

University of Cincinnati - OMI College of Applied Science  
Faculty Bylaws Adopted November 2,2000

University of Cincinnati - OMI College of Applied Science  
Faculty Bylaws adopted November 2,2000

ARTICLE I - NAME AND DEFINITIONS

Section 1. The OMI College of Applied Science shall hereafter be referred to as the College.

Section 2. The name of the organization of the College shall be the Faculty.

Section 3. The following departments in the College shall be known as the academic departments:

- A. Chemical Technology
- B. Construction Science .
- C. Electrical Engineering Technology
- D. Fire Science Technology
- E. Humanities/Social Sciences/Communications
- F. Mathematics/Physics/Computing Technology
- G. Mechanical Engineering Technology
- H. Professional Practice Department

Section 4. Appendices shall be considered a formal part of these By-Laws.

ARTICLE II - OBJECTIVES

The objectives of the Faculty shall be:

- A. to provide a deliberative assembly for the Faculty;
- B. to secure representative views on instructional and institutional matters and policies concerning the College;
- C. to provide encouragement and direction for initiative and participation in institutional matters and policies concerning the College;
- D. to encourage and coordinate College services; and
- E. to make recommendations to administrative officers of the University of Cincinnati and the College.

ARTICLE III - MEMBERS

Section 1. The membership of the Faculty shall be as follows:

- A. The President of the University of Cincinnati
- B. The Senior Vice President for Academic Affairs of the University
- C. Persons holding any of the following titles within the College:
  - a. Dean
  - b. Professor
  - c. Associate Professor
  - d. Assistant Professor
  - e. Instructor
  - f. Full time members of the Professional Practice Department with with the Field Service titles of Professor, Associate Professor, Assistant Professor or Instructor.

University of Cincinnati - OMI College of Applied Science  
Faculty Bylaws Adopted November 2, 2000

- D. Other candidates for membership:
  - a. Other administrative officers within the College with titles other than Dean, whose academic credentials are appropriate may be elected to or deleted from the Faculty under the provisions of Article III, Section 2.
  - b. Persons holding lecturer, adjunct, field service, clinical, emeritus, or volunteer titles from the College may be elected to or deleted from the Faculty under the provisions of Article III, Section 2.

Section 2. Addition and deletion of members described in Article III, Section 1.D.a. and Article III, Section 1.D.b.

- A. Members, as described in Section 1.D.a. or Section 1.D.b. may be admitted to the Faculty in one of the following ways:
  - 1. At the regular Faculty meeting in October, such new members may be elected to the Faculty by a positive vote of two-thirds (2/3) of the members present at that meeting. This vote shall be by secret ballot.
  - 2. At any other time, such new members may be elected to the Faculty by a positive vote of two-thirds (2/3) of the current membership of the Faculty. This vote shall be by secret ballot.
- B. Members previously admitted under Section 2.A.1 or Section 2.A.2, may be deleted from the Faculty in one of the following ways:
  - 1. At the regular Faculty meeting in October, such members may be deleted from the Faculty by a positive vote of two-thirds (2/3) of the members present at that meeting. This vote shall be by secret ballot.
  - 2. At any other time, such new members may be deleted from the Faculty by a positive vote of two-thirds (2/3) of the current membership of the Faculty. This vote shall be by secret ballot.
  - 3. Such members will be automatically deleted from the Faculty upon resignation from the College.

Section 3. Rights of Members.

- A. All members of the Faculty shall have full voting rights.
- B. All members of the Faculty shall be eligible to hold any elected or appointed office of the Faculty with the following exceptions:
  - 1. The Faculty Senators must also meet the membership requirements of the Faculty Senate.
  - 2. No member can hold more than one seat on the same committee simultaneously.
  - 3. Members of Type 2 committees must be from academic departments.

ARTICLE IV - OFFICERS AND THEIR ELECTION

Section 1. Names and Duties of Officers.

- A. The Dean of the College:
  - 1. Shall preside ex officio at all meetings of the Faculty.
  - 2. Shall appoint all Type 1 and Type 4 committee members by June 1, based upon the recommendation of the Faculty Chairperson.
  - 3. Shall act in accordance with these By-Laws.
- B. The Faculty Chairperson:

University of Cincinnati - OMI College of Applied Science  
Faculty Bylaws Adopted November 2,2000

1. Shall lead and control all meetings of the Faculty.
  2. Shall follow progress on all motions of the Faculty and shall report at each regular meeting.
  3. Shall provide notification of upcoming meetings.
  4. Shall prepare, in consultation with the Dean, and publish agendas for all meetings of the Faculty.
  5. Shall prepare, sign, and provide for the Faculty Secretary a copy of any correspondence from the Faculty.
  6. Shall prepare and maintain an accurate list of membership in the Faculty.
  7. Shall, after surveying the Faculty for individual interests, recommend to the Dean slates of memberships for Type 1 and Type 4 committees.
- C. The Faculty Secretary:
1. Shall record and publish minutes of all meetings of the Faculty. All actions shall be recorded as actions of the Faculty and not as actions of individuals.
  2. Shall maintain a file of all substantive motions of the Faculty.
  3. Shall maintain a file of all correspondence of the Faculty.
  4. Shall maintain a list of committee memberships and senatorships.
  5. Shall present a complete set of all minutes and correspondence for the year to the library at the end of his/her term in office.

Section 2. Term of office. The elected officers shall normally assume office on June 1 and serve for a term not to exceed twelve months or until their successors are elected. No elected officer shall serve consecutive terms in the same office.

ARTICLE V - MEETINGS

Section 1. Quorum. A quorum for meetings shall be a majority of the membership of the Faculty.

Section 2. Regular Meetings.

- A. Frequency. Regular meetings shall be held monthly during the academic year, unless otherwise ordered by the Faculty.
- B. Notice. Members shall be notified of regular meetings in accordance with the Standing Rules.

Section 3. Annual Meeting. The regular meeting in April shall be known as the annual meeting.

- A. The agenda shall include an election to fill the following positions:
  1. Faculty Chairperson
  2. Faculty Secretary
  3. Committee Memberships of Type 2
  4. One (1) Faculty Senator shall be elected to a two (2) year term.
- B. At the May regular meeting, a written annual report shall be submitted to the Faculty by the chairperson of each committee. These reports shall become a part of the records of the Faculty Secretary.

Section 4. Special Meetings. Special meetings for specific purposes may be called by the Dean or Faculty Chairperson, by notifying members at least one day before the meeting time.

ARTICLE VI - COMMITTEES

University of Cincinnati - OMI College of Applied Science  
Faculty Bylaws Adopted November 2, 2000

Section 1. Committee Year. The Committee year will be from June 1 to May 31. At the regular May meeting of the Faculty, a written annual report, which will become a part of the records of the Faculty, shall be submitted by the chairperson of each committee.

Section 2. Standing Committees.

- A. Classification. The standing committees of the Faculty shall be classified as TYPE 1, TYPE 2, TYPE 3, or TYPE 4 Committees.
- B. Membership Term. All appointed and elected committee members will serve a term of two years unless otherwise noted. Each committee, unless otherwise noted in the Membership Section of that Committee, will have one-half (1/2) of its appointed or elected **membership** selected annually. For committees whose total Faculty membership is not evenly divisible by two, the number of Faculty members selected in even numbered years will be equal to one (1) less that the median number of the Faculty membership. In odd numbered years, the remainder will be selected. (For example, if the total Faculty membership on a committee is three (3), then one (1) will be selected in odd numbered years.) Whenever possible, committee chairpersons will be elected **annually** from the Faculty members of the committee continuing for at least their second year.
- C. Additional Membership. Such members are those whose election or appointment is not the responsibility of the Faculty.
- D. Liaison. Each committee chairperson shall make periodic progress reports to the Faculty Chairperson. All committee actions or recommendations shall be reported to the Faculty in writing.

Section 3. TYPE 1 COMMITTEES. Type 1 committees shall be committees whose members are appointed by the Dean based upon the recommendations of the Faculty Chairperson and whose memberships are open to all members of the Faculty. These committees shall each have a minimum of four (4) appointed Faculty members.

- A. Committee on Academic Affairs
  1. Responsibilities
    - a. To provide advice concerning methods to measure the success of the College in meeting its academic objectives and goals.
    - b. To review admission, progression and graduation standards and to make recommendations to the Faculty concerning these standards.
  2. Additional Membership. Two (2) students may be recommended by the College Student Tribunal and appointed by the Dean.
- B. Committee on Faculty Affairs
  1. Responsibilities
    - a. To consider those matters which directly affect the welfare of the Faculty and to make recommendations to the Faculty concerning these matters.
    - b. To assist in the preparation of methods to measure effective Faculty performance and, thereafter, to assist in the evaluation of these methods.
  2. Additional Membership. None.
- C. Committee on Student Life and Services

University of Cincinnati - OMI College of Applied Science  
Faculty Bylaws Adopted November 2,2000

1. Responsibilities
  - a. To function as a liaison between the College student body and the Faculty.
  - b. To consider all phases of the environment of the student body, to consider the scope of the services offered to the student body, and to make appropriate recommendations to the Faculty.
  - c. To make recommendations to the Dean on the **annual** expenditure of the "Student General Fee."
  - d. To assist the Dean in the selection of students for appropriate collegiate or university honors.
2. Additional Membership. Four (4) students may be recommended by the College Student Tribunal and appointed by the Dean.

Section 4. TYPE 2 COMMITTEES. These shall be committees whose Faculty memberships may be restricted and whose Faculty members are elected by the Faculty at the annual meeting unless stated otherwise elsewhere in these Bylaws.

A. Student Grievance Committee.

1. Responsibilities.
  - a. After all other sources of relief have been exhausted, it shall be the responsibility of this committee to hear cases wherein a student of the College feels that he has been capriciously judged by a faculty member and to make recommendations to the appropriate individual or group.
  - b. To conduct business in accordance with the policies and procedures established in the By-Laws of the committee. (See Appendix B for the By-Laws of the College Student Grievance Committee.)
  - c. To make recommendations to the Faculty concerning changes in the policies and procedures followed by the committee.
2. Membership.
  - a. The membership of the committee is restricted to faculty members of the academic departments of the College.
  - b. Three (3) members shall be elected by the Faculty.
  - c. The membership of this committee will not be staggered.
  - d. The membership will be elected in odd numbered years.
3. Additional Membership. Three students recommended by the College Student Tribunal and appointed by the Dean.

B. Reappointment, Promotion and Tenure Committee.

1. Responsibilities.
  - a. To make recommendations to the Dean regarding reappointment, promotion and the award of indefinite tenure.
  - b. To conduct business in accordance with the policies and procedures established in the By-Laws of the committee. (See Appendix A for By-Laws of the College Reappointment, Promotion and Tenure Committee.)
  - c. To make recommendations to the Faculty concerning changes in the policies and procedures followed by the committee.

University of Cincinnati - OMI College of Applied Science  
Faculty Bylaws Adopted November 2, 2000

2. Membership.
    - a. The membership of this committee is restricted to full time Faculty of the academic departments of the College.
    - b. Prior to the regular January meeting in odd numbered years, one member shall be elected by each of the following academic departments:
      - i. Humanities/Social Sciences.
      - ii. Construction Sciences.
      - iii. Electrical and Computer Engineering Technology.
      - iv. Open Learning Fire Service.
    - c. Prior to the regular January meeting in even numbered years, one member shall be elected by each of the following academic departments:
      - i. Chemical Technology.
      - ii. Mathematics/Physics/Computing Technology.
      - iii. Mechanical Engineering Technology.
      - iv. Professional Practice and Career Placement
    - d. Each year, at the regular February meeting, "at-large" members, shall be elected by the Faculty of the college to fill those positions which have not yet been elected by the academic departments that year.
  3. Department Heads are not eligible to serve as members of this committee.
  4. No more than two members shall be from the same department.
  5. Additional Membership. None.
- C. Curriculum Committee.
1. Responsibilities.
    - a. To review all proposals from the Faculty and academic administrators that affect curriculum prior to implementation.
    - b. To make recommendations concerning these proposals to the Faculty.
    - c. To conduct business in accordance with the policies and procedures established by the Faculty (See Appendix E).
  2. Membership. The membership of this committee will include one representative elected as follows:
    - a. Prior to the annual meeting in odd numbered years, one member shall be elected by each of the following academic departments:
      - i. Chemical Technology
      - ii. Construction Sciences.
      - iii. Electrical Engineering Technology.
      - iv. Fire Science Technology.
    - b. Prior to the annual meeting in even numbered years, one member shall be elected by each of the following academic departments:
      - i. Humanities/Social Sciences/Communications.
      - ii. Mathematics/Physics/Computing Technology.
      - iii. Mechanical Engineering Technology.
      - iv. Professional Practice
    - c. Members shall be full-time faculty members.

University of Cincinnati - OMI College of Applied Science  
Faculty Fylaws Adopted November 2, 2000

- d. Additional membership. The Associate Dean for Academic Affairs is a non-voting consulting member, who administers the efficient flow of proposals.

Section 5. Type 3 Committees. These shall be committees whose Faculty memberships are restricted. The memberships are by virtue of office or title rather than by individuals. The memberships are continuous and are neither appointed nor elected.

A. College Administrative Council.

1. Responsibilities.
  - a. To review the budget of the College.
  - b. To develop recommendations on the budget and to suggest priorities to the Faculty.
  - c. To assist in the evaluation of programs and services offered by the College.
  - d. To develop recommendations and to suggest priorities for the long-range future of the College.
  - e. To act in an advisory capacity to the Dean of the College or to the designated alternate, when requested.
2. Membership. The membership of this committee is restricted to the Heads or Directors of the departments of the College, the Dean of the College, the Associate and Assistant Deans of the College and the Faculty Chairperson. These memberships are continuous.

B. Nominating Committee.

1. Responsibilities.
  - a. To prepare a slate of candidates for each elective office and elective committee membership prior to the Annual Meeting.
  - b. The slate of candidates shall include at least one candidate for each elective position.
  - c. The slate of candidates shall be presented to the Faculty at the regular March meeting.
2. Membership. The membership of this committee is restricted to the Faculty Chairperson, Faculty Secretary, and Faculty Senators.

Section 6. Type 4 Committees. These shall be committees whose Faculty memberships are restricted and whose Faculty memberships are appointed by the Dean based on recommendations of the Faculty Chairperson.

Section 7. Special Committees. The Faculty may order special committees as required for specific purposes. The size of the special committee (each special committee, however, shall have at least one member), the membership of the special committee, and the chairperson of the special committee shall be appointed by the Dean based upon the recommendations of the Faculty Chairperson.

ARTICLE VII - RULES OF ORDER

University of Cincinnati - OMI College of Applied Science  
Faculty Bylaws Adopted November 2, 2000

Section 1. Parliamentary Authority. The rules contained in Robert's Rules of Order, Revised shall govern in all applicable cases where they are consistent with these By-Laws or with the Standing Rules of the Faculty.

Section 2. Standing Rules. Standing Rules, separate from these By-Laws, shall be enacted to facilitate the business of the Faculty.

Section 3. Debate on Main Motions.

- A. Main Motions. All main motions, as defined in the Parliamentary Authority, shall be considered formally unless the Faculty orders to the contrary.
- B. Restrictions. Matters contained in the Collective Bargaining Contract will not be brought to a vote before the Faculty.

Section 4. Vote on Main Motions. All main motions, as finally amended, shall be decided by ballot.

ARTICLE VIII - AMENDMENT

Section 1. Amendment of By-Laws.

- A. By-Laws may be amended at any regular meeting by a two-thirds (2/3) vote, after notice in the previous regular meeting.
- B. The Secretary shall assign consecutive numbers to all approved amendments.
- C. The Secretary shall attach all approved amendments to the currently applicable revised By-Laws and maintain them in the official records.

Section 2. Amendment of Standing Rules.

- A. Standing Rules may be amended by a two-thirds (2/3) vote of the Faculty membership.
- B. When notice has been given in the previous regular meeting, Standing Rules may be amended by a majority vote of the membership in attendance at a regular meeting.

ARTICLE IX - CONFLICT WITH UNIVERSITY RULES, ETC.

Section 1. When and if changes in the Laws, University Rules, or the Contract between the University of Cincinnati and the AAUP occur which conflict with these By-Laws, the appropriate Law, University Rule, or Contract will take precedent over these By-Laws.

Section 2. Any actions taken between the time of conflict and the amendment of these By-Laws shall be within the spirit of these By-Laws.

University of Cincinnati - OM1 College of Applied Science  
Faculty Bylaws Adopted November 2, 2000

STANDING RULES

Section 1. The following items of business shall be taken up in order at regular meetings:

- A. Call to order
- B. Approval of the Minutes of the previous meeting(s)
- C. Correspondence
- D. Reports of Standing Committees
- E. Reports of Special Committees
- F. Special Orders
- G. Unfinished business and general orders
- H. New business
- I. Adjournment

Section 2. The order of business for a particular meeting may be changed upon a majority vote of the members in attendance.

ARTICLE II - NOTIFICATION OF MEETINGS.

Section 1. Agenda. The Faculty Chairperson, in consultation with the Dean, shall prepare and publish an agenda for each meeting.

Section 2. Notice required. The Faculty Chairperson shall notify each member of every meeting by placing a notice, containing the agenda, in the appropriate mailbox in the College.

Section 3. Timing required. Notices of all meetings, except meetings recessed to the next day, shall be so placed in member's mailboxes at least two (2) but no more than five (5) working days before the meeting.

ARTICLE III - PUBLICATION OF MINUTES OF MEETINGS

The Secretary shall publish the minutes of all meetings to all members of the Faculty. (This includes the President of the University.)

APPENDIX A  
University of Cincinnati - OMI College of Applied Science  
Faculty Bylaws - Reappointment, Promotion, and Tenure Policies and Procedures

Preface

Reappointment, promotion and tenure shall be based upon teaching, scholarship/research and professional service that advances the goals of the OMI College of Applied Science and the University of Cincinnati. This guiding principle of reappointment, promotion and tenure for the faculty of the OMI College of Applied Science shall be in keeping with Articles regarding Reappointment, Promotion, Tenure and Appointment, in the Agreement between the University of Cincinnati and the American Association of University Professors University of Cincinnati Chapter.

I. GUIDELINES FOR REAPPOINTMENT/PROMOTION/TENURE

The Reappointment, Promotion and Tenure (RPT) criteria for an academic unit shall be established by that academic unit and approved in accordance with the Agreement between the University of Cincinnati and the American Association of University Professors, University of Cincinnati Chapter. Academic recommendations at all levels of evaluation shall be based on the criteria established by the candidate's academic unit.

II. REQUIRED DOCUMENTATION

The Reappointment, Promotion and Tenure (RPT) criteria for an academic unit shall be established by that academic unit and approved in accordance with the Agreement between the University of Cincinnati and the American Association of University Professors, University of Cincinnati Chapter. A copy of the criteria established by the candidate's academic unit must be included as part of the candidate's submission.

III. REVIEW PROCESS RESPONSIBILITIES

A. For Reappointment:

1. Candidate's responsibilities: A candidate for reappointment shall submit his/her dossier with the relevant supporting evidence to his/her department head in accordance with the procedures and time schedule established by the current Agreement between the University of Cincinnati and the American Association of University Professors, University of Cincinnati Chapter. The candidate should use the "FILE CHECKLIST - Reappointment, Promotion, Tenure or Continuous Appointment Review" form as a guide to insure that complete documentation is in the dossier. The candidate shall request that the appropriate peer evaluations of teaching, professional activities and scholarship/research, as reflected in the dossier, be sent to the Department Head to arrive no later than one week prior to the appropriate date to forward the dossier to the dean.
2. Department Head's initial responsibilities: It shall be the responsibility of the department head to insure that the requests for reappointment be prepared and submitted to the dean in accordance with the procedures and time schedule

established by the current Agreement between the University of Cincinnati and the American Association of University Professors, University of Cincinnati Chapter. The department head shall review the candidate's dossier with the candidate. If the dossier is not complete, the department head shall return it to the candidate to be completed expeditiously. The Department Head shall review the candidate's dossier with the candidate. If the dossier is not complete, the Department Head shall return it to the candidate to be completed expeditiously. The Department Head shall then forward a copy of the candidate's dossier to each member of the Academic Unit's RPT committee.

3. The Academic Unit's RPT Committee shall review the candidate's dossier. The Academic Unit's RPT Committee may suggest changes or additions in the dossier to the candidate. When the review is completed, the Academic Unit's RPT committee shall compose a letter stating its recommendation for approval or denial of the request and the reasons for that recommendation. This letter shall be sent to the Department Head with a copy to the candidate. The Academic Unit's RPT Committee shall then return all copies of the candidate's dossier to the Department Head.
4. Department Head's next responsibilities: The Department Head shall include a copy of the Academic Unit's RPT Committee's recommendation in each copy of the candidate's dossier. The Department Head shall discuss his/her recommendation for approval or denial of the request with the candidate indicating the reasons for the recommendation. The Department Head will then attach a letter of recommendation in the front of the dossier and forward the dossier to the Dean's office. A copy of the Department Head's letter shall be given to the candidate when submitted to the Dean's office.

B. For Promotion and/or Tenure:

1. Candidate's responsibilities: A candidate for promotion, and/or tenure shall submit his/her dossier with the relevant supporting evidence to his/her Department Head by the first (1<sup>st</sup>) Wednesday of the autumn academic quarter. The candidate should use the "FILE CHECKLIST - Reappointment, Promotion, Tenure or Continuous Appointment Review" form as a guide to insure complete documentation in the dossier. The candidate shall request that the appropriate peer evaluations of teaching, professional activities and scholarship/research, as reflected in the dossier, be sent to the Department Head to arrive no later than the first (1<sup>st</sup>) Wednesday of the autumn quarter.
2. Department Head's initial responsibilities: The Department Head shall review the candidate's dossier with the candidate. If the dossier is not complete, the Department Head shall return it to the candidate to be completed expeditiously. The Department Head shall then forward a copy of the candidate's dossier to each member of the Academic Unit's RPT committee.
3. The Academic Unit's RPT Committee shall review the candidate's dossier. The Academic Unit's RPT Committee may suggest changes or additions in the dossier to the candidate. When the review is completed, the Academic Unit's RPT committee shall compose a letter stating its recommendation for approval

or denial of the request and the reasons for that recommendation. This letter shall be sent to the Department Head with a copy to the candidate. The Academic Unit's RPT Committee shall then return all copies of the candidate's dossier to the Department Head.

4. Department Head's next responsibilities: The Department Head shall include a copy of the Academic Unit's RPT Committee's recommendation in each copy of the candidate's dossier. The Department Head shall discuss **his/her** recommendation for approval or denial of the request with the candidate indicating the reasons for the recommendation. The Department Head will then attach a letter of recommendation in the **front** of the dossier and forward the dossier to the Dean's **office**. A copy of the Department Head's letter shall be given to the candidate when submitted to the Dean's office.

C. For Reappointment, Promotion, and/or Tenure

1. Dean's Office responsibilities: The Dean's **office** shall accept the dossiers **from** the Department Heads. When all of the dossiers for a particular review cycle are complete, they shall be forwarded as a group to the College Reappointment, Promotion and Tenure (RPT) Committee for its deliberations and recommendations. The Dean shall then review each candidate's dossier and forward it in accordance with the current Agreement between University of Cincinnati and AAUP, University of Cincinnati Chapter. A copy of the Dean's letter of recommendation shall be forwarded to the candidate and the appropriate Department Head.
2. College RPT Committee responsibilities: The College Reappointment, Promotion and Tenure Committee shall review, deliberate, and make a written **recommendation** to the Dean on each dossier submitted to the committee. The recommendation shall be based upon the dossier presented to the committee. A copy of the recommendation shall be forwarded to the candidate and his/her Department Head when forwarded to the Dean.

IV. COLLEGE REAPPOINTMENT, PROMOTION AND TENURE COMMITTEE COMPOSITION

- A. The College Reappointment, Promotion and Tenure Committee shall consist of one member from each academic department, and two at-large members from the full-time Faculty of OCAS as stated in Article VI, 4, B, 2 of the college ByLaws.
  1. Committee members shall be elected by a vote of the appropriate faculties.
  2. Members will serve terms of two (2) years with approximately one-half (1/2) of the membership being elected annually.
  3. As academic departments are added to or subtracted from the College, their names shall be added or subtracted by vote of the Faculty to the lists in IV.4.B.2 of the By Laws in such a manner as to insure, within one person, an equal number of persons will be elected in even and odd years. At times the first person elected by a department will then only serve an initial one-year term

4. The elections shall be completed no later than the end of the regular Faculty Meeting in February.
- B. Each year a chairperson will be elected by the committee members from the committee membership.
  - C. The Dean shall schedule a common two (2) hour block of time each week during the academic year reserved for the sole purpose of deliberations by the committee members.
  - D. In the event that a vacancy occurs in an at-large position, a replacement will be elected by the Faculty from the **full-time** Faculty of the College.
  - E. In the event a vacancy occurs on the committee, and the empty seat represents an academic department, a replacement will be elected by the members of that department from the eligible **full-time** Faculty of the College.
  - F. A faculty member under consideration for reappointment, promotion or tenure is ineligible to be a member of the committee during the year of consideration.

#### V. COLLEGE REAPPOINTMENT, PROMOTION AND TENURE COMMITTEE PROCEDURES

- A. The deliberations of the College Reappointment, Promotion and Tenure Committee shall be conducted in private. It is incumbent upon each member of the committee to maintain the privacy of all members of the committee. The recommendations of the committee are made with one voice, and shall be represented as such by each member of the committee.
- B. The function of each member of the committee shall be to evaluate the qualifications and accomplishments of each Faculty Member being considered for promotion, or tenure as detailed in the candidate's dossier. If there are omission of facts that are worthy of consideration, documentation may (and should) be added to substantiate those facts during the deliberations. It shall not be the responsibility of a committee member to be the champion or advocate of a candidate from a committee member's department.
- C. The committee will consider for reappointment, promotion or tenure all Faculty Members whose dossiers are submitted. A period of time for review and study of each candidate's qualifications will be provided, the length of which shall be agreed upon by the members of the committee, so that each candidate shall receive equal consideration.
- D. The order of consideration shall be by random selection within each category:
  1. Instructor to Assistant Professor
  2. Assistant Professor to Associate Professor
  3. Associate Professor to Professor
  4. Candidates for tenure only will be considered in each category after the candidates for promotion and tenure to the tenured rank

5. Candidates for reappointment will be considered in accordance **with** the **time** schedule in the current Agreement between University of Cincinnati and AAUP, University of Cincinnati Chapter

- E. All votes shall be taken by secret, written ballot.
- F. It is expected that each member will be present during all deliberations. The quorum necessary for voting shall be two-thirds of the members of the College RPT Committee.
- G. In order for the committee to make a recommendation that a candidate be reappointed, promoted, or granted **indefinite** tenure, at least a majority of the College RPT Committee members present must agree to the recommendation.

#### VI. RECOMMENDATIONS CONCERNING LENGTH OF SERVICE

The Reappointment, Promotion and Tenure (RPT) criteria shall be established by each academic unit consistent with the current agreement between the University of Cincinnati and the American Association of University Professors University of Cincinnati Chapter. Academic recommendations at all levels of evaluation shall be based on the criteria established by the candidate's academic unit.

#### VII. APPEAL PROCEDURES

It is the responsibility of the candidate to initiate any appeal in accordance with the agreement between the University of Cincinnati and the American Association of University Professors, University of Cincinnati Chapter.

**FILE CHECKLIST**  
**Reappointment Promotion, and Tenure Review**

Name/College/Department: \_\_\_\_\_  
Current Academic Rank: \_\_\_\_\_ Home Address: \_\_\_\_\_  
Initial Appointment Date: \_\_\_\_\_  
Initial Academic Rank: \_\_\_\_\_  
Action Requested., \_\_\_\_\_ Reappoint P r o m o t e T e n u r e \_\_\_\_\_

**FILE CONTENTS**

\_\_\_\_\_ Candidate's Table of Contents  
\_\_\_\_\_ Candidate's C. V.  
\_\_\_\_\_ Candidate's Self-evaluation Statement  
\_\_\_\_\_ Academic Unit Head's summary of candidate's annual reviews (if applicable)

**SUMMARY AND ASSESSMENT** (Unit Head or other reviewer should initial, as appropriate. Written summaries and assessments **may** be part of a reviewer's recommendation, or they may be provided as separate documents in the file.)

\_\_\_\_\_ of **Instruction** (Evaluate range and frequency of courses taught/developed by candidate; include graduate student advising and thesis and dissertation supervision.)  
\_\_\_\_\_ of **Publication/Performance/Exhibition** (Evaluate research, creative, and scholarly work products.)  
\_\_\_\_\_ of **Research/Scholarship/Creative Work** (Evaluate the development, influence, and potential of work in progress.)  
\_\_\_\_\_ of **Professional Service/Contributions to the Discipline** (Evaluate the development, influence, and potential of candidate's service.)  
\_\_\_\_\_ of **University/College/Community Service** (Evaluate applicable service at any or all of these levels, as appropriate to the faculty appointment and the academic unit.)

**RECOMMENDATIONS** (Each review level should enter requested data.)

Dean \_\_\_\_\_  
Recommended Action, Signature, and Date.  
College Committee \_\_\_\_\_  
Recommended Action, Signature and Date.  
Academic Unit Head \_\_\_\_\_  
Recommended Action, Signature, and Date.  
Academic Unit Committee \_\_\_\_\_  
(Dept., Div., or School) Recommended Action, Signature, and Date.

I have read and understand the RP&T criteria and procedures of my college and academic unit, and my rights and responsibilities under Articles 7 and 8 of the UC/AAUP Agreement

\_\_\_\_\_ Candidate's Signature and Date  
Originally issued, 1987  
Last Revision, 1993

UNIVERSITY OF CINCINNATI - OMI COLLEGE OF APPLIED SCIENCE  
FACULTY BY-LAWS - STUDENT GRIEVANCE COMMITTEE BY-LAWS  
(Revised February, 1989)  
APPENDIX B  
STUDENT GRIEVANCE COMMITTEE BY-LAWS

The following are the procedures and guidelines for the College Student Grievance Committee.

I. Composition

- A. Full-time teaching faculty members elected at the annual meeting of the Faculty.
  - 1. Three (3) regular members.
  - 2. One (1) alternate.
  - 3. No more than one (1) of the above members shall be from the same academic department.
- B. Full-time students selected by the College Student Tribunal.
  - 1. Three (3) regular members.
  - 2. One (1) alternate.
  - 3. No more than one (1) of the above members shall be from the same academic department.

II. Officers. The committee shall meet and choose a chairperson from its regular faculty membership no later than October 31 of each year.

III. Terms of Office.

- A. The term of office for a member of the College Student Grievance Committee shall be one (1) year.
- B. Any vacancy in the membership of the College Student Grievance Committee caused by death, resignation, or other reason shall be filled by election in the body initially filling the position.
- C. After two consecutive terms on the College Student Grievance Committee, a member may not serve again until after an interval of one (1) year.

IV. Jurisdiction of the College Student Grievance Committee.

- A. The College Student Grievance Committee is established for the purpose of referral of grievances between students and faculty. The powers and procedures of the committee are shaped to reflect the types of disputes which may arise out of the relationship between students and faculty.
- B. The ultimate power and authority of the College Student Grievance Committee is to hear disputes and to advise the Dean of the College on their disposition.

UNIVERSITY OF CINCINNATI - OMI COLLEGE OF APPLIED SCIENCE  
FACULTY BY-LAWS - STUDENT GRIEVANCE COMMITTEE BY-LAWS  
(Revised February, 1989)

- C. Nothing in this document shall be construed to supplant the special jurisdictions and procedures set forth in the Ohio Revised Code.
  - D. The jurisdiction of the College Student Grievance Committee is essentially appellate. **An** aggrieved person must first exhaust all other existing academic remedies before the committee will act on a grievance.
  - E. The Dean will convene the committee when a grievance arises that can not be resolved to the aggrieved person's satisfaction through other existing academic remedies.
  - F. The decisions of the committee become recommendations to the Dean **and/or** the faculty member **and/or** the student concerned.
- V. Committee Procedures.
- A. How to file a grievance.
    - 1. Complaints filed with the Committee must be in writing and must include a description of the steps that have been taken to settle the dispute through normal departmental, and College administrative channels.
    - 2. All materials are to be submitted to the Chairperson of the College Student Grievance Committee.
  - B. The Committee will review all complaints at its regular scheduled meetings or at special meetings called to consider particular cases.
  - C. When a case has been accepted, a full evidentiary hearing shall be scheduled before the committee as soon as possible.
  - D. The committee shall give due regard to "academic due process" during its deliberations.
  - E. The hearing procedure will be closed but a written or tape record of the proceedings must be taken.
  - F. A written record of these decision, including reasons, will be kept in the Committee's files and a copy transmitted to all parties in the dispute.
  - G. A grievant may represent himself/herself before the College Student Grievance Committee or select any other representative to present the grievance before the Committee. The grievant **and/or** representative must be present at the hearing(s) before the College Student Grievance Committee. The grievant must be informed of the hearing at least ten (10) calendar days prior to the hearing. If a grievant **and/or** representative fails to appear before the committee on two (2) successive hearing dates, the grievance petition will automatically be dismissed.
  - H. A grievance complaint must be initiated within thirty (30) days after the occurrence of action giving rise to the grievance, or thirty (30) days after the knowledge of the occurrence of the action giving rise to the complaint. Where undue hardship or inequity would result to the grievant, the College Student Grievance Committee may extend the

UNIVERSITY OF CINCINNATI - OMI COLLEGE OF APPLIED SCIENCE  
FACULTY BY-LAWS - STUDENT GRIEVANCE COMMITTEE BY-LAWS  
(Revised February, 1989)

time periods and establish a reasonable time period for the particular circumstances of the case.

I.

UNIVERSITY OF CINCINNATI - OMI COLLEGE OF APPLIED SCIENCE  
FACULTY BY-LAWS - Appendix E  
Policies and Procedures for the Curriculum Committee  
APPENDIX C  
Periodic Review of Deans and Department Head Policies and Procedures

I. General Requirements.

- A. Each individual who is a Dean, Associate Dean, Assistant Dean or Department Head affiliated with the College shall be reviewed in accordance with these by-laws.
- B. The initial appointment shall be for a four (4) year term in all cases.
- C. Subsequent appointments shall be for a five (5) year term.
- D. In order to provide for a continuing review of the College administration, the number of review committees shall be evenly distributed over the years.
- E. The appointing authority shall exercise the usual and customary powers with respect to accepting the recommendations of the committee appointed under these by-laws.
- F. The review shall be conducted during the third (3<sup>rd</sup>) year of a four (4) year term or during the fourth (4<sup>th</sup>) year of a five (5) year term.
  1. The year during which the review is to be conducted shall be referred to as the "review year" in what follows.
  2. The review shall be completed no later than the end of the review year.

II. The Appointing Authority.

- A. The review or search committee for the Dean shall be appointed by the appropriate vice president in accordance with the University's regulations.
- B. The review or search committee for Associate or Assistant Dean and Department Heads shall be appointed by the Dean of the College.
  1. The membership of each committee shall be in accordance with Section III of these by-laws.
  2. The Appointing Authority shall designate the committee chairperson.

III. Composition of Review and Search Committees

- A. The composition of the review or search committee involving the Dean is established by the University Regulations.
- B. The composition of the review or search committee involving an Associate Dean or Assistant Dean shall be:
  1. One (1) faculty member, and one (1) academic department head, selected by the Dean of the College.
  2. The Faculty shall select three (3) faculty members.
  3. One (1) student, who has completed at least forty-five (45) credit hours towards his degree, selected by the students immediately within the Dean's major area of responsibility.
  4. The department head selected by the dean shall chair the committee.
  5. No more than one (1) department head shall serve on the committee.
- C. The composition of the review or search committee for each Department Head shall be:
  1. Three (3) faculty members selected by the faculty of the department concerned.
  2. Two (2) faculty members selected by the Dean of the College from the faculty of related departments.
  3. One (1) student, who has completed not less than forty-five (45) credit hours toward his degree, selected by the student body of the department concerned.
  4. No more than one (1) department head shall serve on the committee.

UNIVERSITY OF CINCINNATI - OMI COLLEGE OF APPLIED SCIENCE  
FACULTY BY-LAWS - Appendix E  
Policies and procedures for the Curriculum Committee

5. The dean shall designate one of the faculty members selected by the departmental faculty as the committee chairperson.

IV. Chronology of Events During the Review Year for the Dean of the College.

- A. The members of the review committee for the Dean shall be appointed by the Vice President concerned.
- B. If the Dean desires to continue as Dean of the College, he shall take the following actions:
  1. No later than November 1 of the Review Year, he shall inform the Vice President concerned of his decision to continue as Dean of the College.
  2. He shall request the Vice President to form a review committee no later than January 1 of the review year.
  3. He shall request that the review committee's deliberations and report be completed not later than June 1 of the review year.
- C. If the Dean intends to resign, he shall inform the Vice President of his intentions no later than November 1 of the review year and request that the following actions be taken:
  1. That the Vice President form a search committee no later than the beginning of the following academic year.
  2. That the deliberations and report of the search committee be completed no later than June 1 of the following academic year.
- D. If the incumbent Dean fails to comply with IV. B. or IV. C. above, the Vice President shall take the actions indicated in II. C. 1. and II. C. 2.
- E. The review committee can make either of the following two (2) recommendations:
  1. That the incumbent be reappointed for another term.
  2. That a search be made for an individual to be appointed.
- F. If the review committee recommends that a search be made:
  1. It shall become, with the approval of the Vice President, the search committee to find the individual to be appointed.
  2. It shall complete the necessary deliberations and submit the appropriate recommendations no later than June 1 of the following academic year.
  3. The search committee shall strive to involve all of the faculty of the College in the selection process.

V. Chronology of Events During the Review Year for Associate and Assistant Deans Affiliated with the College and Department Heads.

- A. No later than November 1 of the review year, the Dean shall consult with the incumbent to determine the incumbent's desires concerning his continuation in office.
  1. If the incumbent indicates that he/she desires to continue in office:
    - a. The Dean shall take the necessary actions to appoint a review committee no later than January 1 of the review year.
    - b. He shall request that the review committee's deliberations and report be completed not later than June 1 of the review year.
  2. If the incumbent indicates that he/she intends to resign:
    - a. The Dean shall take the necessary actions to appoint a search committee no later than the beginning of the following academic year.
    - b. The search committee's deliberations and report shall be completed no later than June 1 of the following academic year.

UNIVERSITY OF CINCINNATI - OMI COLLEGE OF APPLIED SCIENCE  
FACULTY BY-LAWS - Appendix E

Policies and Procedures for the Curriculum Committee

- B.** The review committee can make either of the following two (2) recommendations:
  - 1. That the incumbent be reappointed for another term.
  - 2. That a search be made for an individual to be appointed.
- C.** If the review committee recommends that a search be made:
  - 1. It shall become, with the approval of the Dean, the search committee to find the individual to be appointed.
  - 2. It shall complete the necessary deliberations and submit the appropriate recommendations no later than June 1 of the following academic year.
  - 3. The search committee shall strive to involve all of the faculty concerned in the selection process. The faculty concerned shall be:
    - a. The College faculty for the Associate and Assistant Deans.
    - b. The departmental faculty for Department Heads.

UNIVERSITY OF CINCINNATI - OMI COLLEGE OF APPLIED SCIENCE  
FACULTY BY-LAWS - Appendix E  
Policies and Procedures for the Curriculum Committee  
Appendix E  
Policies and Procedures for the Curriculum Committee

The Curriculum Committee is an advisory committee to the Faculty and the Dean of the College and previews all proposals that affect curriculum, prior to implementation. The Committee considers recommendations for course or program changes from Faculty or academic administrators. The Committee studies such proposals and presents its recommendations to the Faculty.

**Membership:**

One representative elected from each academic department. Elections are governed by procedures in Article VI Committees of the 'By-Laws, Faculty, OMI College of Applied Science'. The exception is the first Committee, the members of which will be elected within two weeks of the adoption of these policies and procedures. Immediately after each department elects its representative, the department head shall report the name of the department's representative to the Dean of the College. The Dean shall publish and distribute a list of Committee members and call them together for their first meeting. Each member of the first Committee from the Departments of Chemical, Construction Science and Electrical shall hold his/her position until May, 1991. New members will be elected from those departments to satisfy the requirements of the procedures in Article VI, Section 2b. Membership Term 'By-Laws, Faculty, OMI College of Applied Science'.

A chair shall be elected at the first meeting by the Committee members from their membership.

The Associate Dean for Academic Affairs is a non-voting consulting member, who administers the efficient flow of proposals.

**Proposals:**

Proposals are of two classes: routine and academically meaningful. Routine proposals terminate at the office of the College Dean. Academically meaningful proposals proceed to the Provost's office.

**Routine proposals include:**

1. Changes in course number.
2. Changes in title.
3. Changes in course description without substantial change in course content.

**Academically meaningful proposals include:**

1. Addition of new courses, both credit and non-credit.
2. Addition of new programs.
3. Revisions of programs.
4. Elimination of courses or programs.
5. Changes of course credit.
6. Changes in pre-requisites.

**Exceptions to immediate review:**

1. Credit and non-credit courses requested by business or industry or
2. Courses mandated for accreditation remedies that require a timely response.

Requests for exceptions will be directed to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will inform the Committee Chair and Department Heads of requests for exceptions. No course will be eligible for more than one exception; consequently, the curriculum review process will be delayed only until such time as any department wishes to repeat an excepted course.

UNIVERSITY OF CINCINNATI - OMI COLLEGE OF APPLIED SCIENCE  
FACULTY BY-LAWS - Appendix E  
Policies and Procedures for the Curriculum Committee

Procedure:

1. All proposals originate with Faculty or academic administrators with the submission of a Curriculum Action Request Form and appropriate documentation.
2. The department head reviews the proposal with department members and signs the proposal.
3. The department head forwards the proposal to the Associate Dean for Academic Affairs.
4. The Associate Dean for Academic Affairs catalogs the proposal and forwards copies of it to all members of the Committee and the Department Heads' Group. Under deadlines published at the beginning of the academic year by the Associate Dean for Academic Affairs, the Committee and the Department Heads' Group proceed with concurrent deliberations in a timely manner. The Committee Chair shall submit a monthly report to the Faculty on the Monday before the regular Faculty meeting, including the following information:
  - a. a list of all proposals for the month
  - b. the department requesting action
  - c. the course number and/or title
  - d. the action requested
  - e. the Committee recommendations to the Faculty
  - f. exceptions.

Full information on all proposals will be available through Committee members, Department Heads and the Associate Dean for Academic Affairs.

Responsibility of the Department Heads' Group:

To evaluate the impact of curriculum changes on College resources, addressing the following considerations:

- a. University and College goals and objectives.
- b. University and College strategic planning.
- c. Interdepartmental issues: appropriateness of placement in academic discipline, scheduling and physical, financial and personnel resources and responsibilities.

Responsibility of the Curriculum Committee:

To review the academic impact of curriculum changes on the College, addressing the following considerations:

- a. Academic standards.
- b. Accreditation impact.
- c. University and College goals and objectives.
- d. University and College strategic planning.
5. Disputes originate when a department or departments claim that a proposal infringes its offerings academically. Every effort should be made to resolve disputes in appeals to the Committee before its members make a recommendation to the Faculty. After the Committee makes a recommendation and a dispute is unresolved, disputants can appeal directly to the Faculty at the Faculty meeting in which the recommendation is under review.
6. The Faculty review the Committee's recommendations, hear appeals and vote on the Committee's recommendations at the regular Faculty meeting.
7. The vote of the Faculty determines final recommendation to the Dean on all curriculum proposals. The Secretary of the Faculty shall inform the Associate Dean for Academic Affairs of the Faculty's decisions. The Associate Dean for Academic Affairs shall record final recommendations of the Faculty and forward the appropriate forms to the Dean of the College for disposition. If the Dean rejects a Faculty recommendation, he/she shall

UNIVERSITY OF CINCINNATI - OMI COLLEGE OF APPLIED SCIENCE  
FACULTY BY-LAWS - Appendix E  
Policies and Procedures for the Curriculum Committee  
**inform the Faculty in writing of the reasons for doing so before the next regular Faculty meeting.**