

Faculty Senate Agenda April 12, 2021

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9	New Business: a. Action Item: Proposal for the Center for African Studies (Felix Kumah-Abiwu, Associate Professor in Pan-African Studies) b. Discussion Item: RTP Policy Revisions (Co-chairs of the Professional Standards Committee, Jeff Ciesla, Associate Professor of Psychology and Dave Kaplan, Professor of Geography) Summary of RTP Policy Draft Revisions 1. Reappointment Policy 2. Tenure Policy 3. Promotion Policy c. Action Item: Survey of Student Instruction Review Committee Description (SSIRC) (description forthcoming)	26 – 27 28 – 29 30 – 41 42 – 58 59 – 70																
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FACULTY SENATE

Meeting Minutes

March 8, 2021

Senators Present: Ann Abraham, Omid Bagheri, Kathy Bergh, Jeffrey Child, Jeffrey Ciesla, Sue Clement, Tammy Clewell, Scott Courtney, Timothy Culver, Ed Dauterich, Yanhai Du, Jean Engohang-Ndong, Julie Evey, Pamela Grimm, Angela Guercio, Mariann Harding, Todd Hawley, David Kaplan, Edgar Kooijman, Darci Kracht, Cynthia Kristof, Janice Kroeger, Velvet Landingham, Tracy Laux, Cathy Marshall, Mahli Mechenbier, Oana Mocioalca, Deepraj Mukherjee, Abe Osbourne, Vic Perera, Amy Petrinec, Linda Piccirillo-Smith, Helen Piontkivska, Terri Polanski, Susan Roxburgh, Athena Salaba, Murali Shanker, Deborah Smith, Diane Stroup, Robin Vande Zande, Theresa Walton-Fisette, Donald White, Haiyan Zhu, Melissa Zullo

Senators Not Present: Alice Colwell, Tracy Dodson, Kimberly Peer

Ex-Officio Members Present: President Todd Diacon; Senior Vice President and Provost Melody Tankersley; Senior Vice President Mark Polatajko; Vice Presidents: David Dees*, Paul DiCorleto, Amoaba Gooden*, Lamar Hylton, Rebecca Murphy*, Mary Parker, John Rathje, Charlene Reed, Valoree Vargo, Jack Witt; Deans: Sonia Alemagno, Christina Bloebaum, Allan Boike, Ken Burhanna, John Crawford-Spinelli, James Hannon, Mark Mistur, Mandy Munro-Stasiuk*, Eboni Pringle, Amy Reynolds, Denice Sheehan*, Alison Smith, Deborah Spake, Manfred van Dulmen* *Interim

Ex-Officio Members Not Present: Vice President Willis Walker; Interim Dean Susan Stocker

Observers Present: Thomas Janson (Emeritus Professor), Claire Jackman (GSS)

Observers Not Present: Thomas Niepsuj (USS)

Guests Present: Emma Andrus, Sue Averill, J.R. Campbell, Kimberly DePaul, Talea Drummer-Ferrell, Tameka Ellington, Paul Farrell, Kaitlyn Finchler, Jennifer Hebebrand, Lynette Johnson, Tess Kail, Michael Kavulic, Karen Keenan, Valerie Kelly, Dana Lawless-Andric, Jennifer Marcinkiewicz, Babacar MBaye, Jennifer McDonough, Susan Perry, Amy Quillin, Jim Raber, Therese Tillett, Deirdre Warren, Sonya Williams

1. Call to Order

Chair Grimm called the meeting to order at 3:20 p.m. on Microsoft Teams.

2. Roll Call

Secretary Dauterich called the roll.

3. Approval of the Agenda

Chair Grimm asked for a motion to approve the agenda. A motion was made and seconded (Bagheri/Mukherjee). The motion passed unanimously.

4. Approval of the February 8, 2021, Faculty Senate Meeting Minutes

A motion was made and seconded to approve the minutes of the meeting (Abraham/Child). The minutes were passed unanimously as written.

5. Chair's Remarks

Chair Grimm delivered her remarks. [Attachment]

Chair Grimm invited comments or questions.

There were no comments or questions.

6. Provost's Remarks

Provost Tankersley began by thanking Chair Grimm and then mentioned that the year had been successful because of the senate and the faculty they represent. She also reiterated the thanks that had been given by Chair Grimm in her remarks and added that Chair Grimm's leadership has been extraordinary during the pandemic. She then moved to a discussion of Fall 2021 classes. The schedule will be published later, and students will register later than in the past. There will also be clearer denotation for students about how courses will be taught. Provost Tankersley was very optimistic about a return to a more normal semester for Fall 2021. She added that we have great reasons for optimism including readily available vaccinations. She added that Kent State may also hold vaccine clinics in the future through the DeWeese Center and that the university will help with distributing vaccines county-wide at the Kent State University Field House. This, combined with a continued decrease in case numbers, means that we can hope for more social engagement although safety protocols that are in place will continue to be maintained. There have been no cases traced back to students and instructors on campus for the past year. She said that for classes to function normally, students will need to attend class in the fall as the class is designated (e.g., remote asynchronous). Students need to make sure they sign up for the classes that suit their needs. If a course is scheduled as in-person, the student needs to attend in person or find an online or remote course that meets their needs. Instructors will no longer be asked to teach in person and remotely simultaneously. Secondly, she added that we must maximize the full instructional day and the physical spaces available. There will be more evening and Saturday classes and more use of space off campus. She asked faculty to be flexible in the fall about how they are scheduled. Parking and technology assistance will be provided for instructors who choose to teach in person. She also mentioned that in conjunction with the Office of Global Education (OGE), travel guidance procedures are being reviewed. She finished by saying that we are optimistic about returning to normal and thanked faculty for fully considering in-person instruction for Fall 2021. She concluded her remarks by mentioning that it was International Women's Day, and she recognized the women of Kent State for changing the world every day through their scientific breakthroughs, their creations and innovations, their support of one another, their instruction of students, and their work in communities and agencies. She then asked all of the women present to turn on their cameras, so the audience could applaud their achievements.

She then invited comments or questions.

Senator Roxburgh asked about classes that were being scheduled to meet 50% remote on a Monday with the other 50% of the class being remote on Wednesday in the fall in order to

increase the number of in-person classes. She found that this was not a student-friendly approach because it could be confusing and use too much of students' bandwidth given their already complicated schedules.

Provost Tankersley replied that she appreciated Senator Roxburgh's point but added that if a student has a Tuesday/Thursday and is only meeting in person on one of those days, it gives that student another spot on the calendar to devote to studying. So, on the time they would have been physically in on Tuesday and Thursday, now they have a day that they can devote to what they are doing in the online portion of the class or the remote portion of the class. She added that a lot of other universities have used this type of scheduling with great success. She continued by saying that this type of scheduling is only one option, and she encouraged faculty to do what makes sense for them, their students, their pedagogy, and their curriculum.

Senator Roxburgh thanked the provost for her response.

Senator Laux asked for updates on off-campus locations that might be utilized for classes or similar information for on-campus spaces that were not traditionally used for classrooms.

Provost Tankersley replied that there is ongoing negotiation related to some of the off-campus spaces, but currently, the Kent State Hotel conference rooms remain an option. Those spaces can hold up to 50 individuals at one time while maintaining social distancing. She added that there are many businesses that have regrettably had to close downtown due to the pandemic, which could give the university storefront space to use for classes. There are also large conference rooms on campus that could be used to deliver courses. Vice Presidents across the university have been asked to see what other open spaces they could provide.

Senator Laux thanked her for her response.

Senator Engohang-Ndong asked about faculty travel and what policies may change for national travel within the United States.

Provost Tankersley replied that it depends on what the travel is for. She said she was currently working with chairs, directors, and deans to make decisions about that travel. The university will continue to follow CDC recommendations.

Senator Engohang-Ndong thanked her for her comments.

There were no further comments or questions.

7. Election of At-Large Member for the Faculty Ethics Committee

The candidates were Senator Timothy Culver and Senator Oana Mocioalca. Senator Mocioalca won the election. Senator Culver will serve as alternate.

8. Old Business: LMS Update (James Raber, Executive Director of Support, Infrastructure and Research Technology)

Executive Director Raber said that his office has set up authentication roles, permissions, and other back end materials for the new Canvas learning platform. They have also spent a lot of time

working through some configuration items that are new to the university that will allow for greater flexibility. A lot of those configuration items were brought to the University Council on Technology (UCT) because he wanted guidance with how a faculty member might interact with a platform. They also set up critical add-ons including Teams integration and various proctor testing solutions and provided many training sessions. They have also begun a seven-week pilot this semester. They are closely monitoring the pilot and have planned feedback loops to help understand any pain points and other areas that might suggest a need for additional training. He added that they have been staging data for the move and that there is a lot of data. UCT has helped manage the data by providing guidance on how long data should live in the learning management system (LMS). Their suggestion is that four years of active content could be maintained in the LMS, and that two years' worth of archived material could also be available.

With regard to migration from Blackboard Learn to Canvas, he said that there will be a new dashboard that will be available in Flashline that will present faculty a list of all of the courses they have taught over the last four years, and it will allow faculty to choose which courses they want brought over into Canvas. Additionally, they are staging a Share Point location to house all older course data to be delivered by request. With regard to training, faculty will all have access to what is called Canvas in a Flash. This provides anytime access to training materials that faculty can consume at their own pace. It includes an overview of the platform, how to design a course within the platform, how to engage students and provide feedback, how to understand analytics around a course, and how to publish materials within the course shell. Additionally, they are working on a student-centered version of this that will help ease the transition.

IT will provide a brief introduction to Canvas at this year's Education Elevated Conference, so he placed the URL (<https://ksuprod.sharepoint.com/sites/e2>) for the conference into the Teams chatroom. Registration for the conference is open, and it is free. There is also an early overview currently available through training.kent.edu. More substantial training efforts include Canvas Essentials, which covers course organization, materials, assignments, and grading. This will be available in April and will be roughly three hours in length. There is also an advanced course, Canvas Beyond the Basics, covering assessments, rubrics, group work, and collaborations. This will also be available in April.

To ease migration, IT will offer virtual office hours Monday through Thursday from 1:00 to 4:00 p.m. There will also be drop-in sections at training.kent.edu, so faculty can join a session and get their questions answered as they are working on their courses. IT is also looking at creating a condensed version of those trainings for students.

Regarding the rollout of the platform, he said that it begins this semester with the limited pilot. The pilot has around 10 faculty and one hundred students. A larger pilot will take place in Summer 2021. Around 150 faculty have asked to be early adopters. There will be live trainings in April and May for these faculty members. Faculty in the pilot group will be provided access to Canvas in mid-March to help familiarize them with the user interface.

Additionally, they are looking at how to include a sandbox course, so faculty who want to experiment with the tools and features in Canvas can do so without risk. Local educational technology specialists and instructional designers will be able to assist with migrating content and staging courses.

Fall 2021 is the wider rollout. Any faculty that want in will get in. Faculty training and support will continue. Educational technology specialists and instructional designers will be available for consultation for those faculty making the switch. Virtual office hours will be available then as well.

By Spring 2022, the switch will be complete. The goal is to decommission Blackboard Learn by the end of its contract, which is the end of June 2022. Course archives not migrated over to Canvas are to be available as needed for a period, and once they have clear guidance from UCT on data retention, archives will be trimmed back to reflect those recommendations.

Data migration will take place over summer. Courses over 2 gigabytes in size will not migrate. This is around one percent of the courses currently on Blackboard Learn. If faculty have large files, the recommendation is to move those sorts of files into One Drive, which is designed for large file repositories. If the large content items are videos, they recommend moving those to the video hosting platforms (Kaltura or Microsoft Stream), as they allow for things like closed captioning and better performance on mobile devices.

Content can be moved fairly easily although folders look slightly different. He recommended that faculty review the placement of their content before publishing it to the class. Announcements and discussion boards transfer seamlessly. Assignments and grade books transfer well; however, some grade books and categories may need to be tweaked. If a course uses SafeAssign in Blackboard, faculty should be aware that that anti-plagiarism platform is a Blackboard product. Canvas will use Turnitin instead. Tests, surveys, and polls import pretty well, but will go to a single section called quizzes. Some question types do not transfer seamlessly (e.g., hot spot questions and quiz bowls), so he recommended that faculty pay special attention to quizzes and assessments as they migrate.

Microsoft Teams will be the native video conferencing tool in Canvas. Since Collaborate Ultra is a Blackboard product, it will not be available on Canvas. There are also a number of enterprise-wide tools that IT will add on to the LMS environment. Flash Books can only be integrated with one LMS at a time, so they are working with the Provost's Office to figure out how best to move forward with this.

He concluded by inviting comments or questions.

Senator Mocioalca asked whether courses would be transferred by instructors or IT.

Executive Director Raber said that instructors simply pick the courses they want to transfer, and IT will do it.

Senator Mocioalca asked whether courses could be kept for more than six years.

Executive Director Raber said that it might be possible if it is done in a secure way. Information will appear on the website.

Senator Mocioalca asked whether videos from a course should be saved on a special file or server.

Executive Director Raber responded that Kent has two different video hosting platforms available: Kaltura, which is at video@kent.edu, and Microsoft Stream. Both are specifically designed for video hosting. He added that learning management systems should be avoided as video hosting

sites because of the lack of closed captioning and inferior user interfaces. He also mentioned that any course that is over 2 gigabytes in size will not copy well.

Senator Mocioalca asked whether Canvas would work better with WebAssign and other programs.

Executive Director Raber said he was not sure about WebAssign specifically, but he would have the IT team follow up with it, and then, he would get back to her.

Senator Kracht asked whether there would be live workshops in the summer.

Executive Director Raber said there would.

Senator Shanker asked whether the Flash Books restriction was university-wide and whether all faculty had to be trained to use Proctorio with Canvas.

Executive Director Raber responded that it was university-wide and that Proctorio training was only necessary for those faculty that use Proctorio.

Senator Child asked whether course content over four years old could be archived if instructors feel it is important.

Executive Director Raber responded that there will be a ticket process in place for instructors to access that older information.

Senator Engohang-Ndong asked on what basis the large pilot faculty sample would be picked, when the call for participation would be released, and whether there would be a distribution policy across all campuses for the large pilot slots.

Executive Director Raber responded that for summer, they targeted faculty who volunteered after the initial announcement. For fall, they will reach out to faculty in general to see how many are willing to be volunteers. He added that regional campuses will be included in the distribution.

Senator Salaba asked whether faculty would be able to retrieve student work that had been archived with older Blackboard courses.

Executive Director Raber said that student submissions are not part of the materials that will be archived.

Graduate Student Senate Representative Jackman asked whether graduate student instructors would be included in the next pilot.

Executive Director Raber provided her with a link to follow to get her signed up for the pilot (canvaslaunch@kent.edu).

Senator Guercio asked whether Canvas would have the ability for instructors to see students' grade history after they have dropped a course.

Executive Director Raber responded that he was not sure, but that he would look into it and get back to her.

Chair Grimm asked whether the slides from the presentation could be dropped into the chatroom.

Executive Director Raber dropped the slides into the chatroom.

There were no further comments or questions.

9. New Business: Scheduling Update (Jennifer McDonough, Senior Associate Vice President, Enrollment Management Operations and Administration & Interim University Registrar)

Senior Associate Vice President McDonough updated faculty on how courses will be offered in Fall 2021. New instructional method options will be available for courses. The deadline to make a decision about how a course will be delivered is March 12th. The course schedule will be made available to students on April 12th. Training and information sessions about course scheduling will be available through the registrar's office on March 12th and March 15th. Current course delivery modes include traditional (TR), which is 100% in person, and the three designations for online courses (V1, V2, and V3: synchronous, asynchronous, and hybrid). For Fall 2021, the office has created R1, R2, and R3, which are remote courses that correspond with the V-designated courses (i.e., synchronous, asynchronous, and hybrid). "WEB MEETING" should be used as the building designation for the remote portion of these courses. The advantage for students is that there are no online fees associated with R-designated classes.

She then invited comments or questions.

Senator Smith asked how TBA classes with no current instructor would be handled since the instructors have not had a chance to give their preferences yet.

Provost Tankersley responded that she had been in touch with chairs and directors and encouraged them to staff as many sections as possible early, so there would be far fewer classes designated TBA than there had been in previous years.

Senator Guercio asked about how courses with separate lab sections and instructors would be designated.

Senior Associate Vice President McDonough said that the R3 designation offered enough flexibility to be applied to those courses. She also added that there is the availability in the system to create section notes, so students can clearly see who will be teaching them and where and when the course will be taught.

Senator Mocioalca asked about the difference between remote and online courses and wanted to know why online courses had fees attached to them.

Provost Tankersley explained the difference and mentioned that the fees pay for a lot of development, testing, and training that have to take place for online classes. When the pandemic began, there was no way to designate the difference between online classes and classes that had been forced to move away from in-person delivery, so the new R designations will remedy the situation and allow students to avoid being confused about fees.

Senator Mocioalca thanked her for her response.

Senator White said that he was unable to know what the situation would be in the fall, so he was inclined to select remote instruction as an option.

Provost Tankersley encouraged him and all faculty to teach in person if possible, and she added that if the pandemic worsens, it would be possible for faculty to go remote if they wished. It would not be possible for a remote class to become an in-person class, however.

President Diacon added that the university is operating under the assumption that anyone who wants a vaccine will be able to get one by the start of classes in the fall. He said that while remote instruction had been delivered successfully so far, one of the major student concerns was a lack of face-to-face, in-person courses, so if possible, it is preferred that as many classes as can be safely accommodated be taught in person.

Chair Grimm asked whether the slides could be dropped in the chat.

Senior Associate Vice President McDonough dropped the files into the chat.

There were no further comments or questions.

10. Announcements/Statements for the Record

Dean Drummer-Ferrell (Division of Student Affairs) announced the changes to the university's student death protocol. Changes include prioritizing the needs of students' families and the needs of the campus community. She said that she will be the point person for making sure the protocol is followed. There is now a more intentional process for reviewing eligibility for a posthumous degree. The dean will personally reach out to the family of the student to see whether there is interest in this. Decisions about all communications are made in collaboration with faculty and staff and ultimately decided by Dean Drummer-Ferrell.

Senator Kracht announced the time and date for the Faculty Senate Spring Forum: Friday, March 26, 1:00 - 2:30 p.m. Interim Associate Provost van Dulmen will be the speaker, and he will address the lessons we have learned as a university from the pandemic.

11. Adjournment

Chair Grimm adjourned the meeting at 5:15 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate

Attachment

Chair's Remarks for March 8, 2021 Faculty Senate Meeting

One year ago today, on the second Monday in March of 2020, we last met in person. You voted on a resolution calling for the creation of an Academic Continuity Committee and empowering the Faculty Senate Executive Committee to act on your behalf should it be necessary to do so over the coming months. That was “just in case.” Three days later, life as we knew it as faculty ended. A week later, KSU faculty had plunged into a new world of remote teaching.

What a year it's been! I want to take this opportunity to say a few thank you's to mark this year of COVID. I started writing a list and it's just too long, so I'm going to have to chunk some thank you's together.

I want to start by thanking our administration, specifically President Diacon and Provost Tankersley, for embracing a collaborative approach to addressing the challenges created by the pandemic. I'd also like to thank individuals in the office of the Provost, Manfred Van Dulmen, and Sue Averill, for their extraordinary efforts to ensure the health and wellbeing of students and faculty.

I also want to thank the leadership of the AAUP KSU TT and NTT, Deb Smith and Tracy Laux. I believe that the active engagement of our Union leadership in all our discussion and decision-making has been a critical factor in our approach to COVID.

I'd also like to thank the people who help supply us and our students with the technology we needed to continue teaching and learning with a special shout out to Jim Raber who became (and continues as) our “go to guy” for all problems technology related. I know that the “can do” attitude that has permeated all our IT support comes right from the top and I'd like to thank Vice President John Ratje for creating a culture that puts the needs of users front and center.

I'd also like to thank Vice President Mary Parker for finding ways to support our students as they face financial hardships brought on by the pandemic AND for continuing her work to ensure sound enrollments for the long-term health of KSU.

The Center for Teaching and Learning stepped up and trained hundreds of us over the past year so we could do a good job in the new environment in which we found ourselves. Thank you, especially, Jenny Marcinkiewicz.

I don't know if all of you are aware of it, but we owe an enormous debt of gratitude to Dean Sonia Alemagno and many of the faculty in the College of Public Health, especially Chris Woolverton, Tara Smith and Melissa Zullo, who have helped inform and guide all of us during the pandemic. I literally have no idea what we would have done without them.

I would like to thank the people who stepped up on Thursday, March 12 of 2020 to join the Ad Hoc Academic Continuity Committee and help us identify needs and develop solutions in the form of temporary modifications we needed to make to our policies in response to COVID. As the need to expand the committee became evident, we asked for and received additional representation. We now have a compliment of individuals that has been working collaboratively for a year to address the needs of students and faculty. All members of the Ad Hoc ACC have contributed in important ways over the past year, but I would like to give a special shout out to Therese Tillet, Lynette Johnson, Brenda Burke and Amanda Feaster, who have helped us with

critical questions on academic policy, scheduling, the impact of those decisions on financial aid and student accessibility services.

I am so grateful to have had two outstanding Executive Committees contributing to these efforts over the past year. That includes the current executive Committee, Vice Chair Tracy Laux, Secretary Ed Dauterich, At Large Representative Darci Kracht and appointed members Ann Abraham and Melissa Zullo. I'd also like to thank those members of last year's Exec Committee who may no longer be on the Executive Committee but who continue to work on important governance issues: Robin Vande Zande and Molly Wang. Former Executive Committee appointed representative Denice Sheehan is contributing to shared governance from a slightly different angle in her role as Interim Dean of the College of Nursing.

And I'd like to thank Tess Kail who has supported the efforts of the Faculty Senate for years and had to learn to do it in very different ways this year.

Last, but most important, I want to thank you Senators and the faculty you represent who have made this year as successful as it can be for our students. Thank you for the work you've done, for the care you've taken, for the compassion you've shown and for the commitment that has been the foundation of all our efforts over the past year.

But we haven't been dealing with just one crisis. It wasn't enough that the pandemic had rocked our world. On May 25 police in Minneapolis murdered George Floyd before our eyes and with impunity. And the cancer of racism that has eaten away at our nations for hundreds of years became evident and many of us were "woke." In this crisis, we all looked to Amoaba Gooden, interim Vice President for Diversity, Equity and Inclusion, and Vice President for Student Affairs Lamar Hylton to help us understand what our students, especially our students of color, need from us and to lead us toward a future in which racism has no place. That work is well underway, thanks in large part to their leadership.

What a year it's been! And it ain't over yet. But I see the light at the end of the tunnel and I'm downright giddy at the thought of being back together again on campus with students and colleagues. Maybe not tomorrow, but it's coming.

Thank you.
Pamela E. Grimm
Chair, Faculty Senate



Faculty Senate **Vita for Candidate for Election** **AY 2021-2022**

Name:	Pamela Grimm	Candidate For: (office)	<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Vice Chair <input type="checkbox"/> Secretary <input type="checkbox"/> At-Large
Rank:	Professor	Department:	Marketing and Entrepreneurship
Years at KSU:	29		
Degrees:	BA majoring in Theater and English, MBA and PhD in Marketing		
Previous Teaching Experience:	University of Buffalo TA, Canisius College, Adjunct		
Years w/ Faculty Senate:	At Large 2002-2004; College of Business Representative 2004-2011; At Large 2015-present		
Offices Held:	Chair, Faculty Senate 2018-2021, At-Large Member Faculty Senate Executive Committee 2003-4		
Major Committee Service (committee name, dates of service):	Co-Chair, Ad Hoc Academic Continuity Committee (ACC) March 2020 to present; Pandemic Leadership Committee, May 2020 to present; Faculty Oriented Issues Subcommittee of the ACC, April 2020 to present; Kent State Enterprise IT Governance Council, Spring 2019-present; Data Governance Council February 2020-present; Strategic Enrollment Management Governance Committee, Fall 2020-present; Graduate Studies Strategic Planning Committee, Spring 2021; Academic Affairs Strategic Planning Committee, Spring 2021; Athletics Strategic Planning Leadership Team, Spring 2021; Search Committee, Associate Provost and Dean of Graduate Studies Spring 2021; Search Committee, Vice President for Diversity, Equity and Inclusion, Spring 2021; Co-Chair, Educational Policies Committee 2018-present; Chair, Committee on Administrative Officers 2018-present; Co-Chair Faculty Senate Budget Advisory Committee (FaSBAC) 2018-present; Co-Chair RCM2.0 Sub-committee 2018-present; Presidential Search Committee 2018-2020; Professional Standards Committee 2015-16; Chair, Faculty Senate Ethics Committee 2003-4.		
University Concerns:	<p>I don't know that there has ever been a time in the history of Kent State when shared governance has been more important or when it has been so fully and fruitfully embraced. I'm so proud to be part of the team of faculty and administrators who have worked together to allow us to move with steadiness, thoughtfulness and purpose to address the challenges brought on by the COVID 19 pandemic. We created structures and processes, and formed relationships to make better informed decisions, decisions that helped our student and faculty make the most of this difficult year and that were made in a fraction of the time it usually takes to make modifications to policy.</p> <p>I see the end of the COVID crisis coming and I'm really looking forward to being back on campus with my students and colleagues. But I do not</p>		

	<p>know what the long-term impact of the changes we experienced during the time of COVID may be, in both the short and the long run. Will we be able to reestablish a vibrant and engaged community of learners who enjoy and benefit from face-to-face interaction, both formal and informal? And how will we transition back to our established governance structures while maintaining the advantages of the collaborations that have been such a cornerstone of the past year? I think this new level of shared governance we have achieved is something we need to continue.</p> <p>Continuing to operate in a highly collaborative way is especially important in the long run because the world is changing. Higher education, is changing. The needs of our students and our communities are changing. We faculty need to be prepared to lead our university, in partnership with our administrators, as we prepare for a future that is rushing towards us. Ready or not, here it comes. Let's work together to get to the ready place.</p>
<p>Tell us a bit about year achievements to date. What are the 3-4 achievements that you are most proud of?:</p>	<p>I'm proud to have been an active member of the Kent State University Community for 29 years and to have been a voice for faculty and students in Faculty Senate for about 15 of those years. I'm very proud and feel privileged to have served my colleagues as Chair of the Faculty Senate over the past three years and, in that capacity, to have also served as Chair or Co-Chair of a wide variety of committees. I have no hesitation in saying that the work I've been doing over the past year on the Ad Hoc Academic Continuity Committee (ACC) is among the most important of my academic life. Making sure that we remained focused on our students and helped faculty access the resources they needed to do the best they can under very difficult circumstances throughout the COVID19 pandemic has been critical. That has been the job of the ACC. Ujima in action! I am extremely grateful for the collective work that has been done by the Faculty Senate Executive Committee, the University Administration and the leadership of our two faculty Collective Bargaining units and the incredible number of faculty, student and staff who have all contributed to our collective efforts to keep students progressing academically.</p> <p>Racism is the other epidemic we have been facing this past year. On a personal level, I have worked to more fully understand the impact of racism, and especially systemic racism, at Kent State University and in our country. The Faculty Senate is resolved to address policies that perpetuate inequity and our resolution asking that standardized testing be eliminated as a requirement for undergraduate admission and be considered for elimination as a requirement for graduate admission is a starting point. There is a legion of individuals working now on the Anti-Racism Task Force to gather information and help identify policies which negatively impact our goal of a diverse and equitable learning and working environment. Faculty Senate is ready to work with the Task Force to identify policy solutions where problems have been identified.</p> <p>I am proud to represent faculty on a broad range of committees including those of immediate import, such as the Pandemic Leadership Committee, but also on others that will have long-term ramifications such as the Strategic Enrollment Management Committee, the Enterprise IT Governance Council, and three Committees addressing strategic planning - the Athletics Strategic Planning Leadership Team, the Graduate Studies Strategic Planning Committee and the Academic Affairs Strategic Planning Working Group.</p> <p>I said it last year and I'll say it again - Thank you for this opportunity! I hope you have been satisfied with my efforts and that you will allow me to continue for one more year.</p>



Faculty Senate Vita for Candidate for Election AY 2021-2022

Name:	Melissa Zullo	Candidate For: (office)	<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Vice Chair <input type="checkbox"/> Secretary <input type="checkbox"/> At-Large
Rank:	Associate	Department:	Public Health
Years at KSU:	12 as professor 10 as student (BA, MA, MPH)		
Degrees:	PhD in Epidemiology MPH MA in Exercise Physiology		
Previous Teaching Experience:			
Years w/Faculty Senate:	4		
Offices Held:	At-large		
Major Committee Service (committee name, dates of service):	<ul style="list-style-type: none"> Member: Provost's Advisory Council, 2019-2020 Member: Committee on Administrative Officers, 2019- President, AAUP-KSU chapter, 2018-2019 Member: EPC Task Force Review Committee, 2018-2019 Tenure Advisory Board, 2018 AAUP-KSU Collective Bargaining Negotiations Committee, 2017-2019 Educational Policies Council Ad Hoc Committee for Academic Policies, 2017-ongoing Faculty Ethics Committee, 2017-2019, 2019-2021 Educational Policies Committee, Undergraduate Representative 2016-2019 Promotion Advisory Board, 2016-2017 Department Representative: American Association of University Professors-KSU 2014-2016 Member: University Research Council, 2014-2020 Member: Professional Standards Committee, 2014-2016 		
University Concerns:	<ul style="list-style-type: none"> Student success academically, professionally, and personally Educational policies and programs that meet the needs of students interests Professional success and opportunities for growth for faculty 		

<p>Tell us a bit about your achievements to date. What are the 3-4 achievements that you are most proud of?:</p>	<p>In the last few years, I developed two programs designed to meet the needs and interests of students and that are timely with today's job market. This included conceptualizing and obtaining approval for a BPSH concentration in Clinical Trials Research that has grown to become the 3rd largest in the CPH. This program has seen the majority of students be successful in obtaining clinical research positions or moving into a graduate program. Based off the undergraduate program, I created and obtained approval for a MS in Clinical Epidemiology that is entering its third cohort year and is competing as a top degree among our master's programs. Related to this is my success in mentoring students which is evidenced by receiving a Faculty Recognition Award from UTC in 2017 and a Distinguished Professor Award which is voted on by students in the College of Public Health.</p> <p>I am also proud that I accept the challenge of stepping into positions when there has been a need and I have been asked. In fall, I led the prevention task force developing the prevention plans for COVID-19 and have been engaged in pandemic leadership. In addition, I never saw myself as the President of AAUP-KSU but there was a need and I feel that it is our responsibility as university citizens to do what is best for our faculty and the university as a whole. I may not always feel the most comfortable at it, but I will always do my best in the role.</p>
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**Faculty Senate
Vita for Candidate for Election
AY 2021-2022**

Name:	Jeffrey T. Child	Candidate For: (office)	<input type="checkbox"/> Chair <input checked="" type="checkbox"/> Vice Chair <input type="checkbox"/> Secretary <input type="checkbox"/> At-Large
Rank:	Professor	Department:	Communication Studies
Years at KSU:	14		
Degrees:	Ph.D. in Communication (North Dakota State University) B.A. in Communication with an emphasis in Corporate and Community Relations and Public Relations (Wayne State College)		
Previous Teaching Experience:	I taught through my PhD program as well as for the past 14 years here at Kent State University.		
Years w/ Faculty Senate:	Seven years (I think this is the beginning of my third term as a senator)		
Offices Held:	None in faculty senate		
Major Committee Service (committee name, dates of service):	FASBAC representative Several School, College and Discipline service endeavors		
University Concerns:	Continuing to place an emphasis in the proportion of TT and NTT faculty in relation to administrative positions. Refining the Kent Core so it reflects what a liberal general education should be overall.		
Tell us a bit about year achievements to date. What are the 3-4 achievements that you are most proud of?:	I am most proud of my engagement in the school and college to help support the growth and development of our undergraduate, MA, and PhD students. I most recently just finished a three-year term as the editor of the Journal of Family Communication. This position enabled me to mentor young scholars in the discipline.		



**Faculty Senate
Vita for Candidate for Election
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Name:	Tracy Laux	Candidate For: (office)	<input type="checkbox"/> Chair <input checked="" type="checkbox"/> Vice Chair <input type="checkbox"/> Secretary <input type="checkbox"/> At-Large
Rank:	Senior Lecturer	Department:	Mathematics
Years at KSU:	31		
Degrees:	Mathematics, Business		
Previous Teaching Experience:	None prior to Kent State		
Years w/Faculty Senate:	16		
Offices Held:	Faculty Senate Executive Committee Vice-Chair 2020-2021 Faculty Senate Executive Committee At-Large Representative 2019-2020 Faculty Senate Executive Committee At-Large Representative 2018-2019 Faculty Senate Executive Committee At-Large Representative 2016-2017		
Major Committee Service (committee name, dates of service):	Faculty Senate 2006 – Present FaSBAC 2009 – Present RCM 2.0 2016 – Present FaSBAC Subcommittee C, Chair 2014 Committee on Committees Chair 2020 - 2021 Committee on Committees 2017 – Present Committee on Administrative Officers 2010 – Present EPC 2010-2011 URCC 2012 – 2015 Academic Continuity Committee (ACC) 2020 – Present ACC Subcommittees: 2020-Present Academic & Student Affairs Accommodations & Mental Health Course Delivery & Class Scheduling Faculty Oriented Issues Student Oriented Issues Residence Halls & Dining Facilities University Events & Programming University Policy & Teaching		

	<p>Proctoring</p> <p>Strategic Enrollment Management Planning Action Steering Committee (SEM) 2020 - Present</p> <p>SEM Academic Subcommittee 2020 - Present</p> <p>GPI Faculty Subcommittee 2017 - Present</p> <p>Provost Review Committee 2017</p> <p>Provost Advisory Committee (FTNTT) 2013, 2014</p> <p>SSI Review Committee 2015, 2016</p> <p>Ohio Faculty Council 2007, 2008</p> <p>FTNTT Promotion Advisory Committee 2011 – 2013, 2015 – 2020</p> <p>FTNTT Provost Advisory Committee (NPAC) 2013, 2014</p> <p>Non-tenure Track Promotion Advisory Board (NPAB) 2011 - 2013, 2015 - 2020</p> <p>Non-tenure Track Promotion Advisory Board (NPAB) 2011</p> <p>Math Department:</p> <p>Student Complaint Committee, 2007, 2014, 2016</p> <p>Faculty Advisory Committee 2010 – 2012</p> <p>Undergraduate Studies Committee 1998 – 2002, 2006</p> <p>Curriculum Committee 1998 – 2002</p> <p>East Liverpool Campus:</p> <p>Faculty Council 1997 – 2003</p> <p>Faculty Instructional Affairs Committee 1997 – 1999</p> <p>Faculty Academic Affairs Committee 2000 – 2003</p> <p>Student Retention Advisory Committee 1998 – 1999</p> <p>Student Complaint Review Committee 1999 – 2003</p> <p>Wall of Fame Committee 1999 – 2003</p> <p>Diversity Committee 2002 – 2003</p> <p>AAUP – KSU:</p> <p>President FTNTT Unit President 2003 – present</p> <p>Executive Committee member 1997 – present</p> <p>Joint Study Coordinating Board 2010 – present</p> <p>Joint Study Committee 2009, 2010, 2020, 2021</p> <p>Bargaining team member 1999, 2002, 2005, 2009, 2012, 2016, 2019</p> <p>Faculty Quality of Work/Life Committee 2007</p> <p>Health Benefit Review Committee 2006, 2016, 2020, 2021</p> <p>Grievance Chair 2003</p> <p>Organizational Research & Media Chair 2000 – 2001</p> <p>Nominations & Elections Chair 1999 – 2000</p> <p>Ohio AAUP Conference Board of Trustees 2015 - 2017</p>
University Concerns:	<p>Shared Governance specifically academic and budgetary issues</p> <p>The continued successful collaboration between KSU administration and Faculty</p>

<p>Tell us a bit about your achievements to date. What are the 3-4 achievements that you are most proud of?</p>	<p>Outstanding Instructor Award – UTC - 1999</p> <p>Kirschner/Levine Award for Contributions to Collective Bargaining and Women's Rights - 2010</p> <p>Improvement of work/life of FTNTT (and all) faculty and students of Kent State University.</p>
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Faculty Senate
Vita for Candidate for Election
AY 2021-2022

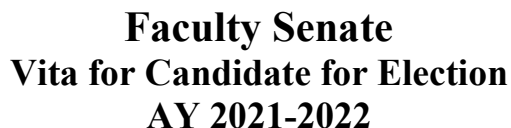
Name:	Ed Dauterich	Candidate For: (office)	<input type="checkbox"/> Chair <input type="checkbox"/> Vice Chair <input checked="" type="checkbox"/> Secretary <input type="checkbox"/> At-Large
Rank:	Professor (NTT)	Department:	English
Years at KSU:	24		
Degrees:	Ph.D. Kent State University (2006), M.A. University of Cincinnati (1998), B.A. University of Cincinnati (1995)		
Previous Teaching Experience:	24 years at Kent State 2 years at University of Cincinnati		
Years w/ Faculty Senate:	2006, 2009-2011, 2014-present		
Major Committee Service (<i>committee name, role on committee, dates of service</i>):	Secretary, Faculty Senate, 2018-2021 Assistant Undergraduate Coordinator, English (appointed 2021) At-Large member, Faculty Senate Executive Committee, 2017-2020 Co-Chair, Faculty Subcommittee, Great Place Initiative, 2018-2020 Ad Hoc Academic Continuity Committee and several subcommittees related to it (2020-present) Appointed member, Great Place Initiative Faculty Subcommittee, 2017-2020 Co-Chair, Training and Education Subcommittee for the University Diversity Action Council (UDAC), 2019-2020 Co-Chair, Global Competitiveness Subcommittee for the University Diversity Action Council (UDAC), 2017-2018 Appointed member, Center for Teaching and Learning Advisory Council, 2017-2018 Member COACHE Advisory Committee, 2017-2021 Member AAUP Grievance Subcommittee, 2017-2021		

Major Committee Service (cont'd):	<p>Appointed member, Faculty Senate Executive Committee, 2015-2016</p> <p>Appointed member, University Teaching Council, 2015-2018</p> <p>Appointed member, EPC, Faculty Senate, 2015-2021</p> <p>Elected representative, Ohio Faculty Council, 2015-2021</p> <p>Elected member, Undergraduate Studies Committee, Kent State University English Department, 2013-present</p> <p>Director, Faculty Elections Committee, Kent State University—Salem, 2005-2006</p> <p>Member, Diversity Committee, Kent State University—Salem, 2005-2006</p> <p>Member, Faculty Advisory Committee, Kent State University English Department, 1999-2000</p>
University Concerns:	<p>Diversity and inclusion issues for faculty, staff, and students</p> <p>Tuition costs and fees for students</p> <p>Shared governance</p> <p>Working conditions of NTT and adjunct faculty</p> <p>Academic continuity during the COVID-19 pandemic</p>
Tell us a bit about your achievements to date. What are the 3-4 achievements that you are most proud of?:	<ol style="list-style-type: none"> 1.) Successful accomplishments in teaching: strong departmental reviews, several completed honors theses and independent studies, working on the University Teaching Council, and in the CTL as a Teaching Scholar (2016-2017) to study cultural competency and its connection to multicultural literature. 2.) Working with DEI to implement the use of the Intercultural Development Inventory as a means of assessing the cultural competence of new hires on campus. 3.) Serving as mentor for all of the adjunct faculty in the English department, which involved organizing and delivering weekend workshops for adjuncts as well as observing them individually and advising them when they had teaching concerns. 4.) Working in the CTL as a Faculty Fellow (2017-2019) to address areas of concern for adjunct faculty in order to help develop online and in-person services to assist in their future inclusion, recognition, and professional development.



**Faculty Senate
Vita for Candidate for Election
AY 2021-2022**

Name:	Mahli Mechenbier	Candidate For: (office)	<input type="checkbox"/> Chair <input type="checkbox"/> Vice Chair <input checked="" type="checkbox"/> Secretary <input type="checkbox"/> At-Large
Rank:	Senior Lecturer	Department:	English
Years at KSU:	18		
Degrees:	Juris Doctor; Master of Arts		
Previous Teaching Experience:	Tri-C Lorain CCCC		
Years w/ Faculty Senate:	5		
Offices Held:			
Major Committee Service (committee name, dates of service):	National Council of Teachers of English: Committee for Effective Practices in Online Writing Instruction 2013 – 2016 Association of Business Communication at MLA (chair) 2011 - 2013 MLA Executive Council: Part-time discussion group (chair) 2014 – 2015		
University Concerns:	Intellectual property rights of faculty Contingent faculty and labor issues (service, affective investment) Ensuring Ed Dauterich retains his position as Senate Secretary this election cycle		
Tell us a bit about year achievements to date. What are the 3-4 achievements that you are most proud of?:	Collaborating with the LGBTQ+ Center to increase involvement with the regional campuses at its events Collecting data regarding part-time faculty in English to ensure the per class compensation was comparable to similar universities Learning to cook king trumpet mushrooms effectively		

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Faculty Senate **Vita for Candidate for Election** **AY 2021-2022**

Name:	Darci L. Kracht	Candidate For: (office)	<input type="checkbox"/> Chair <input type="checkbox"/> Vice Chair <input type="checkbox"/> Secretary <input checked="" type="checkbox"/> At-Large
Rank:	Professor	Department:	Mathematical Sciences
Years at KSU:	36 (FTNTT since 2001)		
Degrees:	B.S. Applied Mathematics: Theoretical Computer Science M.A. Pure Mathematics Ph.D. Pure Mathematics		
Previous Teaching Experience:	All at KSU		
Years w/ Faculty Senate:	7		
Offices Held:	At-Large 2020-21		
Major Committee Service (committee name, dates of service):	<ul style="list-style-type: none"> • Ad Hoc Academic Continuity Committee (ACC): April 2020-present • ACC Faculty Issues Subcommittee: April 2020-present • ACC Course Delivery/Classroom Scheduling Subcommittee: April 2020-present • Academic Honesty and Integrity Commission, Co-chair (just formed) • Instructor Technology Requests Committee: Summer 2020 • A&S NTT Promotion Board: 2014 • CAE NTT Promotion Board: 2017, 2018, 2019 • EPC: 2017-2020 		
University Concerns:	<p>I am concerned about the proliferation of “homework help” and “paper market” apps and sites that facilitate academic misconduct. In some cases the companies that provide these “services” are affiliated with legitimate publishers and student loan companies. Students can be misled and even blackmailed by unscrupulous actors. Both the faculty and the administration need to take a more proactive role to communicate to students what ethical behavior is and why it is important. We should work together to cultivate a culture of academic integrity. Faculty need to be given the tools to recognize and combat academic misconduct. Faculty Senate can and should play a key role in this effort.</p>		

<p>Tell us a bit about your achievements to date. What are the 3-4 achievements that you are most proud of?:</p>	<ul style="list-style-type: none"> • I started the Math Club and the Actuarial Math Club. I have taken undergraduate students to give talks at a large national mathematics conference every year but one since 2013. (The exception was 2020, when the conference was cancelled.) • I earned my PhD in Mathematics while teaching full time as an NTT. • I then switched my focus from finite group theory to actuarial mathematics. I now teach those courses and coordinate our Actuarial Mathematics Program. I worked with my assistant chair to change the program from a concentration to a major. • I am proud of my involvement with the Academic Continuity Committee (and some of its subcommittees). Although I can't claim too much credit, I do believe I have made a small contribution to the very important and successful implementation of shared governance in the university's response to the COVID-19 pandemic. Kent State has done much better, particularly with regard to faculty choice, in responding to the pandemic than many of our peer institutions.
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Proposal Summary
[Establishing a Center for African Studies]
Department of Pan-African Studies
Kent State University

Description of Action

The Faculty Advisory Committee (FAC) in the Department of Pan-African Studies voted unanimously in May 2019 to establish a new center called **Center for African Studies** after several conversations among faculty members and other colleagues across Kent State University for such a center with focus on contemporary Africa. The center's central purpose is to promote awareness and understanding of contemporary events that are occurring in Africa at Kent State University and Northeast Ohio through public lectures, policy talks, and expert panel discussions. The center will also support and promote existing experiential learning programs such as study abroad programs to Africa and internships for students in the department.

While we have the Institute for African American Affairs (IAAA) and the Center of Pan-African Culture (CPAC) in the department, the activities of these units are exclusively focused on the African American experience and the rest of the African diaspora (i.e., Caribbean), but not on the continent of Africa. This is another major rationale for the new center's exclusive focus on contemporary Africa. The goal is to complement the activities of these units (IAAA & CPAC) in helping our students and the university community to better understand the critical issues of interest in the Pan-African world.

Impact on Other Programs

There are no anticipated negative impacts on students, departments, programs or course offerings at Kent State. We intend to work collaboratively with faculty colleagues at Kent State and community stakeholders in the academic and policy fields such as scholars, activists, advocacy groups, students, student organizations, and policy experts with interest in Africa through our regular public lectures, policy talks, and expert panel discussions. Unlike other traditional centers and institutes that provide students with academic functions for course credits at Kent State, the Center for African Studies will **not** be directly involved in academic functions for student course credits. The Department of Pan-African Studies will continue to lead on all academic matters, including internships and experiential learning programs. Our support for the department on these academic issues will be informational in nature during public gatherings of the center's events.

Facilities, Funding, and Staffing Considerations

Existing facilities in Pan-African Studies will be used in the running of the center. Our medium-term goal is to secure external grants from outside of the university as well as seek support throughout the university community to support our public events. In the short-term, we will request a line-item in the budget for our events.

For staffing, the Faculty Advisory Committee of Pan-African Studies also voted unanimously in May 2019 to appoint Dr. Felix Kumah-Abiwu as the founding/first director of the center, given his prominent role and efforts in the formative ideas on the establishment of the center. Dr. Kumah-Abiwu is an Associate Professor and a trained Political Scientist whose teaching and research focus on Africa. He has several scholarly publications on Africa and very well-positioned to successfully manage the center. He will work closely with the Chairperson of the Department of Pan-African Studies in running center.

We are convinced that the new center is not only well-positioned within the framework of Kent State's global understanding initiative, but the activities of the center will add great value to our collective efforts as a university community in promoting diversity and inclusion across Kent State University.

We would be grateful to be given an administrative approval for the Center for African Studies at Kent State University. Thank you.

Respectfully submitted,

Felix Kumah-Abiwu

Felix Kumah-Abiwu, PhD

Associate Professor

Department of Pan-African Studies

Kent State University

cc:

Chairperson, Department of Pan-African Studies

Dean, College of Arts and Sciences

Interim Associate Provost for Academic Affairs

Senior Vice President and Provost

Associate Vice President of Curriculum Planning and Administration

Chair, Faculty Senate

Summary of RTP policy draft revisions

PSC has been charged with considering revisions to the RTP policies designed to clarify the intended procedures and/or mitigate unintended consequences from the current procedure. None of the changes is intended to alter the existing RTP criteria.

Specific revisions fall under the following seven categories:

- revisions to ensure that the timeframe for early tenure and early promotion are consistent in the two policies. (As the policies currently read, someone given years of credit toward tenure might end up standing for what would be on-time tenure but would be considered an early promotion.)
Tenure policy B.5 and C.1.a.iv; Promotion policy B.1.b.
Here, the proposed revisions are unique to each policy.
- revisions to clarify that a meeting is required to certify file completeness. (We've had instances where the administrator has signed off on completeness without meeting with the candidate and, in some cases, where the file was missing important elements such as external letters.)
Tenure policy F.3; Promotion policy D.3; reappointment policy F.5.
- revisions to ensure that all voting members of RTP committees are full-time TT faculty. (Currently, the language has been interpreted as allowing administrators with tenure and the rank of full professor to serve as voting members of RTP committees.)
Tenure policy F, G, ; Promotion policy D, E; reappointment policy F, G.
- revisions to clarify that there must be at least four voting members of the unit and campus committees after all abstentions etc. and that all members who haven't been given the right to abstain are required to vote. (We've had cases where do to anticipated abstentions or committee members simply failing to vote, there have been less than four votes at the unit level)
Tenure policy F.5, G.4, H.1; Promotion policy D.5, E.4, F.1; reappointment policy F.7, G.7, H.3.
Question: none of the policies currently involve this language concerning the college level review for colleges with department/schools. Is including this language either desirable or feasible?
- revisions to prevent committee members from having more than "one bite of the apple" in the process.
Tenure policy F, G; Promotion policy D, E; reappointment policy F, G.
Question: would there be a case in which a member of a Regional Campus RTP committee also served on the RTP committee at a College with departments/schools? If so we'll probably need to address that type of case as well.
- revisions to the language concerning the request for additional material to be added to the file. (We've had cases where administrators used this part of the policy more like an

information request seeking information may not exist and then holding the candidates inability to produce the information against the candidate.)

Tenure policy J; Promotion policy H; reappointment policy J.

- revisions to update and make more coherent the grandfathering language in each policy. (The current language makes little or no sense so many years after the major revisions to the RTP policies that took us off the Boyer model.)

Tenure policy M; Promotion policy K; reappointment policy M.

The, the language proposed for the promotion policy differs in substantive ways from that in the tenure policy and reappointment policy. We haven't included any grandfathering language for tenured faculty standing for senior promotion.

Question: do we want to include grandfathering language for senior promotion that would allow the candidate to reach back to a handbook that was in place say, 3-5 years ago?

6-16

University Policy and Procedures Regarding Faculty Reappointment

- (A) Purpose. All tenure-track faculty members hold probationary appointments for one year, subject to annual renewal. Except where indicated below in this section (A), the total period of full-time tenure-track employment at the university prior to continuous tenure will not exceed six (6) years. Faculty members with probationary appointments in the tenure track will be reviewed annually until the academic year in which they are considered for tenure.

Because the purpose of the probationary period is to provide an opportunity for observation, time spent on leave other than a scholarly leave of absence or time spent pursuant to the *University policy and procedures governing modification of the faculty probationary period* is not considered part of the probationary period. Summer appointments are not counted within yearly appointments. Scholarly leaves of absence for one (1) year or less will count as part of the probationary period.

Reappointment reviews have as their primary purpose the preparation of probationary faculty members for a successful tenure review, and annual reviews will help to prepare them in the following ways:

- (1) Probationary faculty members will be given information about university policies and unit and/or regional campus goals, culture, and professional, and college standards and expectations. For the purposes of reappointment, the term "unit" shall be defined as a department, school, or college without departments or schools. The term "faculty" shall be understood to mean those who hold regular full-time tenured or tenure-track appointments. Given some variance in procedures followed for faculty from colleges without departments or schools and/or regional campuses, sections of this policy have been included to delineate these specific procedural differences.
- (2) Probationary faculty members will participate in regular, complete, and specific formative evaluations during the probationary period to foster their scholarship, teaching, and service.
- (3) Probationary faculty members will have an opportunity to discuss their annual reviews; to respond to suggestions for improvement in scholarship, teaching, and service; and, to receive a timely, fair evaluation of their responses.
- (4) Probationary faculty members will have the opportunity to establish a mentoring relationship as an aid in satisfying unit and, if applicable, regional campus requirements and conditions for tenure;
- (5) Finally, probationary faculty members will have the opportunity to establish a clear and consistent record from which the university may confidently draw

conclusions about their future performance.

- (B) Initial Procedure. Reappointment review is a deliberate and important process. During the course of reappointment reviews, the appropriate academic administrators (e.g., department chair, school director, college dean, regional campus dean) will communicate to both the probationary faculty member and to the evaluators a clear understanding about the requirements and conditions of tenure. Eventually, at the time of tenure review all parties should be sufficiently informed of these requirements and conditions so that the process occurs in an atmosphere of fairness and is based on well-documented employment practices. To help make sure this takes place, the format of the electronic file (or portfolio) to be submitted at the time of application for tenure and promotion should be shared with the probationary faculty member early in the probationary period. To prevent annual reappointment reviews from becoming an undue burden on probationary faculty members and the colleagues who evaluate their files, units shall develop reasonable guidelines for the construction of electronic reappointment files and the presentation of documentation.

All reappointment reviews will be carried out on a paperless, electronic system provided by the university for this purpose. Probationary faculty members, reviewers and administrators must submit and review reappointment documents on this system and any official notification required under this policy will appear in this system. The probationary faculty member will be notified by email of anything that is added to or removed from the file as soon as it is added or removed. At each level of reappointment review, the probationary faculty member, faculty advisory bodies and administrators will be able to view the complete file.

- (C) Criteria. The criteria used in assessing the quality of scholarship, teaching, and service in the review of faculty seeking reappointment should conform to the unit's tenure guidelines in the unit's handbook. Guidelines concerning the weighting of those criteria will be applied consistently at all levels of review and will come from the probationary faculty member's unit of appointment or, if applicable, campus of appointment as follows: all reappointment evaluations of Kent campus probationary faculty members shall follow the unit's guidelines concerning the weighting of the unit's tenure criteria, and all reappointment evaluations of regional campus probationary faculty members shall follow the campus' guidelines concerning the weighting of the unit's tenure criteria.
- (D) Affirmation Principle. The principle to affirm at reappointment review is, "Given the years of service to date and the number of years until mandatory tenure review, it is reasonable to expect that the probationary faculty member will eventually undergo a successful tenure review." To help the probationary faculty member accomplish this and to aid the reappointment committee in making such an affirmation, expectations about scholarship, teaching, and service should be outlined in the letter of appointment. Specific criteria should be detailed in the unit handbook, and if applicable, the campus handbook.
- (E) Due process is integral to an effective reappointment policy. The guiding premise in the

following procedure is that the essential phases in reappointment considerations occur at the unit level and, if applicable, at the regional campus. Assessments and recommendations beyond these levels should reflect due regard for the professional judgment and recommendations made at the unit and regional campus levels. Review and assessment by extra-unit and extra-regional campus faculty and the academic administration are necessary to insure the integrity of the reappointment process.

- (F) Procedures for making decisions regarding reappointment: the unit level. All actions involving reappointment shall be initiated at the academic unit level (department, school, or college without departments or schools). Consideration of those standing for reappointment shall be undertaken by the unit reappointment committee, chaired by the unit administrator as a non-voting member and composed of all tenured members of the unit's faculty advisory committee and any full-time faculty who are tenured full professors of the unit who may not be members of the advisory committee. No member of the committee may be present when the committee deliberates or votes on the reappointment of an individual in a rank higher than that of the individual member of the reappointment committee, or on the reappointment of a spouse, domestic partner, or relative. A member of the committee who intends to vote on a regional campus candidate at the regional campus level of review may be present, but shall not vote on that candidate at the unit level.

- (1) In the first year of the probationary period the unit administrator will notify the probationary faculty member in the appointment letter that a reappointment review will occur shortly after the end of the first semester. At that time the probationary faculty member will submit only a two (2) to three (3) page statement describing his/her accomplishments and plans for the remainder of the academic year. All parties participating in the review should be aware that a full review is not required at this time, but that two things should be accomplished during this first review.
- (a) The unit administrator and the unit's reappointment committee should review the probationary faculty member to make certain that the terms of the initial appointment have been satisfied.
- (b) The unit administrator and the unit's reappointment committee should apply those criteria in section (C) above which are appropriate or are available (e.g., first semester peer review(s) and student surveys of instruction) for the reappointment review.

Faculty members from departments or schools in their first probationary year will not be reviewed by the college advisory committees, but will be reviewed only at the unit and, where appropriate, regional campus level, with a recommendation by the unit administrator and, where appropriate, campus dean to the college dean.

- (2) For every following annual review, near the end of the spring semester the unit administrator shall notify all probationary tenure-track faculty members in the unit, Kent campus and regional campus faculty members alike, that a

reappointment review will begin early in the fall semester of the next academic year.

- (3) The unit administrator shall make available copies of the guidelines, timetables, and other information concerning reappointment review to all probationary faculty members in the unit no later than three (3) weeks before the deadline for submission of materials, which is at the end of the first week of the fall semester. At the same time, for regional campus probationary faculty, the campus dean will make available to the probationary faculty member and to the unit copies of those sections of the campus handbook concerning the campus' method of weighting unit criteria.
- (4) Probationary faculty members are responsible for developing, organizing and submitting the documentation supporting their reappointment. However, the unit administrator, as well as colleagues, should assist probationary faculty members in the preparation of their files, especially in their early years of service.
- (5) The unit administrator is responsible for including past reappointment letters and, for Kent campus probationary faculty, the original letter of appointment in the file. For regional campus probationary faculty, the campus dean is responsible for including past reappointment letters and the original letter of appointment in the files. The unit administrator will meet with the probationary faculty member to review the file ~~with the probationary faculty member to~~ in order to insure that the file is complete and the probationary faculty member and the unit administrator will certify that the file is complete. Thereafter, the probationary faculty member must be informed of anything added to or removed from the file and provided with the opportunity to include written comments concerning that new or removed material.
- (6) Before convening the reappointment committee, the unit administrator will inform all tenured faculty members that the files are available for inspection and will formally invite written comments from all tenured faculty members who are not members of the reappointment committee. The unit administrator will include those comments in the file.
- (7) Members of the reappointment committee on leave of absence may vote or they may request from the committee the right to abstain from voting. Except where a member of the reappointment committee is ineligible to vote in accordance with section (F) above or has been granted the right to abstain from voting, all committee members shall submit a vote on each candidate. If the reappointment committee will consists of fewer than four (4) voting members, ~~excluding the non-voting chair,~~ then a special procedure for enlarging it shall be developed by the unit administrator, with the advice of the faculty advisory committee and the assistance of the college dean, if applicable, and the approval of the provost.

Commented [D1]: Is this really enough time? Also 3 weeks before the deadline Faculty are not on contract.

- (8) The unit administrator will comment on the strengths and weaknesses of, and the extent to which the probationary faculty member has responded to issues raised in previous reappointment reviews, especially suggestions about improvement in scholarship, teaching, and service. Finally, the unit administrator should provide his or her judgment of how well the probationary faculty member is progressing toward a successful tenure review.
- (9) Each candidate's file shall be subject to candid discussion by the committee. During the meeting, each voting member shall indicate his/her non-binding vote of "yes," "yes with reservations," or "no" concerning the reappointment of the probationary faculty member. After the meeting, each voting member shall record his or her final vote by completing the electronic evaluation form with comments. The reappointment committee members should consider their remarks carefully when they prepare them because such peer evaluations are crucial to the reappointment process.
- (10) A simple majority of the reappointment committee members who vote, excluding those who abstain under section (F)(7) of this policy, will constitute a recommendation to the unit administrator for reappointment. A vote of "yes with reservations" will count as a positive vote to reappoint the probationary faculty member, but it shall carry an additional message of concern.
- (11) The unit administrator shall review the recorded votes, and evaluation forms, along with supporting statements, as well as other relevant documentation regarding the faculty member's application for reappointment. The unit administrator shall weigh and assess all relevant information and decide whether to recommend the reappointment of the probationary faculty member. He or she will include in the file a single, detailed assessment and recommendation, which clearly conveys the strengths and weaknesses of the probationary faculty member's performance in scholarship, teaching, and service. The assessment and recommendation should follow the criteria as specified in section (C) of this policy and also any individual expectations for a given probationary faculty member. Specific suggestions concerning performance necessary to achieve a positive tenure decision should also be included in this assessment and recommendation.
- (12) As part of the unit administrator's assessment and recommendation, the unit administrator shall inform the candidate that he/she has the right, within ten (10) working days, to add a statement to his/her file responding to any procedural errors or errors of fact that the candidate believes have been included in either the unit administrative officer's assessment and recommendation or in the committee members' evaluations. The unit administrator shall also indicate that, if the candidate wishes to appeal a negative recommendation, such intent shall be expressed to the next higher academic officer in writing within ten (10) working days of the submission of the unit administrator's assessment and recommendation.

- (13) In addition, for regional campus and Kent campus faculty alike, the unit administrator should invite the probationary faculty member to meet in order to discuss the assessment and recommendation. This meeting should take place as soon as possible. In all cases that are not unanimously positive, the unit administrator must meet with the probationary faculty member within five (5) working days from the date of the submission of the unit administrator's assessment and recommendation.

- (G) Procedures for making decisions regarding reappointment: the regional campus level. Faculty members at the regional campuses will have reappointment reviews occur at both the regional campus level and unit level (as described above in section (F)). The reappointment committee of a regional campus will be composed of tenured members of the campus' faculty council and ~~the full-time faculty of the campus who are campus-~~ tenured ~~full P~~ professors. No member of the committee may be present when the committee deliberates or votes on the reappointment of an individual in a rank higher than that of the individual reappointment committee member, or on the reappointment of a spouse, domestic partner, or relative. A member of the committee who intends to vote at the unit level of review may be present, but shall not vote on that candidate at the regional campus level. The faculty council chair conducts the deliberations and is a voting member of the campus reappointment committee.

- (1) In the first year of the probationary period the campus dean will notify the probationary faculty member in the appointment letter that a reappointment review will occur shortly after the end of the first semester. At that time the probationary faculty member will submit only a two (2) to three (3) page statement describing his or her accomplishments and plans for the remainder of the academic year. All parties participating in the review should be aware that a full review is not required at this time, but that two things should be accomplished during this first review at the campus level.
 - (a) The campus dean and the campus reappointment committee should review the probationary faculty member to make certain that the terms of the initial appointment have been satisfied.
 - (b) The campus dean and the campus reappointment committee should apply those criteria and weighting in section (C) above which are appropriate or are available (e.g., first semester peer review(s) and student surveys of instruction) for the reappointment review.

Regional campus faculty members from departments or schools in their first probationary year will not be reviewed by the college advisory committees, but will be reviewed only at the campus and unit levels with a recommendation by the unit administrator and the campus dean to the college dean.

- (2) For every following annual review, near the end of the spring semester the unit

administrator shall notify all probationary tenure-track faculty members in the unit, Kent campus and regional campus faculty members alike, that a reappointment review will begin early in the fall semester of the next academic year.

- (3) The unit administrator shall make available copies of the guidelines, timetables and other information concerning reappointment review to all probationary faculty members no later than three (3) weeks before the deadline for submission of materials, which is at the end of the first week of the semester. At the same time, for regional campus probationary faculty, the campus dean will make available to the probationary faculty member and to the unit copies of those sections of the campus handbook concerning the campus' method of weighting unit criteria.
- (4) Probationary faculty members at the regional campuses are responsible for developing, organizing and submitting to the unit administrator the documentation supporting their reappointment. However, it is expected that the campus dean, unit administrator, and campus and unit colleagues will assist probationary faculty members in the preparation of their files, especially in their early years of service.
- (5) The unit administrator is responsible for including past reappointment letters from the unit administrator, and the campus dean is responsible for including past reappointment letters from the campus dean and the original letter of appointment in the file. The unit administrator will review the file with the probationary faculty member in order to insure that the file is complete and the probationary faculty member and the unit administrator will certify that the file is complete. Thereafter, the probationary faculty member must be informed of anything that is added to or removed from the file and provided with the opportunity to include written comments concerning that new or removed material.
- (6) Before convening the campus reappointment committee, the faculty council chair shall inform all tenured faculty members that the files are available for inspection, and will formally invite written comments from all tenured faculty members who are not members of the campus reappointment committee. The faculty council chair will include these comments in the file.
- (7) Members of the campus reappointment committee on leave of absence may vote or they may request from the committee the right to abstain from voting. Except where a member of the promotion committee is ineligible to vote in accordance with section (G) above or has been granted the right to abstain from voting, all committee members shall submit a vote on each candidate. If the campus reappointment committee will consists of fewer than four (4) voting members, including the voting faculty council chair, then a special procedure for enlarging it shall be developed by the regional campus dean with the advice of the faculty council and the approval of the provost.

- (8) The campus reappointment committee will discuss the strengths and weaknesses of each probationary faculty member. The committee will evaluate the probationary faculty member's response to previous reappointment letters, especially to suggestions about improvement in scholarship, teaching, and service, and judge how well the faculty member is progressing toward successful tenure review.
- (9) Each candidate's file shall be subject to candid discussion by the committee. During the meeting, each voting member shall indicate his/her nonbinding vote of "yes," "yes with reservations," or "no" concerning the reappointment of the probationary faculty member. After the meeting, each voting member shall record his/her final vote by completing the electronic evaluation form with comments. The campus reappointment committee members should consider their remarks carefully when they prepare them because such peer evaluations are crucial to the reappointment process.
- (10) A simple majority of the campus reappointment committee who vote, excluding those who abstain under section (G)(7) of this policy, will constitute a recommendation to the campus dean for reappointment. A vote of "yes with reservations" will count as a positive vote to reappoint the probationary faculty member, but it shall carry an additional message of concern.
- (11) The faculty council chair shall then summarize the committee's vote and evaluation forms in a single, detailed assessment and recommendation to the regional campus dean which addresses the strengths and weaknesses of the probationary faculty member's performance in scholarship, teaching, and service. The assessment should follow the unit and campus standards as specified in section (C) of this policy as well as any individual expectations for a given probationary faculty member. The assessment and recommendation shall be included in the file and shall indicate that, if the candidate wishes to respond to a recommendation of not to reappointment, such a response must be made to the campus dean and the unit administrator within ten (10) working days of the submission of the faculty council chair's assessment and recommendation to the campus dean.
- (12) The regional campus dean shall review the recorded votes and evaluation forms, along with supporting statements, as well as other relevant documentation regarding the faculty member's application for reappointment. The campus dean shall weigh and assess all relevant information and decide whether to recommend the reappointment of the probationary faculty member. He or she will include in the file a single detailed assessment and recommendation, which clearly conveys the strengths and weaknesses of the probationary faculty member's performance in scholarship, teaching, and service. The assessment and recommendation should follow the unit and campus standards as specified in section (C) of this policy and also any individual expectations for a given probationary faculty member. Specific suggestions concerning performance needed to achieve a

positive tenure decision should also be included in this assessment and recommendation.

- (13) As part of the regional campus dean's assessment and recommendation, the regional campus dean shall inform the candidate that he/she has the right, within ten (10) working days, to add a statement to her/his file responding to any procedural errors or errors of fact that the candidate believes have been included in either the regional campus dean's assessment and recommendation, the faculty council chair's assessment and recommendation, or the committee members' evaluations. The regional campus dean shall also indicate that if the candidate wishes to appeal a negative decision, such intent shall be expressed to the next higher academic officer in writing within ten (10) working days of the submission of the regional campus dean's assessment and recommendation.

- (14) In addition, the regional campus dean should invite the probationary faculty member to meet in order to discuss the assessment and recommendation. This meeting should take place as soon as possible. In all cases that are not unanimously positive, the campus dean must meet with the probationary faculty member within five (5) working days from the date of the submission of the campus dean's assessment and recommendation to the college dean or provost, as applicable.

- (H) Procedures for making decisions regarding reappointment: colleges with departments or schools. The dean shall conduct a review of the unit's and, if applicable, the regional campus' assessments and recommendation for reappointment. Probationary faculty members in the first year will not be reviewed by the college reappointment committee. For every following annual review, the college dean shall convene the college advisory committee, which shall function as the college reappointment committee. Based on the probationary faculty member's progress toward tenure as presented in the supporting materials and the unit /regional campus level assessments and recommendations, this college reappointment committee will recommend to the dean whether to reappoint or not to reappoint the probationary faculty member.

- (1) The college dean shall be the chair and a nonvoting member of the college reappointment committee. Tenured members of the elected college advisory committee shall serve as the college reappointment committee ~~shall to~~ review the assessments and recommendations from the departments and schools and recommend to the dean in each case whether to reappoint or not to reappoint the probationary faculty member. No member of the college reappointment committee may vote on candidates from his/her own unit and no member of the committee shall be present when the committee deliberates or votes on the reappointment of a spouse, domestic partner, or relative.

- (2) In the cases of a positive recommendation from the unit's reappointment committee and the unit administrator, and positive recommendations from the regional campus reappointment committee and the campus dean, where

applicable, the college reappointment committee may approve all such recommendations without reviewing each individually. Each voting member of the college reappointment committee will say either “yes” or “no” and the dean will record the vote.

(3) In the case of:

(a) a negative reappointment recommendation by the unit’s reappointment committee or the unit administrator, or the campus’ reappointment committee or campus dean where applicable, or

(b) any individual case not acted on pursuant to section (H)(2) of this policy,

the probationary faculty member’s file will be the subject of candid discussion by the committee. During the meeting, each voting member will indicate his/her non-binding vote of “yes,” “yes with reservations,” or “no” concerning the reappointment of the probationary faculty member. After the meeting, each voting member will record his/her final vote by completing the electronic evaluation form with comments. The college reappointment committee members should consider their remarks carefully when they prepare them because such peer evaluations are crucial to the reappointment process. Except where a member of the tenure committee is ineligible to vote in accordance with section (H)(1), all committee members shall submit a vote and comments on each candidate.

(4) Approval by a simple majority of the members of the college reappointment committee who ~~are eligible to~~ vote (excluding those who abstain for reasons under section (H)(1) of this policy) shall constitute a recommendation for reappointment to the college dean. A vote of “yes with reservations” will count as a positive vote to reappoint the probationary faculty member, but it shall carry an additional message of concern.

(5) The dean shall prepare the recommendation of the college reappointment committee. In the case of a block vote, the dean will report whether the college reappointment committee supports the unit or regional campus recommendation. In the case of votes on individual cases, the dean will submit the actual vote of the college reappointment committee. The dean will include in the file the recommendation from the college reappointment committee along with his/her recommendation whether to reappoint or not to reappoint the probationary faculty member.

(6) As part of the college dean’s recommendation, the college dean shall inform the candidate that he/she has the right, within ten (10) working days, to add a statement to his/her file responding to any procedural errors or errors of fact that the candidate believes have been included in either the college dean’s recommendation or the committee member’s statements. In addition, the college

dean shall also indicate that, if the candidate wishes to appeal a negative recommendation, such intent shall be expressed to the next higher academic officer in writing within ten (10) working days of receipt of the college dean's recommendation.

- (I) Procedures for making decisions regarding reappointment: The provost level. The provost shall review the reappointment recommendations at the college/school and unit/regional campus levels. Unless reversed by the provost, the recommendation of the previous level academic administrator will stand. The unanimous recommendations of the college/school dean and his/her reappointment committee and the unit administrator and his or her reappointment committee, or where applicable the campus dean and his or her reappointment committee, will stand unless the provost can provide compelling reasons for reversing them. Probationary faculty members receiving a negative recommendation at the provost level must be notified in accordance with guidelines established in the Collective Bargaining Agreement.
- (J) New material may be added as requested by a review committee or the responsible academic administrator at any level of review or appeal in order to correct or more fully document information contained in the reappointment file. In such instances, the probationary faculty member will be notified of, and given the opportunity to review such new material as is added to the file and also provided the opportunity to include written comments relevant to this material and/or the appropriateness of its inclusion in the file.
In no case will a probationary faculty member be required to create new material or required to procure material not currently in the possession of the candidate.
- (K) Any faculty member who has not been recommended for reappointment at any level will have the right to appeal to the next highest academic administrative officer. In the case of denial by the provost, the appeal shall be to the President, or when appropriate, to the Joint Appeals Board. All appeals must be initiated by the probationary faculty member in writing within ten (10) working days after the submission of a negative recommendation by an administrative officer or as specified otherwise in the Collective Bargaining Agreement. Appeals should be heard in a timely manner (e.g., thirty (30) calendar days). At each level of appeal at which a faculty advisory body is designated to hear an appeal and make a recommendation to the next highest academic administrative officer, the appellant will be offered the opportunity to appear in person to present his/her case orally before the appropriate reappointment committee. At the college level, appeals are heard by the college advisory committee. The appellant may be accompanied by a colleague who may assist in presenting her/his case. Furthermore, if an individual other than the appellant (including any academic administrator) is invited to address the committee, the appellant shall have an opportunity to respond to any new information. The committee shall determine whether the information is new and whether to invite an oral or written response. The academic administrator in question will consider the vote of this body seriously before making his/her recommendation and will inform both the appellant and the academic administrator at the next highest level of the results of this vote.

- (L) Academic administrators and members of reappointment committees are expected to act in accordance with the principles of due process and abide by the *University policy regarding faculty code of professional ethics*. All official documents in the reappointment process are subject to the Ohio Public Records Act as included in the Ohio Revised Code.
- (M) ~~Normally, Decisions regarding reappointment for all faculty members who are appointed to a tenure-track position for academic year 2010-11 or later will be governed by the university policies and procedures regarding faculty reappointment, tenure, and promotion this policy and the unit handbook in place at the time of the initial appointment. In the event that university policies and procedures regarding faculty reappointment, tenure, and promotion and/or the unit handbook are revised during the faculty member's probationary period, Faculty members who were appointed prior to the adoption of this policy the faculty member will have the option of being governed by this policy the current policies and the current unit handbook or by the university policies and procedures regarding faculty reappointment, tenure and promotion and the unit handbook in place at the time of the faculty member's initial appointment. The faculty member will include an election of this option in his/her file. Given the elimination of the executive dean for regional campuses, for regional campus faculty electing to be governed by the University policy and procedures regarding faculty reappointment in place at the time of the faculty member's hire, sections (H)(1) (2) and (I) of that policy will be replaced by section (I) of the current policy.~~

Policy Effective Date:

Mar. 01, 2015

Policy Prior Effective Dates:

3/7/2000, 11/20/2004, 6/1/2007, 6/20/2012

6-14

University Policy Regarding Faculty Tenure

- (A) Purpose. Within the limitations of Ohio laws and after the successful completion of the specified probationary period and the evaluative process called for in this policy, Kent State University shall grant faculty members indefinite tenure as one means of ensuring academic freedom.
 - (1) The only faculty members covered by this policy are those who hold full-time appointments to the regular ranks of the assistant professor, associate professor, or full professor. Such appointments as term, full-time non-tenure track, casual or continuing, part-time, lecturer, visiting, or adjunct and others are not included in these understandings.
 - (2) Kent state university recognizes a limited appointment, that is, one automatically expiring after a specified time, when the appointment recommendation particularly notes such an automatic time limit and is accepted by the appointee. Such appointments are not included in these understandings.
 - (3) This policy applies to administrative personnel who hold academic rank, but only in their capacity as faculty members.
- (B) Initial procedure. "Indefinite tenure" is a right of a faculty member to continuous appointment to a professional position of specified locus in the university. The services of a faculty member with tenure may be terminated by the university only under policies stated in the sanctions for cause and retrenchment articles of the applicable collective bargaining agreement.
 - (1) For the purposes of tenure, the term "unit" shall be defined as a department, school, or college without subordinate academic departments or schools (hereafter, "independent college"). The term "faculty" shall be understood to mean those who hold regular full-time tenured or tenure-track appointments. Given some variance in procedures followed for faculty from independent colleges and/or regional campuses, sections of this policy have been included to delineate these specific procedural differences.
 - (2) Criteria appropriate to a particular unit shall be formulated by that unit in light of college (if applicable) and university standards and guidelines, the mission of the unit, and the demands and academic standards of the discipline.

- (3) Tenure is granted in the unit of instruction, department, school, or independent college specified in the appointment.
 - (4) Tenure is granted either at the Kent campus or in the regional campuses system, but not both, and is specified at the time of the appointment.
 - (5) The unit handbook may recommend that candidates for tenure should be expected to meet the minimum criteria for promotion to associate professor and, in such cases, the higher standards that a candidate for early promotion is expected to meet may be applied to the candidate's application for early tenure as well. These criteria only apply to regional campus faculty if a similar standard has been set in the regional campus handbooks.
- (C) Probationary periods and notice: In considering an individual for tenure, the length of time in the probationary rank and the dates of notice are related to the initial appointment rank.
- (1) Probationary periods and notices dates.
 - (a) An initial appointment at the rank of assistant professor shall be subject to the following probationary periods.
 - (i) If the appointment carries no years of credit toward tenure the appointee shall receive written notification by the fifteenth of March of the sixth year of service that:
 - (a) Tenure will be granted. In this case the tenure shall be effective at the start of the next contract year; or
 - (b) Tenure is not to be granted. In this case, the appointee shall receive a one-year terminal appointment for the following academic year.
 - (ii) If the appointment as assistant professor carries some years of credit toward tenure, the number of years shall be deducted from six and the provisions of paragraph (C)(1)(a) of this rule shall be used with the new number replacing the six-year provision; thus if an assistant professor is hired with two years credit towards tenure, then the notification shall occur by the fifteenth of March of the fourth year of service
 - (a) Typically, the maximum years of credit toward tenure for an assistant professor hire is two years. However, in extraordinary circumstances,

additional credit may be granted after consultation with the Faculty Advisory Committee (FAC) at the time of appointment.

- (iii) The terms and conditions of every appointment, including credit for the previous academic appointment and specification of the year in which tenure procedures will take place, shall be stated in writing, which shall be in the possession of both Kent state university and the faculty member before the appointment is finalized. The tenure decision should be based upon these initial terms and conditions.
 - (iv) Faculty members may apply for early tenure consideration. Except as specified in section (B)(5) above, ~~The~~ criteria for evaluating an application for early tenure will be the same as the criteria for an on-time application for tenure. A positive vote on early tenure shall automatically constitute a positive vote for reappointment. A negative decision on early tenure shall not prejudice the decision on re-appointment or a later application for tenure.
- (b) Typically, an initial appointment at the rank of associate professor, or an initial appointment at the rank of professor carries a probationary period of three (3) years. In extraordinary cases, a shorter probationary period may be considered after consultation with the FAC at the time of appointment.
- (i) If tenure is awarded in consequence of the tenure review during the third full year of service, it shall become effective with the contract for the fourth year of service.
 - (ii) If tenure is denied, the candidate shall receive written notification by the fifteenth of March of the third full year of service and shall receive a terminal appointment for the fourth year.
- (c) Tenure with Appointment: An initial appointment at the rank of associate professor or at the rank of professor may carry tenure if, after consultation with the unit's tenure committee at the time of the appointment, the dean determines that a candidate's qualifications and credentials meet Kent state university standards and the standards appropriate to the candidate's discipline for the rank of associate professor, or professor, as applicable. Approval of at least three-fourths of the members of the unit's tenure committee eligible to vote, excluding those who abstain, is

required for tenure with appointment.

- (2) Because the purpose of the probationary period is to provide an opportunity for observation, time spent on leave other than a scholarly leave of absence (e.g., university policy and procedures governing modification of the faculty probationary period) is not considered as part of the probationary period. Summer appointments are not counted within yearly appointments.
- (3) The conferring of tenure is a positive act by the university and as such a faculty member cannot receive tenure by default.
 - (a) If an untenured faculty member does not receive notification by the appropriate date, the fifteenth of March of the year in which the tenure review is scheduled to be conducted in accord with paragraph (C)(1) of this policy, the faculty member as part of his/her professional responsibility, shall have twenty working days to inquire of the unit administrator, dean, or provost as to the status of his/her tenure decision. The university will have ten working days in which to respond.
 - (i) In the event that the evaluative process has been conducted, the university will notify the individual and the decision will go forward as if the appropriate notification dates had been met.
 - (ii) In the extreme case that a candidate has not been evaluated for tenure at the proper time, he/she will be evaluated at the next regular evaluation period after the error has been detected with all relevant notification dates delayed accordingly.
 - (b) Any failure in procedural matters by the university or the faculty member shall not be sufficient cause for the conferring of tenure, the denial of tenure, or the termination of employment.
- (D) Tenure criteria. For the purposes of this policy "scholarship" is broadly defined to include research, scholarly and creative work. Scholarship may include commercialization activities relevant and appropriate to the academic discipline. 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.
 - (1) The granting of tenure is a decision that plays a crucial role in determining the quality of university faculty and the national and international status of

the university. Essentially, those faculty members involved in making a tenure decision are asking the question; "Is this candidate likely to continue and sustain, in the long term, a program of high quality scholarship, teaching, and service relevant to the mission of the academic unit and the mission of the university?" The awarding of tenure must be based on convincing documented evidence that the faculty member has achieved a significant body of scholarship, excellence as a teacher, and has provided effective service. The candidate must also be expected to continue and sustain, over the long term, a program of high quality scholarship, teaching, and service relevant to the mission of the candidate's academic unit(s) and to the mission of the university.

- (2) A minimum requirement for tenure is the terminal degree in the candidate's discipline as noted in the handbook of her/his academic unit. In exceptional cases, this rule may be modified with the approval of the unit's tenure committee and the provost.
- (3) The criteria for assessing the quality of scholarship, teaching and service shall be clearly specified and included in the handbook of each unit and campus. Guidelines for weighing the categories of scholarship, teaching and service shall be established by each unit for Kent campus faculty. For regional campus faculty, guidelines for weighting the categories of scholarship, teaching and service shall be established by each campus faculty council and this weighting shall be used at all levels of review. The handbook should indicate with some specificity how the quality and significance of scholarship, and the quality and effectiveness of teaching, and service are to be documented and assessed. Only documented evidence of scholarship, teaching, and service will be used in assessing a faculty member's eligibility for tenure. In the evaluation of scholarship, emphasis should be placed on external measurements of quality.
- (4) All tenured and tenure-track faculty members must have the opportunity to participate in the establishment, development, and revision of the unit's criteria. These processes should be democratic and public.
- (5) As the university enters new fields of endeavor, including interdisciplinary initiatives, instances may arise in which the scholarship of faculty members may extend beyond established disciplinary boundaries. In such cases, care must be taken to apply the criteria with sufficient flexibility. In all instances, superior scholarly attainment, in accordance with the criteria set forth in the unit handbooks, is an essential qualification for tenure.
- (6) A non-tenured faculty member applying for promotion to the rank of associate professor or full professor must also undergo a successful tenure review.

- (7) Criteria based upon sex, race, color, age, national origin, religion, disability, sexual orientation, political activity or other legally protected categories are expressly forbidden.
- (E) Procedure for making decisions regarding tenure.
 - (1) Due process is integral to an effective tenure policy. The guiding premise in the following procedure is that the essential phases in the tenure consideration occur at the unit level and at the regional campus (if applicable). Assessments and the recommendations beyond these levels should reflect due regard for the professional judgment and recommendations made at the unit and regional campus levels. Review and assessment by extra-unit and extra-regional campus faculty and the academic administration are necessary to insure the integrity of the system.
 - (2) External reviewers: All candidates for tenure must submit the names of at least five persons outside the university who are qualified to evaluate their achievements objectively. The unit administrator shall solicit evaluations from at least three of the qualified individuals whose names have been submitted by the candidate. The unit administrator may also solicit evaluations from external reviewers other than those named by the candidate but must inform the candidate of the persons contacted. In addition, the college dean (where appropriate) may consult with the unit administrator regarding any letters the dean may wish to solicit for consideration at the unit level and inform the candidate of such letters received. The candidate shall be given a copy of the letter to be sent to outside evaluators and have the opportunity to comment before the letter is mailed.
- (F) Procedures for making decisions regarding tenure: the unit level. All actions involving tenure shall be initiated at the academic unit level. (See paragraph (B)(1) of this rule for definition of "unit.") Consideration of those standing for tenure shall be undertaken by the unit tenure committee, chaired by the unit administrator as a non-voting member and composed of all tenured members of the unit's advisory committee and any full-time faculty who are tenured full professors of the unit who may not be members of the faculty advisory committee. No member of the committee shall be present when the committee deliberates or votes on the tenure of an individual in a rank higher than that of the individual member of the tenure committee, or on the tenure of a spouse, domestic partner, or relative. A member of the committee who intends to vote on a regional campus candidate at the regional campus level of review may be present, but shall not vote on that candidate at the unit level. The unit administrator serves as the non-voting chairperson of the tenure committee.

- (1) Each spring semester the unit administrator shall notify those faculty members who are eligible for tenure consideration during the next academic year.
- (2) The unit administrator shall make available copies of the guidelines, timetables, and other information concerning the tenure review to all candidates in the unit, Kent campus and regional campuses faculty members alike, no later than three weeks before the deadline for submission of materials, which is at the end of the first week of the fall semester.
- (3) All tenure reviews will be carried out on a paperless, electronic system provided by the university for this purpose. Candidates for tenure, reviewers and administrators must submit and review tenure file documents on this system and any official notification required under this policy will appear in this system. Faculty members being considered for tenure are responsible for developing, organizing, and ~~submitting to the unit administrator~~including the evidence supporting their candidacy for tenure ~~in the electronic file~~. The unit administrator will meet with the candidate to review the file ~~with the candidate for tenure~~ in order to insure that the file is complete and the candidate and the unit administrator will certify that the file is complete~~will prepare a statement indicating that the file is complete. The completed file statement will be signed by both the candidate and the unit administrator.~~ Thereafter, the candidate must be informed of anything that is added to or removed from the file and provided the opportunity to insert written comments concerning that new or removed material. At each level of review, advisory bodies and administrators will have access to the complete file before they consider the case.
- (4) Before convening the tenure committee, the unit administrator shall formally invite signed written comments from all tenured faculty members who are not members of the tenure committee. The unit administrator shall provide these comments to the tenure committee, shall provide a copy to the candidate, and shall place the comments in the file.
- (5) Members of the tenure committee on leave of absence or absent for justifiable reasons shall be notified of the nominations and shall vote by absentee ballot, or they may request from the committee the right to abstain from voting. Except where a member of the tenure committee is ineligible to vote in accordance with section (F) above or has been granted the right to abstain from voting, all committee members shall submit a vote on each candidate. If the tenure committee will ~~consists~~ of fewer than four (4) voting members, ~~excluding the non-voting chair~~, then a special procedure for enlarging it shall be developed by the unit administrator with the advice of the faculty advisory committee and the

assistance of the college dean, if applicable, and the approval of the provost.

- (6) The unit administrator shall discuss his/her estimate of the strengths and weaknesses of each candidate with the unit tenure committee.
- (7) The case of each candidate shall be subject to candid discussion by the committee. During the committee meeting, each voting member shall indicate his/her nonbinding "yea" or "nay." After the meeting, each voting member shall record his/her final vote by completing a signed evaluation form with comments.
- (8) Approval of at least three-fourths of the members of the tenure committee who vote, excluding those who abstain under paragraph (F)(5) of this rule, shall constitute formal endorsement to the unit administrator for tenure.
- (9) The unit administrator shall assemble the recorded votes, and signed evaluation forms, along with supporting statements, as well as other relevant documents regarding the faculty member's application for tenure. The unit administrator shall weigh and assess all relevant information and decide whether to recommend the granting of tenure to the candidate. He/she shall record his/her decision, along with a signed statement supporting it.
- (10) In the case of regional campus and Kent campus faculty alike, the unit administrator shall extend an invitation to the candidate to meet in order to discuss the assessment and recommendation. This meeting should take place as soon as possible. In all cases that are not unanimously positive, the unit administrator must meet with the candidate within five working days from the date of the submission of the unit administrator's letter to the administrator at the next higher level.
- (11) The unit administrator shall inform the offices of the appropriate college dean and/or regional campus dean, where appropriate, and the provost of the results of the unit's deliberations. The file must be completed and closed at the unit level and no material shall be added or removed except as provided for in this policy.
- (12) No later than the date when the unit administrator transmits his/her recommendation to the next higher administrative officer, he/she shall notify the candidate of this recommendation by letter.
 - (a) The unit administrator shall include with this letter a copy of his/her letter of recommendation to the next higher administrative office, a summary of the advisory recommendations of the tenure

committee, and copies of the committee's signed evaluation forms.

- (b) In the unit administrator's letter to the candidate he/she shall inform the candidate that he/she has the right, within ten (10) working days, to add a letter to his/her file responding to any procedural errors or errors of fact that the candidate believes have been included in either the unit administrative officer's letter, or the committee members' statements.
 - (c) The unit administrator's letter shall also indicate that, if the candidate wishes to appeal a negative recommendation, such intent shall be expressed to the next higher academic officer in writing within ten (10) working days of receipt of the unit administrator's letter.
- (G) Procedures for making decisions regarding tenure: the regional campus level: Regional campus candidates for tenure will be reviewed both at the unit level, as described in paragraph (F) of this rule, and at the regional campus level. The tenure committee of the regional campus shall be composed of tenured members of the faculty council and ~~the campus full-time faculty of the campus~~ who are tenured full professors. No member of the committee shall be present when the committee deliberates or votes on the tenure of an individual in a rank higher than that of the individual member of the tenure committee, or on the tenure of a spouse, domestic partner, or relative. A member of the committee who intends to vote at the unit level of review may be present, but shall not vote on that candidate at the regional campus level. The faculty chair is a voting member of the campus tenure committee except in cases in which the faculty chair is untenured or has otherwise not achieved the rank held by the candidate for tenure. In such cases, the faculty chair will recuse himself or herself and a tenured individual with the appropriate rank will be elected from and by the campus tenure committee to fill the role of the faculty chair provided for in the policy.
- (1) The regional campus dean will make available to the candidate and the unit copies of those sections of the campus handbook concerning the campus' method of weighting unit criteria.
 - (2) Regional campus faculty members being considered for tenure are responsible for developing, organizing, and submitting to the unit administrator the evidence supporting their candidacy for tenure. The unit administrator will review the files with the candidate for tenure in order to insure that the files are complete. The unit administrator will prepare a statement for inclusion in each file indicating that the file is complete as indicated in paragraph (F)(3) of this rule. The unit administrator must notify the regional campus dean in a timely fashion that the file is available for review by the campus tenure committee. Thereafter, the candidate must be informed of anything that is added to or removed from

the file and provided the opportunity to insert written comments concerning the added or removed material.

- (3) Before convening the campus tenure committee, the faculty chair shall formally invite signed written comments from all campus tenured faculty members who are not members of the tenure committee. The faculty chair shall provide the comments to the campus tenure committee, shall provide a copy to the candidate, and shall place the comments in the file.
- (4) Members of the campus tenure committee on leave of absence or absent for justifiable reasons shall be notified of the candidacies and shall vote by absentee ballot, or they may request from the committee the right to abstain from voting. Except where a member of the tenure committee is ineligible to vote in accordance with section (G) above or has been granted the right to abstain from voting, all committee members shall submit a vote on each candidate. If the campus tenure committee consists of fewer than four (4) voting members, including the voting chairperson, then a special procedure for enlarging it shall be developed by the regional campus dean, with the advice of the faculty council and the approval of the provost.
- (5) The case of each candidate shall be subject to candid discussion by the committee. During the committee meeting, each voting member shall indicate his/her nonbinding "yea" or "nay." After the meeting, each voting member shall record his/her final vote by completing a signed evaluation form with comments.
- (6) Approval of at least three-fourths of the members of the tenure committee who vote excluding those abstaining under paragraph (G)(4) of this rule shall constitute a formal endorsement to the regional campus dean for tenure.
- (7) The faculty chair shall then summarize the committee's vote, signed evaluation forms, and recommendation for support or non-support of granting tenure to the candidate in a signed letter to the candidate and the regional campus dean. The letter shall indicate that, if the candidate wishes to respond to a recommendation for non-support, such a response must be made to the campus dean and copied to the unit administrator within ten working days of receipt of the letter. Copies of the faculty chair's letter shall be provided to the college dean, and to the unit administrator of the candidate's unit.
- (8) The regional campus dean shall assemble the records, along with supporting statements, ballots, and other relevant documents. The regional campus dean will then review the file and the advisory recommendations of the campus tenure committee and unit administrator, weigh and assess

all relevant information, and decide whether to recommend the granting of tenure to the candidate. He/she shall record her/his decision along with a signed statement supporting the decision.

- (9) The regional campus dean should extend an invitation to the candidate to meet in order to discuss the assessment and recommendation. This meeting should take place as soon as possible. In all cases that are not unanimously positive, the regional campus dean must meet with the candidate within five working days from the date of the submission of his/her letter to the appropriate administrator.
- (10) The regional campus dean's recommendations to grant or deny tenure to the candidate shall be submitted to either the college dean (in the case of a candidate from a dependent department or school) or to the provost (in the case of a candidate from an independent college), with copies to the unit administrator and (where the recommendation is to a college dean) to the provost. The file must be completed and closed at the regional campus level and no material added or removed except as provided for in this policy.
- (11) No later than the date when the regional campus dean transmits his/her recommendations to the college dean or provost the regional campus dean shall notify the candidate of her/his recommendation by letter.
 - (a) The regional campus dean shall include within this letter a copy of his/her letter of recommendation to the college dean or provost, a summary of the advisory recommendations of the tenure committee, and copies of the committee's signed evaluation forms.
 - (b) In the regional campus dean's letter to the candidate he/she shall inform the candidate that he/she has the right, within ten (10) working days, to add a letter to her/his file responding to any procedural errors or errors of fact that the candidate believes have been included in either the regional campus dean's letter, the faculty chair's letter, or the committee members' statements.
 - (c) The letter shall also indicate that if the candidate wishes to appeal a negative decision, such intent shall be expressed to the next higher academic officer in writing within ten (10) working days of receipt of the regional campus dean's letter.
- (H) Procedures for making decisions regarding tenure: colleges with dependent units. The college dean shall conduct a review of the unit's decision, and where applicable, the regional campus' actions and shall convene the college advisory committee, which shall function as the college tenure committee. On the basis of the qualifications of the candidate, this committee shall evaluate all assessments

deriving from the unit and, where applicable, regional campus levels, recommend to the dean whether tenure should be granted or denied.

- (1) The college dean shall be the chairperson and a nonvoting member of the college tenure committee. Tenured members of the elected college advisory committee shall serve as the college tenure committee to review recommendations and evaluations from the departments and schools and recommend to the dean in each case whether tenure should be granted or denied. This committee shall have made available to it all data developed by the unit and where applicable, the regional campus. No members of the college tenure committee may vote on candidates from their own unit and no member of the committee shall be present when the committee deliberates or votes on the tenure of a spouse, domestic partner, or relative. Except where a member of the tenure committee is ineligible to vote in accordance with this section, all committee members shall submit a vote on each candidate.
- (2) The case of each candidate shall be subject to candid discussion of the committee. During the committee meeting, each voting member shall indicate his/her nonbinding "yea" or "nay." After the meeting, each voting member shall record his/her final vote by completing a signed evaluation form with comments.
- (3) Approval of at least three-fourths of the tenure committee who are eligible to ~~to~~-vote (excluding those who abstain for reasons under paragraph ~~(FH)~~(1) of this rule) shall constitute a recommendation for tenure by the college tenure committee to the college dean.
- (4) The college dean shall prepare a written statement in which is recorded the recommendation of the college tenure committee, along with the numerical vote. In addition, the college dean shall submit a recommendation for approval or disapproval of tenure.
 - (a) For Kent campus and regional campus candidates alike, the college dean's statement and candidate's file are submitted to the provost.
 - (b) The file must be completed and closed at the college level and no material shall be added or removed except as provided for in this policy.
- (5) No later than the college recommendation is submitted to the provost, the college dean shall notify the candidate of his/her recommendation by letter.
 - (a) The college dean shall include with this letter a copy of his/her letter of recommendation to the provost, a summary of the

Commented [D1]: There is no language about enlarging the college committee if it will have fewer than 4 voting members. There have been (and may still be) colleges that have only 4 schools/departments and the member from the home school/department is ineligible to vote. Is this a problem that we want to address?

advisory recommendations of the tenure committee, and copies of the committee's signed evaluation forms.

- (b) In the college dean's letter to the candidate he/she shall inform the candidate that he/she has the right, within ten (10) working days, to add a letter to his/her file responding to any procedural errors or errors of fact that the candidate believes have been included in either the college dean's letter or the committee member's statements.
 - (c) The letter shall also indicate that, if the candidate wishes to appeal a negative recommendation, such intent shall be expressed to the next higher academic officer in writing within ten (10) working days of receipt of the college dean's letter.
- (I) Procedures for making decisions regarding tenure: The Provost Level. The provost shall conduct a review of the previous actions and shall make an academic administrative recommendation on tenure to the president.
 - (1) To assist in this process with respect to Kent campus faculty, the provost shall convene the Kent campus tenure advisory board. The members of this board shall be appointed by the provost in consultation with the provost's advisory council from a list of tenured associate and full professors nominated by the faculty senate executive committee, the college advisory committees, and the college deans. It is ordinarily expected that, through such discussion, consensus on the Kent campus tenure advisory board members will be reached. In the unusual circumstance that the provost's advisory council and the provost are unable to reach consensus in regard to the members of the board by the specified date for the beginning of board's activity, the provost shall convene a Kent campus tenure advisory board that includes those for whom consensus has been reached and others that the provost appoints. This board shall evaluate from a Kent campus-wide perspective the recommendations made thus far and shall formally advise the provost as to whether, in its view, these recommendations should be accepted.
 - (2) To aid in making a recommendation with respect to regional campus faculty, the provost shall convene a regional-campus-wide tenure advisory board. The members of this board shall be appointed by the Provost in consultation with the regional campuses faculty advisory council and regional campus deans from a list of tenured associate and full professors nominated by each regional campus faculty council and the regional campus deans. It is ordinarily expected that, through such discussion, consensus on the regional campuses-wide tenure advisory board members will be reached. In the unusual circumstance that the regional campuses faculty advisory council and the provost are unable to reach consensus in

regard to the members of the board by the specified date for the beginning of the board's activity, the provost shall convene a regional campuses-wide tenure advisory board that includes those members for whom consensus has been reached and others that the provost appoints. This board shall evaluate from a regional campus-wide perspective the recommendations made thus far and shall formally advise the provost as to whether, in its view, these recommendations should be accepted.

- (3) No member of the Kent campus or regional-campus-wide tenure advisory board will vote on a candidate for whom he/she cast a ballot at a lower level of review and no member may be present while the board deliberates or votes on the tenure of a spouse, domestic partner, or relative.
- (4) The provost shall provide written notification to all candidates for tenure of the action taken. Such notification shall be made at least one week prior to the date designated as the submission date for recommendations for tenure by the president to the board of trustees. The communication to candidates whose tenure is not approved shall include reasons why approval was withheld. A negative recommendation shall include a statement of the relevant unit handbook criteria or criteria as established in this policy that the candidate has failed to meet. Copies of each communication shall be sent to the college dean, regional campus dean (if applicable) and the unit administrator.
- (J) New material may be added as requested by a review committee or the responsible academic administrator at any level in order to correct or more fully document information contained in the tenure file. In such instances, the candidate shall be notified of, and given the opportunity to review, such new material as is added to the file and also be provided with the opportunity to include written comments relevant to this material and/or the appropriateness of its inclusion in the file. In no case will a candidate for tenure be required to create new material or required to procure material not currently in the possession of the candidate.
- (K) Any faculty member whose tenure has been disapproved at any level shall have the right to appeal to the next higher academic administrative officer. In the case of denial by the provost, the appeal shall be to the president, or when appropriate, to the Joint Appeals Board (see collective bargaining agreement, Article VII, Section 2). All appeals must be initiated by the candidate in writing within ten working days of the candidate's receipt of the disapproval notification or as otherwise specified by the collective bargaining agreement. At each level of appeal, the appellant shall be offered an opportunity to appear in person to present his/her case orally before the appropriate tenure advisory committee or board. The appellant may be accompanied by a colleague who may assist in presenting his/her case. Furthermore, if an individual other than the appellant is invited to address the committee or board, the appellant shall have an opportunity to

respond to any new information. The committee or board shall determine whether the information is new and whether to invite an oral or written response. The academic administrator in question shall consider the vote of this body seriously before making his/her recommendation and shall inform both the appellant and the academic administrator at the next higher level of the results of this vote.

- (L) Academic administrators and members of tenure committees are expected to act in accordance with the principles of due process and abide by the Professional Code of Ethics (rule 3342-6-17 of the Administrative Code). All documents in the tenure process are subject to the Ohio Open Records Law (Section 149.43 of the Revised Code).
- (M) ~~Normally, Decisions regarding tenure for all faculty members who are appointed to a tenure-track position for academic year 2010-11 or later will be governed by the university policies and procedures regarding faculty reappointment, tenure, and promotion this policy and the unit handbook in place at the time of the initial appointment. In the event that university policies and procedures regarding faculty reappointment, tenure, and promotion and/or the unit handbook are revised during the faculty members' probationary period, Faculty members who were appointed prior to the adoption of this policy the faculty member will have the option of being governed by this policy the current policies and the current unit handbook or by the University policies and procedures regarding faculty tenure and promotion and the unit handbook in place at the time of the faculty member's initial appointment. The faculty member will include a written election of this option in his/her file. Given the elimination of the position of the executive dean for regional campuses, for regional campus faculty electing to be governed by the University policy and procedures regarding faculty tenure in place at the time of the faculty member's hire, paragraphs (H)(15) to (H)(17) and (I)(1) of that rule will be replaced by paragraph (I)(1) of the current rule.~~
- (N) Transfer of tenure. Tenured faculty members may transfer from one academic unit to another; from the regional campus system to an academic unit at the Kent campus, or from an academic unit at the Kent campus to the regional campus system in accordance with the following procedure.
 - (1) The tenured faculty member who is seeking a transfer shall initiate a written request to both his/her current academic administrator (i.e., department chair, school director, independent college dean or regional campus dean) and to the academic administrator of the academic unit or regional campus to which he/she seeks a transfer.
 - (2) The appropriate faculty advisory body of the academic unit or regional campus from which the incoming faculty member seeks a transfer should provide a written recommendation on the acceptability of the transfer to the academic administrator. Upon receipt of this recommendation, the

academic administrator will forward his/her written recommendation together with that of the faculty advisory committee, to the dean of the college, who in turn makes a recommendation to the provost. In the case of faculty in independent colleges, the unit administrator's recommendation is forwarded directly to the provost.

- (3) The appropriate faculty advisory body of the academic unit or regional campus to which the incoming faculty member seeks a transfer should provide a written recommendation on the acceptability of the transfer to the academic administrator. In addition, the ad hoc tenure committee of the academic unit or regional campus to which the incoming faculty member seeks a transfer should evaluate the professional credentials of the incoming faculty member and provide a recommendation to the academic administrator. In order to undertake this evaluation, the committee may request evidence of excellence in scholarship, teaching, and service in a form to be decided by the committee (i.e., curriculum vita, teaching dossier, a written statement from the faculty member seeking the transfer). Approval of at least three-fourths of the members of the unit's or campus' tenure committee who vote, excluding those who abstain, is required for transfer of tenure. If the ad hoc tenure committee approves the transfer of tenure, the academic administrator will forward his/her recommendation together with that of the faculty advisory committee and the ad hoc tenure committee to the dean of the college who in turn makes a recommendation to the provost. In the case of faculty in independent colleges, the unit administrator's recommendation is forwarded directly to the provost.
- (4) The provost shall consult with the provost's advisory council. The final decision on the transfer of a tenured faculty member between academic units and/or campuses rests with the provost. In the event that the provost's decision conflicts with the unit tenure committees vote, the provost shall provide a statement in writing to the unit administrator explaining the decision
- (5) A faculty member whose tenure transfers under this section will retain his/her rank.

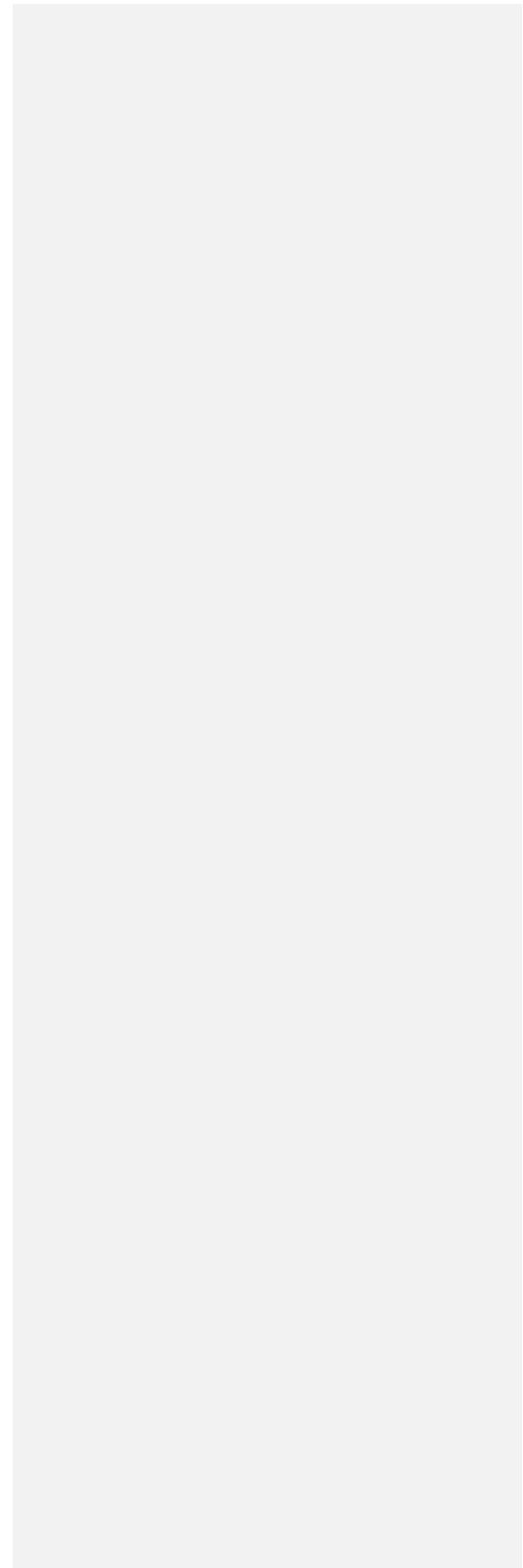
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6-15

University Policy Regarding Faculty Promotion

- (A) Purpose. Promotion shall be viewed as recognition of a faculty member's scholarship, teaching, and service. 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.
- (1) For promotion purposes, the term "unit" shall be defined as a department, school, or college without subordinate academic departments or schools (hereafter, 'independent college'). The term "faculty" shall be defined as those who hold regular full-time tenured or tenure-track appointments. Given some variance in procedures followed for faculty from independent colleges and/or regional campuses, sections of this policy have been included to delineate these specific procedural differences.
 - (2) Criteria appropriate to a particular unit shall be formulated by that unit in light of college (if applicable) and university standards and guidelines, the mission of the unit, and the demands and academic standards of the discipline.
- (B) Promotion criteria. Recommendations for promotion shall be based upon two major classes of criteria. The first, "academic credentials and university experience," describes the normal minimums of credentials and time-in-rank necessary for promotion consideration. The second, "academic performance and service," refers to the record of actual performance and the accomplishments by the faculty member in academic and service areas, as defined by the unit handbook. Unless otherwise specified in the unit handbook, documented in-press and forthcoming scholarly or creative works will be considered as part of the record of accomplishments.
- (1) Academic credentials and university experience.
 - (a) Assistant professor. A faculty member will not be considered for advancement to this rank until either completion of three years as an instructor and possession of at least the master's degree, or until the academic credentials minimally required for initial appointment at the assistant professor's level are achieved.
 - (b) Associate professor. This is one of the two senior ranks in academia; accordingly, a faculty member must possess the terminal degree in his/her discipline before promotion consideration. In exceptional cases, this rule may be modified with the approval of the unit's promotion committee and the provost. A faculty member will not usually be considered for advancement to this rank until completion of five years as an assistant

professor, but in cases where the candidate has met the expectations for promotion, they may be considered after completion of fewer years as an assistant professor. Unless otherwise specified in the unit handbook, the criteria for evaluating an application for early promotion will be the same as the criteria for an on-time application for promotion. If the initial appointment as assistant professor carries some years of credit toward tenure, the number of years shall be deducted from the normal expectation that the candidate has completed five years as an assistant professor; thus if an assistant professor is hired with two years credit towards tenure and applies for promotion to associate professor after completion of three years as an assistant professor, the application would not be considered an application for early promotion. A non-tenured faculty member applying for promotion to the rank of associate professor must also undergo a successful tenure review.

- (c) Full professor. As with associate professor, a faculty member must possess the terminal degree in his/her discipline before promotion consideration. In exceptional cases, this rule may be modified with the approval of the unit's promotion committee and the provost. A faculty member will not usually be considered for advancement to this rank until completion of five years as an associate professor, but in cases where the candidate has met the expectations for promotion, they may be considered after completion of fewer years as an associate professor. Unless otherwise specified in the unit handbook, the criteria for evaluating an application for early promotion will be the same as the criteria for on-time application for promotion. A non-tenured faculty member applying for promotion to the rank of full professor must also undergo a successful tenure review. Unlike tenure and promotion to associate professor, promotion to professor does not involve an assessment of productivity within a set number of years. Rather, it recognizes success in meeting the academic unit's requirements for scholarship, teaching, and service commensurate with the rank of full professor, irrespective of the number of years in the rank of associate professor.
- (2) The criteria for assessing the quality of scholarship, teaching and service shall be clearly specified and included in the handbook of each unit and campus. Guidelines for weighting the categories of scholarship, teaching and service shall be established by each unit for Kent campus faculty. For regional campus faculty, guidelines for weighting the categories of scholarship, teaching and service shall be established by each campus faculty council and this weighting shall be used at all levels of review. The handbook should indicate with some specificity, how the quality and significance of scholarship and the quality and effectiveness of teaching and service are to be documented and assessed. Only documented evidence of scholarship, teaching, and service will be used in assessing a faculty member's eligibility for promotion. In the evaluation of scholarship, emphasis should be placed on external measures of quality.

- (3) All tenured and tenure-track faculty members of the unit must have the opportunity to participate in the establishment, development and revision of the unit's criteria. These processes should be democratic and public.
 - (4) As the university enters new fields of endeavor, including interdisciplinary initiatives, instances may arise in which the scholarship of faculty members may extend beyond established disciplinary boundaries. In such cases, care must be taken to apply the criteria with sufficient flexibility. In all instances, superior scholarly attainment, in accordance with the criteria set forth in the unit handbooks, is an essential qualification for promotion.
 - (5) Criteria based on sex, race, color, age, national origin, religion, disability, sexual orientation, or political activity or other legally protected categories are expressly forbidden.
- (C) Procedures for making decisions regarding promotion.
- (1) Due process is integral to an effective promotion policy. The guiding premise in the following procedure is that the essential phases in promotion consideration occur at the unit level and at the regional campus (if applicable). Assessments and the recommendations beyond these levels should reflect due regard for the professional judgments and recommendations made at the unit and regional campus levels. Review and assessment by extra-unit and extra-regional campus faculty and the academic administration are necessary to insure the integrity of the system.
 - (2) External reviewers. All candidates for promotion must submit the names of at least five persons outside the university who are qualified to evaluate their achievements objectively. The unit administrator shall solicit evaluations from at least three of the qualified individuals whose names have been submitted by the candidate. The unit administrator may also solicit evaluations from external reviewers other than those named by the candidate but must inform the candidate of the persons contacted. In addition, the college dean, where appropriate) may consult with the unit administrator regarding any letters the dean may wish to solicit for consideration at the unit level and inform the candidate of such letters received. The candidate shall be given a copy of the letter to be sent to outside evaluators and have the opportunity to comment before the letter is mailed.
 - (3) Any agreement at the time of appointment concerning a candidate's future promotion must be approved in writing by the unit administrator with the advice of the unit's faculty advisory committee. Such agreement also must be approved by the college dean (if applicable) and the provost. If previous experience at another institution or in a related field is to be counted toward eventual promotion, that shall be made clear in such an agreement.

- (D) Procedures for making decisions regarding promotion: the unit level. Any action for the promotion of a faculty member shall be initiated at the academic unit level. (See paragraph (A)(1) of this rule for definition of "unit".) Consideration of those standing for promotion shall be undertaken by a unit promotion committee chaired by the unit administrator as a nonvoting member and composed of the tenured members of the unit's faculty advisory committee and any full-time faculty who are tenured full professors of the unit who may not be on the faculty advisory committee. No member of the committee shall be present while the committee deliberates or votes on the promotion of a spouse, domestic partner, or relative, ~~and a~~ No member other than the unit administrator (who shall not be present when his/her own promotion is discussed) shall be present while the committee deliberates or votes on promotions to a rank higher than that of an individual committee member. A member of the committee who intends to vote on a regional campus candidate at the regional campus level of review may be present, but shall not vote on that candidate at the unit level.
- (1) Each spring semester, the unit's faculty advisory committee shall review all faculty members below the rank of full professor in the unit, including regional campus faculty members, and from them nominate by simple majority vote a list of nominees for promotion. To this list must be appended any names submitted by persons in their own behalf, by the unit administrator and/or by an academic administrative officer of the university. Those nominated shall be notified by the unit administrator and permitted to withdraw their names if they wish. Faculty with dual appointments shall be considered for promotion in their primary academic unit after consultation with the secondary academic unit.
- (2) The unit administrator shall make available copies of the guidelines, timetables and other information concerning promotion review to all candidates in the unit, Kent campus and regional campus faculty members alike, no later than three weeks before the deadline for submission of materials, which is at the end of the first week of the fall semester.
- (3) All promotion reviews will be carried out on a paperless, electronic system provided by the university for this purpose. Candidates for promotion, reviewers and administrators must submit and review promotion file documents on this system and any official notification required under this policy will appear in this system. Faculty members being considered for promotion are responsible for developing, organizing, and submitting to the unit administrator the evidence supporting their candidacy for promotion. The unit administrator will meet with the candidate to review the file ~~with the candidate~~ for promotion in order to ensure that the file is complete and the candidate and the unit administrator will certify that the file is complete ~~will prepare a statement indicating that the file is complete. The completed file statement will be signed by both the candidate and the unit administrator.~~ Thereafter, the candidate must be informed of anything that is added to or removed from the file, and provided the opportunity to insert written comments concerning that new or removed material. At each level of review, advisory bodies and administrators will have access to the complete file

before they consider the case.

- (4) Before convening the promotion committee, the unit administrator shall formally invite written comments from all tenured faculty members who are not eligible to vote on the promotion. The unit administrator shall provide those comments to the promotion committee, shall provide a copy to the candidate, and shall place the comments in the file.
- (5) Members of the promotion committee on leave of absence or absent for justifiable reasons shall be notified of the nominations and shall vote by absentee ballot, or they may request from the committee the right to abstain from voting. Except where a member of the promotion committee is ineligible to vote in accordance with section (D) above or has been granted the right to abstain from voting, all committee members shall submit a vote on each candidate. If the promotion committee ~~will~~ consists of fewer than four (4) voting members, ~~excluding the non-voting chair~~, then a special procedure for enlarging it shall be developed by the unit administrator with the advice of the faculty advisory committee and the assistance of the college dean, if applicable, and the approval of the provost.
- (6) The unit administrator shall discuss his/her estimate of the strengths and weaknesses of each candidate with the unit promotion committee.
- (7) The case of each candidate shall be the subject of candid discussion by the committee. During the committee meeting, each voting member shall indicate his/her nonbinding "yea" or "nay." After the meeting, each voting member shall record his/her final vote by completing a signed evaluation form with comments.
- (8) Approval of at least three-fourths of the members of the unit's promotion committee who vote, ~~(excluding those who abstain under paragraph (D)(5) of this rule)~~, shall constitute the formal endorsement to the unit administrator for promotion.
- (9) The unit administrator shall assemble the recorded votes, signed evaluation forms, along with supporting statements, as well as other relevant documents regarding the faculty member's application for promotion. The unit administrator shall weigh and assess all relevant information and decide whether to recommend promotion. He/she shall record his/her decision, along with a signed statement supporting it.
- (10) In the case of regional campus and Kent campus faculty alike, the unit administrator shall extend an invitation to the candidate to meet in order to discuss the assessment and recommendation. This meeting should take place as soon as possible. In all cases that are not unanimously positive, the unit administrator must meet with the candidate within five working days from the date of the submission of the unit administrator's letter to the administrator at the next higher level.

- (11) The unit administrator shall inform the offices of the appropriate college dean, regional campus dean, where appropriate, and the provost of the results of the unit's deliberations. The file must be completed and closed at the unit level and no material shall be added or removed except as provided for in this policy.
- (12) No later than the date when the unit administrator transmits his/her recommendation to the next higher administrative officer, he/she shall notify the candidate of his/her recommendation by letter.
 - (a) The unit administrator shall include with this letter a copy of his/her letter of recommendation to the next higher administrative officer, a summary of the advisory recommendations of the promotion committee, and copies of the committee's signed evaluation forms.
 - (b) In the unit administrator's letter to the candidate he/she shall inform the candidate that he/she has the right, within ten (10) working days, to add a letter to his/her file responding to any procedural errors or errors of fact that the candidate believes have been included in either the unit administrator's letter, or the committee members' statements.
 - (c) The letter shall also indicate that, if the candidate wishes to appeal a negative recommendation, such intent shall be expressed to the next higher academic officer in writing within ten (10) working days of receipt of the unit administrator's letter.

- (E) Procedures for making decisions regarding promotion: the regional campus level. Regional campus candidates for promotion will be reviewed at the unit level (as described in paragraph (D) of this rule) and at the regional campus level. The promotion committee of a regional campus shall be composed of the tenured members of the faculty council and full-time faculty of the campus who are the campus-tenured full professors. No member of the committee shall be present when the committee deliberates or votes on the promotion of an individual to a rank higher than that of the individual faculty member of the promotion committee, or on the promotion of a spouse, domestic partner, or relative. A member of the committee who intends to vote at the unit level of review may be present, but shall not vote on that candidate at the regional campus level. The faculty chair is a voting member of the campus promotion committee except in cases when the committee deliberates or votes on the promotion of an individual to a rank higher than the faculty chair. In such cases, the faculty chair will recuse himself or herself and a tenured individual with the appropriate rank will be elected from and by the campus promotion committee to fill the role of the faculty chair provided for in the policy.
 - (1) The regional campus dean will make available to the candidate and the unit copies of those sections of the campus handbook concerning the campus' method of weighing unit criteria.

- (2) Regional campus faculty members being considered for promotion are responsible for developing, organizing, and submitting to the unit administrator the evidence supporting their candidacy for promotion. The unit administrator will review the files with the candidate for promotion in order to ensure that the files are complete and will prepare a statement for inclusion in each file indicating that the file is complete as indicated in paragraph (D)(3) of this rule. The unit administrator must notify the regional campus dean in a timely fashion that the file is available for review by the campus promotion committee. Thereafter, the candidate must be informed of anything that is added to or removed from the file and provided the opportunity to insert written comments concerning the added or removed material.
- (3) Before convening the campus promotion committee, the faculty chair shall formally invite signed written comments from all campus tenured faculty members who are not eligible to vote on the promotion. The faculty chair will provide the comments to the campus promotion committee, copy the candidate, and place the comments in the file.
- (4) Members of the campus promotion committee on leave of absence shall be notified of the candidacies and shall vote by absentee ballots or they may request from the committee the right to abstain from voting. Except where a member of the promotion committee is ineligible to vote in accordance with section (E) above or has been granted the right to abstain from voting, all committee members shall submit a vote on each candidate. If the campus promotion committee will consists of fewer than four (4) voting members, including the voting chair, then a special procedure for enlarging it shall be developed by the regional campus dean, with the advice of the faculty council and the approval of the provost.
- (5) The case of each candidate shall be subject to candid discussion by the committee. During the committee meeting, each voting member shall indicate his/her nonbinding "yea" or "nay." After the meeting, each voting member shall record his/her final vote by completing a signed evaluation form with comments.
- (6) Approval of at least three-fourths of the members of the campus promotion committee who vote (excluding those abstaining under paragraph (E)(4) of this rule) shall be required for a recommendation to the regional campus dean for promotion.
- (7) The faculty chair shall then summarize the committee's vote, signed evaluation forms, and recommendation for support or non-support of granting promotion to the candidate in a signed letter to the candidate and the regional campus dean. The letter shall indicate that, if the candidate wishes to respond to a recommendation for non-support, such a response must be made to the campus dean and copied to the unit administrator within ten working days of receipt of the letter. Copies of the faculty chair's letter shall be provided to the college dean and to the unit

administrator of the candidate's unit.

- (8) The regional campus dean shall assemble the records, along with supporting statements, ballots, and other relevant documents. The regional campus dean will then review the file and the advisory recommendations of the campus promotion committee and the unit administrator, weigh and assess all relevant information, and decide whether to recommend the granting of promotion to the candidate. He/she shall record his/her decision along with a signed statement supporting the decision.
- (9) The regional campus dean should extend an invitation to the candidate to meet in order to discuss the assessment and recommendation. This meeting should take place as soon as possible in all cases. In all cases that are not unanimously positive, the regional campus dean must meet with the candidate within five working days from the date of the submission of his/her letter to the appropriate administrator.
- (10) The regional campus dean's recommendation to grant or deny promotion to the candidate shall be submitted to either the college dean (in the case of a candidate from a dependent department or school) or to the provost (in the case of a candidate from an independent college), with copies to the unit administrator and (where the recommendation is to a college dean) to the provost. The file must be completed and closed at the regional campus level and no material is to be added or removed except as provided for in this policy.
- (11) No later than the date when the regional campus dean transmits his/her recommendations to the college dean or provost, the regional campus dean shall notify the candidate of her/his recommendation by letter.
 - (a) The regional campus dean shall include within this letter a copy of his/her letter of recommendation to the college dean or provost, a summary of the advisory recommendations of the tenure committee, and copies of the committee's signed evaluation.
 - (b) In the regional campus dean's letter to the candidate he/she shall inform the candidate that he/she has the right, within ten (10) working days, to add a letter to his/her file responding to any procedural errors or errors of fact that the candidate believes have been included in either the regional campus dean's letter, the faculty chair's letter, or the committee member's statements.
 - (c) The letter shall also indicate that, if the candidate wishes to appeal a negative recommendation, such intent shall be expressed to the next higher academic officer in writing within ten (10) working days of receipt of the regional campus dean's letter.

- (F) Procedures for making decisions regarding promotion: colleges with dependent units. The college dean shall conduct a review of the unit's decision and, where applicable, the regional campus' actions and shall convene the college advisory committee, which shall function as the college promotion committee. On the basis of the qualifications of the candidate, this committee shall evaluate all assessments deriving from the unit and, where applicable, the regional campus levels, and recommend to the college dean either promotion or denial of promotion.
- (1) The college dean shall be the chair and a nonvoting member of the college promotion committee. Tenured members of the elected college advisory committee shall serve as the college promotion committee to review recommendations and evaluations from the departments and schools and recommend to the college dean in each case whether promotion should be granted. This committee shall have made available to it all data developed by the unit and, where applicable, the regional campus. These materials shall be the subject of candid discussion by the committee, except that no member of the college promotion committee may vote on candidates from their own unit and no member of the committee shall be present when the committee deliberates or votes on the tenure of a spouse, domestic partner, or relative. Except where a member of the tenure committee is ineligible to vote in accordance with this section, all committee members shall submit a vote on each candidate.
 - (2) During the committee meeting each voting member shall indicate his/her nonbinding "yea" or "nay." After the meeting, each voting member shall record his/her final vote by completing a signed evaluation form with comments.
 - (3) Approval of three-fourths of the members of the promotion committee who vote (excluding those who abstain for reasons under paragraph (F)(1) of this rule) shall constitute a recommendation for promotion by the college promotion committee to the college dean.
 - (4) The college dean shall prepare a written statement in which is recorded the recommendation of the college promotion committee, along with the numerical vote. In addition, the college dean shall submit a recommendation for approval or disapproval of the candidate's promotion.
 - (a) For Kent campus and regional campus candidates alike, the college dean's statement and candidate's file are submitted to the provost.
 - (b) The file must be completed and closed at the college level and no material shall be added or removed except as provided for in this policy.
 - (5) No later than the date the college recommendation is submitted to the provost, the college dean shall notify the candidate of his/her recommendation by letter.
 - (a) The college dean shall include with this letter a copy of his/her letter of

Commented [D1]: There is no language about enlarging the college committee if it will have fewer than 4 voting members. There have been (and may still be) colleges that have only 4 schools/departments and the member from the home school/department is ineligible to vote. Is this a problem that we want to address?

recommendation to the provost, a summary of the advisory recommendations of the promotion committee, and copies of the committee's signed evaluation forms.

- (b) In the college dean's letter to the candidate he/she shall inform the candidate that he/she has the right, within ten (10) working days, to add a letter to his/her file responding to any procedural errors or errors of fact that the candidate believes have been included in either the college dean's letter or the committee member's statements.
- (c) The letter shall also indicate that, if the candidate wishes to appeal a negative decision recommendation, such intent shall be expressed to the next higher academic officer in writing within ten (10) working days of receipt of the college dean's letter.

(G) Procedures for making decisions regarding promotion: the provost level. The provost shall conduct a review of the previous actions and shall make an academic administrative recommendation on promotion forwarded to the president.

- (1) To assist in this process with respect to Kent campus faculty, the provost shall convene the Kent campus promotion advisory board. The members of this board shall be appointed by the provost in consultation with the provost's advisory council, from a list of tenured associate and full professors nominated by the faculty senate executive committee, the college advisory committees, and the college deans. It is ordinarily expected that, through such discussion, consensus on the Kent campus promotion advisory board members will be reached. In the unusual circumstance that the provost's faculty advisory council and the provost are unable to reach consensus in regard to the members of the board by the specified date for the beginning of the board's activity, the provost shall convene a Kent campus promotion advisory board that includes those for whom consensus has been reached and others that the provost appoints. This board shall evaluate from a Kent campus-wide perspective the recommendations made thus far and shall formally advise the provost as to whether, in its view, these recommendations should be accepted.
- (2) To aid in making a recommendation with respect to regional campus faculty, the provost shall convene a regional-campus-wide promotion advisory board. The members of this board shall be appointed by the provost in consultation with the regional campuses faculty advisory council and regional campus deans from a list of tenured associate and full professors nominated by each regional campus faculty council and the regional campus deans. It is ordinarily expected that, through such discussion, consensus on the regional campuses-wide promotion advisory board members will be reached. In the unusual circumstance that the regional campuses faculty advisory council and the provost are unable to reach consensus in regard to the members of this board by the specified date for the beginning of the board's activity, the provost shall convene a regional campuses-

wide promotion advisory board that includes those members for whom consensus has been reached and others that the provost appoints. This board shall evaluate from a regional campus-wide perspective the recommendations made thus far and shall formally advise the provost as to whether, in its view, these recommendations should be accepted.

- (3) No member of the Kent campus or regional-campus-wide promotion advisory board will vote on a candidate for whom he/she cast a ballot at a lower level of review and no member may be present while the board deliberates or votes on the promotion of a spouse, domestic partner, or relative.
- (4) The provost shall provide written notification to the candidates for promotion of the action taken. Such notification shall be made at least one week prior to the date designated as the submission date for recommendations for promotion by the president to the board of trustees. The communication to candidates whose promotions are not approved shall include reasons why approval was withheld. A negative recommendation shall include a statement of the relevant handbook criteria or criteria as established in this policy that the candidate has failed to meet. Copies of each communication shall be sent to the college dean, regional campus dean (if applicable) and academic unit administrator.
- (H) New material may be added as requested by a review committee or the responsible academic administrator at any level of review in order to correct or more fully document information contained in the promotion file. In such instances, the candidate shall be notified of, and given the opportunity to review, such new material as is added to the file and shall also be provided with the opportunity to include written comments relevant to this material and/or the appropriateness of its inclusion in the file. In no case will a candidate for promotion be required to create new material or required to procure material not currently in the possession of the candidate.
- (I) Any faculty member whose promotion has been disapproved at any level shall have the right to appeal to the next higher academic administrative officer. In the case of denial by the provost, the appeal shall be to the president, or when appropriate, to the joint appeals board (see collective bargaining agreement, Article VII, Section 2). All appeals must be initiated by the candidate in writing within ten working days of the candidate's receipt of the disapproval notification or as otherwise specified by the collective bargaining agreement. At each level of appeal, the appellant shall be offered an opportunity to appear in person to present his/her case orally before the appropriate promotion advisory committee or board. The appellant may be accompanied by a colleague who may assist in presenting his/her case. Furthermore, if an individual other than the appellant is invited to address the committee or board, the appellant shall have an opportunity to respond to any new information. The committee or board shall determine whether the information is new and whether to invite an oral or written response. The academic administrator in question shall consider the vote of this body seriously before making his/her recommendation and shall inform both the appellant and the academic administrator at the next higher level of the results of this vote.

- (J) Academic administrators and members of promotion committees are expected to act in accordance with the principles of due process and abide by the Professional Code of Ethics (rule 3342-6-17 of the Administrative Code). All documents in the promotion process are subject to the Ohio Open Records Law (section 149.43 of the Revised Code).
- (K) ~~Faculty members being considered for promotion. Normally, probationary faculty members being considered for promotion to assistant or associate professor will be governed by the university policies and procedures regarding faculty reappointment, tenure, and promotion and the unit handbook in place at the time of the initial appointment. In the event that university policies and procedures regarding faculty reappointment, tenure, and promotion and/or the unit handbook are revised during the faculty members' probationary period, the faculty member will have the option of being governed by the current policies and the current unit handbook or by the policies and the unit handbook in place at the time of the faculty member's initial appointment. The faculty member will include a written election of this option in his/her file. Tenured faculty members applying for promotion to any rank up to, and including the 2012-2013 academic year, may elect to be considered under the policy and the unit handbook in place at the time of their initial appointment. The faculty member will include a written election of this option in their file. Decisions regarding promotion made after the 2012-2013 academic year will be governed by this policy and the unit handbook in effect at the time of the application for promotion decision. Given the elimination of the position of the executive dean for regional campuses, for regional campus faculty electing to be governed by the University policy regarding promotion in place at the time of their initial appointments, paragraphs (G)(16) to (18) and (H)(1) of that rule will be replaced by paragraph (G)(2) of this rule.~~

Policy Effective Date:

Jun. 01, 2019

Policy Prior Effective Dates:

4/5/1982, 8/7/1987, 10/20/1997, 4/5/2010, 8/22/2010, 3/01/2015, 8/23/2015



**Faculty Senate Executive Committee
Minutes of the Meeting
February 24, 2021**

Present: Pamela Grimm (Chair), Tracy Laux (Vice Chair), Ed Dauterich (Secretary),
Darci Kracht (At-Large), Ann Abraham (Appointed), Melissa Zullo (Appointed)

Not Present:

Guests Present:

1. Call to Order

Chair Grimm called the meeting to order at 4:07 p.m. on Microsoft Teams.

2. Approval of Minutes of the Executive Committee Meeting of February 17, 2021

A motion was made and seconded to approve the minutes (Kracht/Abraham). The minutes were approved (over email the following day) as written.

3. Finalize Agenda for the March 8th Faculty Senate Meeting

The agenda was finalized.

4. Faculty Senate Elections Write-In Issue

A question arose about candidates who were written in for the recent senate election. *Robert's Rules of Order* requires the possibility of a write-in candidate, but nothing is expressed in the senate bylaws about write-in candidates. The executive committee agreed that *Robert's Rules of Order* should be followed in the absence of guidance from the bylaws, but the availability and willingness of the candidate should be confirmed before having the name counted in the election results.

5. Academic Dishonesty and Integrity Committee Members

Some members were identified to serve on the committee. There was also a discussion of how many students to include and where they should come from.

6. Faculty Ethics Committee Election Candidates

Candidates were identified and will be emailed to see if they are willing to stand for the At-Large Representative from Faculty Senate position.

7. IT Speaking at Faculty Senate

James Raber (Executive Director, Executive Director of Support, Infrastructure and Research Technology) has confirmed his availability to speak at the next senate meeting.

8. Spring Forum Update

March 26th is confirmed as the date. Associate Provost van Dulmen has agreed to speak at the forum.

9. Additional Items

The Department of Biological Sciences proposed a name change, which passed at the Educational Policies Council (EPC) Meeting. A major's name in the department was changed (from Medical Technology to Medical Laboratory Science). A motion was made and seconded to approve (Dauterich/Zullo). The motion passed unanimously.

10. Adjournment

Chair Grimm adjourned the meeting at 4:50 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate



**Faculty Senate Executive Committee
Minutes of the Meeting
March 17, 2021**

Present: Pamela Grimm (Chair), Tracy Laux (Vice Chair), Ed Dauterich (Secretary),
Darci Kracht (At-Large), Ann Abraham (Appointed), Melissa Zullo (Appointed)

Not Present:

Guests Present: President Todd Diacon, Provost Melody Tankersley

1. Call to Order

Chair Grimm called the meeting to order at 3:19 p.m. on Microsoft Teams.

2. Discuss Topics for President Diacon and Provost Tankersley

Topics discussed included whether the provost has begun a campaign about academic integrity directed toward students and the current activities of the Anti-Racism Task Force. Also, there was a question as to whether the provost would support Kent State becoming a member of the International Center for Academic Integrity (ICAI), which would allow us to use their materials.

3. Approval of Minutes of the Executive Committee Meeting of February 24, 2021

The minutes were not available and will be available for approval at the next meeting.

4. Addition of Gender, Race, and Sexual Orientation Information on the Committee Preference Forms

The total population of each of the categories listed above was brought up as a possible problem. Without this information, the data may be less useful. It was decided that it would also be up to the respondent whether they would add this information to the preference form. It was also agreed that an explanation for why these categories are going to be included would be sent to those responding.

5. Proposal for the Center for African Studies Discussion

Vice President Gooden and Chair Grimm met previously to discuss the center. It was mentioned that the use of the term “center” needs to be less widespread; too many organizations at Kent State do not meet the specific definition of the term provided by the university policy. It was also asked whether we could have a full list of the university centers. Chair Grimm mentioned that Associate Provost van Dulmen was looking into the status of current university centers. There were also questions about vague areas in the policy description of centers. A motion was made and seconded to take the approval of the center to Faculty Senate for a vote (Laux/Kracht). The motion passed unanimously. There will be no separate budget, faculty/staff compensation, extra administrative costs, course releases, or curricular implications as a result of the creation of the center.

6. (4:00) Meet with President Diacon and Provost Tankersley

Provost Tankersley provided the committee with a statement about academic integrity that will be shared with students and faculty. It will also be shared with union leadership for their input. The Executive Committee made suggestions about the wording of the statement. The final statement will be sent out jointly from the provost and Vice President Hylton. Chair Grimm requested that there would also be follow-up support from student governance, and the provost offered to have Vice President Hylton get that started. Provost Tankersley also said that a video message from her and Associate Dean Todd Kamenash (Office of Student Conduct) may be the best way to get some of the information about academic integrity to students. President Diacon supported the video message over a written message as the best way to reach students.

The Executive Committee also brought up the ICAI and asked whether the provost would support Kent State joining as a member institution. Provost Tankersley said she would support joining and being able to have access to ICAI benchmark data and other material to help promote academic integrity.

Provost Tankersley also agreed to share the importance of the academic integrity message with chairs and directors. President Diacon added that the process for working with academic integrity complaints needs to be made as clear as possible to faculty, so chairs and directors can better support them.

Regarding the Anti-Racism Task Force, Provost Tankersley said there are 195 members and fifteen subcommittees that have been working productively. Each subcommittee has created documents showing their goals, action items for the goals, timelines for completing each goal, who should be involved from different areas, and what perceived barriers exist at this time. The plans are being assessed by the administration for feedback, which will be sent out on Friday. The final report will be sent to the president in April. There will be a town hall meeting in the future, and a website will be created to report results to the Kent State Community. Faculty Senate members and student governance will also be invited to look at reports before they are made public.

Regarding centers, the Executive Committee expressed concerns about how centers operate and how the policy around centers is written. Provost Tankersley said that there will be changes in policy language to add accountability and that the term center is being examined for how it applies to the different areas currently designated as such.

Provost Tankersley also shared information about the Higher Learning Commission (HLC) Quality Initiative with the committee. Kent State is in the open pathway version of HLC accreditation right now, which allows a university to set their own goals for what helps get them accredited. Kent State will be submitting proposals to HLC for how Kent State can show continuing improvement. Potential initiatives that Kent State may include are micro-credentials, the Anti-Racism and Equity Institute, the possible revision of the Kent Core, strategic enrollment management, participation in the Data Literacy Institute, and expanded Quality Matters certification to help instructors in online courses. Only one initiative will be submitted to HLC although all of them are being worked on right now. Provost Tankersley asked for feedback from the Executive Committee about which initiative might be best to report to HLC. The committee made suggestions for which initiatives they felt would be best with many members of the committee supporting a focus on strategic enrollment management.

7. Draft Agenda for the April 12 Faculty Senate Meeting

A tentative agenda was drafted.

8. RTP Policy Revisions

The revisions will be taken to senate for discussion at the April meeting.

9. Faculty Ethics Committee Nominations

We are still waiting on three areas for submission of candidates.

10. Spring Forum Update: Friday, March 26, 1:00-2:30 p.m.

The title will be “Flashes Forward: Lessons Learned during the COVID-19 Pandemic and Future Considerations.”

11. Additional Items

There were no additional items.

12. Adjournment

Chair Grimm adjourned the meeting at 5:15 p.m.

Respectfully submitted by Edward Dauterich
Secretary, Faculty Senate