

**UNIVERSITY OF CINCINNATI CLERMONT COLLEGE
BYLAWS OF THE FACULTY**

- I. Membership and Voting (Revision approved 2/18/88)
- A. In conformance with regulation 3361: 50-01-03 (effective March 16, 1978) of the Rules of the University of Cincinnati, the faculty of Clermont College shall consist of the following holders of academic or administrative rank: The President of the University, the Senior Vice President and Provost, the Dean of the College, Associate Deans, Assistant Deans, Professors, Associate Professors, Assistant Professors, Instructors, Librarians, and including all persons holding full-time clinical, field service, or research titles, and adjunct appointments of 65% or more FTE. Upon nomination, other individuals may be elected to the faculty. (Revisions approved 10/18/01 and 11/20/03)
 - B. A quorum for any action by this faculty shall be 2/3rds of the Clermont College faculty (as listed in Section A but excluding the President and the Senior Vice President and Provost). A simple majority of those present and voting shall be sufficient for passage of any issue except the amending of these bylaws or the bylaws of standing committees, which shall require a 2/3 majority of those present and voting. (Revision approved 11/20/03)
 - C. Part-time or visiting teaching personnel shall be considered nonvoting members of the faculty, eligible to attend and participate in any meeting of the whole. They shall be eligible for appointment (but not election) to standing or ad hoc committees. They may also attend any open meetings of standing or ad hoc committees.
 - D. Members of the administrative staff not specifically included as members of the faculty under part A shall be considered non-voting members of the faculty, eligible to attend and participate in any meeting of the whole. They shall be eligible for appointment (but not election) to standing or ad hoc committees. They may also attend any open meetings of standing or ad hoc committees.
- II. Meetings of the Faculty (Approved 1/15/87) (Revision approved 11/17/94)
- A. The faculty shall meet at least once per academic quarter (excluding summer) but may meet more frequently, if necessary, to discuss matters of faculty concern.
 - B. Meetings may be called by the Dean or by the Faculty Senate. Meetings shall be presided over by the Chair of the Faculty Senate or by the Faculty Senate Chair's designee. Members will be given at least two weeks notice of regular meetings and as much notice as is feasible of special meetings.
 - C. Agendas for meetings will be developed in conjunction with the Dean. Items for inclusion on the agenda may be submitted to the Faculty Senate or directly to the Dean. Copies of the agenda will be distributed to the faculty at least five working days prior to the meeting. Agendas will also be distributed to all individuals mentioned in IC. and D.
 - D. The Dean or the Faculty Senate, where appropriate, will appoint a secretary to record the minutes of the meetings. Minutes will be distributed to all members within 3 weeks after each meeting. Minutes will also be distributed to all who receive agendas.
 - E. Robert's Rules of Order will govern the conduct of faculty meetings. A faculty member will be appointed to act as Parliamentarian by the Faculty Senate. (Revision approved 10/18/01)

III. The College Dean (Approved 1/15/87)

- A. The Dean is the administrative head of the College and has final responsibility in all areas at the college level.
- B. The Dean is the representative of the College to the Central Administration of the University.
- C. The Dean shall receive an initial appointment for a term of five years and reappointments shall be for terms of five years.
- D. Candidates for Dean shall be nominated in accordance with Section 3361: 50-01-02 of the Rules of the University.
- E. Review of an incumbent Dean shall take place during the penultimate year of his term in accordance with Section 3361: 50-01-02 of the rules of the University.

IV. Standing Committees (Approved 1/15/87)

- A. The faculty of Clermont College shall have standing committees as described in Section V.
- B. Except as provided for in the Collective Bargaining Agreement, each committee shall function in an advisory capacity only.
- C. By September 1, the Chair of each standing committee shall submit an annual written report to the faculty concerning its function during the year. The Faculty Senate shall maintain a file of these reports.
- D. After the Spring elections have been conducted, the current chair will designate a member of the Committee to be responsible for calling the first organizational meeting no later than the second week of the quarter. A note will be distributed to current and future Committee members as well as the Chair of the Faculty Senate as to the designee and copied to the Dean's office. This should in no way endorse the designee as chair. (Approved 4/16/98)

V. Description of Standing Committees

A. Membership, terms of office, charge of committee

1. Faculty Senate (Approved 4/18/02, effective 9/1/2002)

a) Membership

The membership of the College Faculty Senate shall follow the following specifications.

- 1) There will be at least 2 members from each division.
- 2) Senate candidates may self nominate.
- 3) Elections of Senators will be timed so that there will be staggered terms of office.
- 4) Each division will vote for their two Senators.
 - One Division Senator from each division must be tenured and one may be non-tenured.

- 5) The 7th member will be elected by the whole faculty and given the title, "Senator-At-Large".
 - The Senator-At-Large will be elected first by the full faculty, and can be from any division.
 - The Senator-At-large must be tenured.
 - 6) The membership of the College Faculty Senate will include one administrator liaison, designated by the Dean.
 - 7) One Faculty Senator will serve as a liaison member to the Instructional Team and one Senator will serve as liaison to the Administrative Council.
 - 8) The Chair of the Senate must be tenured.
 - The Chair of the Senate will be elected from the list of tenured Senators, by the whole faculty. Individuals who are eligible are given the right to withdraw their name.
 - The Chair will serve for a one-year term and may be elected for additional terms.
- b) Terms of Office: the term of office for a Senator will be for two years. After two consecutive terms, a faculty member will not be eligible for re-election for one year. If a member of the Senate cannot serve any part of their term, the Chair (or the Secretary if the member who resigns is the Chair) will request that the subcommittee on elections hold an immediate election to select a replacement.
- c) Charge: The Senate will: appoint and dissolve ad hoc committees; conduct nominations and elections for all standing committees and for representatives to Faculty Senate; designate, from among its members, an Elections Subcommittee for this purpose; advise the Dean of agenda items for faculty meetings; after consultation with the Senate, the Chair of the Senate will meet with the Dean to develop the agenda for faculty meetings; Senate Chair will conduct the College Faculty Meetings; review the College Budget; receive reports from standing committees and the University Faculty Senate representatives; consider any items that the Dean wishes to present to the Faculty and make recommendations if the Dean so wishes; consider all matters that may be of concern to members of the Faculty or that may affect their interests as members of the Faculty and make constructive recommendations to the Faculty and the administration on such matters; represent the Faculty between faculty meetings; provide leadership in monitoring and integrating the work of all standing faculty committees; review committee structure and recommend changes to the committees (such as combining and eliminating faculty committees); review policies and procedures that are discussed at the Instructional Team and Administrative Council; have a joint meeting at least once per quarter with the Academic Associate Dean and the Division Chairs; build liaisons with at least the following groups: part-time Faculty, Student Tribunal, AAUP, University Senate, and Community Advisory Council which may result in each Senator having an assigned responsibility for a group.

2. College Reappointment, Promotion, and Tenure Committee (Approved 2/19/87) (Revisions Approved 2/18/99 and 11/20/03)
 - a) Membership: The College Reappointment, Promotion, and Tenure
 - 1) There must be one member from each division;
 - 2) All members of the College RPT Committee must be tenured
 - 3) The terms will be limited to 3 years, with elections timed so that there will be staggered terms of office
 - 4) Changes in membership and terms effective with Spring 2002 elections
 - 5) The Dean, Associate Deans, Assistant Deans, Assistants to for membership.
 - b) Terms of Office: Terms will be limited to 3 years. After one term, a faculty member shall not be eligible for re-election for three years.
 - c) Charge: The Committee shall act in accordance with the requirements of the Agreement between the University of Cincinnati and AAUP, University of Cincinnati Chapter.
3. Faculty Planning Committee (Approved 2/19/87, and 11/20/03)
 - a) Membership: The Faculty Planning Committee shall have seven
 - 1) Five full-time members elected by the full-time faculty,
 - 2) The Dean or his designee;
 - 3) One member representing the Administration to be
 - 4) The Committee shall elect a chair from its membership who shall call meetings, set each meeting agenda, and chair meetings.
(Approved 2/19/98)
 - b) Terms of Office: Terms of office for full-time faculty will be for two years. After two consecutive terms, a faculty member shall not be eligible for re-election or designation for two years.
 - c) Charge: The duties of the Committee shall be to assist the Dean in Accreditation Association. The College Planning Committee should also suggest directions for future growth, keep all faculty, advisory and administrative groups abreast of current information and provide copies of all planning documents to the Clermont College Library to be kept on file for the public. The planning shall include (but not be limited to) physical facilities, program development, and service to the community.
4. Student Scholarship/Faculty Recognition Committee (Approved 2/19/87)
(Revisions approved 4/19/98)
 - a) Membership: The Student Scholarship/Faculty Recognition Committee shall have six members as follows:
 - 1) Three members elected from the full-time faculty;
 - 2) One Student designated by Student Government;

- 3) The Associate Dean for Student Development.
 - 4) Community Outreach Coordinator
 - b) Terms of Office: Terms of office for full-time faculty members shall be two years. After two consecutive terms, a full-time faculty member shall not be eligible for re-election for two years. The student shall serve a one year term with no restrictions on reappointment. The Associate Dean shall be an ex-officio member. The Community Outreach Coordinator shall be an ex-officio member. (Revision approved 4/15/99)
 - c) Charge: To oversee faculty recognition awards on the college and university levels. The Committee's decisions for the College are final. Obtain, review, and select from applications for academic and non-traditional student scholarships; recommendations are made to the Dean.
5. Scholastic Review Committee (Approved 2/19/87)
- a) Membership: The Scholastic Review Committee shall have four members as follows:
 - 1) Three members elected from the full-time faculty;
 - 2) The Assistant Dean for Student Development.
 - b) Terms of Office: Terms of office for full-time faculty members shall be two years. After two consecutive terms, a full-time faculty member shall not be eligible for re-election for two years. The Assistant Dean shall be an ex-officio member.
 - c) Charge: To recognize outstanding student achievement. To review and make recommendations of students whose records indicate academic difficulty. (Warning, Probation, Suspension: Specific list given in committee bylaws.)
6. Student Appeals/Instructor Evaluation Committee (Approved 10/19/95)
- a) Membership: The Student Appeals/Instructor Evaluation Committee shall have six members as follows:
 - 1) Three full-time faculty members elected by the full-time
 - 2) Two full-time students appointed by student government;
 - 3) The Associate Dean for Student Development.
 - b) Terms of Office: Terms of office for full-time faculty members shall be two years. After two consecutive terms, a full-time faculty member shall not be eligible for re-election or reappointment for two years. Terms of office for students shall be one year with no restrictions on reappointment. The Associate Dean for Student Development shall be an ex-officio member.

- c) Charge: To review the faculty evaluation instrument and recommend changes in its format and content as deemed necessary; establish procedures for administering the evaluation; review student cases concerning appeal of scholastic action that have been brought to the Committee; review student cases concerning appeal of disciplinary action that have been brought to the Committee; serve as the College Grievance Review Committee as stipulated in the Student Grievance Policy and Procedures.

7. Curriculum Committee (Approved 2/19/87)

- a) Membership: The Curriculum Committee shall have members as
 - 1) Two Administrative representatives appointed by the Dean;
 - 2) The Division Chairs;
 - 3) A full-time faculty representative from each division

Subject to the following restrictions:

The Administrative representatives shall be nonvoting.

- b) Terms of Office: The Administrative representative shall serve at the pleasure of the Dean. The Division Chairs shall serve ex-officio. The full-time faculty shall serve two-year terms. After two consecutive terms a member shall not be eligible for re-election for two years.
- c) Charge: The Curriculum Committee shall review all proposals for changes in the curriculum. The Committee shall ensure that the faculty is aware of all such proposals. After review, the Committee shall make recommendations to the Dean, with a copy to the Faculty Senate for additional comments.

8. Library Advisory Committee

- a) Membership of the Committee:
 - 1) Director of Library
 - 2) One full time Faculty member from each division
 - 3) One student designated by student government
- b) Terms of Office
 - 1) Terms of office for full-time faculty members shall be for two years. After two consecutive terms, a faculty member shall not be eligible for re-election for two years.
 - 2) The Librarian shall be an ex-officio member
 - 3) Terms of office for the student shall be one year with no restrictions on reappointment

- c) Charge
 - 1) To provide user input concerning libraries policies, procedures, services and facilities. The Library Advisory Committee serves as a "window" to the user community at Clermont College. It advised the Director of the Library regarding issues of concern to Clermont College faculty, students, and staff.
 - 2) To serve as a channel of communication and liaison between the Library and its users.
 - 3) To be an advocacy group to support library needs in serving the campus community.

9. Instructional Technology Committee (Approved 4/18/02)

a) Membership

The Instructional Technology Committee shall have seven (7) members as follows:

- 1) Four (4) full-time faculty members elected by the full-time faculty one at-large and one from within each Division;
 - 2) Associate Dean for Academic Services or designee;
 - 3) Director of Technology and Network Management;
 - 4) College Librarian
- b) Terms of Office: Terms of office for the elected full-time faculty members shall be two years. After two consecutive terms, a full-time faculty member shall not be eligible for re-election for two years.
- c) Charge: To assess faculty, student, and non-administrative instructional computer utilization and needs and on that basis will; develop a long-range instructional technology plan; provide input into the design and maintenance of computer facilities; recommend instructional computer policies to be forwarded to the Academic Associate Dean; propose and prioritize strategic initiatives in the area of distance learning; to disseminate relevant information and promote training opportunities to faculty; encourage the sharing of research and successful applications; assist faculty in identifying and securing grants and other relevant resources; act as liaison between UC Clermont and the wider UC community and to aid in the creation of partnerships for the advancement of technology resources with business entities and local, state and national government organizations.

10. Teaching and Learning Committee (Approved 4/18/02)

a) Membership

The Teaching and Learning Committee shall have seven (7) voting members as follows:

- 1) One (1) at-large elected faculty member;
- 2) One (1) full-time faculty member elected by each Division;
- 3) One (1) full-time faculty member appointed by each Division Chair;
- 4) Associate Dean of Academic Services or designee (ex-officio);
- 5) Institutional Researcher if applicable (ex-officio). Committee should have a grant writer in the absence of an Institutional Researcher.

b) Terms of Office: Terms of office for the full-time faculty members shall be two years. After two consecutive terms, a full-time faculty member shall not be eligible for re-election for two years. Initial elections will be timed so that there will be staggered terms of office for full-time faculty members.

c) Charge: The Committee's primary responsibility shall be: to foster a collaborative academic culture which is dedicated to continuous improvement of teaching and student learning at UC Clermont College; interface with the college wide committee responsible for institutional assessment by examining UC Clermont's academic mission and determining its performance in relation to that mission; establish a feedback loop to share information based on relevant data; become a resource to faculty to find, create and use information to enhance student learning and to communicate our effectiveness to faculty, students and the community at large.

11. Academic Assessment Committee (Approved February 16,2006)

a) Membership: The Academic Assessment Committee shall have seven members as follows:

- 1) One (1) full-time faculty member from each division, elected by the full-time faculty.
- 2) One (1) elected faculty member at-large from the full-time faculty.
- 3) One Faculty Senate appointed from the U. C. Clermont College Faculty Senate.
- 4) The Associate Dean for Academic Affairs.
- 5) Director of Institutional Research & Project Management.

The Associate Dean for Academic Affairs and the Director of Institutional Research & Project Management shall be non-voting members.

- b) Terms of office: Terms of office for the five full-time faculty will be for three years, initially elected on staggered terms. After one three-year term of service, a member may not be eligible for reelection for one year.
- c) Charge: The Academic Assessment Committee is charged with:
 - 1) Reviewing aggregate reports from the Program Review, Area Review, and General Education Assessment processes (initiated by the Curriculum Committee) to:
 - a) determine whether data and results are useful.
 - b) ensure consistency in data reporting.
 - c) ensure faculty discussions of assessment results and potential changes.
 - 2) Establishing a feedback loop for disseminating the information gleaned from these reports.
 - 3) Monitoring the feedback through comparison of year-to-year reports.
 - 4) Recommending modifications to assessment plans.
 - 5) Recommending any training or resources needed as they review the reports.
 - 6) Serving as an interface with the U. C. Clermont College Teaching & Learning Committee; specifically as to their charge (Charge B) that deals with institutional assessment *
 - 7) The three Divisional Members shall be responsible for leading the assessment discussions at their respective division levels.
 - 8) The Chair shall be responsible for submitting the Annual Report to the U. C. Clermont College Faculty Senate.

B. General Definitions and Provisions (Approved 2/19/87)

- 1. Definitions: As used in this document
 - a) "Faculty" shall mean those designated in Section IA;
 - b) "Full-time faculty" shall mean the Librarian and those designated in IA who hold academic rank at Clermont College;
 - c) "Teaching faculty" shall mean all individuals who are currently teaching at least one credit course at Clermont College and any full-time faculty who might be on leave. (Approved 2/26/87)
- 2. If there is a situation where a committee member is elected or appointed to complete an unexpired term, that partial term shall not count to determine eligibility for re-election or reappointment. However, no one shall be eligible for election or appointment to complete such an unexpired term who would not have been eligible for that position at the beginning of term under consideration. (Approved 2/26/87)

3. If the membership requirements for a committee provide that the member elected be nontenured and if said individual is awarded tenure during a term of service, the individual shall complete the term. (Approved 2/26/87)
4. Where the term of service of committee members is for more than one year, terms shall be distributed as evenly as possible so that there is provision for continuity of membership. (Approved 2/26/87)
5. Unless otherwise specified, committee terms shall run from September 1st, of the year of election, to August 31st, of the year of expiration of the term.

C. Nomination and Election Procedures (Approved 2/26/87) (Revisions approved 2/18/99)

Regular nominations and elections shall be conducted during Spring Quarters by a subcommittee of the Faculty Senate which consists of at least two members of the Faculty Senate. Special elections shall be conducted as needed. This subcommittee shall be responsible for conducting nominations and elections in accordance with the Faculty Senate bylaws. Voting for full-time faculty positions shall be limited to full-time faculty members. This subcommittee shall prepare ballots and distribute them at least three class days prior to the due date. Ballots shall be counted by members of the Faculty Senate. After the first run-off in an election (which requires at least 50% of the votes cast to have a member elected), the candidate with the most votes would win the second run-off. Have one set of nominations (instead of two phases). If a faculty member gets elected to a committee (or committees), they have the choice to ask that their name be withdrawn from further committee ballots. Service on standing committees should be limited to two unless there is a lack of available candidates to run. To avoid conflict with Rule 3361: 50-01-02, the Dean shall appoint all those elected.

D. Appointments (Approved 2/26/87)

If Part A provides that some members of a committee be elected and that some be appointed, appointments shall be made after elections are completed. Appointments shall not be influenced by the fact that an individual was or was not a candidate for election.

E. General Limitations (Approved 2/26/87)

1. No individual shall at any time serve in more than two of the following positions:
Standing Committee Chair
Division Chair
2. No individual shall at any time serve on more than one of the following committees:
Scholastic Review Committee
Student Appeals/Instructor Evaluation

NOTE: This restriction does not apply to the Student Development or Enrollment Services representative. (Revision approved 11/20/03)

F. In the event that a committee member is unable to complete a term, the elections subcommittee shall meet with the rest of the committee involved to determine whether immediate replacement is necessary.

1. If the individual was elected and an immediate replacement is necessary, the subcommittee shall hold a special election.

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2. If the individual was elected and an immediate replacement is not necessary, a replacement to complete the unexpired term will be elected during the next regular election period.
3. If the individual was appointed, the subcommittee will request that a new member be appointed.
4. These provisions do not apply in the case that an individual is unable to participate in a particular function of the committee due to conflict of interest but does not wish to resign.

G. Committee Bylaws (Approved as amended 2/26/87)

Each committee is responsible for developing committee bylaws and presenting them to the faculty for approval and amendment. These bylaws should include such things as

1. Officers (type and method of selection);
2. Meetings;
3. Quorum
4. Procedures in the case that a committee member has a conflict of interest;
5. Provision for removal of a member before the end of a term;
6. Duties, responsibilities, and procedures of the committee;
7. Review its bylaws at its first meeting of the academic year; and
8. Other pertinent matters, particularly the requirements of the Collective Bargaining Agreement.

The Committee Bylaws shall be appended to these Bylaws.

VI. Divisions (Approved 1/15/87)

For administrative purposes the teaching faculty, both full-time and part-time, shall be organized into Divisions.

Each Division shall be chaired by a full-time faculty member who shall have the title of Division Chair.

The Divisions will operate in accordance with the current Divisional Operational Procedures. (Changed and approved 4/16/87)

- VII. It is the responsibility of the Dean to provide each member of the faculty with a copy of these bylaws which is correct as of September 1, 1987 or the date of the faculty member's initial appointment, whichever is later. It is also the responsibility of the Dean to provide each faculty member with a copy of any amendments which are adopted. It is the responsibility of the faculty member to keep his bylaws current. The Dean's office and the chair of the Faculty Senate will each maintain a current copy of the bylaws for faculty reference. If anything in these bylaws is in conflict with the provisions of the Collective Bargaining Agreement or with the regulations of the Board of Trustees of the University, the Dean shall notify the faculty of such conflict and the faculty shall amend these bylaws accordingly.

APPROVED BY CLERMONT COLLEGE FACULTY APRIL 16, 1987
Approved by the Dean April 16, 1987
Approved by the Provost September 14, 1989
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Revisions Approved by the Faculty November 20, 2003
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Revisions Approved by the Provost _____