

# Central State University **Faculty Handbook**

Central State University

Central State University



Revised Spring 2010 Revised Spring 2010 Revised

# Faculty Handbook

---

## TABLE OF CONTENTS

<b>1. THE UNIVERSITY .....</b>	<b>5</b>
1.1 PURPOSE .....	5
1.2 MISSION.....	5
1.2.1 <i>Our Vision</i> .....	5
1.2.2 <i>Our Mission</i> .....	5-6
1.3 HISTORY.....	6-7
1.4 LOCATION.....	7
1.5 THE CAMPUS .....	7-9
1.6 ACCREDITATIONS .....	9
1.7 COLLECTIVE BARGAINING AGREEMENT .....	9-10
 <b>2. COLLEGES AND DEPARTMENTS .....</b>	 <b>10</b>
2.1 THE COLLEGES .....	10
2.1.1 <i>Meetings of the College</i> .....	10
2.1.2 <i>Regular Items of College Business</i> .....	10
2.1.3 <i>Minutes of the College Meeting</i> .....	10
2.2 THE DEANS OF COLLEGES.....	10-11
2.3 THE DEPARTMENT .....	11
2.3.1 <i>AAUP-CSU Agreement on the Academic Department</i> .....	11
2.4 THE CHAIRPERSON OF DEPARTMENTS .....	12
2.5 THE LIBRARY.....	12
2.5.1 <i>The Library Director</i> .....	13
2.6 LEGISLATIVE AUTHORITY OF THE FACULTY .....	13-14
2.7 UNIVERSITY SENATE .....	14
2.7.1 <i>Organization</i> .....	14-15
2.7.2 <i>Membership</i> .....	15
2.7.3 <i>Officers</i> .....	15-16
2.7.4 <i>Meetings</i> .....	16

# Faculty Handbook

---

2.7.5 Committees of the University Senate .....	17-18
2.7.5.1 THE EXECUTIVE COMMITTEE.....	18
2.7.5.2 COMMITTEE ON COMMITTEES.....	18-19
2.7.5.3 COMMITTEE ON ACADEMIC POLICY .....	19-20
2.7.5.4 COMMITTEE ON FACULTY AFFAIRS.....	21
2.7.5.5 COMMITTEE ON INTERCOLLEGIATE ATHLETICS .....	21
2.7.5.6 COMMITTEE ON UNIVERSITY, COMMUNITY, AND STUDENT RELATIONS .....	21-22
2.7.5.7 COMMITTEE ON RESEARCH AND LIBRARY-INFORMATION CENTER.....	22
2.7.5.8 COMMITTEE ON UNIVERSITY PLANNING AND BUDGET .....	22-23
2.7.5.9 COMMITTEE ON PROMOTION AND TENURE .....	23
2.7.5.10 COMMITTEE ON ACADEMIC CALENDAR AND HONORARY DEGREES .....	23-4
2.7.5.11 COMMITTEE ON ASSESSMENT OF TEACHING AND LEARNING .....	24
2.7.5.12 COMMITTEE ON ACADEMIC TECHNOLOGY .....	24-25
<b>2.8 OHIO FACULTY COUNCIL .....</b>	<b>25</b>
<b>3. FACULTY PERSONNEL POLICIES AND PROCEDURES.....</b>	<b>25</b>
3.1 ACADEMIC FREEDOM.....	25-26
3.1.1 AAUP-CSU Agreement on Academic Freedom.....	26
3.2 PROFESSIONAL RESPONSIBILITY AND ETHICS .....	26
3.2.1 Professional Ethics .....	26-27
3.2.2 Academic Responsibilities .....	27
3.3 APPOINTMENT TO THE FACULTY .....	27
3.4 ACADEMIC RANK .....	27
3.5 FACULTY PROMOTION .....	28
3.6 FACULTY OF THE UNIVERSITY LIBRARY .....	28

# Faculty Handbook

---

3.7 NON-DISCRIMINATION AND AFFIRMATIVE ACTION .....	28
3.8 FACULTY RESPONSIBILITY .....	28
3.9 GRIEVANCE PROCEDURE.....	28
3.10 FACULTY RETIREMENT.....	28
3.11 EMERITUS STATUS.....	28
3.12 NON- RENEWAL & TERMINATION .....	28
3.13 RIGHTS AND PRIVILEGES OF TENURED FACULTY MEMBERS.....	28
3.14 RESIGNATIONS .....	28
<b>4. OBLIGATIONS AND PRIVILEGES OF FACULTY MEMBERS .....</b>	<b>29</b>
4.1 ACADEMIC YEAR .....	29
4.2 WORKLOAD .....	29
4.3 ACADEMIC ADVISING .....	29
4.4 OFFICE HOURS .....	29
4.5 SELECTING AND ORDERING BOOKS .....	30
4.6 CLASS ATTENDANCE AND EVALUATION OF STUDENTS.....	30
4.7 CLASS ROLLS AND SCHEDULES.....	30
4.8 ACADEMIC HONESTY .....	30-1
4.9 FACULTY EVALUATION.....	31
4.10 COMMENCEMENT AND FORMAL ACADEMIC AFFAIRS.....	31
4.11 LEAVES OF ABSENCE .....	31
4.11.1 AAUP-CSU Agreement on Professional Leave.....	31
4.11.2 AAUP-CSU Agreement on Court, Military and Political Leave .....	31
4.11.3 AAUP-CSU Agreement on Sick Leave .....	31
4.11.4 Long-Term Disability.....	32
4.12 WORKERS COMPENSATION .....	32
4.13 SUMMER EMPLOYMENT .....	32
4.14 OUTSIDE EMPLOYMENT .....	32-3
4.15 POLITICAL ACTIVITY .....	33
4.16 PATENT POLICY .....	33
4.17 TRAVEL FUNDS AND LEAVE.....	34
4.18 FACULTY BENEFITS .....	34

# Faculty Handbook

---

4.18.1 State Teachers Retirement System (STRS).....	35
4.18.2 Group Medical and Disability Benefits .....	35
4.18.3 Hospital Facilities.....	35
4.18.4 Tax-Sheltered Annuity Program .....	36
4.18.5 Fee Waiver for Coursework.....	36
<b>5. INSTITUTIONAL SERVICES AVAILABLE TO FACULTY .....</b>	<b>36</b>
5.1 UNIVERSITY LIBRARY.....	36-37
5.2 MEDIA SERVICES (INSTRUCTIONAL SERVICES DEPARTMENT) .....	37
5.3 COSBY MASS COMMUNICATIONS CENTER.....	37-8
5.4 BOOKSTORE .....	38
5.5 DIVISION OF INFORMATION TECHNOLOGY.....	38
5.5.1 HELPDESK .....	38
5.5.2 BANNER/WEB SERVICES/MYCSU.....	38-9
5.5.3 MARAUDER CARD OFFICE .....	39
5.5.4 WIRELESS ACCESS .....	39
5.6 MAIL, TELEPHONE, FAX AND E-MAIL .....	39
5.7 KEYS.....	39-40
5.8 LOST AND FOUND .....	40
5.9 VEHICLE REGISTRATION AND PARKING .....	40
5.10 SECURITY.....	40
5.11 USE OF BUILDINGS.....	40-1
5.12 USE OF UNIVERSITY CENTER .....	41
5.13 HOUSING OF GUESTS.....	41
5.14 RECREATIONAL FACILITIES.....	41
5.15 PURCHASING POLICIES.....	42
5.16 PUBLICATIONS, PUBLIC RELATIONS AND NEWS BUREAU .....	42
5.17 FINANCIAL INSTITUTIONS .....	42
<b>APPENDIX A: EVALUATION INSTRUMENTS .....</b>	<b>43-48</b>
<b>APPENDIX B: PROMOTION AND TENURE CRITERIA .....</b>	<b>49-52</b>
<b>APPENDIX C:.....</b>	<b>53</b>
<b>REVISION COMMITTEE.....</b>	<b>54</b>

## **1. THE UNIVERSITY**

### **1.1 Purpose**

The purpose of Central State University is to provide opportunities in higher education for the citizens of Ohio and other qualified applicants, including both national and international students.

### **1.2 Mission**

Central State University, as Ohio's only public Historically Black University, academically prepares students with diverse backgrounds and educational needs for leadership and service in an increasingly complex and rapidly changing world. As an open access institution, the University fosters academic excellence through a strong liberal arts foundation and majors in selected professional fields.

#### **1.2.1 Our Vision**

The following Vision Statement was developed by the Board of Trustees with input from faculty and administrative personnel:

"Central State University is a premier Historically Black University that nurtures students within a value-based environment focused on excellence in teaching and learning, research, and public service."

#### **1.2.2 Our Mission**

The mission statement, also developed by the Board of Trustees at the same time:

"Central State University, as Ohio's only public Historically Black University, academically prepares student with diverse backgrounds and educational needs for leadership and service in an increasingly complex and rapidly changing world. As an open access institution, the University fosters academic excellence through a strong liberal arts foundation and majors in selected fields."

The Board of Trustees re-affirmed that Central State University is dedicated to:

- providing a nurturing and culturally enriched learning environment;
- stimulating in students an intellectual curiosity and a continuous search for knowledge;

# Faculty Handbook

---

- teaching students to think critically and communicate effectively;
- instilling in students an aspiration for excellence through teaching, service, and scholarly research;
- preparing students to address the challenges of a technologically oriented world;
- providing quality educational programs in scientific and technological fields;
- offering programs with multicultural and global perspectives;
- reaching out to underserved populations; and
- collaborating with other educational institutions, business organizations, and government agencies to enrich learning experiences and educational opportunities for students.

## 1.3 History

Central State University was established on March 19, 1887 by the Ohio General Assembly in an act that created a Combined Normal and Industrial Department at Wilberforce University. The older institution was founded in 1856 by the Methodist Episcopal Church, Cincinnati Conference. In 1863 the African Methodist Episcopal Church purchased the institution and named it in honor of the great abolitionist, William Wilberforce. The new Department was considered to be a separate school and had its own Board of Trustees.

In 1941, the General Assembly expanded the Department, which offered two-year courses, into a College of Education and Industrial Arts, which provided four-year college programs. In 1947, the College began operating independently from Wilberforce, continuing its programs in teacher education, industrial arts, business, and adding a four-year liberal arts program under the name Wilberforce State College. In 1951, the legislature provided the name Central State College, and in November 1965, Central State was granted university status.

Today's CSU is Ohio's only predominantly Historically Black public institution of higher education. The enacting legislation of 1887, however, stipulated that the institution be "open to all persons of good moral character." This remains true today as Central State actively promotes ethnic diversity in its student body, faculty, and staff in order to enrich the university experience, even as the institution maintains its core historical responsibility to educate African American youth for success, leadership, and service on state, national and global levels.

# Faculty Handbook

---

The University offers 39 academic majors in 10 departments, located in the Colleges of Arts and Sciences, Business and Industry, and Education, as well as a Master's Degree in Education.

## 1.4 Location

**1.4.1 Main Campus:** Central State University is located in Wilberforce, Ohio, four miles northeast of Xenia and 18 miles east of Dayton. The campus is midway between Cincinnati and Columbus on U. S. 42, about 55 miles from each city. Air and bus transportation is available to Dayton, and taxi service is available to Xenia and Wilberforce.

**1.4.2 Dayton Campus:** Approximately, thirty (30) minutes from the main campus, the Dayton Campus is located near downtown Dayton at 840 Germantown Street, Dayton OH 45407.

### Directions:

**From Downtown Dayton:** Take Fourth Street west, cross Fourth Street bridge, cross Edwin C. Moses Blvd. going straight onto Germantown Street and bear left, in about one block on the left is the Dayton Campus.

**From North or South:** From I-75, take the Third Street exit, go west on Third Street, turn left [south] onto Edwin C. Moses Blvd., turn right [west] onto Germantown Street and bear left, in about a block on the left is the Dayton Campus.

**From East or West:** From U. S. Route 35, take the Perry Street exit, go north off exit on Perry Street to Washington Street, turn left [west] onto Washington Street, cross Washington Street bridge, turn right [north] onto Edwin C. Moses Blvd., turn left [west] onto Germantown Street and bear left, in about a block on the left is the Dayton Campus.

## 1.5 The Campus

Central State University has facilities valued in excess of 95 million dollars, including the Center for Education and Natural Sciences; the Cosby Mass Communication Center; the McLin Center for Water Resources Management; the Paul Robeson Cultural and Performing Arts Center; the Hallie Q. Brown Memorial Library; the Newsom Administration Building; the Ward University Center; the Galloway Tower; the Walter G. Sellers Alumni Center; the Wilhelmena S. Robinson House/President's Home, the Louis Stokes Center on Aging, and the Dayton Campus-James A. Elam Hall.



## Faculty Handbook

---

At the heart of the campus is the Hallie Q. Brown Memorial Library. It has approximately 197,400 volumes, over 845,400 pieces of microform, 383 current periodical subscriptions, 28,400 bound volumes of periodicals, a collection of audiovisual materials, the university archives, two computer labs, and a production area for instructional materials. There is access to over 21,000 E-books and over 41,000 E-journals.

The Central State University library is an integral part of the Ohio Library and Information Network (OhioLINK). This statewide library computer network links over 89 public and private institutions. Sponsored by the Ohio Board of Regents, its goal is to make information resources in the libraries of Ohio institutions of higher education more widely available to enhance the economic and educational development of the citizens of Ohio and to reinforce Ohio as a leader in the delivery of information services.

Central State University students, faculty, and staff can access library holdings of member institutions from any Internet connected computer. Borrowing from other institutions may be initiated directly via the computer without staff intervention. Daily (Monday-Friday) commercial van delivery service among member institutions assures physical delivery of requested items within a period of three to five working days. Licensed research databases including abstracts and indexes, full-text articles, images, and videos may be accessed from computers on campus; an authentication process using library users' bar codes allows access from off campus.

Additionally, the CSU library maintains membership in the Southwestern Ohio Council for Higher Education (SOCHE), a consortium of 17 academic, community, and special libraries which engage in cooperative acquisition of expensive and little-used materials that would be beyond the reach of an individual library. CSU faculty and students may borrow items directly from most of these participating libraries.

The Walter G. Sellers Alumni Building with its tower clock and carillon is a familiar landmark of the campus. The Cook Building was renovated and renamed the Camille O. and William H. Cosby Mass Communication Center. It houses WCSU FM 89.9, the University radio station, and provides space for radio and television studios, classrooms, laboratory space for the communication program, and faculty/staff offices.

In addition to the Walker Gymnasium, other athletic facilities include the Beacom Gymnasium for intercollegiate basketball, a natatorium and racquetball courts, the McPherson football stadium, the Josh Culbreth track, and a diamond and practice fields for men's baseball and women's softball.

# Faculty Handbook

---

The campus terrain is rolling and planted in lawns relieved by flowering shrubs, trees, and flower beds. Spacious newly paved walkways make foot travel across the campus easy and convenient.

Across Brush Row Road and along U. S. 42 is the University's outdoor education area, a natural reserve. Within a hundred yards of the Paul Robeson Center is the National Afro-American Museum and Cultural Center, an outstanding facility that chronicles African American history and sponsors a variety of programs.

The Dayton Campus provides students with small and personalized class sizes and access to convenient evening and Saturday classes. Students can obtain a bachelor's degree in Business Administration with a concentration in management, marketing or management information systems. Courses leading to a bachelor's degree in early childhood education, criminal justice, and social work are offered. Additionally, courses leading to a master's degree in education are offered.

## **1.6 Accreditations**

Central State University is accredited by:  
North Central Association of Colleges and Schools  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
(212) 263-0456  
(800) 621-7440

Individual specialized programs are accredited by:

- Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (EAC/ABET).
- National Association of Schools of Music (NASM)
- National Association of Schools of Art and Design (NASAD)
- National Council for Accreditation of Teacher Education (NCATE)
- Ohio Department of Education

## **1.7 Collective Bargaining Agreement**

On November 11, 1985, the Board of Trustees of Central State University and the American Association of University Professors Chapter of Central State University, as representative of the faculty, entered into collective bargaining. The Agreement sets forth the understanding between the parties as to the terms and conditions of employment of members of the bargaining unit specified therein. In case of conflict between the Agreement and University policies and

# Faculty Handbook

---

practices including those in this handbook, the Agreement will be controlling. The pattern has been three-year agreements, one following another.

## **2. COLLEGES AND DEPARTMENTS**

### **2.1 The Colleges**

A college shall consist of the Dean of the college, Chairs of Departments in the college, and all full-time faculty members in the departments of the college. A college shall:

- (1) Be responsible for course development and instruction in its subjects of study;
- (2) Formulate and implement plans and programs for the development of the college.

#### **2.1.1 Meetings of the College**

College meetings shall be held once during each full month of term time, on the third Thursday of each month. Special meetings may be called at any time by the Dean of the college, on the Dean's own motion or on a written petition filed by any five members of the college.

#### **2.1.2 Regular Items of College Business**

Regular items shall include receipt of the minutes of department meetings and appropriate actions thereon. Special items may include any matter placed on the agenda by the Dean of the college or by the written request of any two members of the faculty. Written request for items to be included on the agenda shall be in the hands of all members of the faculty not less than two days preceding the college meeting.

#### **2.1.3 Minutes of the College Meeting**

Minutes of the college meeting shall be forwarded to the Registrar within ten (10) working days after a meeting. Verbatim minutes need not be kept, but all motions and the action thereon must be accurately recorded. Minutes shall be kept of college meetings by the college secretary or an elected secretary of the college.

### **2.2 The Deans of Colleges**

Each Dean shall have general supervision of all interests of the respective college. The Dean is responsible to the Provost and Vice President for Academic Affairs

## Faculty Handbook

---

in all matters relating to the particular college. The formal role of the Deans and their representation on the Central State University Senate and the Deans, Chairs, and Directors Council thus give them a place of central importance in University governance. Equally significant is the informal influence the Dean may exert in providing leadership in the educational affairs of the college. In combination, through the use of formal powers and informal persuasion, the Dean can play a critical role in shaping the development of a college. The Dean of a college shall be appointed by the President after recommendation by the Provost and Vice President for Academic Affairs who consults with members of the appropriate college. In administrative matters, each college Dean:

- 1) is the representative of the President, Provost and Vice President for Academic Affairs, and the faculty in the college;
- 2) works with departmental Chairpersons and faculty, develops short and long term goals and objectives with supporting rationale for the college;
- 3) monitors and reports progress toward those objectives, including analysis and assessment of goal achievement;
- 4) provides leadership in the preparation of the budget of the college with full participation of the department Chairpersons, monitors expenditures and exercises overall budget responsibility for the college;
- 5) evaluates the educational activities of the college, and in consultation with the department Chairpersons and faculty, formulates plans for the development of the college;
- 6) shall, in the leadership role, be cognizant of the aims and purposes of the college and provide an environment in which integrity and inquiry become characteristic of the college;
- 7) shall give tangible support and structure to faculty teaching, research, and study;
- 8) shall prepare and submit to the Provost and Vice President for Academic Affairs recommendations on matters of personnel; and
- 9) shall circulate full and accurate minutes of the college meetings, and transmit to the Registrar copies of the minutes within ten (10) working days following the meetings.

### 2.3 The Department

#### 2.3.1 AAUP-CSU Agreement on The academic department

The academic department is defined in the *AAUP-CSU Agreement*, Article 12.

# Faculty Handbook

---

## 2.4 The Chairpersons of Departments

Each department Chairperson shall have general supervision of the educational and administrative affairs of the department. A department Chairperson is responsible to the Dean and the departmental faculty in all matters relating to the department. The duties of the chairperson for the faculty are included in *AAUP-CSU Agreement*, Article 12. The Chairperson of the department shall be appointed by the Dean after full participation and consultation with members of the department as a group. In administrative matters, the department Chairperson:

- 1) is the representative, through the Dean, of the President and also of the department faculty;
- 2) with department faculty, develops short and long range goals and objectives, including supporting rationale;
- 3) monitors and periodically reports the progress of goal achievement, including analysis and assessment;
- 4) develops the department budget with full participation of members of the department, monitors expenditures, and exercises overall budget responsibility for the department;
- 5) is responsible for observance of the policies of the University by the department;
- 6) shall provide responsible leadership for the department. In this leadership role, the Chairperson should be cognizant of the aims and purposes of the department, and through this leadership provide an atmosphere in which integrity and inquiry become characteristic of the faculty and students of the department;
- 7) shall prepare and transmit to the Dean, his or her or the department's recommendations upon matters of personnel;
- 8) shall circulate full and accurate minutes of department meetings to members of the department, the college, and to the Registrar within ten (10) working days after each meeting is held;
- 9) shall assume or delegate to a specific faculty member responsibility for orientation of new or inexperienced faculty members in the philosophy and procedure for the department and in appropriate pedagogical methods.

## 2.5 The Library

The library constitutes an academic unit that shall provide resources to under gird all of the academic offerings at the University.

---

# Faculty Handbook

---

## 2.5.1 The Library Director

The Library Director shall have general supervision of all interests of the library. The Library Director is responsible to the Provost and Vice President for Academic Affairs in all matters relating to the library. The Library Director's role in the shared governance of the University is as that of the College Deans. In administrative matters, the Library Director:

- 1) is the representative of the President, Provost and Vice President for Academic Affairs and of the library faculty and staff in the library;
- 2) works with the library faculty and staff, develops short and long term goals and objectives with supporting rationale;
- 3) monitors and reports progress toward those objectives, including analysis and assessment of goal achievement;
- 4) provides leadership in the preparation of the budget of the library with full participation of the library faculty and staff, monitors expenditures and exercises overall budget responsibility for the library;
- 5) evaluates the educational activities of the library and in consultation with the library faculty and staff, formulates plans for the development of the library;
- 6) shall, in the leadership role, be cognizant of the aims and purposes of the library and provide an environment in which integrity and inquiry become characteristic of the library;
- 7) shall give tangible support and structure to faculty research and study;
- 8) shall prepare and submit to the Provost and Vice President for Academic Affairs recommendations on matters of personnel; and
- 9) shall circulate full and accurate minutes of the library meetings within ten (10) working days following the meetings.

## 2.6 Legislative Authority of the Faculty

The Board of Trustees, Administration and Faculty of Central State University recognize that the variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among the governing board, administration, faculty, students and staff, and that the relationship calls for adequate communication among these components with full opportunity for appropriate joint planning and effort. The University's commitment to this

# Faculty Handbook

---

principle is based on the concept of shared governance. The duties of this shared governance are elaborated in the *AAUP-CSU Agreement*. Areas of this shared governance include:

- 1) educational policy and general welfare;
- 2) policy for regulation of student conduct and activities;
- 3) scholastic policy, including requirements for admission, graduation, and honors;
- 4) approval of candidates for degrees;
- 5) criteria for faculty tenure, appointments, and promotion;
- 6) recommendations concerning the University budget;
- 7) formulation of procedures to carry out the policies and regulations thus established; and research.

Each action of the faculty under the provisions of the above paragraph of this section shall be:

- Subject to such rules as the Board of Trustees may prescribe; and
- Subject to such executive orders as the President, within his or her authority, may issue.

A faculty action under provisions of the above paragraph of this section and adopted through the University Senate shall become effective upon its approval by the President. The President will communicate to the Board of Trustees all recommendations of the faculty which concern the welfare of the University.

## **2.7 University Senate**

The University Senate is recognized as the governing board representing the faculty of this University.

### **2.7.1 Organization**

In common effort and purpose with the Board of Trustees and administrative officers of the University, the faculty, in keeping with its responsibilities and function, is organized into a University Senate. The University Senate shall act as the body for the full discussion of items that affect the welfare of the University, and of requested items brought before it.

In order to fulfill the purpose of the University, the faculty is properly concerned with the review and formulation of the educational policies of

## Faculty Handbook

---

the University. In order to promote the continued development of the University, to insure effective faculty participation in the governance of the institution, and to provide the means for the faculty to exercise its resultant responsibilities, the following Constitution is a statement of the function and responsibility of the University Senate.

- 1) **Name.** The name of the organization shall be the University Senate of Central State University.
- 2) **Responsibility.** The University Senate shall be the chief academic body of the University. It shall possess the primary responsibility and authority to review, discuss, and make policy recommendations in such areas as curriculum, standards, research, faculty status, honorary degrees, student activities related to the educational process, and other policy recommendations related to the academic life of the University. On these matters, the power of review or final decision is lodged in the Board of Trustees. Adverse judgment by the Board of Trustees should be exercised in exceptional circumstances only, and duties and privileges of the University Senate shall be subject to the charter of the University and the authority of the Board of Trustees and the State of Ohio.

### 2.7.2 Membership

The University Senate shall consist of the President, President's cabinet, Registrar, Library Director, Dean of Central State University Dayton, College Deans, librarians, all full-time faculty members with the rank of Instructor or higher, and one students representative of each class as elected by the Student Government Association guidelines.

Voting members of the University Senate will be the full time departmental faculty, departmental chairs, librarians, Deans of colleges, Library Director, Provost and Vice President for Academic Affairs, and Associate Vice President for Academic Affairs, providing they hold faculty titles.

Professor Emeriti, Visiting Professors, Lecturers, and Adjunct Professors may attend and fully participate, without voting privileges, on matters before the body.

### 2.7.3 Officers

The Chairperson of the University Senate shall preside at all meetings of the University Senate, and in his or her absence, the Vice Chairperson; both of whom shall be elected by the voting members of the University



---

# Faculty Handbook

---

Senate for a term of one year. If neither of these officers is available, a member of the Executive Committee shall preside. A Parliamentarian shall be appointed by the Chairperson. The Parliamentarian shall advise the Senate Chair in the interpretation of the Senate's policies and *Robert's Rules of Order Newly Revised*.

These officers shall be elected at the regular Senate meeting in April. The University Senate shall employ a part-time Secretary. The Secretary shall record all minutes of regular meetings and call meetings and distribute them to members within ten (10) working days of the meeting. The Secretary shall distribute the agenda and necessary reports to the members five (5) days prior to the meeting. The Secretary shall maintain a roster of all eligible University Senate members.

## 2.7.4 Meetings

- 1) **Meetings.** The regular meetings of the University Senate shall be held during the University Institute, on the fourth Thursday of September and October, and on the first Tuesday of December during the fall semester, and the fourth Thursday of January, February and April during the spring semester. Special meetings may be called at any time by the Chairperson or by petition of at least ten members of the University Senate. The notice and agenda of any special meeting shall be distributed to the faculty no later than three (3) days prior to the special meeting.
- 2) **Quorum.** The presence of one-third (33%) of the eligible members shall constitute a quorum for the purpose of conducting business.
- 3) **Agenda.** The agenda for each meeting shall be prepared by the Executive Committee. The agenda items shall include approval of minutes, committee reports, report of the Provost and Vice President for Academic Affairs, report of the President, old and new business, and any matter requested by petition.
- 4) **Review.** Any action of the University Senate may be subject to review on the basis of a written petition of not less than ten (10) voting members of the University Senate and representing at least two Colleges of the University within one week of the publication of the minutes.
- 5) **Rules of Procedure.** *Robert's Rules of Order Newly Revised* shall be the governing rules of the University Senate. Other rules of may be adopted by the voting members of the University Senate.

# Faculty Handbook

---

## 2.7.5 Committees of the University Senate

- 1) **Standing and Ad Hoc Committees.** The University Senate shall have standing committees to consider the broad problems of faculty concerns within its jurisdiction. These committees shall review, study, and report to the University Senate their recommendations or action. All full time members of the faculty are eligible for appointment to Committees. Ad hoc committees may be created and appointed by the Chairperson for the purpose of expediting temporary business. The committees, duties, and election of committees are given below.
- 2) **Eligibility.** All teaching faculty, librarians, and students of the University Senate are eligible to serve on the standing or ad hoc committees. No member can serve simultaneously on more than two standing or ad hoc committees. The Student Government shall appoint students only to the following Senate Committees: Committee on Intercollegiate Athletics; Committee on University, Community and Student Relations; Committee on Research and Library Information Center; Committee on University Planning and Budget; Committee on Academic Calendar and Honorary Degrees; Committee on Assessment of Teaching and Learning; and Committee on Academic Technology.
- 3) **Term of Office.** The term of office of members of the University Senate standing committees shall be three years, although initial selection shall be staggered. Members shall take office at the beginning of each academic year.
- 4) **Number of Members.** All committees of the University Senate shall consist of seven (7) members, unless otherwise specified.
- 5) **Vacancies.** Vacancies on the standing committees, except for the Promotion and Tenure Committee, which are filled by election from the Senate, shall be filled by the Committee on Committees. Appointments to the vacancies which occur shall be to fill the unexpired term without penalty of ineligibility the faculty member for election for a subsequent three-year term.
- 6) **Meetings.** Each committee shall meet at least twice each term. Additional meetings may occur at the call of the Chairperson or request of at least three members of the committee. The first meeting shall be called by the first member listed on the committee. The Chairperson shall be elected at the first meeting of the committee.

## Faculty Handbook

---

- 7) **Committee Reports.** Reports of committee work and recommendations may be made or requested at any meeting of the University Senate. Reports requiring action by the University Senate shall be forwarded to the Chairperson of the University Senate. The Chairperson shall distribute the report to the Senate members no later than five (5) days prior to the University Senate meeting. Annual reports of each committee are to be filed with the Secretary prior to the last Senate meeting of the academic year. All reports shall be in writing and forwarded via e-mail.
- 8) **Standing Committees.** The standing committees of the University Senate shall be: the Executive Committee; Committee on Committees; Academic Policy; Faculty Affairs; Intercollegiate Athletics; University, Community, and Student Relations; Research and Library-Information Center; University Planning and Budget; Promotion and Tenure; Academic Calendar and Honorary Degrees; Assessment of Teaching and Learning; and Technology.
- 9) **Ex-Officio Members.** Ex officio Members of the various committees or their representatives shall supply the committees with any statistical, financial, or policy information that the committees might need to carry out the prescribed duties.

### 2.7.5.1 Executive Committee

The Executive Committee shall consist of the officers of the University Senate and four elected faculty members (representing the three Colleges and the Library and the immediate past chair of the University Senate as an ex officio member. The Executive Committee shall: (1) establish the agenda of all meetings of the Senate, (2) establish meeting times and places unless specifically fixed by the University Senate, (3) act in the name of the University Senate in emergency situations on matters other than curriculum or instruction, (4) prepare the operating budget of the University senate, (5) prepare and transmit

### 2.7.5.2 Committee on Committees

The Committee on Committees shall be composed of three (3) members elected by the University Senate (for one-year terms) prior to the last meeting of the academic year. The membership of the Committee shall include a representative from each of the Colleges of the University. The Committee shall prepare a slate of nominees for the standing committees of the University Senate before the end of the academic year.

# Faculty Handbook

---

The committee shall have the responsibility of maintaining information on the official structure of each committee: its chair, membership, and meeting schedule. Each committee shall be responsible for notifying the Committee on Committees of this information and it shall become official upon approval by the University Senate.

## **2.7.5.3 Committee on Academic Policy**

The Committee on Academic Policy shall have authority: (1) to review recommendations forwarded to it by the various Colleges of the University; (2) to recommend major changes in curricula; (3) to consider policy with respect to the grading system and the requirements for good standing and degrees, (4) \*to develop a grade appeal policy and procedure (5) to make continuing study of the standing and reputation of the various academic units within the University, (6) to oversee the Honors program, and (7) to act in the name of the University Senate in emergency situations on matters of curricula and instruction. The Registrar shall be an *ex officio* member of the Committee on Academic Policy.

**(\* In collaboration with the University Academic Standards Committee, the Committee on Academic Policy will present its first policy and procedure recommendations at the September 2010 Senate meeting).**

### **2.7.5.3.1 Guidelines for Curriculum Changes\***

- a) New Course: The proposal of a new course should ensure that there is a need for the course and that an existing course is not duplicated.
- b) Course Deletion: The proposal should ensure that the deletion of the course does not negatively impact other departments.
- c) Course Change (Credit hours, title, number, description, and other requirements as per the departments and colleges)
- d) Major Program Modification and New Program: The proposal should ensure that there is need and support for the program's

# Faculty Handbook

---

modification, program's creation or that other departments are not negatively impacted by the change.

**\*Details of implementation are in Appendix C.**

## **2.7.5.3.2 Committee on Academic Policy: Request and Review Process for Course and Program Additions / Changes from Academic Departments and Colleges**

- a) Department Faculty: secure the APR form(s), review and approve proposal;
- b) Department Committee on Academic Policy: review and approve;
- c) Transmittal of APR to Department Chair;
- d) College Committee on Academic Policy: review and approve;
- e) College: review and approval;
- f) Dean signs APR and transmits to Senate Committee on Academic Policy;
- g) Senate Committee on Academic Policy: review and approve;
- h) Senate Committee on Academic Policy Chairperson shall distribute the APR's to Senate members no later than five (5) days prior to the University Senate meeting;
- i) Senate: Approval or Disapproval;
- j) Approved APR's submitted to Provost and Vice President for Academic Affairs for administrative approval.

## **2.7.5.3.3 The Committee on Academic Policy shall post a schedule of its meetings each semester.**

# **Faculty Handbook**

---

## **2.7.5.4 Committee on Faculty Affairs**

The Committee on Faculty Affairs shall investigate and submit recommendations on any matters affecting the faculty. The Committee shall have the specific duty of studying and recommending policy in the following areas: (1) salary and fringe benefits of faculty members, (2) evaluations which shall be reviewed/revised every three years, (3) retirement, (4) leaves of absence and sabbaticals (5) retention, (6) faculty recognition, (7) equipment and facilities, and (8) the Faculty Development facility. The Provost and Vice President for Academic Affairs shall be an ex officio member of the Committee on Faculty Affairs.

## **2.7.5.5 Committee on Intercollegiate Athletics**

The Committee on Intercollegiate Athletics shall study and submit recommendations to the University Senate concerning policies for the management of the intercollegiate athletic activities of the University. The functions of the Committee are: (1) recommendation of personnel for the intercollegiate athletic programs, (2) review of the administration of the business affairs of the intercollegiate athletic programs, (3) recommendation of policies for the general conduct of the intercollegiate athletic programs, (4) recommendation of rules of minimum scholastic eligibility for participation of students in athletic events, (5) review of schedules for intercollegiate athletics, and (6) official representation of the University in the conduct of affairs and associations with other institutions on athletics. One student representative to the Committee shall be appointed by the Student Government Association. The Athletic Director shall be an ex officio member of the Committee on Intercollegiate Athletics. The faculty representative, if any, to the appropriate inter-collegiate governing body shall be a member of the committee.

## **2.7.5.6 Committee on University, Community, and Student Relations**

The Committee on University, Community, and Student Relations shall study and submit recommendations to the University Senate on all aspects of artist and lecture series and other social and cultural events at the University. The Committee shall also study and submit recommendations

concerning policy with regard to public relations, human relations, institutional advancement, and intercultural relations. The Committee shall study and submit recommendations to the University Senate on all aspects of student life as these relate to the students' academic performance. The Committee shall recommend policy with respect to recruitment, admissions, orientation, student activities, counseling, scholarships, student aid, the University Center, student publications, student government, student housing, student disciplinary action, the radio station, and personnel adjustments. The Committee shall be empowered to review the extent to which existing policies have been implemented by the Office of Student Affairs and to report its finding to the University Senate. Two student representatives to the Committee shall be appointed by the Student Government Association. The Vice President for Enrollment Management shall be an ex officio member of the Committee on University, Community, and Student Relations.

### **2.7.5.7 The Committee on Research and Library-Information Center**

The Committee on Research and Library-Information Center shall support research within the various academic units of the University. The Committee shall collect and disseminate information on funding opportunities and assist faculty members in exploring these opportunities. The Committee shall study and make recommendations with regard to policies and procedures concerning the preparation, submission, and administration of research grants, proposals and contracts. The Committee shall also study and make recommendations on the development, maintenance, and enhancement of media resources and services with emphasis on the educational role of these services. The Committee shall study the Library-Information Center's budget, personnel, organization, and facilities. One student representative to the Committee shall be appointed by the Student Government. The Library Director shall be an ex officio member of the committee. The University Official responsible for Research shall be an ex officio member of the Committee on Research and Library-Information Center.

### **2.7.5.8 The Committee on University Planning and Budget**

The Committee on University Planning and Budget shall review annually the budget and the budget process of the

## Faculty Handbook

---

University and make recommendations to the Senate on matters relating to the budget and the budget process. These recommendations shall be made prior to the end of the academic year and prior to the approval of the budget. The Committee shall study and make recommendations to the Senate with regard to improvement or expansion of the physical facilities of the University. The Committee shall study and recommend changes in policy concerning parking, commuter services, traffic control, health, sanitation, fire protection, police functions, safety, and campus maintenance. One student representative to the Committee shall be appointed by the Student Government Association. The Executive Vice President and Chief Financial Officer shall be an ex officio member of the Committee.

### **2.7.5.9 Committee on Promotion and Tenure**

The Committee on Promotion and Tenure shall consist of seven (7) tenured faculty members with the rank of Professor or Associate Professor and elected by the University Senate. In accord with the terms of the *AAUP-CSU Agreement* and the Senate approved criteria, the Committee shall review dossiers of candidates for promotion or tenure forwarded by the Deans and Library Director. The Committee shall make recommendations to the Vice President for Academic Affairs with regard to these candidates. Every five (5) years, the Committee shall also study/review and make recommendations to the promotion and tenure criteria.

### **2.7.5.10 Committee on Academic Calendar and Honorary Degrees**

The Committee on Academic Calendar and Honorary Degrees shall study all aspects of the Academic Calendar and make recommendations to the Senate. A recommended calendar for the next academic year shall be presented by the January University Senate meeting for discussion and approved by the February meeting. The Committee shall also review any recommendations for honorary degrees and forward those recommendations to the University Senate. The Committee shall distribute the vitae of any proposed honorees to the membership at least one week prior to the meeting where a vote by secret ballot will occur. One student representative to this Committee shall be appointed by the Student Government Association. The Vice President for Academic Affairs shall be



# Faculty Handbook

---

an ex officio member of the Committee on Academic Calendar and Honorary Degrees.

## **2.7.5.11 Committee on Assessment of Teaching and Learning**

The Committee on Assessment of Teaching and Learning shall review the assessment process to see that all college deans, department chairs, and faculty understand and participate in assessment. The committee shall review efforts to assist faculty members to expand their knowledge of assessment in the general education program and their respective majors. The committee shall review the University Assessment Plan and make recommendations for its revision and implementation. The committee shall develop and utilize metrics for measuring the academic health of the University. The committee will work with the Committee on Academic Policy to see that recommendations for changes in programs are based on assessment data. One student representative to the Committee shall be appointed by the Student Government Association. The Provost and Vice President for Academic Affairs, and the Director of the Office of Assessment, Research, and Institutional Effectiveness shall be ex-officio members of the Committee on Assessment of Teaching and Learning.

## **2.7.5.12 Committee on Academic Technology**

The Committee on Technology shall study and make recommendations to the Senate that will promote the advancement of campus technology. The functions of the Committee are to (1) review campus-wide needs regarding academic technology enhancements, (2) receive recommendations for technology enhancements from the respective colleges and the library, (3) make recommendations to the Senate for technology acquisitions, implementations, and maintenance, (4) forward Senate approved recommendations on technology to the University Wide Technology Committee. The membership of the Committee shall consist of: one faculty member from each College, elected by the College; a representative from the Library selected by the Librarians; a student member selected by the Student Government Association; a representative(s) from non-classified (academic

# Faculty Handbook

---

support) staff; and the Vice President for Information Technology shall be an ex-officio member of the committee.

## **2.8 Ohio Faculty Council**

The Senate shall elect a representative to the Ohio Faculty Council at its first meeting of the academic year. The chair of the Senate will be an alternative representative. The Senate's representative to the Ohio Faculty Council shall report to the Senate concerning the council.

## **3. FACULTY PERSONNEL POLICIES AND PROCEDURES**

### **3.1 Academic Freedom**

The University subscribes to the "1940 Statement of Principles on Academic Freedom" of the American Association of University Professors.<sup>1</sup> The University endorses this statement not only by virtue of its membership in the American Association of Colleges, an organization which was party to the formulation of the original document, but also because the University feels strongly that the freedom of inquiry, freedom of expression, the right of due process for the faculty, and the sense of professional duties and responsibilities as set forth by this document are essential to the pursuit of academic excellence at this institution.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher and of the student to freedom in learning. It carries with it duties correlative with rights. The 1940 statement on academic freedom is excerpted below, in part, along with some of the AAUP's 1970 interpretive comments:

- 1) The teacher is entitled to full freedom in research and in discussing [his/her] other academic duties, but research for pecuniary return

---

<sup>1</sup> American Association of University Professors, Policy Documents and Reports, 1984, Academic Freedom and Tenure: 1940 Statement of Principles and Interpretive Comments (1970). Most church-related institutions no longer need or desire the departure from the principle of academic freedom implied in the 1940 Statement, and we do not now endorse such a departure.

# Faculty Handbook

---

should be based upon an understanding with the authorities of the institution.

- 2) The teacher is entitled to freedom in the classroom in discussing [his/her] subject, but [he/she] should be careful not to introduce into [his/her] teaching controversial matter which has no relation to [the] subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the [faculty member's] appointment.

[The 1970 interpretation of the above includes the following remarks:] The intent of this statement is not to discourage what is "controversial." Controversy is at the heart of the free academic inquiry which the entire statement is designed to foster. The passage serves to underscore the need for the teacher to avoid persistently intruding material which has no relation to his subject.

- 3) The college or university teacher is a citizen, a member of a learned profession, and an officer in an educational institution. When [he/she] speaks or writes as a citizen, [he/she] should be free from institutional censorship or discipline, but [his/her] special position in the community imposes special obligations. As a [person] of learning and an educational officer, [he/she] should remember that the public may judge [his/her] utterances. Hence [the teacher] should at all times be accurate, should exercise appropriate restraint, should allow respect for the opinions of others, and should make every effort to indicate that [he/she] is not an institutional spokesperson.

## 3.1.1 *AAUP-CSU Agreement on Academic Freedom: AAUP-CSU Agreement, Article 5.*

## 3.2 Professional Responsibility and Ethics

### 3.2.1 Professional Ethics

The University recognizes that academic freedom is the cornerstone of our society and that it is indistinguishable from academic responsibility. This responsibility which is imposed on all members of the academic community includes the respect of the rights and dignity of others as well as the basic freedoms necessary for a free university.

# Faculty Handbook

---

For all members of the academic community this responsibility includes the obligation that their own expressions of opinion must not interfere with the rights of others, must not bring injury to others and must not damage property or facilities that belong to all or to others.

For the teacher, the primary responsibility is the practice of intellectual honesty and the pursuit of truth. The teacher must encourage honest academic conduct of students and colleagues and is obligated (1) not to exploit students or colleagues for personal gain and (2) to acknowledge any assistance from them. The teacher's evaluation of students must reflect an honest appraisal. He/she respects the confidentiality between student and teacher at all times.

A pertinent AAUP statement is excerpted as follows:

*As a citizen and member of the community the teacher has the rights of a citizen but must avoid creating the impression that [he/she] speaks or acts for the university. Because academic freedom has traditionally included the instructor's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions, on the other. If such conflicts become acute, and the instructor's attention to [his/her] obligations as a citizen and moral agent precludes the fulfillment of substantial academic obligations, [he/she] cannot escape the responsibility of that choice, but should either request a leave of absence or resign [his/her] academic position.*

It is anticipated that an appropriate delegated body of the University will have the responsibility for the development and implementation of procedural standards in enforcing these principles. Such standards would apply to all faculty members irrespective of rank or appointment status. In any proceedings, the standards of academic due process shall prevail.<sup>2</sup>

## **3.2.2 Academic Responsibilities: AAUP-CSU Agreement, Article 9**

## **3.3 Appointment to the Faculty: AAUP-CSU Agreement, Article 13**

## **3.4 Academic Rank: AAUP-CSU Agreement, Article 14**

---

<sup>2</sup> American Association of University Professors, Policy Documents and Reports, 1984, etc. (pp. 67-68)

# Faculty Handbook

---

## **3.5 Faculty Promotion: *AAUP-CSU Agreement*, Articles 14-15**

The criteria for promotion are included in Article 14 of the *AAUP-CSU Agreement*, and the procedures are included in Article 15.

## **3.6 Faculty of the University Library**

The faculty members of the University Library are covered by the *AAUP-CSU Agreement*, Article 3.

## **3.7 Non-Discrimination and Affirmation Action: *AAUP-CSU Agreement*, Article 6.**

## **3.8 Faculty Responsibility: *AAUP-CSU Agreement*, Article 9.1 -9.3**

## **3.9 Grievance Procedure: *AAUP-CSU Agreement*, Article 47.**

## **3.10 Faculty Retirement: *AAUP-CSU Agreement*, Article 44.**

## **3.11 Emeriti and Retired Faculty: *AAUP-CSU Agreement*, Article 29.**

## **3.12 Non-Renewal and Termination: *AAUP-CSU Agreement*, Article 16-18.**

## **3.13 Rights and Privileges of Tenured Faculty Members**

A faculty member having the rights and privileges of permanent tenure shall have the continuing professional responsibility to progress in his/her attainments, to keep informed in the field and to render efficient curricular and extracurricular services to the University. Subject only to the limitations imposed upon the Board of Trustees by the Constitution and laws of the State of Ohio, and by the practical exigencies of enrollment and financial availability as judged by the Board of Trustees, the tenured appointment shall be considered a permanent contract for educational services provided by the faculty member.

## **3.14 Resignations**

The University recognizes that faculty members, like other citizens seek continually to improve their status and thus find reasons to resign from the University. However, the University can expect timely notice of resignation, as the faculty expects a timely notice of reappointment. Upon conclusion of a binding agreement by a faculty member to accept an appointment elsewhere, the faculty member, by prompt written notice, will notify his/her Department Chairperson. The Chairperson will follow standard University procedures with the Department of Human Resources. See *AAUP-CSU Agreement*, Article 13.23.

## 4. OBLIGATIONS AND PRIVILEGES OF FACULTY MEMBERS

### 4.1 Academic Year

Unless the terms of their contracts explicitly provide otherwise, members of the faculty shall be present at the University throughout the academic year, except for scheduled holidays and vacations. The academic year consists of the Fall and Spring Semesters and includes the Faculty Institute and Commencement.

### 4.2 Workload

Workload for faculty members is established by University policy. The current workload for fulltime faculty members is established at 24 contact semester hours or department equivalency per academic year.

### 4.3 Academic Advising

Faculty in each academic program will do advising. Faculty should review the academic program as listed in the catalog with the student and develop a tracking device to show academic progress as the student progresses through the steps in his/her respective curriculum. The "checklist" is an appropriate tracking device showing the courses required for a degree in a particular academic program. The faculty member will review prior academic credits from other institutions, high school, or other colleges or universities, and coursework at CSU and determine the proper course sequence for the student. Consideration should be given to all the prerequisites required for each particular course. Flexibility is often required in scheduling classes each semester, as not all courses are offered each semester. Some upper level courses are offered only once a year, while some are offered only once every other year. The faculty member is responsible for providing the proper academic advice, while the student remains responsible for taking the proper courses in his/her academic program leading to his or her respective degrees. The department chair is responsible for oversight of the academic advising within his or her respective department. If there are areas of doubt, then the Deans and the Registrar may be contacted for additional information.

### 4.4 Office Hours

Office hours should be included in syllabi and posted by the office door during the first week of classes. Copies of the posted office hours will be provided to the department chair and dean, as appropriate. The current office hours are established by the University Policy. The faculty members should also be available for conferences at other times by appointment.

## **4.5 Selecting and Ordering Books**

Faculty members are responsible for selecting textbooks following guidance from the Dean and department chair. For courses taught by more than one faculty member, a group selection is desirable. If at all possible, the selection should remain for the entire academic year. Consideration should be given to selecting textbooks that are inexpensive and current for topics that frequently change, such as computer classes. Faculty members are responsible for ordering books for each of their classes following the approved ordering procedures of the University.

## **4.6 Class Attendance and Evaluation of Students**

Faculty members should publish attendance policies in their syllabi. Faculty members' evaluation of students should include a variety of alternatives based on the course material. Examination, written reports, oral presentations, case studies, and group activities are examples of methods of assessment of student performance. The final examination schedules are prepared by the Registrar and published as part of registration materials. Final examinations are to be conducted at the scheduled time unless the instructor has received the written permission of the Chairperson of the department to make other arrangements.

## **4.7 Class Rolls and Schedules**

The development of a schedule of courses will be the responsibility of the department Chairperson and must be filed by the required date. All final schedules must be approved by the Dean and the Provost and Vice President for Academic Affairs. It is anticipated that all departments will resolve any conflicts of courses and room schedules prior to submitting the schedule. However, changes of room and time schedule may be made, after consultation with the department involved, subsequent to publication of official course schedules. Requests for change to course schedules must be submitted on the appropriate forms to the Dean through the departmental Chairperson.

## **4.8 Academic Honesty**

The University believes that the prevention of academic dishonesty is more important than punishment for the offense. Therefore, the faculty member has a responsibility to make a deliberate effort to elevate student and faculty mores on plagiarism and academic dishonesty. The faculty member should make a careful effort to eliminate any opportunity for the practice of academic dishonesty in the classroom. Faculty members are encouraged to provide a statement of policy on academic dishonesty and plagiarism in their course syllabi. An instructor has the authority to expel from class or laboratory any student whose conduct is

# Faculty Handbook

---

detrimental to instruction and whose conduct presents a threat to the learning experiences of others. Academic dishonesty includes plagiarism, dishonest conduct during an examination, or cooperating with the dishonest conduct of another student, or violating any rules of conduct to preserve the integrity of the classroom and learning environment. Evidence of academic dishonesty should be reported to the Chairperson, who, with the reporting faculty member, shall determine and impose any penalty and report the imposed penalty to the Dean of the college in which the student is registered. For flagrant violations of academic integrity, the penalty imposed could include suspension or dismissal from the University. In accordance with the rights of students and due process, the student may appeal any disciplinary action to the appropriate authorities and the Student Grievance Committee and Student Court.

## **4.9 Faculty Evaluation**

Evaluation of every segment of the Central State University faculty, administration, and staff is an on-going process and is designed to maximize individual growth in meeting the responsibilities of the profession. At the end of each semester, evaluation forms will be distributed to students in all classes for evaluation of faculty. These forms will be collected and centrally collated, and the results will be shared with faculty through the Deans and Chairpersons. Further evaluation will take place by Chairpersons in accordance with *AAUP-CSU Agreement*, Article 20.

## **4.10 Commencement and Formal Academic Affairs**

All members of the faculty are expected to attend Charter Day and Honors Day Convocations and graduation in appropriate attire. The University Marshal at formal academic affairs will be a senior member of the faculty. The Marshal shall lead the academic procession, followed by the President and his/her guests, the Board of Trustees, the Provost and Vice President for Academic Affairs, and other cabinet members, platform participants, Deans of colleges, Library Director, members of the faculty, and candidates for graduation.

## **4.11 Leaves of Absence**

**4.11.1 Faculty Improvement, Professional, and Personal Leaves of Absences:** *AAUP-CSU Agreement, Article 22*

**4.11.2 Court, Military and Political Leave:** *AAUP-CUS Agreement, Article 23*

**4.11.3 Sick Leave:** *AAUP-CSU Agreement, Article 24*



## **4.11.4 Long-Term Disability**

A faculty member who, because of physical or mental disability, is unable to perform his/her duties for a period of 90 consecutive calendar days shall be given an unrequested leave of absence without pay, which leave shall extend until the faculty member is able to again perform his/her duties, and which shall not extend beyond the end of the academic year in which the unrequested leave of absence occurs.

The request for leave beyond the end of the academic year in which the unrequested leave was given is governed by the policy and procedure for professional leaves (see above).

Permanent disability protection is afforded by the Ohio State Teachers Retirement System (STRS) after five years of Ohio service credit with benefits comparable to those under age and service retirement. Long-term disability insurance is available to the faculty member through a group insurance plan.

## **4.12 Workers Compensation**

All faculty and staff members of the University are covered by Workers Compensation. If an injury occurs while on duty, Workers Compensation will pay allowable expenses incurred, including hospital, drugs and medical supplies prescribed by a physician. All injuries should be reported immediately to the Compliance and Compensation manager so that assistance can be given in filing the claim.

## **4.13 Summer Employment: *AAUP-CSU Agreement*, Article 38**

## **4.14 Outside Employment**

Full-time faculty members may be permitted to teach, for remuneration, no more than six (6) semester hours or the equivalent at another educational institution per semester in addition to their normal load. A part-time teaching position at an institution other than Central State University shall in no way interfere with the contractual agreement between the faculty member and Central State University. A member of the faculty shall not accept a part-time teaching position at an institution other than Central State University which would require his/her service during the faculty member's scheduled workday, Monday through Friday unless prior approval has been granted. A faculty member may teach at any institution during the summer semester without permission from the University.

## Faculty Handbook

---

The University encourages faculty members to seek and secure grants for projects, institutes and research which may be funded from outside sources. Remuneration for such activities should be in agreement with the salary rates and guidelines of the funding agency. Generally, if a faculty member cannot be given released time, the remuneration for these activities shall be paid to the faculty member as appropriate compensation specifically for the extra duties performed. The maximum amount that a faculty member can receive during the academic year is one-third (1/3) of his/her full time University salary.

The University feels that one of its obligations is to serve the community. Therefore, it encourages faculty members to serve as consultants. A faculty member may serve as a consultant fifteen (15) days per semester, but must secure prior approval from the department, Dean of the college and the Administration. Forms must be filed in the office of the President at the beginning of the semester describing any outside employment, if prior approval is needed.

### **4.15 Political Activity**

The faculty member is a citizen, and like other citizens, is free to engage in political activities consistent with his/her obligations as a teacher and scholar. Political activities are those that do not require extensive campaigning or impinge on time consistent with effective service as a member of the faculty.

When political activities, such as intensive campaigning for elective office, serving in the state legislature or serving a limited time in a full-time position, necessitate released time, the faculty member or the Chairperson may request a reduced workload or a leave of absence accompanied by equitable adjustment of compensation when necessary.

The faculty member seeking leave should recognize that he/she has a primary obligation to the institution and to growth as an educator and scholar. The faculty member should be mindful of the problem he/she creates for the institution, colleagues and students, and the faculty member should not abuse the privilege by too frequent or too late application or too extended a leave. If adjustments are made such as reduced workload, they will be limited to a reasonable period. Leaves of absence for political activity are governed by the University's normal rules and regulations for leave, except that time spent in this manner away from academic duties will not count as probationary service.

### **4.16 Patent Policy: AAUP-CSU Agreement, Appendix D, "Policy and Procedures for Intellectual Property."**

### **4.17 Travel Funds and Leave**

The University provides each Dean with a limited budget for the use of faculty members to travel on official business as a representative of the University at meetings. A leave form, available in the office of the Dean or the Provost and Vice President for Academic Affairs, must be completed whenever any University funds are to be used for in-state or out-of-state travel. The forms are to be completed and filed at least one week prior to the scheduled travel leave. The travel funds provide for reasonable and necessary expenses for lodging, meals, and transportation. All travel funds provided by the University should be distributed equitably within the department to provide an opportunity for all members of the department to attend meetings or conferences that can be of value to the University and to the faculty member. The department Chairperson is responsible for the monitoring of the University travel funds within the department.

Whenever practical, the travel expense report must be filed with receipted lodging bills, airline or railroad tickets, and parking fees and receipts for meals. Before transportation is purchased, tax exemption certificates should be secured since travel on University business is exempt from federal tax. University travel policies and procedures will be followed and are available from the Office of Human Resources.

### **4.18 Faculty Benefits**

Central State University is pledged to provide equal employment opportunity without discrimination as to race, color, religion, sex, national origin, ancestry, or handicap.

Each employee of Central State University has a definite place in the University's education effort. The University endeavors to provide working conditions, compensation, and employee benefits comparable to those furnished by other employers in the area.

The Central State University Department of Human Resources is responsible for all phases of the personnel program for University employees. This includes the administration and interpretation of state and federal laws, as well as the establishment and interpretation of University personnel policies. Information on employment opportunities, promotion, procedures, and fringe benefits is also available. The Human Resources Department provides limited service for all staff members of the University. Employees are encouraged to contact the personnel staff in the Administration Building for general information or for assistance in individual matters.

# Faculty Handbook

---

## **4.18.1 State Teachers Retirement System (STRS)**

All academic personnel are required, as part of the condition of appointment, to participate in the State Teachers Retirement System (STRS). Both the institution and the faculty member make contributions to this retirement plan. When a faculty member terminates his/her appointment with the University he/she may obtain a full refund of his/her contribution to the retirement system or accept the several options open to the member. Complete information on the plan may be obtained from the Office of Benefits or by writing directly to the State Teachers Retirement System, Columbus, Ohio. It should be noted that the State of Ohio does not provide coverage under Social Security.

## **4.18.2 Group Medical and Disability Benefits**

The University participates in Basic Medical Insurance, including Major Medical Expense, Prescription Drugs, Vision Care, Dental Care, Life and Dismemberment Insurance, and a Total Disability Benefit Plan.

If a faculty member should become totally disabled because of an accident or sickness before age sixty-five, the Total Disability Benefit Plan will provide him/her with a monthly benefit of sixty percent (60%) of monthly salary, subject to a maximum indemnity, less any amounts paid or payable to him/her under Workers Compensation and Social Security Laws or any benefits for which dependents would qualify as a result of disability under the Social Security Act.

Benefits will commence immediately following a ninety (90) day waiting period and continue for as long as the faculty member is totally disabled and under the care of a qualified physician or surgeon up to his/her sixty-fifth (65) birthday, after which Ohio State Teachers Retirement should be available. Full salary from the University will be continued through the ninety (90) day period.

## **4.18.3 Hospital Facilities**

Although the services at the University health center are primarily for the students, emergency medical treatment is available to faculty members.

## **4.18.4 Tax-Sheltered Annuity Program**

Any person on appointment may elect to have his/her annual salary reduced by certain fixed amount within limitations, with the salary reduction to be applied to the purchase of a Retirement Annuity.

## **4.18.5 Fee Waiver for Coursework**

Central State University gives its full-time employees the opportunity to enroll in courses at the University. The University will cover instructional and general fees (but not miscellaneous fees such as those listed in the registration bulletin and other similar fees). All employees seeking to enroll in any courses must be admitted to the University. Applications for the Faculty-Staff Benefit forms may be obtained from the Human Resources Office. The fee authorization program at Central State University has an educational assistance program for faculty members, spouses and eligible dependents of staff members. A fee remission will be provided for all of the instructional and general fees charged for enrollment in courses.

# **5. INSTITUTIONAL SERVICES AVAILABLE TO FACULTY**

## **5.1 University Library**

The Hallie Q. Brown Memorial Library is organized to meet the continuing needs of students and faculty, and its staff welcomes an opportunity to be of service to the academic community. The library holdings include a large and varied book collection, periodicals, newspapers, and audiovisual materials including video tapes, CDs and other media. There is also a special collection of books by and about Blacks. To complement these physical holdings, the library participates in several interlibrary networks. The library is a member of 1) OCLC (Online Computer Library Center), a world -wide library computer network; 2) OhioLINK (Ohio Library Information Network), the statewide consortium that includes an electronic catalog system, research databases, and self-initiated online borrowing; and 3) SOCHE (Southwestern Ohio Council for Higher Education), a consortium of seventeen academic, community, and special libraries.

**Extra-Campus Resources:** Online requesting of books through the OhioLINK system and full-text periodical databases have replaced traditional interlibrary loan services. However, the library does provide limited interlibrary loan service. To borrow library material, request materials online, or to access licensed databases from off campus, a **validated** CSU ID card will be needed. Bring your **CSU faculty ID** card to the Circulation Desk to establish a patron record.

# Faculty Handbook

---

**HALLIE:** Hallie, CSU's library online system, can be accessed from library terminals or from remote computer, (<http://hallie.ces.edu>) Books requested from other OhioLINK libraries are delivered daily (Monday through Friday) to the library. Books are generally delivered **three to five** days after requests are made. Further, CSU patrons may borrow directly from other OhioLINK and SOCHE libraries. Distance learners may choose to have OhioLINK materials delivered to a participating library closer to their homes or work places.

**Loan Periods:** Faculty may borrow CSU-owned circulating books for 90 days, renewable for an additional 90-day period. Faculty are encouraged to return overdue materials; overdue reminders are routinely sent through campus mail. Faculty are not assessed overdue fines for CSU-owned materials, although replacement charges are assessed.

Faculty may borrow OhioLINK books for 21 days with there (3) additional renewals, if no hold. **Overdue fines and replacement charges are assessed.** Material from the Black Collection, Reference, Periodicals, and Archives are restricted to library use only. The CSU ID card is necessary to use Black Collection materials.

**Class Reserves:** Faculty may place materials on reserve for classes. Materials should be brought to the Circulation Desk 48 hours before students are expected to use them. Forms for placing materials on reserve may be obtained from the Circulation Desk or online under library policies. Please telephone x6106 for additional information.

## 5.2 Media Services (Instructional Services Department)

The Instructional Services Department is the center for audio-visual materials, equipment and related service needs. The department is located on the lower level of Hallie Q. Brown Library and is open Monday through Friday from 8:00 a.m. to 5:00 p. m.

The policies and procedures for obtaining materials, equipment, and other services may be secured from the Media Services Department. Please telephone x6213 or x6398.

## 5.3 Cosby Mass Communication Center

The Cosby Communications Center provides telecasting and broadcasting (WCSU-FM) services to the university. WCSU-FM 88.9 can be used to broadcast campus events and to air public service announcements. Television facilities are available for making instructional programs and distributing live productions on

---

# Faculty Handbook

---

closed circuit TV. Contact the Center for specific information on the Center's policies, procedures, and capabilities.

## **5.4 Bookstore**

The University Bookstore should be supported by placing all book orders through the bookstore in the timeframe required for obtaining the proper inventory. Desk copies for faculty members may be requested directly by the faculty members through the **textbook companies**.

## **5.5 The Division of Information Technology and Services**

Information Technology & Services has the responsibility for administrative computing, web services, and telephone administration. All academic buildings and faculty offices are connected to the campus backbone. The University has a DS3 connection to the Internet. The division of Information Technology is under the leadership of the Vice President / CIO for Information Technology provides and maintains technological resources for the entire campus community. The Vice President and CIO for Information Technology may be contacted at x6145.

### **5.5.1 Helpdesk**

User assistance is provided through the IT Helpdesk, and the following services are offered to the faculty, staff, administrators, and students: The IT Helpdesk is located in the first floor Lobby area of the Lionel H. Newsom Administration building. Faculty can report problems and inquire about on-campus technology resources by calling the Helpdesk at x7007 (on-campus), 937-376-6476 (off-campus) or via email at [helpdesk@centralstate.edu](mailto:helpdesk@centralstate.edu). Faculty email accounts and network access are granted per the request of the department chairs or their designees. Faculty will receive their username and password for all accounts via email from the Helpdesk.

### **5.5.2 Banner / Web Services / MyCSU**

Banner is the University's integrated management information system that is used for managing and maintaining the following: student information, financial aid administration, finance and budget, human resources, housing, document management, procurement and logistic services.

MyCSU is the portal that faculty, staff, administrators, and students use. MyCSU allows faculty to do the following: advise students, obtain class

# Faculty Handbook

---

rosters, email your entire class, post class syllabi, access leave balances, and so much more.

MyCSU also allows students to do the following: confirm Financial Aid award information, register for courses, add/drop courses, view midterm and final grades, view student financial information (i.e. balance due, reimbursement status), student employment information, and so much more. You can stay connected by logging on to <http://mycsu.ces.edu>.

## **5.5.3 Marauder Card Office**

The Marauder Card Office is located in the basement of the Lionel H. Newsom Administration building, room 11. Faculty can reach the Marauder Card Office at x7007 or 937-376-6064.

## **5.54 Wireless Access**

The University provides wireless access.

## **5.6 Mail, Telephone, Fax and E-mail**

The University maintains a campus mail system which handles all intra-university and both incoming and outgoing official mail. The University mail services are restricted to official use only. The mailroom is located in the Receiving Department. For intra-university mail, boxes are maintained in each departmental office. For personal convenience and use, the Federal Post Offices in Wilberforce and Xenia will supply post office boxes for rent, stamps, express mail service, and other U. S. postal services.

UPS packages and other large packages are delivered to the Receiving Department.

Fax machines are located in various buildings throughout the campus. Information Technology Services, Ext. 7007 can give you the location of one nearest you.

Everyone is asked to restrict the use of the telephone to official business. If a personal long-distance call is required, you must reimburse the University.

## **5.7 Keys**

The Chairperson will issue the faculty member keys to his/her office, the building in which the office is located, and classrooms and laboratories for which the faculty member is responsible. Keys are not to be duplicated or loaned to any



## Faculty Handbook

---

other person. The person to whom the key is issued is responsible for its use. The issuance of master keys will be restricted to authorized administrative personnel only. The loss of keys should be reported immediately to the department Chairperson, who will notify the Campus Police and Safety Office and Maintenance Department. Faculty members who resign, or whose services are otherwise terminated with the University, shall return all keys to the department Chairperson.

### **5.8 Lost and Found**

All lost and found items may be deposited or claimed in the CSU Police and Safety Department. In addition, however, there is a designated departmental office in each building, where all lost and found items may be claimed or deposited. Nonetheless, all items which are believed to have been stolen should be reported to the Campus Police and Safety Department.

### **5.9 Vehicle Registration and Parking**

All faculty members and students who regularly operate motor vehicles on campus must register the vehicle with the Campus Police and Safety Department. Upon receipt of the registration application, a hangtag will be issued which must be properly displayed on the vehicle in accordance with instructions from the Campus Police and Safety Department. All cars without the proper identification and registration application will be considered in violation of campus regulations. All operators of motor vehicles are expected to obey the campus traffic and parking regulations which will be issued at the time of vehicle registration. Parking is not permitted in places other than the designated parking areas. Any information about these regulations may be obtained from the Campus Police and Safety Department.

### **5.10 Security**

The Campus Police and Safety Department has jurisdiction over the general safety and security of the University. All faculty members, employees, students, and guests are expected to adhere to the security rules and regulations. Any information relating to the safety and security of University property may be obtained from the Campus Police and Safety Department, and this office should be notified in case of emergencies or matters related to safety and security.

### **5.11 Use of Buildings**

If there is a need for use of a building, classroom, conference room, or other facility, the faculty member should contact the building manager for the policies and procedures. If the faculty member is requesting use of the University facilities for a non-University organization, it should be noted that any regular University

## Faculty Handbook

---

program will have priority in assignment of facilities. All University or non-University organizations must adhere to University regulations with regard to the use of the facilities and are responsible for any damage done to University property. Bulletin boards are made available in each building for posting notices and announcements concerning meetings and programs. All organizations posting notices must identify the name of the sponsoring group. The posting of notices, signs, or announcements is restricted to the bulletin boards and certain areas in each building. Persons are asked to inquire of the building representative or Dean concerning questions of posting of signs or announcements. All buildings are generally locked and secured by 10:00 P.M. However, each building manager decides the specific time.

### **5.12 Use of University Center**

The Norman E. Ward Center facilities are available for use by all members of the University Community and their guests. Limited space is available in the Center for social functions and conferences for both University and non-University related organizations or persons. However, all persons are expected to adhere to the regulations for use of facilities of the Center.

Unauthorized use of the building is prohibited. The hours that the Center is open are posted in the Center. Further information about the use of the Center or any of its facilities may be obtained from the Office of the Director of the Norman E. Ward Center.

### **5.13 Housing of Guests**

The University makes no provision for housing of guests of faculty members from University funds. However, guests of the University may be supported by University funds.

### **5.14 Recreational Facilities**

The athletic facilities of the Department of Health, Physical Education and Recreation are available for use by the faculty, the staff and their families. However, the use of the gym, the swimming pool, and the other facilities is restricted to those times that regularly scheduled classes or scheduled events are not using these facilities. The department does plan, schedule, and supervise regular recreational activities for the University community in the evenings and weekends, and all persons are encouraged to participate in these activities, many of which are family-oriented. Information on the use of these facilities by the members of the University personnel or by outside organizations may be obtained from the departmental office.

# Faculty Handbook

---

## **5.15 Purchasing Policies**

Requisitions for all supplies and equipment must be made on properly approved standard requisition forms which are available from the Department Chairperson. The office of Administration and Finance is vested with sole authority to order materials and supplies and to contract for services. The University will assume no responsibility to pay bills except on duly authorized purchase orders. Petty cash purchases must be approved in advance by the Department Chairperson. (All purchases must have a purchase requisition and purchase order.) Work-order forms must be made through the Maintenance Department or Logistics for any repair work, modifications, alterations, or changes in any building and only after proper approval has been secured from the proper authorities and the Physical Facilities Department.

## **5.16 Publication, Public Relations and News Bureau**

The University prepares several publications for the use of students, faculty, administration, non-academic employees, and the University community. These publications include the *Gold Torch*, a campus newspaper; the *Centralian*, the University Yearbook; the *Student Handbook*; the *Faculty Handbook*; the University Calendar; Faculty Research Bulletin; Alumni News, and Faculty-Staff Directory, as well as the University Catalogs and Class Schedules. These publications contain information useful to all faculty members and should be read by all members.

## **5.17 Financial Institutions**

The University provides direct deposit to the bank or credit union the faculty member chooses.

# Faculty Handbook

---

## Appendix A Evaluation Instruments

### Faculty Evaluation of Administrators

- For the evaluation of College Deans, the Vice President of Academic Affairs and the University President, at least every three years.
- For the evaluation of Department Chairpersons by full-time faculty, in June of each year.

Evaluator: \_\_\_\_\_

Person evaluated: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluate the administrator on the basis of your opinion about his/her performance in each of the following objectives:

Very Strong	Strong	Weak	Very Weak	Don't Know
4	3	2	1	0

#### Dealing with Faculty

1. \_\_\_\_\_ Works effectively with faculty members
2. \_\_\_\_\_ Seeks information from faculty members before making decisions
3. \_\_\_\_\_ Able and willing to "open doors" for faculty members
4. \_\_\_\_\_ Facilitates faculty research and contracts
5. \_\_\_\_\_ Communicates effectively and fairly with faculty members on matters of tenure, rank, salary increases, teaching loads, and professional opportunities
6. \_\_\_\_\_ Represents the faculty's concerns to the administration

#### General Management

1. \_\_\_\_\_ Actively seeks to improve the work and learning environment
2. \_\_\_\_\_ Instills enthusiasm for professional goals
3. \_\_\_\_\_ Works effectively with other administrators
4. \_\_\_\_\_ Judges people perceptively and fairly
5. \_\_\_\_\_ Employs appropriate measures to assure maintenance and improvement of academic standards
6. \_\_\_\_\_ Fosters departmental (area) environment conducive to new trends in the disciplines
7. \_\_\_\_\_ Personally represents department (area) in such a way as to enhance respect for department (area)
8. \_\_\_\_\_ Delegates authority in a way which improves efficiency
9. \_\_\_\_\_ Works to keep morale high
10. \_\_\_\_\_ Encourages individual communication with her/him
11. \_\_\_\_\_ Manages secretary and office operations efficiently

# Faculty Handbook

---

## Scholarly Activities

1. \_\_\_\_\_ Keeps abreast of new developments and innovations in higher education and in his/her discipline
2. \_\_\_\_\_ Attends meetings at local, state and/or national level in his/her discipline

Describe this administrator's strengths.

How do you feel that this administrator may improve?

# Faculty Handbook

---

## Peer & Chairperson Evaluation of Faculty

1. For annual evaluations of non-tenured faculty by department chairpersons
2. For evaluation of tenured faculty and chairpersons by a committee of department peers at the end of every spring semester.

Evaluator: \_\_\_\_\_

Person Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Use the evaluation key below to indicate strengths and weaknesses of an instructor's performance in meeting professional objectives.

Very Strong	Strong	Weak	Very Weak	Don't Know
4	3	2	1	0

### **Teaching & Advising**

*This faculty Member:*

1. \_\_\_\_\_ Meets classes regularly
2. \_\_\_\_\_ Arrives on time for classes
3. \_\_\_\_\_ Announces & Posts 10 office hours per week
4. \_\_\_\_\_ Is available to students outside of class & office hours.
5. \_\_\_\_\_ Submits syllabus and course outline on time.
6. \_\_\_\_\_ Presents the course outline with requirements in regard to assignments & examinations at the beginning of each semester
7. \_\_\_\_\_ Explains in writing the grading system to students
8. \_\_\_\_\_ Justifies the number of assignments & examinations
9. \_\_\_\_\_ Corrects assignments & examinations & returns them promptly
10. \_\_\_\_\_ Is concerned about students & carefully checks the absences of students especially in 100 and 200 level courses
11. \_\_\_\_\_ Reports the absences of student taking 100-200 level courses to the Chair.
12. \_\_\_\_\_ Submits grades on time

### **Contribution to Department & University**

13. \_\_\_\_\_ Attends and participates in department, college, & faculty meetings
14. \_\_\_\_\_ Attends convocations & other university functions as designed in the contract
15. \_\_\_\_\_ Is a working member of at least one committee

# Faculty Handbook

---

## Scholarly Activity

- 16. \_\_\_\_\_ Participates in community service activities
- 17. \_\_\_\_\_ Attends & participates in professional meetings at local, state &/or  
national level
- 18. \_\_\_\_\_ Involves students in research, performance or creative activities
- 19. \_\_\_\_\_ Engages in other professional grants, performing, activities, publications, or  
exhibitions

Describe this instructor's most positive characteristics.

---

---

---

How do you feel the instructor might improve?

---

---

---

Signature of Evaluator \_\_\_\_\_

Signature of person being evaluated \_\_\_\_\_ Date \_\_\_\_\_

# Faculty Handbook

## Student Evaluation of Instructor

Instructor's Name \_\_\_\_\_

Class \_\_\_\_\_ Term \_\_\_\_\_

Evaluate the instructor on the basis of your opinion about his/her performance in each of the following objectives:

Excellent A	Good B	Average C	Below Average D	Non Applicable E
----------------	-----------	--------------	--------------------	---------------------

1. \_\_\_\_\_ The instructor clarified the student's responsibilities and grading procedure for the  
Comments: \_\_\_\_\_

2. \_\_\_\_\_ The instructor clearly and effectively communicated the knowledge of the subject matter.  
Comments: \_\_\_\_\_

3. \_\_\_\_\_ The instructor stimulated interest in the course materials.  
Comments: \_\_\_\_\_

4. \_\_\_\_\_ The assignments helped me learn the course material at a level consistent with course objectives.  
Comments: \_\_\_\_\_

5. \_\_\_\_\_ The instructor was available during specific office hours or was accessible by appointment.  
Comments: \_\_\_\_\_

6. \_\_\_\_\_ The instructor met classes regularly and arrived on time.  
Comments: \_\_\_\_\_

7. \_\_\_\_\_ The instructor uses examinations, quizzes and other evaluation methods that reflected the student achievement of course objectives.  
Comments: \_\_\_\_\_

8. \_\_\_\_\_ The instructor used technology in the classroom.  
Comments: \_\_\_\_\_

9. \_\_\_\_\_ In comparison with other instructors at Central State University, how would you rate the teaching effectiveness of this instructor?  
Comments: \_\_\_\_\_

10. \_\_\_\_\_ The instructor conveyed subject matter in a clear and organized fashion.  
Comments: \_\_\_\_\_

11. \_\_\_\_\_ The instructor had a strong command of the subject matter.  
Comments: \_\_\_\_\_

12. \_\_\_\_\_ I would recommend this instructor to other students.  
Comments: \_\_\_\_\_



# Faculty Handbook

---

## OVERALL EVALUATION

Strengths of Course and/or instructors:

---

---

---

---

Suggestions for improvement of the course or the instructor:

---

---

---

---

## ADDITIONAL COMMENTS

---

---

---

---

---

---

---

---

# Faculty Handbook

---

## Appendix B. Promotion and Tenure Sixteen (16) Points Criteria

### Resolution of the Faculty Senate

While we the members of the Faculty Senate of Central State University recognize that there are numerous and various methods to fulfill the publication requirements of the promotion and tenure process as defined by the current AAUP agreement, the following represent some clear and concrete methods with which the publication requirements can be met.

For promotion to Assistant Professor the candidate must document evidence of one (1) of the following in the candidate's area of expertise:

1. Published a substantive article in a professional journal.
2. Made a presentation to a local, state or national professional organization.
3. Published a review of a book, software, compact disc or musical or theatrical performance in a professional journal in the applicant's field of expertise.
4. Presented artistic work in an exhibition of local, statewide or national importance.
5. Participated in musical or theatrical events of local, statewide or national importance as a performer, author, or composer.
6. Published creative writing in a reputable magazine or anthology.
7. Published an annotated bibliography.
8. Prepared a technical report to fulfill requirements of a research grant.
9. Published work of scholarly or pedagogical nature in a non-print medium such as computer software, CD-ROM, video production or peer-reviewed on-line service.

For promotion to Associate Professor the candidate must document evidence of two (2) of the following in the candidate's area of expertise while at the rank of assistant professor:

1. Published a substantive article in a peer-reviewed professional journal.
2. Made a presentation to a state or national professional organization.
3. Received an award, grant, or fellowship for research or professional activity from a state or national agency.
4. Published six (6) reviews of a book, software, compact disc, or musical or theatrical performance in a professional journal in the applicant's field of expertise.
5. Participated in two (2) musical or theatrical events of statewide or national importance as a performer, author, or composer.
6. Published created writing in a reputable magazine or anthology of statewide or national importance.
7. Presented artistic work in two (2) exhibitions of statewide or national importance.
8. Published an annotated bibliography.
9. Prepared a technical report to fulfill requirements of a research grant.
10. Published work of scholarly or pedagogical nature in a non-print medium such as computer software, CD-ROM, video production or peer reviewed on-line service.

## Faculty Handbook

---

For promotion to Full Professor the candidate must document evidence of the following in the candidate's area of expertise while at the rank of associate professor:

1. Publication of a book by a reputable publisher.  
OR in lieu of requirement #1,
2. The candidate shall document evidence that he or she has accomplished any one of (a) through (f) **and** any one of (a) through (l):
  - a. Published substantive book chapter or article in a peer-reviewed professional journal.
  - b. Edited a substantial collective work of scholarship or professional writing.
  - c. Presented at least two papers at a multi-state or national professional conference.
  - d. Participated in a musical or theatrical event of national importance as a performer, author, or composer.
  - e. Published creative writing in a reputable magazine or anthology of national importance.
  - f. Presented artistic work in an exhibition of national importance.
  - g. Received two awards or grants for research or professional activity from a regional or national agency.
  - h. Served as editor or columnist in a multi-state or national professional journal for at least one year.
  - i. Made a presentation or served as a panelist in a multi-state or national professional conference.
  - j. Published an annotated bibliography.
  - k. Prepared a technical report to fulfill requirements of a research grant.
  - l. Published work of scholarly or pedagogical nature in a non-print medium such as computer software, CD-ROM, video production or peer-reviewed on-line service.

Revised Format for P& T Dossiers  
As Adopted by the University Senate May, 1993

All materials should be included in your dossier at the time you submit it. Please have letters of recommendation addressed to your Department Chairman or Library Director as appropriate.

1. **Letter of Request:** Address the letter to your Department Chairperson or Library Director; specify exactly what you want to be considered for.
2. **Copy of Initial Employment Contract.** (Applies only to non-tenured faculty): Your initial employment contract will indicate exactly when you were first employed by the university and the years of prior service you have been granted. This information will allow the committee to verify your eligibility for promotion or tenure. This copy of your initial contract of employment need not include your salary.

# Faculty Handbook

---

Or

Evidence of initial Date of Promotion (For faculty who have received a promotion of tenure at CSU), document the effective date of your new rank by including your first contract at that rank or a letter from the Vice President of Academic Affairs or the Board of Trustees recognizing your promotion.

3. **Curriculum Vita.** Please include address and phone number at which you can be contacted. Include a list of all promotions and effective dates of promotion.
4. **Instructional Assignments:** List courses taught at CSU. Separately list courses taught at other schools, including when and where.
5. **Teaching Loads.** List contact hours taught for the last six quarters. Include through explanation if your teaching load is significantly above or below the norm.
6. **Publications:** List academic publications according to the following categories: refereed journals, books and other. (Other may include chapter in books, proceedings of meetings, texts which you have edited or co-edited.) We encourage you to document your publications with reviews of your work, letters of acceptance from editors, photocopies of the pages, etc. Do not include self-published works or non-academic publications in this category.
7. **Research:** Include past, ongoing and planned research. Describe your research briefly but include specifics. Specify whether the research was funded or unfunded, published classroom materials or texts, articles involving research and printed in non-refereed or on-campus publications should be included here. Photocopies of up to ten pages of... written work may be included here.
8. **Evidence and Recognition of Scholarly Contributions:** Include grants received, professional and institutional affiliations and memberships, meetings attended, papers commented on, presentations given, sessions chaired, positions held, etc. Again, try to be brief but specific. Do not duplicate information from #6 and #7 above.
9. **Committee Assignments:** List standing and ad hoc committees of the University, the University senate, your college and your department. Describe your role in accomplishing specific tasks. Give dates of service.
10. **University Service:** Include positions held (e.g. Department Chairperson, President of Senate, Advisor of Gold Torch, member of speakers bureau) and describe your role in accomplishing specific work or completing specific tasks. Do not duplicate #9.

## Faculty Handbook

---

11. **Public Service:** Include participation in the activities and institutions of the community on any level. For example, list any publicly elected offices, educational efforts through letters to the editor, public school involvement, church involvement; youth support work, community service groups' personal or professional services.
12. **Qualitative Assessment by the Faculty Member:** This is your chance to say it all. Why should you get what you are asking for?
13. **Evaluations of Teaching Effectiveness by Students:** Please include printouts of course and teacher evaluation with your own interpretation of what they say about you as a teacher. We encourage you to solicit letters from graduates of Central State who were your students and can speak in detail about the impact you had on their academic career and life. Letters of testimony from currently enrolled students may also be included, but such students must be presumed for institutional reasons to have a vested interest in writing such letters. Therefore, such letters should be carefully selected and should not be relied on as the only source of student input about your teaching. Letters from student currently enrolled in your classes should be avoided.
14. **Evaluations of Teaching Effectiveness and Scholarly Activity by Faculty:** Please ask Colleagues who are familiar with your teaching and scholarship in some detail to write letters for you. Letters from colleagues who hold at least the rank for which you are applying are encouraged.
15. **Evidence of Cooperation and Responsible Participation in Departmental and University Activities:** Include letters from chairs of committees, co-workers or others addressing specifics of participation in and contribution to getting things done.
16. **Letters from Scholars and Peers Outside of Central State University:** Please ask people in your teaching field who know your work well to write letters for you. They should include specifics of how long they have known you, how well and in what capacity and they should speak to both professional and personal traits which suit you to be a teacher and director of students. Their letters should include institutional information about themselves (e.g. their institutional affiliation, rank, positions held, etc.). If they do not give such information, please supply that information to the committee. Character references or letters from people who are not involved with you through your academic work may be included, but are not necessary and should not be a major part of material you provide.

# Faculty Handbook

---

## 2009 -2010 Handbook Committee

Ms. Lugene Bailey, Chair  
Dr. Victor Aimiuwu  
Mr. Dwayne Daniel  
Dr. Amy Hobbs-Harris  
Dr. Patricia Johnson-Dalzine  
Dr. Hazel Latson  
Dr. Krishnakumar Nedunuri  
Dr. Lynn Rigsbee  
Mr. James Smith  
Dr. Joe Ross, Senate Chair  
Ex officio  
----

Cover Design: Mr. Dwayne Daniel

## Appendix C Implementations for Curriculum Changes