

**College of Education, Criminal Justice, and Human Services  
CECH  
By-Laws**

**Introduction**

These By-Laws describe the structure and functions of the College, identify the College's constituent members, and serve to mediate our efforts to carry out our commitment of service to schools, agencies, and communities. As such, they identify the governing units, their respective responsibilities, membership, and operating procedures. These By-Laws provide our representation in governance and facilitate communication and coordination among the various units of the College.

## **Article I: Faculty of the College**

### **A. Identification**

1. The Faculty of the CECH shall consist of the Dean of the College and all represented faculty members as defined in the most recent agreement between the University of Cincinnati and the American Association of University Professors (University of Cincinnati Chapter).
2. The Graduate Faculty of the CECH shall consist of the Dean of the College and all members of the College Faculty who are members of the University Graduate Faculty.

### **B. Responsibilities**

1. The Faculty shall be responsible for exercising those functions and powers vested in them by the Rules of the University of Cincinnati.
2. The Faculty is responsible for defining the By-Laws for the governance of the College and for amending the By-Laws as required.
3. Each faculty member is responsible for assisting in the process of planning and implementation of internal and external program evaluations in the college by:
  - a. providing the opportunity for students to evaluate each of his/her classes, each time they are offered, with the support of the program or division.
  - b. reviewing the student evaluations to identify his/her strengths and weaknesses, making modifications in courses to improve on any weaknesses, and summarizing the evaluation in annual performance reviews.
  - c. assisting with periodic revisions to student or program evaluation activities.
  - d. assisting with periodic reviews and, when necessary, revisions to the program curriculum.
  - e. providing data on scholarly work, teaching, and service in a timely fashion as requested for internal and external reports as well as contractual requirements (e.g., annual performance reviews).

**C. Operating Procedures**

The Faculty shall meet regularly once each quarter. Special meetings may be called at the request of the Dean, by the College Senate, or by petition of one-tenth of faculty members. Due notice, including an agenda, must be distributed to the Faculty no less than one week prior to the date of all meetings. The Dean of the College or the Dean's representative in his/her absence shall preside at all meetings. One-fifth of the faculty members shall constitute a quorum at all meetings.

## **Article II: Students of the College**

### **A. Identification**

The graduate student body of the CECH shall consist of all persons admitted to full or part-time graduate study in the College. The undergraduate student body of the CECH shall consist of all persons admitted to full or part-time undergraduate study in the College, in degree or licensure programs of the College.

### **B. Responsibilities as noted in the CECH Bulletins**

1. Students shall be responsible for monitoring their own progress through the College and for abiding by published policies of the College, Division, and program in which they are enrolled.
2. Students shall be responsible for maintaining written records of their own academic affairs in the College.
3. Students shall be responsible for providing a representative to the College Senate.

## **Article III: Divisions of the College, Division Heads, Faculty, Students**

### **Divisions of the College**

#### **A. Identification**

1. The divisional structure is an administrative structure established to facilitate the program functions of the College's mission. The number of divisions and the functions assigned is a matter of total College concern.
2. Each Division shall consist of all faculty members holding appointments in programs within the division.
3. Students who are pursuing an academic major, a licensure program (in the absence of a degree program) or a University approved certificate program in a division, shall be considered as student members and as such shall participate in the several aspects of divisional life, including the definition, planning, and evaluation of curricular and instructional programs, and the evaluation of faculty performance including such areas as instruction and advising.
4. Each division of the College shall have an administrative head chosen in the manner specified for choosing division heads in the Regulations of the Board of Trustees of the University of Cincinnati, and the agreement between the University of Cincinnati and American Association of University Professors (AAUP).

#### **B. Responsibilities**

1. Each division shall be responsible for operation of the academic programs assigned to it including the coordination of such programs with divisions, as appropriate.
2. Each division shall be responsible for assuring that faculty and program evaluation activities are conducted consistent with program evaluation plans following policies and guidelines of the College and University, relevant accreditation requirements, and internal program review procedures.
3. Each division shall prepare budget proposals necessary to conduct its program functions.
4. The division shall hold the primary contact point for students with regard to academic advising and the completion of planned courses of study.
5. Each division shall evaluate personnel for appointment, reappointment, promotion, and tenure within the framework of College and University procedures and the UC/AAUP agreement.

## **The Division Heads**

### **A. Identification**

As an Officer of the College or University, the Division Head shall serve as the chief administrative officer of the division.

### **B. Responsibilities**

1. The Division Head shall provide leadership in the development, implementation, and evaluation of division and program mission, philosophy, policies, procedures, consistent with College and University missions, goals and priorities.
2. The Division Head shall give leadership within the division, the College and the University in the discipline or disciplines represented in that division and shall extend that leadership through support for professional, public and governmental relationships at the local, state, and national levels.
3. The Division Head shall promote excellence and stimulate creativity in curriculum development, research activities and the development of educational and human services to the schools, agencies, and communities in the area served by the University.
4. The Division Head shall be responsible for the implementation of state licensure standards in all licensure programs entrusted to that division.
5. The Division Head shall be responsible for carrying out the functions unique to the particular situation such as operation of a building, special programs, etc.
6. The Division Head shall provide leadership in the search for resources from university and non-university sources to carry out program thrusts as they are identified by the division.
7. Each Division Head shall be responsible for submitting and reviewing a College Evaluation Plan annually. Every October 1 divisions shall be responsible for providing to the Dean's office a report that includes the following:
  - evaluation findings from the previous year;
  - a proposal for how they are going to evaluate programs for the coming year; and
  - a description of how evaluation findings have been or will be used for program improvement.

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8. The Division Head shall be responsible for ensuring that faculty and program evaluation activities are conducted consistent with policies and guidelines of the College and University, relevant accreditation requirements, and internal program review procedures.
9. The Division Head shall maintain close liaison with the Dean's Office and with other divisions within the College and the University in order to assure operation according to divisional, College, and University By-Laws.
10. The Division Head shall, with the assistance of the division members, carry out the various management functions such as preparing and administrating the department budget, direct divisional correspondence, record-keeping, and reporting, and assigning personnel to the various instructional and administrative tasks to be carried out in the division.
11. The Division Head shall provide for adequate academic advising of students through a divisional structure.
12. The Division Head shall be the initial contact in a divisional grievance procedure except when it is the Division Head who is the focus of a complaint.
13. The Division Head shall monitor student involvement in affairs under the policies and procedures of the College and University.
14. In addition, the responsibilities of the Division Head shall include those defined in the University of Cincinnati/American Association of University Professors (AAUP) agreement, and the University Rules.

### **C. Respecting Personnel**

1. The Division Head shall promote the professional growth and morale of faculty and staff.
2. The Division Head shall evaluate the members of the division and make recommendations under University, College and divisional procedures concerning renewal of contract, tenure, promotion, and salary increases.
3. The Division Head shall search continuously for outstanding prospective persons to be added to the division in appropriate positions in order to maintain a faculty of quality in all curricular areas within the division and ensure a high caliber of students pursuing programs within the division.
4. '1', '2', and '3' above shall be carried out in accordance with the affirmative action policies of the College and University.

**D. Procedures**

The Division Head shall organize the division involving students and faculty members to carry out the functions of the division in an appropriate manner.

1. Division Heads shall serve at the pleasure of the Board upon recommendation of the Dean. They shall be appointed for a term consistent with the University By-Laws and may not serve longer than four years without a review.
2. Division Heads may be reappointed.
3. The performance of Division Heads shall be a formative review by the Dean each year during the spring quarter.
4. A Division Head who is considered for reappointment shall be subject to summative formal review during the spring quarter of the penultimate year of the incumbent's term.
  - a. A review committee shall be appointed by the Dean and shall be constituted as follows:
    - Three faculty members-at least one tenured and one non-tenured, two of whom shall be elected by their division.
    - One faculty member from another college division.
    - Two students from the division, one undergraduate and one graduate, if the Division has both levels of student within its unit.
    - One present or former Department/Division Head.
  - b. The committee shall select its chairperson. The committee shall establish criteria related to the responsibilities of the Division Head as outlined in the College By-Laws, the UC/AAUP contract, and University Rules to carry out the review. The Administrative Council shall devise procedures for such review in consultation with the College Senate.

**E. Assistant Division Head**

1. Each division, at the option of the Division Head, may have an Assistant Division Head.
2. The Assistant Division Head is selected by the Division Head subject to approval of the Dean.
3. The Assistant Division Head is assigned duties at the discretion of the Division Head subject to the approval of the Dean.



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4. The term of appointment and procedures for evaluating the performance of the Assistant Division Head are at the discretion of the Division Head.

### **F. Academic Programs**

Each program assigned to the various divisions shall be defined, planned, implemented and evaluated in a manner which is consistent with division, college, and university goals, priorities, policies, and procedures by faculty with responsibilities to that program.

### **G. Program Coordinator**

Each program, at the option of the Division Head, may have a Program Coordinator.

1. The Program Coordinator is selected by the Division Head subject to the approval of the Dean.
2. The Program Coordinator is assigned duties at the discretion of the Division Head.
3. The term of appointment and procedures for evaluating the performance of the Program Coordinator are at the discretion of the Division Head.

## **Article IV: The College Senate**

### **A. Identification**

The Senate shall be the policy making body of the CECH.

### **B. Responsibilities**

1. Within the context and the framework of the University Regulations and By-Laws, the Senate shall determine College rules and policies relating to programs, personnel, procedures, and budget.
2. In a timely fashion, the Senate has the right to recommend to the Dean priorities for the College budget, prior to its preparation by the Dean in consultation with the Administrative Council. The Senate has the right to request that the Dean inform faculty about budgetary issues on a regular basis.
3. The Senate shall review divisional and College planning and the annual reports of all college standing and advisory committees. Year-end reports should include the committee's procedural guidelines (established in Autumn); copies of minutes will be kept on file in the Dean's office for archival purposes for a period of five years.
4. In conducting its business, the Senate shall take into consideration the findings and recommendations of all CECH standing and advisory committees.
5. The Senate shall review the CECH Policies and Procedures Manual every five years. The Senate President and Associate Dean for Academic Affairs will enter any changes in CECH policies and procedures into the Policies and Procedures Manual in a timely manner. Copies of any changes in the CECH Policies and Procedures Manual will be available to faculty members and students in the Senate minutes.
6. The Senate shall, except in the case of the Appeals and R.P.T. Committee, consider all committee actions as recommendations to it and shall act in some fashion on all of them. All standing and advisory committees of the College shall provide a written report to the Senate in May.

**C. Procedures**

1. Membership

The College Senate shall be composed of seventeen members.

- a. Nine members of the Senate shall be faculty members. Senate seats shall be allocated to the divisions proportionate to the number of full-time faculty members within the division. Each division must have at least one representative. The distribution of faculty membership of the Senate shall be reviewed every three years or when there is a reorganization of units within the College. Election shall be for a two-year term and faculty may not serve consecutive terms. To provide continuity, no more than 5 faculty Senators will be elected in a given year.
  - b. Two of the members of the Senate shall be students. One shall be selected for one-year renewable terms in a manner to be determined by the Education Student Tribunal. One shall be selected for one-year renewable terms in a manner to be determined by the Graduate Education Association.
  - c. One member of the Senate shall be a Division Head, elected by Division Heads, for a one-year term.
  - d. Three members of the Senate shall be selected by the Dean from the administrative staff in the Office of the Dean.
  - e. In the event that a constituent body responsible for sending representatives to the Senate determines that a vacancy exists in their representation by virtue of extended illness, reassignment, departure, or extended leave, said constituent body may, in the manner prescribed for said body, elect or select a new representative who shall fill out the balance of the term vacated.
  - f. In order that the various constituencies' interests are represented, it is incumbent upon each elected individual to attend all Senate meetings. In case of an absence, a Senator may authorize another person from his/her electoral body to act on his/her behalf (proxy). If there are repeated absences, it shall be the responsibility of the Senate to resolve this issue.
2. Elected representatives to the Senate shall begin their service on the first meeting of the fall quarter. Retiring Senators are requested to attend the first Senate meeting to ensure smooth transition for newly elected Senators. The President from the previous year will conduct the first meeting.
  3. The Senate shall meet at least monthly during the academic year.
  4. A majority of the seventeen Senate members shall constitute a quorum.

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5. The Senate shall organize itself, electing a President from among its members at the first fall Senate meeting and determining the rules and procedures to guide its operations. The Dean's Office will provide a Recording Secretary.
6. The Senate meetings shall be open to the public. The agenda, time, and place of all meetings shall be distributed at least one week in advance to all members of the College, and records of meetings shall be distributed to all members of the College one week prior to the next Senate meeting.
7. Provisions regarding publications of agendas, and time and place of the meetings may be waived by consent of not less than four-fifths of the membership of the Senate.

## **Article V: The Administrative Council**

### **A. Identification**

The Administrative Council shall be the policy implementation body of the College.

### **B. Responsibilities**

1. The responsibilities of the Administrative Council shall include
  - a. implementing the policies, plans and programs approved by the College Senate,
  - b. working with the Dean in preparing budget proposals for review by the College Senate,
  - c. working with the Dean in presenting overall college plans for review and approval by the College Senate; and
  - d. working with the Dean in preparing policy and overall program proposals for review and approval by the College Senate.

### **C. Procedures**

1. The Administrative Council shall consist of the Dean, Associate Deans, the Division Heads, CECH Senate President and other officers as designated by the Dean.
2. As the Administrative Council deems necessary, persons other than those designated above may be invited to participate.
3. The Administrative Council shall meet once each month and at other times subject to the call of the Dean or the Dean's designee.
4. A continuing record of its deliberations and decisions shall be kept and distributed to members of Council.
5. The continuing record of the Administrative Council meetings shall be available in an accessible place for all members of the College to examine.

## **Article VI: Undergraduate Student Tribunal**

### **A. Identification**

1. The CECH Undergraduate Student Tribunal shall be the official undergraduate student government body.
2. The CECH Undergraduate Student Tribunal shall be that body which considers matters of special concern to undergraduate students.

### **B. Responsibilities**

1. It shall be the responsibility of the CECH Undergraduate Student Tribunal to represent the interests of undergraduate students and to assist them in relation to their educational needs.
2. The CECH Undergraduate Student Tribunal shall be responsible for the selection or election of the one undergraduate representative to the College Senate.

### **C. Procedures**

1. Membership of the CECH Undergraduate Student Tribunal shall be representative of the whole College and academic divisions and subdivisions operating undergraduate programs within the College.
2. The CECH Undergraduate Student Tribunal shall operate under a constitution approved by the University of Cincinnati Student Senate or the College Senate of the College.

## **Article VII: Graduate Education Association**

### **A. Identification**

1. The Graduate Education Association shall be the official graduate student government body within the CECH.
2. The Graduate Education Association shall be that body which considers matters of special concern to graduate students.

### **B. Responsibilities**

1. It shall be the responsibility of the Graduate Education Association to represent the interests of graduate students and to assist them in relation to their educational needs.
2. The Graduate Education Association shall be responsible for the selection or election of the one graduate representative to the College Senate.

### **C. Procedures**

1. Membership of the Graduate Education Association shall be representative of all College academic divisions and subdivisions operating graduate programs within the College.
2. The Graduate Education Association shall operate under a constitution approved by the University of Cincinnati Graduate Student Association and the College Senate.

## **Article VIII: Office of the Dean**

### **Dean of the College**

#### **A. Identification**

The Dean shall serve as the chief executive officer of the College. The Dean's Office shall be composed of the Dean and those persons on the Dean's immediate staff.

#### **B. Procedures**

1. The Dean shall be appointed by the Board of Trustees.
2. The Dean may be reappointed.
3. During the spring quarter of the penultimate year of an incumbent's term, a committee chosen in the manner described by Rules of the University of Cincinnati shall review progress in the College and ascertain whether the Dean wishes to continue to serve. The committee shall carry out the review, using as criteria the responsibilities of the Dean as stated in these By-Laws, Rules of the University, and as directed by the Provost Office. The committee shall recommend either reappointment of the incumbent or that a successor be appointed.

#### **C. Responsibilities**

1. The Dean shall be responsible for exercising those functions vested in the Office of the Dean by Rules of the University of Cincinnati.
2. The Dean shall prepare budget proposals in consultation with Administrative Council for the College and transmit them to the central administration of the University after review by the College Senate.
3. The Dean shall chair the Administrative Council of the College.
4. The Dean and the Dean's staff
  - a. shall coordinate and monitor the criteria, functions, and procedures associated with admissions, registration, financial aid, credentialing, licensure, graduation and accreditation.
  - b. shall coordinate and monitor program evaluation activities, ensure that the activities conducted are consistent with program evaluation plans following College and University policies and guidelines, relevant accreditation requirements and internal program review procedures.



- c. shall represent the College before the central administration of the University, the broader professional community, and the greater Cincinnati metropolitan area.
  - d. shall be responsible for causing accurate and intelligible catalogues, publications, descriptive brochures, manual, and other printed materials needed for the efficient operation of the College to be prepared and made available to those who need them.
  - e. shall maintain the faculty, student and College records required by the College's functions and responsibilities.
  - f. shall maintain the fiscal and other accounts of the College.
  - g. shall solicit and enlist the support and competencies of faculty, students, and other appropriate persons in defining, choosing, and implementing programs and policies of the College.
5. The Dean shall foster open communication within the College and between the College and its several constituencies and take whatever steps are within the Dean's purview to achieve that end.
  6. At the beginning of each new academic year, the Dean shall make an annual report to the College describing the goals, activities, accomplishments, and needs of the College, including the Dean's own assessment of current trends bearing on the broad fields for which the College is responsible and possible ways in which the college might respond to those continuing developments.
  7. The Dean shall staff and organize the Dean's office as deemed necessary to carry out these responsibilities.

### **Assistant/Associate Deans**

1. The Dean shall appoint Assistant and Associate Deans.
2. Each Assistant/Associate Dean shall serve at the pleasure of the Dean, and is evaluated annually by the Dean, faculty and staff.

### **Directors (as designated by the Dean)**

1. Directors are staff personnel or faculty members who are appointed for specific programmatic and/or systematic activities related to academic, research, and/or service goals.
2. Directors report to the appropriate administrator.

3. Faculty directors may be released from usual faculty responsibilities as negotiated by the Dean, the Division Head, and/or the appropriate administrator.
4. Responsibilities and terms of a Director shall be specified by the Dean or Dean's designee and included in the Policy Handbook.

(NB. See I.C.7)

## **Article IX: Approval and Amendment of the By-Laws**

### **A. Initial Approval**

These By-Laws shall become effective through a written or electronic ballot. An affirmative vote of two-thirds of the written or electronic ballots received will constitute approval.

### **B. Amendment**

#### 1. Amendments Initiated by the College Senate

- a. Proposed amendments to the By-Laws shall be submitted to and considered by the College Senate for reporting to the full faculty.
- b. To be reported to that faculty, a proposed amendment must be approved by at least one-third of the membership of the College Senate. To be reported to that faculty with the Senate's recommendation for adoption, a proposed amendment must be approved by at least two-thirds of the College Senate.
- c. For a proposed amendment to be considered at a meeting of that faculty, the amendment must have been presented in writing to the faculty one month prior to that faculty meeting.
- d. An amendment to these By-Laws shall be approved through a written or an electronic ballot. An affirmative vote of two thirds of the written or electronic ballots received will constitute approval.

#### 2. Amendments Directly Initiated by Constituencies

Whenever proposed amendments bearing the signature of ten percent of the full-time graduate students, ten percent of the full-time undergraduate students, ten percent of the full-time faculty, or ten percent of the administrators of the College shall be presented to the full faculty, the amendments shall be entertained subject to the provisions of 1.c. and d. above.

### **C. By-Laws Review**

The Senate will review these By-Laws as needed, but at least every year of contract renewal.

## **Article X: Graduate Education Council**

### **A. Identification**

The Graduate Education Council (GEC) shall facilitate and coordinate the policies, planning and implementation of graduate programs in the College.

### **B. Responsibilities**

1. Take a proactive stance regarding graduate education in the College.
2. Recommend graduate policies to the College Senate.
3. Facilitate the implementation of graduate policies.
4. Advise the Director of Graduate Studies.
5. Monitor graduate programs in the CECH.
6. Coordinate graduate programs in the CECH.
7. Advocate for resources to support graduate programs at a level appropriate to a tier one research institution.

### **C. Procedures**

#### 1. Membership

The Graduate Education Council shall be composed of all graduate program coordinators/directors, one student representative nominated and selected by the Graduate Education Association, the Director of Graduate Studies, and the Associate Dean of Academic Affairs.

2. The Director of Graduate Studies for the College of will serve as convener and chair of the GEC.
3. A simple majority of the official members constitutes a quorum for official business and voting purposes. A majority vote of the members present will determine the passing or failing of a motion. Decisions on business issues will be made by consensus whenever possible.
4. Representation from the faculty and graduate student body will be included on subcommittees as needed to address specific issues.

5. Faculty members, division heads, and graduate students may attend any meeting. The rules of parliamentary law found in Robert's Rules of Order shall be the authoritative document for procedures and motions.
6. The GEC will submit a year-end report to the Senate in May. This report shall include copies of the minutes of the meetings and recommendations to the Senate.

## **Article XI: Reappointment, Promotion And Tenure within the CECH**

### **A. Identification**

1. The collective-bargaining agreement between the University of Cincinnati and the UC Chapter of the American Association of University Professors describes the general process by which faculty members are considered for reappointment, promotion, and/or tenure (RPT). This article describes the process as it pertains to the CECH faculty and a description of RPT policies and procedures of the College Reappointment, Promotion and Tenure Committee.
2. The College RPT committee is charged with reviewing candidates' dossiers following the Division RPT policy and procedures. The purpose of this review is to provide a college-level review of adherence to the divisional criteria and procedures.

### **B. Responsibilities**

1. The College shall publish the responsibilities of the College, the Division, the Division Head, and candidates for developing RPT dossiers.
2. The College RPT Committee is charged with reviewing the recommendations of the Division RPT Committee and the Division Head concerning the justification and substantiation of the actions recommended.
3. The College RPT Committee shall forward its recommendations and the candidates' files to the Dean.

### **C. Procedures**

#### 1. Membership

The College Reappointment, Promotion, and Tenure Committee shall be composed as follows:

- a. Appointments shall be allocated to the divisions proportionate to the number of full-time faculty members within the division. Each division must have at least one representative. The distribution of faculty membership of the Reappointment, Promotion and Tenure Committee shall be reviewed every three years or when there is a reorganization of units within the College.

- b. Each division will elect a standing CECH RPT Committee which will be coinposed of five full-time, tenured faculty members of the college no later than the second week of Autumn quarter each year. Two members of the College RPT Committee will be from the Division of Teacher Education and one member each from the Divisions of Criminal Justice, Educational Studies, and Human Services.
- c. Division Heads, full-time administrators, and persons submitting a dossier shall not serve as members of the College RPT Committee.
- d. No faculty member may serve on both the College RPT Committee and Division RPT Committee. No member of the College RPT Committee may serve more than two consecutive terms.

The Dean will designate a Convener for the College RPT Committee who will invite members to an initial meeting by the fourth week of Autumn quarter, in accordance with the timelines noted in the collective-bargaining agreement between the University of Cincinnati and the UC Chapter of the American Association of University Professors. The committee will meet with the Dean for the purpose of clarifying issues related to the committee's responsibilities. The committee members will elect a chair at their first meeting. The committee will set meeting dates and develop timelines for candidates for the entire academic year.

3. The College RPT Committee may request additional information and/or ask for clarification of items within the candidate's dossier. Any additions made to the dossier will be shared with other levels of review (that is, the Divisional RPT Committee and Division Head) who will have an opportunity to respond to the additional information.
4. Discussions within the College RPT Committee will remain confidential.
5. The College RPT Committee will write a letter for each candidate that includes the outcomes of its review of the dossier. The letter must contain explanations and justification of the committee's recommendation. Comments about the candidate's performance in each area or domain associated with reappointment, promotion, and/or tenure must be included (i.e., teaching, scholarship, and service). The letter becomes a part of the candidate's dossier.

**D. Responsibilities related to RPT at various levels**

1. Candidate's Responsibilities

- a. Within three months of a new faculty member's appointment and annually thereafter, the appropriate unit head shall meet with each non-tenured faculty member to review the faculty member's prospective and actual performance, plans for continued professional growth, and RPT criteria and procedures. The academic unit head and the faculty member share responsibility for these meetings.
- b. The candidate has primary responsibility for the development of the dossier submitted for review.
- c. The candidate shall familiarize herself/himself with Division RPT policies and procedures and the RPT requirements as given the current UC/AAUP Contract.
- d. The candidate shall provide accurate and supportive evidence for all components of the dossier as required by Division RPT policies and procedures.

2. Division's Role & Responsibilities

- a. Each Division shall publish the responsibilities of the Division and the candidate for developing RPT dossiers.
- b. Each Division shall develop and publish criteria for Reappointment, Promotion, and/or Tenure.
- c. Each Division shall select a Division RPT Committee in accordance with the Divisions RPT Policies and Procedures.
- d. The Division RPT Committee shall review candidate dossiers in accordance with its Policies and Procedures in accordance with the provisions of the current UC/AAUP Contract.
- e. Discussions within the Division RPT Committee will remain confidential.
- f. The Division RPT Committee will write a letter for each candidate that includes the outcomes of its review of the dossier. The letters must contain explanations and justification of the committee's recommendation. Comments about the candidate's performance in each category associated with reappointment, promotion, and/or tenure must be included (i.e., teaching, scholarship, and service). The letter becomes a part of the candidate's dossier.



- g. The Division RPT Committee shall forward the candidate's dossier and the Division RPT Committees recommendation to the Division Head.

### 3. Division Head's Role and Responsibilities

- a. Although the candidate has primary responsibility for developing the dossier, the Division Head provides continuing mentoring and guidance to candidates.
- b. The Division Head shall meet with each new faculty member within three months of a new faculty member's appointment and annually thereafter to review the faculty member's prospective and actual performance, plans for continued professional growth, and RPT criteria and procedures. The academic unit head and the faculty member share responsibility for these meetings.
- c. The Division Head will notify all members of the academic unit of the RPT criteria upon appointment or when changes occur.
- d. The Division Head is responsible for an independent written recommendation based on the units approved RPT criteria and the recommendation of the Division RPT Committee review.

### 4. Dean's Role and Responsibilities

- a. The Dean provides written approval of the RPT criteria established by each academic unit.
- b. The Dean's office will publish and distribute to all faculty members the timelines for reappointment, promotion and tenure considerations.
- c. The Dean's office will inform each untenured faculty member of the timelines associated with reappointment, promotion and/or tenure on a yearly basis. Persons due for review will be notified by the Dean's office.
- d. The Dean 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.
- e. When the Dean's recommendation differs from the college committees, the Dean shall provide an independent written recommendation. The Dean may, but is not required to, write an independent recommendation when in agreement with the committee.
- f. The Dean's office forwards the recommendation and/or the dossier to the Provost's office.

## **Article XII: Academic Programs Committee**

### **A. Identification**

The Academic Programs Committee (APC) is charged with reviewing proposals for new programs and certificates, substantive changes in program requirements, new courses, and course changes including course title, course number, or credit hour change.

### **B. Responsibilities**

1. APC shall review all proposals for new programs and certificates, substantive changes in program requirements new courses, course changes including course title, course number, or credit hour change to make certain that courses are congruent with applicable accreditation standards, and sufficient information and means for disseminating information about changes are provided to ensure clear communication among students, faculty, and staff.
2. At all stages of the review process, APC will be available to proposal initiators for advice and assistance in preparing necessary materials. APC will support the requested proposals unless it has strong substantive reasons to do otherwise. If the APC votes to deny the request, the APC chair will send the Division Head(s) involved an explanation with suggestions as to what changes are needed.

### **C. Procedures**

#### 1. Membership

The Academic Programs Committee shall consist of one representative from each Division and one representative from the Dean's Office who serves in an ex-officio capacity.

2. APC will establish a calendar for the year listing monthly meetings. The calendar will be distributed to the faculty along with procedural guidelines for submitting proposals for review.
3. APC will submit a year-end report to the Senate in May. This report shall include copies of the minutes of the meetings, a summary of all proposals received, and the outcomes reached.
4. Linkages to other University Committees or Councils.

Each Division is responsible for entering approved changes in University systems following APC review and notifying the Office of the Associate Dean that such changes have been made. The Dean's Office is responsible for notifying the appropriate University offices of changes.

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5. Guidelines for Review by the College of Education, Criminal Justice, and Human Services (CECH) Academic Programs Committee
  - a. Proposals for all new programs and certificates, substantive changes in program requirements, new courses, or course changes including course title, course number, or credit hour change should be developed carefully at the programmatic and divisional levels to ensure that courses are congruent with applicable accreditation standards; there is an assurance of adequate resources to support the proposed changes; and sufficient information and means for communication are provided to ensure clear communication about proposals among students, faculty and staff.
  - b. Once the changes are considered at the programmatic and divisional level, the proposal initiator submits a package to APC. The proposal package consists of a completed University Course Approval Form, a cover letter electronically submitted or signed by the Division Head, and a complete program or syllabus prospectus. In submitting the proposal, the Division Head is assuring that sufficient resources exist to accommodate the changes. All materials should be submitted electronically to the Chair of APC and copied to the office of the Associate Dean for Academic Affairs.

The cover letter shall include a statement of why the course or certificate program is being proposed and the needs it fulfills. Division Heads are responsible for explaining how the changes address division or programmatic needs and for assuring that there are adequate resources to support the proposed change. If applicable, the letter should describe how the course is congruent with state and national accreditation standards, and guidelines given by professional organizations. And, if applicable, the letter should describe how possible conflicts with other divisions have been addressed. It is incumbent upon the proposing unit to attempt to resolve possible conflicts prior to submitting a proposal to APC.

It is the responsibility of the initiating Division / Program to check for duplication of a course proposal with units inside and outside of CECH, prior to submission to APC.

A proposed syllabus should include the components of a course syllabus following recommendations developed by the University Faculty Senate (May 01).

If a course is offered for both undergraduate and graduate credit, documentation of the differences between the requirements for the two types of credit must be included.

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### c. Expedited Review

Consideration of routine changes (such as changes in course titles, changes in course numbers to either realign numbers or alter a prefix consistent with current Program offerings) will be addressed through expedited review.

Efforts will be made to review and respond to requests within 10 days. To facilitate expedited review, a cover letter and a completed University Course Approval Form are required; other materials should be submitted as relevant or requested. All materials should be submitted electronically to the Chair of APC and copied to the Office of the Associate Dean for Academic Affairs. The Chair of APC will decide if the proposal meets the criteria for expedited review.

## **Article XIII: Standing Committee Charge Appeals Committee**

### **A. Identification**

The Appeals Committee consists of a pool of elected faculty who serve as members of a College Hearing Committee (CHC) for violations of the Student Code of Conduct. This pool may also be used to constitute a College Grievance Review Committee (CGRC) to handle grievances as outlined in the Student Grievance Procedures Handbook (undergraduate). Grievances involving graduate students should follow procedures as outlined in the Graduate Student Grievance Review Procedures Handbook.

### **B. Responsibilities**

1. Members of the Appeals Committee may be asked to serve as a **College Hearing Committee** (CHC) for violations of the Student Code of Conduct.
2. Members of the Appeals Committee may be asked to serve as a **College Grievance Review Committee** (CGRC) to handle grievances as outlined in the Student Grievances Procedures Handbook (undergraduate).

### **C. Membership**

1. This committee will consist of the Dean or Dean's designee, four faculty elected by the college and two representatives selected by the CECH Tribunal.
2. The faculty and student members will be considered part of a standing pool from which committee members will be selected for specific hearings or grievance situations.

### **D. Procedures**

1. As and when required, members of the Appeals Committee may serve as a College Hearing Committee. The CHC is charged with investigating alleged academic misconduct violations and recommending appropriate sanctions, as noted in the Student Code of Conduct procedures. A CHC shall consist of the Hearing Officer, two faculty, and two students who are members of the Appeals Committee. The Hearing Officer shall be the college Dean or Dean's designee. This committee shall follow the procedural guidelines noted in the Student Code of Conduct.

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2. As and when required, members of the Appeals Committee may serve as a College Grievance Review Committee. This committee is charged with hearing appeals of both faculty and undergraduate students, and with making recommendations to the Dean concerning the disposition of (1) grievances arising out of the College's academic processes and procedures: (2) cases involving the application of University policies bearing on academic misconduct. The CGRC shall consist of two faculty and two students who are members of the Appeals Committee and a Chair appointed by the Dean. This committee shall follow the procedural guidelines noted in the University of Cincinnati Student Handbook and grievance procedures as outlined by the Student Grievance Procedures Handbook.
3. Grievances involving graduate students should follow the procedures outlined in the Graduate Student Grievance Procedures Handbook.
4. The Appeals Committee will ensure that all procedural due process requirements are met (e.g., time limits, notice). Those serving on the committee will be acting on behalf of the university and will be protected accordingly. Questions or requests for advice about specific cases should be addressed to the office of the University Counsel.

### **E. Resources/Handbooks to be consulted:**

1. Student Code of Conduct
2. Student Grievance Procedures handbook (undergraduate)
3. Graduate Student Grievance Procedures Handbook