

FACULTY HANDBOOK

OF THE

COLLEGE OF BUSINESS

CENTRAL STATE UNIVERSITY

WILBERFORCE, OHIO 45384

APRIL 7, 2022

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COLLEGE OF BUSINESS

Motto

Success Through Excellence

Vision

The College of Business aspires to be globally recognized by its stakeholders for preparing graduates for success in business and society.

Mission

The College of Business is committed to providing students with a nurturing educational environment in their personal and professional endeavors. We emphasize academic excellence in teaching, research, and outreach in a dynamic global business environment. The College of Business prepares students for careers in business, government, private and public non-profit organizations, and graduate school. The college takes great care to ensure that graduates are well-rounded individuals through its “Triad for Success,” which emphasizing academics, experiential learning, and professional development.

BYLAWS
OF THE
COLLEGE OF BUSINESS

CENTRAL STATE UNIVERSITY

Wilberforce, Ohio 45384

ARTICLE I
NAME

The name of this organization shall be The College of Business. The College of Business is also designated by the acronym COB.

ARTICLE II
PURPOSE AND OBJECTIVES

Section 1 — Purpose

The COB faculty shall be a policy-making body in all matters pertaining to the educational needs and goals of the COB.

Section 2 — Objectives

The primary objective of the College of Business (COB) is to prepare students for careers in business, government, private non-profit institutions and for graduate school. Specific objectives are:

- A. To provide students with a strong contemporary, theoretical, and technical understanding of business concepts, principles and operations.

- B. To provide students an opportunity to gain an understanding of the application of business concepts, principles and operations through actual work experiences or practical problem-solving activities.
- C. To assist students in their understanding of, and responsibility to, the economic system and the political and social environments.
- D. To assist students in the development of their ability to adapt to changes in the world of business.
- E. To provide experiences which will enable students to develop interpersonal skills necessary for proper functioning in a variety of business settings.
- F. To provide students opportunities with on-the-job experiences through the Cooperative Education Program and the Internship Program.
- G. To provide opportunities for professional interactions among students and between students and business leaders.
- H. To prepare students to enter the world of work equipped with the skills necessary to perform effectively and efficiently.
- I. To provide students with the appropriate academic preparation to enable them to pursue graduate degrees.
- J. To provide strong motivation and encouragement to students for future success.
- K. To prepare students for continuing professional education and self-development.

ARTICLE III **MEMBERS**

The COB faculty shall be composed of the Dean, Professors, Associate Professors, and Assistant Professors, on a full and part-time basis, and such other persons as the faculty designates by simple majority vote.

Section 1 — Student Representation

One student representatives shall serve on the Judiciary Committee and shall have one vote. These students are to be nominated by individual faculty members and selected by majority vote of the faculty. No student shall serve on any other faculty committee or be represented at faculty meetings unless designated by a three-fourths majority vote of the full-time faculty.

Section 2 — Voting Rights

Each full-time faculty member shall have the right to cast one vote in all matters coming before the faculty. All voting in the COB, by default, shall be by secret ballot. At virtual meetings, the secret voting will be conducted via electronic means. A quorum of three-fourths majority vote of the full-time faculty shall be necessary to suspend the secret vote. Faculty members on official leave shall have voice but not vote at faculty meetings. The Dean shall vote only when that vote will affect the outcome. Voting by proxy shall not be permitted.

Section 3 — Meetings

A. Regular meetings of the COB faculty shall be held once during each month every semester, on the third Thursday of the month. Meetings shall be continued

beyond a time limit of two hours only by a simple majority vote of the faculty in attendance. Special meetings can be called at anytime by the Dean and will be called by the Dean upon the written petition of any three (3) faculty members of the COB who must state the purpose for such special meetings. Notice of special meetings, stating the date, time, place and purpose shall be issued by the Dean to the faculty at least twenty-four (24) hours preceding each such meeting, except in extreme emergencies.

B. The agenda for regular meetings shall include:

1. Call to Order
2. Approval of Minutes of the Previous Meeting(s)
3. Treasurer's Report
4. Dean's Report
5. Committee Reports
6. Faculty Members' Activities
7. Unfinished Business
8. Special Items
9. New Business
10. Adjournment

Special items may include any matter placed on the agenda by the Dean or on the written requests of any two (2) members of the faculty. Written request for items to be included on the agenda shall be submitted to the Dean at least one week prior to the COB faculty meeting. The agenda shall be in the hands of all members of the faculty not less than two (2) days preceding the faculty meeting. Minutes of the

faculty meeting shall be forwarded to the Vice President of Academic Affairs not more than two (2) days after the faculty meeting at which they are distributed and approved. Verbatim minutes need not be kept, but all motions and the actions thereon must be accurately recorded.

Section 4 — Conduct of Meeting

The quorum necessary for all meetings shall consist of a simple majority of all full-time faculty members, excluding faculty members on leave.

Section 5 — Recording of Meetings

College meetings and department meetings should not be recorded, nor use any software to save written transcript or enable any software's recording self-service. Minutes of meetings should reflect key actions taken and not be overly detailed.

ARTICLE IV RIGHTS AND RESPONSIBILITIES

Each COB faculty member shall have the right to judicious self-expression, assertion, and dissent within the framework of the University regulations and statutes. The COB faculty shall have the right to participate in non-academic matters, and shall consistently be accorded those rights and privileges traditionally enjoyed by professional persons. It shall be the responsibility of the faculty to determine admissions standards, academic policies, degree requirements, scholarship criteria, and awards criteria; and to participate in matters relating to faculty status and governance in the COB and Central State University at large. It

shall be the responsibility of each faculty member to plan, prepare, and conduct quality course instruction, to interact with students in a frequent and meaningful manner, to contribute to COB and departmental meetings, to serve on committees, and to carry out relevant research and/or community services. Each faculty member shall submit a schedule of posted office hours to the Department Chairperson and the office of the Dean at the beginning of each semester. In addition, faculty members shall submit the following to the Department Chairperson: course syllabi during the first week of classes; copies of interim and final grades; and a current resume by the end of the third week of the Fall Semester. Competent advising is one of the major responsibilities of each faculty member. It therefore requires the full cooperative effort of both faculty member and student. The CBI faculty shall evaluate the Dean once every two (2) years from the beginning of his or her tenure at the college. The COB faculty shall fully support and participate in the evaluation of the Dean, Department Chairs, and other key administrators per the current CSU-AAUP Agreement.

ARTICLE V **OFFICERS**

The COB faculty shall be served by the following officers: Chairperson, Secretary, Treasurer, and Parliamentarian. The Secretary shall be appointed by the Dean or acting Dean. The Treasurer and the Parliamentarian shall be elected by majority vote of the faculty at the first Fall Semester meeting each year, and shall serve for one academic year. After their academic year of service, the Treasurer and

Parliamentarian will have the option of continuing for the second year or having their successors elected.

Section 1 — Chairperson

The Dean of the College of Business shall serve as the permanent Chairperson of the COB faculty, and shall preside over all regular and special meetings of the COB faculty unless necessarily unavailable. The responsibilities of the Dean shall be as set forth throughout this Faculty Handbook.

Section 2 — Secretary

The Secretary shall be responsible for maintaining a complete file and record of all documents and minutes affecting faculty activities. Actual minutes of faculty meetings shall be recorded by the Secretary of the faculty or by a professional Secretary of the COB. Minutes shall be reviewed and distributed to the faculty by the Secretary at least forty-eight (48) hours prior to the next regular meeting of the faculty.

Section 3 — Treasurer

The Treasurer shall be responsible for the receipt and disbursement of all funds acquired or contributed by the faculty for any purpose. A written report of such receipts and disbursements shall be made to the faculty by the Treasurer at the first Fall Semester meeting of the faculty, and a oral report at each regularly scheduled meeting.

Section 4 — Parliamentarian

The Parliamentarian shall advise the presiding officer on all procedural matters at all meetings of the faculty.

ARTICLE VI **COMMITTEES**

The COB faculty shall operate through Standing and Ad Hoc committees. These committees may be created either by simple majority vote of the faculty or appointed by the Chairperson as needed.

Section 1 — Procedure

All faculty members shall be eligible to serve on any committee unless otherwise provided in these Bylaws. Standing committees shall each be composed of at least three (3) faculty members unless otherwise provided herein. The members of all standing committees shall be determined annually at the first meeting of the academic year. Vacancies shall be filled as they occur. Wherever possible, no faculty member shall serve on more than two (2) standing committees at a time. The Chairperson of each committee shall be elected by the members of that committee unless otherwise provided in the Bylaws. Standing committees shall meet on a monthly basis, at least, and shall report their activities at each regularly scheduled meeting. Each standing committee must submit annual reports to the faculty at the

April meeting. Committees should present minority reports where significant diversities of opinion exist within the committee.

Section 2 — Committees

A. Academic Standards and Appeals Committee

This committee has two purposes. The first purpose of this committee is to review documents relating to the academic program of students and to make recommendations to the Dean. The committee should establish a set meeting time in order to facilitate the expeditious accommodation of student requests.

The committee shall make recommendations on the following:

1. Student waiver/substitution and exemption requests
2. Petition for re-admittance
3. Grade changes beyond the normal time limits
4. Any other matter that has an impact on a student's matriculation and projected graduation status

This committee is also tasked to ensure that students matriculating in the college are treated fairly with respect to classroom activities and evaluative exercises. Of necessity, this committee is also the guardian of due process for all COB majors. At least three members must be tenured faculty.

B. Assessment Committee

The committee's primary function is the fulfilment of the assessment requirement Standard 4 of the Accreditation Council for Business Schools and Programs (ACBSP).

C. Awards Scholarship and Awards Banquet Committee

The purpose of this committee is to plan and develop the annual Awards and Recognition Banquet program. At a minimum, this includes the responsibilities to develop selection methods for awards, to select candidates for the awards, to secure catering services, to procure awards, and to promote the event.

D. Leaders, Executives, Entrepreneurs, and Directors (LEED) Committee

This committee is responsible for planning and executing the Leaders, Executives, Entrepreneurs, and Directors (LEED) Program. At a minimum, it should develop a program that will capitalize on the experiences of the visiting executives.

E. MBA Committee

The primary function of this committee is to oversee the MBA Program.

F. Program Review Committee

The primary function of this committee is to engage in activities that preserve the viability of the college. Specifically, this committee is charged with evaluation of the college curriculum and making recommendations to the college faculty and

the university governance body to modify the curriculum if appropriate. This committee shall review the college's portion of the university catalog, review course syllabi, address assessment issues, and develop procedures in consultation with the Dean to ensure that general education and major course competencies are being fulfilled.

G. Outreach and Recruitment Committee

This committee's primary functions are to promote the positive attributes of the college and assist in the outreach and recruitment of COB majors.

H. Retention and Persistence Committee

This committee's primary functions are to promote the positive attributes of the college and assist in the retention and persistence of COB majors.

I. Ad Hoc Committees

Ad hoc Committees may be created as needed and assigned charges not assigned to either standing committee or other Ad hoc Committees. These committees shall be composed of volunteer members or appointed by the Dean.

Ad hoc Committees include:

1. COB Faculty Handbook Committee

The primary function of this committee is to review the COB Faculty Handbook, particularly the policies and procedures, and recommend to the faculty any needed modifications.

2. Faculty Search Committee

The primary function of this committee is to search for new full-time faculty members for the College of Business. At least one member should be tenured faculty, if possible.

3. Promotion and Tenure Committee

Optional for the Dean as an ad hoc committee.

4. Social/Homecoming Committee

The primary function of this committee is to devise activities, programs, and social events that serve to increase the morale of the college faculty and staff. This includes planning the college's homecoming activities in coordination with the campus committee. These activities should, at a minimum, showcase accomplishments of the faculty, students, staff, and alumni.

5. Technology Enhancement Committee

The primary function of this committee is to explore technology that enhances the educational process and to make recommendations for the utilization of this technology in college classrooms and laboratories.

6. New Degree Committee

The primary function of this committee is to oversee the inception and approval of new degrees in the College of Business.

ARTICLE VII
DEPARTMENTAL ORGANIZATION

The College of Business is organized into the academic departments of Accounting, Finance and Economics (AFE), and Business Administration.

Section 1 — Chairperson

The Chairperson of each department shall be a member of the department and shall be appointed in accordance with policies and procedures of the Vice President of Academic Affairs after recommendation of the Dean, who shall consult with the members of the department concerned. The Chairperson shall be the presiding officer of the department. The responsibilities of the Chairperson shall be as set forth in the University Faculty Handbook and the current CSU-AAUP Agreement.

Section 2 — Functions

A. Departments shall:

1. be responsible for course development and instruction in its subjects of study;
2. formulate plans and programs for the development of the department;
3. assist the growth and development of the library by regular recommendations for acquisitions and usage;
4. develop the departmental budget request;
5. evaluate their respective chairpersons in the Spring of each academic year in accordance with policies and procedures as outlined in the current CSU-AAUP Agreement.

The department chairperson shall have the overall responsibility to ensure the above functions are accomplished by the department.

- B. Departmental meetings shall be held once during each full month of term time, on the first Thursday of each month with each faculty member entitled to vote at each meeting. Special meetings may be called at any time by the chairperson of the department on his or her own motion or on the written request, of any two (2) members of the department. All voting in the department, by default, shall be by secret ballot. A quorum of three-fourths majority vote of the full-time faculty shall be necessary to suspend the secret vote.
- C. Items may be placed on the agenda by the chairperson of the department, or at the written request of any member of the department. Written request for items to be included on the agenda shall be submitted to the chairperson of the department at least 72 hours prior to the departmental meetings. The agenda shall be in the hands of all departmental members not less than two (2) days preceding the departmental meeting.
- D. Minutes of the departmental meeting shall be recorded and forwarded to all members, not more than two (2) weeks after the departmental meeting for review by the department. Approval of the minutes shall be on the agenda for the next scheduled department meeting. It should be noted that verbatim minutes need not be kept, but all motions and the action thereon must be accurately recorded. Minutes of the department meetings shall be forwarded to the Dean not more than two (2) days after the faculty meeting at which they are approved.

E. The departments shall have that measure of autonomy consistent with the maintenance of such policies.

Section 3 — Procedures for Appointment and Re-appointment

The chairperson, after consulting with departmental faculty members, shall submit appointment and re-appointment recommendations with faculty views to the Dean.

The Dean forwards a recommendation with faculty views to the Vice President for Academic Affairs who, in turn, recommends to the President for action.

Section 4 — Procedures for Promotion

Procedures for promotion shall follow those outlined in the University Faculty Handbook and the current CSU-AAUP Agreement.

Section 5 — Procedures for Tenure

Procedures for tenure shall follow those outlined in the University Faculty Handbook and the current CSU-AAUP Agreement.

Section 6 — Procedures for Non-Renewal of Appointment During Probationary Period

Procedures for non-renewal of appointment during probationary period shall follow those outlined in the University Faculty Handbook and the current CSU-AAUP Agreement.

Section 7 — Procedures for Termination of Tenure Appointment or Unexpired Probationary Appointment for Adequate Cause

Procedures for termination of tenure appointment or unexpired probationary appointment for adequate cause shall follow those outlined in the University Faculty Handbook and the current CSU-AAUP Agreement.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the COB in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the COB may adopt.

ARTICLE IX AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the COB faculty by a two-thirds vote of all full-time faculty members present, provided that the amendment has been submitted in writing at the previous regular meeting. The notice of the amendment shall contain the text of the proposed change, and a copy of the complete relevant section. No part of these Bylaws shall contravene any University policies or procedures and the current CSU-AAUP Agreement as they apply to this college.

ARTICLE X
RESPONSIBILITY FOR BYLAWS

Each faculty member has the responsibility to ensure that he or she is in compliance with these Bylaws. Department chairpersons shall ensure that their departments are in compliance. The Chairperson of the COB faculty shall have the overall responsibility for providing that the COB is not in conflict with these Bylaws.

Furthermore, the Chairperson shall ensure that no provision of these Bylaws is permitted to conflict with guidelines provided in the University Faculty Handbook or the current CSU-AAUP Agreement.

POLICIES AND PROCEDURES

ACADEMIC ADVISING

Advising – Organization and Procedures

Competent student advising is one of the major responsibilities of each faculty member. The chairperson of the department shall coordinate, assign, and share in a fair manner the advising responsibility with the department faculty. The chairperson of the department, in consultation with the faculty, shall develop a plan of assigning the advising responsibility. This plan will be implemented upon the approval of the department faculty. Advising assignments shall be made in an equitable manner based on the agreed plan (e.g. majors, number of students, student last names, etc.) at the first department meeting at the beginning of each academic year or at the first departmental meeting at the beginning of each semester, if needed.

The department chairperson is responsible for:

1. evaluating all transfer students using the Transfer Credit Report(s) and articulation agreements, if any.
2. maintaining or delegating the maintenance of student files to staff in a central location.
3. maintaining adequate copies of up-to-date departmental checksheets.
4. maintaining copies of old checksheets for consultation or advising purposes.

Each student file shall be labeled with the student's name and the student identification number (ID#) and be accompanied by a student conference sheet.

Each file shall contain items such as:

1. Academic Major/Concentration Check Sheet.
2. transcript and semester grade reports

3. application or Declaration for Department Major Form or change of Major Application Form.
4. course schedule changes.
5. copies of Waiver/Exemption Forms, readmission requests, or other related academic documents, if any.
6. Transfer Credit Reports for transfer students, if any.
7. Graduation Application for prospective graduate.

The Role of the Advisor

(adopted from *Western Kentucky University Academic Advisor Handbook, 1994*; *University of Kentucky Faculty Advising Manual, 1994*)

1. Academic advisors are expected to guide their students, but neither compel them to make decisions nor make decisions for them. The academic program developed for a student should be a collaborative effort between the advisor and the individual student.
2. The advisor should be a sympathetic listener who offers alternatives for the student to consider. Student growth requires freedom for students to make their own decisions and to accept the consequences of those decisions.
3. The advisor serves as a guide by helping to identify and assess alternatives as well as potential consequences of decisions.
4. An academic advisor cannot modify a student's native ability, but he can encourage the maximum utilization of that ability. Similarly, an advisor cannot reduce the personal, financial, family, employment, or academic responsibilities

of a student, but can make recommendations and referrals believed appropriate to address related needs.

7. An academic advisor is not expected to be a psychological counselor; therefore, he/she is not expected to deal with emotional problems that fall outside the range of normal student behavior. Complex financial, emotional, physical or personal problems should be referred to units and individuals with appropriate training and resources.

Advisor Responsibilities

1. Be accessible during reasonable hours.
2. Provide a means for scheduling appointments.
3. Understand the curriculum, graduation requirements, and university policies.
4. Provide accurate information.
5. Discuss specific university, college, and departmental requirements, procedures, and deadlines.
6. Help define and develop realistic goals and discuss the correlation between academic preparation and career opportunities.
7. Assist in planning programs of study, both short-term and long-term, that are consistent with student abilities and interests (Discuss course load – consider such factors as academic background, program demands, employment, or personal commitments.)
8. Help identify special needs and acquaint students with services and programs provided by the university.

9. Refer students to other services, departments, and specific individuals as special needs are identified. The primary office for referring students, when in doubt, is the Office of the Dean of Students.
10. Monitor students' progress toward educational goals and keep accurate, up-to-date records of academic progress.
11. Respect the students' rights to privacy of educational records and discuss confidential information regarding students only with appropriate individuals and for the purpose of serving students' best interests.
12. Help students assume responsibility for their decisions and actions.

The Advising Conference

1. Schedule enough time to allow for a conference that will not be conducted in haste. Conferences will vary in length, but 30 minutes should normally provide ample opportunity for a productive conversation.
2. Familiarize yourself with the student's record and any notes from previous conference before the student arrives. Be especially aware of any special circumstances pertaining to the student. Make notes of matters that particularly need discussion.
3. The following are points to be considered when preparing for and during an advising conference:

The order of priorities in a successful advising conference will be

- a. exploration of the student's life goals.
- b. discussion of the student's educational and career goals.

- c. consideration of the student's commitments and obligations, and selection of an educational program to meet goals and obligations.
- d. specific course selection should normally be the last thing discussed.
- e. give out only information you know to be accurate. In case of doubt, call
- f. the Office of the Dean of Students, or the appropriate department or office.
- g. make referrals when appropriate. See the "campus telephone directory" section for offices and services available to students with particular questions or needs.
 - i. Do not refer too quickly. Be sure you understand the problem and have done all you can to solve it.
 - ii. Clarify why you are sending the student somewhere else.
 - iii. Explain the service offered by the other office or person and what the student may expect to learn.
 - iv. Make the referral to a specific person, if possible, and assist the student in making an appointment, if appropriate.
- 4. Make arrangements with the student for his/her next conference, if appropriate.
- 5. After the conference, make notes, particularly of any suggestions you make or agreements reached which should be recalled at the next conference.
- 6. Be sure the student's record is updated before re-filing it manually or electronically.

Identifying Advising Goals

(adopted from NACADA: National Academic Advising Association)

The following are some advising goals for faculty to consider when advising students:

1. Assist students in self-understanding and self-acceptance.
2. Assist students in their consideration of life goals by relating interests, skills, abilities, and values to careers, the world of work, and the nature and purpose of higher education.
3. Assist students in developing an educational plan consistent with life goals and objectives (alternate course of action, alternate career considerations, and selection of course that are consistent with life and career goals, as well as with interests and abilities).
4. Assist students in developing decision-making skills (gather and evaluate information, consider values and goals, make decisions with a clear understanding of alternatives, limitations, and possible consequences, recognize and accept responsibility for their decisions).
5. Provide accurate information about institutional policies, procedures, resources, and programs.
6. Make referrals to other institutional or community support services.
7. Assist students in evaluation or re-evaluation of progress toward established goals and educational plans (assessment of performance, analysis for improvement, growth in self-awareness of the relationship of education to life, participation in their own development that will extend beyond their college years).

ACADEMIC AWARDS

College and department academic awards are formally awarded annually during the Spring Semester at the Annual Awards Banquet. The granting of all academic awards, of all nature from all sources, will be based on recommendations from the faculty of the departments or the whole college as required. Exceptions to this general rule would apply in cases where explicit award criteria are indicated, which will be followed to the letter. The granting of academic awards must be determined by majority vote at a college and department meetings, which may be called specifically for this purpose. Department chairpersons shall participate as equal voting members of the faculty. The decision of the faculty shall be forwarded to the Awards Banquet Committee for final verification and action. Changes may be made under extenuating circumstances by the Committee in concert with the Dean if the changes are deemed to be necessary and for the betterment of the college. These changes could result from, but not limited to, circumstances where multiple awards to one individual would not serve the betterment of the college.

ADMINISTRATIVE SUPPORT

The Dean and the department chairpersons are responsible for assuring that administrative support services are available to assist faculty in the accomplishment of their professional responsibilities. The Dean and the department chairpersons shall exercise direct supervision over the college administrative support staff assigned to their respective areas. Administrative support services to faculty include but are not limited to the following:

1. Maintenance of departmental file system
2. Word processing and report production assistance for non-routine activities
3. Provide reception, messages, and appropriate routing for all persons making inquiries and seeking contact with faculty
4. Timely pick-up and distribution of mail
5. Timely notification of deadlines for routine reports
6. Assisting in the maintenance and availability of classroom computers and peripheral equipment (e.g. copy machine, scantron machine)
7. Maintenance of classroom and office supplies
8. Scheduling facilities
9. Reporting facilities deficiencies
10. Provide training on the use and maintenance of academic support equipment

COB AMENITIES FUND

The amount of the contribution to the COB Amenities Fund will be decided by the faculty at the first college meeting in the fall semester of each year. Faculty will also decide at this time on the maximum dollar amount to be spent for refreshments for each meeting. Any department or individual that spend more than the allocated amount will not be reimbursed for the extra amount. The COB treasurer, who is responsible for the Amenities Fund, must file a written report at the first fall semester meeting of the faculty. The books shall be audited by two faculty members selected at the first college meeting in the fall semester of each year.

CHAIRPERSON'S ANNUAL REPORT

The department chairperson will distribute a copy of his or her Annual Report of the Department (usually completed in the summer) to the faculty members of the department before the beginning of the next academic year. This will enable faculty to know the activities of the department for the past year and the direction the department is heading. The chairperson's annual report can also help the faculty to plan worthy contributions for the next academic year.

CHEATING

Faculty may award the grade F for the course to anyone caught cheating. Moreover, any student caught cheating will not receive consideration for any college or department scholarship or awards and the student will not receive any favorable faculty references for the year. When deemed appropriate instances of cheating should be reported to the Dean of Students and/or College Academic Standards and Appeals Committee by the faculty within five working days.

CHILDREN IN THE CLASSROOM

Children should not be allowed in the classroom per university policy. This will prevent liability to the university as well as personal liability. It will also prevent classroom disturbance.

CLASS DEMEANOR

Student behavior in class will be evaluated in determining the final grade. The student is expected to behave and perform in a professional manner (e.g., be punctual, attend all classes, participate in class, dress appropriately especially on Wednesdays - the professional business attire days, and be attentive during class). Students should respect the rights of all participants by turning off any device that could cause a disturbance during class (this includes pagers, cell phones, personal alarms, iPads and iPod music players). Negative behavior patterns in class (e.g., unexcused absences up to be the number of credit hours, tardiness, class disruptions, wearing hats, eating, chewing gum, drinking, smoking, sleeping) could result in sanctions that range from a reduction of up to 10% of a student's final grade to exclusion from the class.

CLOSED CLASSES

Once a class is closed, faculty must sign and/or stamp the Drop/Add form to allow a student into their class. No faculty member signature is needed for classes that are not closed.

COPY MACHINES

Each COB faculty member is assigned a copy number to use the copy machine.

Faculty should refrain from using students who are not employees of CSU to make copies for them. If a copy machine malfunctions, the faculty should inform the department secretary or the Dean's office immediately for assistance. Faculty should avoid making any repairs to copy machines. The Dean's office is responsible for keeping the copy machines in good working condition, for making timely repairs, and for supplying adequate amounts of paper and other supplies for making copies.

DRESS CODE

Faculty have the responsibility to encourage students to adhere to the College Dress Code, especially on Wednesdays. This responsibility can be carried out first by complying personally with the dress code and then by reminding students periodically during each semester of the existence of the code. The Dean is responsible for communicating to the students the beginning and ending date of the dress code each year.

FACULTY ABSENCES, TARDINESS AND OTHER MISCONDUCT

Faculty Absences

A faculty member who is unable to meet his or her class, or expects to arrive late due to illness or extenuating circumstances, should notify the departmental office as soon as possible. If the faculty member is unable to reach the departmental secretary or the chairperson, he/she must notify the Dean's office. The Dean's office will place notices of a late or absent faculty only when departmental personnel are not available. The Dean's office will not collect signatures on a sign-in sheet for absent instructors. Faculty who will be absent from regularly scheduled classes because of conflicting professional responsibilities such as attending a conference must notify the department chairperson, in advance, as soon as possible. Faculty also must make the necessary arrangements with the chairperson or another faculty member to take his or her class, or provide an assignment for students equivalent in hours to the hours missed. The Faculty Absence form must be completed for this purpose. Excessive faculty absences from regularly scheduled classes and class cancellations may result in charges of gross negligence of faculty responsibilities and are grounds for disciplinary action by the administration.

Faculty Tardiness

The department chairperson will meet and discuss corrective action with a faculty member who is regularly late for class. The chairperson will notify the Dean of any known pattern of tardiness in a faculty member. A regular pattern of tardiness in a

faculty member, which causes disruption of the educational process, can be grounds for disciplinary action by the administration.

Other Faculty Misconduct

The department chairperson will notify the Dean about any known serious faculty misconduct after meeting and discussing with the faculty in question. Faculty misconduct can be grounds for disciplinary action by the administration.

FACULTY ACTIVITIES REPORT

Faculty members are required to file an annual activities report for the year during the spring semester with the department chairperson.

FACULTY COMPLAINTS

This particular procedure is intended to deal with situations not covered under the article pertaining to “Grievance and Arbitration” and/or related articles in the current CSU-AAUP Agreement.

A faculty member with a complaint shall follow one or all of these steps in the order indicated:

1. Make an appointment with the Department Chairperson and review the complaint. Any of the principal parties has the right to request that the meeting be recorded in writing and signed by all principal parties.
2. If the issue(s) raised in said meeting are not resolved to the satisfaction of the principals, the faculty member has the right to meet with the Dean of the College of Business for the purpose of reviewing the complaint.
3. If the matter is unresolved after the meeting with the Dean, the faculty may seek a meeting with the Academic Vice-President of the University.

It is suggested that deviation from these procedures be kept to a minimum.

FACULTY DEPARTMENT

Faculty members should refrain from any inappropriate relationships with the students of the university.

FACULTY EVALUATION

Non-Tenured Faculty

Non-tenured faculty members will be evaluated annually by the department chairperson, after consultation with the tenured members of the department, per the current CSU-AAUP Agreement , using the approved evaluation instrument. The faculty member may indicate, in writing, any differing opinions about the content of the summary statement.

Tenured Faculty

Tenured faculty members will be evaluated by a committee of their peers during each spring semester, per the ~~current~~ CSU-AAUP Agreement, using the approved evaluation instrument. Tenured chairperson will prepare a written statement indicating his/her agreement or disagreement with the evaluation. If the chairperson is untenured, the Dean will prepare the written statement. The faculty member may include a written statement addressing the findings of the evaluation. All written evaluations must be forwarded to the Dean by April 15 of each year. Faculty members are entitled to a copy of the results of the evaluation. Department chairperson will be responsible for ensuring that evaluation process takes place according to the current CSU-AAUP Agreement.

Faculty Evaluation – By Students

Student evaluation of faculty shall be conducted using the Senate approved instrument. An evaluation shall be administered in each class taught by the faculty

member, and in each semester of the regular academic year. At the same time the student narrative critique of faculty shall be completed. Student narrative critique of faculty is a self-assessment tool. It is meant to give faculty non-evaluative feedback and to assist faculty members make an assessment of themselves as instructors and make any improvement (e.g., development of new and innovative teaching style etc.) that they choose. The student narrative should not be used by any administrator as an evaluative tool. The narrative student evaluation form is to be administered at the same time as the standard student evaluation form, delivered to the Dean's office by a student, separated from the standard form at delivery to Dean's office, and sent directly to the appropriate area chairperson. The chairperson is responsible for distributing the student narrative "originals" to the faculty member by the second Friday of subsequent semester. The time and date of the evaluations shall be determined by the Dean's Office.

FACULTY EVALUATION OF DEPARTMENT CHAIRPERSON

Faculty members will evaluate their department chairperson on or about April 10 of each year in order to assist the Dean in assessing the chairperson's performance, and provide feedback to the chairperson to facilitate any needed improvement or changes. The following procedure will be followed regarding faculty evaluation of chairpersons. This process will be used to maintain anonymity regarding faculty input.

1. Faculty members are to complete the Faculty Evaluation of Chairperson Form provided by the Dean. This form will be completed and returned to the Dean within the prescribed time frame.
 2. The Dean's administrative assistant will type a composite of the numerical evaluation section and the written statements. This composite and all the original forms will be submitted to the Dean for his/her review.
 3. The original forms and the written statements will be destroyed by the Dean.
 4. The Dean will provide a copy of the composite evaluation to the chairperson.
- The Dean will be responsible for ensuring that evaluation process takes place according to the current CSU-AAUP Agreement.

FACULTY OFFICE

The faculty member's right of privacy includes a right to solitude and freedom from prying eyes. Privacy, however, has limitations within the work environment. The following limitations are related to faculty privacy and office use:

1. The office is not to be used for overnight sleeping except for emergencies or as otherwise directed by administration.
2. The office is not to be used for the purpose of dressing, disrobing, or engaging in major cosmetic care.
3. The office is not to be used for baby-sitting on a continuous basis unless authorized by administration.
4. The faculty may partake of food in the office but preparation of meals is limited to warming in the appropriate areas of the building.
5. The office is not to be used as a place for social parties of a private nature.
6. Pets such as dogs and cats shall not be kept in offices.
7. Smoking is limited to official smoking areas identified by "smoking permitted" signs and is prohibited in offices.
8. The office is to be kept in a fashion that is consistent with safety and health standards.

FACULTY TRAVEL

Faculty who travel for professional conferences or in connection with university business may qualify for travel reimbursement. All such travel must be approved and authorized **prior** to the date of travel indicated. Only properly approved and authorized travel qualifies for reimbursement. Generally, no reimbursement shall be made without **original** receipts. All requests for travel reimbursement must originate from the Dean's office at least three weeks prior to the date of travel. Travel costs that are reimbursed include:

1. lodging costs
2. meals
3. conference/seminar registration fees
4. airline tickets - economy class
5. automobile rental costs - economy cars
6. personal automobile costs (use recent CSU mileage rate). All travel mileage must be calculated according to current IRS directive.
7. miscellaneous transportation costs such as taxi, tolls, and parking fees must be evidenced by receipt based on recent CSU documentation policy. Where a receipt is not generated, approval by the Dean is required.

After the travel, faculty must complete the Travel Expense Report, and POV Mileage Report and also must submit a written report of the trip to the department chairperson and the Dean within two weeks. The chairperson is responsible for distributing the written report of the trip to other faculty members in the department. Failure to submit the written report of the trip by the faculty member, who was

reimbursed for the travel, could result in rejection of any request for reimbursement for future travel.

FINAL EXAMINATIONS

Final examinations are not to be administered prior to the first day of examinations without the approval of the Dean. Generally, final examinations are to be given at the times indicated in the schedule book. If a faculty member considers changing an exam date or time for the convenience of students, all students in the class must agree in writing to the change and it must not conflict with other examinations a student might be scheduled to take. Further, if a student insists that he or she take the examination at the date and time indicated in the schedule book, the faculty member is obligated to administer it to that student at that time.

GRADES

Reporting Grades

Faculty must report final grades for the courses in the manner prescribed by the registrar's office. Deadline for submissions of grades is indicated in the instructions distributed by the registrar's offices. Ordinarily, grades are to be submitted within seventy-two hours after the last final examination. Copies of all course grades must also be submitted to the department chairperson and the Dean for their respective files.

Incomplete Grades

Incomplete grades should be issued by faculty according to the university policy (see CSU catalog). If a student fails to take the final exam at the regularly scheduled time, he or she should have consulted with the faculty in advance and made arrangements as to when the work will be completed. In the absence of such an agreement, the student's grade should be calculated with the final exam being a zero grade and averaged in with all other earned grades.

Grade Changes

If an error has been made in reporting a final grade, a grade change form should be filed by the faculty member with the department chairperson who shall forward it to the Dean, who in turn shall forward it to the registrar. Faculty should avoid making an excessive number of grade changes. Grade changes can only be made by the instructor teaching the course, unless there are extenuating circumstances.

Grade Release

The Family Educational Right to Privacy Act (FERPA) of 1974 prohibits the release of grade information to parents, guardians, employers, etc. without written permission from the student. Only the registrar's office is authorized to release grades. Release of grades without written student authorization over the telephone, electronic medium, or in person to others could result in possible legal action.

Grade Books

Grade books should be retained by faculty members for reference for a minimum of five years and, if possible, indefinitely.

GRANTS

All research proposals and their budgets and any changes to them must be approved by the Dean of the college, the department chairperson, and the principal investigator (PI) and the Office of Sponsored Programs because all share legal responsibility for the financial management and research deliverables. Additional restrictions and conditions in the requests for proposals and/or from the responsible funding institutions may also apply.

INFRINGEMENT ON CLASS TIME

Faculty should respect each other and avoid infringing on others' class time by ending their classes promptly and vacating the classroom punctually. Great care should be taken to ensure that those assignments to students (e.g. make-up exams, make-up classes, projects, etc.) do not conflict with other faculty's scheduled class time with the student. Under unusual circumstances (save sanctioned university activities) written request may be made to the affected faculty and his or her prior approval must be secured.

KEYS

The Dean's office shall issue office keys and other necessary keys to the faculty.

The faculty is responsible for all the keys that are issued to them. Any loss of keys must be reported to the Dean's office immediately. Faculty who repeatedly lose their keys may be held financially responsible for replacement keys and locks. The unauthorized duplication of keys to any building, laboratory, facility, or room of the college is prohibited. Faculty who are retiring or leaving the university permanently, or temporarily for more than one year for any reason, must return all the university keys in their possession and verify this by completing the necessary forms from the Dean's office.

OFFICE HOURS

Regular Office Hours

Faculty members are to post their scheduled office hours by the end of first week of class prominently in the office area. Hours are to be scheduled in such a manner as to maximize accessibility to students. Faculty members are to post actual office hours and not operate exclusively by appointments. The number of office hours is as outlined in the current CSU-AAUP Agreement. Copies of the office hours for the semester must be submitted to the department chairperson and the Dean's office by the end of the first week of class each semester. The department chairperson must also post his or her scheduled office hours prominently in the office area so that faculty, staff, and students can have access to the office for resolution of routine problems and for emergencies. Failure to keep the posted office hours on a regular basis during the semester could be grounds for disciplinary action by the administration.

Office Hours for Final Exam Week

Faculty members are to post special office hours for the finals week to assist students for the finals and to advise students scheduling courses for the next semester. Copies of the office hours for final exam week must be submitted to the department chairperson and the Dean's office by the last day of class.

REGULAR MEETINGS

The following is the schedule of the day and time of regular monthly meetings that pertains to faculty:

1st Thursday of the month	- College Meeting	-	3:00 PM
2nd Thursday of the month	- Department Meeting	-	4:00 PM
3rd Thursday of the month	- Senate Meeting	-	3:00 PM
4th Thursday of the month	- AAUP Meeting	-	4:00 PM

Faculty members are expected to attend the regular meetings per current CSU-AAUP Agreement. Adjunct faculty are invited and encouraged to attend these meetings but are not eligible to vote on official university business. No class should be scheduled during these regular meeting days and time for full-time faculty members.

RETENTION OF EXAMS AND PAPERS

The faculty should retain all undistributed exams and papers of every student for a minimum of one semester. This documentation is needed in case of disagreement between the faculty member and the student(s).

REVISION OF COB FACULTY HANDBOOK

At the end of each academic year, the outgoing chairperson of the COB Faculty Handbook committee shall issue a revised and updated version of the handbook incorporating those modifications, if any, made by the faculty during that academic year. At least every fifth year, the COB Faculty Handbook Committee shall review the handbook and recommend to the faculty any needed modifications. Any revision to the handbook must be reviewed by the whole college faculty before it is voted for acceptance.

SCHEDULING OF EQUIPMENT, LABS, AND ROOMS

Equipment

Faculty who wish to use any equipment supplied by the College of Business must fill out a form obtained from the Dean's Office no later than twenty-four hours before use. Equipment will be issued on a "first come-first served basis." The faculty will be responsible for the equipment's safety and security while using it. At no time shall the faculty member re-issue the equipment to anyone else, or the faculty member will be responsible for it. If the equipment malfunctions, the faculty should inform the Dean's Office immediately for assistance. Faculty should avoid making any repairs to the equipment. The Dean's office is responsible for keeping the equipment in good working conditions and for making all timely repairs.

Labs and Rooms

Labs and rooms in the College of Business will be scheduled through the Dean's Office in the same manner. Faculty members are responsible for the upkeep and well being of the lab or room while they are in it. This includes, but is not limited to, closing windows, turning off lights and equipment, and locking doors where applicable, when leaving.

STUDENT CLASS ATTENDANCE, TARDINESS AND EXCUSES FOR NON-ATTENDANCE

Class Attendance

Students, once enrolled for a course, are expected to attend and be prepared for each class session. A student is not permitted to have more un-excused absences than the number of credit hours for the course. If the number of un-excused absences exceeds that number of credit hours, it may result in lowering of the final grade by one letter grade at the instructor's discretion. For classes that meet three times or more per week, each un-excused missed class will be counted as one absence. For those classes that meet only one or two times per week, each missed class may count as two absences.

Tardiness

Students are expected to be in the classroom or laboratory at the appointed time of class. They should remain in the classroom for the duration of the period, and only leave in case of emergency. The faculty should be advised "in advance" when the student must leave early. Students reporting to class ten minutes late or those who leave the class ten or more minutes early may be penalized half-day absence at the discretion of the faculty member.

Excuses for Non-Attendance

The determination as to whether an absence is excused or un-excused is left to the discretion of the faculty member. Generally, excused absences should have some documentation. Faculty should consider the following as excused absences:

1. participation in university or college sponsored activities
2. death of a family member (accompanied by obituary notice)
3. illness (accompanied by a physician note)
4. interviews at the Career Service's Office (accompanied by a statement from Career Service)

All other requests for excused absence without proper documentation should be submitted in writing to the faculty for approval. Faculty should endeavor to enforce these policies in an equitable and consistent manner.

STUDENT COMPLAINTS CONCERNING FACULTY

Faculty should be aware of the steps students follow in resolving academic concerns, problems or complaints. The student complaint must be in writing for the resolution process at department chairperson level (See “Student Complaint Form” in the Appendix). The following is the order of persons the student should meet with when trying for a resolution.

1. Instructor/Academic Advisor
2. Department Chairperson
3. Dean of the College
4. Vice President of Academic Affairs

The student should only proceed to meet the person at the next level when no resolution is reached at the previous level. It is recommended that the student meetings and discussions that are deemed important by faculty and any problematic incidents that occur on campus be documented. The documentation is subject to each faculty’s discretion.

The department chairperson will notify the affected faculty immediately, or at minimum within twenty-four hours, about any student complaints. He/she is also responsible for maintaining a list of student complaints and resolutions to them for accreditation purposes (See “Summary of Student Complaints About Faculty Form” in the Appendix). The compiled list of the nature of student complaints will be distributed to the department faculty at the first department meeting of each semester.

STUDENT DISCIPLINE

In the event of student deportment that undermines the peace, safety, or progress of the class, or any action of a serious prohibitive nature; disciplinary action may be taken in accordance with the procedures set forth below. The procedures do not abrogate, supersede, or modify any enforcement action provided by law or obviate Central State University regulations and rules presently in effect.

1. First Violation — Resolution by Faculty

On the first violation of any of the above prohibitions, the faculty member will hold a counseling session with the violator(s). Others can attend with the permission of the faculty member. The faculty member shall keep notes of the session and each student shall have every opportunity to explain his or her action.

2. Repeat Violation — Resolution by Chairperson and/or Dean of Students

Should a repeat violation occur during the semester, the faculty will refer the second incident to the department chairperson and/or Dean of Students. The chairperson, in consultation with the faculty member, will review the matter with the violator and seek to affect a satisfactory resolution. A record will be kept of the matter and the resolution.

3. Referrals — Resolution by COB Academic Standards and Appeals Committee

If the matter cannot be resolved, the chairperson will refer the case, including copies of all previous records, to the chairperson of the COB Academic Standards and Appeals Committee. The chairperson shall place the case on the agenda for a hearing. The student shall be entitled to present his or her defense at this hearing. At the end of the hearing, the Committee will make

recommendation(s) to the faculty after a concise statement of the issues, reasoning, and conclusions are presented. The faculty is then free to accept, modify, or reject the recommendation(s). The faculty's decision will then be forwarded with all records to the Dean. The Dean shall keep confidential all records, which may include:

- a. Notes of the faculty member's initial counseling
- b. Referral to the department Chairperson
- c. Record of the proceedings before the chairperson
- d. Referral to the COB Academic Standards and Appeals Committee
- e. Recommendation(s) of the COB Academic Standards and Appeals Committee
- f. Recommendations of the faculty member
- g. Final disposition by the Dean of the College

4. Subsequent Violation(s)

Any subsequent violation(s) of the same nature during the student's tenure in the college may result in a recommendation of dismissal or academic suspension subject to the Dean and Central State University's administration approval.

SYLLABUS

All course syllabi should contain the required essential information. Faculty members have the responsibility to distribute a comprehensive course syllabus to the students on the first day of class. This reduces ambiguity and student anxiety and also makes all the instructor's rules, policies and expectations clear on the first day. A copy of the syllabus must be filed with the chairperson and the Dean by the end of the first week of class for their respective files and for use by other faculty in the college for advising purposes. Courses that contain the same subject matter, if appropriate, should have a common syllabus. The syllabus should be developed by a committee of faculty associated with that course and approved by the department. A faculty member teaching that course should use the common syllabus to develop his or her own syllabus.

TEXTBOOK REQUISITION

Based on department policy, bookstore orders for course textbooks are completed either by the individual faculty responsible for the course or by the department chairperson. Completed textbook orders must be submitted before the deadline set by the administration. The department chairperson will complete the textbook orders for all courses taught by adjuncts (or those listed as staff) on main campus and CSU Dayton Campus.

TEXTBOOK SELECTION

Based on department policy, textbooks for the courses are selected either by the individual faculty responsible for teaching the course or by a group of department members. Unless there is a compelling reason, textbooks should not be changed in the middle of the academic year. All adopted books for the new academic year should be reported in writing at the last department meeting of the spring semester. Any failure in reporting the adopted textbooks will result in the department chairperson making the final book selection for the new academic year.

APPENDICES

STUDENT COMPLAINT FORM
COLLEGE OF BUSINESS

DATE _____

STUDENT NAME _____

COURSE NAME _____

COURSE NUMBER _____ SECTION NUMBER/ CRN _____

SEMESTER _____ YEAR _____

INSTRUCTOR NAME _____

EXPLAIN CLEARLY THE CIRCUMSTANCES RELATING TO THE NEED FOR
THIS COMPLAINT. BE SURE TO INCLUDE ADEQUATE INFORMATION TO
DESCRIBE THE SITUATION.
