculty senate executive committee.

(b) The faculty senate may establish faculty senate committees. A "faculty senate committee" is a permanent body chaired by a faculty member, or an administrative officer other than the president or the provost.

(c) The faculty senate may establish faculty senate commissions. A "faculty senate commission" is a body which is discharged upon completion of a specific responsibility.
(d) A "body of the faculty senate" is any council, committee, or commission so designated by the faculty senate charter or the accompanying bylaws, or established by action of the faculty senate.

(e) Bodies not of the faculty senate whose primary concerns are the total university, as opposed to collegial and departmental matters, shall be referred to as university councils, university committees and university commissions.

(2) Councils of the faculty senate. The educational policies council shall be a body of the faculty senate. The educational policies council shall consider curricular matters of concern to the university as a whole, and shall be the faculty senate body responsible for long-range academic planning for the university. Following discussion and support of the educational policies council, all curricular matters including associate, undergraduate, graduate, certificate, and research programs offered on all campuses are forwarded to the faculty senate for approval.

(a) The educational policies council shall consist of two bodies, one responsible for undergraduate education called the undergraduate council and the other for graduate education called the graduate council.

(b) Issues jointly affecting undergraduate and graduate education will be discussed by the full educational policies council.

(c) The educational policies council and its bodies shall consider curricular matters of concern to the university as a whole, and shall be the faculty senate bodies responsible for long-range academic planning for the university.

(d) The educational policies council and its bodies shall be co-chaired by the provost and the chair of faculty senate.

(3) Committees of the faculty senate.

(a) The faculty senate executive committee shall be a body of the faculty senate.

(b) The professional standards committee shall be a body of the faculty senate.

(c) The committee on administrative officers shall be a body of the faculty senate. The committee on administrative officers shall represent the faculty senate and the faculty in procedures implemented to select or replace the president, the provost, and other academic administrative officers of the university. It shall be available for consultation by the president on other matters involving administrative officers.

(d) The committee on committees shall be a body of the faculty senate.
(e) The faculty ethics committee shall be a body of the faculty senate.

(f) The faculty senate budget advisory committee shall be a body of the faculty senate.

(g) The faculty marshals shall be a body of the faculty senate.

(h) The survey of student instruction review committee shall be a body of the faculty senate.

(i) The university libraries advisory committee shall be a committee of the faculty senate.

(4) Commissions of the faculty senate. The chair of the faculty senate shall establish commissions as needed.

(5) Responsibilities and prerogatives of the faculty senate councils, committees and commissions.

(a) Faculty senate bodies shall carry out charges directed to them by the faculty senate or the chair of the faculty senate.

(b) Faculty senate bodies shall assume responsibilities within their general sphere of interest.

(c) Faculty senate bodies may appoint subcommittees.

(6) University councils, committees, commissions and boards.

(a) The president, in consultation with the committee on committees, shall designate those university councils, committees, commissions and boards to which the faculty senate may appoint one or more senator(s) to full membership. The appointee(s) shall be the faculty senate representative(s) to the body.

(b) Those university councils, committees, commissions, and boards designated positively under paragraph (G)(6)(a) of this rule shall report to the faculty senate upon request.

(c) The faculty senate may recommend responsibilities to university councils, committees, commissions and boards.

(7) Membership of faculty senate bodies shall be provided for in the faculty senate bylaws. Membership of faculty senate bodies shall be determined in accordance with the procedures in the faculty senate bylaws. Membership of faculty senate bodies shall be listed on the faculty senate website.
Additional programs, functions, and responsibilities of the faculty senate may be established.

Amendments.

Proposals to amend the faculty senate charter.

(a) Proposals to amend the faculty senate charter may be submitted to the faculty senate at any regular meeting.

(b) A valid proposal to amend the faculty senate charter must be submitted in writing and must be supported by the handwritten signatures of:

(i) At least ten elected members of the faculty senate, or

(ii) At least twenty-five tenure-track and/or full-time non-tenure-eligible faculty members, or

(iii) The majority of the membership of a charter and bylaws commission appointed by the chair of the faculty senate to prepare proposed amendments.

Votes upon proposed amendments to the faculty senate charter.

(a) The faculty senate shall vote upon a proposed amendment to the faculty senate charter at the regular meeting immediately following the one at which the amendment is introduced.

(b) The secretary of the faculty senate shall circulate a written copy of the proposed amendment to each member of the faculty senate at least two weeks in advance of the meeting at which a vote is to occur.

(c) Written ballots shall be used in votes upon proposed amendments to the faculty senate charter.

(d) Amendments to the faculty senate charter shall require a favorable vote of at least two-thirds of the members of the faculty senate present and qualified to vote.

Proposed faculty senate charter amendments ratified by the faculty senate.

(a) Amendments ratified by the faculty senate shall be submitted to the president and the board for approval.

(b) Amendments approved by the president and the board shall be incorporated into the faculty senate charter.
(c) A veto of a proposed amendment shall be accompanied by a statement expressing reasons for the veto.

(d) An amendment which fails because of a veto may be voted upon again by the faculty senate and, if the vote is favorable, may be submitted to the president and the board a second time.

(4) Proposed faculty senate charter amendments which fail to be ratified by the faculty senate.

(a) A proposed amendment which fails to receive faculty senate approval may be ratified by a vote of the full-time faculty as described in sub-section (c) of paragraph (H)(4) of this rule.

(b) The secretary of the faculty senate shall conduct a referendum on the question of the amendment if a petition requesting a referendum is submitted containing the signatures of at least one hundred tenure-track and/or full-time non-tenure-eligible faculty.

(c) Ratification of a proposed amendment by the full-time faculty shall require a favorable vote of at least two-thirds of the electorate consisting of tenure-track and full-time non-tenure-eligible faculty members eligible and voting.

(d) Amendments ratified by the full-time faculty shall be processed in the same manner as amendments ratified by the faculty senate.

(5) Amendments to the faculty senate bylaws.

(a) Amendments to the faculty senate bylaws shall require a favorable vote of at least two-thirds of the members of the faculty senate present and qualified to vote.

(b) Amendments to the faculty senate bylaws ratified by the faculty senate shall be submitted to the president and the board for approval, with any veto accompanied by a statement expressing reasons for the veto, and, subsequently, the amendment is subject to resubmission by the faculty senate a second time for final disposition.

(6) Effective date for incorporation of amendments into the faculty senate charter and the accompanying bylaws, and for implementation of changes mandated by amendments.

(a) Amendments to the faculty senate charter and the accompanying bylaws are incorporated into said charter and bylaws immediately after approval by the faculty senate, the president, and the board, and pursuant to the
procedures established in section 111.15 of the Revised Code for the filing of new rules, amendments or rescissions.

(b) Changes mandated by incorporation of amendments into said charter and/or bylaws will be implemented immediately, subject to the following understandings and exceptions.

(i) No current member of the faculty senate shall be removed from membership as a consequence of new rules governing number and/or apportionment of representatives. All senators shall serve out their terms.

(ii) When changes in rules increase the number of elected representatives due any constituency, the increase shall be accomplished in the immediately following regularly scheduled election.

(iii) In instances in which application of the principle of immediate implementation introduces ambiguities or creates special problems, the faculty senate shall vote to resolve the points at issue.

(I) Miscellaneous provisions.

(1) Rights of the board of trustees. The board reserves the power to initiate and make changes in this charter or to take other actions in accordance with sections 3341.01 to 3341.06 of the Revised Code or any applicable statute, or rules, directives, or regulations of the Ohio department of higher education.

(2) A member of the faculty senate may be granted a reduced teaching load during the period of this service to the faculty senate. Officers and members of the executive committee of the faculty senate shall be granted reduced teaching loads during the period of their service to the faculty senate.

(3) Delegates to the faculty senate.

(a) All bodies to which the faculty senate has delegates may send delegates to the faculty senate.

(b) The faculty senate may recognize delegates from other bodies.
Policy Effective Date: Nov. 01, 2016
Entitlement and functions of the faculty senate. The entitlement and functions of the faculty senate are specified in the faculty senate charter as included in rule 3342-2-05 of the Administrative Code.

Definitions.

1. "Tenure-track faculty member" denotes a full-time faculty member or librarian with indefinite tenure or a full-time faculty member or librarian in the probationary period prior to the tenure review. Tenured or tenure-eligible administrators with faculty rank are not considered to be tenure-track faculty members for the purpose of the faculty senate charter and bylaws.

2. "Full-time non-tenure-eligible faculty member" denotes a full-time faculty member or full-time librarian who does not hold an appointment in a tenure-track position. Administrators with faculty rank are not considered to be full-time non-tenure-eligible faculty for the purpose of the faculty senate charter and bylaws.

3. “Designee” denotes a person selected or designated to represent a regular member of faculty senate or its councils, committees, commissions, or other bodies should the regular member be unable to fulfill her or his duties for an extended period of time. A designee has all of the privileges and responsibilities of the regular member.

4. “Proxy” denotes a person serving as a temporary substitute for a regular member of one of faculty senate’s councils, committees, commissions, or other bodies in the regular member’s occasional absence. A proxy has all of the privileges and responsibilities of the regular member, except voting.

5. “Delegate of the faculty senate” denotes an official faculty senate representative to another body which is either within or external to the university.

6. “Delegate to the faculty senate” denotes a person designated to represent other bodies at the faculty senate.

7. “Petition” denotes a document calling upon the faculty senate or the entire full-time faculty to take some action. Each copy of a petition shall include the full text of the petition and some number of lines on which a faculty member may indicate his or her support for the preceding petition by

   a. Including his or her handwritten signature or a digital reproduction thereof,

   b. Clearly printing his or her name, and
(c) Indicating the date signed. Although a petition may be circulated as an email attachment, in no case does an email message by itself constitute a petition.

(C) Membership.

(1) Academic and full-time non-tenure-eligible unit representatives.

(a) Each academic unit having at least ten tenure-track faculty members shall be entitled to one representative for the first ten tenure-track faculty members, a second representative for an additional fifty tenure-track faculty members, and one additional representative for each fifty tenure-track faculty members in excess of sixty.

(i) Administrators with faculty rank who are tenured or in the probationary period prior to tenure shall be included in the census of full-time faculty of the academic unit in which they hold academic rank and may vote in the election for that unit. However, administrators with faculty rank who are tenured or in the probationary period prior to tenure may not stand for election to faculty senate.

(ii) Tenure-track faculty and tenured administrators with faculty rank whose responsibilities are exclusively or primarily associated with a regional campus shall be counted in the census of that campus and, with the exception of the college of applied and technical studies, shall not be counted in the census of the university-wide college or school in which they also hold rank.

(iii) The regional college census will show some overlap of individuals who are members of the college of applied and technical studies, as well as faculty on a regional campus. Those individuals are entitled to participation in the election of representatives both from the college of applied and technical studies and from the regional campus.

(iv) If there are tenure-track faculty members or tenured administrators with faculty rank not clearly identified with an academic unit or for whom primary identification is uncertain, such individuals shall each be assigned for purposes of faculty senate representation to a specific academic unit by the provost in consultation with the executive committee of the faculty senate and, if necessary, with the person(s) involved.

(v) Part-time faculty members are not eligible for faculty senate membership or participation in the election of representatives; nor are "visiting" or adjunct faculty, unless the appointment is explicitly
for more than a single academic year of continuing full-time teaching, research, or service as a librarian.

(b) Full-time non-tenure-eligible faculty shall constitute a separate unit and (except as specified in paragraph (C)(1)(d) of this rule) shall not be counted in the census of the college, school or department in which they hold rank, nor in the census of the campus where they have their primary appointment. The full-time non-tenure-eligible faculty will not be included in the overall census for determination of the number of at-large representatives. The non-tenure-eligible faculty unit shall be entitled to one representative for the first ten faculty members, a second representative for an additional fifty faculty members, and one additional representative for each fifty faculty in excess of sixty.

(c) The "faculty head count" compiled by the office of the provost in the fall academic term shall constitute the basis for identification of academic units entitled to representation; the identification of tenure-track faculty and full-time non-tenure-eligible faculty; and the assignment of an individual to a specific college, independent school, regional campus or to the full-time non-tenure-eligible unit. A separate roster of administrators with academic rank shall also be compiled and combined with the "faculty head count" to constitute the census (referenced in paragraph (C)(1)(f) of rule 3342-2-05 of the Administrative Code) for determining the appropriate representation of the academic units.

(d) If an academic unit has fewer than ten tenure-track faculty members, but the total number of full-time faculty members exceeds ten, then the electorate for that unit will consist of all full-time faculty members.

(e) If an academic unit or the full-time non-tenure-eligible unit has fewer than ten members, the unit shall be represented in faculty senate elections through self-determined affiliation with another academic unit. The total number of faculty in the combined units shall determine the number of representatives to be accorded to them.

(2) There shall be one at-large representative for each one hundred members of the tenure-track faculty electorate or the major portion thereof (fifty-one through ninety-nine).

(3) Individuals holding the following positions or their designees shall be "ex officio" members of the faculty senate: the president; the provost and vice presidents; the deans of the colleges and the deans or directors of independent schools; the dean of university libraries; the dean of university college; the dean of graduate studies; and the dean of the honors college.

(4) The chair of the retired faculty association or designee, the chair of the graduate student senate or designee, the executive director of the undergraduate student
senate or designee, an elected representative from the part-time faculty, and a
dependent appointed by the chair-elect of the faculty senate shall be
observers in the faculty senate and have the right of the floor.

(D) Elections.

(1) Term of office.

(a) The term of office of an elected representative shall be three years except in
such instances as provided for in this rule.

(b) If it is known or anticipated that an elected representative will be absent
from, or unable to discharge his or her responsibilities to, the faculty senate
for an entire academic semester (including summer) or longer, the
representative's place on the faculty senate shall be filled during his or her
absence by an alternate. The alternate will serve with full privileges and
responsibilities of an elected representative until the return of the
representative he or she replaces or until the completion of that
representative's term.

(c) The secretary of the faculty senate is responsible for determining whether
an alternate representative is needed and for initiating actions necessary to
implement the appointment.

(d) The faculty senate executive committee shall render decisions when
questions are raised regarding the seating of an alternate representative.

(e) A representative will be replaced by the highest available alternate from the
immediately preceding election held by the electorate which selected the
representative.

(f) If no alternate is available from the most recent senate election in that unit
to replace a representative therefrom, it shall be the responsibility of the
highest elected faculty body of that unit to provide for a representative. For
at-large vacancies the faculty senate shall provide for a representative.

(2) Removal and recall of elected representatives.

(a) When an elected representative has been absent from three consecutive
regular meetings of the faculty senate without provision for temporary
replacement by an alternate (as provided in paragraph (D)(1)(c) of this rule),
the secretary of the senate shall notify the faculty senate executive
committee of this fact and report same in the minutes of the faculty senate.

(b) After reviewing the circumstances and discussing them with the affected
senator, the faculty senate executive committee may recommend that the
senator be removed from office and his or her place in the faculty senate
assumed by the highest available alternate from the most recent election of the academic unit (or at-large), the alternate to serve for the remainder of the term of the removed senator or until the next regular election for faculty senate representatives, whichever comes first.

(c) Removal shall be effected or disapproved by majority vote of members present and voting of the faculty senate at a meeting to which the senator whose removal has been recommended has been invited and availed both the right of the floor and of the vote, to both of which as an elected representative to the faculty senate he or she is entitled.

(d) Upon receipt of a petition containing the valid signatures of full-time faculty members comprising twenty per cent of the eligible electorate of that constituency, the secretary of the faculty senate shall, within thirty days, conduct a special recall election among the electorate of the constituency which selected the senator whose recall is being requested.

(e) A two-thirds majority of eligible faculty voting in the recall election shall effect the removal of the senator, his or her place in the faculty senate to be assumed by the highest available alternate from the most recent faculty senate election of that unit.

(f) If no alternate is available, the faculty senate may advise the executive committee to fill the vacancy in accord with the provisions of paragraph (D)(1) of this rule.

(g) Representatives elected by an academic unit who during their term of office change their assigned academic unit shall be ineligible to complete their elected term, and their place on the senate shall be filled according to the provisions of paragraphs (D)(1)(e) and (D)(1)(f) of this rule.

(3) Rotation of terms.

(a) In order to provide for an appropriate balance between continuity and rotation of faculty senate membership over a three-year cycle of annual elections among academic unit representation, at-large representation, and the faculty senate membership as a whole, the faculty senate executive committee—with the approval of the faculty senate—shall be empowered prior to the first elections conducted under these revised provisions of the faculty senate bylaws and at three-year intervals thereafter to provide for this balance by designating certain specific seats to be filled for a term shorter than three years.

(b) Wherever possible, this shall be effected by designating that the initial multiple-representative academic unit and at-large elections shall be for successively shorter terms, e.g., the first candidate elected under the
fractional single transferable vote system shall serve a full three-year term, the second a two-year term, and so forth.

(c) In effecting a proper distribution of single-representative academic units over a three-year cycle, the designation shall be made by lot with the independent schools and regional campuses grouped separately.

(d) In the implementation of these revised representation and election provisions and procedures, no incumbent senator is to lose his/her seat prior to the normal expiration of the term, nor is any academic unit to be denied or delayed its appropriate representation in the faculty senate.

(4) Nominations.

(a) On the Monday after Thanksgiving the secretary of the senate shall send forms to each tenure-track and full-time non-tenure-eligible faculty member for each of the constituencies for which they are eligible to nominate. Nomination forms are to be submitted to the faculty senate office no later than the end of the fall term.

(b) Nomination forms for a nominee must contain the signature of the nominee and at least two signatures of eligible members of the electorate that the nominee would represent.

(c) A faculty member is eligible to sign no more than one nomination form for an academic unit representative, no more than one nomination form for a full-time non-tenure-eligible representative, and no more than one nomination form for an at-large representative.

(d) In the event that the nominations obtained for unit representatives or at-large representatives total fewer than twice the number of representatives to be elected, the executive committee of the faculty senate shall endeavor to make the necessary nominations to achieve the desired number.

(e) Tenure-track faculty may be nominated either for academic unit representative or for at-large representative, but not both. Full-time non-tenure-eligible faculty may only be nominated for the non-tenure-eligible unit.

(5) Election procedures.

(a) Ballots shall be sent directly to each member of the electorate no later than the third week of the spring term either by physical mail or using electronic means that guarantee the same level of security and anonymity. Each voter shall receive one ballot for each election in which he or she is eligible to vote. In the case of ballots mailed physically, ballots shall be returned to the faculty senate office in a signed and sealed envelope no later than Friday of
the fifth week of the spring term. In the case of electronic ballots, they will be returned by means to a designated web site no later than Friday the fifth week of the spring term.

(b) As a part of these bylaws there shall be appended a description of the fractional single transferable vote (FSTV) system, including a sample ballot and a description of the procedure by which ballots are counted, candidates are declared elected, and defeated nominees are ranked as alternates. If only two candidates are vying for one seat, election shall be by simple majority of the valid ballots cast. Ties will be resolved by the secretary's flip of a coin in the presence of the chair and vice-chair of faculty senate or an equivalent in the online voting system.

(c) The secretary of the faculty senate shall notify all candidates of the election results, no later than Friday of the seventh week of classes of the spring term.

(d) The results of all elections shall be filed and shall become part of the records of the faculty senate.

(E) Officers and delegates.

(1) Election of officers.

(a) In the fifth week of the spring term the chair of the faculty senate shall appoint a nominating committee from the elected membership of the present faculty senate. The committee shall have three members and shall endeavor to have at least two candidates for the offices of chair, vice chair, secretary, and one at-large member of the executive committee from the elected faculty senate membership. The nominating committee shall issue a call for nominations from the full membership of faculty senate. The nominating committee shall not put forward any of its members as candidates. The committee shall determine the best possible slate of candidates willing to serve in advance of entering their names in nomination. The names of nominees shall be circulated to members of the faculty senate-elect no later than seven days prior to the penultimate meeting of the spring term.

(b) Officers of the faculty senate shall be elected at the penultimate meeting of the spring term. Elected representatives of the faculty senate-elect shall be invited to the meeting and shall constitute the electorate. Additional nominations may be made from the floor by members of the electorate. Elections shall be conducted by the FSTV system. Ballots shall be counted by tellers selected by the chair.

(c) Officers shall be elected sequentially in the following order: chair, vice chair, and secretary and at-large member of the executive committee. A defeated candidate may be nominated for another office.
(d) Term of office/vacancy in office.

(i) The term of office for all officers shall be one year. Officers may be re-elected to an office without limitation provided his or her three-year term has not expired.

(ii) In the event of a vacancy in the office of chair, the vice chair accedes to the office of chair and a special election will be held to fill the office of vice chair.

(iii) In the event of a vacancy in any other elected senate office, a special election will be held to fill that office.

(2) Officers and their responsibilities.

(a) Duties of the chair of the faculty senate.

(i) The chair shall preside at regular and special meetings of the faculty senate.

(ii) The chair of the faculty senate shall be the chair of the executive committee.

(iii) The chair or designee shall represent the faculty senate in its external relations, except where these bylaws provide for other representatives. The chair shall be one of the representatives to the Ohio faculty council.

(iv) The chair shall facilitate the legislative action of the faculty senate by monitoring the activities of the faculty senate committees, by serving as a liaison between the faculty senate executive committee and other committees, and by determining that committee proposals and recommendations are brought to the faculty senate in proper form and after due process.

(v) In instances in which faculty senate resolutions are forwarded to individuals or bodies for approval or action, the chair shall deliver the resolutions and be responsible for reporting to the faculty senate the responses of the receiver.

(vi) The chair shall be responsible for the management of the faculty senate office.

(vii) The chair shall be the appointing officer for all appointed positions in the faculty senate, except that after the election of officers in the
spring term, the chair-elect shall be the appointing officer for all appointments for the coming year.

(viii) The chair must approve individual purchases from the faculty senate budget which exceed two hundred fifty dollars.

(ix) The chair shall have such other duties as are assigned by actions of the faculty senate, by the faculty senate charter, or by these bylaws.

(x) The chair of the faculty senate shall have ex officio membership on all faculty senate councils, committees, and commissions.

(b) Duties of the vice chair of the faculty senate.

(i) The vice chair shall preside at meetings of the faculty senate and shall chair the faculty senate executive committee in the absence of the chair.

(ii) The vice chair shall assume all of the duties of the chair of the faculty senate whenever the chair is absent from the campus more than two consecutive weeks.

(iii) The vice chair of the faculty senate shall be the chair of the committee on committees.

(c) Duties of the secretary of the faculty senate.

(i) The secretary shall supervise the preparation and distribution of the faculty senate minutes.

(ii) The secretary shall be the archivist of the faculty senate and shall file all faculty senate correspondence and copies of the minutes of faculty senate committees and other committees reporting to the faculty senate.

(3) Faculty senate delegates.

(a) Duties of delegates.

(i) Delegates shall be the principal agents of communication between the faculty senate and the bodies to which the delegates have been assigned.

(ii) Delegates shall attend the meetings of the groups to which they have been assigned.
(iii) Delegates shall prepare upon request or by their own initiative, oral and/or written reports to be presented to the faculty senate and/or the faculty senate executive committee.

(b) Designation and selection of delegates.

(i) The chair of the faculty senate shall be the delegate to the board of trustees.

(ii) The chair of the faculty senate shall be a member of and the delegate to the president’s advisory council.

(iii) The chair of the faculty senate shall appoint the requisite delegate(s) to serve during his/her term to:

(a) The Ohio faculty council. The chair shall be a delegate to the Ohio faculty council. In addition, the chair shall appoint one additional delegate and one alternate. The appointee and the alternate may be any tenure-track or full-time non-tenure-eligible faculty member.

(b) Appropriate organization(s) of student governance, as requested.

(c) Appropriate organization(s) of the university alumni association, as requested.

(d) The university parents organization(s), as requested.

(e) Such other university or statewide organizations as may request a delegate representing the faculty of the university.

(iv) The chair shall also appoint a member of the tenure-track or full-time non-tenure-eligible faculty, not necessarily a senator, as a faculty representative to the alumni council.

(4) Removal and recall of elected officers.

(a) Upon receipt of a petition containing the valid signatures of faculty senators comprising twenty per cent of the elected membership of faculty senate, the secretary of the faculty senate shall within thirty days conduct a special recall election of the officer whose removal is being requested. If the secretary is the officer whose recall is requested, this special election shall be conducted by another elected officer designated by the chair of faculty senate.
(b) A two-thirds majority of eligible senators voting in the recall election shall effect the removal of the officer. A special election shall be held to elect a replacement.

(F) Meetings.

(1) Types of meetings.

(a) Regular meetings shall be open meetings.

(b) Guests may be invited to closed meetings by the chair of the faculty senate or the faculty senate executive committee or by vote of the faculty senate.

(c) Special meetings may be called by the chair of the faculty senate. The chair shall be obliged to convene the faculty senate whenever one-fifth or more of the members submit a written request for a special meeting.

(2) Frequency and schedule of meetings.

(a) The number of regular meetings in each term shall be at least: fall, four; spring, four. A summer meeting may be called at the discretion of the executive committee.

(b) Regular meetings of the faculty senate shall be scheduled on Mondays, normally the second Monday of each month of the regular academic year during which the university is in session.

(c) If called, a summer meeting shall normally be scheduled the first Monday of the summer III term.

(3) Procedures and rules.

(a) Meetings of the senate, except where explicitly specified otherwise in the faculty senate charter and bylaws, shall be conducted in accord with "Robert's Rules of Order Revised."

(b) Normally, the regular agenda shall be:

(i) Call to order

(ii) Roll call

(iii) Approval of the agenda

(iv) Approval of minutes

(v) Senate chair's remarks
(vi) President/provost’s remarks

(vii) Old business

(viii) New business

(ix) Announcements/statements for the record

(x) Adjournment

(c) The faculty senate executive committee may prepare an agenda which devotes a meeting to discussion, precludes action, and sets aside "Robert's Rules of Order Revised."

(d) Privileges of the floor.

(i) Senators, administrators who are members of the senate, the retired faculty observer, student observers (graduate and undergraduate student senate officers), and the part-time faculty observer shall have the first privilege of the floor.

(ii) Faculty senate delegates to other bodies shall have the privilege of the floor at all regular meetings of the faculty senate.

(iii) A guest or delegate may be recognized if the chair rules that recognition is appropriate. Guests or delegates need not be introduced by a senate member.

(iv) An elected member of the faculty senate who will be absent from a meeting may delegate neither his or her seat nor vote to a proxy.

(e) Voting procedures.

(i) Voice votes shall be the usual voting procedure. Other voting procedures (e.g. show of hands) may be selected at the senate chair’s discretion.

(ii) A request by any member for a secret ballot shall be granted unless a majority of the faculty senate elects to vote in another manner.

(iii) A member may move for a roll call vote. The motion for a roll call vote must be seconded, is not debatable, and must pass by a majority vote.
(iv) Under special circumstances, the faculty senate, or its councils, committees, commissions or other bodies, may conduct electronic votes.

(f) The secretary may require that motions and amendments be submitted in writing.

(4) Minutes, invitations and announcements.

(a) An agenda shall be sent to each member of the faculty senate three working days in advance of regular meetings.

(b) All faculty senate delegates and delegates to the faculty senate from other bodies shall receive invitations and agenda to regular meetings.

(c) The faculty senate, through its chair, shall invite appropriate administrative officers, including the president, to discuss university matters with faculty senate.

(d) A full record of the proceedings of each faculty senate meeting shall be filed in the faculty senate office. An edited set of minutes which preserves the substance of the meeting shall be distributed to members of the faculty senate and to chairs and directors of academic units. At regular intervals, at least once in each academic term, a digest and status report of faculty senate actions shall be distributed to the faculty.

(G) Councils, committees and commissions.

(1) Rights of the faculty senate and definitions. The rights of the faculty senate and definitions with respect to councils, committees and commissions are specified in paragraph (G)(1) of rule 3342-2-05 of the Administrative Code.

(2) Educational policies council.

(a) The educational policies council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, inactivation or significant revisions of academic programs; the establishment or discontinuance of bodies or agencies that are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees, advisory councils or the faculty senate that are related to issues that affect undergraduate and graduate education.

(b) All recommendations of the educational policies council related to long-range academic planning or to the establishment, inactivation or significant
revision of academic policies, programs or bodies shall be submitted to the faculty senate for approval. Proposals for the inactivation or significant revision to an academic program shall be preceded by a program review conducted according to established procedures in the appropriate college.

(c) Business of the educational policies council that normally would not come to the faculty senate floor may, at the option of said council or at the request of the faculty senate, be brought to the floor.

(d) All commissions appointed to consider academic planning for the university shall report to the educational policies council.

(e) The chair of the educational policies council shall appoint a university requirements curriculum committee, which shall be concerned with the Kent core requirements, diversity requirements, writing-intensive requirements and experiential learning requirements. This subcommittee shall report to the educational policies council.

(f) Changes to the composition of the educational policies council membership or changes in the process of selection and appointment of members to the council shall be proposed by the committee on committees and approved by the faculty senate.

(3) Committees of the faculty senate.

(a) Faculty senate executive committee.

(i) The faculty senate executive committee shall be the three officers elected by the faculty senate (chair, vice chair, and secretary), one at-large member elected by the faculty senate, and two senators appointed by the chair-elect prior to the inauguration of his/her term upon consultation with the other officers-elect and with due regard to appropriate representation among the collegial units and curricular divisions of the university. In addition, at the invitation and pleasure of the chair-elect, the immediate past chair may serve as an ex-officio (not voting) member of the executive committee.

(ii) The faculty senate executive committee shall prepare agenda for faculty senate meetings; shall transact routine business for the faculty senate between meetings; shall meet with the president regularly for confidential discussions or consideration of faculty senate business; and shall act for the faculty senate in emergencies. The faculty senate executive committee may assign responsibilities to faculty senate councils, committees, and commissions and determine which recommendations of these bodies require specific faculty senate approval. Individuals may appear before the faculty senate executive committee to make requests or present ideas relevant to the current or potential senate business.
(iii) The executive committee shall meet regularly each term during the academic year and during the summer.

(iv) The secretary of the faculty senate shall be the secretary of the executive committee and shall circulate minutes of meetings to all members of the faculty senate.

(v) Subsequent to the election of officers in the spring term, the chair shall invite members of the executive committee-elect to all meetings of the executive committee.

(b) Professional standards committee.

(i) The professional standards committee shall be concerned with standards and policies encompassing matters such as faculty rank, promotion, appointment, leave, privilege, tenure, and dismissal.

(ii) The professional standards committee shall be concerned with policies and procedures relevant to the evaluation of academic units.

(iii) The professional standards committee shall be concerned with the quality of instruction.

(iv) Changes to the composition of the professional standards committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(c) Committee on administrative officers.

(i) The committee on administrative officers shall interview candidates for the administrative positions within the province of the committee.

(ii) The committee on administrative officers shall establish, within the constraints of the law and of the faculty senate charter and these bylaws, a published set of procedures which shall define the extent and mechanics of its participation in the selection of administrative officers. Before becoming operative, the procedures shall be approved by the faculty senate, the president, and the board.

(iii) The chair of the faculty senate shall be the chair of the committee on administrative officers.
(iv) Changes to the composition of the committee on administrative officers membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(d) Committee on committees.

(i) The committee on committees shall be a resource body for the chair-elect (or chair) of the faculty senate whose responsibility it is to oversee the appointment of the members of all senate committees where the members are not otherwise selected as stipulated by these bylaws, and to appoint the convener thereof where appropriate.

(ii) The committee on committees should propose to the chair-elect or chair of the faculty senate, members and alternates for appointed positions to be filled on all university councils, committees, commissions and boards.

(iii) Essential information on each university and senate body to which the committee on committees nominates members is maintained in a separate document which shall be approved by the committee on committees, in which shall be specified the structure of each group. This catalog of university and senate councils, committees, commissions and boards identifies the body's charge, qualifications of membership, number of members and alternates, term and means of appointment, and the office to which the body reports. Request for alteration of catalog entries may be made by notifying the chair of the committee on committees no later than January first, to be effective the following academic year.

(iv) The committee on committees shall make recommendations regarding the structure and functioning of faculty senate and university councils, committees, commissions and boards.

(v) In the spring term the committee shall make available in summary form information on each group and circulate an interest inventory to all faculty members to determine the committees for which individuals would like to be considered.

(vi) Annual recommendations of faculty members for membership on university councils, committees, commissions and boards shall be completed before the end of the spring term. Prior to the meeting at which recommendations are made, the faculty senate executive committee shall designate those university councils, committees, commissions and boards upon which the faculty senate shall have representation during the coming faculty senate year within the
(vii) Changes to the composition of the committee on committees membership or changes in the process of selection and appointment of members to the committee shall be proposed by the faculty senate executive committee and approved by the faculty senate.

(e) Faculty senate budget advisory committee.

(i) The faculty senate budget advisory committee shall be advisory to the president on matters related to the university budget.

(ii) Changes to the composition of the faculty senate budget advisory committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(f) Faculty ethics committee.

(i) The faculty ethics committee shall serve as a screening and hearing body for any faculty member(s), who wishes to lodge a charge of unethical professional practice against another faculty member. A charge may also be filed against an administrator with faculty rank only in relation to those responsibilities assigned as a faculty member. "Unethical professional practice" is defined as violations of the faculty code of professional ethics (as included in rule 3342-6-17 of the Administrative Code). The ethics committee may also serve as a hearing body for faculty members who wish to request a hearing to respond to charges made against them.

(ii) The operating procedures for the faculty ethics committee shall be developed by the committee subject to approval by the faculty senate.

(iii) Changes to the composition of the faculty ethics committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(g) Faculty marshals

(i) The Faculty Marshals shall be a faculty senate committee charged with acting as observers and liaisons between administration and students during university-wide gatherings and times of possible unrest. As observers, they are important sources of information to Faculty Senate and
the faculty as a whole. They will be trained in coordination with the staff observers, but report to the chair of faculty senate.

(ii) The Senate Executive Committee will select from a pool of volunteers, based on need.

(h) Survey of student instruction review committee

(i) This committee shall bear primary responsibility for curating the list of custom questions used in the Survey of Student Instruction (SSI). The process of curation will allow for modification, removal or addition of list questions. This Committee will also be responsible for preparing an annual summary of SSI participation rates at both the aggregate level and broken down by campus, college, undergraduate versus graduate and online versus traditional delivery. The Committee will also respond to requests from Faculty Senate Executive Committee for any additional information on the SSIs. The committee may make any recommendations to the Faculty Senate Executive Committee specific to the SSIs.

(ii) Changes to the composition of the survey of student instruction review committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(i) University libraries advisory committee

(i) This committee shall advise and make recommendations to the Dean of University Libraries and the Provost regarding the short and long-term operations and planning of University Libraries. Matters within the purview of the committee may include, but are not necessarily limited to, the following: (1) collection development and budgetary issues; (2) service initiatives, evaluating existing services, creating new initiatives; (3) physical facilities (use and planning); and (4) assessment activities.

(ii) Changes to the composition of the university libraries advisory committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(4) Appointments of commissions of the faculty senate. Appointments of members of commissions shall terminate at the end of a faculty senate year. Members may be reappointed if the task of the commission has not been completed.

(5) Responsibilities and prerogatives of the faculty senate councils, committees and commissions.

(a) Meetings.
(i) All faculty senate bodies should meet at least once during each term of the academic year.

(ii) All faculty senate bodies should hold a planning meeting early in the faculty senate year. Each body should submit an outline of proposed activities to the executive committee.

(iii) All bodies shall file a copy of the minutes of their meetings with the faculty senate office.

(b) Facilities and services.

(i) The faculty senate conference room shall be available for meetings of faculty senate bodies.

(ii) Secretarial services of the faculty senate office shall be available to faculty senate bodies. Requests for services shall be directed to the chair of the faculty senate.

(iii) Bodies of the faculty senate may file requests for funds from the faculty senate budget to support their activities.

(iv) A faculty senate body may request that the chair appoint consultants to the body. Consultants will not have voting privileges.

(c) Reports.

(i) Each faculty senate body shall file a report at the end of the faculty senate year summarizing the activities of the body. The chair of the body is responsible for the report.

(ii) Progress reports to the faculty senate may be made orally.

(iii) Reports to the faculty senate which summarize investigations or which embody recommendations shall be submitted in writing.

(iv) Reports which embody major recommendations shall be submitted to the vice chair of the senate prior to presentation at a faculty senate meeting. The vice chair or the executive committee of the faculty senate may request additional work by the body including hearings which permit interested parties to comment upon proposals. Reports to members of the senate shall be circulated in advance of the meeting at which a vote is to occur.

(6) Composition and terms of appointment. Composition and terms of appointments of members of faculty senate councils, committees, and commissions except where
specified elsewhere in the bylaws shall be specified for each group in the catalog of university and senate councils, committees, and commissions.

(7) Membership of faculty senate bodies.

(a) Sizes of faculty senate committees and commissions. Every effort shall be made to keep committees and commissions small except when bodies require a number of permanent subcommittees. A committee or commission with as few as three members is not inappropriate.

(b) Representation on faculty senate bodies.

(i) Faculty senate committees will normally be chaired by members of the faculty senate.

(ii) Faculty senate commissions may be chaired by any member of the faculty.

(iii) Faculty senate committees shall have at least two members of the faculty senate as members of the committee. Other faculty members, students, and alumni may serve as members of the faculty senate bodies.

(iv) A faculty senate commission will normally have at least one member of the faculty senate as a member.

(8) Additional programs, functions, and responsibilities of the faculty senate may be established.
FACULTY SENATE BYLAWS

(A) Entitlement and functions of the faculty senate. The entitlement and functions of the faculty senate are specified in the faculty senate charter as included in rule 3342-2-05 of the Administrative Code.

(B) Definitions.

(1) "Tenure-track faculty member" denotes a full-time faculty member or librarian with indefinite tenure or a full-time faculty member or librarian in the probationary period prior to the tenure review. Tenured or tenure-eligible administrators with faculty rank are not considered to be tenure-track faculty members for the purpose of the faculty senate charter and bylaws.

(2) "Full-time non-tenure-eligible faculty member" denotes a full-time faculty member or full-time librarian who does not hold an appointment in a tenure-track position. Administrators with faculty rank are not considered to be full-time non-tenure-eligible faculty for the purpose of the faculty senate charter and bylaws.

(3) “Designee” denotes a person selected or designated to represent a regular member of faculty senate or its councils, committees, commissions, or other bodies should the regular member be unable to fulfill her or his duties for an extended period of time. A designee has all of the privileges and responsibilities of the regular member.

(4) “Proxy” denotes a person serving as a temporary substitute for a regular member of one of faculty senate’s councils, committees, commissions, or other bodies in the regular member’s occasional absence. A proxy has all of the privileges and responsibilities of the regular member, except voting.

(5) “Delegate of the faculty senate” denotes an official faculty senate representative to another body which is either within or external to the university.

(6) “Delegate to the faculty senate” denotes a person designated to represent other bodies at the faculty senate.

(7) “Petition” denotes a document calling upon the faculty senate or the entire full-time faculty to take some action. Each copy of a petition shall include the full text of the petition and some number of lines on which a faculty member may indicate his or her support for the preceding petition by

   (a) Including his or her handwritten signature or a digital reproduction thereof,

   (b) Clearly printing his or her name, and
(C) Membership.

(1) Academic and full-time non-tenure-eligible unit representatives.

(a) Each academic unit having at least ten tenure-track faculty members shall be entitled to one representative for the first ten tenure-track faculty members, a second representative for an additional fifty tenure-track faculty members, and one additional representative for each fifty tenure-track faculty members in excess of sixty.

(i) Administrators with faculty rank who are tenured or in the probationary period prior to tenure shall be included in the census of full-time faculty of the academic unit in which they hold academic rank and may vote in the election for that unit. However, administrators with faculty rank who are tenured or in the probationary period prior to tenure may not stand for election to faculty senate.

(ii) Tenure-track faculty and tenured administrators with faculty rank whose responsibilities are exclusively or primarily associated with a regional campus shall be counted in the census of that campus and, with the exception of the regional college of applied and technical studies, shall not be counted in the census of the university-wide college or school in which they also hold rank.

(iii) The regional college census will show some overlap of individuals who are members of the regional college of applied and technical studies, as well as faculty on a regional campus. Those individuals are entitled to participation in the election of representatives both from the regional college of applied and technical studies and from the regional campus.

(iv) If there are tenure-track faculty members or tenured administrators with faculty rank not clearly identified with an academic unit or for whom primary identification is uncertain, such individuals shall each be assigned for purposes of faculty senate representation to a specific academic unit by the provost in consultation with the executive committee of the faculty senate and, if necessary, with the person(s) involved.

(v) Part-time faculty members are not eligible for faculty senate membership or participation in the election of representatives; nor are "visiting" or adjunct faculty, unless the appointment is explicitly
for more than a single academic year of continuing full-time teaching, research, or service as a librarian.

(b) Full-time non-tenure-eligible faculty shall constitute a separate unit and (except as specified in paragraph (C)(1)(d) of this rule) shall not be counted in the census of the college, school or department in which they hold rank, nor in the census of the campus where they have their primary appointment. The full-time non-tenure-eligible faculty will not be included in the overall census for determination of the number of at-large representatives. The non-tenure-eligible faculty unit shall be entitled to one representative for the first ten faculty members, a second representative for an additional fifty faculty members, and one additional representative for each fifty faculty in excess of sixty.

(c) The "faculty head count" compiled by the office of the provost in the fall academic term shall constitute the basis for identification of academic units entitled to representation; the identification of tenure-track faculty and full-time non-tenure-eligible faculty; and the assignment of an individual to a specific college, independent school, regional campus or to the full-time non-tenure-eligible unit. A separate roster of administrators with academic rank shall also be compiled and combined with the "faculty head count" to constitute the census (referenced in paragraph (C)(1)(f) of rule 3342-2-05 of the Administrative Code) for determining the appropriate representation of the academic units.

(d) If an academic unit has fewer than ten tenure-track faculty members, but the total number of full-time faculty members exceeds ten, then the electorate for that unit will consist of all full-time faculty members.

(e) If an academic unit or the full-time non-tenure-eligible unit has fewer than ten members, the unit shall be represented in faculty senate elections through self-determined affiliation with another academic unit. The total number of faculty in the combined units shall determine the number of representatives to be accorded to them.

(2) There shall be one at-large representative for each one hundred members of the tenure-track faculty electorate or the major portion thereof (fifty-one through ninety-nine).

(3) Individuals holding the following positions or their designees shall be "ex officio" members of the faculty senate: the president; the provost and vice presidents; the deans of the colleges and the deans or directors of independent schools; the dean of university libraries; the dean of university college; the dean of graduate studies; and the dean of the honors college.

(4) The chair of the retired faculty association or designee, the chair of the graduate student senate or designee, the executive director of the undergraduate student
senate or designee, an elected representative from the part-time faculty, and a parliamentarian appointed by the chair-elect of the faculty senate shall be observers in the faculty senate and have the right of the floor.

(D) Elections.

(1) Term of office.

(a) The term of office of an elected representative shall be three years except in such instances as provided for in this rule.

(b) If it is known or anticipated that an elected representative will be absent from, or unable to discharge his or her responsibilities to, the faculty senate for an entire academic semester (including summer) or longer, the representative's place on the faculty senate shall be filled during his or her absence by an alternate. The alternate will serve with full privileges and responsibilities of an elected representative until the return of the representative he or she replaces or until the completion of that representative's term.

(c) The secretary of the faculty senate is responsible for determining whether an alternate representative is needed and for initiating actions necessary to implement the appointment.

(d) The faculty senate executive committee shall render decisions when questions are raised regarding the seating of an alternate representative.

(e) A representative will be replaced by the highest available alternate from the immediately preceding election held by the electorate which selected the representative.

(f) If no alternate is available from the most recent senate election in that unit to replace a representative therefrom, it shall be the responsibility of the highest elected faculty body of that unit to provide for a representative. For at-large vacancies the faculty senate shall provide for a representative.

(2) Removal and recall of elected representatives.

(a) When an elected representative has been absent from three consecutive regular meetings of the faculty senate without provision for temporary replacement by an alternate (as provided in paragraph (D)(1)(c) of this rule), the secretary of the senate shall notify the faculty senate executive committee of this fact and report same in the minutes of the faculty senate.

(b) After reviewing the circumstances and discussing them with the affected senator, the faculty senate executive committee may recommend that the senator be removed from office and his or her place in the faculty senate
assumed by the highest available alternate from the most recent election of the academic unit (or at-large), the alternate to serve for the remainder of the term of the removed senator or until the next regular election for faculty senate representatives, whichever comes first.

(c) Removal shall be effected or disapproved by majority vote of members present and voting of the faculty senate at a meeting to which the senator whose removal has been recommended has been invited and availed both the right of the floor and of the vote, to both of which as an elected representative to the faculty senate he or she is entitled.

(d) Upon receipt of a petition containing the valid signatures of full-time faculty members comprising twenty per cent of the eligible electorate of that constituency, the secretary of the faculty senate shall, within thirty days, conduct a special recall election among the electorate of the constituency which selected the senator whose recall is being requested.

(e) A two-thirds majority of eligible faculty voting in the recall election shall effect the removal of the senator, his or her place in the faculty senate to be assumed by the highest available alternate from the most recent faculty senate election of that unit.

(f) If no alternate is available, the faculty senate may advise the executive committee to fill the vacancy in accord with the provisions of paragraph (D)(1) of this rule.

(g) Representatives elected by an academic unit who during their term of office change their assigned academic unit shall be ineligible to complete their elected term, and their place on the senate shall be filled according to the provisions of paragraphs (D)(1)(e) and (D)(1)(f) of this rule.

(3) Rotation of terms.

(a) In order to provide for an appropriate balance between continuity and rotation of faculty senate membership over a three-year cycle of annual elections among academic unit representation, at-large representation, and the faculty senate membership as a whole, the faculty senate executive committee—with the approval of the faculty senate—shall be empowered prior to the first elections conducted under these revised provisions of the faculty senate bylaws and at three-year intervals thereafter to provide for this balance by designating certain specific seats to be filled for a term shorter than three years.

(b) Wherever possible, this shall be effected by designating that the initial multiple-representative academic unit and at-large elections shall be for successively shorter terms, e.g., the first candidate elected under the
fractional single transferable vote system shall serve a full three-year term, the second a two-year term, and so forth.

(c) In effecting a proper distribution of single-representative academic units over a three-year cycle, the designation shall be made by lot with the independent schools and regional campuses grouped separately.

(d) In the implementation of these revised representation and election provisions and procedures, no incumbent senator is to lose his/her seat prior to the normal expiration of the term, nor is any academic unit to be denied or delayed its appropriate representation in the faculty senate.

(4) Nominations.

(a) On the Monday after Thanksgiving the secretary of the senate shall send forms to each tenure-track and full-time non-tenure-eligible faculty member for each of the constituencies for which they are eligible to nominate. Nomination forms are to be submitted to the faculty senate office no later than the end of the fall term.

(b) Nomination forms for a nominee must contain the signature of the nominee and at least two signatures of eligible members of the electorate that the nominee would represent.

(c) A faculty member is eligible to sign no more than one nomination form for an academic unit representative, no more than one nomination form for a full-time non-tenure-eligible representative, and no more than one nomination form for an at-large representative.

(d) In the event that the nominations obtained for unit representatives or at-large representatives total fewer than twice the number of representatives to be elected, the executive committee of the faculty senate shall endeavor to make the necessary nominations to achieve the desired number.

(e) Tenure-track faculty may be nominated either for academic unit representative or for at-large representative, but not both. Full-time non-tenure-eligible faculty may only be nominated for the non-tenure-eligible unit.

(5) Election procedures.

(a) Ballots shall be sent directly to each member of the electorate no later than the third week of the spring term either by physical mail or using electronic means that guarantee the same level of security and anonymity. Each voter shall receive one ballot for each election in which he or she is eligible to vote. In the case of ballots mailed physically, ballots shall be returned to the faculty senate office in a signed and sealed envelope no later than Friday of
the fifth week of the spring term. In the case of electronic ballots, they will be returned by means to a designated web site no later than Friday the fifth week of the spring term.

(b) As a part of these bylaws there shall be appended a description of the fractional single transferable vote (FSTV) system, including a sample ballot and a description of the procedure by which ballots are counted, candidates are declared elected, and defeated nominees are ranked as alternates. If only two candidates are vying for one seat, election shall be by simple majority of the valid ballots cast. Ties will be resolved by the secretary's flip of a coin in the presence of the chair and vice-chair of faculty senate or an equivalent in the online voting system. Ties will be resolved by the secretary's flip of a coin in the presence of the faculty senate executive committee.

(c) The secretary of the faculty senate shall notify all candidates of the election results, no later than Friday of the seventh week of classes of the spring term.

(d) The results of all elections shall be filed and shall become part of the records of the faculty senate.

(E) Officers and delegates.

(1) Election of officers.

(a) In the fifth week of the spring term the chair of the faculty senate shall appoint a nominating committee from the elected membership of the present faculty senate. The committee shall have three members and shall prepare slates of endeavor to have at least two candidates for the offices of chair, vice chair, secretary, and one at-large member of the executive committee from the elected faculty senate membership. The nominating committee shall issue a call for nominations from the full membership of faculty senate. The nominating committee shall not put forward any of its members as candidates. The committee shall determine the best possible slate of candidates willing to serve in advance of entering their names in nomination. The names of nominees shall be circulated to members of the faculty senate-elect no later than seven days prior to the penultimate meeting of the spring term.

(b) Officers of the faculty senate shall be elected at the penultimate meeting of the spring term. Elected representatives of the faculty senate-elect shall be invited to the meeting and shall constitute the electorate. Additional nominations may be made from the floor by members of the electorate. Elections shall be conducted by the FSTV system. Ballots shall be counted by tellers selected by the chair.
(c) Officers shall be elected sequentially in the following order: chair, vice chair, and secretary and at-large member of the executive committee. A defeated candidate may be nominated for another office.

(d) Term of office/vacancy in office.

(i) The term of office for all officers shall be one year. Officers may be re-elected to an office without limitation provided his or her three-year term has not expired.

(ii) In the event of a vacancy in the office of chair, the vice chair accedes to the office of chair and a special election will be held to fill the office of vice chair.

(iii) In the event of a vacancy in any other elected senate office, a special election will be held to fill that office.

(2) Officers and their responsibilities.

(a) Duties of the chair of the faculty senate.

(i) The chair shall preside at regular and special meetings of the faculty senate.

(ii) The chair of the faculty senate shall be the chair of the executive committee.

(iii) The chair or designee shall represent the faculty senate in its external relations, except where these bylaws provide for other representatives. The chair shall be one of the representatives to the Ohio faculty council.

(iv) The chair shall facilitate the legislative action of the faculty senate by monitoring the activities of the faculty senate committees, by serving as a liaison between the faculty senate executive committee and other committees, and by determining that committee proposals and recommendations are brought to the faculty senate in proper form and after due process.

(v) In instances in which faculty senate resolutions are forwarded to individuals or bodies for approval or action, the chair shall deliver the resolutions and be responsible for reporting to the faculty senate the responses of the receiver.

(vi) The chair shall be responsible for the management of the faculty senate office.
(vii) The chair shall be the appointing officer for all appointed positions in the faculty senate, except that after the election of officers in the spring term, the chair-elect shall be the appointing officer for all appointments for the coming year.

(viii) The chair must approve individual purchases from the faculty senate budget which exceed two hundred fifty dollars.

(ix) The chair shall have such other duties as are assigned by actions of the faculty senate, by the faculty senate charter, or by these bylaws.

(x) The chair of the faculty senate shall have ex officio membership on all faculty senate councils, committees, and commissions.

(b) Duties of the vice chair of the faculty senate.

(i) The vice chair shall preside at meetings of the faculty senate and shall chair the faculty senate executive committee in the absence of the chair.

(ii) The vice chair shall assume all of the duties of the chair of the faculty senate whenever the chair is absent from the campus more than two consecutive weeks.

(iii) The vice chair of the faculty senate shall be the chair of the committee on committees.

(c) Duties of the secretary of the faculty senate.

(i) The secretary shall supervise the preparation and distribution of the faculty senate minutes.

(ii) The secretary shall be the archivist of the faculty senate and shall file all faculty senate correspondence and copies of the minutes of faculty senate committees and other committees reporting to the faculty senate.

(3) Faculty senate delegates.

(a) Duties of delegates.

(i) Delegates shall be the principal agents of communication between the faculty senate and the bodies to which the delegates have been assigned.

(ii) Delegates shall attend the meetings of the groups to which they have been assigned.
(iii) Delegates shall prepare upon request or by their own initiative, oral and/or written reports to be presented to the faculty senate and/or the faculty senate executive committee.

(b) Designation and selection of delegates.

(i) The chair of the faculty senate shall be the delegate to the board of trustees.

(ii) The chair of the faculty senate shall be a member of and the delegate to the president’s advisory council.

(iii) The chair of the faculty senate shall appoint the requisite delegate(s) to serve during his/her term to:

(a) The Ohio faculty council. The chair shall be a delegate to the Ohio faculty council. In addition, the chair shall appoint one additional delegate and one alternate. The appointee and the alternate may be any tenure-track or full-time non-tenure-eligible faculty member.

(b) Appropriate organization(s) of student governance, as requested.

(c) Appropriate organization(s) of the university alumni association, as requested.

(d) The university parents organization(s), as requested.

(e) Such other university or statewide organizations as may request a delegate representing the faculty of the university.

(iv) The chair shall also appoint a member of the tenure-track or full-time non-tenure-eligible faculty, not necessarily a senator, as a faculty representative to the alumni council.

(4) Removal and recall of elected officers.

(a) Upon receipt of a petition containing the valid signatures of faculty senators comprising twenty per cent of the elected membership of faculty senate, the secretary of the faculty senate shall within thirty days conduct a special recall election of the officer whose removal is being requested. If the secretary is the officer whose recall is requested, this special election shall be conducted by another elected officer designated by the chair of faculty senate.
(b) A two-thirds majority of eligible senators voting in the recall election shall effect the removal of the officer. A special election shall be held to elect a replacement.

(F) Meetings.

(1) Types of meetings.

(a) Regular meetings shall be open meetings.

(b) Guests may be invited to closed meetings by the chair of the faculty senate or the faculty senate executive committee or by vote of the faculty senate.

(c) Special meetings may be called by the chair of the faculty senate. The chair shall be obliged to convene the faculty senate whenever one-fifth or more of the members submit a written request for a special meeting.

(2) Frequency and schedule of meetings.

(a) The number of regular meetings in each term shall be at least: fall, four; spring, four. A summer meeting may be called at the discretion of the executive committee.

(b) Regular meetings of the faculty senate shall be scheduled on Mondays, normally the second Monday of each month of the regular academic year during which the university is in session.

(c) If called, a summer meeting shall normally be scheduled the first Monday of the summer III term.

(3) Procedures and rules.

(a) Meetings of the senate, except where explicitly specified otherwise in the faculty senate charter and bylaws, shall be conducted in accord with "Robert's Rules of Order Revised."

(b) Normally, the regular agenda shall be:

(i) Call to order

(ii) Roll call

(iii) Approval of the agenda

(iv) Approval of minutes

(v) Senate chair’s remarks
(vi) President/provost’s remarks

(vii) Old business

(viii) New business

(ix) Announcements/statements for the record

(x) Adjournment

(c) The faculty senate executive committee may prepare an agenda which devotes a meeting to discussion, precludes action, and sets aside "Robert's Rules of Order Revised."

(d) Privileges of the floor.

(i) Members of the faculty senate, and student or retired faculty observers, shall have first privilege of the floor. Senators, administrators who are members of the senate, the retired faculty observer, student observers (graduate and undergraduate student senate officers), and the part-time faculty observer shall have the first privilege of the floor.

(ii) Faculty senate delegates to other bodies shall have the privilege of the floor at all regular meetings of the faculty senate.

(iii) A guest or delegate may be recognized if the chair rules that recognition is appropriate. Guests or delegates need not be introduced by a senate member.

(iv) An elected member of the faculty senate who will be absent from a meeting may delegate neither his or her seat nor vote to a proxy.

(e) Voting procedures.

(i) Voice votes shall be the usual voting procedure. Other voting procedures (e.g. show of hands) may be selected at the senate chair’s discretion.

(ii) A request by any member for a secret ballot shall be granted unless a majority of the faculty senate elects to vote in another manner.

(iii) A member may move for a roll call vote. The motion for a roll call vote must be seconded, is not debatable, and must pass by a majority vote.
(iv) Under special circumstances, the faculty senate, or its councils, committees, commissions or other bodies, may conduct electronic votes.

(f) The secretary may require that motions and amendments be submitted in writing.

(4) Minutes, invitations and announcements.

(a) An agenda shall be sent to each member of the faculty senate three working days in advance of regular meetings.

(b) All faculty senate delegates and delegates to the faculty senate from other bodies shall receive invitations and agenda to regular meetings.

(c) The faculty senate, through its chair, shall invite appropriate administrative officers, including the president, to discuss university matters with faculty senate.

(d) A full record of the proceedings of each faculty senate meeting shall be filed in the faculty senate office. An edited set of minutes which preserves the substance of the meeting shall be distributed to members of the faculty senate and to chairs and directors of academic units. At regular intervals, at least once in each academic term, a digest and status report of faculty senate actions shall be distributed to the faculty.

(G) Councils, committees and commissions.

(1) Rights of the faculty senate and definitions. The rights of the faculty senate and definitions with respect to councils, committees and commissions are specified in paragraph (G)(1) of rule 3342-2-05 of the Administrative Code.

(2) Educational policies council.

(a) The educational policies council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, inactivation or significant revisions of academic programs; the establishment or discontinuance of bodies or agencies that are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees, advisory councils or the faculty senate that are related to issues that affect undergraduate and graduate education.

(b) All recommendations of the educational policies council related to long-range academic planning or to the establishment, inactivation or significant
revision of academic policies, programs or bodies shall be submitted to the faculty senate for approval. Proposals for the inactivation or significant revision to an academic program shall be preceded by a program review conducted according to established procedures in the appropriate college.

(c) Business of the educational policies council that normally would not come to the faculty senate floor may, at the option of said council or at the request of the faculty senate, be brought to the floor.

(d) All commissions appointed to consider academic planning for the university shall report to the educational policies council.

(e) The chair of the educational policies council shall appoint a university requirements curriculum committee, which shall be concerned with the Kent core requirements, diversity requirements, writing-intensive requirements and experiential learning requirements. This subcommittee shall report to the educational policies council.

(f) Changes to the composition of the educational policies council membership or changes in the process of selection and appointment of members to the council shall be proposed by the committee on committees and approved by the faculty senate.

-------------
(a) Composition.

------------- (i) The educational policies council shall consist of two bodies, one responsible for undergraduate education called the undergraduate council and the other responsible for graduate education called the graduate council. Issues jointly affecting undergraduate and graduate education will be discussed at a meeting of the full educational policies council.

------------- (b) Function.

------------- (i) The educational policies council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate.

------------- (ii) The undergraduate council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial
curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuation of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate related to issues that impact undergraduate education.

(iii) The graduate council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate related to issues that impact graduate education.

(c) Division of labor.

(i) All recommendations of the educational policies council related to long-range academic planning or to the establishment, discontinuance, or major alteration of programs or bodies shall be submitted to the faculty senate for approval. Proposals for the discontinuance or major alteration of an academic program shall be preceded by a program review conducted according to established procedures.

(ii) Business of the educational policies council which normally would not come to the faculty senate floor may, at the option of said council or at the request of the faculty senate, be brought to the floor.

(iii) All commissions appointed to consider academic planning for the university shall report to the educational policies council.

(iv) The co-chairs of the educational policies council shall appoint a university requirements curriculum committee which shall be concerned with the liberal education requirements, the diversity requirements, and the writing intensive requirements. This subcommittee shall report to the undergraduate council.
(d) Voting.

(i) "Ex officio" members shall have vote and shall consist of those who are "ex officio" members of the undergraduate council and/or the graduate council.

(ii) "Ex officio" members on the undergraduate council shall have vote and shall be the senior vice president for academic affairs and provost; the dean of the university college; the dean or his/her designee from each of the academic colleges; the dean of the honors college; the dean or director or his/her designee in each independent school; the dean of university libraries or his/her designee; and the chair of the faculty senate or his/her designee.

(iii) "Ex officio" members on the graduate council shall have vote and shall be the senior vice president for academic affairs and provost; the dean of graduate studies; the associate dean for graduate affairs or his/her designee in each of the academic colleges or independent schools with graduate programs; the dean of university libraries or his/her designee; and the chair of the faculty senate or his/her designee. In any degree-granting unit without an associate dean for graduate affairs, that position on the graduate council shall be filled by the administrator or faculty member with administrative responsibility for graduate affairs in that unit or his/her designee.

(iv) There is no voting by proxy.

(e) From the elected representatives on the faculty senate, the chair-elect shall appoint ten senators to membership on the educational policies council with due regard for representation by curricular units of the university. Five senators will be appointed to the undergraduate council and five senators with full graduate faculty status within their respective units will be appointed to the graduate council.

(f) One elected member of each college curriculum body shall be elected by these bodies to membership on the undergraduate council.

(g) To ensure representation from among the university’s graduate coordinators, one member of each college graduate coordinating body shall be elected by these bodies to membership on the graduate council. The faculty member must be a full member of the graduate faculty within their respective academic unit.

(h) The chair-elect shall appoint additional tenure-track faculty to membership on the educational policies council with due regard for representation by curricular units of the university as needed so that the faculty membership equals the "ex officio" membership.
(i) One undergraduate student appointed by the undergraduate student senate and one graduate student appointed by the graduate student senate shall serve as observers to the educational policies council with rights of participation but without a vote. The undergraduate student shall also be a member of the undergraduate council and the graduate student shall also be a member of the graduate council.

(j) The educational policies council shall meet at least once during each term of the academic year.

(k) The undergraduate and graduate councils shall each meet at least three times during each term of the academic year.

(l) Agendas, minutes and attachments of the meetings of the educational policies council and its two bodies shall be distributed to each other as well as to members of the faculty senate.

(3) Committees of the faculty senate.

(a) Faculty senate executive committee.

(i) The faculty senate executive committee shall be the three officers elected by the faculty senate (chair, vice chair, and secretary), one at-large member elected by the faculty senate, and two senators appointed by the chair-elect prior to the inauguration of his/her term upon consultation with the other officers-elect and with due regard to appropriate representation among the collegial units and curricular divisions of the university. In addition, at the invitation and pleasure of the chair-elect, the immediate past chair may serve as an ex-officio (not voting) member of the executive committee.

(ii) The faculty senate executive committee shall prepare agenda for faculty senate meetings; shall transact routine business for the faculty senate between meetings; shall meet with the president regularly for confidential discussions or consideration of faculty senate business; and shall act for the faculty senate in emergencies. The faculty senate executive committee may assign responsibilities to faculty senate councils, committees, and commissions and determine which recommendations of these bodies require specific faculty senate approval. Individuals may appear before the faculty senate executive committee to make requests or present ideas relevant to the current or potential senate business.

(iii) The executive committee shall meet regularly each term during the academic year and during the summer.
(iv) The secretary of the faculty senate shall be the secretary of the executive committee and shall circulate minutes of meetings to all members of the faculty senate.

(v) Subsequent to the election of officers in the spring term, the chair shall invite members of the executive committee-elect to all meetings of the executive committee.

(b) Professional standards committee.

(i) The professional standards committee shall be concerned with standards and policies encompassing matters such as faculty rank, promotion, appointment, leave, privilege, tenure, and dismissal.

(ii) The professional standards committee shall be concerned with policies and procedures relevant to the evaluation of academic units.

(iii) The professional standards committee shall be concerned with the quality of instruction.

(iv) Changes to the composition of the professional standards committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(c) Committee on administrative officers.

(i) The committee on administrative officers shall interview candidates for the administrative positions within the province of the committee.

(ii) The committee on administrative officers shall establish, within the constraints of the law and of the faculty senate charter and these bylaws, a published set of procedures which shall define the extent and mechanics of its participation in the selection of administrative officers. Before becoming operative, the procedures shall be approved by the faculty senate, the president, and the board.

(iii) The chair of the faculty senate shall be the chair of the committee on administrative officers.

(iv) Changes to the composition of the committee on administrative officers membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.
(iv) The committee on administrative officers shall consist of twelve members including the chair of the faculty senate; the vice chair of the faculty senate; six members of the faculty at least three of whom are members of the faculty senate elected by the faculty senate; two deans elected by the academic deans; and two students, one undergraduate student appointed by the undergraduate student senate and one graduate student appointed by the graduate student senate.

(d) Committee on committees.

(i) The committee on committees shall be a resource body for the chair-elect (or chair) of the faculty senate whose responsibility it is to oversee the appointment of the members of all senate committees where the members are not otherwise selected as stipulated by these bylaws, and to appoint the convener thereof where appropriate.

(ii) The committee on committees should propose to the chair-elect or chair of the faculty senate, members and alternates for appointed positions to be filled on all university councils, committees, commissions and boards.

(iii) Essential information on each university and senate body to which the committee on committees nominates members is maintained in a separate document which shall be approved by the committee on committees, in which shall be specified the structure of each group. This catalog of university and senate councils, committees, commissions and boards identifies the body’s charge, qualifications of membership, number of members and alternates, term and means of appointment, and the office to which the body reports. Request for alteration of catalog entries may be made by notifying the chair of the committee on committees no later than January first, to be effective the following academic year.

(iv) The committee on committees shall make recommendations regarding the structure and functioning of faculty senate and university councils, committees, commissions and boards.

(v) The vice chair of the faculty senate shall be chair of the committee on committees.

(vi) The faculty senate executive committee shall appoint the members of the committee on committees, at least two of whom shall be members of the faculty senate.
(vii) The president or a designee shall be an ex officio member of the committee with vote.

(viii) In the spring term the committee shall make available in summary form information on each group and circulate an interest inventory to all faculty members to determine the committees for which individuals would like to be considered.

(ix) Annual recommendations of faculty members for membership on university councils, committees, commissions and boards shall be completed before the end of the spring term. Prior to the meeting at which recommendations are made, the faculty senate executive committee shall designate those university councils, committees, commissions and boards upon which the faculty senate shall have representation during the coming faculty senate year within the term of faculty senate, paragraph (G)(6)(a) of the faculty senate charter as provided for in rule 3342-2-05 of the Administrative Code.

(vii) Changes to the composition of the committee on committees membership or changes in the process of selection and appointment of members to the committee shall be proposed by the faculty senate executive committee and approved by the faculty senate.

(e) Faculty senate budget advisory committee. The faculty senate budget advisory committee shall be advisory to the president on matters related to the university budget.

(i) The faculty senate budget advisory committee shall be advisory to the president on matters related to the university budget.

(ii) Changes to the composition of the faculty senate budget advisory committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(f) Faculty ethics committee.

(i) The faculty ethics committee shall serve as a screening and hearing body for any faculty member(s), who wishes to lodge a charge of unethical professional practice against another faculty member. A charge may also be filed against an administrator with faculty rank only in relation to those responsibilities assigned as a faculty member. "Unethical professional practice" is defined as violations of the faculty code of professional ethics (as included in rule 3342-6-17 of the Administrative Code). The ethics committee may also serve as
a hearing body for faculty members who wish to request a hearing to respond to charges made against them.

(ii) Procedures for establishment and membership of the faculty ethics committee shall be established by the committee on committees subject to approval by the faculty senate.

(iii) The operating procedures for the faculty ethics committee shall be developed by the committee subject to approval by the faculty senate.

(iii) Changes to the composition of the faculty ethics committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(g) Faculty marshals

(i) The Faculty Marshals shall be a faculty senate committee charged with acting as observers and liaisons between administration and students during university-wide gatherings and times of possible unrest. As observers, they are important sources of information to Faculty Senate and the faculty as a whole. They will be trained in coordination with the staff observers, but report to the chair of faculty senate.

(ii) The Senate Executive Committee will select from a pool of volunteers, based on need.

(h) Survey of student instruction review committee

(i) This committee shall bear primary responsibility for curating the list of custom questions used in the Survey of Student Instruction (SSI). The process of curation will allow for modification, removal or addition of list questions. This Committee will also be responsible for preparing an annual summary of SSI participation rates at both the aggregate level and broken down by campus, college, undergraduate versus graduate and online versus traditional delivery. The Committee will also respond to requests from Faculty Senate Executive Committee for any additional information on the SSIs. The committee may make any recommendations to the Faculty Senate Executive Committee specific to the SSIs.

(ii) Changes to the composition of the survey of student instruction review committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(i) University libraries advisory committee
(i) This committee shall advise and make recommendations to the Dean of University Libraries and the Provost regarding the short and long-term operations and planning of University Libraries. Matters within the purview of the committee may include, but are not necessarily limited to, the following: (1) collection development and budgetary issues; (2) service initiatives, evaluating existing services, creating new initiatives; (3) physical facilities (use and planning); and (4) assessment activities.

(ii) Changes to the composition of the university libraries advisory committee membership or changes in the process of selection and appointment of members to the committee shall be proposed by the committee on committees and approved by the faculty senate.

(4) Appointments of commissions of the faculty senate. Appointments of members of commissions shall terminate at the end of a faculty senate year. Members may be reappointed if the task of the commission has not been completed.

(5) Responsibilities and prerogatives of the faculty senate councils, committees and commissions.

(a) Meetings.

(i) All faculty senate bodies should meet at least once during each term of the academic year.

(ii) All faculty senate bodies should hold a planning meeting early in the faculty senate year. Each body should submit an outline of proposed activities to the executive committee.

(iii) All bodies shall file a copy of the minutes of their meetings with the faculty senate office.

(b) Facilities and services.

(i) The faculty senate conference room shall be available for meetings of faculty senate bodies.

(ii) Secretarial services of the faculty senate office shall be available to faculty senate bodies. Requests for services shall be directed to the chair of the faculty senate.

(iii) Bodies of the faculty senate may file requests for funds from the faculty senate budget to support their activities.

(iv) A faculty senate body may request that the chair appoint consultants to the body. Consultants will not have voting privileges.
(c) Reports.

(i) Each faculty senate body shall file a report at the end of the faculty senate year summarizing the activities of the body. The chair of the body is responsible for the report.

(ii) Progress reports to the faculty senate may be made orally.

(iii) Reports to the faculty senate which summarize investigations or which embody recommendations shall be submitted in writing.

(iv) Reports which embody major recommendations shall be submitted to the vice chair of the senate prior to presentation at a faculty senate meeting. The vice chair or the executive committee of the faculty senate may request additional work by the body including hearings which permit interested parties to comment upon proposals. Reports to members of the senate shall be circulated in advance of the meeting at which a vote is to occur.

(6) Composition and terms of appointment. Composition and terms of appointments of members of faculty senate councils, committees, and commissions except where specified elsewhere in the bylaws shall be specified for each group in the catalog of university and senate councils, committees, and commissions.

(7) Membership of faculty senate bodies.

(a) Sizes of faculty senate committees and commissions. Every effort shall be made to keep committees and commissions small except when bodies require a number of permanent subcommittees. A committee or commission with as few as three members is not inappropriate.

(b) Representation on faculty senate bodies.

(i) Faculty senate committees will normally be chaired by members of the faculty senate.

(ii) Faculty senate commissions may be chaired by any member of the faculty.

(iii) Faculty senate committees shall have at least two members of the faculty senate as members of the committee. Other faculty members, students, and alumni may serve as members of the faculty senate bodies.

(iv) A faculty senate commission will normally have at least one member of the faculty senate as a member.
(8) Additional programs, functions, and responsibilities of the faculty senate may be established.

Policy Effective Date: Nov. 01, 2016
Faculty Senate Executive Committee
Minutes of the Meeting
March 11, 2020

Present: Pamela Grimm (Chair), Robin Vande Zande (Vice Chair), Ed Dauterich (Secretary), Tracy Laux (At-Large), Denice Sheehan (Appointed), Molly Wang (Appointed)

Not Present:

Guests Present: President Interim Provost Tankersley, Dean Tondiglia

1. Call to Order

Chair Grimm called the meeting to order at 2:48 p.m. in the Urban Conference Room on the 2nd floor of the library.

2. Review Topics for the President and Interim Provost

The executive committee will talk about academic continuity considering the coronavirus situation.

3. Approval of Executive Committee Minutes of February 19, 2020

A motion was made and seconded to approve the minutes (Sheehan/Vande Zande). The minutes were approved as written.

4. (3:00) Meet with President Diacon and Interim Provost Tankersley

President Diacon let us know that Governor DeWine made decisions about closing schools based on when Spring Break happened and how prepared universities were to make the change. Kent State, Ohio State, Toledo, and Cincinnati had done the most planning. Governor DeWine laid out the case for why we needed to close, and Kent State’s upper administration agreed to do so. One Stop will be handling all of the questions as a centralized contact point from this point on. Miami and Ohio University are reimbursing students for room and board. We are not because we did not shut down the residence halls like they did. Department offices should have someone present, and necessary practice spaces should be left open. Dorms will remain open. Research may be prematurely completed, and all student workers will be paid based on hours they would have been scheduled to work. Hourly staff will also be paid regardless of whether or not
they can work. The Executive Committee suggested that chairs and directors may need to find out which faculty can or cannot make accommodations for students. Lab time may never be able to be retrieved, so faculty might have to find more flexible means to figure things out for their individual classes. Some programs might have to extend timelines, and it will be up to departments and faculty to make those decisions. No new nursing clinical students will be accepted, and the Cleveland Clinic is thinking about what to do with current students. President Diacon said that the decision to resume classes will probably be made for us by the governor’s office. We must wait for two weeks after the break to make the decision according to the governor. Some universities will not go resume classes or hold commencement. We may have to cancel all the May 4th events. Administrator searches may have to be changed. People have to come in person for some of these positions, and the searches may need to be postponed. President Diacon wants to put all of the searches on hold except the search for a Vice President for Student Affairs. The president will keep walking campus for the next few days. He will also chat with staff in addition to faculty and students. Buildings will stay open. Policies may have to be changed. If senate needs to be involved, the Executive Committee agreed that we will do so.

5. (4:00) Meet to Discuss Revitalizing Faculty Marshals

The Faculty Marshal program will be revitalized. The Executive Committee will contact Karen Cunningham to see whether she can recommend at least 5-10 faculty who will be offered training similar to that already in place for staff. Kent State Police Chief Dean Tondiglia has worked with Dean Drummer-Farrell, Karen Cunningham, and others to develop a training for the marshals and staff to respond.

6. Committee Preference Survey: Finalize Letter, Addition of Committee on SSI and on Academic Continuity Planning and Faculty Marshals

The letter was approved, and the three committees were added to the preference list. It was decided to form a commission rather than a committee to address a long-term academic continuity plan.

7. Spring Forum Update

Canceled but may be postponed.

8. Draft Agenda for the April 13, 2020 Faculty Senate Meeting

The agenda was drafted.

9. Additional Items

There were no additional items.

10. Adjournment
Chair Grimm adjourned the meeting at 5:22 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate
Faculty Senate Executive Committee
Minutes of the Meeting
March 18, 2020

Present: Pamela Grimm (Chair), Robin Vande Zande (Vice Chair), Ed Dauterich (Secretary), Tracy Laux (At-Large), Denice Sheehan (Appointed), Molly Wang (Appointed)

Not Present:

Guests Present:

1. Call to Order

Chair Grimm called the meeting to order at 2:36 p.m. on Microsoft Teams.

2. Approval of Minutes: Executive Committee meeting of March 11, 2020

The minutes were not available for discussion at this time.

3. Review and Approve Communication to Senate

This draft was also not yet available due to emergency meetings of the Ad Hoc Academic Continuity Committee and other concerns. It will be sent by e-mail and commented on afterward before going out to the full Faculty Senate.

4. Set a Date for the Committee Preference Survey

This should hopefully be out on the 25th of March and be due back by April 6. Reminders will be sent as well.

5. Update from the Faculty Senate Executive Elections Committee

No new names have been received for the slate, but the message just went out yesterday.

6. Update from the Charter and Bylaws Commission

These will be sent over Spring Break.

7. Set Agenda for the April 13, 2020 Faculty Senate Meeting
We may have to use Zoom or Microsoft Teams for the meeting. We may have an online voting system available for the election of officers. The agenda was set.

8. Additional Items

We will reserve the canceled Spring Forum time for the possibility of another meeting.

10. Adjournment

Chair Grimm adjourned the meeting at 3:38 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate