

MINUTES
Central State University
Board of Trustees Regular Meeting
University Student Center – Room 203
November 6-7, 2025

Notice having been given in accordance with the amended Board of Trustees Code of Regulations, the following members met on November 6 and 7, 2025, on Central State University’s campus. The meetings were open to the public and trustees attended in-person or virtually in compliance with O.R.C. 121.22.

CALL TO ORDER

On November 6, 2025, Trustee Gamblin called the meeting to order at 2:30 p.m.

Arcola Whatley called the roll, and a quorum was announced (*seven voting trustees*).

Voting Trustees

Jacqueline Y. Gamblin, Chair	Present (in-person)
Natalia S. Harris, Vice Chair	Present (in-person)
Richard C. Perry	Present (in-person)
Jason R. Manns	Present (in-person)
Linda D. Matthews	Absent
Shon P. Anderson	Present (in-person)
James L. Ervin, Jr.	Present (in-person)
Ervan D. Rodgers	Present (in-person)

Student Trustee

Asia T. Brown	Absent
---------------	--------

Others present were members of the administration including Morakinyo Kuti, Kevicia Brown, Amy Hobbs, Rebecca Kocher, David Massey, Arlene Nicholas-Phillips, Adrian Petway, Jose Toledo Arcola Whatley and Chris Widener.

EXECUTIVE SESSION

At 2:47 p.m., Trustee Gamblin announced that in keeping with the provisions of the state’s “sunshine law” and Amended Section 121.22 of the Ohio Revised Code, the board members will meet in an executive session to discuss pending litigation.

Ms. Whatley conducted a roll call vote to adjourn into executive session with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Jason R. Manns, Shon P. Anderson, James L. Ervin, Jr and Ervan D. Rodgers. The motion was unanimously approved with seven affirmative votes.

The regular meeting was recessed, and the members moved into executive session. Trustee Gamblin made a motion to come out of executive session at 4:50 p.m. The motion was seconded by Trustee Perry and passed unanimously. No action was taken within executive session.

At 5:00 p.m., Trustee Gamblin adjourned the meeting until 9:00 a.m. on November 7, 2025.

BOARD MEETING RECONVENED – November 7, 2025

On November 7, 2025, the following members met on Central State University’s campus in University Student Center, Room 203.

CALL TO ORDER

Trustee Gamblin called the meeting to order at 9:15 a.m.

Ms. Whatley called the roll, and a quorum was announced (*six voting trustees*).

Voting Trustees

Jacqueline Y. Gamblin, Chair	Present (in-person)
Natalia S. Harris, Vice Chair	Present (in-person)
Richard C. Perry	Present (in-person)
Jason R. Manns	Present (in-person)
Linda D. Matthews	Absent
Shon P. Anderson	Present (in-person)
James L. Ervin, Jr.	Present (virtual)
Ervan D. Rodgers	Absent

Student Trustee

Asia T. Brown Present (in-person)

Others present were members of the administration including Morakinyo Kuti, Kevicia Brown, Amy Hobbs, Rebecca Kocher, David Massey, Arlene Nicholas-Phillips, Adrian Petway, Jose Toledo Arcola Whatley and Chris Widener.

APPROVAL OF AGENDA

Trustee Gamblin asked for a motion to amend the agenda to include the “Financial Update-FY26 Budget Review” with the financial dashboard report and added that there will also be a special presentation from Dr. Kuti under “New Business.” Trustee Ervin moved to approve the agenda as amended. The motion was seconded by Trustee Harris and passed unanimously.

READING AND APPROVAL OF THE BOARD OF TRUSTEES MEETING MINUTES

Trustee Ervin moved to approve the minutes of the September 12, 2025, regular board meeting as presented. The motion was seconded by Trustee Manns and passed unanimously.

NEW BUSINESS

President’s Report. President Kuti welcomed the new president of the National Alumni Association, Tracy Bell-Williams, as well as the chief of staff and senior policy advisor with the Ohio Department of Higher Education, Bill Bennett. President Kuti presented remarks with a focus on the university’s physical environment and financial landscape with the understanding that these are two essential areas needed to ensure student success. For many years and many reasons, the buildings on campus have not received the level of care, modernization and strategic investment they require. He expressed his deepest appreciation to Governor Mike DeWine for the immediate and direct support to identify infrastructure challenges. Governor DeWine has directed multiple state agencies to help CSU address its critical health and safety needs while working towards building a long-term platform of support. The state agencies that will be assisting include the Ohio Department of Commerce, Facilities Construction Commission (“OFCC”), and Department of Administrative Services (“DAS”) and they have all been on campus for the past week. DAS Director Kathleen Madden and others have been in

practically every administration building, looked at fire and safety concerns, inspected elevators and the water pump station to evaluate the needs of the physical facilities. The university is working with the state agencies to come up with a systematic plan to prioritize the needs across campus and determine the next steps. The university is working with state officials to use currently allocated HBCU funds to address the needs. In addition, Title III funds may be used to resolve compliance issues at some of the academic buildings and Governor DeWine has provided in-kind services from state agencies which include repair of the water pump station.

Regarding the pillar of “Academic Excellence,” the university is partnering with Omega CDC, The Hope Center for land-grant services and a pathway to CSU; Henny Penny for student experiential learning; and the Dayton Public Schools to broaden the pipeline for students to enroll at CSU. He presented activities regarding “Continuous Improvement and Operational Excellence” including moving the Office of Admissions, Facilities Department and the Office of Public Safety under the Office of the President to ensure all resources are available to support these areas. President Kuti thanked Drs. Hobbs and Petway for their leadership in temporarily overseeing these departments. For “Research and Public Service,” President Kuti has begun a year-long community engagement process with the Miami Valley Urban League to produce an updated “State of Black Dayton.” Lastly, he presented an update on key performance indicators from Sponsored Programs and Administration. Trustee Gamblin thanked President Kuti for his remarks and added that the board understands the criticality and severity of the infrastructure needs that have been identified and will need to be integrated in the long-term plan. There are immediate needs to be addressed and triaged, but the board also needs to make a sustainable plan that ensures the university has a bright future and is not in a situation again due to maintenance issues. She noted that the board supports the ODHE and Governor’s Office in their efforts and the board is taking the situation seriously and strives to be transparent. She thanked the board for their engagement and noted that discussions are ongoing on how to move forward. There will be a couple of other board action today regarding organization of committees and such.

Student Trustees Report. Student Trustee Asia Brown presented details of the “Lead Together” conference that was sponsored by the university. The conference was well attended by several student organizations and elevated Central State University’s student leadership in unity and strength. Ms. Brown thanked the board and leadership for their support in making this effort possible and investing in CSU’s student body. Trustee Perry and Harris commended Ms. Brown for her initiative in organizing the “Lead Together” conference and demonstrated leadership.

Committee Reports. Trustee Anderson, chair, Budget and Finance Committee, stated that during yesterday’s committee meeting, the topics of discussion included financial reporting, a forecasted cash position and the ongoing monthly reporting to the board via the TEAMs portal. In addition, the committee discussed the university’s Information Technology strategic plan and forecasting abilities. He added that Dr. Petway presented metrics for tracking purposes along with staffing needs.

Trustee Manns, chair, Institutional Sustainability Committee, presented updates from Institutional Advancement and Research and Economic Development (“RED”). He mentioned that Homecoming was a great success and fundraising for the event over last year was significantly increased. Regarding overall fundraising efforts, the university’s investment portfolio is consistent compared with last year but interestingly, there has been a significant increase in the number of donors, corporations and individuals such as alumni, which may be an early indicator of much more potential in fundraising. Ms. Kocher presented an update to the committee regarding the Innovation and Development Foundation (CSU-IDF”) and stated that she is working to fill the vacant seats on the board as well as officers.

Regarding the university’s RED and land-grant programs, Dr. Toledo presented an update in federal and state funding. Even though this area has become more challenging based on the political

landscape, RED brought in \$16 Million of \$26 Million in funds but it should be noted that some is coming in from prior grants and this funding is critical to Central State's financial success. Another topic of discussion was about facilities and the preservation needed, especially for Emery Hall, and the completion of the new research building and storage facility are coming along phenomenally. These three projects total \$29 Million.

Dr. Hobbs presented a summary of topics discussed in the Student Success Committee yesterday. She stated that presentations included highlights from Academic Affairs, University Senate and Athletics. Regarding Academic Affairs, there are five new policies related to faculty work that are required to comply with the "Advance Ohio of Higher Education Act." These were developed through internal organizations and IUC working groups and were reviewed through multiple town hall meetings, by University Senate and the Policy Review Committee, and these will be submitted to ODHE once approved by the Board of Trustees. University-wide initiatives were discussed to improve retention including pursuing private donations for GAAP funding, scholarships for students, and enhancement of CSU's communication campaigns to encourage students to register early. In addition, moving the date to impose a late registration fee was discussed along with increasing the use of Navigate 360 which is the communication tool with students. Other discussion topics included the academic departments' intensive work on curriculum to comply with new state regulations around low producing degree programs, development of the College of Business doctoral degree and accreditation site visit, and a new Master of Science degree in agriculture.

Dr. Ken Hayes, president, University Senate, presented a discussion on the work that the faculty is doing through the senate regarding the new policies, a tracker around the curriculum approval process, review of new courses for the civics literacy designation and curriculum changes to comply with the Ohio Transfer 36 Module. Also, Ms. Kevicia Brown, athletic director, shared with the committee all of the successes that are happening in athletics. In collaboration with Academic Affairs, the university is initiating a new passport program to improve and intensify students' sense of belonging. Trustee Gamblin thanked Dr. Hayes, the faculty and Dr. Hobbs for getting the program reviews completed and keeping the university on track to move forward with compliance initiatives for Senate Bill 1.

Trustee Harris, chair, Governance Committee, acknowledged Central State's new general counsel, Arcola Whatley, and the level of preparation that she brought to the meeting yesterday in order for a seamless continuance of the work moving forward was appreciated. The committee first discussed the board's requirements under Senate Bill 1 and the Ohio Auditor of State's report. Senator Widener discussed the different legislative bills and advocacy agenda and there are resolutions to be considered today regarding changes to the board's code of regulations. A resolution has been drafted regarding virtual meetings in compliance with a recent amendment to the Open Meetings Act that permits public bodies to meet virtually under certain circumstances.

Reorganization of Institutional Sustainability Committee. There was a discussion to reorganize some of the board's committees to facilitate the work that the board needs to do most efficiently and entails delegating the authority and responsibilities of the Institutional Sustainability Committee as a subcommittee of the Budget and Finance Committee. To make this change pursuant to the board's code of regulations, the board will need to vote on the action.

Trustee Harris requested a motion to delegate the authority and duties of Institutional Sustainability to the Budget and Finance Committee. Trustee Ervin moved to delegate the authority and duties of Institutional Sustainability to the Budget and Finance Committee and Trustee Manns seconded the motion. Ms. Whatley conducted a roll call vote with the following results: Voting "yes" – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Jason R. Manns, Shon P. Anderson and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes. In addition, Trustee Harris stated

that a new subcommittee under the Budget and Finance Committee will be focused on facilities and the board chair will be appointing individuals to the subcommittee, to allow the board to be more engaged to monitor some of the matters that are being completed. Trustee Gamblin thanked the committee chairs for their reports and working with their administrative liaisons.

Trustee Ervin moved to recess the meeting at 10:15 a.m. for a short break and Trustee Manns seconded the motion. Ms. Whatley conducted a roll call vote to recess the meeting with the following results: Voting “yes” – Jacqueline Y. Gamblin, Natalia S. Harris, Richard C. Perry, Jason R. Manns, Shon P. Anderson, and James L. Ervin, Jr. The motion was unanimously approved with six affirmative votes. Trustee Gamblin stated that the meeting has been recessed and will be reconvened at 10:25 a.m.

Divisional Dashboard Reports. Dr. Adrian Petway, Vice President for Administration and Finance and CFO, stated that in yesterday’s committee meeting, there was a very robust discussion regarding the university’s finances. Today, the presentation will include an emphasis on the university’s projected versus actual budget for unrestricted funds. She pointed out that the “tuition and fees” account line is showing a negative amount because the university fell slightly short of its projected enrollment budget. With this said, the “room” account line shows a significant increase over the projected budget which makes up for the shortage in “tuition and fees.” The increase is because more students are living in the residence halls and selecting a higher room rate than projected. On the expense side, most all account lines are on track as projected except for “academic support” and “scholarships & fellowships.” The university has overspent the scholarship fund, in part due to the enrollment payment process for the fall semester. Trustee Harris asked how the university plans to decrease the deficit. Dr. Petway responded that the university is using one-time financial aid dollars to cover some of the scholarships that have been awarded this semester and working on strategies to cover the remaining negative balance because the deficit does not have a permanent funding source. Trustee Gamblin commented that yesterday, the committee discussed moving some of the outstanding student accounts receivable to the Attorney General’s Office for potential collections.

Dr. Petway provided updates from the departments that report to Administration and Finance. From the Office of Public Safety, there has been a decrease in violent acts and disruptions, and the Controller’s Office has hired student interns to provide on-the-job training to complement their academic experience. Key performance indicators were discussed in the areas of Business Services, Purchasing and Human Resources. Trustee Gamblin thanked Dr. Petway for her emphasis on financial reporting and customer service.

Mr. David Massey, CIO, provided updates to focused and specific questions from Trustee Gamblin. Regarding “software cadence,” Mr. Massey stated that the only software that has regular patches—application or enterprise—is Microsoft Windows Server and Microsoft end user devices. Microsoft issues patches on the first Tuesday of every month which are installed in test environments before releasing into production to make sure these run effectively, and there are zero servers or systems that are unpatched. He explained that Slate and D2L run in the cloud and the vendors continuously update the software on Central State’s behalf, and Banner is run on a hosted site in Columbus. The university is now on Banner 9 which allows IT to update the Linux servers that the system is hosted on, and every end user device that IT can contact is on Windows 11 so that they are receiving security and functional updates on a regular basis. Mr. Massey added that one concern was regarding encryption on the network with this being measured from Level 0 through 5. Since the last board meeting, the university was at Level 0 and has improved to 1, and IT now has a progression path to move forward to Level 5 which is the full deployment of Microsoft Kerberos encryption by next spring. In addition, there are several Windows Server versions that are still supported through Windows Server 2025. The university is running Windows Server 2016 on only one server but mostly Windows Server 2024, and

Windows Server 2016 is still supported by Microsoft and continues to receive security and functional updates.

Trustee Gamblin asked how close the university is to “zero day.” Mr. Massey explained that this is the time when Microsoft discovers a fault in its software and the system is vulnerable to unauthorized access when a patch is issued. When the university receives patches on “Patch Tuesday,” IT immediately runs the update in a protected environment, and the release is usually no later than the following Tuesday, and the university is as close to “zero day” as practical. Mr. Massey added that all patches recommended and pushed by DAS where the university’s servers are hosted, these are being accepted. Mr. Massey commended Mr. Matthew Kirksey for identifying several security concerns related to financial aid, and it was a perfect opportunity to turn his concerns into a project for the data governance team headed by Trustee Rodgers.

Senator Widener provided an update on Government Relations in areas such as land-grant program development, the legislative adoption of the next capital bill, and other activities happening on campus. Government Relations continues to assist the president and the land-grant team for the development of the program and many invitations have been extended to legislators or others. Regarding the priorities on the legislative agenda, the three statewide priorities are consistent with last year being the new College of Allied Health, deferred maintenance fund which was recently revised for capital bill consideration for 2026 at \$69 Million, and research and extension match. In addition, an advocacy with PDAC has been ongoing where PDAC is the Dayton area regional system for support services to request consideration for capital projects led primarily by the Dayton Development Coalition. Central State submitted its College of Allied Health proposal, and it is very important for federal and state legislators to see it show up on PDAC’s list. In addition, the university’s Semiconductor Center for Excellence Workforce Training project was also submitted. Government Relations has managed many IUC requests and assisted with congressional meetings regarding the land-grant anniversary event along with follow up to requests from congressional offices related to the university’s research grant. Other activities include development of the capital projects list for 2027/2028 and assistance with the City of Xenia water and sewer infrastructure memorandum of understanding.

Dr. Amy Hobbs, Provost and Vice President for Academic Affairs, presented highlights from her division and commented that some updates have already been shared during the Student Success Committee report. She thanked faculty and staff for their efforts and teamwork including the vice provosts. One of the main focuses in Academic Affairs is to increase retention and the division has many initiatives to accomplish its goal. In the College of Humanities, Arts, Social Sciences and Education (“CHASE”), the dean has created a committee on retention as well as a Student Advisory Council. This is a wonderful example of how the university’s academic leaders are engaging with students. In addition, Dr. Hobbs is meeting monthly with the Student Government Association (“SGA”) Executive Board. At the last meeting, SGA brought up some concerns about their need to communicate directly with students and, as a result, Academic Affairs is looking to allow access for specific members of the Executive Board to the student-wide email system. Other SGA requests were that students want a concrete list of scholarships and an entrepreneurial zone for students to run their small businesses rather than out of the residence halls or library.

Academic Affairs is working with “care teams” to improve the university’s use of a communication tool, Navigate360, which is the primary method of communication with students. New “care teams” have been created which will allow for increased targeted campaigns to flag student populations and alert follow-ups in athletics, Honors College, Career Services, and the tutoring center. Also, a new “Student Persistence/Retention Concerns” alert and “Potential Intent to Withdraw” hand raise will notify the Chief of Staff and Ombudsman along with Academic Affairs leadership. As a result of the tutoring center’s efforts, there has been a 48% uptick this year over last year in students taking advantage

of tutoring services. Lastly, Dr. Hobbs presented the goals for each college and updated the board on the progress and key performance indicators. Trustee Harris asked for retention data for 2025 and 2024 relative to 2023. Dr. Hobbs responded that the university's retention rate for fall 2025 was 50% for students who attended last fall and returned for the fall of 2025. The retention rate for the year prior was 56% and the 6% drop is why the university has put so much emphasis on retention. This year, the university is doing something different and has allowed each college to set its own goals. The university-wide goal is to get retention to start with a "six" next year meaning 60% or higher.

Ms. Kevicia Brown, Athletic Director, presented updates from the athletics department. She covered information about renovations to Walker gymnasium and detailed the new athletics passport program which will target student retention, persistence and development. In addition, she presented highlights from the sports programs along with key performance indicators.

Ms. Rebecca Kocher, Vice President for Institutional Advancement, presented highlights from Institutional Advancement regarding fundraising and marketing efforts. The university has been working diligently to reinvigorate the Innovation Development Foundation ("CSU-IDE") board, which is the philanthropic arm for the institution. Ms. Kocher noted that any gifts or support will go through the Innovation Development Foundation. The board recently had its first annual meeting and is continuing to strengthen its governance policies. Because of Institutional Advancement's great stewardship, the university received \$177,000 from the "About Love" scholarship to support students which is an increase over previous years. Central State's homecoming event showed a substantial increase in revenue over last year as the university focused on improved processes, strategy and sustainable practices. This is exciting because philanthropic dollars from individuals have declined since COVID. The 1887 Legacy Society was recently launched on July 1 which is the planned giving society and so far, the university has documented \$1.15 Million in deferred gifts. Institutional Advancement has hired a new communications manager who will start next week. She commented that marketing and communication is an important part of the entire team and contributes to the success of Central State through media touches and such. Next week, the university is launching a GAAP scholarship drive for tuition assistance for students who receive their federal funding and have done what they can, and sometimes it is as low as \$500 that can keep a student from being retained. Institutional Advancement is working with financial aid to appropriately award to push persistence and retention rates through the calendar year end. Ms. Kocher presented a comparison of data on the total fundraising cash-in amounts by fiscal year which showed an increase for FY26 and the number of donors and gifts has increased as well.

Dr. Jose Toledo, vice president for Research and Economic Development ("RED") and director, 1980 Land Grant Program, presented highlights in strategic investment and innovation in RED and the 1890 Land-Grant program. He updated the progress on the new research building in the Research and Demonstration Complex. Other projects include restoration of Emery Hall and completion of the farm equipment storage facility. Key performance indicators included the awarding of 95 student scholarships.

Trustee Gamblin thanked leadership and faculty for the presentations today and the board looks forward to the continued momentum.

PRESENTATION AND DISCUSSION OF RESOLUTIONS

Ms. Whatley read the following resolutions aloud and noted that these are available in full text on the Board's TEAMS portal.

RESOLUTION 2025-49

PERSONNEL ACTIONS (September 2025)

Be it resolved, upon the recommendation of the President and with the concurrence of the Board of Trustees, that the following personnel actions made during September 2025, be approved: the university made eight appointments, two promotions and five separations.

Trustee Manns moved to approve the above resolution. The motion was seconded by Trustee Perry and passed unanimously.

RESOLUTION FOR 2025-50

APPROVAL OF PROFESSIONAL SERVICES FOR ENROLLMENT FUEL

WHEREAS, Central State University seeks resources to provide the ability to have a comprehensive Strategic Enrollment Management solutions provider. Its holistic, tailored, and institution-specific approach uses detailed analysis, emerging and proven technologies, actionable reporting, and targeted tactics to help the university meet our enrollment goals; and

WHEREAS, EnrollmentFUEL brings together all the elements of admissions and financial aid, including Student Search, digital marketing, effective communication plans, recruitment strategies, scholarship metrics, financial aid policy and process enhancements, CRM solutions, temporary staffing, coaching, and training; and

WHEREAS, Central State University has entered into an agreement with an external company to provide the essential services; and an experienced partner who understands the students it serves and the unique challenges the university faces. Central State University needs to receive clear data and assistance with determining how to proactively reach prospects. The university recognizes the power of Slate and wants to maximize its investment by creating a seamless transition of data, and

WHEREAS, EnrollmentFUEL, located at 136 East Rosemary Street, Suite 100, Chapel Hill, NC 27514, has contracted with the university to provide a comprehensive Strategic Enrollment Management solutions provider. Its holistic, tailored, and institution-specific approach uses detailed analysis, emerging and proven technologies, actionable reporting, and targeted tactics to help the university meet our enrollment goals; and

WHEREAS, Central State University shall pay EnrollmentFUEL no more than \$169,000.00 for the Work. The total amount due shall be computed according to the following cost schedule: Invoices for two installments will be submitted. The first installment will be for 50% of the Services, which will include all up-front costs and will be invoiced after EnrollmentFUEL receives a purchase order. The second installment for the remaining balance will be invoiced on October 1, 2025. EnrollmentFUEL's invoicing terms are due upon receipt. Past due invoices will accrue interest: 1.5% will be added to invoices for each 30 days past due, and

WHEREAS, EnrollmentFUEL shall not be reimbursed for travel, lodging or any other expenses incurred in the performance of Work, and

WHEREAS, the contract period is from July 10, 2025, and ends on June 30, 2026. The funding for this effort is provided from the FY25 Education & General (E&G) budget.

NOW THEREFORE, BE IT RESOLVED, based upon the recommendation of the President, and with the concurrence of the Budget and Finance Committee, that Central State University Board of Trustees approves professional services provided by EnrollmentFUEL in fiscal year 2025.

Trustee Ervin moved to approve the above resolution. The motion was seconded by Trustee Manns and passed unanimously.

RESOLUTION FOR 2025-51

APPROVAL OF PROFESSIONAL SERVICES FOR JOURNAL STORAGE (JSTOR) (DIGITAL JOURNAL)

WHEREAS, Central State University seeks resources to provide the Journal Storage (JSTOR) Unique Multidisciplinary Journal Collections covering the Arts and Sciences, it is necessary to continue building the Hallie Q. Brown Library's electronic collections to support teaching and research as well as the accrediting programs of the university; and

WHEREAS, Arts and Sciences Collections (I, II, and IV) have been the most used from January 2024 – August 2025 from the university current JSTOR journal subscriptions, and the Hallie Q. Brown Library will purchase the collections from the FY25 Title III funding; and

WHEREAS, JSTOR offers fifteen (15) Arts and Sciences Collections that span 60 disciplines. All issues, from volume 1, issue 1, are provided for every journal up to the moving wall, including all related titles; and

WHEREAS, the one-time purchase is for the three (3) collections, the Central State's Hallie Q. Brown Library will receive a reduction in our ongoing JSTOR Archive annual access fee and full access fee by a total of \$4,200 for the upcoming fiscal year; and

WHEREAS, JSTOR is a one-time payment of \$63,00.00, which is due in September 2025. The funding for the Unique Multidisciplinary Journal Collections is provided from the FY25 Title III funds; and

WHEREAS, JSTOR is located at 151 East 61st Street, New York, NY 10065, has contracted with the university a digital library that provides online access to a vast archive of scholarly journals, e-books, primary sources, and scholarly images across various academic disciplines.

NOW THEREFORE, BE IT RESOLVED, based upon the recommendation of the President, and with the concurrence of the Budget and Finance Committee, that Central State University Board of Trustees approves the professional services provided by JSTOR Unique Multidisciplinary Journal Collections in the FY25 Title III funding.

Trustee Ervin moved to approve the above resolution. The motion was seconded by Trustee Manns and passed unanimously.

RESOLUTION FOR 2025-52

APPROVAL OF PROFESSIONAL SERVICES FOR JOURNAL STORAGE (JSTOR) (E-BOOK COLLECTIONS)

WHEREAS, Central State University seeks resources to provide the Journal Storage (JSTOR) digital e-book subject collections covering the Biological Sciences, Environmental Science, Criminology and Criminal Justice, Business, Agriculture, Engineering, and Sustainability is necessary to continue building the Hallie Q. Brown Library collections to support teaching and research as well as the accrediting programs of the university, and

WHEREAS, JSTOR customized e-book subject collections are from multiple participating publishers and packaged by the JSTOR to eliminate the need to purchase each title at list price from the publisher's website.

WHEREAS, Central State's Hallie Q. Brown Library is currently receiving a discount of 60% off list price on each of the e-book collections covering books from 2014-2024, and the offer is valid through the end of July 2025.

WHEREAS, JSTOR is a one-time payment of \$93,379.00, which is due in September 2025. The funding for the e-book collection is provided from the FY25 Title III funds, and

WHEREAS, JSTOR is located at 151 East 61st Street, New York, NY 10065, has contracted with the university a digital library that provides online access to a vast archive of scholarly journals, e-books, primary sources, and scholarly images across various academic disciplines.

NOW THEREFORE, BE IT RESOLVED, based upon the recommendation of the President, and with the concurrence of the Budget and Finance Committee, that Central State University Board of Trustees approves the professional services provided by JSTOR in the FY25 Title III funding.

Trustee Perry moved to approve the above resolution. The motion was seconded by Trustee Harris and passed unanimously.

RESOLUTION 2025-53

APPROVAL OF TENURE AND FULL PROFESSOR OF OCEANOGRAPHY FOR DR. FRANK HALL

WHEREAS, the University hired Dr. Frank Hall as the Dean of the John W. Garland College of Engineering, Science, Technology, and Agriculture in the Division of Academic Affairs; and

WHEREAS, it is desired that the appointment includes tenure status and full professor rank in the Department of Engineering and Technology in John W. Garland College of Engineering, Science, Technology, and Agriculture; and

WHEREAS, Dr. Hall has come to Central State having compiled a distinguished academic record and having earned tenure and full professor rank at Southern Utah University, Cedar City, UT and Worcester State University, Worcester, MA; and

WHEREAS, the tenured and full professor rank faculty members in the Department of Engineering and Technology and the Department Chair of Engineering and Technology and Director of the Office of Graduate Programs recommended tenure status and full professor rank; and

WHEREAS, the Student Success Committee has considered the Administration's recommendation for award of tenure and full professor of Oceanography; and concurs with the recommendation of the Administration.

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Student Success Committee, that the Board of Trustees, hereby, approves the award of tenure status and full professor rank in the Water Resources Management department for Dr. Frank Hall effective August 11, 2025.

Trustee Ervin moved to approve the above resolution. The motion was seconded by Trustee Manns and passed unanimously.

RESOLUTION 2025-54

APPROVAL OF TENURE FOR DR. JESS HARTSHORN

WHEREAS, the University hired Dr. Jess Hartshorn as the Research Associate Professor of Forestry in the Agricultural Research and Development Program in the Land-Grant program; and

WHEREAS, it is desired that the appointment includes tenure status in the Agricultural Research and Development Program; and

WHEREAS, Dr. Hartshorn has come to Central State having compiled a distinguished academic record and having earned tenure and associate professor rank at Clemson University in Clemson, South Carolina; and

WHEREAS, the tenured Associate Research Director of the Agricultural Research and Development Program and interim Dean of the John W. Garland College of Engineering, Science, Technology, and Agriculture recommended tenure status; and

WHEREAS, the Student Success Committee has considered the Administration's recommendation for award of tenure; and

WHEREAS, the Student Success Committee concurs with the recommendation of the Administration.

NOW, THEREFORE, BE IT RESOLVED, upon the recommendation of the Student Success Committee, that the Board of Trustees, hereby, approves the award of tenure status in the Agricultural Research and Development Program in the Land-Grant program for Dr. Jess Hartshorn effective June 16, 2025.

Trustee Perry moved to approve the above resolution. The motion was seconded by Trustee Manns and passed unanimously.

RESOLUTION 2025-55

APPROVAL OF 2025-2026 CENTRAL STATE UNIVERSITY FACULTY ANNUAL PERFORMANCE EVALUATION POLICY

WHEREAS, section 3345.451 of the Ohio Revised Code and the Advance Ohio Higher Education Act (SB1) require state-institutions of higher education to implement a Faculty Annual Performance Evaluation policy; and

WHEREAS, the purpose of the evaluation procedure described herein is twofold: to help faculty members improve their professional performance; and to provide those individuals responsible for making career decisions with information regarding faculty-performance; and

WHEREAS, the Administration subscribes to the principle of a university-wide evaluation program as a means of evaluating the performance of the members of the various components of the University, and as a tool to assist members of the University to improve their performance, and to maximize their growth in the profession.

WHEREAS, the scope of faculty evaluations will include student evaluations of faculty, department/unit peer evaluations of faculty, self-evaluations, and departmental evaluation of department chairpersons; and

WHEREAS, the scope of the specific procedures for student evaluation of faculty will be those most recently adopted by the University Senate. Any modification of these procedures must be approved by the University Senate and the Provost and Vice President for Academic Affairs; and

WHEREAS, the following three questions shall be included in each institution of higher education's student evaluation of faculty; and

1. Does the faculty member create a classroom atmosphere free of political, racial, gender, and religious bias?
2. Are students encouraged to discuss varying opinions and viewpoints in class?
3. How effective are the teaching methods of this faculty member?

WHEREAS, faculty members will be evaluated by students each semester in classes they teach; and

WHEREAS, the Central State University will administer and maintain a comprehensive the Faculty Annual Performance Evaluation to include the Ohio Department of Higher Education recommended questions consistent with the purposes and principal stated above; and

WHEREAS, the Faculty Annual Performance Evaluation policy must be updated and adopted every five years **effective from the date of adoption**; and

WHEREAS, the Student Success Committee concurs with the recommendation of the proposed policy;

NOW, THEREFORE, BE IT RESOLVED that Central State University Board of Trustees approves the Central State University Faculty Annual Performance Evaluation policy. (See Attachment A.)

Trustee Ervin moved to adopt the above resolution and Trustee Manns seconded. Trustee Harris stated that relative to the discussion, she suggested to add the language to the resolution: "effective from the date of adoption" and the wording should also be added to the policy. Trustee Ervin moved to approve the above resolution as amended. The motion was seconded by Trustee Manns and passed unanimously.

RESOLUTION 2025-56

APPROVAL OF 2025-2026 CENTRAL STATE UNIVERSITY FACULTY POST-TENURE REVIEW POLICY

WHEREAS, section 3345.453 of the Ohio Revised Code and the Advance Ohio Higher Education Act (SB1) require state-institutions of higher education to implement a Faculty Post-Tenure Review policy; and

WHEREAS, the University affirms that post-tenure review is intended not as a punitive measure, but as a constructive process to support faculty in achieving sustained professional development and maintaining high standards of performance; and

WHEREAS, a post-tenure review shall be conducted when a Faculty Member receives a rating of “does not meet expectations” in the same evaluative category for a minimum of two of the past three consecutive years on the Faculty Member’s annual evaluation conducted pursuant to the Faculty Annual Performance Evaluation Policy; and

WHEREAS, a post-tenure review policy must be updated and adopted every five years **effective from the date of adoption**; and

WHEREAS, the Student Success Committee concurs with the recommendation of the proposed policy; and

NOW. THEREFORE. BE IT RESOLVED Central State University Board of Trustees approves the Central State University Faculty Post-Tenure Review policy. (See Attachment B.)

Trustee Ervin moved to adopt the above resolution and Trustee Perry seconded. Trustee Harris stated that again the following language should be added to the resolution: “effective from the date of adoption” and to the policy. Trustee Ervin moved to approve the above resolution as amended. The motion was seconded by Trustee Perry and passed unanimously.

RESOLUTION 2025-57

APPROVAL OF 2025-2026 CENTRAL STATE UNIVERSITY FACULTY RETRENCHMENT POLICY

WHEREAS, section 3345.454 of the Ohio Revised Code and the Advance Ohio Higher Education Act(SB1) require state-institutions of higher education to implement a Faculty Retrenchment policy; and

WHEREAS, the University recognizes its obligation to maintain a high-quality academic program that supports its mission of teaching, research, and service; and

WHEREAS, the University’s financial stability and long-term viability require periodic evaluation of all academic and administrative programs in light of enrollment trends, fiscal constraints, and strategic priorities; and

WHEREAS, retrenchment is defined as the reduction or discontinuance of faculty positions, programs, or departments due to financial exigency, programmatic realignment, or declining enrollment; and

WHEREAS, the University affirms that any retrenchment action shall be implemented only after thorough consultation with faculty governance bodies and in compliance with all contractual, procedural, and ethical obligations; and

WHEREAS, the University further recognizes the human and academic impact of retrenchment decisions and is committed to providing affected faculty members with timely notice, fair treatment, and access to appropriate support services; and

WHEREAS, the Faculty Retrenchment policy must be updated and adopted every five years **effective from the date of adoption**; and

WHEREAS, the Student Success Committee concurs with the recommendation of the proposed policy;

NOW, THEREFORE, BE IT RESOLVED that Central State University Board of Trustees approves the Central State University Faculty Retrenchment policy. (See Attachment C.)

Trustee Harris reiterated her suggestion to amend the above resolution and add the language to the resolution: “effective from the date of adoption” and policy. Trustee Ervin moved to approve the above resolution as amended. The motion was seconded by Trustee Perry and passed unanimously.

RESOLUTION 2025-58

APPROVAL OF 2025-2026 CENTRAL STATE UNIVERSITY FACULTY WORKLOAD POLICY

WHEREAS, section 3345.45 of the Ohio Revised Code and the Advance Ohio Higher Education Act (SB1) require state-institutions of higher education to implement a Faculty Workload policy; and

WHEREAS, the purpose of the Faculty Workload Policy is to establish equitable, transparent, and consistent standards for assigning and evaluating faculty responsibilities in teaching, research grant or creative activity, and service. The policy ensures that faculty members contribute appropriately to the University’s mission of academic excellence, student success, and community engagement. It provides a framework for distributing workload fairly across departments and disciplines while recognizing the diverse roles and professional strengths of individual faculty members; and

WHEREAS, in accordance with section 3345.45 of the Ohio Revised Code, the Administration recommends that the current Faculty Workload Policy (Policy 106) is hereby revised and replaced with the attached Faculty Workload Policy; and

WHEREAS, the Faculty Workload policy must be updated and adopted every five years **effective from the date of adoption**; and

WHEREAS, the Student Success Committee concurs with the recommendation of the proposed policy;

NOW, THEREFORE, BE IT RESOLVED that Central State University Board of Trustees approves the Central State University Faculty Workload policy. (See Attachment D.)

Trustee Harris again reiterated her suggestion to amend the above resolution and add the language to the resolution: “effective from the date of adoption” and policy. Trustee Ervin moved to approve the above resolution as amended. The motion was seconded by Trustee Perry and passed unanimously.

RESOLUTION NO: 2025-59

AUTHORIZING CENTRAL STATE UNIVERSITY TO PARTICIPATE IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM

WHEREAS, Ohio’s Cooperative Purchasing Act., as amended by the 128th General Assembly (SB 131), became effective May 31, 2010; and

WHEREAS, Ohio’s Cooperative Purchasing Act provides the opportunity for state institutions of higher education to participate in contracts distributed by the state of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials;

WHEREAS, Central State University desires to participate in the Cooperative Purchasing Program for the purpose of engaging facilities management services to perform certain maintenance and repairs on the Central State University campus;

NOW THEREFORE, BE IT RESOLVED THAT:

Section 1. Based on the recommendation of the President, and as required by the State of Ohio, and with the concurrence of the Board of Trustees’ Budget and Finance Committee, that Central State University Board of Trustees approves the President to request Central State University be authorized by DAS to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.

Section 2. Upon such approval by DAS, the Board further approves that the President is hereby authorized to agree in the name of Central State University to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Further, that Central State University does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04.

Section 3. That the President is hereby authorized to agree in the name of Central State University to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the President does hereby agree to directly pay the vendor.

Trustee Ervin moved to approve the above resolution as amended. The motion was seconded by Trustee Harris and passed unanimously.

Resolution 2025-60 Adoption of the Endowment and Investment Policy tabled. Trustee Harris stated that the proposed endowment and investment policy is broad and moved to table the resolution for further investigation of whether a conflict exists with the CSU foundation’s policy. Trustee Ervin seconded the motion to table the resolution and the motion passed unanimously.

RESOLUTION 2025-61

AUTHORIZING APPROVAL AND DELEGATION FOR DONOR RECOGNITION & NAMING GUIDELINES

WHEREAS, Central State University wishes to recognize philanthropic support in ways that align with its mission, values, and best practices; and

WHEREAS, the University has developed Donor Recognition and Naming Guidelines to support consistent, transparent, and mission-aligned decisions;

NOW, THEREFORE, BE IT RESOLVED that the Board approves the Donor Recognition and Naming Guidelines for administrative use and authorizes the President (or designee) to implement, maintain, and amend these Guidelines from time to time to reflect best practices and institutional needs;

BE IT FURTHER RESOLVED that, notwithstanding such delegation:

1. Board approval is required for (a) facility/exterior namings; (b) college/school/program namings; and (c) any naming with a commitment of \$250,000 or greater, or (d) that presents significant reputational/mission impact;
2. Exceptions to the Guidelines require Board approval; and
3. The President (or designee) will report annually to the Board on material updates to the Guidelines and provide a summary of namings approved administratively.

BE IT FURTHER RESOLVED that these Guidelines are an administrative procedure (not Board policy) and may be updated without further Board action, except as provided above. (See Attachment E.)

Trustee Perry moved to approve the above resolution as amended. The motion was seconded by Trustee Harris and unanimously approved.

RESOLUTION 2025-62

APPROVAL OF THE RESEARCH FACILITY – DESIGN/BUILD

WHEREAS, research is an integral part of Central State University’s tri-partite mission; and

WHEREAS, the Central State University is in need of physical infrastructure, including a research facility, to perform high caliber research; and

WHEREAS, Central State University executed a competitive procurement process for the selection of a design build firm for the construction of a research facility in accordance with applicable laws, policies, and business practices; and

WHEREAS, Central State University determined that the most qualified and experienced firm, and responsive proposal for the design build for the research facility was from Adena/Wellogy;

WHEREAS, Central State University Board of Trustees, upon the recommendation of the President, approved the design build services for the research facility from Adena/Wellogy in fiscal year 2023 via the adoption of a resolution dated November 3, 2022.

WHEREAS, Central State University and Adena, 6816 Lauffer Road, Columbus, OH 43231 and Wellogy, 6767 Longshore Street, Suite 540, Dublin, OH 43017 Drive, Columbus, OH 43231 entered into an Agreement for comprehensive professional services for design and build services for the Central State University campus since fiscal year of 2023;

WHEREAS, Central State University recommends amendments to the original Agreement ; and

WHEREAS, funding for this effort is provided in the Land Grant budget.

NOW THEREFORE, BE IT RESOLVED, based on the recommendation of the President and as required by the State of Ohio, and with the concurrence of the Board of Trustees' Budget and Finance Committee, **that Central State University Board of Trustees approves the following five Guarantee Maximum Price (GMP) amendments at a total contract price not to exceed \$30,000,000: Original Contract:** Design/development, site development, and initial construction of building.

Price: \$12 M

GMP 1: Core and Shell Phase. **Price: \$4.7 M**

GMP 2: 10 K Build-out Phase. **Price: \$7.6 M**

GMP 3: Lab Equipment and Furnishing. **Price: \$ 676,919**

GMP 4: Building of Food Science/Safety Lab. **Price: \$2.1 M**

GMP 5: Building of Molecular Biology and Precision Ag Labs. **Price of \$1.6 M**

The current total accumulated price of the contract, including GMP 1-5, is \$28.2 Million.

Ms. Whatley stated that the Guaranteed Maximum Price (“GMP”) amendments are available in the board’s portal. Trustee Ervin moved to approve the above resolution as amended. The motion was seconded by Trustee Perry and passed unanimously.

RESOLUTION FOR 2025-63

APPROVAL OF PROFESSIONAL SERVICES FOR FEEDBACKFRUITS CORPORATION

WHEREAS, Central State University seeks resources to provide an educational platform designed to enhance peer interaction, discussion, reflection, and engagement; and

WHEREAS, the University’s all in-one platform for Learning Management System transforms passive training content into active learning experiences and simplifies performance reviews with tools for peer feedback and skill assessment; and

WHEREAS, Central State University desires to enter into an agreement with an external company which brings experience in supporting students and addressing the unique challenges the University faces to provide the essential services; and

WHEREAS, FeedbackFruits Corporation, located at 874 Walker Road, Suite C, Dove, DE 19904, has offered to provide the University with a set of teaching and learning tools that assist faculty in designing meaningful learning experiences, increasing feedback quality, and improving student engagement and collaboration. The platform includes a customizable AI engine designed to automate feedback to improve student skills; and

WHEREAS, Central State University shall pay FeedbackFruits an amount not to exceed \$57,970.00 for the services rendered; and

WHEREAS, the total amount due shall be computed according to the following cost schedule: an invoice for one installment covering 100% of the services, including all up-front costs, and will be submitted after FeedbackFruits receives a purchase order; and

WHEREAS, the contract period is from July 1, 2025, and ends on June 30, 2026. The funding for this effort is provided from the FY26 Title III budget.

NOW THEREFORE, BE IT RESOLVED, based upon the recommendation of the President, and with the concurrence of the Budget and Finance Committee, that Central State University Board of Trustees hereby approves the professional services agreement with FeedbackFruits, to be funded through Title III resources for fiscal year 2026.

The Feedback Fruits Corporation agreement is available in the board’s portal. Trustee Perry moved to approve the above resolution as amended. The motion was seconded by Trustee Manns and passed unanimously.

RESOLUTION 2025-64

APPROVAL OF 2025-2026 CENTRAL STATE UNIVERSITY FACULTY TENURE POLICY

WHEREAS, the Ohio Revised Code and the Advance Ohio Higher Education Act (SB1) require state-institutions of higher education to implement a Faculty Tenure policy; and

WHEREAS, the Faculty Tenure Policy establishes the rights and privileges associated with the granting of tenure, including the expectation of continued employment subject to satisfactory performance, and institutional need, and

WHEREAS, the Faculty Tenure Policy and the Faculty Retrenchment Policy are interrelated and should be interpreted in conjunction with one another to ensure consistency in the application of faculty rights and institutional responsibilities; and

WHEREAS, in the event of retrenchment, as defined by the Faculty Retrenchment Policy, tenured faculty members retain the procedural protections and due process rights afforded under the Faculty Tenure Policy.

WHEREAS, the Faculty Tenure policy must be updated and adopted every five years **effective from the date adopted**; and

WHEREAS, the Student Success Committee concurs with the recommendation of the proposed policy;

NOW, THEREFORE, BE IT RESOLVED that Central State University Board of Trustees approves the Central State University Faculty Tenure policy. (See Attachment F.)

Trustee Harris suggested to amend the above resolution to add the following language to the resolution, “effective from the date of adoption” and policy. Trustee Harris moved to approve the above resolution as amended. The motion was seconded by Trustee Perry and passed unanimously.

ANNOUNCEMENTS

Trustee Gamblin noted that the board's next committee and regular meeting are scheduled Thursday and Friday, February 5-6, 2026.

ADJOURNMENT

Trustee Manns moved to adjourn the meeting at 12:00 p.m. The motion was seconded by Trustee Perry and unanimously approved.

POLICY

Area: Academic Affairs

Date:

Subject: Faculty Annual Performance Evaluation Policy

Purpose: The purpose of the evaluation procedure described herein is twofold: to help Faculty Members improve their professional performance and to provide those individuals responsible for making career decisions with information regarding faculty performance. The Administration subscribes to the principle of a university-wide evaluation program as a means of evaluating the performance of the members of the various components of the University, and as a tool to assist members of the University to improve their performance, and to maximize their growth in the profession.

Guiding Principle: Fairness requires that the criteria for evaluation be known to the Faculty Member. Fairness requires that the annual evaluation provides clear, actionable feedback that promotes high quality faculty work. A negative decision on reappointment, promotion, or tenure should not be the first critique a Faculty Member receives. Fairness also demands that all persons participating in the evaluation process are consistent and conscientious in their assessments and adhere to the rules, guidelines, and procedures established. The evaluation is comprehensive and includes standardized, objective, and measurable performance metrics. The evaluation includes an assessment of performance for each of the following areas that the faculty member has spent at least five percent of their annual work time on over the preceding year: instruction, research, service. The summary assessment of each performance area includes the parameters “exceeds performance expectations,” “meets performance expectations,” or “does not meet performance expectations.”

Scope of Evaluations of Faculty: Evaluations of faculty will be conducted as follows:

- a) **Student Evaluation of Faculty:** Faculty Members will be evaluated by students each semester in classes they teach. Should a Faculty Member feel that there are serious and compelling reasons why a specific course in a given semester should not be evaluated, he/she may submit a written request for exclusion to the Dean. If the Dean approves the request, the course shall be excluded from evaluation. **Procedure:** The Administration will provide appropriate materials and will make arrangements for the administration of evaluations. The specific procedures for student evaluation of faculty will be those most recently adopted by the University Senate. Any modification of these procedures must be approved by the University Senate and the Provost and Vice President for Academic Affairs. **Instrument:** The instrument used for student evaluation of faculty will be the instrument most recently adopted by the University Senate and approved by the Administration. Any amendment of the current instrument must be adopted by the Senate and approved by the Provost. **Report of Results:** Summaries of student evaluations of faculty will

be made available to Faculty Members no later than one month following the close of the evaluation period. Copies of the summaries of student evaluations will be placed in the Faculty Member's Official Personnel File. Inclusion of Results: Student evaluations of faculty account for at least twenty-five per cent of the teaching area component of the annual faculty evaluation.

- b) Department/Unit Evaluation of Faculty: The Department Chairperson or Associate Director of Research, after consultation and input from the tenured members of the Department/Unit, will meet annually with each Faculty Member, during the spring semester, to review that Faculty Member's professional growth. (If the Department Chairperson or Associate Director of Research is not tenured, his/her evaluation will be conducted according to Item C below.) In every case, the Department Chairperson or Associate Director of Research and the Faculty Member will have a shared responsibility to ensure that such an evaluation takes place. This annual evaluation will include a discussion of the Faculty Member's professional performance, a review of his/her tenure eligibility and probationary status, a review of his/her career plans, a discussion of the additional support the Faculty Member may require, and where appropriate, an action plan to correct deficiencies, and to ensure professional growth. At the conclusion of each meeting, the Chair or Associate Director will prepare a written summary. The Faculty Member may indicate, in writing, any differing opinions about the content of the summary statement. Such written opinion will become part of the summary statement. The statement(s) will become part of the Official Personnel File maintained by the Administration. The Department/Unit and Faculty Member will each retain a copy of the statement(s). By April 30 of each year, the Department Chairperson or Associate Director of Research will forward all evaluations to the Dean, and certify that they have been completed, or explain the reason(s) for any missing evaluations. By May 31 of each year, the Dean will forward all evaluations to the Provost and Vice President for Academic Affairs for inclusion in the Faculty Members' official personnel files.

In addition, first year faculty will meet during their first semester of service with the Department Chairperson or Associate Director of Research. This meeting between the Department Chairperson or Associate Director of Research and new Faculty Member will include a discussion of the Faculty Member's professional performance, a review of his/her career plans, a discussion of the additional support the Faculty Member may require, and a discussion, for tenure track Faculty Members, of the Department's/Unit's expectations of the Faculty Member during the probationary period. At the conclusion of the meeting, the Chair or Associate Director will prepare a written summary which will be shared with the new Faculty Member. This formative summary will not become part of the new Faculty Member's personnel file.

- c) Departmental Evaluation of Department Chairpersons: Department Chairpersons will be evaluated in their role as members of the faculty by the Department's Peer Evaluation Committee during each Spring semester. The Committee will designate one of its members to prepare the summary. All other procedures of the evaluation will be conducted in the manner specified in (b) above except that the Department Chairperson will not review himself/herself.

- d) Evaluation of Faculty Members with Responsibilities in Two Departments or in a Department and a Unit: Some Faculty Members, particularly Research Faculty, may have most of their responsibilities in one department/unit but some responsibilities, usually limited teaching, in another department/unit. These departments/units are referred to, respectively, as primary and secondary departments/units. For these Faculty Members, the annual evaluations described above are executed by the primary department/unit. However, student evaluations of the courses that they teach in the secondary department/unit will be done and the department chairperson or Associate Director of the secondary department/unit will provide a written assessment of the Faculty Member's teaching performance to the chairperson or Associate Director of the primary department/unit. That assessment, in the form of a letter by the chairperson or Associate Director of the secondary department/unit, shall be considered by the primary department/unit in its evaluation of the Faculty Member.

The Faculty Annual Performance Evaluation policy must be updated and adopted every five years effective from the date the policy is adopted.

POLICY

Area: Academic Affairs

Date:

Subject: Faculty Post-Tenure Review Policy

A post-tenure review shall be conducted when a Faculty Member receives a “does not meet expectations” evaluation within the same evaluative category for a minimum of two of the past three consecutive years on the Faculty Member’s annual evaluation conducted pursuant to the Faculty Annual Performance Evaluation Policy. The department chairperson/Associate Director of Research, dean, or provost may require an immediate and for cause post-tenure review at any time for a faculty member who has a documented and sustained record of significant underperformance outside of the faculty member’s annual evaluation. For this purpose, for cause shall not be based on a faculty member’s allowable expression of academic freedom as defined by the Agreement between Central State University and the American Association of University Professors, Central State University Chapter.

The post-tenure review process, from beginning to end, shall not exceed six months, except that a one-time two-month extension may be granted by the university president. The provost shall submit a recommended outcome of the post-tenure review process to the university president. The administrative action that the university may take includes censure, professional development, or for-cause termination, regardless of tenure status.

The university shall subject any faculty member who maintains tenure after a post-tenure review and receives an additional “does not meet expectations” on any area of the faculty member’s annual evaluation in the subsequent two years to an additional post-tenure review.

The Faculty Member may appeal the post-tenure review decision to the university president if the post-tenure review process results in recommendation for administrative action.

The Faculty Post-Tenure Review policy must be updated and adopted every five years effective from the date the policy is adopted.

POLICY**Area: Academic Affairs****Date:****Subject: Faculty Termination Because of Discontinuation of a Degree Program**

Should the Provost and Vice President for Academic Affairs make the judgment that the long-range educational mission of the University as a whole or compliance with O.R.C. 3345.454 necessitates the discontinuation of a degree program, and that such discontinuation necessitates the termination of Faculty Members with tenure or who hold appointments extending beyond the time of the proposed termination, the Administration's reasons for this judgment will be put in writing and will be presented to those Faculty Members in the degree program which the Administration proposes to discontinue to the University Senate at least sixty (60) days before the Administration makes a recommendation for discontinuation to the President who in turn submits his/her recommendation to the Board of Trustees. Should any of these groups wish to have representation, make arguments, or present materials to the Board prior to or at the time of this recommendation, they will have the right to do so.

Unless discontinuation is recommended in compliance with O.R.C. 3345.454, the University Senate will have sixty (60) days from the President's recommendation to the Board of Trustees within which to consider the recommendation and to vote its acceptance or rejection of the recommendation. The Senate's report and its recommendation will be written and will be transmitted to the Board with an indication of the University Senate's vote on acceptance or rejection of the report. Should the Board, upon receipt of this report, wish to proceed with consideration for discontinuation, it will both discuss the issues involved and arrive at its decision at a meeting at which all interested parties will be afforded the opportunity to express their points of view.

Should discontinuation of a degree program be affected, but over a period of time, normal attrition should be used for program reduction in the first phases insofar as possible. Part-time faculty in a degree program which has been discontinued will be released before full-time non-tenured faculty unless this would result in a serious distortion of the academic program. Non-tenured Faculty Members in a degree program which has been discontinued will be released before tenured Faculty Members in that degree program are released unless this would result in a serious distortion of the academic program. Tenured Faculty Members in a degree program which has been discontinued will be released in order of increasing seniority. Those tenured faculty with the greatest seniority will be the last to be released unless this would result in a serious distortion of the academic program. The university and faculty will develop terms for notification should the program be discontinued.

Before terminating a tenured Faculty Member or a non-tenured Faculty Member prior to the end of a period of appointment because of discontinuation of a degree program, the Administration will endeavor to place the affected Faculty Member in another suitable position in the University. A tenured Faculty Member may be offered a reasonable period of orientation in a new position. The University may not fill a position in a discipline in which a tenured or tenure track Faculty Member who has been terminated is qualified to teach for a period of two years from the date of termination of service, unless the position is first offered to that Faculty Member and he or she is given at least thirty (30) days to accept or decline the position. It shall be the responsibility of the

Faculty Member to notify Human Resources of his or her current address and any subsequent changes in address. A Faculty Member thus recalled shall be recalled with his or her tenure status and rank at the time of termination.

The Faculty Retrenchment policy must be updated and adopted every five years effective from the date the policy is adopted.

POLICY NO. 106

Area: Academic Affairs

Date Adopted: June 21, 2019

Revisions Approved: September 8, 2023, April 25, 2025

Subject: Faculty Workload Policy

A. Introduction

Central State University is dedicated to providing a nurturing and culturally enriched learning environment, stimulating students' intellectual curiosity and continued search for knowledge, teaching students to think critically and communicate effectively, and instilling in students an aspiration for excellence through teaching, service, and scholarly research. As required by Ohio Revised Code section [3345.0216](#), Central State University expressly commits to educating students by means of free, open, and rigorous intellectual inquiry to seek the truth. It is our duty to equip students with the opportunity to develop the intellectual skills they need to reach their own, informed conclusions. The University declares its commitment to not requiring, favoring, disfavoring, or prohibiting speech or lawful assembly. The University is committed to creating a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth, and tolerates the differences in opinion that naturally occur in a public higher education community. Central State University declares that its duty is to treat all faculty, staff, and students as individuals, to hold them to equal standards, and to provide them equality of opportunity, with regard to those individuals' race, ethnicity, religion, sex, sexual orientation, gender identity, or gender expression. This policy defines the type of faculty workload assignments, the minimum time faculty should spend on each portion of their workloads, and the procedures to account for their workloads within a written plan of work.

B. Kind of Faculty Appointment

Full-time appointments to the faculty will either be term, regular, research, or teaching appointments. Initial appointments will also be either 9-month (two semesters) or 12-month appointments and may subsequently be changed only upon mutual agreement of the Faculty Member and the Administration. Faculty Members with 12-month appointments earn vacation time; Faculty Members with 9-month appointments do not earn vacation time.

1. A term appointment is clearly limited to brief association with the University. A term appointment will be for a stipulated period of time and will terminate at the conclusion of the stipulated period without the necessity of notice of any kind. A term appointment will be made only for purposes of filling temporary (non-renewable) non-tenure track positions or giving adequate notice of non-renewal. Term appointments shall not exceed three (3) consecutive years without the written agreement of Administration and AAUP-CSU.

2. A regular appointment will be for a probationary period of service leading to tenure unless the appointment is terminated by action of the appointee or by action of the Administration. A regular appointment may be terminated by the Administration any time during the probationary period as long as appropriate notice is given. However, if tenure is granted at any time prior to the designated termination date, the notice of termination is invalidated.

Faculty Members with regular appointments have unqualified titles. They typically perform most of their duties during the fall and spring semesters. At least 50% of their time and effort is dedicated to instruction or to professional library work.

For any initial regular appointment at the rank of Instructor, the appointee must be promoted to Assistant Professor within four (4) years of the initial appointment or the appointment will be terminated with appropriate notice.

3. A research appointment is identified by a faculty title qualified by the word “Research”. Faculty Members with “Research” titles have 12-month work obligations. At least 50% of their time and effort is dedicated to research. Research Faculty Members are tenure eligible.
4. A teaching appointment is identified by a faculty title qualified by the word “Teaching”. A teaching appointment will be for an initial three (3) year term and is renewable but is non-tenure track. Faculty Members with “Teaching” titles have 9-month work obligations. At least 90% of their time and effort is dedicated to instruction and service.

C. Type of Faculty Work

The responsibilities of the University faculty encompass many professional functions appropriate to their varied roles in fulfilling that mission. For the purposes of Faculty Workload, these functions are divided into three categories: instruction, research, and service. Faculty members’ professional duties include:

Instruction

1. Teaching and/or providing instructional support for credit-bearing curriculum in a variety of manners, settings, and times (such as labs, studio time, internships, etc.)
2. Keeping current in their academic discipline and incorporating current knowledge and best practices into their work appropriately.

Research

1. Engaging in research, publication, commercialization, and/or creative activities.
2. Fulfilling fiscal oversight duties for grants awarded.

Service

1. Academic advising and mentoring of students.
2. Fulfilling ongoing department needs including program curriculum development and maintenance, program review, and accreditation.
3. Supporting the effective and efficient functioning of the University by participating in department, college, committee, and university senate meetings.
4. Service to the university, the profession, local, and global communities. Examples include university committees, service to students and student organizations, professional organizations, service to scholarly journals, public schools or other educational institutions, assistance to local organizations and businesses, or health care facilities.

In fulfilling their responsibilities, faculty members will:

1. Order or otherwise obtain all necessary class material in accord with reasonable deadlines which may be established by departments, colleges, and/or the University.
2. Submit students' attendance records as required by federal and/or state agencies, interim grades, and final grades in accord with reasonable deadlines which may be established by departments, colleges, and/or the University.
3. Retain student records according to the University's current record retention policy as adopted by the Board of Trustees. A faculty member leaving employment at the University shall provide to his or her department chair all student records that have been retained by the faculty member according to the University's records retention policy.
4. Abide by University calendars and schedules unless there is a legitimate reason for doing otherwise. When exceptions to University calendars or schedules are necessary, the Department Chair or Program coordinator must be notified.
5. Under the principles of academic freedom, select textbooks and course material in compliance with ODHE and state regulations for textbook adoption and affordability guidelines, employ suitable instructional methodologies, and manage classroom behavior in accordance with the CSU Student Handbook and Code of Conduct. Departmental faculty should try to select textbooks that present high quality and reasonable affordability.

D. Faculty Workload Distribution

In accordance with ORC 3345.45, the CSU Board of Trustees defines all faculty workload elements in terms of credit hours.

- Full-time faculty are expected to work a minimum of forty hours per week.

- An instructional load of 12 credit hours per week is the equivalent of twenty work hours per week.
- One instructional credit hour is the equivalent of 1.67 work hours per week.
- 40.08 work hours per week is the equivalent of 24 credit hours per week.
- Faculty work hours are accounted for as a total of 24 credit hours per semester.

Workload distribution is based on the following expectations for each category of work:

Instruction: workload is calculated per credit hour based on the type of course/s being taught as outlined below.

- For lecture courses – faculty workload credit is equal to the credit hour value of the course. (3-credit-hour course = 3 workload credits.)
- For science labs and engineering design classes, faculty workload = 0.75 times contact hours in the laboratory/design; the contact hours are either included in the course description within the catalog or included in the course schedule. This workload factor may be increased to 1:1 if faculty are not appropriately provided with lab coordinators; this factor may be decreased to 0.5 if there is increased lab assistance or a course requires less faculty overview based on content.
- For studio art courses, 1 credit hour studio course = 1.33 workload hours.
- For music principal applied lessons, 1 student = 0.66 credits of workload hours.
- For piano class, one credit hour = 2 workload hours earned by faculty member.
- For all methods classes in music, 1 credit hour = 2 workload hours earned by the faculty member.
- For graduate teaching, one graduate credit hour will count as 1.33 hours of teaching workload, in the reflection of the additional labor involved in preparing and carrying out teaching at the graduate level.
- The course load credit for faculty members who serve as internship advisors will be designated as indirect supervision and contractual hours shall be equal to 0.5 of credit hours times number of students not to exceed the credit hours stated in the course catalog.
- If faculty facilitates an independent study or undergraduate research for a student in order to meet a requirement for graduation or fill other curricular demands not met by the existing schedule, faculty credit will be calculated as 0.5 credits for each student they work with in a given semester.
- Instructional Modality Distribution: Faculty are expected to teach at least 75% of their instructional workload each semester through in-person instruction. The remaining 25% may be delivered online as approved by the department chair and dean. Faculty may also teach online as part of an overload or in the summer semesters when approved by the department chair and dean. Exceptions to this distribution may be granted in cases where departmental needs, as determined by the department chair in consultation with the dean, necessitate a different distribution. Any deviation from the 75% in-person requirement must be documented in writing and approved by both the department chair and dean. For this policy, blended courses with at least 75% of instruction delivered in person will be considered in-person courses. Course releases will be designated in person

or remote and calculated as part of the workload according to their designation.

Service: workload is calculated per credit hour based on the equivalencies below:

- k. For academic advising and mentoring of students, one credit hour equals 1.67 hours per week. All faculty must include at least one credit hour in their plan of work for advising and/or mentoring. Exceptions must have a written justification approved by the department chair and dean.
- l. For service to the university, the profession, local, and global communities, one credit hour equals 1.67 hours per week

Research: workload is calculated per credit hour based on the equivalencies below:

- m. For research, publication, commercialization, and creative activity, one credit hour equals 1.67 hours of work.

E. Faculty Workload Expectations

For faculty with regular appointments, at least 50% of their time and effort is dedicated to instruction or professional library work for a total of 12 credit hours per semester (other than the Summer Session). Full-time regular appointment faculty at Central State University teach 24 credit hours over two semesters. In accredited academic programs and programs seeking accreditation, the instructional assignment shall not exceed the standard specified by the appropriate accreditation agency. If the faculty teaches less than 12 credit hours in one semester, the following semester should include a workload that will ensure a total of 24 credit hours by the end of the academic year. Additional instructional work will be assigned if the 24 credit hours are not achieved by credit hours in direct instruction. The balance of the semester workload will be calculated in the written plan of work in terms of credit hours. The plan of work will include at least one credit hour allocated to undergraduate advising and/or mentoring.

Full-time teaching faculty at Central State University teach 30 credit hours over two semesters. In accredited academic programs and programs seeking accreditation, the instructional assignment shall not exceed the standard specified by the appropriate accreditation agency.

The instructional workload for faculty is 15 credit hours per semester. If the faculty teaches less than 15 credit hours, the following semester should include a workload that will ensure a total of 30 credit hours by the end of the academic year. Additional instructional work will be assigned if the 30 credit hours are not achieved by credit hours in direct instruction. The balance of the semester workload will be calculated in the written plan of work in terms of credit hours.

The plan of work will include at least one credit hour allocated to advising and/or mentoring. At least 90% of teaching faculty's time and effort is dedicated to instruction and service.

For faculty with research appointments, at least 50% of their time and effort is dedicated to research, which is equivalent to 12 credit hours. Generally, research faculty's primary

responsibility is focused on research and grant activities. If a research faculty is asked to teach a course during a semester, an appropriate release time from research and grant activities should be provided based on the course credit hour. The semester workload will be calculated in the written plan of work in terms of credit hours. The plan of work will include at least one credit hour allocated to advising and/or mentoring.

The table below illustrates sample workloads for each type of faculty. These examples illustrate how faculty members' workloads could vary beyond the requirements stipulated above.

Sample Semester Workload	Instruction	Research	Service	Total Workload in credit hours per semester	Equivalent Work hours per week
Regular Faculty A	12 credit hours	6 credit hours	6 credit hours	24 credit hours	40.08
Regular Faculty B	12 credit hours	10 credit hours	2 credit hours	24 credit hours	40.08
Teaching Faculty A	15 credit hours	2 credit hours	7 credit hours	24 credit hours	40.08
Teaching Faculty B	15 credit hours	2.5 credit hours	6.5 credit hours	24 credit hours	40.08
Research Faculty A	0 credit hours	20 credit hours	4 credit hours	24 credit hours	40.08
Research Faculty B	3 credit hours	19 credit hours	2 credit hours	24 credit hours	40.08

F. Short Courses (Term A and Term B)

Short courses (Term A and Term B) are condensed to contain the same number of contact hours as if the courses were scheduled for a full semester. To maintain the integrity of the instructional program, care must be taken when scheduling short courses so that there is adequate time for students to complete homework and laboratory assignments.

G. Faculty Office Hours and Advising

Faculty members are expected to establish, post (on the instructor's office door and on the syllabus for each course) and maintain scheduled office hours during which they are available to students for conferences and special instruction. As needed, faculty – especially those providing online instruction – may offer online office hours which meet through email, the course management system, or other appropriate online platforms. The minimum required number of office hours is six office hours per week for each faculty member. The office hour is a scheduling device to indicate availability to students and is not calculated in the credit hour workload of a faculty member. The work done during an office hour is accounted for in the instruction, advising, and mentoring credit hour units allocated in the faculty member's plan of work.

Advising is an additional part of faculty workload which is crucial to the education process, ensuring the retention and graduation of students. When at all possible, advising assignments will be equitably distributed across faculty members within programs and departments.

H. Course Size and Cancellation Policies

The maximum number of students able to enroll in a given course will be based on guidelines set by accrediting or professional bodies that oversee specific disciplines. In the absence of such guidelines, caps will be set based on institutional needs in concert with guidance from faculty teaching in the specific area. Available equipment or room space may also factor into course size in courses requiring specialized equipment or specific learning environments. These caps can be increased by up to 10% with approval by the Provost; further increases require approval from faculty teaching in the specific area.

Course cancellations by the Office of the Provost will be done in consultation with deans and department chairs, who will consult with program coordinators and faculty as needed to make an appropriate recommendation. All attempts to minimize cancellation will be discussed among the relevant parties for courses that are required for matriculation through a degree program, graduation from the university, or are being offered for the first time. During this consultation, it may be necessary for faculty, department chairs/program coordinators, and deans to consider alternatives to running smaller upper level or under-enrolled courses, including similar courses at partner institutions, independent studies, etc. to minimize the overall impact on the institutional budget. Course cancellation will be considered an option of last resort.

All courses which have fewer than five (5) students will be converted to Low-Enrolled Courses or Independent Studies if no other alternative is agreed upon as outlined above. The department chair will cancel or reassign the course if the faculty of record does not agree to teaching the course as a low-enrolled course or an independent study with workload credit as described in section E of this Policy. Nothing in this section shall prevent courses with more than four (4) students from being cancelled, combined, or otherwise modified as necessary.

I. Overload and Summer Teaching

When faculty teach beyond 24 credit hours (regular appointment)/30 credit hours (teaching appointment) or are selected for summer teaching, additional payment beyond their contract will follow the guidelines established in the CSU-AAUP Agreement.

Decisions about who takes on additional teaching must be made in a discussion between faculty and department chair or program coordinator.

J. Departmental Distribution of Faculty Workload

According to the guidelines established by ODHE, the academic department, or equivalent, is the initial level at which to determine workload assignments, while remaining consistent with university workload policies and mission. While all faculty are expected to be assigned a full workload, a department chair may make instructional assignments commensurate with the strengths of the faculty and the department. When developing faculty plans of work, the department chair must also ensure that all necessary service work for the department and university will be completed.

Baccalaureate Department: Across the academic department, at least 70 percent of the total department workload is devoted to instruction, advising, and mentoring with the remaining devoted to other scholarly activities and service. Full-time faculty are expected to devote most, if not all, of their effort to undergraduate instruction.

Baccalaureate/Masters Departments: For academic departments, or equivalent units, at least 60 percent of the department workload is devoted to instruction, advising, and mentoring with the remaining workload devoted to research, service, and professional activity consistent with the department's mission. It is expected that full-time faculty in these departments devote more of their time to teaching undergraduates than to graduate-level instruction.

Special Cases: For any academic department, or equivalent unit, that does not fit administratively into one of the above categories, the proportion of time to be devoted by the unit to instruction shall be determined by the dean or appropriate academic officer, subject to the approval of the provost.

Appendix 1 – Definitions

The following are definitions of terms referenced in this policy:

1. Teaching Workload – the portion of the faculty workload spent on direct instruction and instructional activities.
2. Baccalaureate Department: Active four-year undergraduate programs with no, or limited, activity in graduate programs.
3. Baccalaureate/Masters Department: Active baccalaureate and masters' degree programs.
4. Contact Hours – the number of instructional hours of face-to-face contact between faculty and students per week. These include lecture, laboratory, studio, and any other scheduled meeting time between faculty and students which is considered part of faculty teaching and required for student course completion.
5. Credit Hour – the credit value of a course earned by a student.
6. Faculty Workload – the entirety of a faculty member's duties for the relevant period as defined in terms of credit hours. 1.67 hours of work is the equivalent of 1 credit hour for all non-instructional assignments
7. Faculty Plan of Work – the annual documentation of how a faculty member's time will be distributed in terms of credit hours. This document is the basis for the annual faculty evaluation.
8. Independent Study – Students work independently with minimal oversight by the instructor.
9. Instructional Load – the portion of the faculty workload spent on direct instruction and instructional activities.
10. Online Instruction – Course delivery via technology that does not require students to travel to campus for classes.
11. Overload – a paid workload instructional assignment that exceeds the contractual instructional assignment for the 9- month academic year.
12. Student internships – credit-bearing practical work experiences that are related to a student's major area of study.
13. Course Release – a reduction in the instructional load to allow time to work on non- instructional activities including program coordinator, department chair, and other administrative duties as needed.

The Faculty Workload policy must be updated and adopted every five years effective from the date the policy is adopted.

Donor Recognition and Naming Rights Guidelines

Division of Institutional Advancement

Purpose

These guidelines establish clear, consistent standards for recognizing philanthropic contributions to Central State University and for granting naming rights to programs, spaces, and facilities. They are designed to honor donor intent while maintaining alignment with the University’s mission, values, and applicable state regulations.

Scope

These guidelines apply to all gifts and commitments, current or deferred, that involve naming opportunities or public recognition. They are applicable across all university units, including academic, administrative, athletic, and auxiliary areas.

I. Naming Opportunities

A. Types of Named Recognition

- **Facilities:** buildings, rooms, labs, auditoriums, athletic venues, outdoor spaces
- **Programs:** colleges, departments, centers, institutes, scholarships, professorships
- **Endowments:** funds for faculty support, student aid, or strategic initiatives

B. Minimum Gift Thresholds

Minimum philanthropic commitments for naming vary by category and visibility. Recommended minimums include:

Category	Minimum Gift (Example)
Academic College or School	\$5,000,000+
Building (new construction)	50%+ of construction cost
Building (existing)	\$1,000,000+
Classroom I Lab I Office	\$25,000 – \$250,000
Endowed Chair	\$1,000,000

Category	Minimum Gift (Example)
Endowed Scholarship	\$25,000
Program or Initiative	Case-by-case evaluation

Note: Final thresholds may be adjusted based on project scope and institutional priorities.

II. Recognition Standards

- **Physical Recognition:** Signage, plaques, or other physical markers will follow CSU’s brand standards and be placed in consultation with Facilities and Institutional Advancement.
- **Event Recognition:** Donors may be recognized at dedication ceremonies, in press releases, and in university publications.
- **Digital and Printed Materials:** Donor names may appear in annual reports, online honor rolls, and related materials as appropriate and approved by the donor(s).

III. Duration of Naming

- **Endowed Naming:** Considered perpetual unless otherwise stipulated.
- **Facility Naming:** Typically aligns with the useful life of the building or space. CSU reserves the right to repurpose or rename facilities with appropriate donor engagement.
- **Time-Limited Naming:** In some cases, naming may be offered for a defined period in exchange for a lower gift commitment.

IV. Approval Process

- All naming proposals must be reviewed and approved by the Vice President for Institutional Advancement and the President.
 - Significant namings (buildings, colleges, high-profile programs) require formal approval by the Board of Trustees. Exceptions to published gift thresholds may be granted when extraordinary service, cumulative support, or other compelling circumstances warrant, but such exceptions must be documented and approved by both the President and the Board of Trustees.
 - The Advancement Office will coordinate vetting of donor reputational risk, compliance with university guidelines, and documentation through signed gift agreements.
-

V. Revocation or Modification

Central State University reserves the right to revoke or modify a naming if:

- The donor's reputation or conduct becomes inconsistent with the University's mission or values.
 - The facility or program is significantly altered, relocated, or discontinued.
 - Naming obligations (e.g., pledged payments) are not fulfilled.
-

VI. Gift Acceptance and Documentation

All gifts involving naming recognition must be accompanied by a written agreement outlining:

- The nature and amount of the gift
 - Payment timeline
 - Recognition language
 - Duration of naming
 - Any conditions or restrictions
-

VII. Coordination and Implementation

The Office of Institutional Advancement will:

- Maintain a master list of all named facilities and programs
 - Ensure signage and recognition follow university branding and naming standards
-

VIII. Commemorative Benches, Trees, and Other Special Namings

Central State University does not typically offer naming opportunities for items such as benches, trees, or similar commemorative features. However, under rare and meaningful circumstances, the University may consider such requests on a case-by-case basis through the following process:

A. Request and Review Process

1. All requests must be submitted to the Office of Institutional Advancement and include:
 - Purpose and rationale for the commemoration
 - Proposed location
 - Type of item requested
 - Desired plaque language

- Honoree(s)
 - Source of funding
2. Requests will be reviewed by Institutional Advancement in consultation with Facilities and approved by the Vice President for Institutional Advancement or designee.
 3. The University reserves the right to approve, modify, or deny any request to ensure consistency with campus planning, aesthetics, and values.

B. Gift and Maintenance Requirements

- The donor is required to contribute a gift sufficient to cover:
 - Purchase and installation
 - Plaque or marker
 - Long-term maintenance and landscaping
- Funds must be received in full prior to installation.

C. Duration and Terms

- The university will maintain commemorative items for up to 10 years or the life of the item.
 - If the item is damaged, removed, or relocated due to construction or deterioration,

the university will make reasonable efforts to notify the donor.
- Replacement of plaques or signage after 10 years is at the donor's expense.
- All commemorative namings are symbolic and do not convey property rights or perpetuity.

POLICY

Area: Academic Affairs

Date:

Subject: Faculty Tenure Policy

Tenure is a milestone in the continual process of faculty development. Faculty have the responsibility to help in the development of their colleagues, and faculty tenure is indispensable for the proper functioning of the University. Tenure ensures the retention of talented permanent faculty, secures faculty autonomy and forms the basis for the development of an intellectual community. Above all, tenure protects the academic freedom of faculty to conduct their teaching and research without constraints by interests both inside and outside the University.

A. Recommendation for Tenure in Conjunction with an Initial Faculty Appointment

If a Department/Unit recommends tenure for an individual in conjunction with an initial faculty appointment to Central State University, the Department/Unit must forward appropriate documentary support along with its recommendation to the Dean of the College. To be eligible for tenure, the individual must hold tenure or have retired with tenure from an accredited college or university. In this case, prior tenure status can be considered as equivalent to fulfillment of the probationary period at Central State University, as specified below. Except for years of service at Central State University, the candidate's documentary support should meet the same standards expected of a CSU Faculty Member. The Dean or Library Director will forward his/her recommendations and the documentary support to the Provost and Vice President for Academic Affairs who will report to the president.

B. Kinds of Appointment Eligible for Tenure

A regular appointment will be for a probationary period of service leading to tenure unless the appointment is terminated by action of the appointee or by action of the Administration as hereinafter provided. A regular appointment may be terminated by the Administration any time during the probationary period as long as appropriate notice is given. However, if tenure is granted at any time prior to the designated termination date, the notice of termination is invalidated.

Faculty Members with regular appointments have unqualified titles. They typically perform most of their duties during the fall and spring semesters. At least 50% of their time and effort is dedicated to instruction or to professional library work.

For any initial regular appointment at the rank of Instructor, the appointee must be promoted to Assistant Professor within four (4) years of the initial appointment or the appointment will be terminated with appropriate notice. Article 16 procedures do not need to be followed in this latter case.

A research appointment is identified by a faculty title qualified by the word "Research." Faculty Members with "Research" titles have 12-month work obligations. At least 50% of their time and effort is dedicated to research. Research Faculty Members are tenure eligible.

Terms of employment for Research Faculty Members, with regard to appointment and tenure, are the same as for Faculty Members with regular appointments except as specified elsewhere in this policy.

C. Probationary Period for Tenure

Tenure may only be granted at the rank of Assistant Professor or higher. The minimum probationary period for tenure is five (5) years and the maximum is six (6) years. The probationary period commences with a regular or research appointment and will include at least three (3) years on the faculty at Central State University except for full Professors for whom the requirement is two (2) years. Part-time service will not be counted as part of the probationary period. Upon request of a Faculty Member continuing to provide full-time service to the University, the tenure clock may be extended for no more than a combined total of one year under the following circumstances:

- a) Substantial responsibility for the care of a newly born infant or a newly adopted child under the age of five.
- b) Substantial responsibility for the care of an elderly and/or ill immediate family member.
- c) Use of paid or unpaid sick leave by the Faculty Member, due to his/her own illness or injury, for a continual period of at least eight (8) weeks.

In the event that a Faculty Member holding academic rank and serving a term appointment receives a probationary appointment leading to tenure, the Faculty Member may retroactively request an extension of the tenure clock based on criteria a, b, c above for a maximum of one year of service under a term contract. The request must be made in writing to the Provost at the time of the Faculty Member's tenure-track appointment. This extension does not affect the ability of a Faculty Member to elect a waiver as below.

Academic appointments will normally be from the beginning of the academic year. Any appointment with an effective date between August 1 and December 31 will be counted for the purpose of entitlement to academic leave and as part of the probationary period of service, commencing on

August 1 of that year. Partial years of service resulting from appointments beginning January 1 or later will not be counted for the purpose of entitlement to academic leave or as part of the probationary period of service.

In the event that a Faculty Member holding academic rank and serving a term appointment receives a probationary appointment leading to tenure, all full-time service on term appointment at Central State University will be counted toward tenure unless the Faculty Member elects to waive a maximum of one year's service. Faculty Members must make such an election in writing to the Provost at the time of their appointment leading to tenure. Failure to make an election will result in the application of all full-time service on term appointment at Central State University.

When an Instructor is promoted to Assistant Professor, years spent on regular appointments as an Instructor will count towards the probationary period. However, an Instructor promoted to Assistant Professor may elect to waive one year's service as Instructor. Such election must be made in writing to the Provost at the time of promotion to Assistant Professor.

In the event that a Teaching Faculty Member is converted to a probationary appointment leading to tenure, up to 3 years of full-time service at Central State University will be counted towards tenure at the discretion of the Teaching Faculty Member after consultation with the Department Chair. Teaching Faculty Members must make such an election in writing to the Provost at the time of their appointment leading to tenure. These years of service will be included in the new offer letter converting the Faculty Member to tenure track.

D. Termination and Tenure:

After no more than six (6) years of probationary service, a Faculty Member with a regular appointment or a research appointment will either be granted tenure after the recommendations set forth herein have been made or will receive notice of termination in accordance with procedures set forth herein. Tenure will be achieved and become official only when granted by the Board of Trustees, and only in accordance with the criteria and procedures provided for the Faculty Tenure Policy. The tenure of a Faculty Member will continue until death, resignation, retirement, or until terminated for adequate cause or as a result of post-tenure review, or, only in the case of a tenured Research Faculty Member, termination of external funding for their position or lack of qualifications when the plan of work has been modified or replaced. All persons receiving tenure will be notified in writing by the President or designee.

Academic tenure means an appointment that can be terminated only for specifically stated causes as set forth under retrenchment, post-tenure review, or in Article 17 of the Agreement between Central State University and the American Association of University Professors Central State University Chapter. It should be granted only to persons who have demonstrated, by passing successfully through a period of probation, that they are fully qualified. An exception to the first

sentence of this paragraph will apply when external funding for the position of Research Faculty Member has been terminated or the Faculty Member lacks qualifications when the plan of work has been modified or replaced. In that case, the Faculty Member will be treated as if his/her program was terminated and the provisions of the university Retrenchment policy will apply.

A Faculty Member may request initial consideration for tenure during the last year of his/her minimum probationary period as set forth in section D above. If a Faculty Member does not achieve tenure during the initial consideration period (the fifth probationary year), he/she will receive final consideration one (1) year later (the sixth probationary year). If a Faculty Member chooses not to be considered during the fifth probationary year, he/she will receive final consideration during the sixth probationary year. If tenure is not awarded by the close of the sixth year of probationary service, the Faculty Member will be given a one-year term contract that shall terminate effective with the end of the seventh year.

E. Criteria for Tenure

Tenure is the recognition that a Faculty Member is professionally competent and has made significant contributions in teaching, scholarly activity, commercialization, and/or service. Tenure is thus based upon merit, not solely years of service. Since tenure is not automatic and individuals are granted tenure on the basis of judgmental as well as qualifying criteria, individuals once tenured are expected to continue to make advancements in the areas of teaching, scholarly activity, and service.

F. Appointment and Tenure of Librarians

Appointment and tenure of librarians will be governed by the same provisions as for other Faculty Members. For these purposes, the library faculty will comprise the equivalent of a department. Recommendations for appointment will go from the library faculty to the Library Director and then to the Provost and Vice President for Academic Affairs, and then to the President and Board of Trustees. Recommendations for tenure will go from the library faculty to the Library Director, to the University Senate Promotion and Tenure Committee, to the Provost and Vice President for Academic Affairs, and then to the President and Board of Trustees.

The Faculty Tenure policy must be updated and adopted every five years effective from the date the policy is adopted.