



Raymond Walters College
2010-2011
FACULTY HANDBOOK



TABLE OF CONTENTS

Chapter 1	Introduction, Philosophy, Mission Statement & Full-Time Faculty Member Guidelines	1-6
	Introduction	2
	Philosophy	3
	Mission	4
	Full-Time Faculty Member	5
Chapter 2	College Organization and Committees	7-19
	Organization of the College	8
	Administrative Structure	10
	Academic Structure	11
	Departmental Organization.....	12
	Committees of Elected Reps	13
	Committees of Elected/Appointed Reps.....	15
	Committees of Department Reps	17
	Committees of Appointed Reps.....	18
Chapter 3	Description of College Services.....	20-36
	Office of the Dean.....	21
	Academic Affairs.....	21
	Administrative Services	24
	College Relations	26
	Outreach and Continuing Education (OCE)	26
	Assistant Dean's Office, Student Affairs	27
	Computer Facilities & Resources	30
	Dental Hygiene Clinic	30
	Library	31
	Electronic Media Communications (eMC)	32
	Academic Support/Tutorial Services	35
Chapter 4	Policies: RWC Faculty Approved and University of Cincinnati	37-93
	Academic Unit Head Review for Penultimate Year of Current Term	38
	Academic Unit Head Nomination Process	41
	Adjunct Faculty Initial Appointment Status	42
	Adjunct Faculty Promotion Policy	43
	Policy of Admittance of Probation/Suspended/Dismissed Students	44
	Building and Grounds Posting Policy	46
	Children in the Classroom Policy	48
	College Memorial Policy	49
	Copiers (Policy for Rotation of Copiers)	50
	Credit & Noncredit Procedures	51
	Cultural Diversity Policy	53
	Distance Learning Policy	54
	Distinguished Teaching Award	55
	Distinguished Teaching and Research Professorships	57
	Document Distribution Policy	58
	Faculty Office Space Policy	59
	Faculty Performance Review Policy	61
	Media Equipment	62
	Media Production	66

	Network Services Department Policies	73
	Pass/Fail Policy	76
	Scheduling Computer Classrooms and Labs	77
	Student Grievance Policy and Procedures	81
	Student Participation on College Committees	86
	Survey of Student Perceptions of Teaching and Learning	87
	University Policy and Procedures for the Ethical Conduct and Reporting of Research	88
	University-Wide Undergraduate Registration & Grading Policies/Procedures	90
	Workload Guidelines	92
Chapter 5	Procedures	94-107
	Closure Procedure	95
	Emergency Exit Procedures	96
	Internal Usage Form	103
	Pedagogy/Assessment Initiatives Fund	104
	Posting Grades	105
	Robert's Rules of Order.....	106
Chapter 6	Bylaws	108-123
	Bylaws Outline	109
Chapter 7	RP&T Procedures	124-129
	RP&T Procedures	125
	Folder Format Guidelines	127

CHAPTER 1

Introduction, Philosophy, Mission Statement and Full-Time Faculty Member Guidelines

INTRODUCTION

The origins of the University of Cincinnati can be traced back to the founding of the Cincinnati College and The Medical College of Ohio in 1819. The City of Cincinnati established the University of Cincinnati in 1870. In 1968, the University of Cincinnati became a municipally-sponsored, state-affiliated institution. Full state university status occurred in 1977.

Raymond Walters College was established in 1967 in the community of Blue Ash with the original building now known as Muntz Hall. This building, with the 1976 addition, was dedicated as the Ernest G. Muntz Hall on February 24, 1991. Flory Hall, built in 1970, was the second campus building and was dedicated as the Harriette E. Flory Hall on May 6, 1990. The campus has been dramatically enhanced with the addition of the Science and Allied Health Building, the Veterinary Technology Building and the creation of a central quadrangle.

Dr. Hilmar Krueger, the Founding Dean, was succeeded in 1969 by Dr. Ernest G. Muntz. Dr. Neal Raisman was appointed as Dean in 1990. Dr. Roger Barry and Dr. Howard Gundy served as Interim Deans from 1992 to 1993. Dr. Barbara Bardes served as Dean from 1993 thru August 2003, and Dr. Dolores Straker served as Dean from September 2003 to September 2007. Dr. Don O'Meara served as Interim Dean from September 2007 through June 2010. Dr. Cady-Short-Thompson began serving as Dean July 1, 2010.

The Raymond Walters College Faculty handbook contains information that serves as a guide for faculty members. In addition to this handbook, each member of the faculty should have a copy of the following:

- a. Contract agreement between the University of Cincinnati and the American Association of University Professors, University of Cincinnati Chapter.
- b. Handbook of the University of Cincinnati.
- c. Student Code of Conduct
- d. Department Bylaws
- e. Departmental RPT Criteria

PHILOSOPHY

The Philosophy of Raymond Walters College is based upon the core values that guide the College in its decision making. Most important are those core values pertaining to high quality instruction and academic excellence, which are the primary focus of the College and the foundation for all the efforts of faculty, administration, and staff. The College believes that students learn best in small, student-focused settings, where they are respected as individuals and have an opportunity to contribute to the learning environment. The College strives to provide a general education which promotes tolerance, lifelong learning, and a devotion to free inquiry and free expression, producing graduates who are individuals of character, sensitive to the needs of community, competent to contribute to society, and civil in speech and action. Simply put, the College works toward the creation of an informed citizenry with the ability to think critically, communicate effectively, and solve problems.

The College also participates in the advancement of knowledge for the common good through academic scholarship, which supports good teaching. As a result, the College functions as a cultural and intellectual repository, making the knowledge and experience of faculty and staff available to all its constituencies. In addition, the College provides lifelong learning opportunities for the purposes of job preparation and mobility, the pursuit of higher education degrees, and personal enrichment. The College aims to facilitate a total learning environment which fosters both personal and intellectual growth. To maintain quality, the College engages in a regular comprehensive assessment of its programs, courses, and services and their outcomes.

The College believes in openness and accessibility, including shared ownership, responsibility, and active participation in decision making among all of its various constituencies--students, alumni, community, faculty, staff, and administration--in order to foster mutual respect, academic freedom, loyalty, and commitment. Integrity and ethics provide the foundation of shared ownership and guide the College's daily interactions with students, the community, and internal constituencies. The College also incorporates diversity in its policies and practices and supports efforts which cultivate and foster respect for all people as unique human beings. The College believes in increasing access to higher education and providing support services to assist in each student's attainment of individual educational objectives.

Finally, the College recognizes that it is a part of an extended community. First, it benefits from its identity as a substantially autonomous college of the University of Cincinnati in providing access for its constituencies to all the resources and educational opportunities of a major university. Second, because education is a continuous process, the College believes in developing interactive relationships with its community, including schools and businesses, and responding to changing needs by providing quality programs and courses, cultural enrichment, lifelong learning opportunities, and contributions to the economic growth of the community. Ultimately, the College prepares its graduates to be effective, productive members of an increasingly global environment.

Approved by RWC Faculty 4/25/95

Approved by RWC Staff 4/21/95

MISSION

- To offer quality career programs at the associate and technical baccalaureate levels.
- To offer quality transfer programs articulated with appropriate baccalaureate programs.
- To provide an appropriate general education component in all degree programs as an essential part of students' learning experiences.
- To offer professional certificates.
- To offer credit and non-credit courses that meet the needs of non-matriculated students.
- To provide student services that address the needs of all students.
- To offer necessary classes and provide learning support services and technologies for students at all levels of academic preparation
- To maintain an excellent teaching faculty who are actively engaged in furthering knowledge through scholarship, research, and assessment of student learning.
- To engage in active partnership with community groups and to involve them in appropriate areas of decision making.
- To serve the community through faculty and staff expertise and college resources.
- To engage in and support assessment throughout the college.

Approved by RWC Faculty April 29, 2004

FULL-TIME FACULTY MEMBER

Faculty members' principal academic functions are the teaching, discovery, creation, and reporting of knowledge. In order to carry out these functions, special protections are acknowledged to be essential. The protections are known as academic freedom and tenure or continuous appointment. The concepts of academic freedom and tenure or continuous appointment must be accompanied by an equally important concept of professional responsibility.

The following guidelines enumerate some of the major responsibilities of all faculty members.

1. Classes
 - a. informing students of course objectives and grading policies and meeting each assigned class;
 - b. advising your Department Chairperson or Director of any absence that prevents you from attending an assigned class and providing in advance of a planned absence for assignments or instruction by a colleague or other suitable substitute.
2. Service to Students

Being available to students outside class time by posting and maintaining office hours and making appointments with students at times other than regular office hours if necessary.
3. Department, College, and University
 - a. attending college faculty meetings;
 - b. attending departmental meetings and participating in departmental matters;
 - c. providing for evaluations by students and peers according to departmental, college, and university procedures;
 - d. discussing with your Department Chairperson any matters of concern to you in your relationship to your responsibilities and your professional progress.
4. Academic Community

Contributing substantially in one or more of the following areas as outlined in the Promotion and Tenure criteria:

 - 1) Teaching
 - 2) Department/College/University Service
 - 3) Professional Activities
 - 4) Public and Community Services

Each faculty member has certain rights within the academic community. These are explicitly stated in the Raymond Walters College Bylaws and the AAUP Contract.

Each faculty member has certain privileges and benefits defined in the Faculty Handbook and the AAUP Contract.

The benefits defined in the AAUP Contract are:

- a. compensation
- b. overloads, extra compensation
- c. medical insurance
- d. dental insurance
- e. disability insurance
- f. sick leave
- g. retirement programs
- h. personal, child-rearing, vacation, and military leaves
- i. special or emergency leaves
- j. release time
- k. faculty and librarian development opportunities
- l. academic leaves

CHAPTER 2

College Organization and Committees

ORGANIZATION OF THE COLLEGE

Relationship to the University

Raymond Walters College has the same privileges and responsibilities as any other College in the University.

Faculty Governance

1. The Dean

The Dean is appointed by the President of the University in consultation with the Provostal Committee to which two Raymond Walters College faculty members are elected by the Raymond Walters College faculty. The Dean is reviewed every five years as required by the policies set by the Board of Trustees. He/She may be reappointed. The Dean reports to the Senior Vice President and Provost for Baccalaureate and Graduate Education.

2. Departments

- a. Department Chairpersons are nominated to the president through the provost by the Dean, in consultation with the respective Departments, which adopt their own procedures and criteria for evaluation and for recommendation of a candidate. The term of office is three to seven years. The Department Chairperson receives an added stipend and reduced teaching load during the term of office.
- b. Directors are appointed by the Dean upon recommendation of a search committee. The Dean requests these Departments to evaluate their Directors periodically. By contract, the term of office is between three and seven years. (See AAUP Contract.)
- c. Each Department adopts its own bylaws and procedures and sets its own advancement criteria. None of these, however, may be in conflict with College and University requirements found in their respective bylaws or in the University-AAUP Contract.
- d. Each Department member is obligated to participate in the business of the member's Department and to be completely familiar with its practices and expectations.
- e. The duties of each Chairperson and Director will be determined by the Department's bylaws, by the College bylaws, and by the Dean. These duties include (but are not limited to):
 - serving on the Raymond Walters College Curriculum Committee;
 - presiding at Department meetings;
 - making recommendations with respect to budget matters, new courses, new programs, advancement, tenure, or dismissal (or non-reappointment) of Department members;
 - evaluating members on a regular basis in accordance with Department, College, and University policy and AAUP Contract;
 - keeping each member informed as to his/her status in the Department and in the College Promotion and Tenure process;

- keeping records of Department bylaws, practices, procedures, and criteria for advancement and making such information available annually to every member of the Department, to the Dean, the Executive Committee, the Reappointment, Promotion and Tenure Committee;
- keeping adequate written records of all matters affecting the status of each Department member;
- maintaining such other records as are required by the College, the Dean, and the University.

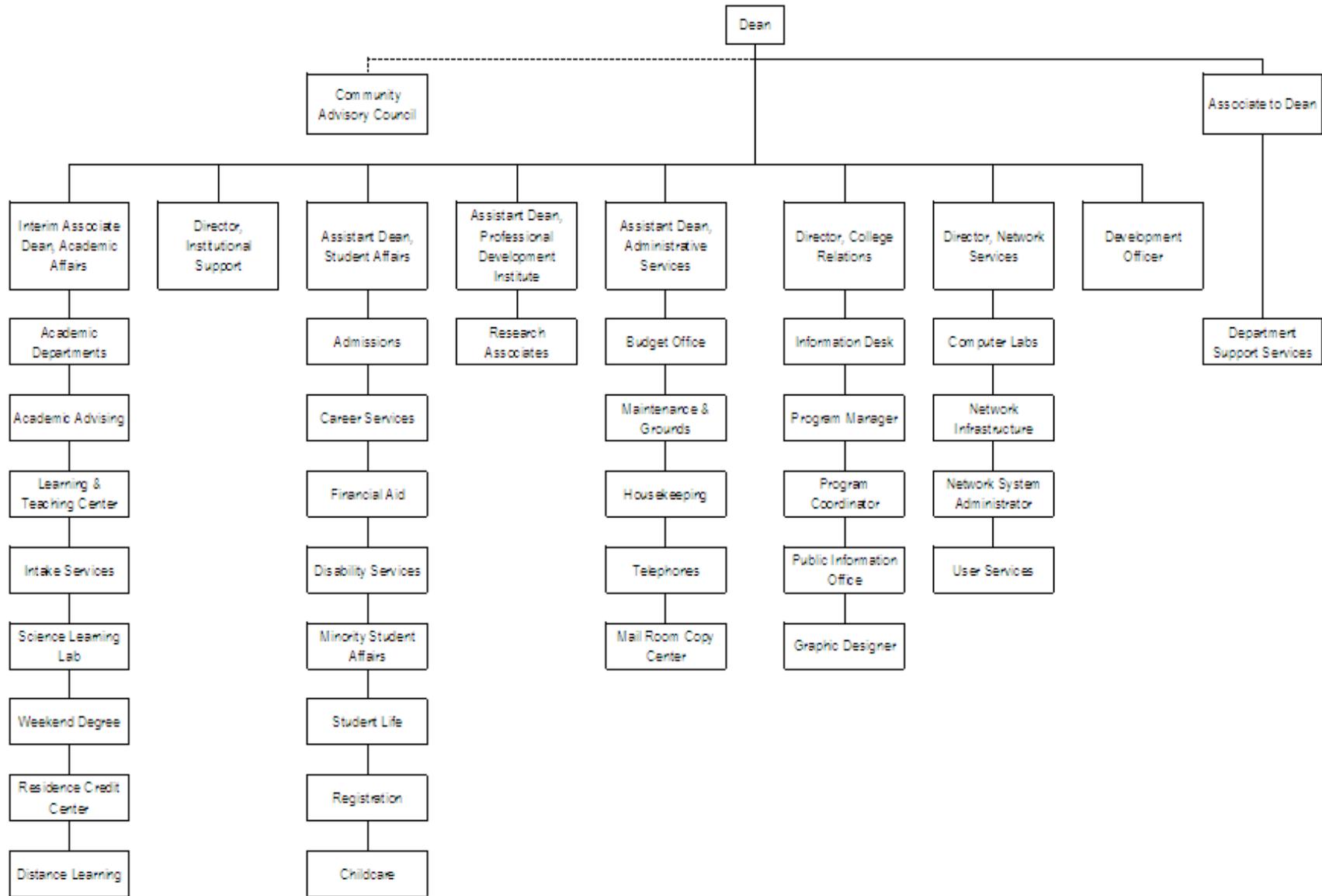
3. Departmental and Faculty Meeting Times

Tuesday and Thursday from 1:00 to 1:50 p.m. are reserved for the following meetings:

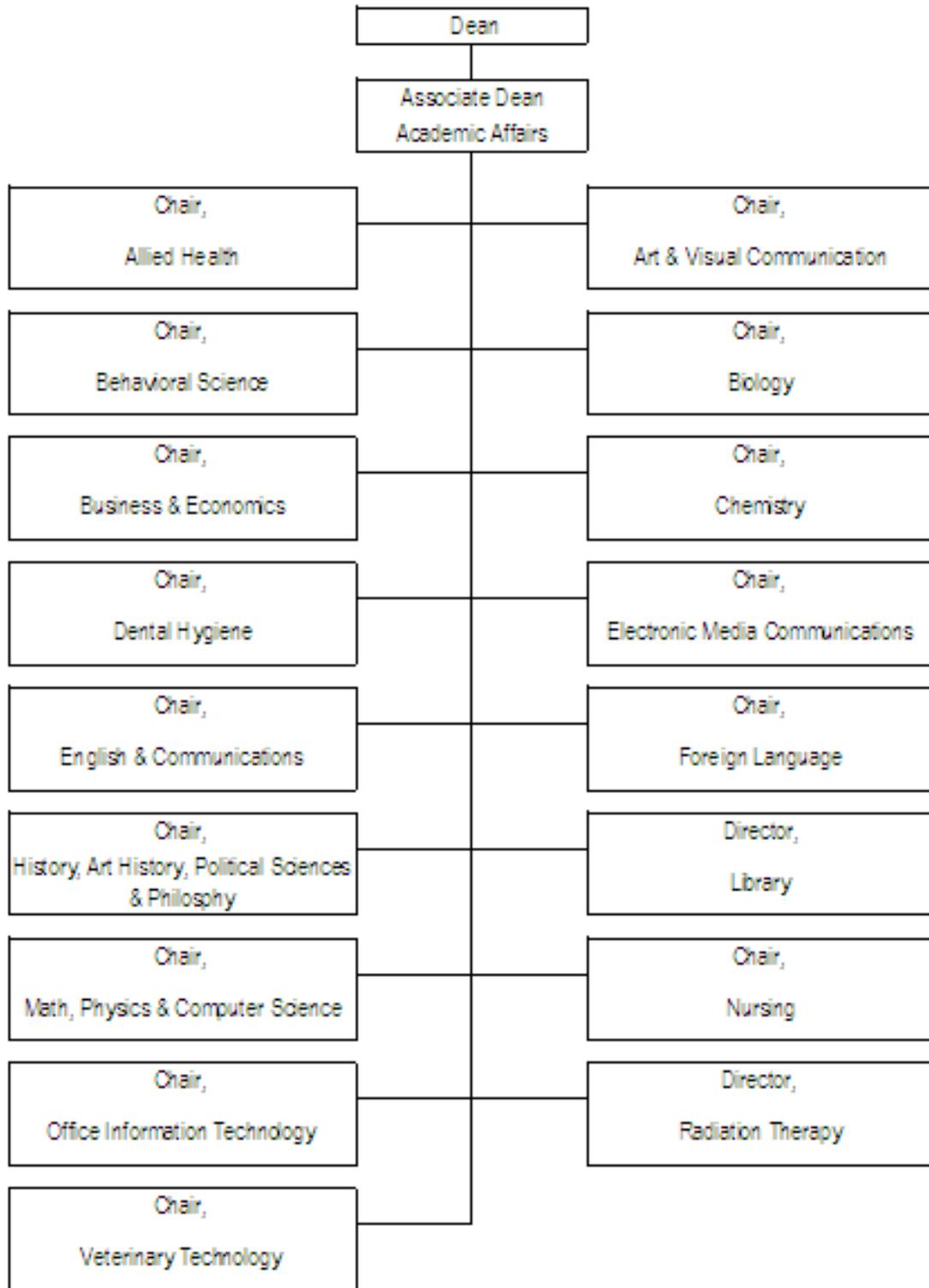
- 1st and 3rd Tuesday, Department
- 2nd and 4th Tuesday, College Committee
- 1st and 3rd Thursdays, Executive Committee
- 4th Thursday, Faculty

All University Faculty and AAUP meetings take precedence over college meetings. The dates are listed on the University of Cincinnati calendar.

**Raymond Walters College
ADMINISTRATIVE STRUCTURE**



**Raymond Walters College
ACADEMIC STRUCTURE**



RWC ACADEMIC DEPARTMENTS 2010-2011

Allied Health	Art & Visual Comm.	Behavioral Science	Biology	Business & Economics	Chemistry	Dental Hygiene	Electronic Media Comm.
Gill, J (C)	Wolfer, J (C)	Ritchey, L (C)	Bradel, E (C)	Taylor, R (C)	Denton, J (C)	Schierling, J (C)	Sanders, M (D)
Eller, J (FS)	Bethuy, S	Auyang, G	Bradshaw, S (AL WS)	Cheatham, M	Donald, Elizabeth (VR)	Frese, P	Anderson, E
Evans, J (FS)	Mitchell, J	Bastas, Hara (VN)	Gultice, A	Foote, F	Fritz, Mark	Kunselman, B	Bennett, Matt
Herrmann, T	Schreiber, P	Cummins-Sebree, S (AL WS)	Hickey, K (RA)	Hehman, R	Greer, M	McClure, E	Hartz, D
Keegan, S	Timman, L	Elrod, L	King, K	Lutz, Kent	Herrmann, M	Pacak, D	Hubble, D
Kramer, A (FS)		Feibel, D	Knauper, B	Ngwenya-Scoburgh, Lizzie	Lundstedt, A	Scaramucci, MK	
Moore, H		Frame, Debra	Kutcher, L	O'Brien, James	Stringfield, T	Stegeman, C	
Obermark, P (FS)		Kallmeyer, Robert (VN)	Mallory, B	Ojdana, J	Tremain, S		
		Lightner, R	Miller, A		Yakali, E		
		O'Meara, D (Adm Leave)	Otten, M (RA)				
		Simon, M (FS)	Owen, P				
		Wakefield, C	Rasmussen, Andrew (VN)				
		Webster, Deanna (VN)	Sarchet, Bradley (VN)				
			Weintraub, MJ (FS)				
			Willis, S (RA)				
			Wilson, Keen				
			Witham, A				
			Wray, F				

English & Communication	Foreign Language	History	Library	Math, Physics, & Comp Science	Nursing	Ofc. Info. Tech.
Luther, P (C)	Page, D (C)	Kornbluh, A (C)	Maloney, H (D)	Emenaker, C (C)	Pearce, J (C)	Phillips, H (C)
Andrus, Sonja	Anorga, A	Alexander, Ben (NV)	Harmony, S	Darling, N	Barton, Rebecca (CL)	Allstatter, R
Becket, D	Ballah, J	Douglass, J	McKinney, M	Davis, L	Bowers, N	Browder, M
Benander, R	Roig-Torres, T	Forest, Tim (NV)	Wahman, L	Frankel, Rachel	Bradley, MJ	Corgan, R
Chege, Mwangi (VN)	Woods, A	Goodman, E		Freeman, D	Brammer, S (AL WS)	Howard, D
Clason, Susanna		McClusky, J		Gallagher, Joseph	Ellis, J	Rankey, P
Crane, C		McNay, J		Helms, J	Gabbard, Traci	Tietsort, B
Fetters, Cassandra (VN)		Rus, I		Koehler, K	Gibbs, J	
Huang, S		Sigler, K		Kramer, E	Goeldner, J	
Kumar, R (AL WS)				Marsh, W	Henderson, C	
McDaniel, R				Rno, J	Hermann, T (CL)	
McLaughlin, Neely (VN)				Santos, F	Justice, M	
Miner, M				Skinner, C	Kroger-Jarvis, M	
Murdock, Robert (VN)				Smith, Karen	Mayo, C	
Oberlin, Kevin				Stebbins, H (FS)	McPhillips, D	
Peplow, Amber				Thomas, M	Mertens, Roslynn	
Pettit, R				Vamadeva, G (Ana)	Mezinskis, P	
Phenix, T				Vaz, C	Naber, M	
Refaei, B				Waldrop, L	Rouse, D	
Roos, M				Wood, K	Trotta, D	
Sipple, S (AL WS)					Wilson, L (FS)	
Skutar, C						

Veterinarian Technology
Wells, J (C)
Myers, K (FS)
Goecke, J

Not RWC Faculty but teach in RWC Programs
Radiation Therapy
 Hollan, C (D)
 Ward, J (FS)
 Instructor

- C = Chairperson
- CL = Clinical
- D = Director
- FS = Field Service
- RA = Represented Adjunct
- VN = Visiting New
- VR = Visiting Reappointed
- AL = Academic Leave
- SL = Sick Leave
- SpL = Special Leave

**COMMITTEES OF ELECTED REPS
2010-2011**

Academic Action

(The Grievance & Hearing Committees were combined in 2005-06 to make up the Academic Action Committee.)

8 faculty; no more than one from same department; 3 year term.

Transition Year 1: 3 elected for 3 yr term; 3 for 2 yr term; 2 for 1 yr term.

<u>8 to be elected:</u>	<u>Term Expires</u>
Biz McClure (DH)	2011
Teresa Roig-Torres (FL)	2011
Tom Stringfield (Chem)	2011
Sharon Keegan (AH)	2012
Patrick Schreiber (AVC)	2012
Rachel Allstatter (OIT)	2013
Jane Goecke (VT)	2013
Amy Gultice (Bio)	2013

AURCO Representatives

2 year term.

<u>1 to be elected:</u>	<u>Term Expires</u>
Natalia Darling (MPCS)	2011
Ann Witham (Bio)	2012

Building & Grounds

(Multi-constituent committee; no changes at this time)

9 elected faculty; no more than 2 from same department; 3 year term

<u>3 to be elected:</u>	<u>Term Expires</u>
Carla Henderson (Nurs) Chair	2011
John McNay (His)	2011
Rita Taylor (Bus)	2011
Mary Browder (OIT)	2012
Jackie Gibbs (Nurs)	2012
Darice Pacak (DH)	2012
Elizabeth McClure (DH)	2013
Patrick Owen (Bio)	2013
Pam Rankey (OIT)	2013

_____ (Adjunct Faculty Member)

Gene Kramer, Assistant Dean Administrative Services (ex-officio)

Administrative Services Rep (ex-officio, non-voting)

College Relations rep (ex-officio, non-voting)

Dale Hofstetter (staff rep)	2011
Russ Taylor (staff rep)	2011
Maria Damen (staff rep)	2013
_____ (Student rep)	
_____ (Student rep)	
_____ (Student rep)	

Executive Committee

9 faculty; no more than 1 non-tenure-track; 3 year term; no more than 2 consecutive terms.

<u>3 to be elected:</u>	<u>Term Expires</u>
Margaret Cheatham (Bus)	2011
Joe McClusky (His) Chair	2011
Darice Pacak (DH)	2011
Suzanne Bradshaw (Bio)	2012
Amy Miller (Bio)	2012
Sue Sipple (Eng)	2012
Brenda Refaei (Eng)	2013
Michael Sanders (EMC)	2013
Francis Wray (Bio)	2013

Faculty Senators

2 year term; no more than 2 consecutive terms.

<u>1 to be elected:</u>	<u>Term Expires</u>
Frank Wray (Bio)	2011
Stephena Harmony (Lib)	2012

RP&T

9 faculty; at least 1 but not more than 2 NT faculty; no more than 2 members from same department; 3 year term.

<u>5 to be elected:</u>	<u>Term Expires</u>
Diana Becket (Eng)	2011
Janet Goeldner (Nurs)	2011
Claudia Skutar (Eng)	2011
Debra Howard (OIT) Chair	2012
Mary Justice (Nurs)	2012
Tres Kutcher (Bio) (NT)	2012
Stefanie Bethuy (AVC)	2013
Teresa Roig-Tores (FL)	2013
Kenneth Koehler (MPCS)	2013

Strategic Planning

(Multi-constituent committee)

6 elected faculty; at least one NT; no two from same department. 3 year term.

<u>2 to be elected:</u>	<u>Term Expires</u>
Leslie Elrod (BS) Chair	2011
Mary Kaye Scaramucci (DH)	2011
Jan Ojdana (Bus)	2011
Heather Phillips (OIT)	2012
Heather Maloney (Lib)	2013
Lisa Timman (AVC)	2013

Cady Short-Thompson (ex-officio, non-voting)
 _____ Administrative Services rep (ex-officio)
 _____ Community rep
 Ranjoo Shanbhag (staff rep) 2011
 Sandra Parker (staff rep) 2012
 Student reps (two students, one vote)
 _____ (Student rep)
 _____ (Student rep)

COMMITTEES OF ELECTED/APPOINTED REPS 2010-2011

Academic Enterprise

6 Faculty; 3 elected & 3 appointed; 3 year term

<u>Appoint 3:</u>	<u>Term Expires</u>	<u>Elected:</u>	<u>Term Expires</u>
Diane Feibel (BS)	2011	Healthier Maloney (Lib)	2011
Jan Ojdana (Bus) Chair	2012	Cynthia Stegeman (DH)	2012
Dave Hubble (EMC)	2013	Heather Moore (AH DR)	2013

Academic Priorities & Resources

9 Faculty; 6 elected & 3 appointed; 3 year term; no more than 2 consecutive terms

<u>Appointed:</u>	<u>Term Expires</u>	<u>Elected:</u>	<u>Term Expires</u>
Eric Anderson (E-media)	2011	Natalia Darling (MPCS)	2011
Pat Mezinskis (Nurs)	2012	Amy Miller (Bio) Chair	2011
Deborah Trotta (Nurs)	2013	Tres Kutcher (Bio)	2012
		Patrick Schreiber (AVC)	2012
		Stephena Harmony (Lib)	2013
		Darice Pacak (DH)	2013

Faculty Development

6 faculty; 4 elected & 2 appointed; 3 year term.

<u>Appointed:</u>	<u>Term Expires</u>	<u>Elected:</u>	<u>Term Expires</u>
Lauren Wahman (Lib)	2013	Melinda Greer (Chem) Chair	2011
Kim Meyers (VT)	2013	Brenda Rafaei (Eng)	2011
		David Freeman (MPCS)	2012
		Ann Witham (Bio)	2012

Robin Lightner (Beh Sci) Learning & Teaching Ctr. (Coordinator)

Scholarship & Honors

9 faculty; 6 elected & 3 appointed; no more than 2 from same department;
3 year term; may not serve concurrently on Appeals.

<u>Appointed:</u>	<u>Term Expires</u>	<u>Elected:</u>	<u>Term Expires</u>
Melinda Greer (Chem)	2011	Tom Stringfield (Chem)	2011
Carla Henderson (Nurs)	2012	Angie Woods (FL)	2011
David Hartz (EMC)	2013	Ionas Rus (Hist)	2012
		Cyndee Stegeman (DH)	2012
		Melanie Kroger-Jarvis (Nur)	2013
		Patrick Owen (Bio) Chair	2013

Marlene Miner, Interim Associate Dean, Academic Affairs

Study Abroad & Exchange Programs

7 faculty; 4 elected & 3 appointed; 3 year term; current appointed members continue.

<u>Appointed:</u>	<u>Term Expires</u>	<u>Elected:</u>	<u>Term Expires</u>
Amber Peplow (Eng)	2012	Angel Angora (FL)	2011
Mark Otten (Bio)	2013	Ruth Benander (Eng)	2012
		Sue Sipple (Eng)	2012
		Jody Ballah (FL)	2013

Mike Roos, Study Abroad Coordinator
Debbie Page, Study Abroad & Exchange Coordinator
Shaorong Huang, Faculty Exchange Coordinator
Angie Woods, Chair, Study Abroad Coordinator

**COMMITTEES OF DEPARTMENT REPS
2010-2011**

Academic Assessment

		<u>Term Expires</u>
Allied Health	Tracy Herrmann	2011
Art & Visual Comm.	Patrick Schrieber	Indefinite
Behavioral Sciences	Leslie Elrod	2011
Biology	Patrick Owen	2011
Business & Economics	Rita Taylor	2011
Chemistry	Scott Tremain	2011
Dental Hygiene	Cyndee Stegeman	Indefinite
Electronic Media Comm.	Matt Bennett	2013
English & Communication	Claudia Skutar Chair	2011
Foreign Language	Angie Woods	2011
History	Andrea Kornbluh	2011
Library	Stephena Harmony	2012
MPCS	David Freeman	Indefinite
Nursing	Jackie Gibbs	Indefinite
Office Info Technology	Debra Howard	Indefinite
Radiation Therapy	Carolyn Hollan	Indefinite
Veterinarian Technology	Kim Meyers	Indefinite

English Writing Assessment Rep: Marlene Miner
 Ex Officio: Cady Short-Thompson, Dean
 Ex Officio: Marlene Miner, Interim Assoc Dean of Academic Affairs
 Ex Officio: Sandi Parker
 Member at large: _____
 Member at large: _____
 Executive Committee Liaison: _____

Curriculum Committee

Allied Health		Julie Gill
Art & Visual Communication		John Wolfer
Behavioral Sciences		Lynn Ritchey
Biology		Ed Bradel
Business & Economics		Rita Taylor
Chemistry		Janice Denton
Dental Hygiene		Janelle Schierling
Electronic Media Communications		Mike Sanders
English & Communication	Chair	Phil Luther
Foreign Language		Debbie Page
History, Art History, Political Sciences & Philosophy		Andrea Kornbluh
Library		Heather Maloney
Math, Physics & Computer Science		Chuck Emenaker
Nursing		Jennifer Pearce
Office Information Technology		Heather Phillips
Radiation Therapy		Carolyn Hollan
Veterinary Technology		Jennifer Wells

**COMMITTEES of APPOINTED REPS
2010-2011**

Appeals

6 faculty; 3 year term; may not serve concurrently on Scholarship & Honors.

<u>Appoint 2:</u>	<u>Term Expires</u>
Diana Beckett (Eng) Chair	2011
Barb Kunselman (DH)	2011
Robert Hehman (Bus)	2012
Marilyn Simon (BS)	2012
Julie Gill (AH RT)	2013
Pam Rankey (OIT)	2013
Pam Lineback, Assist. Dean, Student Affairs	
Carly Dennis, Program Manager - Student Affairs & Career Services (ex-officio)	

Cultural Diversity

6 faculty for 3yr term.

<u>Appoint 2:</u>	<u>Term Expires</u>
Michelle McKinney (Lib)	2011
Diane McPhillips (Nurs) Chair	2011
Natalia Darling (MPCS)	2012
Emel Yakali (Chem)	2012
Angel Anorga (FL)	2013
Bradford Mallory (Bio)	2013
Mabel Gilliam, Affirm. Action Officer	
Helen Kegler, Multi Cultural Affairs Officer	
Peggy Strohmaier (Staff rep)	2011
Diane Rogers (Staff rep)	2012
Rebecca Whitton (Staff rep)	2013
_____ (Student rep)	

Student Affairs

2 elected faculty for 3 yr term

Krista Wood (MPCS)	2011
Rita Kumar (Eng) Chair	2012

Andrea Kornbluh and Lynn Davis, Student Government Co-Advisors
 MJ Weintraub & Heather Phillips, Coordinators of Academic Advising
 Pam Lineback, Assist. Dean, Student Affairs
 _____ Coordinator, Student Life
 _____ (Student rep)
 _____ (Student rep)
 _____ (Student rep)
 _____ (Student rep)

Technology Committee (formerly the College Computer Advisory)

4 faculty members (2 appointed, 2 elected) for 3yr term (1 Lib rep, 1 Emedia rep, 1 Network. Resource rep, 2 staff, 2 students); students are 1yr terms

<u>Appointed:</u>	<u>Term Expires</u>	<u>Elected:</u>	<u>Term Expires</u>
Pam Rankey (OIT)	2012	Claudia Skutar (Eng)	2011
Krista Sigler (His)	2013	Patrick Schreiber (AVC)	2012

<u>Reps</u>	<u>Term Expires</u>
Eric Anderson (E-Media rep)	2011
Michelle McKinney (Library rep) Co-Chair	2012
John Weller (Network Res rep)	2011
Ranjoo Shanbhag (Staff rep)	2011
Suzi Grgas (Staff rep) Co-Chair	2012
_____ (Student rep)	
_____ (Student rep)	

CHAPTER 3

Description of College Services

DESCRIPTION OF COLLEGE SERVICES

OFFICE OF THE DEAN

Dr. Cady Short-Thompson, Dean

Muntz Hall, Room 149

745-5660

Hours: 8:00 - 5:00 pm Monday - Friday

The Dean is the college's chief executive officer. As such, the office provides strategic vision and leadership for all mission-driven initiatives. The Dean is responsible for assuring that all university contracts, UC Board of Trustee Rules, and university/college policies and procedures are followed. In addition, the Dean provides direction and support for strategic planning and is the primary liaison to federal, regional, state and local institutions related to achieving both the college's and the university's missions. The Dean is also responsible for managing the college's resources – personnel, financial and physical. The Dean reports to the University of Cincinnati's Senior Vice President for Academic Affairs and Provost Office.

Mabel Gilliam, Associate to the Dean

Sandy Overman, Administrative Secretary

Sandy Bessey, Records Management Officer II

The Office of the Dean is responsible for a variety of administrative activities involving faculty, staff and students, including application for retirements/emeritus and affirmative action; college governance policies; community activities; curriculum course approvals; staff and faculty new hires; college budgets; faculty leave-of-absences; faculty overloads; faculty reappointment, promotion and tenure; faculty/staff position advertising; faculty/staff travel request and reimbursements; faculty/staff personnel appointments; faculty/student awards reception; Fresh Start program for returning students; full/part-time faculty databases; full/part-time faculty personnel files; full/part-time faculty teaching contracts; International visitors' processing; records retention management; student dismissals, suspensions, probations, student/faculty convocations.

ACADEMIC AFFAIRS

Dr. Marlene Miner, Interim Associate Dean

Muntz Hall, Room 149

745-5660

Hours: 8:00 - 5:00 pm Monday - Friday

This office coordinates the academic affairs of the College and serves as a liaison with other College and University units to enhance the quality of the College's curriculum and to provide the highest quality of instruction to all students. The Associate Dean of Academic Affairs works directly with departmental Chairs and Directors concerning academic issues; supervises and coordinates professional accreditation functions, curriculum development and review; directs faculty development, the College's assessment activities, and the directors of the Learning and Teaching Center. The Associate Dean of Academic Affairs also supervises the managers of the Intake and Testing Center, the Science Learning Lab, the Office of Outreach and Continuing Education, as well as the Advising Center and the Academic Advising System.

Intake Center

Tom Minter, Manager

Muntz Hall, Room 150G
745-5700

The Intake Center serves as a liaison between students and a number of offices, including Admissions and Registration. The Center's aim is to make students' entry into the college as smooth as possible and to help ensure students' future success by providing them with a clear and timely source of both general and academic advice or referral. Among the Center's responsibilities are placement testing, awarding advanced standing for college work transferred to RWC, certification of progress of veteran's benefits, coordinating Transfer Assurance Guidelines, and assisting non-matriculated (non-degree) students.

Testing Center

Leigh Schlegel, Testing Administrator
Rebecca Whitton, Secretary

Muntz Hall, Room 150C
745-5783

All in-coming students without previous college experience must take the English and math placement test. This test is scheduled through this office or by calling 745-5783. The office also administers the placement tests for foreign languages. If you have questions about who is to take which test, please call the Advising Center at 745-5783.

The Testing Center is available to proctor make-up exams. If a professor has a test that a student needs to take, the test should be placed in a white envelope (available in the secretaries' office) and put in either the Testing Center mailbox or under the door. The make-up schedule is posted on our door and is distributed to the faculty every quarter.

Office of Institutional Support

Sandra Parker, Data Analysis Coordinator, 745-5736
Muntz Hall, Room 149F
Hours: 8:00 - 5:00 pm Monday – Friday

Byron Walton, Analyst, 936-1763
Muntz Hall, Room 149G
Hours: 8:00 - 5:00 pm Monday - Friday

The primary goal of the Office of Institutional Support is to provide information for strategic decision-making. The office assists the College in fulfilling its mission by conducting institutional research in support of institutional effectiveness efforts, enrollment management, and the strategic planning process. This includes analysis of enrollment data and trends, survey research, environmental scanning, and preparing reports and presentations for various internal and external constituents.

Academic Advising Services

M.J. Weintraub, Faculty Advising Coordinator
SAHB, Room 116
936-7192

The Raymond Walters College faculty recognize academic advising as a primary academic responsibility and have provided this service to students since the College's inception. A group of approximately 50 faculty, predominantly full-time, receive a stipend for performing this important academic function. The activities of the academic advisers are coordinated by a full-time faculty member who reports to the Associate Dean for Academic Affairs.

Learning and Teaching Center

Muntz Hall, Room 306
936-1715

Robin Lightner, Co-Director	Ruth Benander, Co-Director
SAHB, Room 273	SAHB, Room 140
936-7102	745-5778

The Learning and Teaching Center offers faculty development opportunities that promote student learning. The Center provides resources for faculty to reflect on teaching and to engage in classroom-based research. The Center will also provide support for faculty to respond to different student learning styles through a variety of teaching strategies. The Learning and Teaching Center offers the following services:

- A collection of teaching and learning resource materials.
- Sponsorship of Faculty Learning Communities and other program series focused on specific pedagogical issues.
- Private tutorials for technology, course development, alternative teaching strategies.
- Consultations to provide formative feedback about teaching effectiveness.

Science Learning Lab

Frank Dill, Manager
Lynn Rosenblum, Academic Tutor
SAHB, Room 200
936-1705
Hours: 8:00 - 6:00 pm Monday - Friday
Hours may vary.

The Science Learning Lab is designed to help students in Biology, Chemistry, Dental Hygiene, Nursing, Radiation Technology, and allied health science disciplines. The Lab provides free individual and small group tutoring as well as peer study groups. Students using the lab have access to computers, anatomical models, microscopes, radiological films, and supplementary texts and software.

ADMINISTRATIVE SERVICES

Eugene Kramer, Assistant Dean

This department includes the Business Office, Public Safety, College Construction Management, Facilities Management, Telephones, Copy Center, Mailroom, Keys, and Shipping and Receiving

Service with accountability is our vision. We are here to provide support services for Raymond Walters College.

Business Office

Martha Hart, Carolyn Riddick, Lisa Weller

Accounts Payable, Cost Accounting, Grants, Forms, HR Support, Keys, P-Card Audits, Parking, Payroll, PeopleAdmin, Purchasing, Reimbursements, Special Projects

Muntz Hall, Room 123

936-1520

Business_office@ucrwcw.rwc.uc.edu

The Business Office provides the following products or services for students, faculty and staff: payroll processing, purchasing, accounts payable, grant monitoring, student billing assistance, parking decals, keys, accident and risk management and provides access to a wide variety of University forms. A self-service kiosk is located in 123 for assistance with HR/payroll access.

This office interacts with main campus on a daily basis representing Raymond Walters College in all types of business matters, human resource issues, and safety compliance requirements.

All accidents, workers compensation claims and safety concerns should be reported to this office.

Pay stubs and ESS instructions can be accessed on the Business Office web page by selecting “[payroll](http://www.rwc.uc.edu/administrative_services/index.html)” at http://www.rwc.uc.edu/administrative_services/index.html.

Public Safety

Muntz Hall, Room 134

745-5707 or 9-556-1111 for radio dispatch

Emergencies 911

The University of Cincinnati Police Department operates a satellite office at Raymond Walters College. Their main concern is our safety. UC Public Safety Officers patrol the building, grounds, and parking lots whenever the campus is open for business. The Public Safety staff investigates crimes, presents crime prevention programs, assists with fire and safety emergencies, escorts faculty, staff and students to vehicles, acts as liaison to outside police departments, operates the RWC lost and found, and will even unlock your car when you lock your keys inside.

There are several help phones located in various areas around campus such as parking lots and elevators. The help phones may be used in emergencies to put you in direct contact with the Public Safety Communications Center (police dispatch). Area of Rescue Assistance phones are also located in designated stairwells. Be sure to read about emergency procedures in this handbook so you know what to do or where to go in case of an emergency or inclement weather.

If you are locked out of your office, need to report a crime or suspicious person, or have an emergency, call Public Safety.

Work Control Center

Muntz Hall, Room 108
745-5708

Email by placing “service” (no quotes) on the “To” line

The Work Control Center handles all manner of work requests. Need a light repaired, telephone not working, too hot or too cold, trash need emptying, furniture set-up, car jump-started, or spill cleaned up, please email “service” with your problem. The Center logs your request and dispatches the work force as directed by the appropriate supervisors. Questions regarding on-going construction should also be directed via email to “service”.

Facilities Management

Muntz Hall, Room 108
745-5708 or 745-5709

This department maintains campus buildings and grounds, assists construction contractors, monitors the utilities, and does set-ups for a wide variety of events. Daily work routines, preventive maintenance and housekeeping as well as work requests from the work control center are prioritized and handled by the department. Distribution of mail, packages, and shipping and receiving are done by this department. Moving your office, need a long distance code, adding a phone number, adding a data drop or looking for additional classroom chairs? This is the department that services those needs. Email them by putting “service” in the “To” line.

Facilities Support Services

Media Equipment Scheduling & Support: Classroom Use

Muntz Hall, Room 108
745-5708

Media equipment available to faculty for classroom use includes carts with desktop computer systems, VCR and DVD playback, LCD multimedia projectors for computer and video display, laptop computers, document cameras, audio cassette and CD players, portable PA systems, slide projectors. All classrooms are equipped with traditional overhead projectors for showing transparencies; most computer labs and SAHB classrooms also have permanently installed LCD multimedia projectors. Faculty may schedule media equipment for classroom delivery in person at the Facilities Support Services Office in Muntz 108, by calling Facilities Support Services at 745-5708, or by email to service@rwc.uc.edu. (Please be aware that equipment for classroom use must be requested directly by the faculty member; we do not accept requests from students.) Please make your requests at least 24 hours in advance. Equipment will be retrieved by Facilities Support Service staff at the end of class. For faculty who are not familiar with the use of media equipment, brief tutorials are available on request.

Media Equipment Scheduling & Support: Circulating (Check-out) Equipment

Some types of media equipment may also be checked out to faculty for off-campus use. Requests for checkout of equipment should be made well in advance, as supplies are limited and requests cannot always be accommodated. The standard circulation period is 5 days, with one renewal permitted.

Media Equipment Scheduling & Support: Special Events

Facilities Support Services also offers media support and staging for special events on campus, such as guest lectures and performances, recognition and graduation ceremonies

Please contact us before you schedule a room. Depending on your plans we may be able to schedule you into a room which better fills your needs. Please make your request at least 2 weeks in advance.

COLLEGE RELATIONS

Ginny Hizer, Director
Michael Ziepfel, PIO/Assistant Director
Gwendolyn Dean, Program Coordinator, Alumni Relations
Debbie Miller, Community Relations Manager
Mandy Thomas, Senior Graphic Designer

Muntz Hall, Room 327
745-5685
Hours: 8:00 - 5:00 pm Monday - Friday

This office directs the college's advancement programs, including community and government relations, media relations, marketing (advertising and program promotion), publications, internal communications, alumni relations, space rental, display case reservations and community cultural programs. Publications produced by College Relations include Viewbook and Student Handbook; the department also manages the College's web site. Faculty and staff needing assistance with publicity for on-campus events or programs should contact College Relations.

OUTREACH AND CONTINUING EDUCATION (OCE)

Janice Ooten, Program Manager

745-5776
Hours: 8:00 - 5:00 pm Monday - Friday

Outreach and Continuing Education (OCE) provides educational programs and training packages for community members who need information and credentials in order to deal with cultural changes and emerging personal and professional demands.

Classes applicable to bachelor's or master's degrees in several majors are offered at RWC in cooperation with the colleges and departments on UC's Clifton campus. These include Business Administration, Communication, Criminal Justice, Education, Health Promotion, Nursing, and Nutrition.

Distance learning classes are made available by academic departments and managed by OCE.

Weekend Classes

Jaclyn Emerson, Academic Director
936-1532

Students can complete an Associate of Arts in Pre-Business Administration by attending classes on Saturdays only. Call the OCE office for details.

Professional Development Institute (PDI)

Cheryl Brueggeman, Director
936-1730

The Professional Development Center specializes in customized training and consulting services. PDC delivers high quality training to individuals in business, government, and non-profit organizations, and reports to the Office of OCE.

ASSISTANT DEAN'S OFFICE, STUDENT AFFAIRS

Pam Lineback, Assistant Dean, 745-5670

Frances Lowery, Secretary 745-5670

Muntz Hall, Room 125

Hours: 8:00 - 5:00 pm Monday - Friday

The department of Student Affairs offers a comprehensive network of support services for students. The administrative units mentioned below describe the various services and programs offered.

The Assistant Dean for Student Affairs is available to meet with students to discuss academic concerns, the grievance process, or any problems they encounter while attending RWC.

One Stop Center – College Information & Communications

Esther Toran, Switchboard Operator, 936-1574

Muntz Hall, Room 150 -- One Stop Center

745-5600

Hours: 8:00-5:00 pm Monday - Friday

One-Stop Center - Enrollment Services (Admissions and Financial Aid)

Chris Powers, Director of Enrollment Services

Pam Bauer, Coordinator, Service Center, Cashier

Doran Brock, Senior Enrollment Services Counselor, Finance

Ashleigh Sallee, Records Management

Abbi Sennett, Public Inquiries

Tiffany Williams, Educational Advisor

Corrine Havlin, Recruiter

Muntz Hall, Room 150

745-5700

Hours: 8:00 – 6:00 pm Monday - Thursday

8:00 – 5:00 pm Friday

The major function of Enrollment Services is the admittance and enrollment of students into the various programs offered by the College.

The Enrollment Services Office handles applications for admission and financial aid and assists students with questions about the RWC admissions process, program offerings, and articulation and course transfer agreements with other colleges and universities. This office recruits students from approximately 150 high schools and administers the post-secondary education options program & Tech Prep program for high school students.

Registration Office

Debbie Smith, Director of Registration
Nina Adams, Public Inquiries Assistant
Marne Long, Public Inquiries Assistant

745-5650

Hours: 8:00 - 6:30 pm Monday - Thursday
8:00 - 5:00 pm Friday

The Registration Office is responsible for a variety of services directly related to enrollment and course offerings. These include assigning all classroom space for on/off-campus classes, group, and events, reconciling classroom conflicts and space allocation problems; processing all Application to Schedule Facilities Forms for all on/off-campus groups; maintaining and updating all UNIVERSIS (University Student Information System) tables; preparing and generating all class orders for the Clifton Campus; monitoring the registration process and informing the Associate Dean of Academic Affairs on enrollment trends. In addition, the Office processes all Formal Application for Degree Forms for RWC students and compiles the final list of graduates (including honors). The Office also monitors academic performance lists to determine re-enrollment of student on suspension/dismissal; compiles list of senior citizens eligible for enrollment in courses which have available space; assists students in interpreting University policies and procedures; and processes a variety of forms (i.e., registration, drop/adds, grade changes, transcript request).

Career Services

Tresha Lewis, Career Development Specialist
Carly Dennis, Career Counselor

Muntz Hall, Room 125

745-5671

Hours: 8:00 - 5:00 pm Monday - Friday
Evenings by appointment

Through Career Services' career counseling, a student can assess his or her interests, skills, personality traits and values to begin the process of clarifying a career goal. Career Services helps match personal traits with market demands and offers students occupational information, testing, workshops, resume critiques, mock interviews, employer contacts, and individual counseling.

Career Services also helps students find internship opportunities and full- and part-time jobs. Students and employers can also swap information on the office's job posting web site – www.CollegeCentral.com/ucrwc. The site allows students to post their resumes for employers' consideration and scan the job listings posted by employers.

Additionally, career/job fairs are held each year where students and employers can network, discuss career/job opportunities, and possible career paths within the field of study. Dates for fairs:

- Fall Carnival & Job Fair – October
- Virtual Career Fair – February
- Career Fair - April

Throughout each quarter, Career Services offers a variety of workshops on topics such as career decision making, resume writing, interviewing, and job search strategies. Students may pick up a workshop listing in Career Services.

Career Services also conducts a graduate follow-up survey to track RWC graduates' success in the workforce and in their transfer to bachelor's degree programs.

Disability Services

John Kraimer, Director

Mary Lou Ellison, Learning Disabilities Specialist

Muntz Hall, Room 112E

792-8625 Fax: 792-8624

Hours: 8:00 - 5:00 pm Monday - Friday

Or by appointment

Disability Services provides assistance to students with all types of disabilities. Students may be eligible for note-takers, tutors, interpreters, adapted testing, scribes, readers, communication aids, books on tape and other services as needed. The Disability Services Office is also an information and resource center for all students, faculty and staff who have disability concerns or questions. Information can be obtained on a number of issues including accessing benefits and community resources, securing adaptive equipment, accessible housing and more.

Multicultural Student Affairs

Helen Kegler, MCA Officer

Muntz Hall, Room 127

745-5691

Hours: 8:00 - 5:00 pm Monday - Friday

The office of Multicultural Affairs recognizes and supports the racial and cultural diversity that exists on RWC's campus by addressing the academic, cultural, educational, and social needs of minority populations. It encourages respect and appreciation for all cultures through programming and activities. Information about the Multicultural Affairs Office can be obtained on our website www.rwc.uc.edu/MCA. Students may contact the Multicultural Affairs Office by appointment, walk-in, or telephone.

Minorities include African Americans, Asian Americans, Hispanic Americans, Native Americans, and International students at RWC (any student whose first language is not English). Special groups include student parents and other groups with commonality in purpose or need.

Student Life

David Schroer, Event Assistant

Muntz Hall, Room 127

745-5773

This department provides programming and support services to student groups and the entire student body. Activities include the annual "Make a Difference Day" project, Fall Carnival and Organization and Job Fair, Spring Fling and Student Awards Ceremony. It facilitates student leadership development and coordinates new student convocation. It oversees the student lounge located in Muntz Hall.

Individuals who wish to learn more about the department's campus activities, student leadership development opportunities, and student organization governance policies should contact the Student Life Office.

COMPUTER FACILITIES & RESOURCES

RWC Home Page

The RWC Home Page includes a wide range of information concerning academic programs and departments, student services and resources, calendar of events, and administrative support services. The URL address is <http://www.rwc.uc.edu>.

Since its introduction to the college community in 1996, the RWC home page continues to develop and expand as more information is added. A number of faculty and departments have created curriculum based web pages for student use and have linked their pages to the RWC home page. Faculty who wish to link their web pages to the RWC home page should contact Michael Ziephel of College Relations at ext. 1572.

Computer Labs

Muntz Hall, Rooms 112
745-5718

Hours: 8:00-10:00 pm Monday - Thursday
8:00-5:00 pm Friday
10:00-4:00 pm Saturday
Closed Sunday

Macintosh labs (rooms 112B and 349) hours vary. Check posting outside rooms.

All labs are closed on university holidays and between academic quarters, please consult your student calendar for specific dates and details.

The computer labs provide RWC students access to computers and the software applications currently being taught. Each computer is networked to a central file server, which provides access to laser printers.

The open access computer lab in suite 112 has 75 computers, two printers, two scanners and lab assistants to aid students with basic computer problems. Office Information Technology personnel in room 112C offer software assistance.

Muntz Hall has several additional computer labs that are available for class sessions-- the Windows computer labs in rooms 112A, 158, 210, 255 and 265, as well as the Macintosh computer labs in rooms 112B and 349. (The Macintosh labs have varied open access hours. Check the posting outside the labs for details.)

DENTAL HYGIENE CLINIC

Janelle Schierling, EdD, RDH, Chair
Science and Allied Health Building, Dental Hygiene Clinic
745-5630

Clinic Hours: 8:30-12:30 pm Tuesday; 2:00-5:30 pm Tuesday (Spring)
1:30-6:00 pm Wednesday; 8:30-11:30 am Wednesday (Spring)
8:30-12:30 pm Thursday; 2:00-5:30 pm Thursday (Spring)

General Office Hours:
8:00-5:00 pm Monday – Friday

The Dental Hygiene Clinic offers preventive dental hygiene services and radiographic services to faculty, staff, students and community residents. There is a nominal fee for the services offered. Patients should be aware that the treatment is provided by students under faculty supervision.

LIBRARY

Muntz Hall 115
745-5710

Hours: 7:30 am - 9:00 pm Monday - Thursday
7:30 am - 5:00 pm Friday
12:00 pm - 4:00 pm Saturday

Hours during breaks and summer sessions are posted at the library entrance and on the web site.

Web site: www.libraries.uc.edu/libraries/rwc

Staff

Heather Maloney, Director
Stephena Harmony, Library Faculty
Sherry Hornberger, Public Services/Technical Services Assistant
Rachel Lewis, Technical Services Manager/Public Services Associate
Tammy Manger, Circulation Manager
Michelle McKinney, Library Faculty
Lauren Wahman, Library Faculty

The RWC Library provides a broad array of print, media, and electronic resources to the RWC community:

- **Library Collections:** Search the online catalog for books, journals, multimedia items and electronic resources.
- **OhioLINK and Interlibrary Loan:** Request materials from other UC Libraries or the statewide OhioLINK library catalog. Materials that are unavailable from UC or OhioLINK can be obtained through the interlibrary loan service, ILLiad.
- **Electronic Databases:** Around the clock access is available both on and off-campus to a wide variety of electronic research databases.

The RWC Library also supports faculty and staff with the following services:

- **Library Instruction:** RWC librarians offer course-related library instruction classes for RWC students at all levels. These classes can cover a range of resources (general or subject-specific) or focus on research strategies and critical thinking concepts. All classes are scheduled at the request of the course instructor and are tailored to meet the needs of your classes, curriculum, or assignments. The Blackboard Librarian service provides direct access to a librarian and curricular support for students.
- **Orientation Tours:** Tours for UC students, faculty and staff are designed to provide a general overview of the collections and services available through the RWC Library. Tours can also be arranged for non-university groups on a limited basis. These tours are not instruction-based, but are designed to be an introduction to college libraries and can include general information about the University of Cincinnati Libraries.
- **Research Assistance:** Library faculty are available to help you find information for your research or teaching needs. You can schedule an appointment with a librarian to discuss your research or to receive one-on-one instruction on using particular resources.
- **Course Reserves:** Faculty can place books, articles, and other items on reserve for their students. Faculty can choose 2 hour/Library Use Only, Overnight or 3 Day loan periods. Blackboard Electronic Reserves allows faculty to make course-related materials available online 24/7.

- **Library Liaison:** This program was established to provide regular communication between library staff and the faculty concerning library services and collections. Responsibilities to departments include: collection development and management, instruction, research assistance, and feedback on library services.
 - Stephena Harmony: Art & Visual Communication, eMedia, History, Art History, Philosophy & Political Science, Office of Information Technology
 - Heather Maloney: Allied Health, Dental Hygiene, Nursing, Radiation Therapy
 - Michelle McKinney: Behavioral Sciences, Biology, Chemistry, Math, Physics & Computer Science, Veterinary Technology
 - Lauren Wahman: Business & Economics, English & Communication, Foreign Language

Visit the library web site at www.libraries.uc.edu/libraries/rwc for more information on library services and resources.

ELECTRONIC MEDIA COMMUNICATIONS (eMC)

President's Quality Service Initiative Award 2004

Administrative and Academic Office – Muntz 217

745-5717

Hours: 8:00 – 5:00 pm Monday – Friday

H. Michael Sanders, Department Director and Senior Librarian
Dave Hubble, Assistant Director and Associate Senior Librarian
E. M. Akama-Dibo, Media Technology Analyst
Eric Anderson, Associate Librarian
Matt Bennett, Assistant Librarian
David Hartz, Associate Librarian
Bill Boyle, Studio/Lab Manager
Lou Olenick, Program Manager

Media Services Center– Muntz 113

745-5717

Hours: 8:00 – 5:00 pm Monday – Friday

Pete Bender, Technical Production Manager
Andrea Rahtz, Producer/Director
Neil Sharrow, Media Technology Analyst

Department Mission Statement

We integrate media and technology into education, enhancing learning through innovative academic programs, creative and design services, and instructional support services. Our goals to achieve this are:

Goals:

1. To develop and maintain academic programs, credit courses, and workshops that reflect production technologies and communication strategies widely used by media professionals.
2. To comprehensively integrate a wide range of hands-on professional experiences into our programs and courses.
3. To promote an understanding of the impact of media on society including awareness of ethically and socially responsible uses of media.
4. To design and produce media for learning, communication and entertainment.
5. To provide collaborative leadership and technical expertise to assess, acquire and manage media technologies so they are readily available to the College community.

6. To advocate for the effective and appropriate use of media technology in instruction through example and in-service workshops.
7. To enhance skills and expertise in our disciplines through continuing education, professional development and networking.
8. To respond to new opportunities and challenges by developing new services and responsibilities.
9. To strengthen community connections and provide community service.
10. To continually evaluate and assess department services and activities.

Complete department policies for Media Design and Production are included in the Faculty Handbook Chapter 4: Policies.

Administrative and Academic Office – Muntz Hall 217

Media Consulting and Instructional Design Services

eMC offers instructional design services to RWC faculty. Our goal is to help college faculty members solve pedagogical problems and to enhance their teaching effectiveness through the design of instructional activities and instructional media materials. Faculty may request consultation on the planning and development of web sites, CD-ROMs, videos, slide presentations, PowerPoint presentations, and other instructional presentations and processes. Our role in the creation of such materials includes collaboration in shaping content, scripting, storyboarding, mapping interactive learning trajectories, and, in the case of new technologies, exploring technical details and presenting the faculty member with viable options. Since our department is a professional production unit, we are able to follow through with actual production of the instructional materials once we have clearly identified the scope and objectives of the project with the faculty member.

In collaboration with the RWC Center for Teaching and Learning as well as the Faculty Development Committee, the Electronic Media Communications department offers an annual workshop series for faculty and staff. Various topics are covered each year. Workshops offerings typically address classroom technologies, technical skills development, instructional design methods, copyright law, and consumer electronics.

Media Copyright Consultation

eMC faculty provides assistance to members of the College community regarding the appropriation and use of copyrighted materials in direct instruction, professional presentations, and academic publications. Faculty may request professional assistance with issues such as educational fair-use, student use of media in course projects, use of images and other media material in books and periodical publications, and use of copyrighted materials in instruction websites. Assistance with the logistics of securing copyright clearances and permissions for use of copyrighted materials that fall outside the boundaries of educational fair-use, as well as the process of filing formal copyright applications for media materials authored by faculty members, and current copyright resources and references to informational publications are available through the Administrative Office.

Media Technology and Training Services

eMC provides a comprehensive workshop series designed to assist faculty and staff in developing instructional strategies involving media and technology to effectively incorporate them into the curriculum. One-on-one tutorials are also available to assist faculty and staff with acquisition and development of new technologies. eMC faculty and staff routinely explore currently available technologies, identify what is new and promising, and research how the technologies can be used to enhance instruction. These teaching tools relate to all the material and physical means an instructor might use to implement instruction over varying delivery methods.

Examples of technologies for which eMC provides training support and development services include podcasting, streaming audio/video, and interactive media for distance learning applications and the proper use of installed

classroom technology. To deliver this training eMC works in cooperation with the RWC Learning & Teaching Center, UC's Center for the Enhancement of Teaching & Learning (CET&L) and other college constituencies.

Student Advising (Electronic Media Technology Program)

Academic program advising is available in the Administrative and Academic Office for students in the Electronic Media Technology programs for Associate of Applied Science degrees, Professional Certificates, Animation Certificate, Broadcast Media Certificate, Interactive Web Multimedia Certificate and Media Criticism and Journalism Certificate. Basic program information and orientation materials are available, along with information on Special Topics in Media courses, Small Group Studio seminars, internship opportunities and Degree Project seminars.

Media Services Center: - Muntz Hall 113

Media Production Services

eMC faculty staff are available to assist faculty and departments with the design and development of locally produced media materials to enhance teaching and learning in all media formats including graphics and topical posters, copystand and studio photography (digital, print and slide), audio recording and editing, video production in the studio or on location, and video editing. Digital production services include digital imaging and file preparation, web design and development, PowerPoint presentation production, audio and CD-ROM recording, DVD production, and digital video recording and web streaming applications. Some special applications of these production services include videotaping classroom lectures, guest speakers or student presentations, course web site development, and instructional presentation productions.

Digital Signage Support

eMC provides production coordination for material intended to appear on the campus digital signage system including the design and development of video clips composed of original material and video editing from existing video materials. In conjunction with this service, eMC faculty and staff can provide advice on appropriate use of text and integration of text with imagery, as well as the full range of motion graphics available.

Distance Learning & Interactive Technologies

A wide array of services supporting distance learning, teleconferencing and interactive learning are available through the Electronic Media Communications department. Program materials for video telecourses are licensed, duplicated and distributed to students enrolled in the courses. Our staff is experienced at licensing, logistical and technical arrangements for audio teleconferences, satellite videoconferences and interactive videoconferences. The Media Production Office can assist with the preparation of interactive and web-based materials such as streaming audio and video of lectures and presentations.

Media Recording & Duplication

Faculty may request the recording of programs from radio and television broadcasts, cable TV and satellite channels for instructional purposes. Educational fair-use guidelines exist for instructional use of such copyrighted material; in addition, some programs offer additional rights. Our professional staff can help you determine how such materials can be used and what the limits are. Facilities are also available for small-scale duplication of media items such as audiocassettes, videocassettes and CDs, provided the necessary copyright clearances have been obtained.

UCTV

eMC faculty and staff operates UCTV, a broadcast television station, intended to provide public information about the college, its programs and our relationship to the university and larger community. UCTV is an important experiential learning component of Broadcast Media and other academic programs within Electronic Media Communications.

ACADEMIC SUPPORT/TUTORIAL SERVICES

Foreign Language Lab & Resource Center

Hung Koo, Lab Coordinator
Angie Woods, Instructor of Spanish/Faculty Director
Muntz Hall Room 349B and 350
745-5649
Hours: Monday–Thursday, 8:30 a.m.–8 p.m.
Friday, 9 a.m.–3 p.m.
Summer hours vary.

Used by students studying foreign language, the Foreign Language Lab and Resource Center is open to any student enrolled at the college. The lab (Room 350) is equipped with personal computers where students can access software, video and audio programs for the language they are studying. These programs help students practice language comprehension and speaking and listening skills. The lab also has resources available for students to prepare class papers and presentations.

The resource center (Room 349B) is designed for group and individual study and offers a variety of resource materials and information to help students complete foreign language class assignments. Tutoring is available for students. Hung Koo is available to help students with Chinese, and Winnie Cairnes is available to help students with French or Spanish. No appointment is needed to work with a tutor, but it is recommended that students check to see when a tutor will be available.

William R. Deane Mathematics Lab

Joel Helms, Lab Director
Kevin Kellar, Lab Manager
Muntz Hall, Room 112G
745-5760
Hours: Vary from quarter to quarter. Call for scheduled hours or check Math Lab bulletin board.

The Mathematics Department provides a tutoring center, which is open at no charge to all RWC students on a regular or drop-in basis. It is equipped with supplementary texts and materials, is staffed by academic tutors and is administered by a member of the Mathematics Department.

College Study Skills and Reading Center

Maria Damen, Interim Director
Muntz Hall, Rooms 112K and L
745-5730

Hours: Mon.-Fri. 8:00-4:00
(summer and evening hours vary by quarter)

The College Study Skills and Reading Center is used mostly, but not exclusively, by students taking College Study Skills, Preparatory Reading and Writing, and College Reading.

In the Tutor Room (112K), students receive one-on-one attention to acquire college-level reading and study skills. Reading topics can include comprehension, vocabulary, and critical thinking as well as other related skills. Organization, time management, taking notes, reading textbooks, learning terms, improving memory, using learning styles, setting goals, solving problems, managing stress, test-taking, and developing study techniques are study skills topics that tutors can address when helping students develop more effective and efficient study habits. Tutors can also provide tutoring in most academic subjects and help students improve their test scores in any course with a test review.

In the Lab (112L), students work independently, at their own pace in a nonstressful environment to improve the same reading and study skills that tutors address. With student input, individualized programs are designed and developed according to a student's needs and abilities. Pre and post assessments of reading, study skills and spelling are used to measure performance and improvement.

All services are free of charge and available by appointment or walk-in.

Writing Center

Tami Phenix, Faculty Director
Maria Damen, Lab Manager
Muntz Hall, Room 112I
745-5733

Hours: 8:00 - 4:00 pm Monday - Thursday
8:00 - 4:00 pm Friday
10:00 - 4:00 pm Saturday by appointment
Summer hours vary

The Writing Center provides free service to all University of Cincinnati students but primarily to Raymond Walters College students on an appointment or walk-in basis. The staff of academic tutors assists students in any discipline in all phases of the writing process from brainstorming to the final revision. The Writing Center maintains various textbook, handbooks, resource materials, and handouts, as well as resources to meet ESL students' needs. In addition, the Writing Center offers workshops in grammar, punctuation, and research skills. Students may also use grammar and writing software for self-instruction to improve writing skills.

CHAPTER 4

Policies

Raymond Walters College

**ACADEMIC UNIT HEAD REVIEW
FOR PENULTIMATE YEAR OF CURRENT TERM**

PROCESS AND TIMELINE

The process and timeline for the penultimate review is as follows:

1. Guided by the AAUP Contract, the Academic Unit Head will develop a list of his/her activities and accomplishments for the period of his/her current term. This list will be a maximum of two pages. The Unit Head will distribute this list to all faculty members in the Academic Unit Head's respective academic unit, the Dean and the Associate Dean of Academic Affairs by the end of the 5th week of Winter Quarter.
2. All eligible faculty members in the Unit Head's respective academic unit will receive a feedback survey from the Dean's office by the end of the 7th week of the Winter Quarter. They are to complete and return the survey to the Dean's office by the end of the 9th week of the Winter Quarter. Eligible faculty are recognized bargaining unit members according to Article 1 of the AAUP Contract.
3. The results will be anonymously compiled by the Dean's office. The results will be forwarded to the Dean, Associate Dean of Academic Affairs, Academic Unit Head, and the eligible unit faculty by the end of the first week of the Spring Quarter.
4. The Academic Unit Head will meet with the Dean regarding the list of activities and the faculty feedback by the end of the 5th week of the Spring Quarter.
5. The Dean, in consultation with the Associate Dean of Academic Affairs, shall provide a written evaluation to the Academic Unit Head by the end of the 10th week of the Spring Quarter.

FINAL Approved RWC Faculty 11.18.04

Raymond Walters College

**ACADEMIC UNIT HEAD REVIEW
FOR PENULTIMATE YEAR OF CURRENT TERM**

FACULTY FEEDBACK SURVEY

Individual Reviewed: _____
 Department: _____
 Date: _____

Listed below are items which describe administrative behavior. Rate the individual by marking the appropriate response scale.

Exceptional Performance	Acceptable Performance	Needs Improvement	Not Applicable/Don't Know
A	B	C	D

Use this scale to rate each of the following 35 items.

The academic unit head:

Management

1. demonstrates a commitment to the mission and goals of the university, college, and department.
2. attends to essential administrative details to ensure smooth operation of the department.
3. demonstrates knowledge of university, college, and department policies and procedures.
4. possesses a general knowledge of curriculum to meet governing board standards, if applicable.
5. establishes and manages department's budget; reports budget status to faculty.
6. applies policies consistently and fairly.
7. contributes to hiring, mentoring, and retaining of faculty and staff.
8. creates a positive teaching and learning environment for all.
9. understands the needs of the department and the employees.
10. arranges course offerings and schedules to meet overall needs of department.
11. elicits participation from all faculty and staff.
12. delegates appropriate tasks.
13. represents department members in important decisions.
14. develops collegiality/cooperation within the department.
15. provides opportunities for persons to voice their concerns and ideas.
16. maintains honesty and integrity in work relationships.
17. prioritizes and makes sound and timely decisions.
18. manages conflicts effectively.
19. communicates effectively, and in a timely manner.
20. maintains department records.
21. manages student concerns.
22. supervises support personnel.
23. supervises the selection and maintenance of equipment and supplies.

Faculty Development

24. supports/encourages full-time faculty to attend conferences and seminars for professional growth.
25. stimulates research and scholarly activity in the department.
26. fosters the development of each faculty member's special talents or interests.
27. mentors faculty.
28. identifies and facilitates obtaining potential resources for professional development activities.
29. conducts Annual Faculty Performance Reviews according to the contract.
30. provides evaluative comments to faculty regarding performance.
31. fosters a climate supporting a diverse faculty, staff, and student community.

Leadership

32. provides leadership and direction for the future of the department.
33. involves faculty in long-range planning and development of the mission for the department within the academic mission of the college.
34. involves faculty in the development, implementation, and evaluation of curriculum.
35. pursues scholarship and personal professional development.

Comments on the Unit Head Performance:

Strengths:

Concerns:

Ad Hoc Chair Review Process Committee Chair Report to Executive Committee 11/04.
FINAL Approved RWC Faculty 11.18.04

RWC ACADEMIC UNIT HEAD NOMINATION PROCESS
Academic Affairs Office
February 3, 2005

Raymond Walters College Academic Department Chairs are Unit Heads who serve at the pleasure of the President under Article 31.1 of the UC/AAUP Agreement, which governs Academic Department Chairs appointment procedures. Article 31.1 states in full:

Academic unit heads, appointed by the Board, serve at the pleasure of the Board and are subject to appointment and reappointment upon the recommendation of the President. All other academic unit heads serve at the pleasure of the President. Nominations to the President shall be made through the Provost, by the Dean (unless the Dean is the academic unit head) or appropriate administrator, following consultation with an ad hoc committee composed of Faculty and students from the academic unit concerned and related academic units. Faculty from the academic unit and no more than two students from the academic unit shall constitute a majority of the committee, and that majority shall include at least two (2) members of the Faculty democratically chosen by the academic unit concerned. The appointee must be mutually acceptable to the Dean and the ad hoc committee. Academic unit heads shall be appointed according to a term designated by the by-laws of the college but to be not less than three (3) nor more than seven (7) years; they shall undergo administrative performance review in the penultimate year of each term before their reappointment.

This process is effective beginning with academic units whose Academic Unit Head terms end in the 2004-2005 academic year.

Academic Unit Ad Hoc Committee Membership: Members of the academic unit's ad hoc committee must include students and faculty. Staff may not serve. There must be no more than two (2) students on the academic unit's ad hoc committee. Each academic unit determines both the voting status of students and the student selection process.

Academic Unit Ad Hoc Committee Consultation With the Dean: The Academic Unit's Ad Hoc Committee consults with the College Dean regarding the appointee and appointee's term of appointment. The Dean then recommends a nominee mutually acceptable to the Dean and the Ad Hoc Committee and the term of appointment (3-7 years) to the President through the Provost.

Raymond Walters College Directors' appointments are exempt from this process (Radiation Therapy, Veterinary Technology, Electronic Media Communications, Library).

RWC Academic Affairs 8/5/2008

ADJUNCT FACULTY INITIAL APPOINTMENT STATUS

Introduction

The initial appointment status recommendation for RWC adjunct faculty is based upon the academic unit's assessment of a candidate's level of education, teaching experience and related professional experience. All recommended appointments are subject to the approval of the college Dean. The following appointment guidelines are effective beginning with spring 2005 adjunct faculty appointments.

Appointment Guidelines

- (1) Adjunct Instructor: A candidate without a doctoral degree or a terminal master's degree in the field, and with limited teaching and related professional experience would have an initial appointment at this level.
- (2) Adjunct Assistant Professor: A candidate with a doctoral degree or terminal master's degree in the field would have an initial appointment at this level. In addition, a candidate without a doctoral degree or terminal master's degree in the field but with substantial teaching and/or related professional experience would have an initial appointment at this level.

Approved 1/23/97

Revised by Executive Committee 9/16/04

ADJUNCT FACULTY PROMOTION POLICY

1. Recommended Guidelines

- a. The Academic Dean's Office, at approximately the second week of Fall Quarter, will disseminate to the current adjunct faculty the information concerning adjunct promotion. This information should include the departmental criteria for promotion as well as the department and college timetables for adjunct promotion. In each subsequent quarter, this information will be sent to new adjunct faculty.
- b. The minimum criteria for promotion at any level should be:
 - 1) at least fifteen quarters of service at the University of Cincinnati (calculated cumulatively, not consecutively), twelve of which must be at Raymond Walters College.
 - 2) evidence of teaching effectiveness and accessibility to students.
- c. Additionally, units may also consider evidence of:
 - 1) curriculum development
 - 2) professional development
 - 3) participation in University governance
 - 4) contribution to the unit
 - 5) other relevant factors such as community service, etc.

2. Recommended Timetable

- a. Adjunct faculty promotional applications are due to the chairperson of the department by the end of the Winter Quarter. Minimally, such an application should include:
 - 1) letter from the candidate
 - 2) a current curriculum vitae
 - 3) evidence of effectiveness in teaching
- b. A departmental letter acting on the promotion application should be sent to the Dean by the fifth week of the Spring Quarter. A copy of this departmental letter should be sent to the adjunct faculty requesting promotion at least one week prior to forwarding it to the Dean.
- c. A letter stating the Dean's decision on the promotion application should be sent to the adjunct faculty requesting promotion no later than July 1. A copy of this letter should also be forwarded to the chairperson of the department.
- d. If the application is approved, the promotion will take effect on the following September 1.

3. Adjunct Ranks

The ranks for adjunct faculty are: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor.

Former full-time University of Cincinnati faculty who return as adjunct faculty will retain their title.

POLICY OF ADMITTANCE OF PROBATION/SUSPENDED/DISMISSED STUDENTS
(As Per University of Cincinnati-Raymond Walters College Board of Trustees Rule 3361:50-93-15,
requirements for good standing and academic sanctions)

Probation:

Students on probation from another institution may enroll as a matriculated or non-matriculated student at RWC without any delay. RWC students on probation must first meet the criteria outlined in the probation letter before they will be allowed to continue.

Students will be reviewed each quarter for probation. Probation will be effective immediately.

Suspension: No Financial Aid is available to a student under this status.

Students suspended from RWC or any other institution are not eligible to attend RWC as a matriculated student unless it has been more than three (3) full quarters (including the full summer quarter) from the date of their suspension.

The Scholarship and Honors Committee will review the academic standing of students identified for suspension following Autumn and Spring quarters. The effective quarters of suspension following the Autumn quarter review will be Spring, Summer and Autumn. The effective quarters of suspension following the Spring quarter review will be Autumn, Winter and Spring.

After three (3) quarters of suspension, the student will once again be allowed to apply for matriculation into a degree program.

Exception for suspended students:

A student suspended from RWC or any other institution may attend RWC as a non-matriculated student with the permission of the Associate Dean, Student Affairs. If approved by the Associate Dean, the student may take up to nine (9) credit hours per quarter. After three (3) quarters the student will be allowed to apply for matriculation into a degree program if they have maintained a 2.0 cumulative GPA. If the student has not maintained a 2.0 cumulative GPA they will not be matriculated to RWC.

Dismissed: No financial aid is available to a student under this status

RWC students:

Students who are dismissed from RWC may not return to RWC.

The Scholarship and Honors Committee will review the academic standing of students identified for dismissal following Autumn and Spring quarters. The effective quarter of dismissal following the Autumn quarter review will be Spring. The effective quarters of dismissal following the Spring quarter review will be Autumn.

Students from other institutions:

Students dismissed from any other institution will not be eligible to attend RWC as a matriculated or non-matriculated student for three (3) full quarters (including the full summer quarter) from the date of the dismissal.

After three (3) quarters the student will be allowed to apply for matriculation into a degree program.

Exception for students from other institutions:

A student dismissed from any other institution may attend RWC as a non-matriculated student with the permission of the Associate Dean, Student Affairs. If approved by the Associate Dean, the student may take up to nine (9) credit hours per quarter. After three (3) quarters the student will be allowed to apply for matriculation into a degree program if they have maintained a 2.0 cumulative GPA. If the student has not maintained a 2.0 cumulative GPA, they will not be matriculated to RWC.

Effective: 10/23/03

Approved: May 25, 2000

Approved Revision: April 26, 2001.

BUILDING AND GROUNDS POSTING POLICY

The policy consists of a set of general principles which apply to all posting by any person or entity, and two sets of procedures specific to different segments of the College Community.

General Principles

1. All posting can only be done in areas that have been designated by the Building and Grounds Committee. Generally, these are bulletin boards throughout the College, blue posting areas in SAHB, and on lobby posting kiosks or easels. Printed materials are not to be posted on unauthorized places, such as walls, sidewalks, trees, stairwells, windows, or doors. The placing of promotional materials on or in parked cars is prohibited.
2. The Building and Grounds Committee may either restrict bulletin boards for use by a specific department or organization, or may designate them for general posting. Each bulletin board shall display the name of the department or organization responsible for its contents.
3. The name of the sponsoring agency, group or individual must be on each piece of posted material.
4. Only one poster or flyer per activity may be placed on any bulletin board.
5. All printed materials must be removed within forty-eight hours of the end of an advertised event. The Office of Student Services will remove outdated posters periodically as needed.
6. Should any violations of this policy occur, material will be removed immediately. Graffiti should be reported to Facilities Management. Graffiti will be removed as expeditiously as possible.
7. Any change in this policy shall be the responsibility of the Building and Grounds Committee and the Office of Student Services.
8. Notification of room changes and class cancellations posted by the Registration Office are not governed by this policy.

There are two sets of detailed procedures: one applies to students, student organizations and non-academically related organizations, the other to faculty and academic and administrative departments.

Students and Organizations

1. Printed materials may be displayed if they advertise activities or events sponsored or co-sponsored by a recognized group within the Raymond Walters College Community or the University of Cincinnati. Printed materials advertising activities or events sponsored by UC students or a non-university group may be displayed if the event is of benefit or interest to the campus community and not solely for the purpose of commercial sales.
2. All printed material must be stamped by the Office of Student Services prior to posting. The stamp will designate the date when the materials are to be removed. The Office of Student Services will post the material.
3. Sponsors may request a two-week extension beyond the initial posting period by reapplying to Student Services.

4. Exceptions to this policy should be brought to the attention of the Associate Dean of Student Affairs or his designee, who will notify the Chair of the Building and Grounds Committee and/or the Dean.

Faculty and Departments

1. Departments may apply to the Building and Grounds Committee for designation or placement of departmental bulletin boards. Department Chairs or their designee will be responsible for all materials placed on department spaces.
2. Faculty may post notices related to academically related programs, i.e., academic trips abroad, on general or department bulletin boards.
3. Exceptions must be approved by the Associate Dean of Academic Affairs, who will notify the Chair of the Building and Grounds Committee, the Associate Dean of Student Affairs and the Director of Facilities.

Approved 2/22/96

CHILDREN IN THE CLASSROOM POLICY

Students may not bring children to class without prior permission of the instructor.

Approved January 1999

COLLEGE MEMORIAL POLICY

Raymond Walters College is fortunate to receive funds and/or donations from individuals or groups wishing to memorialize an individual or event. The Building and Grounds Committee recommends that all memorial donations be channeled through College Relations to a memorial fund. College Relations will inform the contributors of the various options available. If the contributors wish to donate to an existing fund (i.e., Tree Memorial, SOS fund, a scholarship) or establish a new fund, College Relations will handle these requests. If the request deals with a change in building and/or grounds, the Building and Grounds Committee and Director of Facilities will review the request for appropriateness and compliance with campus standards (see note) and submit a recommendation to the Dean.

Note: Standards refer to those described in the University of Cincinnati Guidelines and Standards Manual; and/or the University of Cincinnati Master Plan Manual; and/or Current Building Specifications and/or Plans; and/or other current University documents.

**University of Cincinnati Raymond Walters College
POLICY FOR ROTATION OF COPIERS**

Large Copiers:

The three large copiers, located in the M332, M103, and S103, will be replaced every five years on a rotating basis, so that no more than one large copier is replaced during a year.

Small Copiers:

Twenty percent of the 30 small copiers (6 small copiers) not dedicated to an administrative department will be replaced each year, according to the highest total usage. The highest total usage will be determined by click counts which are reported to the Business Office by the appropriate administrative/faculty departmental clerical assistant. At the beginning of the Winter quarter, the Business Office will submit the annual counts to Building and Grounds Committee along with any concerns on parts availability and maintenance issues. The Building and Grounds Committee will submit the list of copiers to be replaced to the Dean by the beginning of Spring quarter. These times are selected to ensure the cost of copier replacements are included in the next budget cycle.

The replacement of copiers in the administrative departments (Dean's Office, Business Office, College Relations) will be handled within that administrative department.

If a small copier does not get replaced within five years, its usage will be re-evaluated by a Building and Grounds subcommittee. The subcommittee will make a decision about the feasibility of discontinuing the copier or keeping it.

If the budget does not support the number of copiers to be replaced, the copiers will be replaced according to the following priority:

1. A large copier with the highest usage
2. A large copier
3. A small copier with the highest usage

Copiers due to be replaced, but not replaced because of budget, will receive highest priority the following year. The schedule of copier replacement will be maintained by the faculty secretary.

Rationale:

According to the usage of most copiers, the industry standard for replacement is five years. Beyond that time, it can become problematic to maintain copiers. Parts may be difficult to obtain, or unavailable. Service contracts cannot be renewed if parts are unavailable. In some instances, copiers become more expensive to repair than replace, due to the expense of service contracts and parts.

The decision to lease vs. purchase copiers is a business decision to be determined by administration.

Approved 4/26/07

Approved at the Faculty Meeting April 27, 2000.

CREDIT AND NONCREDIT POLICY

The purpose of these procedures is to protect the academic integrity of Raymond Walters College. Programs sponsored by other educational agencies do not fall under the aegis of this committee.

It is imperative that all projects undertaken comply with the college mission, that all services and programs offered meet our clients' desired outcomes, that all instruction be provided by competent, qualified instructor/facilitators, and that communication be maintained with college constituencies.

1. **Credit Transfer Courses and Technical/Nontransfer Credit Courses** will be staffed by the appropriate academic department.

Procedures:

- a. The need for credit courses may be identified by the Office of Outreach and Continuing Education or college faculty. All inquiries for off-site credit offerings will be forwarded to the Office of Outreach and Continuing Education.
- b. Course requests will be given to the chair of the appropriate academic department for staffing. In the event the academic department is unable to locate an instructor for the course, the Office of Outreach and Continuing Education will locate a qualified, competent instructor and submit the name and curriculum vitae to the chair of the academic department for hiring.
- c. The Office of Outreach and Continuing Education will arrange the location, time, and materials for the course. This office will maintain contact with the client and serve as liaison for the academic department chair.
- d. Full-time faculty will have the course(s) count as part of the full-time teaching load or as an overload assignment. The academic department will compensate full-time and part-time faculty and will be reimbursed by general funds.
- e. Course cancellation will be determined by the appropriate department and the Office of Outreach and Continuing education.
- f. Appropriateness of the course(s) for offsite instruction will be mutually agreed to by the chair of the academic department and the Office of Outreach and Continuing Education.
- g. All University and College faculty contracts and policies will be adhered to in conducting and evaluating the course(s). Each class offered by part-time faculty will be evaluated by the appropriate department using the Raymond Walters College evaluation process.
- h. Courses may be offered at times distinct from the regular academic calendar, but will in all instances adhere to the required contact hours and all other course requirements.

- i. Requests for new credit courses identified by the Office of Outreach and Continuing Education will be forwarded to the chair of an appropriate academic department. If the contacted department does not believe it is the appropriate department to develop the course, the Office of Outreach and Continuing Education will submit a request to other departments for their consideration. All credit courses must go through the appropriate curricular process.
 - j. If Raymond Walters College is unable to staff a course or develop a new credit course, the Office of Outreach and Continuing Education will serve as a broker with other regional colleges.
2. The Office of Outreach and Continuing Education will staff **noncredit courses** with qualified, competent instructors/facilitators who meet the approval of the appropriate department chair.

Procedures:

- a. The need for noncredit courses, either on site or off site, may be identified by the Office of Outreach and Continuing Education or college faculty. All inquiries for noncredit offerings sponsored internally or externally will be coordinated by the Office of Outreach and Continuing Education.
 - b. Courses/programs are developed by the Professional Development Center in conjunction with academic departments. All noncredit courses/programs must go through the appropriate curricular process.
 - 1) Preliminary approval must be granted, on a temporary basis, by the respective academic department if necessary to expedite course offerings. Preliminary approval permits a course to be offered on a one-time basis prior to final approval by the Curriculum Committee and the Raymond Walters College faculty.
 - 2) Noncredit courses should be carefully reviewed by the appropriate department and the Office of Outreach and Continuing Education to ensure that they do not compete with credit course offerings.
 - c. The client may request to meet with several potential instructors/facilitators and participate in the final decision process.

If a training or retraining client specifically request a particular faculty member or facilitator, based on a previous experience or recommendation, every attempt will be made to honor the client's request. The appropriate department chair must approve of this request.
 - d. The Office of Outreach and Continuing Education in conjunction with the appropriate academic department will manage the logistics of all noncredit offerings.
 - e. At the last session of the course/program, formal evaluations will be conducted to provide immediate feedback regarding the effectiveness of the program. The results of the evaluation will be shared with the instructor and the client and forwarded to the department chair for filing.
3. The Subcommittee for Noncredit Course Offerings will continue to serve as an oversight committee between the OCE/PDC and the academic departments.

Adopted by Faculty March 31, 1994.

CULTURAL DIVERSITY POLICY

We, the members of the Raymond Walters College community, commit to provide an environment which:

- fosters respect for the differences among all people;
- maximizes an appreciation for differences while minimizing invidious discrimination;
- encourages open communication and interaction among various groups;
- prepares students to function effectively in this increasingly multicultural society.

Approved at April 23, 1998, Faculty Meeting.

DISTANCE LEARNING POLICY

Definitions

Distance learning: North Central Association guidelines define distance learning as “a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place.”

Class(es): In what follows, the word “class or classes” denotes sections of a course.

1. RWC will not grant degrees via distance learning.
Rationale: RWC Philosophy states, “The College believes that students learn best in small, student-based settings, where they are respected as individuals and have an opportunity to contribute to the learning environment.” A prohibition against granting degrees via distance learning would help to ensure students receive such an education.
2. The maximum number of distance learning credit hours permitted in a degree program is 18.
Rationale: RWC Philosophy states, “The College strives to provide a general education which promotes tolerance, lifelong learning, and a devotion to free inquiry and free expression, producing graduates who are individuals of character, sensitive to the needs of community, competent to contribute to society, and civil in speech and action.” Such a general education is premised on a high level of interaction between faculty and students, and among students. Placing a maximum number of distance learning credit hours a student might take would help to ensure that students receive the kind of educational experience we seek for our students.
3. Promotional materials directed at prospective students must include information about student capability to succeed in distance learning classes.
Rationale: Research suggests that success in distance learning classes requires more self-motivated and independent learning than the typical classroom-based education. See, for example, “Personality Characteristics Differentiating and Predicting the Achievement of Televised-Course Students and Traditional-Course Students,” by Biner, Bink, Huffman, and Dean, American Journal of Distance Education, Vol 19 No 2, 1995, pp 46-60.
4. Faculty must have input into the selection and the purchase of distance learning technology.
Rationale: “Teaming Up with Technology” (Report of the Task Force on Technology in Higher Education, American Federation of Teachers, January 1996) recommends that faculty should be involved to ensure that the following four questions are addressed:
 - 1) Does the technology make sense educationally? Will it really advance student learning and scholarship?
 - 2) Does the technology make sense financially? Is there a realistic cost/benefit analysis?
 - 3) Will students and faculty all have access to the new technology and know how to use it?
 - 4) Are faculty and staff rights protected?

Revised and approved by Faculty, October 23, 2003. (Effective immediately.)

DISTINGUISHED TEACHING AWARD

The Raymond Walters College Distinguished Teaching Award honors faculty, both full-time and part-time, who have, over time, demonstrated outstanding contributions to the College through teaching. There may be two awards given annually, one to a full-time faculty member, and one to a part-time faculty member. In any given year, at the discretion of the selection committee, these awards may or may not be given.

Criteria for the award:

- Evidence of educational innovation

Examples include but are not limited to:

- a. Demonstrated involvement in curriculum development.
- b. Grants for innovative educational projects.
- c. Research on educational methods.
- d. Sharing of research work with colleagues.
- e. Integration of new instructional technologies into courses.

- Evidence of outstanding teaching resulting in significant impact upon students' lives

Examples include but are not limited to:

- a. Regards teaching as a primary purpose of the university.
- b. Communicates a sense of enthusiasm and enjoyment of teaching to both students and colleagues.
- c. Instills a sense of confidence in students' abilities.
- d. Establishes a balance of challenge and fairness in the classroom.
- e. Provides a classroom atmosphere which stimulates and inspires students.
- f. Demonstrates sensitivity to individual differences and multi-cultural needs of students.
- g. Brings a sense of reality to the classroom by balancing academic theories with real life examples.

- Awardees should also exemplify the balance requisite in the professorial role

i.e. while being recognized for excellent teaching, they should also demonstrate commitment to professional development and service.

Procedure

All efforts will be made to keep the procedure simple but rigorous. By December 1, the Dean will send out a request for nominations. Nominations must be submitted to the Dean January 15 of each academic year. Submissions shall include the following:

1. Letter of nomination from an RWC faculty member who initiates the nomination and is responsible for the complete submission of items 2 and 3. The nomination letter should include the reasons for recognition of this individual for the award. The letter shall not exceed two typewritten pages including any documenting materials.

2. Two additional supporting letters. One from any member of the nominee's department and the other from any member of the college community (students, alumni, staff, faculty). In both these letters, the authors should give the reasons for recognition. Letters from Reappointment, Promotion and Tenure folders may be used as long as they were written within the last three years prior to nomination.
3. Current vitae of the nominee, not to exceed three pages.

Recognition

The award for full-time faculty will be \$1500, and for part-time faculty \$750. Formal recognition will include a plaque on the Library wall, and presentation of the award at the annual College Distinguished Awards ceremony.

Award Committee

During the first week of February the Executive Committee will appoint an ad hoc committee, composed of three full-time and two part-time faculty members, to select the award recipients. The Executive Committee will:

- a. ensure nominees are not selection committee members;
- b. ensure no department has more than one selection committee representative;
- c. designate one member of the selection committee to call the first meeting.

The ad hoc committee will announce its decision to the Dean by March 1, with the award to be presented by the Dean at the annual College Distinguished Awards ceremony.

Approved by RWC Faculty, 6/95

Process for Recommending
DISTINGUISHED TEACHING AND RESEARCH PROFESSORSHIPS

1. During the **second week of autumn quarter** the Dean will distribute to the faculty the criteria for recommendations and request nominations for the awards. Faculty members will be asked to nominate colleagues and explain the basis for the nomination in a paragraph of 200 words no less based upon the attached criteria. Nominations must be submitted to the Dean's Office by the end of the **fourth week**.
2. During the **fifth/sixth week of autumn quarter** the executive committee will appoint an ad hoc committee, composed of five faculty members, to select nominations to be forwarded to the Dean. The executive committee will:
 - a. ensure nominees are not selection committee members;
 - b. ensure no department has more than one selection committee representative;
 - c. ask one member of the selection committee to call the first meeting.
3. The ad hoc committee will meet during **seventh or eighth week of autumn quarter**, review the nominations and make their recommendations to the Dean by the **ninth week**. The committee shall not recommend more than one nominee for each award.

Nominations, from the Dean, are due in the Provost's Office by January 15.

Approved by the Faculty June, 1995
Amended by the Faculty February 27, 1997.

DOCUMENT DISTRIBUTION POLICY

In order to reduce the College's paper consumption and eliminate unnecessary copying time, the Executive Committee proposes the following policy on document distribution be adopted by all standing committees, effective September 1995.

1. All committee minutes will be transmitted to the College via electronic mail. For this purpose the Director of Network Resources will be asked to maintain mailing lists for full-time faculty, part-time faculty and staff.
2. Minutes from committees with student representatives will be sent to the student government office.
3. One paper copy of all minutes will be kept in the library for archival purposes. It is the responsibility of each committee secretary to supply a paper copy of minutes to the archival location.
4. The Executive Committee encourages senders of all notices and requests to the faculty at large to use the e-mail system.

Approved by Faculty April 28, 2005

FACULTY OFFICE SPACE POLICY

Definition of terms for the purposes of this document:

Full-time – faculty who are represented by the AAUP contract

Part-time – faculty who are not represented by the AAUP contract

1. The faculty of Raymond Walters College strongly believes that all full-time faculty should have private offices, and future building plans and remodeling should take this into account. Part-time faculty (including, but not limited to, term and annually appointed adjuncts) should have, at minimum, access to shared office and desk space.

The Building and Grounds Committee shall approve creation and loss of all additional office space for faculty.

2. The Space Allocation Subcommittee of the Building and Grounds Committee must approve all moves from one office to another and new assignments to a faculty office. The Subcommittee shall consist of three members, and the full Subcommittee shall make all decisions.
3. During the spring quarter, the Subcommittee shall notify all full-time faculty via e-mail of available office space.
4. Faculty Office Space Allocation Priority
 - a. *First Priority: Department Chairs.* Department chairs who do not currently have a private office will receive first priority when office space becomes available. If more than one chairperson applies for the same space, the chairperson who currently has the most full-time and part-time faculty members shall be assigned the office in question.
 - b. *Second Priority: Full-Time Faculty.* After all full-time faculty are notified that office spaces are available, and if more than one faculty member applies for the same office space, the individual with the most years of full-time service at the University of Cincinnati shall be assigned the space. If both (or more) have the same seniority, then a lottery shall determine who gets the desired space.

The Space Allocation Subcommittee shall ask full-time faculty who plan academic or personal leaves to permit the temporary assignment of visiting or part-time faculty to their offices during the leave. Full-time faculty may decline the request without citing a reason. Faculty should notify the Space Allocation Subcommittee chair, in writing, of their willingness to relinquish offices temporarily. Upon return, the full-time faculty member shall immediately assume his/her office space. Removal of full-time faculty materials from an office, which has been temporarily assigned, is at the sole discretion of the full-time faculty member.

- c. *Third Priority: Full-Time Visiting Faculty.* Full-time visiting faculty will be housed either in the office space of a full-time faculty member who is on leave, or in the corresponding departmental part-time faculty office space.
- d. *Fourth Priority: Part-Time Faculty.* Based on space availability, part-time faculty shall be assigned a desk in one of the communal work areas. Whenever possible, part-time faculty from the same department will be housed together. The department chairperson shall assign part-time faculty to individual desks.

The Space Allocation Subcommittee shall consider special circumstances, such as part-time faculty who also serve as academic advisors. The department chairperson shall present the request for consideration.

5. Special requests not clearly covered by the above policies shall be submitted by each faculty member to his/her department chair. The department chair shall forward these requests to the Space Allocation Subcommittee. The Space Allocation Subcommittee will describe the situation and present its proposal(s) to the full Building and Grounds Committee, for approval, prior to taking any action.
6. After all current single offices have been assigned to full-time faculty, and there is still a need for additional offices, the committee will allocate space as follows:
 - a. Additional single person offices will be created from other work areas, in consultation with the administration. Offices for each full-time faculty member will be at least 100 square feet.
 - b. Volunteers will be solicited to share an office.
 - c. The communal work areas being used as offices for part-time faculty will be designated full-time faculty offices beginning with one person offices, based on the square footage formula:

<u>square feet in office</u>	<u>number of faculty assigned</u>
100 – 199 sq. ft.	one
200 – 249 sq. ft.	two
250 – 300 sq. ft.	three

7. One office will be designated for Emeritus Professors on a space available basis.
8. Faculty vacating offices shall remove their belongings by September 1. Newly assigned office space will be available for occupancy on the 1st Monday after Labor Day. Full-time faculty hired on or before September 1 will be assigned available space. Those hired after September 1 may be required to share space for their first year.

University Of Cincinnati-Raymond Walters College Annual Full-Time
FACULTY PERFORMANCE REVIEW POLICY

The following procedures are intended to assist Raymond Walters College departments to establish, in conformity with the "University of Cincinnati Policy and Procedures for Annual Performance Review of Faculty," the annual faculty performance review process mandated in House Bill 152. This review should address performance in any combination of the following areas: "teaching, advising, educational innovation, research and creative activities, university, professional, and public service, and other accomplishments" pertinent to Raymond Walters College's mission statement and workload document. The faculty performance review should include a statement of the faculty member's current and prospective goals. These goals should be consistent with the college and department missions.

Each department must develop, by democratic means, procedures for conducting annual faculty performance reviews. The mode and manner of the review must be clearly stated in the department's performance review procedures. Completion of a written summary statement regarding each faculty member's activities must be included as a requirement in the procedures. These procedures must be approved by the Dean and Provost.

The documentation of the completion of the faculty performance reviews shall be sent to the Dean. The documentation must include certification that the reviews have occurred and the written summary statements, which shall be returned to the level of review.

The summary performance review shall be retained at the level of review for a period of three years. At the end of three years the summary review shall be returned to the faculty member.

This document may be revised whenever circumstances warrant with the approval of the College faculty, the Dean and the Provost.

MEDIA EQUIPMENT

Introduction

Facilities Management provides classroom media support services to the RWC College community. Facilities Management provides resources for three types of patrons: members of the RWC community (faculty, staff, and administrators), sponsored organizations (groups with an official sponsor who is a member of the RWC community), and contract patrons (renters of campus facilities through College Relations).

Hours of Operation

Facilities Support Services (Muntz 108) is open during each academic term for the following hours:

Monday-Friday, 8:00 a.m. – 10:00 p.m.

Saturday, 8:00 a.m. – 4:00 p.m.

Sunday: CLOSED

All UC Holidays: CLOSED

These hours may vary during holidays, academic breaks, and weather emergencies. There may be times the department is closed for walk-in service when staff members are engaged in maintenance and/or inventory. Notice of these types of closures are scheduled in advance and will be announced to the College Community via email.

Facilities Support Services – General Policies

Equipment Scheduling Priorities

1. Facilities Support Service staff will make reasonable efforts to accommodate requests received with less than 24 hours notice. However, in some cases, equipment may not be delivered until after a class begins, or requests may not be fulfilled due to previous scheduling of limited resources. Last minute requests will be honored after all other previously scheduled requests have been fulfilled.
2. Resources requested for longer periods of use, such as three-hour evening classes or lab sessions, may be subject to time limits or time-sharing in order to provide access to the greatest number of patrons.
3. Service requests made for times outside normal operating hours of Facilities Support Services must be received with sufficient advance notice to permit scheduling of personnel and resources. Such requests are subject to review and approval, as scheduling of additional staff may incur unbudgeted personnel expenses. The Facilities Support Coordinator will review such requests and reallocate department personnel if possible.

Equipment Scheduling Policies

1. Requests for scheduled support services (including classroom deliveries) are accepted up to four weeks prior to the beginning of the academic term for which the request is being submitted.
2. Requests are accepted from RWC faculty, staff, and administrators; RWC advisors to recognized student organizations (direct requests from students are not accepted); RWC sponsors of external groups; and contract patrons (rental patrons).
3. Requests may be made using any of the following methods:
 - In person – Facilities Support Services (Muntz 108)
 - By phone/voicemail – (513) 745-5708
 - By email – service@rwc.uc.edu
 - By campus mail – Facilities Support Services, Mail Location #0086
4. Requests for same-day service should be made by phone/voicemail or in person. Same-day requests cannot be guaranteed, since the available resources may be previously scheduled.
5. Patrons will receive email acknowledgement that their request was received and is being processed. If confirmation email is not received within 48 hours, it is recommended that the patron follow up with a telephone call to the Facilities Support Services, (745-5708).

6. An email confirmation will be sent to the patron once the service has been scheduled and available resources confirmed. The patron should review the confirmation to verify that all information is accurate. Any corrections needed should be communicated to the Facilities Support Services as soon as possible.
7. Request forms are available in the Facilities Support Services (Muntz 108), via email. All of the following information is needed from the patron for each service request:
 - Date the request is submitted
 - Patron's first and last name
 - Patron's department, organization, or affiliation
 - Phone number at which the patron can be contacted
 - Email address at which the patron can be contacted
 - Requested date(s) for the service or equipment delivery
 - Building and room number for the requested service or equipment delivery
 - Beginning and ending time for the requested service or equipment delivery
 - Specific service or equipment delivery requested
8. Service and equipment delivery requests must be requested individually for each course section.
9. A "standing order" may be scheduled when a patron requests use of the same service or equipment, at the same time and location, for at least three separate dates. Most standing orders are made for an entire academic quarter, ending with the last regular class meeting before final exams. Since meeting schedules change during exam week, service or equipment requiring delivery during final exams must be scheduled separately.
10. Whenever a scheduled standing order is not needed, please contact the Facilities Support Services as early as possible so limited resources can be reallocated.

Emergency Assistance Support Policies

1. Facilities Support Services is responsible for proper maintenance and operating conditions for media equipment in use on campus that is on our department inventory.
2. In the event of an equipment malfunction, the patron should notify the Facilities Support Services (M108) in person or by phone at 745-5708. If no one answers, a voice mail message should be left, describing the problem and room number. Facilities Support Service staff will respond as quickly as possible.
3. If the source of the problem cannot be immediately remedied, backup equipment will be provided as quickly as possible, whenever available.
4. Patrons may not move an overhead projector or other media equipment from one classroom to replace a malfunctioning unit in another classroom, as doing so would disrupt scheduled use by other patrons.
5. RWC community patrons are not held liable for malfunction or damage occurring during routine use. However, patrons are expected to promptly report defective or damaged equipment.
6. Contract patrons assume responsibility for equipment damaged during routine use, unless a Facilities Support Service staff operator is present and on duty during the event.

Facilities Support Services – Campus Delivery Policies

These policies cover media support services related to the delivery and setup of mobile media equipment to the classroom and special events on campus.

Campus Classroom Support Delivery – Academic Courses

1. All delivered media equipment will be placed in the room in a state of readiness for operation. This includes: plugged in, powered up, image centered and focused on screen.
2. Equipment deliveries and retrievals are generally made during the 10 minute period between classes. We make every effort to have delivered equipment in place by the beginning of class to avoid disruption of class time.
3. To facilitate the delivery schedule, equipment may be staged outside of a room prior to class changes. Facilities Support Service staff will move the equipment into the room before the class is scheduled to begin.

4. Retrieval of equipment will be made during the same 10 minute time period as deliveries. Every effort is made to remove equipment used by a previous class before the next class begins, but all deliveries take priority over retrievals. There will be no retrievals during class times without the instructor's consent.
5. In many cases equipment is moved directly from one room to another during class changes. Patrons holding their class past the scheduled ending time should be willing to permit the Facilities Support Service staff to retrieve the equipment to avoid late deliveries to subsequent patrons.
6. Patrons are asked to wait until their actual scheduled start time to contact the Classroom Tech Support regarding delivery issues, as the equipment may be en route until the last minute.
7. Patrons should not attempt to move delivered equipment from room to room. It has been setup for ease of use, but it may not be obvious to the user how it is configured. Also, damage could occur if certain pieces of equipment are not turned off properly.
8. Faculty are responsible for proper operation and use of equipment during class. (Facilities Support Service staff operators are typically not available.) Equipment operation tutorials are available through the Facilities Support Services. Equipment cannot be delivered for use in an unsupervised classroom. There must be a faculty member or appropriate proctor present. A student should not be made responsible for use and operation of the equipment. Facilities Support Service staff cannot proctor class for faculty who are absent or late.

Campus Classroom Support Delivery – Special Events

1. Special events may require additional advance planning. This may involve scheduling of additional personnel, rental of special equipment, coordination of technical needs and other details that potentially impact our department's operating budget. Please include Facilities Support Services as early as possible in the planning of such events so we may determine any additional costs to support the event. The amount of support to be provided by Facilities Support Services is subject to review and approval of Facilities Support Coordinator.
2. Sponsored organizations will be charged standard rental rates for media resources unless the RWC sponsor is present at the event.
3. Due to risk of damage, large items such as DVD/VCR carts and computer carts are typically not transported between campus buildings.

Facilities Support Services – Installed Technology Policies

These policies cover media support services related to patron use of media equipment and systems permanently installed in classrooms and other meeting spaces on campus.

Media (LCD) Projectors and Systems

1. Some classrooms have media projectors and other equipment permanently installed. This has been done to make the technology more easily accessible for patrons, as well as to increase the life expectancy of equipment.
2. Sponsored organizations and external groups desiring to use installed media systems will first be referred to either Registration or College Relations for room reservations. Before the room is reserved, the group should designate one representative to make all necessary equipment requests to Facilities Support Services. External groups will be informed of any rental charges applicable for equipment to be used.

Overhead Transparency Projectors

1. One overhead projector is provided in each classroom or teaching space on campus.

Facilities Support Services – Campus Circulation Policies

These policies cover media support services related to faculty and staff checking out equipment across the counter or requesting equipment to be placed in a learning environment for an extended period of time.

Campus Classroom Equipment Circulation –Faculty/Staff Use

1. Subject to availability, certain types of media equipment may be placed at an on-campus location on a continuous basis for an extended period of time (long-term loan). Long-term loans may span periods of time from one week to an entire academic quarter.
2. Long-term loans for academic quarters may be renewed for up to four consecutive quarters. After four consecutive quarters of use an evaluation will be made as to whether a permanent piece of equipment should be installed at that location.
3. Permanent loans will be evaluated annually to determine the ongoing need for such a placement. All long term and permanent loans of equipment will be signed out to a specific person and/or department and assigned to a specific room.
4. Any faculty, staff member, or administrator at RWC may initiate requests for long-term loans and/or permanent loans. However, the request is considered a department placement and may not be solely for personal use.
5. Upon approval of the request by the Facilities Support Coordinator, determination will be made by Facilities Support Service staff concerning: item of equipment utilized for loan, duration of loan, and appropriate placement of equipment.
6. At the end of each quarter all long-term loans will be reviewed for evaluation and/or equipment retrieval. If the patron desires to extend a long-term loan into the next quarter a new request must be submitted.

Campus Classroom Equipment Circulation – Student Use

1. Due to the limited amount of equipment available, the high demands for use of the equipment, and issues of liability and responsibility, media equipment is not made directly available to students. Student use of equipment must be scheduled through a sponsoring faculty or staff member.
2. Student use of equipment must be directly related to the curriculum or an authorized student group with a faculty or staff advisor.
3. If a faculty member places a request for a group of students, one student must be identified as the student contact and their name entered alongside the faculty member's name on the request form.
4. The faculty or staff member sponsoring the student use is the responsible party for such requests.

Facilities Support Services – Off-Campus Support

These policies cover media support services related to the use of media equipment taken off campus.

Media Equipment Support – Off-Campus Events

1. "Off-campus" is defined as any location other than Muntz, SAHB, Flory Center, Veterinary Tech, the Sycamore Center Annex, and the outdoor areas bounded by these buildings. The Blue Ash Elementary School will be considered off-campus by this definition.
2. Off-campus events require additional advance planning and usually involve scheduling of additional personnel, coordination of technical needs and many more details. Please include Facilities Support Services as early as possible into the planning of such events. The amount of support to be provided by Facilities Support Services is subject to review and approval of the Assistant Director before equipment or personnel will be scheduled.

ELECTRONIC MEDIA COMMUNICATIONS POLICIES FOR MEDIA DESIGN & PRODUCTION SERVICES

Introduction

The purpose of the Electronic Media Communications Media Services Center is to provide production of instructional media for curricular applications at Raymond Walters College. To the extent possible, we also endeavor to produce non-curricular media items at the request of administrative and academic departments. eMedia Communications provides resources for these types of patrons: members of the RWC community (faculty, staff, and administrators) and contract patrons (clients commissioning custom media, development, and production).

One of the most important criteria for media expenditures by eMedia Communications is whether the materials purchased or produced on behalf of requesting departments can become part of the permanent College media resource collection. If this is possible, the media purchased or produced through eMedia Communications funds are available for use by all patrons at the College, extending their value.

However, there are numerous examples of media routinely produced through eMedia Communications that are difficult or impossible to add to the permanent media collection. Some items are simply inappropriate to add to the collection due to the highly specific and topical nature of the materials, as in the case of graphics projects and overhead transparencies. Other items have inherent storage and retrieval problems that render them not very cost effective for the general type of media collection maintained at RWC.

This particular policy addresses media produced by our department that cannot be added to the permanent media collection, rendering them "expendable" items. We produce such items for requesting departments or individuals on a "cost-sharing" basis. Similarly, media items requested for production that are not intended for direct curricular use at RWC must be provided on a similar "cost-sharing" basis. This policy covers all media production formats currently supported by eMedia Communications.

Media Production Services – General Policies

1. Faculty, staff, and administrators may request media production services to develop and/or produce instructional media. We currently support the following categories: audio, digital imaging, graphics services, multimedia projects, overhead transparencies, photographic services, and video services.
2. A consultation appointment is required for all media production activities prior to initiating any work on requested projects. During this consultation, eMedia staff will collect information regarding the nature, scale, and scope of the requested media production projects.
3. All media production projects in support of RWC curriculum take priority over other types of media production (non-curricular RWC projects and contract projects for RWC, UC, or external clients).
4. All projects are scheduled on a "first-come, first-served" basis. Normal turnaround time for routine delivery of non-scripted curricular media production is approximately one week, unless there are already numerous or complex requests on the production schedule. The specific turnaround time, and any associated costs anticipated, will be estimated and quoted as soon as possible following initiation of the request. Requests for rush service typically incur additional personnel costs or surcharges. Most productions to support the curriculum are simple and can be completed in a one week time period.
5. Routine production examples include: digital imaging (scanning of less than 12 images including hard-copy, slides, or negatives); graphics (less than 24 file format conversions); multimedia (PowerPoint presentations less than 24 screens); photography (portrait photographs, copystand projects less than 24 images); and video (in-class video recording of lectures or student presentations with no editing or additional graphic elements).
6. More complicated media production that requires development, research, and/or scripting will be evaluated on a case-by-case basis to determine cost. Such projects are more expensive to produce and therefore, the department production manager will determine how the scope and scale of the project fits in with the College

vision and mission. We will also ascertain whether the production can logically, technically, and successfully address the project.

7. If complex media production projects have the potential to become commercially marketed instructional materials to other colleges and/or libraries, the viability of the project is increased. Similarly if grant funds are available to subsidize cost of production, packaging, and/or distribution, the production viability also increases.
8. eMedia Communications may be able to engage in the production of such projects based on our ability to recover production costs and share in revenue generated by such commercially marketed productions.
9. Whenever possible, eMedia Communications will subsidize the cost of routine and complex media projects to support individual faculty and departments at RWC by assigning projects to a course in the eMedia Technology program. Whenever student crews are used to subsidize the production cost, the production schedule is expanded to accommodate instruction and supervision of students during the execution of the project.

Production Scheduling Policies

1. Requests for production services are accepted during any time of the academic year. However, please note, requests made during the month of September will typically be delayed due to routine preparation for the beginning of the academic year.
2. Requests are accepted from members of the RWC community (faculty, staff, and administrators) and contract patrons (clients commissioning custom media development and production).
3. Initial contact about a production request may be made:
 - In person – in the Media Services Center (Muntz 113)
 - In person – in the eMedia Administrative Office (Muntz 217)
 - By phone/voicemail – (513) 745-5717
 - By fax – (513) 745-8305
 - By email – rwcmmedia@uc.edu
 - By web – www.rwc.uc.edu/rwcmmedia
 - By campus mail – RWC Media Services Center, Mail Location #0086
4. The request will be assigned to a staff producer who will schedule a consultation meeting with the requesting patron within one week.
5. At the time that the consultation meeting is scheduled, a "Production Log" form will be established to track all aspects of the project. The project number will be given to the patron for reference purposes.

Media Production Services – Charge-Back Policy

The basic criteria for cost-sharing revolves around five primary considerations:

1. Is the material intended for College curriculum applications?
2. Can the material become a useful and manageable part of the media collection?
3. How much staff time is necessary to produce the material?
4. What is the total cost of expendable materials utilized?
5. What is the required turnaround time for completing the production?

General Charge-Back Policies

To ensure that funding is available to support the greatest number of faculty, and in an effort to support non-curricular activities to the extent that we can, the following variable cost scale has been developed.

1. The cost of labor and materials, and production turnaround time, will be estimated and quoted for all media production requests, prior to initiating work on the project.
2. Any media production activities requiring charge-back to the requesting patrons department must be approved, in advance, by the department unit head.

3. The cost of all production activities that are curricular, involving two hours or less of staff time, and which utilize standard materials (commonly stocked items), will be absorbed by eMedia Communications.
4. The cost of curricular projects that involve more than two hours of staff time and/or use non-standard materials, (special order items) will be charged back to the requesting department at a rate of 25% with the eMedia Communications absorbing the remaining 75% in support of the requesting department.
5. The cost of production projects that are non-curricular in nature (such as professional presentation items for individual faculty or staff), involve two hours or less of staff time, and utilize standard materials will be charged back to the requesting department at a rate of 50%. eMedia Communications will absorb the remaining 50% in support of the requesting department.
6. The cost of non-curricular production projects, (such as recruitment programs or professional presentation items for individual faculty or staff) that involve more than two hours of staff time and/or utilize non-standard materials, will be charged back to the requesting department at a rate of 75%. eMedia Communications will absorb the remaining 25% in support of the requesting department.
7. The cost of production projects that are promotional or commercial in nature, or that are components of research, grant or other funded projects, will be billed as external contract projects. Regardless of the time involved or the nature of the materials used, such projects will be charged back to the requesting patron or department at a rate of 100%.

Media-Specific Charge-Back Policies

Audio Services

We provide audio production services for location and studio recordings, audio editing and sweetening, special audio effects, and audio for media and multi-media projects. Completed materials can be produced and delivered on audio CDs, CD-ROM or DVD formats. Audio projects may also be prepared as streaming media for delivery over the Web.

Factors affecting the production cost of audio projects include: use of more than four audio CD blanks discs; a project turn-around time of less than two weeks; requires mixing, custom labeling or special effects; existing source materials not provided in appropriate audio or digital file formats (requiring preparation); whether multiple locations or multiple session recordings are required to complete the project.

Consultation Services

Most complex media productions require consultation, needs assessment, and project development services, all of which are available through eMedia Communications. Basic consultation will be provided at no cost to RWC college clients. In addition to media production consultation, we provide consultation related to instructional design, distance learning and related educational program development.

Proposals that require extensive consultation, needs assessment, production budgeting and complex production services will require charge-back to the client/department. The cost of these services will be quoted upon request following the initial consultation. Projects that are being developed with potential commercial application may be subsidized by e Media Communications in exchange for a negotiated share of the proceeds.

Digital Imaging Services

We provide a range of digital services including original still photography with digital cameras, flatbed scanning to create files from two-dimensional art, and 35mm slide and negative scanning to create digital files from photographs. Other services include creation of 35mm slides from digital sources (including PowerPoint files), image and other graphical file format conversions, and CD-ROM burning/archiving. Materials are provided to the patron on standard CD-ROM or DVD formats. We do not provide services to scan printed text documents or provide optical character recognition services.

Factors affecting the production cost of digital projects include: use of more than four CD-ROM blank discs or one DVD blank disc; a project turn-around time of less than two weeks; projects requiring special handling or complex conversions of media types; content received from the client is not provided in digital form or digital content is not provided in appropriate file formats.

Graphics Services

We provide services to produce basic digital graphic design and layout, graphical file format conversion and CD-ROM burning /archiving, and basic illustrations. Other services include poster printing from laser or ink jet printer originals and consultation on conference poster displays.

Factors affecting the cost of graphics services include: a project turn-around time of less than two weeks; use of more than four CD-ROM or one DVD blank discs; projects requiring special handling or complex conversions of media types; the need for manual display fabrication; content received from the client is not provided in digital form or digital content is not provided in appropriate file formats.

Multimedia Projects

We provide design and production support for multimedia projects including PowerPoint and other forms of linear electronic classroom presentations, interactive multimedia programs, digital audio and video applications, Web development, and DVD authoring. More complex and scripted multimedia productions require consultation and program development services available through our department. Materials are provided on standard CD-ROM, DVD, audio CD, and videocassette formats. Completed Web-based materials may also be uploaded to a Web site. Factors affecting the production cost of multimedia projects include: use of more than four CD-ROM blank discs or one DVD blank disc; a project turn-around time of less than two weeks; projects requiring special handling or complex conversion of media types; content received from the client is not provided in digital form or digital content is not provided in appropriate file formats; program requires scripting, storyboarding, or flowchart development or multi-platform development (PC/Mac).

Photographic Services

We provide studio and location photography, portraiture, copystand and tabletop photography, and image duplication. File formats suitable for direct to computer applications are also produced. See Digital Imaging Services for descriptions of related photographic imaging services.

Factors affecting the production cost of photography projects include: less than one week turn around; whether images require cropping or masking; whether digital files require preliminary processing or compositing; in the case of copystand photography, whether originals are bound or loose.

Video Services

We provide video production services for taping lectures, presentations, and off-air programs (broadcast, cable or satellite). Also offered are video editing, special effects production, and basic animation. More complex and/or scripted video productions require consultation and program development services available through our department. Completed materials are provided on standard DVD format. Many video productions may be formatted for streaming or Web delivery. Please note that videotape or DVD duplication is considered a separate project from the original production, as is the preparation of QuickTime, streaming, and any other digital file formats.

Factors affecting the production cost of video projects include: use of more than two mini DV, two DVD blank discs or other recording media; a project turn-around time of less than two weeks; requires the addition of titles and graphics, custom labeling or special effects; existing source materials not being provided in appropriate video or digital file formats; whether multiple locations or sessions are required to complete the project; program requires scripting, storyboarding, or flowchart development or multi-platform development (PC/Mac).

Off-Air, Off-Cable, and Satellite Downlink Recording

1. An instructor may record, or request to be recorded, an off-air broadcast, cable or satellite transmission, or retransmission, and retain it for 45 calendar days after the date of recording. This is to allow time to preview and consider licensing or purchasing of rights.
2. An instructor must request that a program be recorded; programs cannot be recorded by eMedia Communications staff in anticipation of a request. The broadcast or cablecast must be taped for a specific class, not "just in case."
3. During the first ten school days of that 45 calendar-day period the program may be used once for instruction and once for instructional review or reinforcement. At the end of 45 calendar days, the program must be licensed, purchased, or erased.
4. Off-air, cable, or satellite recordings need not be used in their entirety, but they may not be altered (edited), and they must include copyright notice as recorded.
5. An instructor may place the recording made by eMedia Communications on reserve, but only for the first 10 consecutive school days after it is recorded.
6. Off-air, cable, or satellite recordings cannot be added to the Library's collection without prior licensing or purchase.

Campus Events and Classroom Recordings

1. Permission to record presentations by students, faculty, and staff is always required if the recording is to be added to the College collection. Written permission of the subject(s) or presenter(s) must be made on a *UC Authorization, Release, and Waiver* (Release Form) available through eMedia Communications in M217.
2. In many cases, permission is also required to record presentations regardless of the presenter's UC affiliation or inclusion of the recording in the College collection.

Copying Recordings

1. No copyrighted media will be duplicated by eMedia Communications without the written consent of the copyright owner. A copy of the written consent must be retained in the eMedia Communications office.
2. For more information on this topic, see eMedia Communications' Copyright Policy.

Personal Collections and Off-Air, Cable, or Satellite Recordings

1. Classroom use of personal copies of media software and off-air, cable, or satellite recordings is subject to U.S. Copyright and licensing laws as well as Fair Use Guidelines. Faculty who choose to use such media software for instructional purposes may do so at their own risk. For information on copyright and licensing compliance contact the director of eMedia Communications or Library.
2. eMedia Communications is not responsible for damage by RWC equipment to personal copies owned by RWC patrons.

Media Design and Production Services – Distance Learning Policies

These policies cover media support services related to media equipment and systems installed on campus for distance learning, teleconferencing, and broadcast applications.

General Information

1. Distance learning is defined as a formal educational process in which the majority of instruction occurs when students and instructors are not in the same place or when two or more groups of faculty and learners are connected using media resources. eMedia Communications is equipped to support the following distance learning technologies:

- Educational Broadband Service (EBS) television broadcasting
 - Satellite downlinking
 - Video-based telecourses
 - Videoconferencing
2. Each of these technologies requires specialized knowledge, management of logistics, and advance preparation. Please include eMedia Communications as early as possible in planning the use of such technologies.
 3. Other distance learning technologies, such as webcasting and streaming, are not able to be supported by eMedia Communications at this time.

Distance Learning Equipment Use

1. RWC has limited equipment for distance learning use. Equipment requests for this purpose are honored on the basis of first-come-first-served and are scheduled through a different process than regular equipment support.
2. Our standard equipment inventory for distance learning support is currently limited to EBS Broadcasting (formerly ITFS), satellite downlinking, and videoconferencing using IP technology (internet protocol).
3. Distance learning resources are intended for University purposes, which are defined as scheduled classes and their examinations, lectures and meetings directly related to the curriculum and the management of state-supported education/research programs, and academic/administrative support needs. Use of distance learning resources for non-University purposes or by external patrons is subject to prior availability of staff and of equipment.
4. Requests should be sent to Media Services Center (Muntz 113) using any of the following methods:
 - In person –Media Services Center (Muntz 113)
 - By phone/voicemail – (513) 745-5717
 - By fax – (513) 936-7135
 - By email – rwcmmedia@uc.edu
 - By web – www.rwc.uc.edu/rwcmmedia
 - By campus mail – RWC Media Services Center, Mail Location #0086
5. Email requests should only be made to rwcmmedia@uc.edu as emails to individual staff members may not be received and forwarded to the scheduling desk due to vacations and absences from work.
6. Request forms are available in the Media Services Center (Muntz 113), via email, and on the department web site. All of the following information is needed from the patron for each service request:
 - Date the request is submitted
 - Patron’s first and last name
 - Patron’s department, organization, or affiliation
 - Phone number at which the patron can be contacted
 - Email address at which the patron can be contacted
 - Requested date(s) for the service or equipment delivery
 - Building and room number for the requested service or equipment delivery
 - Beginning and ending time for the requested service or equipment delivery
 - Specific service or equipment delivery requested
7. The eMedia Communications distance learning coordinator will process and respond to requests within three business days and notify the patron whether the event can be accommodated on the requested date(s). Additional information, such as connection information and contact names and numbers may be required before scheduling can be completed.
8. eMedia staff will familiarize patrons with the use of equipment and provide an emergency telephone number to use in case there are problems.

Distance Learning Support

1. Training will be provided by the eMedia staff for those faculty either scheduled to teach or are already teaching via distance learning.
2. eMedia technical support is available from 8:00 a.m. - 5p.m. Monday through Friday. Support outside of regular business hours and on holidays requires additional lead time and may entail unbudgeted personnel cost that may require compensation from the requesting patron or department.
3. eMedia support staff will be available to RWC patrons during regular hours to deliver, startup/test, and remove from college classrooms any distance learning equipment in the eMedia Communications standard inventory.

Approved by the RWC Library Committee on 05/28/91

Approved by Academic Department Chairs and College Dean on 8/15/91

Revised on 03/24/05

Approved by the RWC Library Committee on 04/27/05

Revised 08/17/09

Revised 8/30/10

Approved by RWC Faculty, December 2002.

NETWORK SERVICES DEPARTMENT POLICIES

Academic computers are defined as computers in an academic computer lab or computer classroom used by the student population for completing academic assignments. Administrative computers are defined as those computers used by RWC faculty and staff in pursuit of the mission of the college. These two definitions are mutually exclusive.

The terms computer, computer equipment, or computing equipment are used interchangeably throughout this document, where one term is expressly stated the others are implied unless otherwise noted.

Computer Hardware Policy

This policy applies to administrative computers.

Each fiscal year 20% of the administrative computers maintained by the college will be replaced with new computers. The new computers will be allocated to replace an equivalent percentage of computers in each department. Every department will devise its own method of distributing new computers among the members of that department. Upon request, the Network Resources Department will help departments make decisions regarding the appropriate placement of this equipment. Effective September 1, 2002, a five-year schedule that identifies the number of computers each department will receive in a given year and the month(s) in which they will receive them will be created. This schedule will be adjusted each year to accommodate changes in departmental headcount.

All new full-time tenure track faculty will receive a new computer upon arrival at Raymond Walters College. The Dean's Office will provide the Network Resources Department with a list of new faculty appointments by June 15 of each year. The Network Resources Department will provide a list of standard computer configurations to all new full-time tenure track faculty. The new computer will be ordered and configured by the Network Resources Department upon notification of the configuration chosen by the new faculty member. Computer configurations that deviate from the standard configuration must be approved by the Dean's Office. Computers allocated in this manner become part of the hiring department's computer allocation for that year.

In consultation with recipient departments, the Network Resources Department will classify the desired performance specifications and configuration options for the new equipment. Given this input, the Network Resources Department will then identify a standard configuration for computers purchased under this policy. This standard will be announced on April 1st of each year and will be the standard for all purchases beginning July 1st of the same year. Departments that are satisfied with the standard configuration for all of their new equipment need to notify the Network Resources Department regarding who will receive the new equipment. Departments must identify these recipients one-month in advance of the scheduled allocation. Departments that want to customize the standard configuration will need to notify the Network Resources Department two months prior to the scheduled allocation. When departments request nonstandard configurations the total cost of the systems should not exceed the total cost of an equivalent number of 'standard' computers. Any cost that exceeds the standard will be the responsibility of the requesting department. Upon the arrival of any new computer equipment the Network Resources Department will be responsible for adding any necessary equipment (network cards) and software installation/configuration.

When new equipment is placed into service the old equipment (if any) will be returned to the Network Services Department where it will be either reconfigured and returned to service or disposed of as appropriate. In addition, computers assigned to departing faculty will be returned to Network Resources Department to be refurbished. Refurbished computers will be redistributed without regard to department affiliation, e., refurbished computers are in no way guaranteed to remain within the originating department.

Refurbished equipment will be redistributed to members of the college community upon request. Academic Department chairs should request refurbished equipment for new Visiting Faculty appointments at the time of the appointment. Academic departments may also request refurbished computers for lab or instructional use. Lab/instructional requests must be approved by the Dean's Office. Any member of the RWC community can request a refurbished computer as an upgrade to their current computer. Upgrades will be accommodated on a first come, first served basis. The exceptions to the first come, first served basis are non-repairable computer failure or a full time faculty/staff person without a computer.

Computers installed in part-time faculty offices to provide part-time faculty with access to the college network are not eligible for the College Computer Replacement Policy. The Network Resources Department will provide one computer for each desk assigned to part-time faculty. The provided computer will serve all part-time faculty assigned to a given desk.

All computer hardware failures are the responsibility of the Network Resources Department with the exception of specialized data acquisition and control hardware used in laboratories, (an example of this type of equipment would be a board installed in a computer for the purpose of reading and recording the temperature of a chemical reaction during a chemistry experiment). The Network Services Department will be responsible for identifying the failed part and determining the appropriate course of action to return a failed computer to usable status. All replacement parts will be provided by the Network Resources Department.

Computer upgrades are defined as computer equipment purchased in order to enhance the capabilities of operational equipment. Upgrades to existing equipment will be purchased by the department using the equipment. At the user's request, the Network Resources Department will be responsible for installing the upgrade. Parts replaced in the process of upgrading a computer are to be returned to the Network Resources Department. Upgrades to a computer remain with the computer when the computer is replaced with new equipment. The exception to this rule is when the equipment is data acquisition/control hardware used in laboratories, or external peripheral equipment not normally part of the PC. Examples include but are not limited to scanners, external hard drives, etc.

Only Network Resources Department personnel may install and/or configure a network interface device. There are no exceptions to this rule. All connections to the college wide computer network will be made by the Network Resources Department. Other than mobile equipment (i.e. laptop computers, Media Services mobile computer carts) which has already been configured by the Network Services Department, there are no exceptions to this rule.

When computer equipment is obtained from external funding sources such as grants and donations and is not fully equipped, (i.e. a computer without a network card) it's the recipient department's financial responsibility to bring it to full implementation. Once computer equipment obtained in this fashion is put into service, the equipment will be maintained in the same manner as equipment purchased with college funds.

Computer Software Policy

Software Licensing

Software licenses generally come in one of three different categories: freeware, shareware and commercially licensed. Freeware is software that has been released into the public domain by its author. Freeware can be used and copied by prospective users without restriction. Shareware is software released to the public on a try before you buy basis. This software category generally has a trial period of thirty days. If you continue to use the software after the trial period you are legally obligated to make restitution to the author. Shareware can be copied and given away subject to the restrictions covered above. Commercially licensed software requires a license before you can load it on your computer. It is illegal to use commercially licensed software without a license. In general, with software in this category it is illegal to copy programs for use on another computer even if the same user operates both computers.

Some software companies allow this type of copying provided that both copies of the software are guaranteed not to be in use at the same time. License agreements need to be examined in each case to determine the rules that govern the use of the software. Users violating software licenses place themselves, College officials, the College and the University in violation of the law and subject to the penalties allowed by the law.

The Network Services department is responsible for obtaining and maintaining valid licenses for all software residing on network file servers. Network file servers will be monitored by the Network Services Department to ensure that software license restrictions are obeyed. The Network Services Department is also responsible for obtaining and maintaining licenses for operating system software on end user computer systems. End users are responsible for obtaining and maintaining valid licenses for all application software installed on their computers. It is recommended that all users obtain and maintain a copy of the license for all application (e.g., Word Perfect, Excel, Word, etc.) software on their computer.

Administrative Computing

Where the CCAC has established a standard software package for a given computing function the Network Services department will be responsible for installing and maintaining the standard. Users may elect to use software in competition with the approved standard. In order for users to utilize software in competition with the approved standard, the user's department must provide the user with the software and a valid software license. Where no current standard exists, users may install and administer the software of their choice, provided the user has a valid license. Users who encounter problems with software that they have installed may request assistance from the Network Services Department. The Network Services Department will respond to these requests at time permits and may decline to provide assistance as deemed necessary.

Academic Computing

The Guidelines for Instructional Software Selection for College-Wide Computer Classrooms and Labs process is the primary method for determining software availability in academic labs. It is the only process wherein the financial responsibility for obtaining software in academic labs resides with the Network Services Department. Any other request for software in the academic labs will be honored only under the following conditions: the academic department is responsible for the purchase of the software, the purchased software is delivered to the Network Services Department one month prior to the start of the quarter in which it is expected to be available in the academic labs, the software is compatible with the academic computing setup, the hardware resources required to operate the software are in operation or will be in operation at the time the software is to become available.

College Printing Policy

Printers and printing services will be maintained by the Network Services Department. Network printers are to be acquired and maintained by the Network Services Department. All costs, except paper costs, associated with operating networked printers are the responsibility of the Network Services Department. Single user or dedicated printers attached to a single computer may no longer be purchased without the express consent of the Dean's Office. Single user printers already in service may stay in service at the user's discretion or until the printer fails. Single user printers may not be repaired without the express consent of the Dean's Office. All costs associated with operating single user printers are the responsibility of the end user's department.

Printers located in academic labs are not available to administrative computers.

Printers may be added to the network by the Network Services Department. Printers may be added, removed or relocated on the recommendation of the CCAC with the approval of the Dean's Office.

For full policy see Network Services Department website at www.rwc.uc.edu/network.

Approved 2/99

PASS/FAIL POLICY

The following policy governs two ways a course may be taken pass/fail:

1. The Pass/Fail Option: Students may elect to take a regular course pass/fail. A regular course is a credit course for which letter grades are normally assigned. It is not designated as pass/fail in the bulletin.
2. Pass/Fail Courses: Pass/Fail courses are offered on a pass/fail basis only and are designated such in the bulletin.

Pass/Fail Option:

The purpose of the optional pass/fail is to encourage students to take courses that appeal to them but that are not ones in which anything more than course credit is desired. The following policy applies only to the pass/fail option and not to the entire courses offered on a pass/fail basis.

1. The pass/fail option can only be applied to a maximum of six credit hours of unrestricted electives. An unrestricted elective in any program is listed in the catalogue as “elective” with no restrictions as to the department or area of study.
2. Non-matriculated students may take more than six credit hours on a pass/fail basis with the understanding that only six credit hours of unrestricted electives may be transferred into any degree program. Courses optionally taken pass/fail cannot be used to fulfill specific degree requirements.
3. The pass/fail option is subject to the discretion of the department. That is, departments may have restrictions governing which courses in their department may be taken pass/fail.
4. Unless otherwise indicated, pre-college or preparatory courses cannot be taken pass/fail.
5. Students must have the signed permission of the instructor and their advisor before they can register for a regular course to be taken pass/fail. (See “form” below).
6. Students must submit a pass/fail form at the time of registration. They cannot change this option after the 7th calendar day of the quarter.
7. Students selecting the pass/fail option are expected to do all the work performed by “graded” students. Instructors will give A, B, C, D, or F grades on individual assignments to determine the final grade. Only the final grades of “P” (pass) or “F” (fail) will be given. “Pass” is defined as a grade of “C-“ or better.
8. A passing grade in such a course has no effect on the student’s quality point average, but a failing grade will lower it.
9. Students on academic probation may not take a regular course pass/fail.

Pass/Fail Courses

The following policy applies to entire courses offered on a pass/fail basis, not to the optional pass/fail for regular courses.

1. A department may offer on a pass/fail basis courses not required in any program. Any department may offer on a pass fail basis their own courses which are requirements within their own programs.
2. All zero credit courses will be offered on a pass/fail basis only.
3. It is not necessary for students to submit a pass/fail form if the entire class is graded on this basis.
4. Pass/fail courses are not included in the total six credit hours that may be transferred as unrestricted electives under the pass/fail option policy.

Approved by RWC Faculty April 2003.

Guidelines for
SCHEDULING COMPUTER CLASSROOMS AND LABS

Computer classrooms are closed except when scheduled for instructional purposes and during monitored hours as announced quarterly.

Academic Reservation

Academic reservations fall into two categories.

1. Computer Classrooms scheduled on a regular basis.

- a. The computer classroom is the assigned meeting place for every class session or on a regular basis, such as one a week.
- b. Computer classrooms desired on a regular basis are scheduled by the Office of Registration upon request of the academic departments. These requests are made when the academic schedule for the next year is submitted to the Office of Registration (typically in January or February of the current academic year). Conflicts will be resolved by the group composed of the Director of Registrations, Director of Network Resources, and representatives from each academic department.
- c. Reservations in this category take priority over all other categories.
- d. The Office of Registration will schedule these classrooms based on the following criteria:
 - number of computers needed
 - type of computer desired, i.e., PC or MAC
 - software availability in each classroom
 - number of software licenses available
 - other relevant equipment required
- e. Academic departments wishing to schedule a computer classroom will provide the Office of Registration with the desired class time, the class size, preferred computer type, the software required for the class, and any other relevant requirements for the class.

2. Computer Classroom scheduled on an irregular basis.

- a. This category includes any classes that are not scheduled under the first category.
- b. The computer classrooms are scheduled by the Office of Registration at the request of individual faculty members or the department chairs.
- c. Faculty are encouraged to assess their classroom requirements and reserve the needed time before the academic quarter begins.
- d. Computer classroom reservations scheduled in this category will be scheduled on a first-come first-served basis.

- e. The Office of Registration will schedule these reservations based on the following criteria:
 - number of computers needed
 - type of computer desired, i.e., PC or MAC
 - software availability in each classroom
 - number of software licenses available
 - other relevant equipment required
- f. Faculty or department chairs wishing to schedule a computer classroom will provide the Office of Registration with the desired class time, the class size, preferred computer type, the software required for the class, and any other relevant requirements for the class.
- g. Scheduling conflicts in this category will be resolved by the Office of Registration and the faculty members involved.

Walk-in Computer Labs

Walk-in computer labs are located in Muntz 112 (Computer Concourse) and SAHB 200 are open to the Raymond Walters College community unless otherwise reserved.

Computer classrooms should be reserved for instructional purposes. Walk-in labs should be reserved only when no other computer classrooms are available.

Internal Reservations

Examples of internal reservations include but are not limited to Faculty Development, Staff Development, Outreach & Continuing Education, and PDC.

1. Internal reservations for computer classrooms have a lower priority than academic classroom reservations.
2. Internal reservations will be scheduled on a first-come, first-served basis. The Office of Registration will schedule these reservations based on the following criteria:
 - number of computers needed
 - type of computer desired, i.e., PC or MAC
 - software availability in each classroom
 - number of software licenses available
 - other relevant equipment required
3. Internal units wishing to schedule a computer classroom will provide the Office of Registration with the desired class time, the class size, preferred computer type, the software required for the class, and any other relevant requirements for the class.

External Reservations

External organizations are not affiliated with Raymond Walters College.

1. External organizations have the lowest priority for scheduling computer classrooms.
2. The Office of Registration will not schedule the last remaining unscheduled computer classroom in a given time slot to an external organization. However once a reservation is made, it is a permanent assignment and may only be changed by the Dean of Raymond Walters College.

3. To schedule computer classrooms, the external organizations will contact the College Relations Office. That office will be responsible for obtaining the following information from the organization:
 - the desired reservation time
 - the required class size
 - the type of computer and software desired
4. College Relations will arrange the reservation with the Office of Registration and assess the rent due.
5. College Relations will continue to handle all other aspects of the interaction between Raymond Walters College and the external organizations.

Network Resources

1. In order to fulfill the guidelines of this policy, Network Resources will be responsible for providing the Office of Registration with the following information on February 1 of each year preceding the upcoming academic year.
 - rooms that qualify as computer classrooms
 - rooms that qualify as walk-in computer labs
 - number of computers available in each computer classroom and walk-in computer lab
 - supplemental equipment available in each room (overhead projectors, scanners, printers, transcribers, etc.)
 - number of software licenses available for each software package
2. The Director of Network Resources will meet with the Director of Registration in the final week of each academic quarter to review the schedule for the upcoming quarter, review resources, and confirm assignments.
3. Network Resources will assist academic departments in the scheduling process.

Office of Registration

In order to fulfill these guidelines, the Office of Registration will be responsible for the following:

- providing Network Resources with the schedule for each academic computer classroom
- providing Network Resources with any updates as the schedule changes
- assisting academic departments in the scheduling process

Guidelines for Instructional Software Selection For College-Wide Computer Classrooms and Labs

1. The College Computer Advisory Committee will coordinate the RWC Instructional Software Selection process.
2. The CCAC chair will ask each academic department chairperson in March of each year to appoint a departmental representative.
3. The CCAC will hold an informational meeting to review software selection procedures for the departmental representatives in April of each year.

4. The College Computer Advisory Committee chair will convene a meeting with the Director of Registration, Director of Network Resources, and representatives from each academic department in April each year. This committee will meet to review and adjust necessary scheduling criteria, software requirements, walk-in computer lab hours, and supporting equipment for the academic classrooms and walk-in computer labs. Academic committee members should come to this meeting prepared to present the prioritized software requirements for their department for the upcoming academic year. Copies of the software must be given to Network Resources by the requesting department for technical testing.
5. The CCAC will meet to discuss the college instructional software requests to resolve any redundancies, computer platform issues, and technical testing incompatibilities. The Office of the Dean will provide the committee with the projected software purchase budget for the next academic year. Then the CCAC will recommend the college-wide instructional software priorities to the Dean.
6. The CCAC must finish its work by May 15. The recommendations of this group will be integrated into the budget process for the upcoming fiscal year. Final decisions will be made by the Office of the Dean.

UNIVERSITY OF CINCINNATI
STUDENT GRIEVANCE POLICY AND PROCEDURES

POLICY

Philosophy

All members of the University community are expected to interact with civility and respect, recognizing at the same time the unique tradition of the University to provoke thought, stimulate discussion, and examine dissent. The University encourages the resolution of complaints in a fair and collegial manner. This document establishes a policy and process for undergraduate students to request review and resolution of certain complaints.

Complaints may be resolved informally between the individuals or with the aid of their department head, college office, or the University Ombudsman. However, the student may proceed through the Formal Resolution stage.

Applicability

This document supersedes all former individual college grievance procedures. It is to be used by any UC student except those who are admitted to and enrolled in a graduate degree, M.D., or J.D. program.

These procedures are applicable when:

1. A student believes that he/she has been subjected to an academic evaluation which is capricious or biased.
2. A student believes he/she has been subjected to other improper treatment.

Exceptions

Allegations described below will be handled as outlined.

1. Complaints alleging violation of privacy. Allegations of a violation of privacy as set forth under the Family Educational Rights and Privacy Act (FERPA) will be handled by the University Registrar in accordance with current practice.
2. Complaints regarding incompetency of instruction. Allegations of incompetent instruction will be handled according to the agreement between UC and the AAUP.
3. Complaints alleging discriminatory treatment. Allegations of discriminatory treatment based on age, race, sex, sex orientation, handicap, national origin, or religion will be handled according to the UC Discrimination Procedure administered by the Office of Affirmative Action. If the complaint involves a faculty member, it will be handled according to the agreement between UC and the AAUP.

General Guidelines

To use these procedures, a student may initiate an informal complaint in the University Ombudsman's Office (335 TUC) or the College Office in which the course is offered no later than the end of the quarter following the quarter in which the activity that gave rise to the complaint occurred. A student registered for cooperative education through the Division of Professional Practice will receive an extension of one quarter upon his/her request.

All complaints shall be heard without unnecessary delay.

Complaints regarding a course will be in the jurisdiction of the college offering the course. If the course is offered in a different college than the student's home college or school, the complainant's College Representative will sit as an ad hoc member of the College Review Committee (CGRC) (see Step 3).

Two or more students with the same complaint may join in a group action. A single statement of complaint shall be submitted and processed in the manner described herein for individuals, but all those joining in such as group action must sign the statement. The University Ombudsman shall determine whether, in fact, all of the students have the same complaint. If it is found that they do not, they will be divided into two or more subgroups. One individual may represent the entire group but all complainants may be required to meet with the University Ombudsman or the CGRC.

PROCEDURE

Step 1 - Information Resolution

The parties involved must first attempt to resolve the complaint informally.

- A. First the student must talk with the faculty member about his/her complaint. A faculty member must be willing to meet with a student for discussion.
- B. If the complaint is not resolved, the student must talk with the faculty member's department or unit head or a College Representative designated by the Dean, who will attempt to resolve the complaint.
- C. If the complaint is not satisfactorily resolved through A and/or B, a student may proceed to Step 2, Mediation or Step 3 formal resolution no later than the end of the following quarter.

Step 2 - Mediation

Mediation shall be requested of and conducted by the Office of the University Ombudsman. A University Ombudsman (UO) shall consult with the College and shall meet with the individuals separately and/or together to attempt to reach a solution (written) which is agreeable to and signed by all parties to the dispute. All individuals directly involved shall receive a copy of the signed resolution. No written records, other than the final resolution, shall be retained by the UO. Original documents shall be returned to their source or to another site as agreed in the signed resolution. All other notes shall be destroyed. If the complaint is not resolved through mediation, the UO shall immediately notify the Chair of the CGRC in the college in which the dispute originated and inform all affected parties in writing.

Step 3 - Formal Resolution

Following the receipt of the notification that the complaint was not resolved informally through Mediation (Step 2) the student(s) may file a grievance with the Chair of the CGRC. The Chair, who is appointed by the College Dean, shall schedule a grievance review meeting. The CGRC shall be composed of two faculty selected from a pool of four elected from the full-time faculty of the college, two students from a pool of four selected by the College Tribunal or student government, and the Chair.

Any party to the complaint may challenge the participation of any committee member on the grounds of conflict of interest. Challenges must be submitted in writing to the Chair of CGRC composition. If the chair is challenged, the appointing dean shall determine the validity of the challenge and either replace or retain the chair. The challenge must specify reasons that would prevent the individual from being unbiased with respect to the grievance. Any faculty member directly involved in the grievance shall not participate as a member of a CGRC.

A student may withdraw a grievance from further consideration at any time by submitting a written statement to the Chair of the CGRC. No reason needs to be given for withdrawal of the grievance. The Chair of the CGRC will notify all individuals involved in writing that the grievance has been withdrawn and that the grievance process is terminated.

Committee Procedures

1. The CGRC shall hold a grievance review meeting at which all parties shall have the opportunity to present to the CGRC any written and/or oral information relevant to the complaint.
2. The CGRC may also request information (within FERPA regulations) from other sources.
3. Copies of written material provided to the committee shall be made available, upon written request, to persons directly involved in the formal resolution of the grievance.
4. Signed written statements may, when necessary, be submitted by individuals and witnesses if unable to attend.
5. The student and faculty member may elect to have an adviser present who may counsel but not actively participate as a spokesperson or vocal advocate.
6. Either party may request testimony from witnesses. However, the physical presence of witnesses shall be restricted to those invited by the Committee (except as noted above in 5).
7. If the student or faculty member chooses not to attend the meeting, his/her written statements shall be reviewed in their absence.
8. The meetings shall be tape-recorded and the tape shall be maintained in accordance with University records policy.

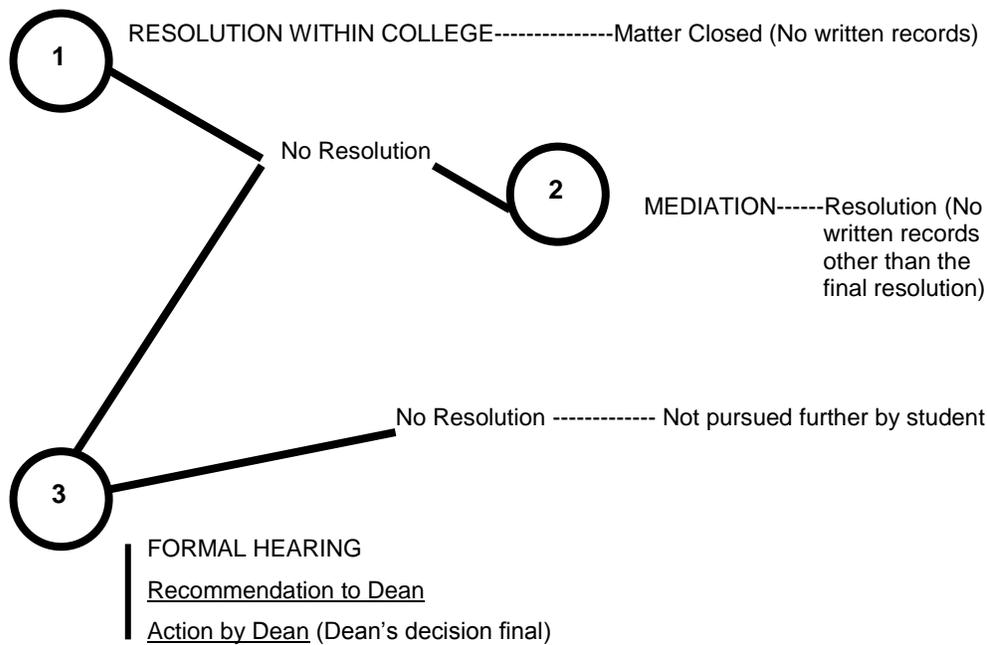
Following the grievance review meeting, the CGRC shall issue a report to the College Dean. The CGRC's report shall contain:

1. Relevant information including, but not limited to, documentation of written and oral information presented to the CGRC;
2. Relevant University rules and policies;
3. Decisions and the reasons therefore.

The College Dean shall notify both parties in writing of the CGRC's decision. Either party may appeal the decision of the CGRC in writing to the College Dean within 10 days following notification. Grounds for appeal shall be limited to procedural error or new information not available at the time of the hearing. The College Dean shall have the authority to accept and implement or modify the decisions of the CGRC. If the grievance alleges capricious or biased academic evaluation and the CGRC finds in favor of the grievant, the College Dean may exercise his/her authority to alter the grade. Decisions of the College Dean shall be final.

Student Grievance Policy and Procedures Flowchart
(Note: Time Limits Appear in text)

- Step 1 - Informal resolution within college: Student talks with faculty. Department Head, Unit Head, or a College representative designated by the Dean can facilitate resolution of dispute.
- Step 2 - If no resolution is reached in Step 1, the student may request mediation or may sign a mediation waiver and request a hearing before the College Grievance Review Committee (Step 3). If student(s) request mediation services through Office of the University Ombudsman, the college officer is contacted to determine if Step 1 was completed. No written records, other than the final resolution, shall be retained by the Ombudsman.
- Step 3 - The University Ombudsman will notify Chair of the appropriate college grievance review committee if a mediated settlement was not possible. A formal hearing will be scheduled as outlined in procedures.



**Office of the University Ombudsman
Request for Mediation Form**

_____ Mediation Request Waiver

Date: _____

Name (print): _____

Phone: _____

Address: _____

College: _____

SS#: _____

Signature: _____

Date of event(s) precipitating complaint: _____

Person(s) against whom complaint is directed: _____

Brief statement of complaint: _____

Brief chronology of complaint: _____

TO BE COMPLETED BY MEDIATOR(S)

Student Grievance Policy and Procedures:

Step 1 completed on: _____

Step 2 Mediation – complaint resolved on: _____
No resolution: _____

Step 3 College Hearing Requested/Recommended: _____

College notified _____

Mediator(s): _____ / _____
Signature Signature

Approved by RWC Faculty, February 2003.

Guidelines for
STUDENT PARTICIPATION ON COLLEGE COMMITTEES

Drafted by the Student Affairs Advisory Committee
January 2003

Student representatives are appointed by the Student Government Vice President
for College Committee Representation.

For Committee Chairs:

- Introduce student representatives and all other committee members at the earliest opportunity.
- Explain to the student representatives their roles as voting members of the committee as well as any additional rights specified under committee bylaws.
- Encourage student representatives to participate fully in discussions and to share their views. Provide guidance to student representatives during this process by maintaining sensitivity to the fact that students may be unfamiliar with committee customs and interpersonal dynamics. Your guidance will be welcomed.
- Schedule meetings at times when student representatives can attend, and attempt to maintain a consistent meeting schedule.

For Student Representatives:

- Check with the Student Government VP for College Committee Representation before the fall quarter begins to learn about committee assignment(s).
- Be sure to attend committee meetings. If unable to attend, notify the VP who will attempt to find an alternate representative, and email your committee chair of your anticipated absence. The VP will notify your committee chair of the change, including the name of your alternate.
- Participate in discussions and deliberations. Exercise your right to be heard as the voice of those you represent.

Approved at the April 23, 1992 Faculty Meeting.
Approved at the May 27, 2010 Faculty Meeting.

SURVEY OF STUDENT PERCEPTIONS OF TEACHING AND LEARNING

The following description and procedures, submitted by the Faculty Development Committee, were approved by the Faculty on November 12, 1992. A revised version of the Student Evaluation form was approved by the Faculty on May 27, 2010 for use beginning in the Fall Quarter, 2010. The description and procedures above are still applicable.

Beginning Autumn Quarter, 2010, Faculty will begin using our new Student Evaluation forms (as approved at the May 27, 2010 Faculty meeting). These forms have been designed to use a five-point scale and will be read by a Scantron machine. Although no numerical averages will be used, there will be a listing of the number of responses from each rating-category for each of the items. Spaces for students' written comments are also included on the document.

This form is for general College use. Individual departments may develop and use additional evaluation forms as they see fit.

Procedures for Administering the Survey of Student Perceptions of Teaching and Learning are as follows:

1. The instructor shall arrange for a student, colleague or other responsible person to administer the student opinion survey while the instructor absents herself/himself from the room.
2. The person administering the survey will place the surveys in a sealed envelope and will return the completed forms to a designated member of the faculty or staff.
3. A typed summary of the results of the evaluations will be given to the instructor. Original evaluations are the property of the Faculty member being evaluated. In order to maintain student confidentiality, however, each Department will determine when it is appropriate to return the original evaluations to the Faculty member.

UNIVERSITY POLICY AND PROCEDURES FOR THE ETHICAL CONDUCT AND REPORTING OF RESEARCH

The following policy was developed by the University Research Council, reviewed by the Faculty Senate and the AAUP, and approved by the President, 1983.

POLICY AND PROCEDURES FOR THE ETHICAL CONDUCT AND REPORTING OF RESEARCH

Policy

A major institutional goal of the University of Cincinnati is the furthering of research in all aspects. The University fosters and upholds the highest ethical standards in all professional, creative, and scholarly activities and, in particular, in the conduct and reporting of research and the presentation of all products of those scholarly activities. Individuals whose names appear as authors of published books, articles, papers presented at professional meetings, or on other presentations and showings bear the responsibility for the authenticity of their research and scholarship. Valid scholarship requires that the data accumulated in the course of research can be verified, either by scrutiny of accurate records made at the time of inquiry, or by repetition of the experiments.

Two actions which are inconsistent with the ethical conduct of research are:

1. Deliberate falsification of data or research and use or presentation of such data or research as though the research had been experimentally accumulated or accumulated in a manner appropriate to a given discipline.
2. Appropriation of the data, research, or material of others and its presentation without appropriate and accurate acknowledgment of the source.

Accusations of falsification of data or authorship are among the most serious charges that can be lodged against a scholar or research worker. Accordingly, such accusations should be undertaken responsibly and should be neither mischievous nor malicious and every reasonable effort should be made to avoid lodging accusations that are devoid of a substantial element of truth. In the event falsification of either data or authorship is proven in accordance with due process, such conduct constitutes grounds for appropriate administrative penalties even including termination of the guilty person's appointment at the University.

Procedures for Initiating Investigation

1. A person who decides to report that a violation of the University policy for the ethical conduct and reporting of research may have occurred shall inform the dean of the college in which the alleged violation has occurred.
2. If the dean determines that the allegation is not obviously frivolous, the dean shall immediately appoint a committee of three persons to make a preliminary investigation of the matter and will inform the Vice President and University Dean for Graduate Studies and Research that a committee has been established. At least two members of the committee must be full-time faculty members of the University and at least two of the members should be knowledgeable in the disciplines in which the alleged violation has occurred.
3. The committee shall conduct an inquiry to determine if there are reasonable grounds to conclude that a violation has occurred. The committee shall offer the person being investigated an opportunity to meet with it and to submit documentary evidence to it. The committee shall conduct its inquiry in a confidential manner.

4. The committee shall report to the dean the results of its investigation within 10 working days of the date of its appointment. If the committee cannot make its recommendations within this period, it should indicate to the dean the data it has been unable to obtain and the reason that prevented its acquisition. The committee may either recommend dismissal of the matter or that a disciplinary proceeding be initiated. If the committee concludes that the person who reported that matter to the dean acted in a frivolous or malicious manner, it shall so state in its report.
5. The dean shall review the recommendation of the committee and take such action on it as the dean considers appropriate including initiating a disciplinary proceeding against the person who made a frivolous or malicious allegation. If the dean initiates a disciplinary proceeding against the person charged with the violation of the University policy for the ethical conduct and reporting of research, the dean shall notify the Vice President and University Dean and then give notice of the initiation of the proceedings to other appropriate persons to the extent the dean considers necessary to protect the interest of those persons. The University Dean will notify, as appropriate, an external agency that may have provided support for the research in question.

March 12, 1998 Faculty Senate Action on
**UNIVERSITY-WIDE UNDERGRADUATE
REGISTRATION AND GRADING POLICIES/PROCEDURES**

Approved by Academic Administrative Council March 13, 1998 to take effect in Fall term, 1998.

1. Authority for University-wide Undergraduate Grading Policy

Resolved that:

- a. Faculty Senate has responsibility for university-wide undergraduate registration and grading policies and procedures in conjunction with review by the Academic Administrative Council consistent with Article 27.2.1 and 27.2.4 of the collective bargaining agreement between the University of Cincinnati and the AAUP, University of Cincinnati Chapter and Faculty Senate Bylaws found in Board of Trustees Rule 3361:50-03-02 (B) (9)(c).
- b. College governance committees have authority for Registration and Grading Policies and Procedures in each degree granting unit under Article 27.2 and Board of Trustees Rule 3361:50-01-03.

2. University Grading Advisory Committee (UGAC)

Resolved that:

- a. A new University Grading Advisory Committee shall have ten members serving staggered two-year terms. Faculty Senate will appoint five faculty, Student Government will appoint two undergraduate students, and the Provost will appoint three administrators. For each of the above, there shall be no more than one individual from a college unit. The committee will be convened initially by the Chair of the University Faculty.
- b. The UGAC will elect faculty members as chair and vice chair for one-year terms.
- c. The Registrar will serve ex officio and provide staff support.
- d. The UGAC will assist the registrar with publications including upgraded U.C. Registration and Grading Bulletins and periodic newsletters.
- e. The UGAC will monitor grading concerns and recommend new policies and procedures as needed to governance bodies with authority to act--Faculty Senate for University-wide undergraduate policies, graduate Council and college committees for other policies.
- f. The UGAC will draft procedures for hearing appeals and submit them to the Faculty Senate and the Provost for approval.

3. University Grading Appeals Panel to replace Fresh Start Committee

Resolve that:

- a. The UGAC will prepare a roster to include one faculty member from each degree-granting unit, including all five faculty members of the UGAC, and six students from different colleges.
- b. Students may petition the UGAC to waive a University-wide policy such as Fresh Start requirements or the deadline for a late grade change.
- c. The UGAC chair will appoint seven members to an ad hoc panel for appeals--two students and five faculty from the roster, including two UGAC members and one faculty from the student's college.
- d. The ad hoc panel will proceed in accord with approved hearing procedures and then report a final decision to the UGAC.

4. Deadline for Changing Grades

Reaffirm that for the first year after a course is completed, the course instructor alone has the responsibility to change any grade that was erroneously reported, even if that year extends beyond a student's certification for graduation. After one year and for three additional years or until graduation (whichever comes first), a grade change requested by the instructor must be approved by a procedure determined by the faculty of the college. Any grade change after the above deadlines requires the approval of a seven member appeals panel appointed by the UGAC chair.

5. Course Retake Policy

- a. U.C. policy requires a student to reregister and pay tuition whenever repeating a course. Instructors may not submit a form to change an "I" or other grade previously reported by allowing a student to repeat a course

without registering.

- b. Undergraduate students may retake up to five courses, no more than 15 credit hours total, and compute only the grade from the most recent registration into the overall GPA. The original grade(s) will remain on the record along with a symbol indicating the course was repeated.

6. Undergraduate Grades and Grade Quality Points

Undergraduate Grades (effective Spring Quarter, 2007)

Grade	Description	Quality Points
A	Excellent	4.0000
A-		3.6667
B+		3.3333
B	Good	3.0000
B-		2.6667
C+		2.3333
C	Satisfactory	2.0000
C-		1.6667
D+		1.3333
D	Poor	1.0000
D-		0.6667
F	Fail	0.0000
P	Pass	N/A
U	Unsatisfactory	N/A
T	Audit	N/A
I	Incomplete	0.0000
I/F	Failure	0.0000
W	Withdrawal (Official)	N/A
WX	Withdrawal (Official) - No Participation	N/A
UW	Unofficial Withdrawal	0.0000
X	Unofficial Withdrawal - No Participation	0.0000
SP	In Progress - Satisfactory Progress	N/A
UP	In Progress - Unsatisfactory Progress	N/A
NP	Not Proficient	N/A
NG mark	No Grade Reported (See Instructor)	N/A

With the introduction of the "X" and "WX" grades specifically to denote non-participation, by definition **all other grades can be awarded only to students who have participated in the class in some way.** (i.e., "A" through "F", "P", "U", "T", "I", "I/F", "W", "UW", "IP", "IP/F", "NP", "NG" mark).

UNIVERSITY OF CINCINNATI-RAYMOND WALTERS COLLEGE FACULTY

WORKLOAD GUIDELINES

Preamble:

As an open access college of the University of Cincinnati, Raymond Walters College is committed to providing higher education opportunities for applicants who have graduated from an accredited high school, a preparatory school, or who have completed the General Educational Development Test with a minimum composite score of 45. Raymond Walters College offers a range of career- and transfer-oriented programs that prepare students for further career and/or academic success. The faculty of Raymond Walters College is committed to the objectives of access to higher education and to academic excellence, and the cultivation of an environment in which both can flourish.

Faculty Workload Guidelines:

The workload of Raymond Walters College faculty has traditionally included teaching, professional activities and service. The amount of time RWC faculty members devote to these endeavors greatly exceeds the normal forty-hour workweek. The distribution of the faculty workload among these functions varies across disciplines. The following guidelines are designed to assure parity in faculty workload within academic units while preserving the high standards of academic excellence for which the College is known.

Instructional Component of Full-Time Faculty Workload:

The instructional workload, which constitutes 80% of total faculty workload, includes classroom, laboratory, and clinical credit/contact hour(s), *as well as time spent in course preparation, advising students, grading papers and examinations, contact with students outside of the classroom, course assessment, curriculum development and independent study. According to University Guidelines adopted in 1989, full-time faculty members of the University of Cincinnati who concentrate on teaching are expected to teach four three credit hour courses per quarter.

At Raymond Walters College the credit hour component of the instructional workload is normally four three-credit/contact hours courses per quarter with optimum class sizes compatible with the delivery of quality instruction. Course loads and optimum class size shall be determined by academic units (Chairs, Directors and faculty) and reviewed and approved by the Dean.

Service and Professional Activities Components of Full-time Faculty Workload

Service refers to participation of RWC faculty members in non-instructional activities in their departments, the College, the University and the community, as well as involvement in governance, working with student organizations, consulting for community and professional groups and performing administrative duties. Professional activities comprise professional growth, research, scholarship and creative activities. Full-time RWC faculty members are expected to participate in service and/or professional activities. The distribution of each faculty member's workload effort among these areas shall be in accordance with the goals and mission of their departments and the College.

Part-time Faculty Instructional Workload

RWC part-time faculty of all classifications workload shall conform to current University guidelines.

Exceptions to Guidelines

Exceptions to these guidelines may be granted by academic units in consultation with the Dean.

The Faculty Executive Committee shall periodically review these workload guidelines and shall revise them when necessary.

*Laboratory contact hours for Raymond Walters College faculty involve not only laboratory instruction but also the duties usually performed by graduate assistants, which include setting up and monitoring laboratory experiments and correcting and grading laboratory assignments, as well as maintaining and enforcing safe laboratory practices to make certain that they conform to University liability policies and OSHA workplace requirements.

Clinical contact hours for Raymond Walters College faculty require on site selection of individual patients for students assignments, direct supervision of student working with patients, completion of legal documentation, as well as grading clinical papers and case studies. All clinical teaching, supervision and evaluation of students is done by RWC faculty, preceptors are not used.

CHAPTER 5

Procedures

CLOSURE PROCEDURE

Class Cancellation

Class cancellation due to **weather or other factors** will be announced over local radio and television stations in one of three ways:

- classes are cancelled *until* or *after* a certain time, or for an entire day or
- classes and other on-campus events are cancelled or
- classes and events are cancelled and some university offices are closed.

This policy should be followed by all employees. Essential employees---grounds, safety, and the information center--
-report to work even when all other offices are closed and classes are cancelled.

IF THE COLLEGE IS OPEN, BUT AN INDIVIDUAL FACULTY MEMBER IS CANCELING A CLASS due to inclement weather, the following policy should be followed. This reduces confusion which arises if only one department or office is notified of the cancellation.

TO NOTIFY THE COLLEGE OF CLASS CANCELLATION

Please call 792-8633 (a machine will answer) and leave a message with this specific information: Your name, your phone number, the title/s and time/s of the class/es being cancelled. If the line is busy, please wait a few moments and try again.

For morning classes, please notify the college no later than 7:00 a.m.
For afternoon classes, please notify the college no later than 10:00 a.m.
For evening classes, please notify the college no later than 3:00 p.m.

Please do not call the switchboard, individual departments, or any other number. Faculty messages will be delivered to all appropriate departments and notices posted on classroom doors.

By following these guidelines we will keep the switchboard and registration lines free to respond to students' queries and make certain that all departments receive accurate information at the same time.

EMERGENCY EXIT PROCEDURES (Revised August 2002)

Note: Do not use elevators. Where multiple doors exist at a given Exit, always leave the left exit free for the use of incoming emergency personnel.

MUNTZ HALL (West Section)

3rd Floor (Rms. 300 thru 334) - Use REAR staircase and exit at rear of building. Move beyond blacktop drive to grass area approximately 300 feet from the building.

2nd Floor (Rms. 200 thru 229) - Use FRONT staircase of the old section and main exit into courtyard area. Use middle and right doors as you face them from the interior. Proceed beyond courtyard to grass area between the main drive and parking lot.

1st Floor - Use FRONT (Main) exits into courtyard, middle and right doors as in #2 above. Move 300 feet away from the building.

Student Services, Career Services and Bookstore - Use exit at REAR of building. Move beyond blacktop drive to grass area approximately 300 feet from the building.

MUNTZ HALL (East Wing)

3rd Floor (Rms. 341 thru 349) - Use FRONT staircase of "old section" and FRONT Exit of building, clear courtyard and move to grass area between driveway and parking lot. Move 300 feet away from the building.

3rd Floor (Rms. 350 thru 353 & 357 thru 365) Faculty Technical Center and Faculty Lounge) - Use MAIN staircase (circular) of new wing and front exit of building using middle and right doors as you face them from the interior. Move 300 feet away from the building.

3rd Floor (Rms. 354 thru 356) - (Use EAST stairway across from 355) and EAST exit of building. Proceed to approximately 300 feet away from the building.

3rd Floor (Rms. 366 thru 374 and Rms. 329, 330) - Use NORTH stairway (at west end of bridge area) and exit to side of courtyard. Clear courtyard and move to grass area between main drive and parking lot. Move 300 feet away from the building.

2nd Floor (Rms. 235 thru 247) - Use FRONT staircase of old section and front (Main) exit into courtyard, using center doors and right. Move to grass area between drive and parking lot. Move 300 feet away from the building.

2nd Floor (Rms. 248 thru 251 and 259 thru 265) - Use MAIN stairway of new wing and front exit. Move 300 feet away from the building.

2nd Floor (Rms. 252 thru 258) - Use NORTH stairway and exit to side of courtyard. Clear courtyard and move to grass area between main drive and parking lot.

Media Services (Rms. 215 and 216) - Use NORTH stairway and exit to side of courtyard. Clear courtyard and move to grass area between main drive and parking lot.

1st Floor (Rms. 151 thru 162) - Use EAST exit (across from rm. 155) and proceed to approximately 300 feet away from the building.

1st Floor (Rm. 165) - Use exit to the EAST and just outside of room. Proceed approximately 300 feet away from the building.

1st Floor (Rms. 130A - 130H) - Use exit to WEST side of courtyard (exit nearest rooms) and proceed as in #10 above.

LIBRARY, 112A, 112 B, Muntz Hall Tutoring Labs

Use the emergency exit in these rooms. Last person out close the door.

AUDITORIUM

Use SIDE emergency exit doors or the outside doors in the adjoining area.

FLORY CENTER

Use emergency exits located on either side in the REAR of the building or the FRONT exit (use the middle and right doors as you face them from the interior).

DISABLED (those in wheel chairs)

Each classroom instructor is to assign a sufficient number of volunteers to aid each disabled person in their room. When the alarm is sounded, the first floor classroom volunteers are to escort their disabled persons out of the building. Second and third floor volunteers are to escort their disabled persons to the designated Areas of Rescue Assistance. These areas are defined as the two South stairwells. Please be familiar with these areas. Upon reaching the areas of rescue assistance, follow the instructions posted next to the phone. Keep the stairs clear at all times. Remain there until the Fire Department gives the all clear or until evacuation assistance arrives. **DO NOT ATTEMPT TO REMOVE DISABLED PERSONS WITHOUT PROPER RESCUE ASSISTANTS.**

NOTE: Remain out of the building until the "all-clear" is sounded and you are instructed to return. **DO NOT** congregate along curb lines or in the area of Fire Hydrants.

Fire Evacuation Routes for the SCIENCE AND ALLIED HEALTH BUILDING (SAHB)

There are four stairwell located in the Science and Allied Health Building. Stairwell #1 is the East stairwell that exits into the parking lot; this stairwell also contains the Areas of Rescue Assistance on the second and third floor. Stairwell #2 is the main stairwell in the atrium, use this stairwell to exit the front or South of SAHB. Stairwell #3 is the West stairwell and exits into the area across from Flory. Stairwell #4 is the North stairwell and exits into the area near the entrance to Dental Hygiene. Below are the recommended stairwells and exits for each room.

SAHB - 1ST Floor

Room 100 this room has an exit directly to the outside. It should be used in case of a fire.

Rooms 101 to 144 use the East (#1) exit to the parking lot. Move at least 300 feet from the exit.

Rooms 145 to 155 use the main exit South (#2). Move at least 300 feet from the exit.

Rooms 160, 160 A&B, 163,164,165 use the main Dental Hygiene exit. Move at least 300 feet from the exit.

Rooms 161, 161 A to H, 162, 162 A to E, 171,173 use the West (#3) exit. Move at least 300 feet from the exit.

Rooms 175 to 189 use the North (#4) exit. Move at least 300 feet from the exit.

SAHB - 2ND Floor

Rooms 200 to 220 use the East stairwell (#1). Move at least 300 feet from the exit.

Rooms 230 to 251 use the main stairwell exit South (#2). Move at least 300 feet from the exit.

Rooms 256 to 273 use the West stairwell (#3). Move at least 300 feet from the exit.

Rooms 275 to 289 use the North stairwell (#4). Move at least 300 feet from the exit.

SAHB - 3RD Floor

Rooms 305 to 330 use the East stairwell (#1). Move at least 300 feet from the exit.

Rooms 340 to 351 use the main stairwell (#2) exit South. Move at least 300 feet from the exit.

Rooms 353 to 373 use the West stairwell (#3). Move at least 300 feet from the exit.

Rooms 375 to 389 use the North stairwell (#4). Move at least 300 feet from the exit.

Vet Tech

Go out the closest exterior door.

Flory

Go out the closest exterior door.

Annex

Go out the closest exterior door.

TORNADO SAFE SPOTS

(Revised August 2009)

The following is a list of tornado safe areas as determined by the Blue Ash Fire Department. Signs will be posted in these areas throughout the building to designate the safest areas. Watch for these signs!

Look for the “**Tornado Safe Area**” signs. The 4” by 4” signs are red with white lettering.

The Public Safety Office will, when notified of a tornado sighting, using the fire alarm speakers/horns located on all floors. At this time, students, faculty, staff, and visitors should find a safe area. If you have a handicapped person in your classroom/area, their safety should be insured by having you or your designee assist them to the safe area.

The primary goal during a tornado warning is to get to a first floor safe area. If that is not possible, look for the spaces marked on your floor.

We ask that you become familiar with the areas near your office or classroom so that in the event of a tornado you will know the closest safe area to your location.

Move to a designated area.

TORNADO “SAFE” AREAS

MUNTZ 3RD FLOOR

The main object is to get down to the First Floor from the Third Floor. If this is not possible, the following areas are the safest.

- The hallway between the faculty offices, room numbers 300-305, but all doors must be closed.
- Rooms 306, 307, 308, 309 are to be funneled to the stairwell by Commercial Art (Room 330).
- Interior bathrooms. (Gender does not matter – go to the nearest interior bathroom).
- The hallway between the faculty offices, room numbers 310 through 323, as long as the doors to the faculty offices are closed. Faculty offices 311, 313, 315, 317, 319, 321, 323 inside with the doors closed.
- The end of the hall stairwell around room 330.
- The stairwell at the end of the hall near room 356.
- The stairwell near room 365.

MUNTZ 2ND FLOOR

The main object is to get down to the First Floor from the second floor. If this is not possible, the following areas are the safest areas.

- Rooms 200 through 214 hallway is a possible safe area, as long as the doors are closed to all rooms and individuals stand so that they are not in direct line of any doors.
- Interior bathrooms. (Gender does not matter – go to the nearest interior bathroom).
- Rooms 243, 244, 245 are safe areas if unlocked; if students are in the rooms when tornado alert is sounded, they should stay in the rooms. Close doors.
- Room 252 is a safe area.
- Interior stairwell by the Nursing Office, 248, is a safe area.
- The end of the hall stairwell around from Room 218 (Media Services) is a safe area.
- The stairwell at the end of the hall near Room 256 is a safe area.

MUNTZ 1ST FLOOR

The following areas are the safest areas on the first floor.

- The basement is a safe area.
- Room 151A and 151B, with the doors closed.
- Rooms 152, 154, 155 (offices inside 155 B,C,D,E & F) are safe areas.
- The food service area, rooms 146 and 147, is safe except near the windows.
- The stairwells near Room 123 and Room 150.
- Room 170, as well as 119.
- Interior bathrooms are safe areas. (Gender does not matter – go to nearest interior bathroom).
- The library along the south wall, 112 along the north wall, restrooms 114, 116, and Room 118.
- The corridor of Room 199, is also a safe area, except for the area between the skylights.

FLORY CENTER

Center rooms are safe areas.

The men's and women's bathrooms are safe areas.

SAHB – Severe Weather and Tornado Safe Areas

1st FLOOR – Rooms 103, 117, 119, Restrooms #145, 147, 149, 150, the radiology area of Dental Hygiene rooms 161D through 161H rooms, rooms 180, 182, 160A and 164.

2nd FLOOR – 220A, 230A, 240A, Restrooms #247 and 251, and the north wall in rooms 257A, 262 and 278.

3rd FLOOR – 310A, 310C, 303, Restrooms # 347 and 351, and rooms 350B, 362 and 378.

Vet Tech Building

Interior animal care rooms are safe.

Annex

Restrooms on lower level (130 & 132), and the basement are safe areas.

**“ If you have an obstructed view of the outside,
you are not safe.”**

NO AREA is safe if the building receives a direct hit from a tornado.

FIRE OR SMOKE EMERGENCY GENERAL GUIDELINES FOR PUBLIC AND CLASSROOM SAFETY

EGRESS: A way out

1. Note at least two methods of egress
2. Keep egress areas clear of loose items
 - a. Single chairs and small tables
 - b. Easels
 - c. Boxes, supplies, displays
3. Area should be open to the same width as the exit door to which it leads.

EXIT DOORS: Marked by exit sign lighted or unlighted

1. In classrooms, there is an arrow pointing in the direction that the class is to exit.
 - a. May not be the nearest exit due to congestion
 - b. Must be able to open door with one motion
 - c. Cannot be blocked inside or outside

FIRE EXTINGUISHERS:

1. Must be easily accessible
 - a. Do not block with storage furniture or equipment
 - b. Do not remove from cabinet or hook
 - c. Do not use as a door stopper or counter weight - not even temporarily
 - d. Do not cover or hang anything on a fire extinguisher
2. Know the location of two fire extinguishers
 - a. Know the type fire they can be used on
 - 1) Paper, wood - class A
 - 2) Chemical, flammable liquids - class B
 - 3) Electrical or electrically operated equipment - Class C
3. Read instructions ahead of time (Found on unit)
 - a. Operating instructions
 - b. How to use on fire
 - c. Pick it up, hold it, and become familiar with it

INFORM: Tell your class or conference

1. Where the exits are
2. How to use them
3. Where to go when they are out of the building
 - a. 30 feet from any exit to allow other to clear the doors
 - b. Allow fire fighters easy access

FIRE ALARMS:

1. Pull Stations
 - a. Must be clear of obstructions and must be handicap accessible
 - b. Know where the alarms are and read instructions on the unit ahead of time
2. Smoke detectors
 - a. Located in the halls and labs
 - 1) Use of smoke producing agents can set them off. Use caution and fume hoods
 - 2) Also located in the auditorium

FIRE ALARM SIGNALS:

1. Located in halls, restrooms, classrooms
 - a. Equipped with strobe lights for the hearing impaired
 - b. Uses a wailing signal followed by a voice announcement
2. Fire department will be automatically summoned
 - a. Usually a 3-minute response time is common
3. Indicator
 - a. The alarm location on a smoke sensor is registered on a main panel board giving floor and approximate location
 - b. The pull station is registered on a main panel board
 - 1) The fire department will not know where the fire is from a pull station. If you pull it, be available to the fire fighters to give them the location when they arrive

WHAT TO DO IN CASE OF FIRE OR SMOKE

1. Leave the area immediately - if possible - close doors and windows and any other opening which would permit the spread of fire or smoke. Turn off gas lines or flammable gas cylinders. Do not endanger yourself or others to accomplish these actions.
2. Remember that smoke can be more of a problem than fire. Smoke rises so you stay low.
3. Sound the alarm - pull the nearest alarm to alert others in the building. The pull stations are located at most exits.
4. Evacuate by using the stairs. Do not use elevators. If power fails so does the elevator. The elevator shaft commonly fills with smoke. It is a state law that everyone must evacuate.
5. Do not re-enter the building until the "All Clear" has been announced by the fire department.
6. All fires must be reported even if it is put out with a fire extinguisher.
7. Remember to dial 911 from Raymond Walters College. You must get an outside line first! Therefore, you will dial 9-911.

Rule of thumb: TAKE TIME TO PLAN NOW IT WILL SAVE TIME WHEN YOU NEED IT IN AN EMERGENCY!

INTERNAL USAGE FORM

For internal events, contact the Registration office to reserve a room at least two weeks in advance, complete the *Internal Usage Form* and send it to the registration office. Once this process is completed, the room will be confirmed and the information will be posted on the RWC calendar on the web. An electronic copy of this form is available on the "W" drive. You can print this form and send a hard copy to the Registration office or complete it and email the form to registration.

For external rentals, contact College Relations at minimum of three weeks in advance.

UC-Raymond-Walters-College—Internal-Space-Usage-Application

Reservations and a completed application are required to use space on campus. "space" includes classrooms, hallways, lobby areas and outdoor spaces. Use this form for all internal events on campus. Please return the completed form to Deborah Smith, Registration, the responsible party will receive an approved copy. It is the responsibility of the reserving party to attend to all pre-set-up arrangements.

Today's Date: _____

For Office Use Only:

Copies To: College Relations Facilities Mgmt. Security Media Services Info. Sponsor/Registration Desk

RWC Department: _____ → Name of Event: _____

Organization/Sponsor: _____ → _____

Contact: _____ → Contact Phone: (Office) _____ Contact Fax: _____

Phone for Inquiries about Event: _____

Intended Audience: _____ Usage Purpose: _____

Day of the Week <small>i.e. Monday</small>	Date(s) <small>i.e. 2/22/03</small>	Start Time <small>When Setup Begins</small>	End Time <small>When Cleanup Begins</small>	Event Hours <small>i.e. 1-3 p.m.</small>	Building and Room #'s <small>Please List ALL SPACE you will use i.e. M170, S100</small>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Setup Needs: _____ Number of Attendees: _____ Sample Layout Drawing

No setup needed if more space is needed, use the back of this form.

Theater Style

Lecture/Classroom Style

Hollow Square

Horseshoe

Trash containers _____

Tables _____

Chairs _____

Contact Media Services at 743-5711 three weeks before your event

Audiovisual

Facilities use only:

Clean up before event
Completed by _____ Date: _____

Clean up after event
Completed by _____ Date: _____

You may print this completed form, sign it, and send it to Deborah Smith in Registration via campus mail. Thanks!

Office Use: Space Usage has been confirmed at RWC. Date: _____ Signature: _____

Is there a fee for the event? Yes No → Is the event open to the public? Yes No

Responsible Party: Type your name here → Signature: _____ July 14, 2010

Initial to confirm by E-mail: (800000)

PEDAGOGY/ASSESSMENT INITIATIVES FUND
Office of Academic Affairs

Purpose of Fund

The purpose of this fund is to support faculty development in the areas of pedagogy and academic assessment. With the exception of department-level projects described below, this fund is limited to travel support to attend and/or present at professional conferences.

Funding Allocation

Total funding available from this fund is \$7,000 for the 2010 academic year.

The fund will annually support attendance at the annual Lilly Conference for the first-year OTEP faculty participants, as recommended to the Associate Dean for Academic Affairs by the Co-Directors of the Learning & Teaching Center.

The remaining funds will be allocated to support travel related to academic assessment and faculty learning community initiatives. The maximum travel support for individual faculty members will be \$500, while the maximum support for department-level projects will be \$250.

The Associate Dean will meet annually with the Learning & Teaching Center Co-Directors to review the goals and funding allocation of this fund.

Application Procedure

Faculty submit applications to the Learning & Teaching Center Co-Directors, specifically requesting support from the fund. (In the case of department-level projects, the application must be submitted by the Academic Department Chair). The Learning & Teaching Center Co-Directors will review requests according to the following criteria and make recommendations for support to the Associate Dean for Academic Affairs:

Requests must be directly related to the Fund's purpose

The faculty member must have either exhausted or committed her/his regular faculty travel support, or requests support to supplement her/his faculty travel fund

The faculty member (or academic department) may not receive support from the Fund for more than two consecutive academic years.

The faculty member or academic department must commit to share the faculty development experience with the Raymond Walters College Faculty in a format mutually agreed upon by the faculty member or academic department and the Learning & Teaching Center Co-Directors.

Federal Educational Rights and Privacy Act (FERPA)

Guidelines for
POSTING GRADES

Summarized below is the policy on posting grades as stated in A Guide to Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as Amended.

The public posting of grades either by the student's name and/or the student identification number (which is the student's social security number at RWC) without the student's written permission is a violation of FERPA. Even if the names are obscured, numeric student identification numbers are considered personally identifiable information.

If you choose to post grades, use a system that ensures FERPA guidelines are followed. This can be done by obtaining a student's uncoerced written permission to do so or by using code words or randomly assigned numbers that only you and the student know. Alphabetic posting of grades should never be done.

Another method to notify your students of their grade could simply be to have students complete a self-addressed envelope and mailing the grade to the student.

ROBERT'S RULES OF ORDER

As stated in the Faculty Handbook, Chapter 6, Secion IVA, procedures and amendments concerning the Faculty Bylaws will follow *Robert's Rules of Order* (Newly Revised), 10th edition. This short reference of Robert's Rules is included for faculty reference when the full text of *Robert's Rules of Order* is not available.

© Adapted from Robert's Rules of Order by Professor Deborah L. Page, Parliamentarian, Raymond Walters College, University of Cincinnati, Autumn 2004

Abbreviated and Relevant Parliamentary Procedures "Crib Sheet"

Robert's Rules of Order: Rules of Debate

- Each member has the right to speak twice on the same question on the same day, though the second speech cannot be made until every member who desires the floor has spoken.
- There is a 10-minute time limit on speeches, unless a motion to shorten/lengthen that limit has been properly made and approved.
- Time allowed for each speaker is the maximum and is not transferable to another.
- Comments must be limited to the current motion/amendment to be in order.
- The speaker must address the chair, and be courteous.

Privileged motions: urgent, or important and entitled to immediate consideration

Name of Motion	What you want to do	What you say	Do you need the floor?	Does it need a second?	Is it debatable?	Can there be an amendment?	What vote is needed to pass?	Comments
Adjourn	Close the meeting	I move to adjourn.	Yes	Yes	No	No	Majority	-No Reconsider -Can be withdrawn if other business remains.
Parliamentary Inquiry	Check the rules	I rise to a parliamentary inquiry...(your question)	No	No	No	No	None, chair rules	No appeal to decision, but can be introduced as new business to discuss accuracy of ruling.
Point of Information	Get more information about a topic	Point of information ... (ask your question)	No	No	No	No	None, chair rules	If affirmative ruling, information is given

Main motions: bring business before the faculty for consideration and action

Name of Motion	What you want to do	What you say	Do you need the floor?	Does it need a second?	Is it debatable?	Can there be an amendment?	What vote is needed to pass?	Comments
New Motion	Bring business before the assembly	I move that (or 'to')...	Yes	Yes	Yes	Yes	Majority	May be amended
Amend Constitution/ Bylaws	To change the rules under which you operate	Meeting 1: I introduce this amendment. Subsequent meeting: I now ask for approval.	Yes	Yes	Yes	Yes	Two-thirds	-No Reconsider if approved -Requires previous notification -Effective immediately unless otherwise stipulated
Dilatory/Frivolous	Stop a dilatory or frivolous disruption	I ask the Chair to rule the action dilatory.	Yes	Yes	Yes	Yes	None – chair rules	May Appeal Chair's ruling
Take from the table	Discuss a motion that was put on the table at an earlier time	I move to take ... (identify motion) from the table	Yes	Yes	No	No	Majority	No Reconsider
Reconsider	Take up a matter previously acted upon -To correct an error that becomes known during a meeting.	I move to reconsider (name earlier item) to bring it into agreement with...	No	Yes	If motion is	No	Majority	-Must be specific in what is affected. - It can be made only on the day the vote to be reconsidered was taken. -May not be reconsidered.
Rescind	To undo an action of a previous meeting	I move to rescind ...	Yes	Yes	Yes	Yes	Two-thirds	An affirmative vote on this motion cannot be reconsidered

Ch. 5 Procedures

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Subsidiary motions: *modify* a motion, *delay* action on it, or *dispose* of it

Name of Motion	What you want to do	What you say	Do you need the floor?	Does it need a second?	Is it debatable?	Can there be an amendment?	What vote is needed to pass?	Comments
Amend a motion	Modify the wording of a motion	I move to amend the motion by ... (new wording)	Yes	Yes	Yes	Yes	Majority	
Amend an amendment	Change the wording of an amendment	I move to amend the amendment to read (new wording)	Yes	Yes	Yes	Yes	Majority	No more amendments until this one has been resolved
Commit (refer)	Refer the matter to a committee for review	I move to refer the motion to ...	Yes	Yes	Yes	Yes	Majority	No Reconsider once the committee has taken up the subject
Lay on the table	Lay the motion aside temporarily	I move to lay the question on the table	Yes	Yes	No	No	Majority	- To be debated in the future, the motion must be Taken from the Table -No Reconsider
Limit or extend debate	Limit or extend the amount of time debating a motion, or how often a member may speak	I move to limit/ extend debate (time)...and/or that each member be allowed to speak ... (time)	Yes	Yes	No	Yes	Two-thirds	-Default is speak twice for 10 min. on each motion. -Second speech only after all who wish to speak have spoken once. -No default on length of debate

Incidental Motions: arise out of another question that is pending, and take precedence over the question

Name of Motion	What you want to do	What you say	Do you need the floor?	Does it need a second?	Is it debatable?	Can there be an amendment?	What vote is needed to pass?	Comments
Appeal (a decision of the chair)	You think the chair has ruled incorrectly.	I appeal the decision of the chair.	No	Yes	No, but chair may offer reason for decision	No	Majority, if a tie, the chair wins	Chair may vote to cause tie and thus sustain decision
Division of the assembly	When you doubt the results of a voice vote	I call for a division of the assembly.	No	No	No	No	N/A	-“Ayes” stand and are counted, then the “noes” followed by the “abstentions” -Chair can request, even if no motion is made -Chair may rule as frivolous if use of this obstructs business.
Leave to withdraw a motion	You want to remove a motion you made	I request leave to withdraw the motion...	No	Yes	No	No	Majority	No Reconsider for an affirmative vote
Point of order	To correct what you think is a breach of order.	I rise to a point of order. OR Point of order	No	No	No	No	None, chair rules	Can Appeal

CHAPTER 6

Bylaws

RWC FACULTY BYLAWS

I.	Name and Membership	
II.	Authority and Organization	
III.	Meetings and Quorums	
IV.	Procedures and Amendments	
V.	Organization	
	A. Term, Dean	
	B. Term, Academic Unit Heads/Chairs	
	C. University Faculty Senator	
	D. Committee Representation and Procedures	
	1. Eligibility	
	2. Election (Rev. 9/09)	
	3. Terms & Duties of Office	
	4. Reporting	
	5. General	
	6. Ad Hoc Committees	
	E. Faculty Committees	
	1. Committees of Elected Representatives	
	a. Executive	9 *
	b. Reappointment, Promotion and Tenure	9
	c. Academic Action	8
	2. Committees of Elected/Appointed Representatives	
	a. Academic Enterprise	6
	b. Academic Priorities and Resources	9
	c. Faculty Development	6
	d. Scholarship and Honors	9
	e. Study Abroad and Exchange Programs (Rev. 2/09)	7
	3. Committees of Departmental Representatives	
	a. Academic Assessment	
	b. Curriculum and Academic Affairs (Rev. 12/09)	
	c. Library and Media Services Subcommittee	
	F. Multi-Constituent Committees	
	1. Committees of Elected/Appointed Representatives	
	a. Building and Grounds	9
	b. Strategic Planning	6
	c. Student Affairs (Rev. 10-06)	6
	d. Technology (Approved 2/25/10 Faculty Mtg)	
	2. Committees of Appointed Representatives	
	a. Appeals	6
	b. Cultural Diversity	6

** Number of Faculty members*

**BYLAWS OF THE FACULTY
OF THE UNIVERSITY OF CINCINNATI
RAYMOND WALTERS COLLEGE**
Effective September 1, 2005

I. Name and Membership

- A. The organization shall be called the Faculty of the University of Cincinnati Raymond Walters College.
- B. In conformance with the Regulations of the Board of Trustees, the Faculty of the Raymond Walters College shall consist of the President of the University, the Provost for Academic Affairs, the Dean of the Raymond Walters College, the professors, associate professors, assistant professors, instructors, senior librarians, associate senior librarians, associate librarians, assistant librarians, and beginning librarians of the Raymond Walters College. Also included are all persons holding clinical, field service or research titles; and all persons with adjunct appointments of sixty-five per cent or more FTE.

II. Authority of the Organization

- A. The laws of the State of Ohio, the Bylaws and Regulations of the Board of Trustees of the University of Cincinnati, and any appropriate sections of the Agreement between the University of Cincinnati and the American Association of University Professors, University of Cincinnati Chapter, shall be in effect.
- B. The Faculty of the Raymond Walters College, acting under the authority of the Regulations of the Board of Trustees, has the authority to designate its officers, establish committees, and in general assist the administration of the Raymond Walters College.

III. Meetings and Quorums

- A. The Faculty, in consultation with the Dean, shall schedule and call at least two (2) regular business meetings for each quarter, with the exception of the Summer Quarter.
- B. A quorum of one-half ($\frac{1}{2}$) of the Faculty will be needed in order to transact any business.
- C. If a Faculty member is unable to attend a Faculty meeting due to conflict with College or University-sanctioned activities, that person may cast a proxy vote if ruled in order by the Faculty Chair after being informed, in writing, of:
 - 1. The nature of the conflict.
 - 2. The name of the person chosen to cast the proxy vote.
- D. The agenda for regular business meetings shall be:
 - 1. Reading and Approval of Minutes.
 - 2. Announcements and Introduction of Bylaw Amendments.
 - 3. Special Orders (which include previously proposed Bylaw Amendments and Elections).
 - 4. Reports of Officers, Boards, and Standing Committees.
 - 5. Reports of Ad Hoc Committees.
 - 6. Unfinished Business and General Orders (General Orders are items remaining from the previous agenda in the same order.)
 - 7. New Business.

IV. Procedures and Amendments

- A. The rules contained in Robert's Rules of Order shall govern the cases to which they are applicable, and in which they are not inconsistent with these Bylaws.
- B. These Bylaws may be amended at any Business meeting of the Faculty by a two-thirds (2/3) affirmative vote of those members present, provided such proposed amendment has been presented in writing to the members at the previous business meeting of the Faculty.
- C. These Bylaws may not be set aside.
- D. Except as provided otherwise in these Bylaws, all elections shall be won by a plurality of those voting.

V. Organization

- A. Term Appointments for the Dean
The term of office for the Dean shall be five (5) years, with the initial appointment effective as of September 1, 1969.
- B. Term Appointments for an Academic Unit Head/Chair
Academic unit heads/chairs shall be elected by the members of their units for a term of not less than three (3) nor more than seven (7) years.
- C. University Faculty Senator
Two (2) Faculty representatives to the University Faculty Senate shall be elected for two (2) year terms, one (1) in the spring quarter of each year, thereby staggering the terms of office. Vacancies shall be filled by special election for the unexpired portion of the term. A Faculty Senator is limited to two (2) consecutive terms and must wait at least two (2) years before he/she can be re-elected.
- D. Committee Representation and Procedures
 - 1. Eligibility
Membership of all committees and other elected positions shall be limited to Faculty members as defined in Section 1B except (1) where otherwise stipulated in these Bylaws or the Bylaws and Regulations of the Board of Trustees of the University of Cincinnati, or (2) where special expertise is needed which is not available from the full-time teaching faculty membership. This exception shall be determined by a two-thirds (2/3) majority vote of the members present at a Faculty meeting.
 - 2. Election
 - a. The current Executive Committee shall serve as nominating committee for all faculty members of committees.
 - b. The Executive Committee will advise the Faculty when it is considering nominations. Any person wishing to place his/her name in nomination should inform the committee in writing at this time. The Committee shall attempt to place in nomination at least twice the number of candidates for which there are openings.
 - c. During Spring Quarter, the slate of nominees shall be presented in writing to the Faculty one week prior to the election. Additional nominations from the floor shall be accepted prior to the election.
 - d. Elections shall take place at the April Faculty meeting by paper ballot or by electronic ballot following the meeting, but not by both for any single election. If using electronic ballots, voting shall be completed within five working days following the electronic distribution of the final ballot. Balloting shall be under the general supervision of the Executive Committee. An electronic system will be used,

whenever possible, for voting and counting of the ballots electing members of Raymond Walters College committees and representatives to the University Faculty Senate.

- e. Those candidates receiving the most votes shall be declared elected, unless otherwise specified in an individual committee's bylaws.
- f. Following the election of committee members, the Executive Committee shall call for candidates to fill the appointed positions on committees and shall make the appointments no later than May 15.

3. Terms and Duties of Office

- a. Terms of office for elected and appointed positions shall be three (3) years unless otherwise stated in these Bylaws. There are no term limits unless otherwise stated in these Bylaws. To ensure continuity, all committee terms should be staggered, with approximately one-third (1/3) new members each year. When establishing new standing committees, approximately one-third (1/3) of the members should be selected for a three-year term, approximately one-third for a two-year term and the remainder for a one-year term.
- b. A vacancy shall be considered to exist if a member resigns from the committee or terminates employment, or if the member cannot attend meetings and fulfill committee responsibilities for two or more consecutive quarters. Otherwise, a more restrictive definition provided in an individual committee's bylaws shall take precedent.
 - 1) In the case of a vacancy of an elected committee member, the Faculty Executive Committee shall conduct a special election to fill the unexpired portion of the vacant term.
A special election will be held within one month of the occurrence of the vacancy. Where there is a term limit, the committee member so elected may be re-elected if the unexpired portion of the vacated term was less than two (2) full years.
 - 2) In the case of a vacancy of an appointed member, the Faculty Executive Committee shall recommend a faculty member to fill the remaining portion of the vacant term. Where there is a term limit, the faculty member may be reappointed if the unexpired portion of the vacated term was less than two (2) full years.
- c. New committee members shall assume office and each committee shall select a chair by the end of Spring Quarter.
- d. The outgoing chairperson shall preside until the election of his or her successor and shall notify the Executive Committee of the election results.

4. Reporting

- a. The outgoing chairperson shall submit to the Executive Committee an annual report.
- b. Each committee shall annually place a complete set of its minutes, reports, appendices, changes to its bylaws, etc. in the College library.

5. General

- a. Each committee may organize itself and its work to best accomplish its functions in accordance with these Bylaws.
- b. Each committee may consult with students, staff, faculty, administrators and other resource persons as needed.
- c. Periodically, the composition and functions of each committee shall be reviewed by the committee, the Faculty Executive Committee, or the Faculty for the purpose of making desired changes.

6. Ad Hoc Committees

The Faculty and Executive Committee shall establish such ad hoc committees as are necessary.

E. Faculty Committees

1. Committees of Elected Representatives

a. Executive

1) Membership

- a) The Executive Committee shall be composed of nine (9) elected faculty members, at most one of whom is non-tenure-track.
- b) Each member shall be elected for a three-year term. Three (3) members shall be elected each year. No faculty member may serve more than six (6) years consecutively.

2) Functions of the Executive Committee

- a) The principal function of the Executive Committee shall be to articulate and advocate the will of the Faculty. Specific functions include:
 - (1) Identifying the important issues potentially affecting the Faculty as a whole as well as issues affecting the academic integrity of the institution;
 - (2) Examining said issues by the Executive Committee or by referring them to appropriate standing committees or by appointing ad hoc committees as necessary;
 - (3) Conducting information sessions; collecting and disseminating information on important issues;
 - (4) Acting as a liaison between the Faculty and the administrative, staff and student governing bodies.
- b) Arranging for a periodic review of the Faculty governance structure and the Faculty's participation in college-wide governance.
- c) Additional functions shall include:
 - (1) Calling and conducting regularly scheduled and special Faculty meetings.
 - (2) Acting as the nominating committee for the Executive Committee.
 - (3) Acting as the nominating committee for all elected Faculty members of committees and positions.
 - (4) Handling all Faculty elections.
 - (5) Calling for candidates and selecting members for all appointed Faculty positions, as well as nominating Faculty to represent the College on college-wide, decanal and university committees as requested.
 - (6) Recommending the establishing of new standing and ad hoc committees.
 - (7) Distributing minutes of its meetings and the minutes of all Faculty meetings to the Faculty.
 - (8) Receiving reports from the elected representatives to the University Faculty Senate.
 - (9) Requesting reports from all permanent committees.
 - (10) Appointing one of its members as a non-voting liaison member to each standing and ad hoc committee.
 - (11) Distributing to the Faculty each September a list showing the membership of every committee and the years remaining in each member's term.
 - (12) Obtaining and keeping up to date a list of all the RWC Faculty membership, showing the status of each member such as full-time teaching, part-time, adjunct, administrator, etc.

b. Reappointment, Promotion and Tenure

1) Membership

a) Composition

(1) The committee on reappointment, promotion and tenure shall consist of nine (9) elected tenure-track faculty members. There shall be at least one and no more than two non-tenured members, and no more than two members from any one department.

(2) A vacancy on the committee shall be considered to exist if the committee member cannot attend two consecutive RPT committee meetings.

b) Election

For both the tenured and non-tenured categories, those receiving a majority of the number of ballots cast will be declared elected except in the case where this could place more than two members from one department on the committee. If on a previous ballot not all positions were filled, the candidate in each of the tenured and non-tenured categories receiving the lowest number of votes will be stricken from the next and all subsequent ballots. Run-off elections will be held until a sufficient number of candidates are declared elected.

c) Term of Office

(1) Terms of Office will be for three (3) years, staggered so one-third are elected each year.

(2) In the event an elected non-tenured member receives tenure before his or her term expires, the member will continue his or her term as a tenured member.

2) Functions

a) The committee shall review and consider recommendations of the academic unit and academic unit head for reappointment, promotion and tenure, in accordance with the RPT criteria and procedures of the academic unit. The committee's recommendation and the candidate's file shall be forwarded to the office of the Dean.

b) The committee will assist academic unit heads/directors in developing methods of evaluation of Faculty members.

c) The committee will circulate recommendations to the Faculty concerning the organization of the Promotion and Tenure folder.

c. Academic Action

1) Membership

a) This committee shall be composed of eight (8) faculty members, with no more than one from any one department.

b) The members of this committee shall constitute the pools from which faculty representatives are chosen for student hearings and grievances.

2) Functions

a) Hearing

(1) The Academic Action Committee shall select two of its members to be faculty representatives on a College Hearing Committee when a formal hearing is necessary in a case of academic dishonesty.

(2) The structure and procedures of a College Hearing Committee are outlined in the Student Code of Conduct, University of Cincinnati.

b) Grievance

(1) The Academic Action Committee shall select one of its members to serve as chair of a College Grievance Committee when a student grievance is filed. The Academic Action Committee will recommend the chair to the Dean for appointment for each grievance.

(2) This chair shall select two members from the remaining members of the Academic Action Committee and request two student representatives from the Student Government to constitute the College Grievance Committee.

(3) The grievance shall be heard according to the University of Cincinnati Student Grievance Procedures as established by the University of Cincinnati Board of Trustees and issued by the Office of the University Ombuds.

- c) No member of a College Hearing Committee shall also serve on a College Grievance Committee when the same parties are involved in the situation that led to the necessity for a formal hearing or grievance procedure, or in the case of another conflict of interest.

2. Committees of Elected/Appointed Representatives

a. Academic Enterprise

1) Membership

This committee shall be made up of six (6) faculty members, three (3) elected and three (3) appointed.

2) Functions

- a) The principal function of this committee is to work with departments, offices and other relevant units to review, support and promote new academic initiatives for non-traditional credit instruction. This may include, but is not limited to, multi-disciplinary efforts, off-site offerings, and new technologies/techniques.
- b) The Committee shall request information regarding these credit academic enterprises from academic units and the offices of Academic Affairs and Outreach and Continuing Education. Relative information might include the following: the number of students and others served by each enterprise that year; the number of faculty, tenure track and other, involved in each enterprise that year; a copy of each enterprise's own assessment of its work that year; resources and infrastructure required for the enterprise.
- c) The Committee shall prepare an annual report to the Executive Committee and the Faculty summarizing the state of credit academic enterprises with any recommendations the Committee may have.
- d) This committee shall serve as a resource to the Faculty on new credit academic enterprise initiatives.

b. Academic Priorities and Resources

1) Membership

a) This committee shall be composed of nine (9) faculty members, six (6) elected and three (3) appointed. No faculty member may serve more than two (2) consecutive terms except as stated in section V.D of these bylaws.

b) The Academic Priorities and Resources Committee shall select 3 individuals from its membership to serve as liaisons to: (1) the Strategic Planning Committee, (2) the Building and Grounds Committee, and (3) the College Computer Advisory Committee.

2) Functions

a) The principal function of the committee is to provide Faculty input into College budget and planning, to inform Faculty of budget and planning issues, and to formulate and promote the Faculty's positions/interests in the budget and planning process.

b) Planning Functions

(1) The committee shall gather and analyze information from academic departments and other academic-support units as to projected future needs, examine internal and external trends that impact the College and its resources, and identify the broad educational issues affecting the College.

(2) The committee shall develop a set of institutional priorities and make recommendations to the Executive Committee and the Faculty concerning the use of College resources to maximize the academic effectiveness of the College in accordance with the College mission and the fiscal realities of the institution.

- c) Budget Functions
 - (1) The committee shall request from the Dean the projected College budget for that academic year, a description of the priorities on which it was based, and the previous year's financial statement.
 - (2) The committee shall request additional pertinent data and information, as needed.
- d) Capital Building and Academic Space Functions
 - (1) The committee shall ascertain academic and Faculty space needs, including office space, on an annual basis, prioritize these needs and make recommendations to the Executive Committee and the Faculty as to how these needs can be met.
 - (2) The committee shall annually review the College plan for future capital building and renovations in light of academic needs.
 - (3) The committee shall also make ongoing recommendations to the Executive Committee and the Faculty concerning maintenance of academic and Faculty space.
- e) Information/Instructional Technology Functions

The committee shall annually assess computing and other information/instructional technology needs, and make recommendations to the Executive Committee and the Faculty that enhance instruction and communication, as well as the ongoing operation of information/instructional technology.
- f) Training Function

The committee shall see that opportunities are provided for its members and other interested Faculty to gain requisite knowledge in budget, planning and other appropriate areas as needed.
- g) Reporting
 - (1) The committee shall make an annual report, including its recommendations and the status of the previous year's recommendations, to the Executive Committee.
 - (2) The committee's liaisons shall report recommendations to the appropriate College committees.

c. Faculty Development

- 1) Membership

This committee shall be made up of six (6) faculty members, four (4) elected and two (2) appointed, and the Director(s) of the Learning and Teaching Center.
- 2) Functions
 - a) The committee shall facilitate opportunities for Faculty growth and development.
 - (1) The committee shall coordinate with the Learning and Teaching Center and the Electronic Media Communications Department in providing Faculty development opportunities.
 - (2) The committee shall act in an advisory capacity to the Director(s) of the Learning and Teaching Center.
 - (3) The Committee shall create a venue for discussion of faculty issues, including governance.
 - b) The committee shall research and develop guidelines for the entire process of teaching evaluation, including self, peer and student. Every four years, the committee shall review the Survey of Student Perception of Teaching and Learning form and process.
 - c) The committee shall develop procedures for announcing and soliciting student nominations for the Cohen, Barbour, and similar Faculty awards.
 - d) The committee shall oversee the annual updating by the Dean's office of the Faculty Handbook, including changes to the Faculty Bylaws.

d. **Scholarship and Honors**

1) Membership

This committee shall be made up of nine (9) faculty members, 6 elected and 3 appointed, with no more than two from any one department.

2) Functions

- a) This committee shall recommend appropriate action to the Dean concerning students identified for probation, suspension or dismissal, and periodically review the various academic criteria.
- b) This committee shall select and recommend those students who meet the guidelines established by the College for the awarding of scholarships other than those awarded by individual departments and offices.
- c) This committee shall be responsible for addressing questions regarding College admissions criteria and grading policies.
- d) This committee shall set criteria for and choose the RWC Honor Student of the Year.
- e) This committee shall identify students eligible for the Honors Program.

e. **Study Abroad and Exchange Programs**

1) Membership

This committee shall be made up of seven (7) faculty members, four (4) elected and three (3) appointed, and the coordinators of the RWC study abroad and exchange programs.

2) Functions

- a) This committee shall approve, plan, administer, and assess all RWC study abroad and exchange programs.
- b) This committee shall help create articulation agreements with other colleges/universities abroad.
- c) This committee shall investigate various programs for international studies and serve as a resource to the Faculty.
- d) This committee shall act in an advisory capacity to the coordinators of study abroad and exchange programs at RWC.

3. **Committees of Departmental Representatives**

a. **Academic Assessment**

1) Membership

- a) This committee shall be made up of one faculty representative appointed by each academic department within the college.
- b) In the event that a representative is unable to attend a committee meeting, the department chair may designate in writing an alternate representative to attend as a committee member with full rights.

2) Functions

- a) The committee is charged with the development and maintenance of academic assessment measures deemed necessary for renewal and revitalization of the curriculum and for the continued accreditation of the college.
- b) The committee serves as a resource to the Dean of Academic Affairs.

b. Curriculum and Academic Affairs Committee

1) Membership

- a) The Curriculum and Academic Affairs Committee shall be composed of the academic unit heads and directors of academic departments within the College.
- b) In the event that the head/director is unable to attend a committee meeting, the head/director shall designate in writing an alternate representative to attend with full rights as a committee member.

2) Functions of the Curriculum and Academic Affairs Committee

The functions of the committee shall be:

- a) To receive and consider proposals made by departments concerning their course offerings and to recommend action on these proposals to the Dean, on behalf of the Faculty. All such recommendations made by the Committee shall continue to be reported to the Faculty at the earliest possible Faculty meeting. This function shall remain in effect until RWC semester conversion is completed, or until June 30, 2010, whichever comes first. Upon expiration of this Bylaw function, the previous bylaw language [a) *To receive and consider proposals made by departments concerning their course offerings and to recommend action on these proposals to the Faculty*] shall automatically take effect.
- b) To receive and consider proposals that have college-wide merit, but do not seem to fall under the aegis of any existing department, and to recommend action on these proposals to the Faculty. The Curriculum Committee would then decide methods of administering and evaluating these courses, and when possible, place the course under an appropriate department.
- c) To receive and consider proposals made for general changes in program requirements and for the establishment of new programs and to recommend action on these proposals to the Faculty.
- d) To make recommendations concerning credit and non-credit course offerings.
- e) To request departments to review and report their course offerings.
- f) To appoint sub-committees to review programs, to establish boards or committees of special consultants from the university, business, and professional communities, which would make recommendations about the programs falling within their special competence.
- g) To assess and formulate a comprehensive, college-wide academic unit head perspective on issues that emerge in the course of conducting the administrative affairs of the academic departments and programs. This committee is to address academic issues such as, but is not limited to, strategic initiatives that require action by academic unit heads, as specified in the college strategic planning document.
- h) To facilitate communication among academic unit heads and between the heads and the faculty on academic issues.
- i) To report to the faculty and to make recommendations for action to the faculty.

c. Library and Media Services Subcommittee

Functions of this standing subcommittee shall be:

- a) To serve as a forum for library and electronic media issues in the broader view of academic and curricular matters.
- b) To facilitate communication between the Director of the Library, the Director of the Electronic Media Communications Department and the Faculty.
- c) To contribute to the development and implementation of the mission statements and strategic plans of the College Library and the Electronic Media Communications Department as appropriate to academic and curricular needs.
- d) To periodically evaluate the effectiveness of these areas in fulfilling the academic and curricular needs and mission of the College.

F. Multi-Constituent Committees

1. Committees of Elected/Appointed Representatives

a. Building and Grounds

1) Membership

- a) This committee shall be made up nine (9) full-time faculty members elected by the faculty, with not more than two (2) from any one department, three (3) representatives from the staff, one (1) adjunct faculty member, if available, and three (3) students, if available. The staff representatives shall be selected by the staff. The adjunct faculty member shall be selected by the Executive Committee. The student members shall be selected by the Student Government. In addition, an Administrative Services representative, College Relations representative, and the Executive Committee Liaison shall serve on the Committee as ex officio, non-voting members.
- b) The term of membership for full-time faculty and staff representatives shall be three years; for the representatives of the Student Government for one to three years; and for the adjunct faculty member, one quarter to three years.
- c) A vacancy on the committee exists if a committee members resigns, takes a leave of absence during which he/she cannot serve actively for more than one quarter, or is otherwise unable to fulfill obligations to the Committee. The Committee will decide by a 2/3 majority that a vacancy exists.
- d) In the event of a full-time vacancy or staff vacancy occurs, a special election will be held as soon as possible to fill the vacancy. In the event a student or adjunct faculty vacancy occurs, a new member will be selected.

2) Functions

- a) The Building and Grounds Committee functions as an advisory committee to the Dean, faculty, staff and students. In addition, the Committee is responsive to the entire Raymond Walters College community.
- b) The Committee makes recommendations about College facilities and grounds on matters related to use, maintenance, construction, space allocation and remodeling.
- c) To enable the Committee to fulfill its responsibilities, the Dean, and an Administrative Services representative will share with the committee information on changes to the campus buildings and grounds as soon as plans are initiated. The Chair of the Building and Grounds Committee shall invite to meetings appropriate persons from committees/groups whose actions are of significance to the functions of the committee.
- d) The Building and Grounds Committee will maintain a standing subcommittee to make recommendations for assigning faculty office space. The subcommittee will be comprised of three (3) faculty members appointed by the chair.
- e) The Building and Grounds Committee will convene a subcommittee to adjudicate faculty and staff parking appeals when needed. The committee will consist of three (3) members from the Building and Grounds Committee representing both faculty and staff and appointed by the chair.
- f) The Building and Grounds committee will maintain a standing subcommittee to make recommendations for posting on campus. The committee will consist of three (3) members of the Building and Grounds Committee representing both faculty and staff and appointed by the chair.

B&GMtgMinutes/March11,2003/NRBowers, Secretary

b. Strategic Planning

- 1) Membership
 - a) The Strategic Planning Committee shall be composed of the following members: Six (6) elected faculty members (no two from the same department, at least one non-tenured); One (1) non-faculty staff member selected by Staff Council; Two (2) students selected by Student Government (1vote); One (1) community representative appointed by the Dean; the Dean (nonvoting, ex officio); the Senior Business Administrator; the Executive Committee liaison (nonvoting, ex officio).
 - b) The Chair shall invite to meetings appropriate persons whose input is of significance to the functions of the committee including, but not limited to: the Associate Dean for Academic Affairs, and representatives of the Capital Building Task Force, the Building and Grounds committee, ad hoc committees, and the community.
 - c) The term of membership for the elected faculty and staff members shall be three (3) years. Members may be re-elected to any number of consecutive terms. New members shall take office at the time of election.
 - d) In the case of vacancies on this Committee, a special election will be held as soon as possible to fill the unexpired term. (See 2.c. regarding non-tenured representative.)
 - e) A vacancy on the Strategic Planning Committee shall be considered to exist if the faculty or staff committee member terminates employment or if the member cannot attend Strategic Planning Committee meetings and fulfill committee responsibilities.
- 2) Faculty Election Procedure
 - a) The election shall take place in April of each year.
 - b) The Executive committee will serve as the nominating committee and, if possible, will submit double the number of nominations for the openings to be filled. Additional nominations may be made from the floor.
 - c) No member's term shall end if he/she receives tenure during his/her elected terms.
- 3) Functions

The committee shall be responsible for periodic review, revision, and updating of the College strategic planning document, for preparing new strategic plans as appropriate, and for making appropriate recommendations to the faculty based upon the plans. The plans will consider academic and administrative functions, physical facilities and budget.

c. Student Affairs

- 1) Membership
 - a) Four faculty members consisting of: two (2) elected faculty, a faculty advisor to student government, and the faculty coordinator of academic advising or an alternate faculty advisor as designated by the coordinator.
 - b) Four student members consisting of: a current student government office holder and three additional students elected or appointed by student government. Students shall serve for one-year, renewable terms. Additional student members may be designated by student government to serve as alternates as needed. Alternate members have the same voting rights.
 - c) Two administrative/staff members consisting of: the dean for student services, the coordinator of student life.
- 2) Duties
 - a) Faculty and student co-chairs shall be elected from among the committee members.
 - b) The committee shall meet at least once per quarter during the academic year, and minutes of the meetings shall be kept.
 - c) Informational reports shall regularly be made to the Faculty Executive Committee, Student Government, Staff Council and Administrative Council, and to the entire college community email list and to the RWC student email list.

- 3) Functions
 - a) To integrate the students into the faculty and college governance process.
 - b) To provide a student perspective on the important issues affecting the academic integrity of the institution, and to provide a venue for advocacy of student issues.
 - c) To allow students to have meaningful input into areas such as, but not limited to:
 - (1) Curricular issues, such as scheduling and availability of courses, and program review.
 - (2) Search processes and review processes for department heads and college administrators.
 - (3) Academic and non-academic support services, including recommending types of services and evaluating their effectiveness.
 - (4) Student orientation, advising, and retention.
 - d) To create a venue for educating and training students for meaningful participation in college-wide governance.

d. Technology

- 1) Membership
 - a) Four (4) faculty members consisting of two (2) elected and two (2) appointed.
 - b) Two (2) student members elected or appointed by student government.
 - c) One representative member from each of the three (3) departments: electronic media, library, network resources. Each department shall determine its representative.
 - d) Two (2) staff members selected by Staff Council.
 - e) Liaisons: one member from each of the Faculty Executive, Academic Priorities & Resources, and Strategic Planning committees shall serve as liaisons to this committee and will be non-voting unless they have been elected or appointed according to "1)a)" or "1)c)" above.
 - f) Terms of Office: Student members serve for one-year, renewable terms. All other members serve for 3-year terms.
 - g) Alternates, with voting rights where applicable, may be designated for any member or liaison as needed.
 - h) No department shall be represented by more than one faculty member on the committee.
- 2) Duties
 - a) The committee chair shall be elected from among the committee members. If co-chairs are chosen, one must be faculty and one must be staff.
 - b) The committee shall meet at least once per quarter during the academic year, and minutes of the meetings shall be kept.
 - c) The committee makes recommendations and submits reports to the Dean concerning issues of instructional and information technologies.
 - d) Informational reports concerning the committee's activities shall regularly be made to the Dean, Faculty Executive Committee, Student Government, Staff Council, Administrative Council, and to the college community email list and to the RWC student email list.
- 3) Functions
 - a) The committee makes annual recommendations, with multi-constituent endorsement, to the Dean concerning technology infrastructure and services for instructional needs, academic support, administrative support and student services.
 - b) The committee may perform some or all of the functions in its purview in any given year and may form subcommittees including non-committee members to carry out any function.
 - c) Specific functions may include, but are not limited to:
 - (1) Review existing college technology policies, recommend to the Dean new policies and programmatic and strategic priorities as needed.
 - (2) Make recommendations to the Dean concerning the priorities to which the student technology fee will be applied.
 - (3) Explore technology grant opportunities; sponsor technology grants.
 - (4) Serve as a forum for discussion of technology issues.
 - (5) Develop guidelines for evaluating resource needs and coordinating requests.

2. Committees of Appointed Representatives

a. Appeals

1) Membership

- a) This committee shall be made up to six (6) faculty members, the Director of Career Services (ex-officio), and the Assistant Dean of Student Services. Faculty members of this committee will be representative of a variety of disciplines. Faculty shall not serve concurrently on the Scholarship and Honors Committee. Faculty will be appointed by the Dean upon recommendation by the Faculty Executive Committee.
- b) Term of membership of faculty members shall be three (3) years. Two (2) faculty members will be appointed each year. Members may be reappointed to any number of consecutive terms.
- c) In the case of a vacancy, the Faculty Executive Committee shall recommend for appointment another faculty member to fill the remaining portion of the vacant term.
- d) A vacancy on the Appeals Committee shall be considered to exist if the committee member terminates employment or if the committee member is on leave for two or more consecutive quarters and cannot attend Appeals Committee meetings and fulfill committee responsibilities.

2) Function

This committee shall make recommendations to the Dean concerning letters of appeal received from students who have been suspended or dismissed.

b. Cultural Diversity

1) Membership

- a) This committee shall be made up of six faculty recommended by the Faculty Executive Committee, one Executive Committee liaison, three staff representatives selected by Staff Council, one student with full voting rights and one alternate, both recommended by the RWC Student Government, the Affirmative Action Officer, and the Multicultural Affairs Officer.
- b) Terms of membership for the faculty and staff members shall be three years. Terms shall be staggered, with initial appointments of one, two or three years. Thereafter, two faculty members and one staff member shall be appointed each year. Students will serve for one year. Members may be reappointed to any number of consecutive terms.
- c) In the case of a vacancy, the Faculty Executive Committee, the Staff Council or the RWC Student Government, as appropriate, shall recommend another member to fill the remaining portion of the vacant term.
- d) A vacancy shall be considered to exist if the committee member terminates employment, if the member is on leave for two or more consecutive quarters and cannot attend meetings and fulfill committee responsibilities, or if a student member fails to register at the University for the quarter or ceases to maintain good academic standing.

2) Functions

- a) The committee will develop comprehensive and coordinated programs and events to increase faculty, staff, and student awareness and knowledge of a diversity of cultures, races and ethnic groups, sexual orientations and religious affiliations. The committee will seek to coordinate its work with the Faculty Development Committee, and other groups working in this area, when appropriate.
- b) The committee will monitor the revision and the implementation of the College's Diversity Plan, as needed.

- c) A faculty subcommittee will:
 - (1) Encourage faculty to develop, and academic departments to sponsor, new courses and to revise existing courses to reflect, as appropriate, the multi-ethnic society in which we live.
 - (2) Give assistance and support to the Cultural Diversity certificate program.
- d) Periodically, the composition and functions of this committee shall be reviewed by the committee itself, the Faculty Executive Committee, and the Faculty, for the purpose of making desired changes.

CHAPTER 7

RP&T Procedures

RPT PROCEDURES

Procedures for Reappointment, Promotion, and Tenure will operate under these guidelines.

1. Each department shall establish RPT guidelines and evaluation procedures.
 - a. Non-tenured members should receive an annual evaluation of their total faculty performance in accordance with the AAUP contract.
 - b. Department chairpersons should receive the same evaluation that other department members receive.
 - c. Those who hold appointments in a department but whose major responsibilities are in the administrative area may also be recommended for promotion in academic rank through the department involved.
2. The candidate shall submit a folder for consideration to his/her department.
3. The department shall submit a written recommendation with rationale along with the folder to the chairperson. A copy of the written recommendation and rationale will be given to the candidate.
4. The department chairperson shall submit a written recommendation with rationale along with the folder to the Dean. Although a chairperson may disagree with a departmental decision, the chair is obligated to send forward recommendations made by the department. A copy of the written recommendation and rationale will be given to the candidate.

In the event that the department chairperson is the candidate, the department shall submit a written recommendation and rationale to the Dean.

5. The Dean will forward all departmental recommendations with rationale and the folder to the RPT Committee, without comment.
6. The RPT Committee will review the departmental recommendations to determine whether the College criteria have been met. If necessary, the Committee may request additional information from the candidate and/or department.

A folder lacking adequate documentation will be returned to the department and candidate.

Members of the RPT Committee will not be present during the review of any recommendations coming from their own department.

7. The committee will make written recommendations with rationale to the Dean. A copy of the recommendation and rationale will be given to the department chair and the candidate.
8. The Dean will make a written recommendation rationale to the Provost. A copy of the recommendation and rationale will be given to the department chair, candidate, and the College RPT Committee Chair.
9. The candidate may withdraw the folder at any level in the procedure.
10. If procedures violate the Agreement Between the University of Cincinnati and the AAUP University of Cincinnati Chapter, the Official University policy shall prevail.

DATE: October 1, 1994
TO: Raymond Walters Faculty
FROM: The Raymond Walters College RP&T Committee
RE: Folder Format Guidelines

The folder format guidelines have been slightly revised since they were last updated in 1989. The revisions (indicated by bold type) are intended to clarify existing guidelines and to assist faculty members in constructing their folders so that they best document their contribution to students, the college, the university, and the community. While the contents of the folder remain at the discretion of the individual faculty member, it is in his or her best interest to clearly present the information necessary for reviewers at each level.

It is also the hope of the College RPT Committee that department chairs and departmental RPT Committees will take a leadership role in guiding faculty members as they construct their folders and that they clarify for junior faculty the function and responsibilities at each level of the layered review process. The college criteria state that "Basic responsibility for evaluation of teaching, service, professional activity, and community service rests with the department." This means that departments are responsible for the initial and most extensive evaluation of the candidate's performance and for writing the summaries and assessments of file data for the RPT folder. It does not imply that the sole responsibility for evaluation and recommendation lies at the departmental level.

The college committee has the responsibility for reviewing all department recommendations in accordance with college criteria and procedures adopted by the faculty and to do so from a college-wide perspective. According to the current contract, "At each level, the review committee or administrator shall assess the sufficiency of the dossier and the conformity of the review process to established criteria and procedures and may remand the dossier to a previous level of review for appropriate action." The contract also states that in applying approved criteria "in individual cases, the committee or appropriate administrator or Board of Trustees shall take into account the recommendation of the preceding committee or appropriate administrators, but may arrive at an independent recommendation based on the same criteria."

Therefore, when constructing a folder, faculty members should keep in mind that at subsequent levels reviewers may not have familiarity with the practices peculiar to a department or firsthand knowledge of the individual's performance, so careful documentation and explanation are necessary. We hope that you will find these guidelines useful and that you will feel free to contact any member of the committee should you have questions.

THE RWC RP&T COMMITTEE

Revised and approved March 4, 2004

*Bold type indicates revisions made to the 1994 Guidelines.

SUGGESTED FORMAT FOR FOLDER PRESENTATIONS

Reappointment, Promotion, and/or Tenure

Raymond Walters College

SECTION WITHOUT TABS

1. Appropriate Reappointment Form/Checklist and/or Promotion and/or Tenure Form/Checklist, completely filled out by the candidate. This sheet should be the first one in the folder. Copies of these forms may be obtained from the Office of the Dean.
2. A copy of the approved academic unit criteria. Until the academic unit criteria are approved, a copy of the Raymond Walters College Criteria (approved 1989) should be included.
3. A copy of the Provost Office Guidelines for Submission of Reappointment, Promotion, and Tenure files.
4. Letter from the Dean to the Provost
5. Letter from the RWC Reappointment, Promotion, and Tenure Committee to the Dean, including recommendation and rationale.
6. Letter from the Chairperson of the Department to the Dean including recommendation and rationale. Please include the date of the candidate's last reappointment, promotion and/or tenure. The current checklist contains no place for this information, which is needed at subsequent levels of review.
7. Letter from the Department (Departmental Committee or the Department acting as a whole) to the Chairperson of the Department. (If the Chairperson of the Department is a candidate, then this letter should be addressed to the Dean.) The letter should include assessment which reflects data within the folder as well as other relevant information. The letter should reflect the vote as well as the number of the department members eligible to vote. The letter should be signed by all members voting. Please note that none of these letters is addressed to the RWC RP&T Committee. The above five items (four in the case where the Chairperson of the Department is a candidate) are standard in every folder and are best placed before the Table of Contents.

SECTION WITH TABS

All information in each section should be presented in reverse chronological order. Until Tenure, information since original appointment should be included; for promotion, information since last promotion should be included. (Only the CV should contain information prior to original appointment or promotion.)

1. Table of Contents (do not include Items 1-5 above) with brief, descriptive TAB labels for quick location of folder material. Untabbed subheadings, listed in the Table of Contents, may be represented by separate insert-sheets with typed subheadings preceding each subsection within the body of the folder.
2. Summary. Summaries of significant activities in each area should be presented in paragraph form. A summary may be written by the candidate or by others designated within the originating department and should not exceed a page in length. Summaries may be included in the department letter and need not appear as a separate tab section. Summaries should not contain evaluative statements.

When separate summaries are present in the folder, they become part of the "Provost's Office File Copy," which accompanies the full folder when it is forwarded to the Provost. Therefore, it is important that these be carefully written and that departments designate the person responsible for writing these summaries. If you include separate summaries, please place them in this tab section rather than in sections 5-9 below.

1. Summary of teaching
 2. Summary of department, college and university service
 3. Summary of professional growth and activities
 4. Summary of research, scholarship and creative activities
 5. Summary of public and community service
3. Other Letters of Recommendation
1. Sheet listing authors
 2. Peer letters or other letters in support of the recommendation for reappointment, promotion, and/or tenure should be placed in this section. Letters that begin with "This is a letter in support of the reappointment, etc. of John/Jane Doe..." are best placed in this section. Letters from peers outside the candidate's department, as well as from department members, may be included. The letters are best placed in reverse chronological order, i.e. last-received letter listed first. The letters should be addressed to the Department Chairperson.
4. Curriculum Vita
1. Personal Data: Name, rank, college
 2. Education: Degrees held, dates, institutions
 3. Employment Record: Position, dates, place
 4. List of courses taught
 5. Department, College and/or University Service
 6. Professional growth and activities
 7. List of publications (list refereed, non-refereed separately)
 8. Community Service
 9. Other information that you deem important
5. Teaching effectiveness
1. Table of Tab Contents
 2. Course Taught (list of courses, when taught, credit or contact hours, brief description of course content, sample syllabi, assignments, and other teaching materials that document teaching effectiveness)
 3. Peer Evaluations (in reverse chronological order) In addition to letters from department members, letters of evaluation from peers outside the department may be included.
 4. Student Evaluations - Summary should include the quarter, course, section and the rating on the overall question. For the old forms, give the numerical average for overall rating; for the new forms, give the percentages in each column for the overall rating. Statement indicating if the summary includes all evaluations or selected evaluations, and whether the evaluations are complete and unedited.
 5. Unsolicited Student Letters
 6. Other supporting evidence of teaching quality.
6. Department, College, and/or University Services
1. Table of Tab Contents
 2. Description of Departmental Service: Committees, new programs, or courses devised, other service to the department (include released time if appropriate)
 3. Description of College and University Service (include released time if appropriate)
 4. Letters from committee chairpersons
 5. Advising
 6. Other evidence of department, college and/or university service

(NOTE: #7 AND #8 COMPRISE A SINGLE EVALUATIVE AREA BUT APPEAR IN THE FOLDER UNDER SEPARATE TAB HEADINGS)

7. Professional Growth and Activities

1. Table of Tab Contents
2. Professional Organizations: Memberships held, positions held, contributions made.
3. Papers presented, date and place
4. Courses taken, either for growth or degree, including grades obtained and where and when taken. Transcripts may be included, if desired.
5. Workshops, meetings, or seminars attended. Indicate your role as participant, organizer, lecturer, discussion leader, or other. CEU's earned.
6. Consulting (compensated)
7. Other evidence of professional growth and activities.

8. Research, Scholarship, Creative Activities

1. Table of Tab Contents
2. List of publications, exhibitions, etc. (indicate whether publications are refereed or non-refereed.)
3. Abstract of each publication/slides, etc.
4. Evaluations of quality of research/creative activities: Letters from colleagues, editors, publishers
5. Press releases or other evidence of recognition
6. Description of past or present research projects
7. Other evidence or research, scholarship, or creative activities

9. Public and Community Service

Please note that the Provost has requested that you only list public and community service that is relevant to your profession. Indicate honoraria where appropriate.

1. Table of Tab contents
2. Description of Services
3. Description of Speaking Topics
4. List of speaking Engagements
5. Letters of Appreciation
6. Press Releases
7. Consulting (uncompensated)
8. Other evidence of public and community service

10. Faculty-Unit Head Annual Meeting Summary: Optional

The current contract mandates the following: the unit head must conduct an annual review of non-tenured faculty and the meeting must be documented in writing. A copy of the signed review statement must be given to the faculty member and a copy must be placed in the personnel file (see sec 7.1 of contract).

The RWC guidelines have traditionally stated that inclusion in the RPT folder of either the signed review statements or the unit head's summaries is optional. This remains unchanged in the current guidelines.

The current File Checklist issued by the Provost's Office includes under "folder contents" the academic-unit head's summaries of the annual review.

11. Self-Evaluation

Including, but not limited to the following:

Teaching Philosophy

Goals accomplished as an educator, department member, faculty member, etc. within a broad philosophical framework.

Future goals and plans for implementing them.

NOTE: DO NOT RESTATE CV.