

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

Approved: _____ Date: _____

Dr. Clarke Earley
Kent State Stark Faculty Council Chair

Approved: _____ Date: _____

Dr. Walter Wagor
Dean, Kent State University at Stark

Approved: _____ Date: _____

Dr. Wanda Thomas
Associate Provost for KSU Systems Integration

Approved: _____ Date: _____

Dr. Robert Frank
Senior Vice President for Academic Affairs and Provost

Kent State University at Stark
Faculty Handbook

Contents

I.	Preamble.....	4
II.	Mission Statement	5
III.	Structure and Organization of the Campus.....	6
IV.	Faculty Governance.....	7
	A) Faculty Council Constitution	7
	B) Faculty Council By-Laws	9
V.	Appointment and Employment Procedures and Regulations	14
	A) Definitions.....	14
	B) Teaching Policies	17
	C) Faculty Responsibilities	21
	D) Campus Policies.....	24
VI.	Reappointment, Tenure, and Promotion.....	26
	A) Scholarship, Teaching, and Service.....	26
	B) Tenure and Tenure-track Faculty	26
	C) Guidelines for Weighting Unit Tenure and Reappointment Criteria.....	27
VII.	Full-Time Non-Tenure-Track Faculty Performance Reviews.....	30
	A) Full-Time Non-Tenure-Track Faculty.....	30
	B) Criteria for NTT Faculty Three-Year Term Performance Review	30
	C) Criteria for NTT Simplified Performance Review.....	32
VIII.	Faculty Excellence Awards	35
	A) General Principles	35
	B) Faculty Excellence Awards Criteria	35
	C) Campus Procedures for Determining Awards.....	36
IX.	Faculty Grievances and Appeal Procedures.....	39
X.	Students.....	40
	A) Faculty/Student Conducting	40
	B) Cheating and Plagiarism	40
	C) Student Complaints/Faculty Conduct	40
	D) Faculty Complaints/Student Conduct	41
	E) Accommodating Students with Disabilities	41
XI.	Handbook Modification, Amendment, and Revision	42

Appendices

I. Campus Organizational Chart..... 43

SECTION I PREAMBLE

This *Kent State University at Stark Faculty Handbook* has been prepared to provide a description of the major processes, procedures and practices that direct and affect the professional and academic rights of the faculty at Kent State University at Stark. Specific information is included on the advisory role of the faculty in governance, and procedures and expectations regarding faculty growth and development. The handbook also contains information on the structure and organization of the Campus. By including information on how Regional Campus policies and procedures are carried out locally, this handbook is also intended to complement the *Kent State University Regional Campus Faculty Handbook*, which applies to the entire Kent State Regional Campus system.

This handbook includes information of general interest to the Kent State Stark Campus faculty about those university policies and procedures most relevant to their professional academic life. For complete information on related policy, see the primary sources: the *University Policy Register* and the *Collective Bargaining Agreements* for tenure track faculty and for non-tenure-track faculty (all available in the Dean's office). Nothing in this handbook should be construed as being contradictory to those documents in any way; indeed, in case of contradiction, those documents take precedence.

SECTION II
KENT STATE UNIVERSITY AT STARK MISSION STATEMENT

Kent State University at Stark combines the best of a major university and a liberal arts college. Kent State Stark serves our region as a key intellectual resource providing access to academic, economic, and cultural advancement through excellence in teaching and learning.

SECTION III STRUCTURE AND ORGANIZATION OF THE CAMPUS

KENT STATE STARK ADMINISTRATION

The Dean is the chief administrative officer for the Campus. The Dean has broad responsibilities for academic and administrative leadership, financial management, planning, personnel actions, student life, outreach to business and industry, facilities, and all other aspects of campus operations. The Dean is the University's representative to the community. Other administrative officers at the Kent State Stark Campus include:

- Assistant/Associate Dean for Academic Affairs, who is responsible for the academic schedule construction; academic staffing and orientation; and supervision of the library and faculty secretaries. The Assistant/Associate Dean for Academic Affairs also provides leadership in the planning and implementation of new curricular initiatives at the campus, and administrative support to the Campus Dean for faculty evaluation, reappointment, tenure and promotion, and faculty development programs.
- Assistant Dean for Enrollment Management, who directs the delivery of a full range of services to prospective and current students including admissions, financial aid, registration, academic advising, student accessibility services, career services, fitness and wellness and student life. The Assistant Dean for Enrollment Management also provides assistance in the planning and implementation of new enrollment-generating initiatives at the campus, participates in the development of the annual class schedule, assists in the orientation of new faculty, provides data in support of campus management decisions and reports student body demographics to various internal and external constituencies.
- Director of Business Affairs and Operations, who supervises all campus operations and administrative and business functions, including non-academic personnel, purchasing, security, maintenance, custodial service, construction, and renovation. The Director also serves as the campus liaison to all counterpart offices in Kent as well as local governmental agencies, vendors, suppliers, and utilities.
- Director of The Corporate University, who oversees all aspects of professional development and continuing education programs; customized training; research and evaluation services; the Small Business Development Center; SCORE, Counselors to America's Small Business; as well as the office's advertising and marketing initiatives.
- General Manager of The University Center, who is responsible for the direction and operation of the Center, including conference services, social functions, food services, sales, marketing, and staffing.

The Kent State Stark Campus has an Advisory Board, composed of area citizens whose responsibility is to express community needs and attitudes to the Dean and to communicate campus needs, university concerns, and messages to the public. The chairperson of the Advisory Board acts as the community liaison for the campus.

SECTION IV
KENT STATE STARK FACULTY GOVERNANCE

The Kent State Stark Faculty Council is composed of faculty elected from and by the faculty as provided by the "Faculty Council Constitution." This Council is an advisory and recommendatory body to the Campus Dean, who serves as an ex-officio, non-voting member. It is the purpose of the Faculty Council, or designated subcommittees on which tenure-track faculty constitute a majority, to advise and recommend on all faculty matters, including, but not limited to, the following: faculty personnel issues, appointment of new resident faculty, review of full-time non-tenure track faculty assigned to the campus, allocation and reallocation of faculty positions, campus program development, evaluations relating to faculty salary adjustments, campus planning and budget priorities, issues relating to teaching assignments and workload equivalencies, faculty professional improvement and other scholarly leaves, issues relating to the advising and retention of students, and ensuring that instructional standards are followed.

A. Faculty Council Constitution (Revised Spring 2010)

We the faculty of the Stark Campus of Kent State University hereby establish a democratically elected Faculty Council for the purposes of being a recommendatory and/or advisory body to the Dean of Stark Campus. The Council shall be responsive to the faculty and exist on its good graces. It shall follow the letter and spirit of all University Collective Bargaining Agreements and the University Policy Register.

ARTICLE ONE: There shall be a Constituency Representative Council with six (6) constituencies. Constituencies I through V will represent tenured and tenure-track faculty and Constituency VI will represent full-time non-tenure track (NTT) faculty. The disciplines represented by Constituencies I through V will be defined in the By-Laws (Section IV.B). To the extent possible, Constituencies I through V will each contain similar disciplines and represent approximately equal numbers of faculty.

All tenured and tenure-track faculty members vote to elect representatives in all constituencies. The top three recipients of votes in constituencies I through VI shall be elected.

All terms shall be for one year. The Dean and Assistant/Associate Dean for Academic Affairs of the Stark Campus shall be ex-officio, non-voting members.

Constituency VI will include all full-time non-tenure track (NTT) faculty. Annually, the representatives from this constituency will be elected by the entire full-time faculty (tenured, tenure track & NTT) to serve a one-year term as voting members of Council.

ARTICLE TWO: The officers of the Council shall be elected by the Faculty Council. They shall consist of a Council Chair, a Vice-Chair, a Secretary and a Treasurer, elected by a secret ballot of the elected representatives and shall serve for the duration of the Faculty Council term.

ARTICLE THREE: All meetings, including general faculty meetings called by the Faculty Council, are sessions of record, provided that a majority of representatives (or of the faculty in the case of general meetings) shall be present. All resolutions, bills and other statements of policy shall be passed by a simple majority of those present and voting. The Faculty Council, at its option, may submit referenda to the faculty at large on important issues. A petition on a given issue signed by eight (8) faculty members shall require the Faculty Council to hold

referenda at any time. The results of the referenda shall have the force of official policy provided that a majority of the faculty votes. A simple majority of those voting shall carry an issue.

ARTICLE FOUR: Faculty Council shall establish both Standing Committees as described in the By-Laws (Section IV.B) and ad hoc committees as necessary. Unless otherwise specified in the By-Laws, each committee shall be chaired by a Faculty Council representative and may include faculty members who are not members of Faculty Council. Non-council members of committees will be nominated by the Cabinet and ratified by Council.

ARTICLE FIVE: The Council shall be the sole determiner of its own rules and procedures, provided these are consistent with this Constitution and the University Collective Bargaining Agreement and the University Policy Register.

ARTICLE SIX: All faculty members have the right to engage in the discussion at the meeting of the Council, with the exception of personnel matters (e.g., merit) when the Council declares itself in executive session. The agenda will be made public forty-eight (48) hours prior to meetings, except in the case of immediate, urgent issues.

ARTICLE SEVEN: This Constitution shall be ratified by a majority of the faculty. It shall be amended by a similar majority in a referendum, which may be initiated either by the Council or upon petition of eight (8) faculty members.

ARTICLE EIGHT: A meeting of the entire faculty will be held at least once a semester, and more often at the discretion of the Council, for the purpose of reporting and presenting to the faculty matters of concern. If a motion, resolution, or bill is to be presented at such a meeting for a vote, a quorum for such meeting is a majority of faculty members. The time and agenda for the meeting will be determined by the Cabinet, a majority of the Council, or by a faculty petition. Notice of the meeting will be distributed to the faculty in a week prior to the meeting.

B. Kent State University at Stark Campus Faculty Council By-Laws (Revised Fall 2009).

Nothing in these By-Laws shall be contrary to the spirit or the letter of the *Faculty Council Constitution*, the *University Policy Register*, or the *Collective Bargaining Agreements*.

ARTICLE I - Membership:

- Section 1. All full-time tenured or tenure-track faculty with Kent State University Regional Campus contractual teaching arrangements assigned primarily to Kent State Stark are eligible for election to constituencies I - V. All full-time non-tenure track faculty so assigned are eligible for election to constituency VI. NTT representatives may not serve as officers.
- Section 2. Disciplines represented by each Constituency shall be examined periodically to ensure that all disciplines are represented, and should be altered as necessary so that Constituencies I through V represent roughly equal numbers of faculty.
- a. Constituency I: Arts and Humanities
 - b. Constituency II: Social Sciences
 - c. Constituency III: Science and Math
 - d. Constituency IV: Language Arts
 - e. Constituency V: Professional Programs
 - f. Constituency VI: NTT
- Section 3. An elected representative wishing to resign from Faculty Council shall submit his or her resignation in writing to the Council Chair. The Chair shall announce this resignation at the next Council meeting.

ARTICLE II - Officers:

- Section 1. The Council Chair shall:
- a) be responsible for scheduling all meetings.
 - b) prepare agenda in concert with the Dean and the Cabinet.
 - c) be the official spokesperson for the Council.
 - d) be (or shall appoint) the Council delegate in its external relations, except where the Constitution or these By-Laws provide for other delegates.
 - e) be recognized as the official chair of the Kent State Stark Faculty by the University at large.
 - f) prepare a year-end report which shall be provided to the succeeding Council Chair.
 - g) be (or shall appoint) the recorder of Council minutes in the absence of the Secretary.
- Section 2. The Vice-Chair shall:
- a. assume the chair in the absence of the Chairperson.
 - b. chair the Professional Activities Advisory Committee.

- Section 3. The Secretary shall:
- a. keep all records of the Council.
 - b. be responsible for all correspondence of the Council.
 - c. give notice of all meetings and distribute agenda to all faculty members two working days (48 hours) prior to the meetings except in the case of constitutionally permitted exceptions.
 - d. distribute copies of the minutes (including attendance information) to all faculty, administrators (local and Central Office), and the Student Government Advisor.
 - e. distribute copies of the Council Constitution and By-Laws to all members of the new Council at the end-of-year meeting.
 - f. prepare and distribute to the entire Faculty a yearly attendance report.
- Section 4. The Treasurer shall solicit and bank funds, keep records, and pay bills on behalf of the faculty.
- Section 5. The Cabinet consisting of the Chair, the Vice-Chair, the Secretary, the Treasurer, the immediate past Chair and appointees for each constituency group not otherwise represented shall:
- a. formulate Council agenda.
 - b. nominate all committee members including the committee chair.
 - c. distribute workload to committee.
 - d. schedule and conduct elections and referenda when necessary.
 - e. authorize distribution of monies from the Faculty Expense Fund.

ARTICLE III - Meeting and Operation of the Council:

- Section 1. Faculty Council meetings will be held at 2:00 on the third Friday of each month during the regular academic year except May (during which the meeting will be held on the last Friday of the semester before finals week). There will be no regular meeting during December.
- Section 2. Faculty Council may be convened for special meetings at the call of the Council Chair, upon petition of at least one-fourth of the Council members; or of 10 percent of the Faculty. Only subjects specifically listed in the proposed agenda for a special meeting may be considered at the meeting. The meetings may be held at any time including the summer months if a quorum of representatives are in attendance.
- Section 3. The presence of a quorum (a simple majority) shall be determined by the Council Chair at the beginning of each meeting and at other times at the request of a representative.
- Section 4. All meetings are open to all members of the campus community except when Faculty Council declares itself in executive session.
- Section 5. After the agenda for a meeting has been distributed to the faculty at large, items on the agenda may be deleted, added, or the order of consideration changed by a 2/3rds vote of the Council.

Section 6. The normal order of business for Faculty Council meetings shall be as follows:

- a. Call to order.
- b. Roll call and determination of quorum.
- c. Approval of minutes of last meeting.
- d. Chair's report.
- e. Dean's reports.
- f. Committee reports.
- g. Old business.
- h. New business.
- i. Announcements and statements for the record.
- j. Adjournment.

ARTICLE IV - Committees:

Section 1. Six standing committees shall be established by Council:

- a. Committee I, Professional Activities Advisory Committee, is charged with advising the Dean on such matters as Faculty Travel Requests, Sabbaticals, Load Lifts and Grants. This Committee will be chaired by the Vice-Chair and will include five (5) faculty members selected by the Cabinet and on the advice of the Dean.
- b. Committee II will serve Council for the numerous general tasks requiring short-term attention. The chair must be a member of Council with the other members representing each constituency.
- c. Colloquium Committee plans faculty colloquia and other faculty seminar series.
- d. Social Committee, chaired by the Council Treasurer, plans various social events, e.g., holiday and spring dinners.
- e. Technology Committee is the advocate for appropriate uses of instructional technology on the Stark Campus. The chair need not be a member of Council.
- f. Handbook Committee is charged with proposing timely revisions to the Stark Campus Faculty Handbook in response to changes in university and campus policies and procedures. The chair must be a member of Council.

Section 2. The Promotion, Tenure, and Reappointment Committee shall make advisory recommendations to the Dean about tenure, tenure-track and non tenure-track faculty personnel actions. The Promotion, Tenure, and Reappointment Committee will be chaired by the Faculty Council Chair, and will consist of all tenured Faculty Council representatives and Kent State Stark tenured full professors who are not members of Faculty Council. If the Committee consists of fewer than four members, including the voting chair, then a special procedure for enlarging it shall be developed by the Dean with the advice of the Council and the approval of the Executive Dean for Regional Campuses. No member of the Committee shall be present during deliberations or votes on the promotion, tenure, or reappointment of an individual in a rank higher than

that of the individual member of the Committee, or on the promotion, tenure, or reappointment of a domestic partner or relative.

Section 3. All tenured or tenure-track Faculty Council representatives are full participants in advising the Dean on Faculty Excellence Awards. Contract faculty representatives may not participate.

Section 4. Ad Hoc committees will also be commissioned when required.

ARTICLE V - Elections:

Section 1. The election of members to the Faculty Council of Kent State Stark shall take place in April.

Section 2. All faculty who wish to stand for election shall so indicate on a form distributed by the Secretary at the appropriate time.

Section 3. All tenured and tenure-track faculty members vote to elect representatives in all constituencies. The representatives from constituency VI will be elected by the entire full-time faculty (tenured, tenure track and NTT). The top three recipients of votes in all constituencies shall be elected.

Section 4. The incumbent Council Chair shall convene old and new Councils to:

- a. introduce and orient new representatives.
- b. discuss Council directions for the following year.
- c. nominate and elect Council officers. The incumbent Council Chair will preside. Nomination shall be received and voted on in the following order: Chair, Vice-Chair, Secretary and Treasurer. A candidate must receive a majority of votes cast to be elected. If a majority is not received, successive balloting will be conducted until this is achieved. The incumbent chair shall appoint two tellers from the new faculty council who are not running for office. These tellers will be responsible for counting the ballots, determining whether a candidate has received a majority of votes and certifying those receiving a majority as elected. The tellers will announce the tallies for these elections.

Section 5. The incumbent Council Chair shall transfer all authority and records to the incoming Chair on May 15th.

Section 6. If in any constituency fewer than three faculty members agree to stand for election to Faculty Council, then that constituency will operate for the academic year with fewer than three representatives on Council. If a vacancy on the Faculty Council should occur due to a member's inability to complete the term, but with five or more weeks before a new Faculty Council is to be elected, then a by-election will be held to fill the vacancy. If the vacancy should occur within the final five weeks due to a member's

inability to complete the term, then Council shall operate with one fewer member and with the quorum correspondingly reduced.

Section 7. If a referendum is held, the Cabinet will conduct the balloting and counting of the ballots.

ARTICLE VI - Parliamentary Authority:

Section 1. The rules in the current edition of *Robert's Rules of Order New Revised* shall govern the Council in all cases to which they are applicable. When they are inconsistent with the Faculty Council Constitution, these By-Laws, and any special rules of order the Council may adopt, shall govern the Council.

ARTICLE VII - Adoption and Amendments of these By-laws:

Section 1. Adoption and Amendment of these By-laws requires ratification by a majority of the representatives at a regular meeting of the Council after the text of the proposed amendment has been distributed with the agenda for that meeting.

SECTION V
APPOINTMENT AND EMPLOYMENT PROCEDURES AND REGULATIONS

A. Definitions

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

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

1) Regular and Non-tenure-track (NTT) Appointment

A prospective faculty member's appointment to Kent State Stark must be approved by the Campus Dean, the Academic unit, the Collegial/School Dean, the Executive Dean for Regional Campuses, and the Associate Provost for Faculty Affairs and Curriculum Development. Appointments are then made by the Board of Trustees, upon the recommendation of the President. All other faculty personnel recommendations are subject to similar approval.

The procedure for hiring a new faculty member to the Stark Campus conforms to the *Regional Campuses Guidelines for Academic Search Committees*. After a campus review of enrollment trends and projections, a position request is made to the Executive Dean for Regional Campuses. If approved, a job description is crafted establishing the qualifications for the position, describing the nature of the position, and establishing the deadline dates for application. The position is then advertised appropriately. The job description also identifies a person to whom applications should be directed.

Kent State Stark search committees are formed by the Campus Dean and approved by the Office of Affirmative Action. Committees generally consist of tenured or tenure-track faculty (although provisions are sometimes made for the participation of NTT faculty) and the chair is usually a senior faculty member in his or her discipline. Once committees are formally charged by the Dean, they are provided with training sessions to ensure fair-hiring practices and the following of hiring protocols (especially those developed by the Office of Affirmative Action).

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

At the conclusion of the committee's screening process and following the approval of the Affirmative Action Office, the Campus Dean makes a recommendation to the Executive Dean for Regional Campus's office. Upon the approval of the Executive Dean, an offer of appointment is made. This offer must be in writing and will minimally include the department of the prospective faculty member; dates and periods of employment; the type of appointment, tenure, or promotion; other terms of appointment, such as the initial Regional Campus to which the faculty member is assigned, promotion and tenure clauses; the responsibilities of the position; and possibilities for summer teaching. (See *Regional Campuses Guidelines for Academic Searches*.)

While faculty are full members of their respective Kent Campus academic units, their tenure and teaching assignments are in the Regional Campus System, which is budgeted separately from the Kent Campus. This means that new faculty members must become aware of the structure of governance, standards for evaluation of probationary faculty, and the general culture within both their departments and the Kent State Stark Campus. This handbook, along with the *Regional Campus Handbook*, should provide an overview of Stark and the Regional Campuses system. However, new faculty members are strongly encouraged to learn about their own departments from their chair and other senior faculty, and to engage in a modest amount of departmental service.

Moreover, the University has the right to reassign an individual to a different campus from his or her initial appointment. Such decisions are made by the Executive Dean for Regional Campuses and are governed by considerations of seniority as well as the procedures outlined in the *Collective Bargaining Agreements* for regular and NTT faculty (*Regional Campus Handbook*). Resident faculty status at a specific Regional Campus is determined annually on the basis of assigned contractual teaching load for the fall semester.

2) Faculty Ranks

- Regular Full-time Faculty Ranks. "Regular full-time faculty" includes only those persons who have tenure or are "tenure-track," i.e., who have probationary appointments. The Kent State Stark Campus follows the University's policy with respect to faculty rank as set forth in the *University Policy Register*. Depending on the level of an individual full-time faculty member's credentials, qualifications and experience, he or she will occupy one of the following ranks: (i) Instructor, (ii) Assistant Professor, (iii) Associate Professor, and (iv) Professor. Tenure-track appointments for new faculty members typically begin at the Instructor or Assistant levels, depending upon a new hire's credentials and the negotiations that occur at the time of hire. A definition of tenure, a discussion of the initial probationary period, and the procedures for the granting of tenure are included in the documents "University Policy and Procedures Regarding Faculty Reappointment" and "University Policy Regarding Faculty Tenure," which can be found in the *University Policy Register*. For regular full-time faculty, assignment or advancement to these ranks normally occurs by promotion, or upon initial appointment when specific criteria are met. For more details, see "University Policy Regarding Promotion" in the *University Policy Register*.
- Full-time Instructional Non-tenure-track (NTT) Appointments. NTT appointments follow University rules as set forth in the *University Policy Register* and *The Non-tenure-track Faculty Collective Bargaining Agreement*. The teaching load for a full-time NTT faculty member amounts to 30 hours per year. So, an NTT instructor must teach a combination of courses between the fall and spring semester that will yield that number of load hours. He

or she may be required to make up any differences in service or other designated work—for example, advising—as required under the conditions of his or her contract with the Kent State Stark Campus and per agreement with the University. NTT appointments for new faculty members typically begin at the Lecturer or Assistant levels, depending upon a new hire's credentials and the negotiations that occur at the time of hire. NTT faculty members completing the third year of a three-year term of annually renewable appointments must undergo a performance review as a prerequisite for subsequent appointment (*Non-tenure-track Faculty Collective Bargaining Agreement*). Other responsibilities and expectations of NTT faculty members in the Regional Campus System may be found in the *Regional Campus Handbook*.

- Temporary Faculty: Adjunct, Part-time and Visiting Faculty. The Regional Campus System maintains contractual relationships with temporary faculty, contingent upon certain conditions, limitations, and policies, and consistent with the *University Policy Register* and the *Collective Bargaining Agreements* with regular and NTT faculties. Temporary faculty members at Kent State Stark play an important role in fulfilling its teaching mission. They are accorded the same academic freedom in the classroom as regular faculty, and temporary faculty members are encouraged to become involved in the Stark community, to the extent possible. Other responsibilities and expectations of temporary faculty members in the Regional Campus System may be found in the *Regional Campus Handbook*.

Temporary appointments are ordinarily for one year or for one semester. No implication of reappointment is intended. In some instances a department may wish to designate "temporary" for appointees who are potentially permanent staff when a particular advanced degree is attained. Temporary appointees are not covered by the *Collective Bargaining Agreements* with regular and NTT faculties.

Service as a temporary appointee is not applicable toward tenure, promotion in rank, or similar faculty professional advancements. There is no institutional obligation beyond the period of the temporary appointment. Any number of consecutive years of service is a disconnected sequence of discrete appointments.

If a department wishes to appoint a temporary person with rank of Assistant Professor, Associate Professor, or Professor, that appointment should be prefaced by "Visiting." Visiting faculty members generally enjoy the same academic rights and privileges as other regular Kent State University faculty members. However, they do not enjoy the same rights of participation in University decision-making as do Kent State University regular faculty members and are ineligible for elections to the various Kent State Stark Campus faculty committees and councils.

Temporary faculty at Kent State Stark are reviewed at least once annually by the Associate/Assistant Dean for Academic Affairs or by the program coordinator in their teaching area. Classroom performance—an important component of the scholarship of teaching—is weighted most heavily in such reviews.

- Further academic ranks of the University are Research Professor, Visiting Distinguished Professor, Senior Research Fellow, Lecturer, Visiting Artist, Student Assistant, Research Associate, and Postdoctoral Fellow. More detailed information concerning these ranks is in the *University Policy Register*.

3) Faculty Development

Kent State University provides support for faculty development in the scholarships of teaching, discovery, integration, and application. The University has faculty professional improvement (sabbatical) and research leave policies under which eligible faculty may petition for a semester or a yearlong leave. Additionally, faculty members at Kent State Stark have the opportunity to apply for Regional Campus Teaching, Field Experience, and Professional Development Awards. Kent State Stark also makes available release time (load lifts) and follows University policy regarding faculty travel and reimbursements for scholarly and development activities.

The *CBA* calls for faculty completing certain professional development awards to submit a summary report documenting accomplishments to the Provost. Faculty will submit a copy of this report to the Dean of the Stark campus.

B. Teaching Policies

1) Teaching Loads

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

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

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

2) Overload Policy

Compensation for teaching overload at the Stark Campus is governed by the policy described in the *Collective Bargaining Agreement*. In situations where there is a choice between using a temporary faculty member or assigning overload to a full-time faculty member, the decision shall be made by the Dean in consultation with the campus departmental coordinator.

3) Summer Teaching Policy

Summer teaching opportunities may be available for Kent State Stark faculty members, and are contingent upon course demands and enrollment projections. The Dean makes summer teaching assignments. The Regional Campus System follows the rule of *equitable distribution* of opportunities for summer employment among members of the regular faculty bargaining unit. In actual practice, this principle requires supervision by faculty members and administrators alike, because staffing changes are irregular and positions are often not filled until the last moment when many faculty are away from their campuses.

Tenured or tenure-track faculty are to receive the first opportunity to teach summer school (including intersession) before any other Kent State faculty member or non-KSU personnel (Collective Bargaining Agreement). When classes are available, summer teaching shall be offered to faculty on this basis: regular full-time tenure-track, full-time non-tenure track, and finally, adjunct. The Non-tenure-track Faculty Collective Bargaining Agreement stipulates that, after tenure-track faculty, NTT faculty are to be given “next priority in consideration” for summer teaching.

Should a full-time faculty member desire to teach a summer course on another Regional Campus, he or she must inform the dean of the campus where teaching is desired of this intention and send a copy to the Executive Dean’s Office (generally, by mid-April) preceding the summer session. This notification does not guarantee that a course will be offered, only that the faculty member’s name is added to the list for consideration if resident/tenured faculty at that campus are unavailable to teach the course. There is no reimbursement for travel to and from the campuses where assignments are made.

The normal summer load of 6 hours per term for tenured and tenure track faculty, referenced in the *Collective Bargaining Agreement* shall be understood as embracing the opportunity for compensation of services totaling up to a maximum of 12 hours for all Summer Terms combined excluding Intersession. The provision that there shall be no additional payment for any overload assignment accepted by a faculty member in excess of these limitations shall be retained.

4) Intersession Teaching

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

5) Contractual Obligation to Meet Classes

Faculty members shall meet their classes and conduct final examinations at the scheduled times. The Dean or a designee must approve changes in listed class times and room assignments. Necessary absences must be approved by the Assistant/Associate Dean in the Office of Academic Affairs.

- **Sickness or Personal Emergency.** When classes will be cancelled due to sickness or personal emergency related circumstances, contact the Dean's Office so that notices for students can be posted on the campus website and announcement monitors. In addition, report sick or personal leave time on the human resource time reporting system, currently in FlashLine under My Action Items, before or upon return to campus.
- **Conference Participation.** Participation in conferences is an important part of a scholar's professional growth; however, it should not be done at the expense of student instruction. Normally, classes should be covered during an instructor's absence. That may mean that conferences of more than a week or multiple conferences within one semester will be discouraged. Travel to conferences or professional meetings should be cleared in advance with the Dean.
- **Personal Leaves-of-Absence.** There are many legitimate reasons why a faculty member may request a leave-of-absence, e.g., court duty, military duty, pregnancy, illness, temporary disability, research, graduate study, or travel. However, these are typically acquired without pay. Special circumstances govern each category of leave. As an example, the University will pay a faculty member full salary if he or she is subpoenaed to attend court as a witness or for jury duty by the United States or the State of Ohio.
- **Professional Development.** A variety of programs are available through the University, including travel grants, grants to conduct research during the summer or academic year, etc., which may require faculty to miss all or part of a semester. Special arrangements must be made with the Dean of the Campus for a faculty member to go forward with such awards. For more information, contact the University Research Council.

6) Evaluation of Faculty Teaching

Faculty members are expected to be professional in the classroom, maintaining order, and conducting class in a climate of civility and respect. They are expected to use the complete class time for instruction. They should apply appropriate teaching techniques for a given course, depending upon class size and discipline. In order to exhibit that faculty are actively engaged in continuous improvement of their teaching, faculty members are encouraged to remain current in the pedagogical theories of their disciplines and to experiment with innovations in classroom teaching (i.e. use of educational technology, service-learning). Ongoing faculty professional development in teaching may be demonstrated in a number of ways, including but not limited to pedagogical conference attendance and/or presentations, publication of pedagogical scholarship/scholarship of teaching and learning, curriculum development, and active membership in a faculty learning community with a teaching focus. They should inform students in writing at the beginning of each semester about course

objectives and requirements. Evaluations of student performance should be undertaken on a regular basis, and grades should be reported in a timely manner and according to policies. Students with disabilities should be accommodated according to University and Federal and local policies.

- **Student Evaluation of Faculty.** All Stark Campus faculty members are expected to set aside time in each class each semester for student evaluations, using the approved *University Student Survey of Instruction* form (S.S.I.). All University personnel who teach are obligated to conduct evaluations according to established procedures. All formal evaluations are tabulated by University computer services, and reviewed and summarized by the Assistant Dean. The tabulations and summaries are then provided to the faculty member.
- **Peer Evaluation of Faculty.** Full-time faculty members should arrange for peer reviews by other faculty in their disciplines as required by their departments. Probationary faculty and faculty standing for promotion must include peer reviews in their files or portfolios. It is especially important for a probationary faculty member to be reviewed yearly by a Kent departmental colleague.

The Campus Dean, in consultation with departmental coordinators, has the primary responsibility for assessing the performance of temporary faculty.

7) New Faculty Orientation and Mentors

New Faculty at Kent State Stark will likely find themselves invited to a number of different orientation sessions during the first months of their appointment. This reflects the need to learn simultaneously about the resources and general culture of the Stark Campus, the Regional Campuses, one's home department, and the University as a whole.

The Kent State Stark administration will see that new faculty receive all necessary hiring documents according to current University policy. In addition, it is expected that new hires will be informed about professional expectations that are specific to the Campus' unique mission within the University system, as well as the procedures and criteria used at Kent State Stark in professional development and evaluation (especially the reappointment process). Department coordinators will also be disseminating similar information regarding procedures within a new faculty member's home department.

This information will be supplemented by the assignment of faculty mentors to help new faculty adjust to the campus and the University. Campus deans and department coordinators are responsible for selecting a suitable mentor (or resource person) who has the rank and/or experience to introduce the newly hired individual to his or her campus/department, to answer questions and to generally help during the first year of appointment.

C. Faculty Responsibilities

Because of the missions of the University and the Stark Campus, and the close relationship of the Campus with the local communities it serves, the primary responsibility of the faculty assigned to this campus is instructional, with emphasis placed on classroom teaching and its concomitant responsibilities. In addition, individual faculty members should pursue an appropriate program of professional growth and development within a particular instructional discipline. Finally, “university citizenship,” service activities that make significant positive contributions to the advancement of the educational, scholarly and governance missions and operation of the University, is a responsibility and concern of all regular full-time faculty members.

1) Professional Ethics

Faculty members are bound by the Faculty Code of Professional Ethics (revised), as set forth in the *University Policy Register*. Kent State Stark embraces the institutional core values as noted in the *University Policy Register*—namely, that academic freedom is necessary to the mission of the faculty of a university, and that professional responsibility is a logical correlative of this freedom. Faculty members have responsibilities to the students they are teaching, to the University, and to the profession. Codes of conduct governing the behavior of both faculty and students are summarized in Section IX of this handbook.

- Harassment. Kent State Stark is absolutely committed to the principles of freedom of expression. Members of the University community have the right to hold, vigorously defend, and promote their opinions. The maintenance of civility is crucial to the learning community. Therefore, Kent State Stark is also committed to maintaining an educational and employment environment free from hostility, intimidation, or harassment based on such attributes as race, color, religion, national origin, age, disability, gender and/or sexual orientation, or on any other basis, to the extent that they are not covered in the *University Policy Register*.
- Equal Opportunity. Kent State Stark committed to equal opportunity for all members of the campus community. Policies associated with this commitment can be found in the *University Policy Register*.
- Drugs, Alcohol and Tobacco. Kent State Stark Campus, like the University as a whole, is committed to following state and local laws concerning alcohol and tobacco use on campus, to maintaining a workplace free of illegal drugs, using as a guideline the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Specific guidelines for both faculty and student conduct with respect to alcohol and drugs can be found in the *University Policy Register* (e.g., sections 3342-6-60, 3342-4-09 through 3342-4-11) and in the *Digest of Rules and Regulations*.

2) Responsibilities to Students

As summarized in the *University Policy Register*, the “central responsibility of a faculty member is to attempt to impart a knowledge and understanding of a field of study, to develop in students appropriate and relevant skills, and to do so in accordance with the best standards of scholarship and pedagogy in the discipline.” As summarized in the *Regional Campus*

Handbook, faculty members are expected to serve as “role models to students to help them define and support campus-wide standards of integrity.”

- Instruction. In meeting these responsibilities, faculty members are expected to maintain professional standards as they conduct their classes. Summaries of expected behavior can be found in the *University Policy Register* and the *Regional Campus Handbook*. Specific information about syllabi, office hours, etc., can be found on the Stark Campus website.
- Letters of Reference for Students. It is both an expectation of the teaching contract and a professional duty to provide students with letters of reference when requested. If there are reasons why a faculty member cannot in good faith provide such a letter, he or she may refuse, but this should be a rare occurrence and never simply for the convenience of the instructor. In writing letters of reference for students, faculty should exercise care in formulating their opinions and bear in mind that under Public Law 93-380 (1/1/75) students have the right to inspect all references in their files.

3) Responsibilities to the Campus

Faculty members are expected to serve on committees relating to the operation of the campus. A description of campus committees is available from the Faculty Council Secretary. Faculty members report to the Kent State Stark Campus Dean and are directly accountable to the Dean in all matters except those pertaining to course content and mode of instruction, primary responsibility for which rests with the Kent Campus department or school.

4) Responsibilities to the University

Conflicts of Interest. Faculty members at Kent State Stark are bound by the University policy regarding conflict of interest of University employees, as set forth in the *University Policy Register*.

University Policy Regarding Obtaining Outside Employment. Outside activities of a professional nature are encouraged if the activities are consistent with the individual’s responsibilities to the University and in furtherance of the aims of the University. Indeed, the University recognizes that one mark of an individual’s distinction is the esteem in which he or she is held by those outside the University who may request services, professional judgments, or expertise. No individual, however, should accept employment or pursue other activity of a professional or nonprofessional nature that compromises his or her responsibilities to the University. (See *University Policy Register*). Faculty must seek permission of the Stark Campus Dean before pursuing outside employment.

Use of Human Subjects or Live Animals in Research and Teaching. Faculty members are bound by the University policy regarding academic research involving use of human subjects or live animals for investigation, as set forth in the *University Policy Register*. In brief, faculty must submit a required form and secure approval from the appropriate Review Board before engaging in research that involves human subjects or live animals.

5) Responsibility to the Profession

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

6) Annual Workload Summary Reports for Tenured Faculty

As outlined in the *Collective Bargaining Agreement*, by September 15 each continuing tenured faculty member is to prepare and submit to the Campus Dean an annual workload summary report, which is to include an updated curriculum vitae and a brief summary of the previous year's professional activities. Course syllabi for each course or sections of a course taught by the faculty member during the previous academic year are also required, but the Dean's office will typically have these on file if copies were made by one of the Faculty Secretaries. If this is not the case, these syllabi will also need to be submitted with this report. The Campus Dean's office is responsible for adding the required summaries of course evaluations. While the University may provide an electronic system for collecting this information, faculty are not required to use this system.

The purpose of the workload summary report is to document the workload, including utilization of specified workload equivalencies, for that academic year. This report may be used in planning future workload equivalencies. Any other use of the report requires consent of the Faculty member.

D. Campus Policies

1) Guidelines Regarding Extra Credit/Bonus Assignments

While recognizing the wide range of courses taught on our campus and the right of individual faculty members to design their courses in whatever manner they believe is appropriate, there remain professional standards, which should be maintained by all faculty. Grades in a course should be determined based on students' performance on assessments which are based on their mastery of course material. In general, use of "Extra Credit" or "Bonus" assignments is discouraged. However, if extra credit must be assigned, the following guidelines should be applied:

- Extra credit assignments should only be given if they are directly related to the course material.
- Extra credit assignments should allow students to acquire knowledge related to the course that would not be practical to obtain in the classroom.

Extra credit work should not account for a significant portion of students' grades.

2) Policy on Computer Software and Usage

- Policy of the Use and Installation of Software on University Computers. The University has a tradition and commitment to the protection of intellectual property rights. Neither plagiarism nor the unlicensed reproduction or any other unauthorized use of proprietary material is tolerated. Therefore, Kent State University will comply with all state, federal and international copyright laws regarding the use of computer software. In order to uphold these commitments and to protect the members of the KSU community from the liabilities of copyright infringement and the university community against charges of harassment, certain policies regarding the use of software on university-owned equipment is currently required of all faculty.
- Policy on University-Owned Software. Kent owns and maintains computers and software that are used by faculty, staff, and students for the purpose of administering the University's business and delivering instruction. The software is licensed on a per-copy or per-site basis. The software is University property and may not be removed from the site, copied onto diskettes or other magnetic media, nor uploaded to another site. University software may not be altered or configured by anyone in such a way as to make it unusable or unstable. Any and all configuration changes to university owned software must be performed and/or authorized by the campus LAN Administrator.
- Acquisition of New Software. The University acquires computer software either by updates to site licenses or by individual requests by faculty and staff or donations. Software requests must be submitted to the Faculty Technology Committee, which, in consultation with the LAN Administrator, will evaluate the software to ensure compatibility with existing applications and to ensure that sufficient computer hardware capacity is available to accommodate the requested application. Software requested for a new instructional program should be requested at least 60 days before the program's classes begin to allow time sufficient for acquisition, installation and testing.

- Policy on Use of Software Not Owned by the University. Installing personally owned software on University-owned computers is discouraged. However, if the use of outside software is authorized, the University is diligent in ensuring that copyright laws are not violated.

Faculty who wish to install personally owned software must have the permission of the campus dean. Installation must be done by the LAN Administrator. Proof of ownership must be filed with the LAN Administrator.

The University has very minimal copyright violation liability regarding the use of shareware. The author or publisher inherently assumes that payment for any widely distributed product is voluntary. Several products initially distributed as shareware have entered the mainstream market to the benefit of both users and publishers. The greater concern to the University is the potential for shareware to spread computer viruses throughout the organization causing unacceptable downtime and loss of data. University faculty and staff are required to get approval from the LAN Administrator before installing or downloading shareware on university-owned computers.

- Installing Freeware on University-Owned Computers. Freeware is distributed in the same manner as shareware but the author or publisher does not request payment for use. Freeware is of the same nature as shareware but is much more prone to carrying viruses. The rules regarding the use of freeware are the same as those regarding the use of shareware.
- University Policy Statement Regarding the Display of Potentially Offensive Material. The University recognizes its role as the guardian of a forum for the free and open exchange of ideas and information. Furthermore, the University also recognizes its responsibility to provide an environment for research free of hostility and to be considerate of the sensibilities of all participants. The University, while not desirous of playing the role of censor, must assure that it provides proper avenues of redress in the event that a member of the university community feels degraded or harassed by something he or she sees on a university computer display. The University's network system allows access to all manner of textual and graphic information from all over the world, some of which could be considered offensive by some people and acceptable by others. Individuals who display information of a graphic or textual nature in a public or private area viewable by others who consider it offensive or degrading are liable to face charges of harassment.

Note: The University ensures that the offended party has free and open access to whatever state, local or federal grievance procedures are available. The University encourages faculty to be considerate of others in choosing what is displayed on their computer screens

SECTION VI REAPPOINTMENT, TENURE, AND PROMOTION

Although Kent State University at Stark (hereafter “Stark Campus”) faculty members have their appointment in the regional campus system, they are also regular members of their respective departments and colleges/schools, and so have the opportunity to serve on faculty advisory committees and their designated subcommittees at all levels of university governance. A description of the standing college level committees appears in the *Collective Bargaining Agreement*. A complete list and description of university level committees appears in *Faculty Senate Catalogue of Committees*.

A. Scholarship, Teaching, and Service

According to University policy regarding faculty tenure (see *University Policy Register* 3342-6-14), “For the purposes of this policy ‘scholarship’ is broadly defined to include research, scholarly and creative work. For the purposes of this policy ‘service’ is broadly defined to include administrative service to the university, professional service to the faculty member’s discipline, and the provision of professional expertise to public and private entities beyond the university.”

Because of the emphasis on teaching and service in the regional campuses, faculty members have a special responsibility to develop, continue, and sustain, in the long term, a program of high quality teaching and service; indeed, greater consideration may be given to these areas when evaluating faculty whose appointment is at a regional campus.

B. Tenure and Tenure-track Faculty

The quality of a candidate’s scholarship, teaching, and service is of central importance in personnel decisions. Criteria for assessing this quality for candidates for promotion, tenure, and reappointment are developed departmentally and collegially, and appear in their respective departmental handbooks. Guidelines used to weight those criteria in tenure and reappointment reviews are developed by the Stark Campus and appear in this handbook. Information regarding minimal expectations of performance and years in rank are described or referenced in the original appointment letter, in the *University Policy Register* (3342-6-06, 3342-6-08), and procedural guidelines and timetables circulated annually by the provost’s office.

Faculty eligible for promotion will be nominated either by their unit faculty advisory committee (department, school, or independent college), by self-nomination, by the unit administrator, or by an academic administrative officer of the university in the spring semester. Candidates for tenure or reappointment will be notified in the spring that a review will begin early in the fall semester of the next academic year. The provost’s office initiates the review process for all candidates by circulating the annual guidelines and timetables for faculty review to units throughout the university. The unit administrator will make these materials available to the candidates for promotion, tenure, and reappointment no later than three weeks before the deadline for submission of files and supplemental materials, which is at the end of the first week of the fall semester. At the same time in tenure and reappointment reviews, the campus dean will make available to the candidate and the unit copies of Stark Campus’ method of weighting unit criteria. Tenure and reappointment evaluations at all levels of review and on both the Stark and Kent Campuses should follow the Stark Campus’ method of weighting unit criteria.

Kent State Stark candidates are responsible for developing and organizing two identical files that present evidence supporting their promotion, tenure, or reappointment. These files are submitted to the unit administrator, who then immediately forwards one of the files to the dean of the Stark Campus, and makes the second file available for review by the unit promotion, tenure, and reappointment committee. When the dean receives the candidate's file, he or she forwards the file to the chair of the faculty council who then convenes and chairs the Stark Campus promotion, tenure, and reappointment committee. Members of the committee are all tenured members of faculty council plus all tenured full professors who are not members of faculty council. The file is read by all members of the committee and is the subject of candid discussion, except that no member shall be present while the committee discusses or votes on his or her own case, or on the case of a domestic partner or relative. Further, no member other than faculty council chair shall be present while the committee (1) discusses or votes on a promotion to a rank higher than that of the individual member, or (2) while the committee discusses or votes on the tenure of an individual in a rank higher than that of the individual member. After the committee meeting, each member prepares and signs an evaluation form in support of his or her vote, and conveys the evaluation to the faculty chair. The faculty council chair then summarizes the committee's vote, deliberations, and signed evaluation forms in a letter of recommendation to the dean of the Stark Campus. Votes in tenure and promotion considerations are "yes" or "no". Three-fourths of the tenure and promotion committee voting "yes" represents an endorsement of the candidate. In reappointment considerations a third type of vote, "yes with reservation," is also allowed. A vote of "yes with reservation" is a positive vote for reappointment, but it carries with it an additional note of concern. A simple majority of the reappointment committee voting "yes" or "yes with reservation" represents an endorsement of the candidate.

After reviewing the materials and advisory recommendations, the dean makes a recommendation to the appropriate college/school dean. The review process continues with recommendation letters from the college/school dean and the executive dean for regional campuses prior to consideration by the provost. Candidates for reappointment, tenure or promotion should consult the appropriate appendices of the *Collective Bargaining Agreement* or sections of the annual *Procedures and Policies Governing the Review of Faculty* for information regarding appeal and grievance procedures (See Appendix L).

Although a faculty member may stand for both promotion and tenure at the same time, it should be remembered that these are two distinct personnel actions requiring separate files and documentation, procedures, timetables, and guidelines. Moreover, undergoing a successful tenure review is a necessary condition for promotion to associate or full professor.

C. Kent State University at Stark Guidelines for Weighting Unit Tenure and Reappointment Criteria

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

Candidates for review are not evaluated along single, isolated dimensions of performance, but rather on their whole performance, viewed as a unified, integrated record of a teacher-scholar and university citizen. Since candidates are evaluated on their entire record, it is inappropriate to assume that excellence in one area can offset a deficiency in another. Reappointment and tenure evaluations are guided by the following general principles, which reflect the mission and values of the campus:

(C.1) Teaching

Because teaching is the primary mission of the Stark Campus, the goal for a successful candidate for reappointment and eventual tenure is to demonstrate excellence in teaching.

Excellence in teaching may be evaluated in multiple ways, including, but not limited to, effective course design and teaching materials, a pattern of positive comments on student evaluations, supportive peer evaluations, ongoing efforts to reflect upon and improve the act of teaching, and positive SSI scores. Excellence in teaching may also be demonstrated by pedagogical research related to the discipline and disseminated for peer review.

(C.2) Scholarship

Because active engagement with the discipline is necessary to remain current in teaching, a successful candidate for reappointment must demonstrate scholarship appropriate to the discipline and venue, which could include pedagogical research, and which is disseminated for peer review. In early years of reappointment, the candidate must at least demonstrate the development of appropriate scholarship.

By the time of the tenure review, it is expected that this scholarship will have been reviewed/performed/exhibited at the appropriate level of impact (e.g., international, national, regional) for the discipline. Note that the “appropriate level” refers to level of impact rather than to geography. For example, an artistic performance or exhibition could have a regional or national impact even though it is held locally. All candidates are to provide support for the case that their work is of an appropriate level for the discipline.

(C.3) Service

Service is expected of all tenure-track faculty. By the time of the tenure review, it is expected that the candidate will demonstrate a pattern of increasing service contributions, including some form of leadership (e.g., committee chair or campus representative) or a variety of lesser but noteworthy contributions. Faculty are encouraged to contribute to all levels of service: campus, unit and university. Service also includes professional contributions to the faculty member’s discipline, and the provision of professional expertise to public and private entities beyond the university.

Evaluation Process Overview

Each year the reappointment and tenure process necessarily has new candidates and new committee members who may be unfamiliar with the process and how to operationalize the criteria in reviews. This section provides a guide to how this can be done—without prescribing how it *must* be done—in order to facilitate evaluation consistency and to clarify expectations as reappointment and tenure ballot recommendations are made.

A candidate’s performance in each category teaching (handbook section C.1.), scholarship (C.2.), and service (C.3.) can be evaluated using a four-rank scale of excellent, significant, satisfactory, and deficient.

Because of the differences among disciplines and publication, presentation, performance, and/or exhibition venues—and the year of the review process—it is inappropriate to quantify absolutely the scale noted above. Based on the standards of the relevant discipline, the testimony provided by the candidate’s file and peer reviewers, and the discussions during the reappointment/tenure committee meetings, each member of the committee must necessarily apply his or her own professional judgment in the review to make a final ballot recommendation. When all the evaluations are summarized, a recommendation regarding a candidate’s *whole performance*, viewed as a unified, integrated record of a teacher-scholar and university citizen emerges consistent with Section (C).

Candidates standing for reappointment and tenure are strongly encouraged to acknowledge these facts as they prepare their files and to explain fully why they think their accomplishments should be considered excellent, significant, or satisfactory given their discipline, their year in the review process, and how they addressed issues raised in the previous year’s review.

In a reappointment decision, evaluators are required to make a final ballot recommendation of “yes,” “yes with reservations,” or “no.” For tenure decisions, only final ballot recommendations of “yes” or “no” are possible. The *minimum* performance required for an unreserved positive ballot recommendation for a candidate’s reappointment or tenure can be illustrated by the following table:

Teaching (C.1.)	Scholarship (C.2.)	Service (C.3.)
excellent	satisfactory	satisfactory
significant	significant	satisfactory
significant	satisfactory	excellent
satisfactory	excellent	satisfactory

It should be made clear to both reviewers and candidates that this table does not attempt to identify every possible combination of performance leading to specific ballot recommendations, as that would be inconsistent with the intent of guidelines. Instead, it is consistent with and intended to signal the “general principles, which reflect the mission and values of the campus.” “Deficient” does not appear in the table because deficiency in any area signals that a “yes with reservation” or a “no” reappointment ballot recommendation is warranted. In the case of tenure, it signals that a negative ballot is indicated. Finally, it should be reemphasized that this table makes no attempt to quantify absolutely what constitutes excellent, significant, satisfactory, or deficient performance, which was discussed above.

- For tenure-track librarians, whose primary appointment is not as a classroom instructor, *The Work Culture of Libraries and Media Services at Kent State University* document should be consulted as it describes the criteria used for assessing the teaching and scholarship of librarians.

SECTION VII
FULL-TIME NON-TENURE-TRACK FACULTY PERFORMANCE REVIEWS

A. Full-Time Non-Tenure-Track (NTT) Faculty

According to Article IX of the *Full-Time Non-Tenure Track Faculty Collective Bargaining Agreement*, NTT faculty members “are full-time faculty of Kent State University who are appointed annually to a limited term of employment with the University. . . While it is recognized that appointments for [NTT faculty members] are made annually and that the term of each appointment is limited to a single academic year, [an NTT faculty member] may be offered an appointment for a subsequent academic year if programmatic need, satisfaction with performance of previous responsibilities, and budgeted resources supporting the position continue. . . [An NTT faculty member] who has received appointments for three consecutive academic years shall be subject to a Full Performance Review.”

In accordance with procedures and timelines established by the University, as annually distributed through the provost’s office, a Stark Campus NTT candidate for review is responsible for developing and organizing a file presenting evidence supporting her or his continuing appointment. The file is then made available to the Stark Campus promotion, tenure, and reappointment committee. Members of the committee are all tenured members of faculty council plus all tenured full professors who are not members of faculty council. The file is read by all members of the committee and is the subject of candid discussion, except that no member shall be present while the committee discusses or votes on the case of a domestic partner or relative. After the discussion and vote, the faculty council chair summarizes the committee’s vote and deliberations in a letter of recommendation to the dean of the Stark Campus. Votes in NTT performance reviews are “yes,” “yes with concerns,” or “no.” A vote of “yes with concerns” is a positive vote, but it carries with it a note of concern. A simple majority of the promotion, tenure, and reappointment committee voting “yes” or “yes with concerns” represents a positive assessment of the candidate. After reviewing the materials and advisory recommendations, the dean of the Stark Campus will make a judgment regarding reappointment in view of the candidate’s past record, programmatic needs, and budgeted resources supporting the position. Each NTT faculty member is to be provided with a written summary of the outcome and conclusions of the review and an indication of whether an additional appointment may be anticipated and, if so, under what programmatic, budgetary and/or anticipated staffing or projected enrollment circumstances. NTT candidates for review should consult Article VI of the *Full-Time Non-Tenure Track Faculty Collective Bargaining Agreement* regarding appeal and grievance procedures.

B. Kent State University at Stark Criteria for NTT Faculty Three-Year Term Performance Review

According to the *Full-Time Non-Tenure Track Faculty Collective Bargaining Agreement*, NTT faculty members completing three or six consecutive academic years of annually renewable contracts shall be subject to a Full Performance Review during the third and sixth year respectively before an additional appointment can be anticipated or authorized. While acknowledging the varied contributions and responsibilities of NTT faculty members, classroom instruction is the principal responsibility of an NTT faculty member in the Instructional Track, so the goal in the three-year Performance Review is to document excellence in teaching. Such excellence may be evaluated in multiple ways, including, but not limited to, effective course

design and teaching materials, a pattern of positive written comments on student evaluations, supportive peer evaluations, ongoing efforts to reflect upon and improve the act of teaching, and consistently positive SSI scores. Fulfilling those minimal expectations and responsibilities required of *all* faculty members as delineated in Section V is necessary—but not sufficient—for teaching excellence.

The Full Performance Review file will normally include the following items:

- Past Performance Review letters, if any;
- A self-evaluation providing an assessment of the candidate's teaching during the period under review, as well as the candidate's performance of other responsibilities, if any;
- An up-to-date curriculum vita;
- The syllabi for courses taught during the period under review;
- The Evaluation Summaries of Student Surveys of Instruction (SSI) for all courses taught during the period under review. SSI summaries include both numerical data and student written comments; and
- One peer teaching review each year during the period under review.

At the candidate's discretion, the Full Performance Review file *may* include other materials that will clarify and/or enhance her or his record of excellent teaching, including but not limited to:

- Samples of examinations, assignments, study guides, and/or other course materials;
- Evidence that the candidate has remained current in the pedagogical theory of her or his discipline;
- Details of innovations in teaching, e.g., service learning or the use of learning technologies;
- Documentation of teaching awards or nominations;
- An account of scholarly or professional activity necessary to maintain professional standing in the discipline; and
- Assessments of other contributions beyond the contractual expectations for non-tenure track faculty members.

Evaluation Process Overview

Each year the performance review process necessarily has new candidates and new promotion, tenure, and reappointment committee members who may be unfamiliar with the process and how to operationalize the criteria in reviews. This section provides a guide to how this can be done—without prescribing how it *must* be done—in order to facilitate evaluation consistency and to clarify expectations as committee recommendations are made to the Stark Campus dean.

A candidate's teaching performance can be evaluated using a three-rank scale of excellent, satisfactory, and unsatisfactory. Because of the differences among disciplines—and acknowledging the varied contributions and responsibilities of NTT faculty members—it is inappropriate to quantify absolutely the scale noted above. Based on the standards of the relevant discipline, the testimony provided by the candidate's file and peer reviewers, and the discussions during the committee meeting, each member of the committee must necessarily apply her or his own professional judgment in the review to make a vote of "yes," "yes with concerns," or "no." Usually, a record of performance judged to be excellent receives a "yes" vote, while an unsatisfactory record receives a vote of "no." A vote of "yes with concerns" may be warranted if a candidate's record of performance is judged to be satisfactory in most respects, but is problematic in others. Examples of problematic aspects of a candidate's record include, but are not limited to:

- A poorly organized or incomplete file, e.g., files lacking peer teaching evaluations when appropriate;
- SSI scores on various dimensions of a candidate's performance evidencing a recurring problem, e.g., showing disrespect to students or being unavailable for student consultation;
- A recurring kind of student written complaint left unaddressed in the self-evaluation, e.g., "It took weeks to get our papers back";
- Poorly crafted syllabi evidencing an inadequate number or kind of evaluations of student learning; and
- Evidence that the candidate's courses are insufficiently rigorous.

NTT candidates undergoing a performance review are strongly encouraged to acknowledge these facts as they prepare their files and to explain fully why they think their teaching performance should be considered excellent or satisfactory.

C. Kent State University at Stark Criteria for NTT Faculty Performance Reviews after Nine Years of Consecutive Employment and Two Full Performance Reviews (Simplified or Abbreviated Performance Review)

According to the *Full-time Non-tenure Track Faculty Collective Bargaining Agreement*, after nine years of consecutive appointments, and every three years thereafter, NTT faculty members shall undergo a Simplified or Abbreviated Performance Review. While acknowledging the varied contributions and responsibilities of NTT faculty members, classroom instruction is the principal responsibility of an NTT faculty member in the Instructional Track, so the goal in the Simplified Performance Review is to document excellence in teaching. Fulfilling those minimal expectations and responsibilities required of *all* faculty members as delineated in Section V is necessary—but not sufficient—for continuing teaching excellence.

The Simplified Performance Review file will be electronically submitted, and will normally include the following items:

- A narrative of up to five pages in which the candidate describes her or his professional activities during the past three years;
- An up-to-date curriculum vita; and
- The summaries of Student Surveys of Instruction (SSI) for all courses taught during the period under review. SSI summaries include both numerical data and student written comments.

At the candidate's discretion, the Simplified Review file *may* include other materials that will clarify and/or enhance her or his record of continuing excellent teaching, including but not limited to:

- Past Performance Review letters, if any;
- A self-evaluation of the candidate's teaching performance during the past three years;
- Recent peer teaching reviews;
- Samples of syllabi, examinations, assignments, study guides, and/or other course materials;
- Evidence that the candidate has remained current in the pedagogical theory of her or his discipline;
- Details of innovations in teaching, e.g., service learning or the use of learning technologies;
- Documentation of teaching awards or nominations;
- An account of scholarly or professional activity necessary to maintain professional standing in the discipline; and
- Assessments of other contributions beyond the contractual expectations for non-tenure track faculty members.

Evaluation Process Overview

Each year the performance review process necessarily has new candidates and new promotion, tenure, and reappointment committee members who may be unfamiliar with the process and how to operationalize the criteria in reviews. This section provides a guide to how this can be done—without prescribing how it *must* be done—in order to facilitate evaluation consistency and to clarify expectations as committee recommendations are made to the Stark Campus dean.

A candidate's teaching performance can be evaluated using a three-rank scale of excellent, satisfactory, and unsatisfactory. Because of the differences among disciplines—and

acknowledging the varied contributions and responsibilities of NTT faculty members—it is inappropriate to quantify absolutely the scale noted above. Based on the standards of the relevant discipline, the testimony provided by the candidate’s file, and the discussions during the committee meeting, each member of the committee must necessarily apply her or his own professional judgment in the review to make a vote of “yes,” “yes with concerns,” or “no.” Usually, a record of performance judged to be excellent receives a “yes” vote, while an unsatisfactory record receives a vote of “no.” A vote of “yes with concerns” may be warranted if a candidate’s record of performance is judged to be satisfactory in most respects, but is problematic in others. Examples of problematic aspects of a candidate’s record include, but are not limited to:

- A poorly organized or incomplete file;
- SSI scores on various dimensions of a candidate’s performance evidencing a recurring problem, e.g., showing disrespect to students or being unavailable for student consultation; and
- A recurring kind of student written complaint left unaddressed in the self-evaluation, e.g., “It took weeks to get our papers back.”

NTT candidates undergoing a simplified performance review are strongly encouraged to acknowledge these facts as they prepare their files and to explain fully why they think their teaching performance should be considered excellent or satisfactory.

SECTION VIII FACULTY EXCELLENCE AWARDS

In conformity with the *Collective Bargaining Agreement*, the University will sometimes establish an additional salary increment pool for the purpose of recognizing documented *Faculty Excellence* in achievement, performance, and contribution. "Faculty Excellence," commonly referred to as "merit," is performance *above and beyond job expectations* for faculty at Kent State University at Stark.

A. General Principles

In conformity with the *Collective Bargaining Agreement*, two broadly-defined areas of demonstrated faculty excellence, consistent with the mission of Kent State University at Stark, are to be recognized through Faculty Excellence Awards: (1) *Teaching/Service* and (2) *Research*.

When Faculty Excellence Awards are to be made, a pool for this purpose shall be established for Kent State University at Stark. The expectation is that two-thirds (2/3) of the pool will be used to support Faculty Excellence Awards recognizing contributions in *Teaching/Service*, including student advisement and efforts in support of student recruitment and retention activities, and including campus, university, professional, and appropriate community service; and one-third (1/3) for demonstrated productivity and substantiated achievement in *Research*, including appropriate and substantiated professional development.

Procedures, allocations, and timelines for determining Faculty Excellence Awards for any given year shall be conducted in accordance with guidelines issued by the Office of the Provost.

B. Criteria for Determining Faculty Excellence Awards

Because of the significant variation in the roles and responsibilities, disciplines and departments, as well as college or school expectations, the formulation or application of one specific, narrowly circumscribed definition of "Faculty Excellence" is inappropriate in the determination of Faculty Excellence Awards. However, a more general and useful conception of "Faculty Excellence" can be applied, which is based on a few guiding criteria and certain identifiable qualities, activities, and issues common to all excellent faculty members, regardless of their varied roles and responsibilities. Thus, the following guiding criteria shall apply in determining "Faculty Excellence."

"Faculty Excellence" is demonstrated by:

1. The evident performance by a faculty member in *Teaching*; and campus, university, professional, and appropriate community *Service* that is above and beyond time commitments and contributions usually expected of faculty members;
2. The evident performance by a faculty member in *Research* (including creative productivity) above and beyond expectations of standard, acceptable faculty performance.

In determining the extent to which the performance, contributions, or achievements of a faculty member satisfy these guiding criteria for "Faculty Excellence," it is useful to consider some

examples of (1) expected or “baseline” faculty performance, and (2) meritorious faculty performance.

(1) Being mindful of the significant variation in faculty roles and responsibilities, disciplines and departments, as well as college or school expectations, *examples* of expected or “baseline” faculty performance during the “merit period” may be evidenced by:

- Average classroom performance teaching 24 load hours/year as evaluated by student surveys;
- Regular attendance at office hours;
- Writing student recommendations;
- Some effort to remain current in pedagogy;
- Some participation in campus service activities, e.g., service on a campus, department, or university committee or two;
- Some effort to remain current in the area of expertise, e.g., a conference attendance or two.

(2) Being mindful of the significant variation in faculty roles and responsibilities, disciplines and departments, as well as college or school expectations, *examples* of meritorious faculty performance during the “merit period” may be evidenced by:

- Consistent above-average classroom performance as indicated by student surveys and/or peer reviews;
- Teaching independent studies or overload teaching;
- Assisting students with publications or presentations;
- Recruitment and retention activities;
- Classroom pedagogical and technological innovations;
- Teaching or service awards;
- Extensive, positive contributions of time and effort to campus, department, university, professional, and public service;
- Significant scholarly or creative contributions as determined by the faculty member’s discipline;
- Efforts in campus or university outreach;
- Bringing recognition to Kent State University at Stark.

C. Campus Procedures for Determining Faculty Excellence Awards

1. Forms, deadlines, and instructions for application will be made available by the Campus Dean and the Faculty Council Chair when Faculty Excellence Awards are to be made.
2. Tenured and tenure-track members of Faculty Council will carefully read each file, with each person forming his or her independent evaluation.
3. Tenured and tenure-track Council members will meet in executive session to consider each applicant’s file. This session is solely for the purpose of appraising each applicant’s record, asking questions of constituency members, and clarifying information. *This session is not for the purpose of explicitly comparing the performances of colleagues in open discussion.* Each Council member is responsible for making those kinds of judgments independently after the meeting concludes. Council members will not be present for the discussion of their own files or for the discussions of the files submitted by their spouses or significant others.

4. Each Faculty Council member shall assign to each file a score between 0 (low) and 10 (high) in each category for which the faculty member has applied. Scores will be submitted electronically and will remain anonymous at every stage of the process. After the highest and lowest scores of each applicant have been discarded, the scores will be tallied and the average computed. Then all applicants will be ranked, according to the average score for each faculty member.

Council members are not allowed to assign scores to themselves nor to their spouses or significant others, so not everyone will have the same number of total votes. However, the average score should reflect the correct ranking.

The integrity and fairness of the process demands that the scoring by Council members be done without consultation with other Council members or non-Council members of the faculty.

5. The Faculty Council Chair and Secretary shall jointly submit the separate scores for each category to the Dean of the Stark Campus. The Chair and Secretary shall keep all the scores confidential.
6. The Dean of the Stark Campus will make a preliminary determination of the Faculty Excellence Awards and notify individual faculty member, the Faculty Council, and the Provost. Faculty members who wish to know their discrete ranking in each category by the Dean or by Faculty Council may request that information from the Dean.
7. A faculty member shall have the right to request reconsideration of the preliminary determination. The procedure for making such a request is as follows:
 - a. The request shall be made, in writing, to the Dean of the Stark Campus for transmission to the Faculty Council for its review and recommendation on reconsideration.
 - b. A necessary condition for Faculty Council review of a written request for reconsideration is that the request must give an informed and substantive reason for reconsidering the preliminary determination. An informed reason is based upon at least as much information as was available to Faculty Council. Thus, the expectation is that any faculty member requesting reconsideration will have reviewed the documentation submitted by all applicants for Faculty Excellence Awards who would be affected by a revision of the preliminary determination. A substantive reason discloses a significant misinterpretation or a real and verifiable error in the preliminary determination. Thus, disappointment about the size of an award alone is insufficient reason to request reconsideration.
 - c. After evaluating all requests for reconsideration, the Faculty Council will make a final recommendation to the Dean of the Stark Campus.
 - d. The Dean of the Stark Campus will make a final determination of Faculty Excellence Awards and notify affected individual faculty, the Faculty Council, and the Provost.

- e. The request for reconsideration of preliminary determinations is the only mechanism or level of appeal provided by the guidelines of the *Collective Bargaining Agreement*.

SECTION IX FACULTY GRIEVANCES AND APPEAL PROCEDURES

The *Collective Bargaining Agreements* for tenured or tenured-track faculty and for NTT faculty outline the grievance and/or appeal procedures available to a faculty member adversely affected by an academic judgment, for example, in the areas of reappointment, tenure or promotion, academic freedom, professional ethics, sanctions for cause, and disciplinary actions.

- **General Appeal Process for Tenured or Tenure-Track Faculty.** The *Collective Bargaining Agreement* for tenured or tenure-track faculty describes in detail the general appeal process available to those faculty members whose employment status is adversely affected by a substantial academic judgment in the areas of granting or denial of tenure, reappointment, or promotion at the level of the Provost or President, academic freedom, professional ethics, or sanctions for cause (see *CBA*). The *CBA* refines the general appeal process for appeals resulting from the denial of tenure, reappointment or promotion.
- **Appeals Following the Denial Promotion, Tenure or Reappointment at the Level of the Provost or the President.** The *CBA* for tenured or tenure-track faculty describes the appeal process specifically resulting from the denial of tenure, promotion or reappointment at the level of the Provost or the President. This appeal process is similar to the general appeal process, but it specifies certain options and restrictions.
- **Procedures for Appealing Negative Tenure, Promotion and Tenure-Track Reappointment Recommendations.** Besides these appeal avenues, a faculty member may appeal a negative tenure, promotion or reappointment recommendation to the administrator at the next level of review. This type of appeal allows the faculty member to present his/her case orally to the administrator and/or advisory committee at the next level of review and is initiated by the faculty sending an appeal letter to the administrator at next level of review (amongst other places). The reader should consult the appropriate *CBA* appendices or sections of the annual *Procedures and Policies Governing the Review of Faculty* for details regarding how to initiate an appeal following a negative recommendation letter and related issues like how to attach a written statement to a file addressing alleged procedural or errors of fact contained in a recommendation letter or obtaining advisory ballots when they are not automatically forwarded to the candidate.
- **Grievance and Arbitration Procedures.** The *CBA* for tenured or tenure-track faculty and Article VI of the *CBA* for NTT faculty outline the procedure for handling faculty grievances and the arbitration process that may result in an unresolved grievance. If a formal grievance is filed, the Grieving Party is represented by a designate of the Association in all formal meetings with the University. If after the grievance procedure has ended and the Association is not satisfied with the University's response, the Association has the right to appeal the grievance to arbitration.

In the grievance process for NTT faculty, there is a stronger emphasis on informal resolution and there are differences in the deadlines for written statements to be submitted. Otherwise, the grievance process for NTT faculty is fairly similar to the grievance process for tenured or tenure-track faculty.

SECTION X STUDENTS

A. Faculty/Student Conduct

Interpersonal relations are difficult to prescribe and evaluate, and yet they set the tone and environment for the learning experience. Kent State University at Stark subscribes to the conduct policies set forth in the *University Digest of Rules and Regulations* and the *University Policy Register*. At a minimum, faculty should strive to achieve the following in their classrooms:

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

B. Cheating and Plagiarism

Responses to cheating and plagiarism are discussed in detail in the *University Policy Register* and the *Digest of Rules and Regulations*. Appropriate punishment for each offense is an individual question and should be decided according to the *University Policy Register* and in consultation with other authorities as necessary. Additional guidance regarding plagiarism is located on the Kent State Stark web page (under Faculty Governance, Teaching policies).

C. Student Complaints/Faculty Conduct

The *University Policy Register* and the *Digest of Rules and Regulations* outlines the procedure for addressing student complaints against instructors. Kent State Stark has a student complaint adviser, a faculty or staff member appointed by the Dean, who shall put such policy into motion when requested. When there is a failure to resolve the grievance between the student and the respondent, the officer has the responsibility of convening a hearing committee composed of faculty and student representatives. The outcome of the hearing is reported to the Stark Campus Dean on the proper form and in a timely manner.

D. Faculty Complaints/Student Conduct

The *University Policy Register* and the *Digest of Rules and Regulations* outlines the procedure for addressing faculty complaints about inappropriate student conduct. The Dean shall appoint a student conduct coordinator, a member of the dean's administrative staff. The Dean will also recommend at least two full-time faculty or staff members as hearing officers, who, along with student representatives, will hear cases convened at the discretion of the conduct coordinator. Such behavior as deemed disruptive to the integrity of the class or that presents an implied or direct threat to the instructor or classroom progress should be brought to the attention of the Student Conduct Officer. He or she may then initiate the formal process of a hearing to determine a student's right to remain in the class or in the University.

E. Accommodating Students with Disabilities

Student Accessibility Services (SAS), headed by the SAS Disability Coordinator, is located in the Academic Success Center, lower level of the Campus Center (ph. 330-244-5047). The SAS Office accepts documentation presented by students to validate a disability under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Once validated, accommodations plans are created through an interaction process with the student and the Disability Coordinator. Accommodation letters are then created outlining the approved accommodations. These letters are given by the student to the professor/instructor informing them of their approved accommodations. This interaction allows for an open dialogue between the student and professor as to how to implement the selected accommodations. Any questions regarding the proposed accommodations are to be directed to the SAS Coordinator. Accommodation letters are confidential and are not to be discussed with others. Faculty does not retain the right to review the student's presented documentation and/or refuse or alter the designated accommodations.

According to a directive from the Associate Dean's Office (12/6/06), which requires compliance with the "Americans with Disabilities Act of 1990," this statement must to be included on all course syllabi:

"Kent State University recognizes its responsibility for creating an institutional atmosphere in which students with disabilities can succeed. In accordance with university policy, if you have a documented disability, you may request accommodations to obtain equal access in this class. Please contact the disability coordinator on campus in Student Accessibility Services, located in the Student Success Center, lower level of the Campus Center. After your eligibility for accommodations is determined, you will be given a letter, which, when presented to instructors, will help us know best how to assist you."

SECTION XI
HANDBOOK MODIFICATION, AMENDMENT AND REVISION

With the exception of the Faculty Council By-Laws (Section IV.B), any modification of this handbook must be approved by a vote of the Faculty Council (full-time tenured, tenure track and NTT faculty) at Kent State University at Stark. In the event that a proposed change affects only tenure-track faculty, only tenure-track faculty will vote. As well, if a proposed change affects only NTT faculty, only NTT faculty will vote. Modifications can be suggested by Faculty Council, Cabinet, or initiated by a petition signed by a minimum of eight (8) full-time Kent State Stark faculty.

A vote of the proposed modifications will be conducted by Faculty Council, who must set a specific date for discussions of the proposed changes after all faculty have been made aware of the changes and have had convenient access to the proposed changes to the handbook for a minimum of ten (10) days before the discussion and vote. Approval of the suggested changes requires a 2/3 positive vote of the members of Faculty Council.

Upon Faculty Council approval of the suggested changes, the revised handbook will be sent to the Campus Dean for approval. Upon approval at the Dean's level, the handbook will be forwarded to the appropriate offices on the Kent Campus (as outlined by University Policy and the CBA) for eventual approval by the Provost.

APPENDIX I
CAMPUS ORGANIZATIONAL CHART

<available on Stark's HR web page>