

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

I. Membership and Voting

- 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.
- 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.
- 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

- A. The faculty shall meet at least once per academic term (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.

III. The College Dean

- 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 (Revision Approved April 15, 2010)

- 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 June 1, the Chair of each standing committee and College Building and Grounds Committee shall submit a written document to each member of the committee outlining their service.
- D. 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. The report shall at a minimum include: 1) members; 2) total number of meetings; 3) attendance of members; 4) primary agenda items; 5) accomplishments of committee; and 6) items for future consideration.
- E. 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 term. 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.

V. Description of Standing Committees

- A. Membership, terms of office, charge of committee
  - 1. Academic Advising Committee

- a) Membership: Three full-time faculty members who are currently Academic Advisors; two full-time faculty members from the Departments who may or may not be Academic Advisors; no more than one faculty member may be from the same Department; all full-time faculty members shall be elected at-large; Director of Advising from Student Services; one full-time Staff Advisor appointed by the Director of Advising; and one Enrollment and Student Services Staff member appointed by the Assistant Dean Enrollment and Student Services.
- b) Terms of Office: Full-time faculty members shall be elected for two years by all full-time faculty members. After two consecutive terms they shall not be eligible for re-election for one year. Term limits may be waived in order to maintain numerical balance between departments. Terms of the full-time faculty members shall be staggered, electing three one term and two the next. The Director of Advising shall be an ex-officio member. The Staff Advisor shall serve for two years. The Enrollment and Student Services staff member appointment shall be for one year.
- c) Charge: Committee shall: oversee the administration of and compliance with the Academic Advisor Selection Process in cooperation with the Associate Dean for Academic Services and Department Chairs; oversee, with the Director of Advising and Department Chairs, the administration of the evaluation of Academic Advisors; work cooperatively with Student Services and Academic Affairs to ensure the effectiveness of the Academic Advising process; aid and advise Student Services on the development and administration of Student Orientation; develop and administer training for Academic Advisors; determine and administer recognition and awards for outstanding academic advising.

2. Academic Assessment Committee

- a) Membership: Academic Assessment Committee shall be composed of one elected faculty member from each Department, one elected at-large faculty member from among the Departments, and one U. C. Clermont College Faculty Senator appointed by the Faculty Senate. In addition, membership shall include the Associate Dean of Academic Affairs and the Director of Institutional Research and Project Management.
- b) Terms of office: for the elected members shall be for three years, with the member from each Department being elected on staggered terms. After one three-year term of service, such member shall not be eligible for reelection for one year. The term of office of the Faculty Senate member shall be for one year. The same person may be reappointed to serve as the Faculty Senate member for no more than three consecutive terms.
- c) Charge: Academic Assessment Committee is charged with: 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; establishing a feedback loop for disseminating the information gleaned from these reports; monitoring the feedback through comparison of year-to-year reports; recommending modifications to assessment plans; recommending any training or resources needed as they review the reports; 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. The Departmental Members shall be responsible for leading the assessment discussions at their respective Department levels. The Chair shall be responsible for submitting the Annual Report to the U. C. Clermont College Faculty Senate.

3. College Reappointment, Promotion, and Tenure (Revision Approved April 15, 2010)
  - a) Membership: The College Reappointment, Promotion, and Tenure Committee shall have: three primary and two alternate members. The alternates will serve in the order in which they were elected (i.e. the member receiving the second most votes will be the “primary alternate” and the one receiving the third most will be the “secondary alternate). Only one member of a Department can be a primary or alternate member. All members shall be tenured, or in the case of Field-Service Faculty and AAUP Represented Adjuncts, have at least six years of bargaining-unit service, elected by the faculty, as defined in Section I.A. of the University of Cincinnati Clermont College Bylaws of the Faculty, in a college-wide election for primary and alternate members, as provided for in the College Bylaws. The Dean, Associate Deans, Assistant Deans, Assistants to the Dean, Department Chairs, and the Librarians shall not be eligible for membership.
  - b) Terms of Office: for primary members will be three years; with the members being elected on staggered terms. After one three year term of service, a primary member shall not be eligible for re-election for three years. Terms for alternate members will be one year. An alternate member may not run for re-election for one year after they have served on the Committee.
  - c) Charge: The College Reappointment, Promotion and Tenure Committee has as its charge, along with providing its independent evaluation of the submitted RPT folder, the assurance that the departmental guidelines, criteria, and procedures have been followed.

4. Curriculum Committee

- a) Membership: The Curriculum Committee shall be composed of the chairs of all Departments and three (3) faculty members who will be elected at-large from the faculty, with no more than one representative per Department. In addition, membership shall include the Associate Dean and the Assistant Dean of Academic Affairs who shall have the privilege of the floor but not the privilege to vote on motions.
- b) Terms of Office: The at-large faculty members shall serve two year terms and be elected in alternate years and have full voting rights. After two consecutive terms, a faculty member shall not be eligible for re-election for two years. Department Chairs shall serve ex-officio but with full voting rights. If the Department Chair is unable to attend the meeting, he/she shall appoint a faculty member from that Department; the designated faculty member shall have full voting rights for that meeting.
- c) Purpose: Curriculum Committee shall review and evaluate current and proposed credit courses, course majors, and associate degree/certificate programs for the purpose of: preventing unintentional overlap and duplication; verifying sound curriculum development; coordinating the integration of program curricula and general education requirements; assuring that the Ohio Board of Regents requirements are met; reviewing budgetary, library, and equipment implications; encouraging transfer articulation where appropriate. The committee shall develop and publish curriculum proposal guidelines and calendar. The committee shall develop and publish curriculum proposal guidelines and calendar.

5. Faculty Planning Committee

- a) Membership: The Faculty Planning Committee shall have six members as follows: Six full-time at-large members, consisting of one per Department and the Library.
- b) 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) The duties of the Faculty Planning Committee shall be: to identify and promote a faculty perspective on planning issues and their solutions and to serve as an advocate for the faculty regarding campus planning; focus on planning issues including, but not limited to, the enhancement of quality instruction and of facilities, and the enhancement of resources and support for faculty development activities; seek input from faculty and communicate that input to the Faculty Senate; assist the Dean and the Cabinet with the review and updating of current planning documents

6. Faculty Senate (Revisions Approved April 15, 2010)

- a) Membership: College Faculty Senate shall consist of 7 elected faculty members, excluding Department Chairs, with the following specifications: there will be at least 1 member from each Department, with no more than 2 per Department. Two members will be elected from the whole faculty and given the title, "Senator-At-Large". One Senator-At-Large must be non-tenured or have fewer than 7 years Clermont College full-time faculty service and the second may be any tenured, tenure track or field service faculty member. Each department will elect its own Senator who must be tenured or have at least 6 years Clermont College full-time faculty service. Elections of Senators will be timed so that there will be staggered terms of office. The membership of the College Faculty Senate shall include the Dean or designee. Liaisons to the Instructional Team, Administrative Council, and Cabinet must be tenured or have at least 6 years Clermont College full-time faculty service. Faculty Senate will elect the liaisons.
- b) 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; and 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. The Chair will conduct the College Faculty Meetings. The Senate will 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 to 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 to make constructive recommendations to the Faculty and the administration on such matters. The Senate will: 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); and review policies and procedures that are discussed at the Instructional Team and Administrative Council.

The Senate will have a joint meeting at least once per quarter with the Academic Associate Dean and the Department Chairs and build liaisons with at least the following groups: part-time Faculty, Student Tribunal, AAUP, University Senate, and Community Advisory Council. This work may result in each Senator having an assigned responsibility for a group.

7. Instructional Technology Committee

- a) Membership: Instructional Technology Committee shall have eight (8) members as follows: six (6) full-time faculty members elected at-large with no more than one from each Department and the Library; Associate Dean for Academic Affairs or designee; and Director of Technology and Network Management.
- 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; 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.

8. Library Advisory Committee

- a) Membership: Director of Library or their designated Librarian representative; three full-time Department faculty members elected at-large with no more than one full-time faculty member from a Department; and one student designated by student government.
- b) Terms of Office: for full-time faculty members from Departments shall be for two years. After two consecutive terms, a faculty member shall not be eligible for re-election for two years. The Librarian shall be a voting member. Terms of office for the student shall be one year with no restrictions on reappointment
- c) Charge: 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 advises the Director of the Library regarding issues of concern to Clermont College faculty, students, and staff; serves as a channel of

communication and liaison between the Library and its users; and as an advocacy group to support library needs in serving the campus community.

9. Scholastic Review Committee

- a) Membership: The Scholastic Review Committee shall have four members as follows: Three members from the full-time Department faculty and Assistant Dean Enrollment and Student Services, an ex-officio member.
- b) 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 Enrollment and Student Services shall be an ex-officio member.
- c) Charge: The Committee's primary responsibilities fall in three areas: recognition of outstanding student achievement and reviewing the standards and actions for students with academic difficulty and monitoring appropriate action (such as warning, probation, and suspension). Act as Clermont College's Hearing Committee for cases of Academic Dishonesty and Academic Misconduct.

10. Student Appeals/Instructor Evaluation Committee

- a) Membership: The Student Appeals and Instructor Evaluation Committee will have six members. Three of these shall be full-time faculty who are elected in accordance with the bylaws of the faculty of U.C. Clermont College. Two additional members shall be full-time students appointed by student government. The remaining member shall be the Assistant Dean Enrollment and Student Services. In addition, an alternate full-time faculty member will be elected in accordance with the bylaws of the faculty of U.C. Clermont College to serve on the Student Appeals/Instructional Evaluation Committee in case one of the three faculty members is unable to attend Student Appeals/Instructional Evaluation Committee meeting.

In order to satisfy the required pool of faculty and student members needed by the College Grievance Review Committee as outlined in the University of Cincinnati Student Grievance Policy and Procedures, one elected full-time faculty member and two full-time students will be added to the original three faculty and two student members of the Student Appeals/Instructor Evaluation Committee.

- b) 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 reelection or reappointment for two years. Terms of office for students shall be one year with no restrictions on reappointment. The Assistant Dean Enrollment and Student Services shall be an ex-officio member.



- c) Charge: Each year the Committee shall: review the evaluation instrument and recommend changes in its format and content as are deemed necessary; be responsible for establishing and publishing the procedures for administering the evaluation and the procedures for informing the faculty members of the results; serve as the College Grievance Review Committee whose function is described in the U.C. Student Code of Conduct and in the Student Grievance Policy and Procedures Policy; hear appeal cases of scholastic action other than those specifically covered in the Student Code of Conduct and the Student Grievance Policy and Procedures.

11. Student Scholarship/Faculty Recognition Committee

- a) Membership: The Student Scholarship/Faculty Recognition Committee shall consist of members as follows: three members elected from the full-time faculty at-large with no more than one from each Department and the Library; one student designated by student government, if available; Assistant Dean Enrollment and Student Services and Director of Development.
- b) Terms of Office: for full time 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 Assistant Dean Enrollment and Student Services shall be an ex-officio member. The Director of Development shall be an ex-officio member.
- c) Charge: The Committee shall oversee faculty recognition awards on the college and university level. Committee obtains, reviews, and selects recipients from application for UC Clermont student scholarships.

12. Teaching and Learning Committee (Revisions Approved April 15, 2010)

- a) Membership: Teaching and Learning Committee shall have six (6) voting members as follows: six (6) at-large elected faculty members with no more than one from each Department and the Library; Associate Dean of Academic Affairs or designee (ex-officio); Director of Institutional Research and the Director of Developmental Education (both ex-officio).
- b) 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: 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; to establish a Service-Learning Faculty Advisory Subcommittee and to appoint the members; and to recommend candidates to the Dean for the Director of the Faculty Resource Center.

B. General Definitions and Provisions

1. Definitions: As used in this document
  - a) "Department" means each academic unit excluding library
  - b) "Faculty" shall mean those designated in Section IA;
  - c) "Full-time faculty" shall mean the Librarians and those designated in IA who hold academic rank at Clermont College;
  - d) "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;
  - e) Library means the library jurisdiction
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.
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.
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.
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 (Revision Approved April 15, 2010)

Regular nominations and elections shall be conducted during Spring term 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. Submittal time for spring nominations will be at least 5 class days prior to ballot distribution, submittal time for special elections will be at least

3 class days prior to ballot distribution. 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. Prior to the official ballot being distributed the Elections Subcommittee will post all self-nominations in a readily accessible location for all faculty, as they are received, along with continuing members and their term end dates. Individual faculty member service on standing committees and college building and grounds committee should be limited to two unless there is a lack of available candidates to run. Faculty members elected to new committee positions raising their committee service to more than two may choose the new committee on which to serve in addition to their current committee appointment. Faculty members must complete the remaining term of current committee positions, they may not resign mid-term in preference new committee positions. The 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. To avoid conflict with Rule 3361: 50-01-02, the Dean shall appoint all those elected.

A. Appointments

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 (Revision Approved April 15, 2010)

1. No individual shall at any time serve in more than one of the following positions:

Standing Committee Chair  
Department Chair

2. No individual shall at any time serve on more than one of the following committees:

Scholastic Review Committee  
Student Appeals/Instructor Evaluation Committee

NOTE: This restriction does not apply to the Enrollment and Student Services representative.

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.

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

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. Departments

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

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

The Departments will operate in accordance with the current Departmental Operating Procedures.

- 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

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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.

Revisions Approved by the Faculty and Dean June 3, 2008  
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