University Faculty Senate Constitution and Bylaws

Shawnee State University

Portsmouth, Ohio

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Table of Contents

University Faculty Senate Constitution

ARTICLE I: NAME, PURPOSE, SCOPE, AUTHORITY AND FREEDOM OF ASSOCIATION

SECTION I.1: NAME

The full name of this organization shall be the University Faculty Senate of Shawnee State University (hereafter, UFS).

SECTION I.2: PURPOSE

The purpose of the UFS is to ensure that the full diversity of faculty viewpoints and the collective experience, knowledge and judgment of the faculty of Shawnee State University are fully heard and given appropriate weight by the Provost of the University, President of the University, the Board of Trustees and the Ohio Department of Higher Education and other external agencies on all matters of educational and academic policy or other areas of concern that are not incorporated into an officially recognized collective bargaining agreement or university policy and procedure. It is also the purpose of the UFS to advance the dignity and worth of the academic profession and of higher education.

SECTION I.3: SCOPE AND AUTHORITY OF THE UFS

The UFS, including its standing committees and subcommittees, is the sole official voice of the Faculty of Shawnee State University in the University governance process for all matters not covered by any legally recognized collective bargaining agreement or university policy and procedure. The UFS recommends courses of action with respect to academic and educational policies and other related areas of faculty concern to the University Provost and the University President; through the University Provost and University President, to the Board of Trustees; and, where relevant, to the Ohio Department of Higher Education and other external agencies. In order for a recommended course of action that is not covered under a recognized collective bargaining agreement or university policy and procedure to be deemed as having been recommended by the faculty, official approval by the UFS is a necessary condition. It is the expectation of the UFS that on matters that significantly impact academic or educational issues that the UFS will be viewed as the primary recommending body and that its recommendations will be considered as the deliberate recommendations of a professional body.

SECTION I.4: RIGHT TO PARTICIPATE IN UNIVERSITY GOVERNANCE

The UFS recognizes the existing collective bargaining agreement as currently protecting the academic freedom of the faculty of SSU. In the event this contract should be rendered null and void by a competent legal authority with jurisdiction to do so, the following provision will apply: No Officer of the Senate, no Senator, and no faculty member may be discriminated against with respect to terms and conditions of employment on the basis of their participation in UFS affairs, or the affairs of its committees, or the governance process of the University in general unless one’s conduct in such matters is shown through established disciplinary procedures to constitute misconduct. Where University Service is defined as a possible criterion for promotion or retention, that service shall be evaluated in accordance with the established retention and promotion guidelines.

SECTION I.5: AFFIRMATION OF THE WORTH, STATUS AND DIGNITY OF THE PROFESSION

The UFS affirms its commitment to the concepts of academic freedom, academic due process, shared governance, and the status and worth of faculty as these concepts have historically been defined and understood by professional associations of college and university faculty, including the American Association of University Professors, the National Education Association, and the American Federation of Teachers.

SECTION I.6: AFFIRMATION OF THE RIGHT OF FREE ASSOCIATION

The UFS affirms the rights of faculty to freely associate; to band together for mutual aid and support; to advance the interests, status and dignity of college and university faculty; and to advance the interests of higher education in general. The UFS also recognizes the rights of faculty to choose to reject any such affiliation or membership. The UFS recognizes the National Education Association, its state affiliate (The Ohio Education Association), and its local affiliate (The Shawnee Education Association) to be the sole representative of faculty for matters pertaining to salaries and working conditions under current Ohio Law. In the event that any existing Collective Bargaining Agreement is deemed to be invalid or compromised by an appropriate legal authority with jurisdiction to so rule, the UFS shall immediately create a committee with representation from all colleges whose purpose shall be to recommend to the UFS the best way to defend the status and dignity of the faculty of Shawnee State University. This committee shall have the right to receive technical and legal advice from any source, including, but not limited to, professional organizations that represent college and university faculty in collective bargaining agreements or that advocate collective bargaining for college and university faculty. Faculty shall not be discriminated against with respect to their conditions of employment by virtue of any such association or activity, or by virtue of their choice not to associate and participate.

SECTION I.7: RELATION OF THE UFS TO THE UNIVERSITY

The UFS recognizes the role of governance and other university-wide committees or subcommittees that are not directly incorporated as UFS committees or subcommittees. Similarly, the UFS recognizes the importance of all constituency groups being heard in the governance process. However, any recommendation on their part that has the potential to significantly impact matters under the purview of the UFS must be voted on and approved by the UFS prior to their being viewed as recommendations by the Faculty. A matter shall be deemed to be under the purview of the UFS if it has the potential to significantly impact academic quality or the overall status of faculty in areas not covered by a collective bargaining agreement.

SECTION I.8: RIGHT OF THE FACULTY TO ELECT REPRESENTATIVES TO GOVERNANCE OR OTHER UNIVERSITY-WIDE COMMITTEES

The UFS shall elect faculty representatives to Governance, University-Wide Committees, and Search Committees in which faculty participate in accordance with the procedures set forth in the UFS Bylaws and the Shared Governance Committee Operating Procedures. The President of the University shall have the right to request that the UFS Executive Committee reconsider any faculty member elected to serve on such committees. If after considering the information presented by the President, the UFS Executive Committee deems its choice to have been appropriate, that recommendation shall stand. The President may choose not to accept any such recommendation but a decision to do so shall constitute grounds for a motion of disapproval by the UFS.

ARTICLE II: PROCEDURES FOR RECOMMENDATIONS

SECTION II.1: RECOMMENDATIONS ON ACADEMIC PROGRAMS

Recommendations with respect to any and all academic programs will be placed on the UFS agenda upon approval by the Educational Policies and Curriculum Committee (EPCC), Graduate Council (GC), or Distance Learning Committee (DLC). All such matters will be decided by majority vote of the UFS at a duly constituted meeting. Upon approval of the UFS, the President of the UFS will approve the proposals through the curriculum management software, which will forward the proposal to the Provost who will recommend them to the Board of Trustees for approval. The UFS President's approval of proposals in the curriculum management software will be deemed to constitute the recommendation of the UFS. Except in cases where such recommendations require the approval of the President of the University and / or external agencies the Provost will review the recommendation before advancing it to the Board of Trustees for approval.

SECTION II.1.1:

If the Provost approves the recommendation, then the recommendation shall be recommended for consideration by the Board of Trustees.

SECTION II.1.2:

If the Provost does not approve the recommendation, the Provost will request the faculty to reconsider and provide a written explanation for this request.

SECTION II.1.3:

There are cases where the Provost may wish to not approve a recommendation of the UFS based on the nature of the proposal, such as faculty specific resolutions and items listed in SECTION VII.6. If the Provost wishes to decline approving a proposal under this section they will notify the UFS President in writing so that this may be documented in the curriculum management software.

SECTION II.1.4:

If the Board of Trustees does not accept an academic program proposal the UFS President will report that back to the UFS Executive Committee and the full UFS. The President of the UFS will be afforded an opportunity to state the basis for the UFS's disagreement with the Board of Trustees both in writing and in-person before the Board of Trustees, per the Bylaws of the Board of Trustees. In formulating their response, the President of the UFS will consult with the UFS Executive Committee and provide the Executive Committee the opportunity to vote on the official response, if the UFS Executive Committee views this as necessary. The UFS Executive Committee shall also have the right to place the matter before the UFS as a collective body if in its judgment the situation warrants. In such matters, the UFS will decide by majority vote.

SECTION II.2: OTHER RECOMMENDATIONS

SECTION II.2.1:

When a recommendation requires approval beyond the level of the Provost, the President of the UFS shall inform the President of the University in writing of the recommendation of the UFS. If the President approves, the President will pass the recommendation on to the appropriate authorities for review and approval. If the Provost and / or President or any other body does not approve or accept the proposal, then the procedures below with respect to recommendations of non-curricular matters will apply.

SECTION II.2.2:

Upon receipt of the recommendation of an official recommendation by the UFS, the Provost and / or President of the University will make a decision regarding the recommendation within thirty (30) working days. If the recommendation is passed at the last UFS meeting of the academic year, the Provost and / or President may elect to inform the UFS of their decision within seven (7) working days of the commencement of fall semester classes. In acting upon a recommendation of the UFS, the Provost and / or President of the University may:

SECTION II.2.2.A:

Accept the recommendation and forward it to the Board of Trustees..

SECTION II.2.2.B:

Return the recommendation to the UFS with a specific request to reconsider all or some of the recommendation. In making this request, the Provost and / or President of the University may choose to communicate their reasons officially in writing, or may elect to discuss the matter informally with the President of the UFS, or with the President of the UFS and the UFS Executive Committee. Only resolutions that receive approval by the UFS in accordance with its rules and Bylaws at an official UFS meeting shall be considered as an official recommendation of the UFS. If the President of the UFS, or the Executive Committee believe a compromise may be reached, they shall inform the UFS of the nature of the compromise and provide the UFS with a chance to vote. Such matters may be approved by acclamation. However, an objection by one Senator shall require a formal vote by the Senate.

SECTION II.2.2.C:

If, after the above process is complete, the Provost and / or President of the University still does not accept the official recommendation of the UFS, the Provost and / or President of the University shall inform the President of the UFS in writing of their reason(s) for the disagreement. The President of the UFS will be afforded an opportunity to state the basis for the UFS's disagreement with the Provost and / or President of the University both in writing and in-person before the Board of Trustees, per the Bylaws of the Board of Trustees. In formulating their response, the President of the UFS will consult with the UFS Executive Committee and provide the Executive Committee the opportunity to vote on the official response, if the UFS Executive Committee views this as necessary. The UFS Executive Committee shall also have the right to place the matter before the UFS as a collective body if in its judgment the situation warrants. In such matters, the UFS will decide by majority vote.

SECTION II.2.2.D:

If the Board of Trustees takes an action contrary to the recommendation of the UFS, the President of the UFS shall convey this message to the UFS at its next officially scheduled meeting. The UFS may then choose to officially communicate its displeasure to the Board of Trustees, following the same procedure as in SECTION II.2.2.C above.

SECTION II.2.3

If the University President, Provost, or their designee request the faculty to consider developing a position statement or policy on an academic concern the UFS President may form an ad hoc committee to review the request. The committee will then make a recommendation back to the full senate for consideration.

SECTION II.3: RELATIONSHIP OF UFS TO THE UNIVERSITY AS A WHOLE

SECTION II.3.1:

The UFS President shall work with University administration to ensure that appropriate personnel, information, and other appropriate resources are available to assist and support the Senate in the conduct of its business.

SECTION II.3.2:

Upon receipt of Board of Trustee meeting agenda and materials, the UFS President shall determine whether there are matters therein that should be presented to the UFS Executive Committee.

SECTION II.3.2.A

The UFS President (or their designee) should attend all Board of Trustees subcommittee and full committee meetings to ensure that faculty are kept aware of discussions and actions taken at them.

ARTICLE III: MEMBERSHIP AND OFFICERS

SECTION III.1: MEMBERSHIP

All tenure-track and tenured faculty, Full-Time Faculty with Continuing Contracts, Clinical Faculty, and Full-Time Instructors/Non- Tenure Track (FTIs/NTTs) employed by the University shall be deemed a member of UFS and shall have the right to vote in elections for UFS Senators and Officers, to serve on UFS or other governance committees, and to serve as a Senator in the UFS. Faculty Directors or Coordinators of programs on release time with rights of return to faculty shall be deemed faculty for the purposes of this document. With the exception of Administrative Department Chairs or School Directors, all Department Chairs shall also be deemed faculty for the purposes of this document.

SECTION III.2: PERMANENT INVITED GUESTS

The President of the University, Provost, Associate Provosts, Deans, and any other administrative or faculty director shall have the status of permanent invited guest. All faculty are allowed to attend all UFS meetings. Invited guests may speak to motions with the same rights and privileges as Senators and shall have the right and responsibility to inform the UFS of significant developments in their respective areas. During a UFS meeting's normal course of business, invited guests are not permitted to make motions. However, at their discretion, the President of the UFS may allow invited guests to make motions when doing so will improve the flow of business. Invited guests lack voting rights in the UFS, even if the UFS President allows a guest to propose a motion.

SECTION III.3: OFFICERS AND EXECUTIVE COMMITTEE

The Officers and Executive Committee of the UFS shall consist of seven members:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. College of Arts and Sciences At-Large Senator
6. College of Business and Engineering Technology At-Large Senator
7. College of Health and Human Services At-Large Senator

Only faculty holding tenure or a continuing contract may serve as officers of the UFS. Each officer shall be elected by the popular vote of the majority of votes cast by UFS members and shall serve for a term of two years, unless that officer resigns or is recalled during the officer's term. Wherever possible, the terms of officers shall be staggered so that no more than four officers will be up for reelection each year. It shall be the responsibility of each officer of the UFS to be an advocate for faculty to the University administration, the Board of Trustees and the public at large.

SECTION III.3.1: PRESIDENT

The UFS President shall:

1. Serve as spokesperson for the UFS on all matters officially approved by the UFS (but may appoint the Vice President as spokesperson as needed);
2. Serve as Chair of the UFS Executive Committee;
3. Set the meeting agenda for UFS meetings and conduct UFS and Executive Committee meetings;
4. Ensure that the UFS meeting agenda is distributed electronically at least five (5) working days prior to each UFS meeting;
5. Sign official documents, approve proposals through the curriculum management software after passage by the UFS at an official meeting, and forward any UFS recommendations on policy to the President of the University;
6. Monitor the performance of the UFS and make recommendations to the UFS or its committees for the better ordering of the body;
7. Report to the UFS any matters that they or other senators deem of importance to that body, including the status of UFS recommendations to the President of the University;
8. Promote University-wide knowledge of UFS workings;
9. Represent UFS at Board of Trustees meetings;

10. Develop and distribute a calendar of all Shared Governance Committee Meetings at the start of the Fall semester;
11. Serve as one voting representative of the UFS to the Ohio Faculty Council;
12. Coordinate with the UFS Secretary and the Provost's Office (or other appropriate administrators) to ensure the smooth functioning of the UFS and timely posting of minutes on the UFS web page;
13. Receive a nine (9) workload hour reduction in teaching load in order to be able to effectively discharge their duties as UFS President. No more than six (6) workload hours may be taken in any one semester, save at the sole discretion of the University Provost.

SECTION III.3.2: VICE PRESIDENT

The UFS Vice President shall:

1. Chair the Educational Policies and Procedures Committee;
2. Preside over/or chair meetings of the UFS and/or Executive Committee in the absence of the UFS President;
3. Serve as second voting representative to the Ohio Faculty Council;
4. Serve on the Executive Committee;
5. Coordinate with the UFS Secretary and Provost's Office (or other appropriate administrative office) to ensure timely posting of EPCC minutes on the UFS web page;
6. Receive a six (6) workload hour reduction in teaching load in order to be able to effectively discharge their duties as UFS Vice President.

SECTION III.3.3: SECRETARY

The secretary shall:

1. Take roll and record minutes of UFS meetings and Executive Committee Meetings when necessary;
2. Provide electronic copies of the minutes for the previous UFS meeting to all Senators five (5) working days prior to each UFS meeting;
3. Serve on the Executive Committee;
4. Coordinate with the UFS President and the Provost's office to ensure full and accurate posting of approved UFS and EPCC minutes on the UFS web page and maintain Senate records and the UFS website;
5. Receive a two (2) workload hour reduction in teaching load to effectively discharge their duties as UFS secretary.

SECTION III.3.4: TREASURER

The UFS Treasurer shall:

1. Administer the funds/budget of the UFS;
2. Keep current records of receipts and disbursements;
3. Submit reports at each UFS meeting and an annual financial report to the UFS.
4. Serve on the Executive Committee;

SECTION III.3.5: AT-LARGE SENATORS

The three at-large senators, elected from the three separate colleges, serve on the Executive Committee and serve as alternate representatives to the Ohio Faculty Council.

SECTION III.3.7: PARLIAMENTARIAN

The UFS President may appoint, at their discretion, any full-service faculty member to serve as UFS Parliamentarian. The role of the Parliamentarian is to provide non-binding advice to the UFS President on the appropriate interpretation of Robert's Rules of Order. If a Parliamentarian is appointed, the Parliamentarian shall be a non-voting member of the Executive Committee and of the UFS.

ARTICLE IV: ELECTIONS AND ELECTION DISTRICTS FOR SENATORS

SECTION IV.1: RESPONSIBILITIES OF SENATORS

Senators shall seek input from their constituents on matters before the UFS and shall seek to ensure that the concerns of their constituents receive due consideration before the UFS. It is the responsibility of Senators to attend UFS meetings and to inform their constituents and the UFS President of their absence and the reasons for that absence from any UFS meeting.

SECTION IV.2: ELECTION DISTRICTS

SECTION IV.2.1

Each academic department or school within the College of Arts and Sciences (CAS), College of Business and Engineering Technology (CBET), and the College of Health and Human Services (CHHS) shall have the right to elect one (1) Senator by majority vote of the UFS membership of each department/school.

SECTION IV.2.2: Officers

The entire faculty (as defined in SECTION III.1) will be the election district of all officers.

SECTION IV.2.3

The faculty of each College will elect one (1) representative as their at-large member to serve on the Executive Committee.

ARTICLE V: ELECTIONS, RECALL, RESIGNATION

SECTION V.1: ELECTIONS OF SENATORS AND OFFICERS

Elections of Senators and Officers shall be conducted annually. All Officers and Senators shall serve for a term of two academic years, but the terms shall be staggered so that no more than one half of the Senate shall stand for election in any given year. The election shall not take place sooner than two months prior to the last day of classes of the end of the Spring semester and no later than ten (10) working days prior to the last day of classes of the Spring semester. Thirty days prior to the officially announced date of the UFS election, the UFS President will establish, in consultation with the Executive Committee, an Election Committee composed of three faculty members, one from each College, to oversee the Election. The Election Committee shall select a Chair and the Chair shall solicit nominations for all open UFS Senatorial and Officer seats. The Chair shall issue a second call for nominations fifteen (15) days prior to the election and a third call seven (7) days prior to the election. Nominations shall be officially closed five

(5) days prior to the election. The Election Committee shall then formulate a ballot and distribute it to faculty in a fashion that the Committee deems to be reasonably not susceptible to fraud. All elections shall be by secret ballot. The Committee shall tabulate votes and announce the winner. Vote totals shall be released in all competitive elections. Write-in candidates will be permitted as may "no" votes when a candidate is unopposed. If any candidate receives more "no" votes than affirmative votes, another election will be held for that seat until a candidate receives at least a majority affirmation. No person seeking any seat may supervise the elections. The Election Committee Chair shall announce the results of the election within seven (7) calendar days of the close of the election.

SECTION V.2: RECALL OR RESIGNATION OF OFFICERS AND SENATORS

Officers and Senators of the UFS may be recalled for misfeasance, malfeasance, or nonfeasance in office. Officers and Senators may also resign at any time by informing the President of the UFS in writing of their resignation. If the President of the UFS resigns, the President will inform the Vice President of the UFS. Recall proceedings can be initiated by a petition signed by at least 20% of the UFS members represented by the Senator or Officer and presented to the UFS Executive Committee. Upon receipt of such a petition, or in the case of a resignation, the President of the UFS shall appoint an Election Committee as required above in the section on elections. If the recall is against the President, the Vice President shall appoint the Election Committee. A majority vote of all UFS members of an officer's/senator's constituency against an officer/senator shall result in a recall. Upon a successful recall, or in the event of a resignation by an Officer or Senator, a special election shall be held to elect a replacement who shall finish the term of the Officer or Senator who has been recalled or resigned. Special Elections for Officers shall be carried out by a UFS Elections Committee; Special Elections for Senators shall be carried out by the chair of the Senator's academic department/school in accordance with their departmental/school by-laws.

ARTICLE VI: UNIVERSITY FACULTY SENATE MEETINGS

SECTION VI.1: MEETINGS

All meetings of the UFS shall be open to attendance by all interested parties unless the UFS votes to go into executive session.

SECTION VI.2: REGULAR MEETINGS

The UFS shall meet at least three (3) times per semester, normally at 4:00 p.m. on the final Monday of each month. Dates and times of the meeting may be changed at the discretion of the UFS President in consultation with members of the UFS Executive Committee. The UFS President will develop and distribute to all faculty and administrators a calendar of all Shared Governance Committee meetings at the beginning of the fall semester.

SECTION VI.3: CANCELLATION OF MEETINGS

Regularly scheduled meetings of the UFS may be canceled by the UFS President with the consent of the majority of the UFS Executive Committee. In the event of such a cancellation, the UFS President shall convey a reason for cancellation along with the notice to the University community. If the President of the

University or a duly appointed representative of the President of the University cancels classes or closes the University during a time when the UFS is scheduled to meet, the UFS meeting will be considered canceled and the UFS President will consult with the UFS Executive Committee regarding whether to reschedule the meeting or postpone consideration of the agenda until the next regularly scheduled UFS meeting.

SECTION VI.4: UFS PRESIDENT PARTICIPATION

During meetings, the UFS President may only participate in the discussion in an effort to influence the outcome when the Senate has agreed to work informally as a committee of the whole. The UFS President may, however, ask any person participating in the discussion to clarify the intent of their speech or suggest motions that would be in order as a means of facilitating the smooth flow of business.

SECTION VI.5: UFS PRESIDENT VOTE

The UFS President may vote only when there is a tie or when casting their vote would influence the outcome as established by Robert's Rules of Order. For example, if a motion requires a 2/3 majority to pass, and the Senate is one vote short, the UFS President may vote yea or nay on the motion. Similarly, the UFS President may cast a vote when doing so would prevent the motion from passing by a 2/3 majority. Interpretation of this article will be in strict accordance with Robert's Rules of Order.

SECTION VI.6: UFS PRESIDENT RESPONSE TO BEHAVIOR

When in the judgment of the UFS President a person has engaged in speech or behavior that is contrary to the Rules of Order as set forth in this document or in Robert's Rules of Order, the President will caution that person. If after two successive cautions in the same meeting, the disruptive speech or behavior continues, the President may rule that person "out of order" and request that person to leave the meeting. As in all rulings by the UFS President, the Senate may overrule the President by a 2/3 majority.

ARTICLE VII: ORDER OF BUSINESS AT MEETINGS AND PLACING OF ITEMS ON THE AGENDA

SECTION VII.1: ORDER OF BUSINESS

At regular meetings, the order of business shall be:

1. Call to Order
2. Roll Taking
3. Approval of Minutes
4. Approval of Agenda
5. Announcements and Remarks from the Senate President
6. Treasurer's Report
7. Administration Reports
8. Announcements from the Senate Floor
9. Committee and Director Reports
10. Unfinished Business
11. New Business
12. Adjournment

SECTION VII.2: SENATE MATTERS

Matters for consideration by the UFS may be referred to the UFS by any member of the University community. Academic policies, curricular proposals, and resolutions to be put before UFS must be submitted through the curriculum management software. Curricular proposals must follow the curriculum approval processes described in the UFS Bylaws. All other requests must be in writing and may be made to the UFS Executive Committee or to any other UFS Committee. The Executive Committee shall direct requests to the appropriate committee. Any member of the University community will be recognized at the discretion of the President of the UFS or by any UFS Committee Chair to speak at any regularly scheduled meeting. Such recognition will be granted unless there are clear and compelling reasons to not grant such recognition. Such reasons shall be limited to a clear and compelling reason to believe that the person intends to materially disrupt, delay or otherwise hinder the duly established order of business of the UFS or the relevant committee. Any matter that is appropriately referred to the UFS by a UFS committee shall be placed on the agenda of the next UFS meeting and shall be considered to have been moved and seconded. Committees may, at their discretion, choose to automatically "bundle" motions. However, such motions shall be unbundled if even one Senator requests such an action. The motion will still be considered moved and seconded.

Any Senator may request that an item be placed on the UFS agenda by writing to the UFS Executive Committee. Such items shall automatically be placed on the agenda by the UFS President and be considered as "moved." Such motions will, however, require a second from the floor of the UFS. The President of the UFS will only refuse such motions when clear and compelling reasons exist to believe such a motion is "out of order." When the UFS President makes such a determination, he or she shall inform the UFS of their ruling and the clear reasons for such a ruling. The UFS may overrule the UFS President by 2/3 majority vote.

Any Senator may "object to consideration" of any item on the agenda. Such a motion shall require a second and requires 2/3 majority to pass. The President of the SEA, or any recognized faculty collective bargaining agent, shall be given a copy of the agenda for each UFS meeting. If upon review of the agenda, the President of the SEA has reason to believe such a matter is better addressed by the SEA or is already addressed by the CBA, the President of the SEA will request in writing to the Executive Committee of the UFS that the motion be withdrawn. If the Executive Committee disagrees with this request, it will request a meeting with the President of the SEA in an effort to clarify the matter. Alternatively, the President of the UFS and the President of the SEA may make an effort to settle the matter through informal consultation. A reasonable belief by any Senator or Officer that a proposed motion interferes with the CBA may be the basis for a motion to "object to consideration." Any motion passed by the UFS that is determined to conflict with one or more provisions of any recognized Collective Bargaining Agreement or any law of the state of Ohio or the U.S. shall be considered null and void.

SECTION VII.3: COMMITTEE AND DIRECTOR REPORTS

The chairs and directors of standing UFS subcommittees should provide a summary of their committee's actions taken since the last UFS meeting. These summaries can be presented verbally at the meeting or read into the minutes by the UFS President and Secretary.

SECTION VII.4: UNIVERSITY PRESIDENT AND PROVOST ADDRESSES TO THE FACULTY SENATE

The President and Provost of the University shall have a standing invitation to address the UFS. Absent extraordinary circumstances, the President and Provost shall limit their total remarks to 20 minutes. The President of the UFS may extend this time frame at their discretion. The President and Provost may yield some of their time for other administrators to share information.

SECTION VII.5: EXECUTIVE SESSION

Any Senator or Officer of the UFS, other than the UFS President, may make a motion for Executive Session. The President of the UFS may ask if any Senator wishes to move for Executive Session. If such a motion is seconded, and receives 2/3 majority vote, the President of the UFS will request all non-voting members, guests and members of the public to leave. Minutes from Executive Session shall be kept and shared in accordance with Roberts Rules of Order. Though the UFS cannot legally compel any person to leave, in the event that a Dean, Associate Provost, Provost or President of the University shall remain, the UFS may deem this action as sufficient grounds for a formal motion of censure.

SECTION VII.6: RIGHT OF THE SENATE TO VOTE ON NON-BINDING SANCTIONS OF SENIOR ADMINISTRATIVE OFFICIALS

For the purposes of this section, “senior administrative official” shall be deemed to include the President of the University, The Provost, any Associate Provost with significant academic responsibility, or any Dean with significant responsibility for overseeing faculty or curricula. When any Senator or officer of the UFS, other than the UFS President, believes any officer of the University has acted in a fashion that is contrary to the academic mission of the University or the principles of shared governance and academic freedom, such a person may make any of the following motions. Such motions must receive a second and must be approved by 2/3 majority vote of the UFS:

SECTION VII.6.1: MOTION OF DISPLEASURE

Such a motion is simply intended to communicate to the specific party a statement that the UFS is officially displeased with a specific action taken or not taken. When such a motion is made, the affected party shall be given an opportunity to defend themselves before the UFS.

SECTION VII.6.2: MOTION OF CENSURE

Such a motion is intended to communicate to the specific party that the UFS finds an action taken or not taken to be contrary to the academic mission of the University, academic freedom, shared governance, or all three, and deems that action to be censurable. Prior to any such vote, the person affected shall be afforded the opportunity to defend their actions before the UFS.

SECTION VII.6.3: MOTION OF NO CONFIDENCE

A motion of no confidence means that the faculty as a collective body rejects the leadership of the individual in question and regards that individual as unfit to fulfill their duties and maintain the good faith and confidence of the faculty. Such a motion may be made only upon a majority vote of the Executive Committee and shall be placed on the agenda at least thirty (30) calendar days prior to the next UFS meeting, and only after a motion of censure has been passed and the party to which it is directed has continued on the same course of action or initiated new, similar actions. Such motions shall be made only under grave circumstances and only after fully and completely giving due consideration to the gravity of such a motion. Before undertaking such a course of action, the initiator of such an action and the UFS as a whole should carefully weigh the potential impact of such an action on the overall health of the University. When such a motion is made, the person affected shall be informed in writing of the charges and the basis for the charges at least thirty (30) calendar days in advance, afforded an opportunity to defend themselves before the UFS. If such a motion passes, the President of the UFS shall communicate the result to the Chairman of the Board of Trustees. The UFS recognizes the non-binding nature of such resolutions and acknowledges the legal authority of the Board of Trustees to enter into and terminate contracts with the above officials.

SECTION VII.7: WORKING DAYS

"Working days" refers to Mondays through Fridays when regular classes are scheduled at SSU. Holidays and breaks between academic semesters are not "working days" for such purposes.

ARTICLE VIII: FINANCES

SECTION VIII.1: MONETARY CONTRIBUTIONS

The UFS may accept monetary contributions and authorize disbursement as deemed appropriate by majority vote of the UFS.

SECTION VIII.2: REIMBURSEMENT OF UFS OFFICERS FOR TRAVEL ON OFFICIAL UFS BUSINESS

Where an annual budget for the UFS has been established in consultation with the Provost, bona fide expenses occurred by UFS Officers or any Senator who travels on official UFS business shall be fully reimbursed to that person from the UFS budget. Where an annual budget does not exist, or in circumstances where there are bona fide reasons to exceed the budget, the President and Treasurer of the UFS shall coordinate with the Provost's office, in accordance with University travel policies, to establish reasonable conditions for reimbursement.

ARTICLE IX: CONSTITUTIONAL AMENDMENTS

The following procedures will apply to the proposal and ratification of the UFS constitution.

SECTION IX.1: PROPOSING CONSTITUTIONAL AMENDMENTS

Amendments to this Constitution shall be proposed by a 2/3 vote by the UFS at a regularly scheduled meeting. Any Senator or Officer may place a proposed amendment on the agenda. The UFS may create an ad hoc Constitution Revision Committee to draft and recommend constitutional amendments to the UFS.

SECTION IX.2: NOTIFICATION OF MEMBERS

The proposed amendment and notice of the UFS meeting at which the matter is to be discussed shall be distributed by the UFS secretary to all UFS members and ex officio members at least seven (7) working days prior to the meeting. Any UFS member may attend the meeting at which the proposed amendment is to be discussed and may address the issue.

SECTION IX.3: CONSTITUTIONAL AMENDMENT RATIFICATION

Ratification of amendments to this Constitution shall require approval by secret ballot of the majority of the votes cast. Only UFS Member Faculty as defined by this document may vote. The UFS Election Committee shall conduct the vote no sooner than two weeks after the proposed amendment passes the Senate and no later than thirty (30) calendar days within. Such amendments shall be submitted for public comment and discussion during this period. The Election Committee shall formulate a ballot and distribute it to faculty in a fashion that the Committee deems to be reasonably not susceptible to fraud. The vote will take place over a five (5) business day period. The Committee shall tabulate votes and announce the result within seven (7) calendar days of the close of the voting period.

ARTICLE X: BYLAWS

SECTION X.1: PURPOSE AND SCOPE OF BYLAWS

The UFS Bylaws describe processes and procedures relevant to the creation, operation, and staffing of ad-hoc or standing committees that report to the UFS and the oversight of non-departmental directors assigned to a committee. The Bylaws shall also include approved processes and procedures relevant to the operation of ad-hoc or standing committees, including processes, procedures, and bylaws adopted prior to the passage and ratification of this article.

University Faculty Senate Bylaws

SECTION 1: ESTABLISHING AND TERMINATING COMMITTEES

The UFS shall establish committees to carry out its business by 2/3 majority vote of the UFS. Alternatively, the UFS may terminate committees by 2/3 majority vote of the UFS.

SECTION 2: GENERAL RESPONSIBILITIES OF COMMITTEES AND CHAIRS

Responsibilities of each standing UFS committee shall include but not be limited to:

1. Initiating study of new issues and/or initiating review of existing policies as deemed necessary on matters related to its charge;
2. Recommending to the UFS as a whole the appointment of sub-committees as defined below for the purpose of dealing with specific matters relating to the charge of the committee;
3. Receiving and considering matters referred to it by the Executive Committee;
4. Receiving matters referred to it by members of the University community and forwarding them to the Executive Committee for inclusion on the UFS agenda when appropriate;
5. Informing the UFS of ongoing business;
6. Meeting on a regular basis, which shall normally be once a month. Committees may meet more or less often as circumstances require.
7. An alternative chair can be assigned from the committee by the committee chair for the standing committees when the normal chair is / will be absent.

Committees shall appoint a secretary to record their meeting minutes. The committee chair may not serve as secretary; and meeting minutes shall be made available to the full senate upon request of the UFS President. UFS committees may also seek advice, input and expertise as necessary from other constituencies of the University and shall collaborate with other constituency groups in fulfilling their tasks.

Chairs of committees will be responsible for coordinating the overall work of the Committees and for making timely reports to the UFS. Such reports shall be made as requested by the UFS President or any other officer or senator. In cases where there is a minority report, or where a majority of the Committee disagrees with the Committee Chair, those members who disagree with the majority report or with the majority and the Committee Chair shall have the right to issue a minority report to the UFS

SECTION 3: NON-DEPARTMENTAL DIRECTORS

Those UFS standing committees that have been charged with oversight of Non-Departmental Directors shall conduct annual performance reviews of their assigned non-departmental directors and make recommendations to the Provost and the UFS Executive Committee on the appointment or re-appointment of directors, as outlined in the following:

1. Non-Departmental Directors shall have the ability to serve multiple, consecutive terms;
2. Directors shall receive their appointment before the end of Spring semester;
3. Non-Departmental Directors shall receive course release time or a stipend for their service, as set by the Office of the Provost;
4. Associated oversight committees, when asked by the Office of the Provost, the Director, or the UFS President will review and recommend changes to the Director's assigned duties;
5. Upon expiration of term, resignation, or removal of a Director, the Provost or their designee will solicit nominations for the directorship from all qualified UFS members;
6. Provost or their designee will submit all nominations (including self- nominations) to the associated oversight committee for comment and recommendation; the committee's recommendation shall be forwarded to the full Senate for a final recommendation that will be submitted to the Provost;
7. Before appointing a director, the Provost or their designee will consult with UFS President regarding the Senate's recommendation;
8. In case of an immediate vacancy, the Provost, in consultation with the UFS President, shall appoint an Interim Director until a permanent one can be appointed according to these procedures.

SECTION 4: STANDING COMMITTEES OF THE UFS

For the smooth functioning of the UFS, the following Standing Committees shall be established:

1. UFS Executive Committee
2. Educational Policies and Curriculum Committee (EPCC)
3. Graduate Council (GC)
4. General Education Advisory Committee (GEAC)
5. Distance Learning Committee (DLC)
6. Honors Program Committee (HPC)
7. Teaching and Learning Committee (TLC)
8. Research and Scholarly Affairs Committee (RSAC)
9. Celebration of Scholarship Committee (COSC)
10. Assessment and Accreditation Committee (AAC)
11. Distinguished Lecture Series Committee (DLSC).

1. UFS Executive Committee

The UFS Executive Committee shall consist of the seven officers of the UFS, who shall be voting members, and, where relevant, a Parliamentarian, who shall be a non-voting member of the Executive Committee. The Executive Committee shall be responsible for:

1. coordinating the business of the University Faculty Senate;
2. overseeing the staffing of UFS committees;
3. appointing all faculty representatives to shared-governance or other university-wide committees, task forces, etc.;

4. assigning matters brought before it to the appropriate committee for investigation, reporting, and recommendations;
5. schedule additional UFS or standing committee meetings outside the planned meetings for material that is time sensitive, as determined by the President of the UFS;
6. meeting with members of administration and other groups as appropriate to discuss issues related to shared governance;
7. discuss the business of the UFS;
8. conduct the curricular or policy business of the UFS in the event that UFS or its standing committees are unable to meet in a timely fashioned, as determined by the President of the UFS;
    a. any business conducted by the Executive Committee on behalf of the UFS or its standing committees must be ratified at the following UFS meeting by the full UFS membership. If the item(s) are not ratified by the full UFS the curricular or policy changes recommended by the Executive Committee shall be considered null and void;
9. report on the discussions of the Executive Committee to the full UFS.

The UFS Executive Committee shall meet at least once a semester and otherwise as necessary. The Executive Committee may conduct routine business by e-mail. The President of the UFS shall be the Chair of the Executive Committee.

2. Educational Policies and Curriculum Committee (EPCC)

The UFS Vice President shall Chair the EPCC and shall be a voting member of EPCC. The EPCC shall have the responsibility of overseeing all matters pertaining to undergraduate educational policies and curricula, as well as all other university-wide academic policies, with the exception of those that concern graduate programs and curricula, which shall be overseen by the Graduate Council.

All curricular and academic policy proposals must be approved by a majority vote of EPCC before being referred to the UFS. Any proposed change in existing programs or proposals for new programs shall be properly vetted by the appropriate academic department/school or, where relevant, the General Education Advisory Committee prior to coming before EPCC. All curricular proposals must be approved by a majority vote of the EPCC before being referred to the DLC, GC, or UFS.

It shall be the responsibility of each academic department/school to establish rules and procedures by which to recommend curricular and program changes to the EPCC. Under direction from the Board of Trustees the University Provost may initiate a curricular EPCC proposal.

All business before the EPCC will be made available for comment and criticism by the campus community via a five-working-day open hearing process. A digest of the five-day open hearing comments along with the agendas and minutes of previous meetings will be made available to the campus community by the Chair of the EPCC.

Upon EPCC approval, the Chair of EPCC will forward the course to the DLC (if necessary) or to UFS via the curriculum management software. Upon UFS approval, the President of UFS will forward the course to the Provost who will advance the proposal for consideration by the Board of Trustees and upon passing approval by the Board of Trustees ensure the registrar and other necessary parties receive notification.

If any person or department/school is dissatisfied with a decision by EPCC, that person may resubmit the proposal to EPCC through the curricular processes required in the curriculum management software.

The University administration may select one senior administrator to be the primary administrative representative to the EPCC. That person shall be a non- voting member of the EPCC. Other administrators as well as all faculty may attend and participate in EPCC deliberations as necessary.

3. Graduate Council (GC)

Each graduate program shall have the right to elect two representatives to the GC by popular, majority vote of UFS graduate faculty members in each program. Elections shall be conducted by the program's Department Chair or Graduate Director, according to their departmental or school bylaws. Representatives shall serve for a term of two years. The GC shall have a faculty chair, serving a two-year term, elected by the GC at its final meeting of the spring semester before the term starts in the fall semester. The GC chair shall be a voting member of the committee. The Graduate Council chair shall receive a three (3) workload hour release to execute their duties.

The GC shall have the responsibility for overseeing all matters pertaining to graduate educational policies and curricula. Any proposed change in existing programs, or proposals for new programs shall be properly vetted by the appropriate academic program, prior to coming before the GC. Under direction from the Board of Trustees the University Provost may initiate a curricular GC proposal. All curricular proposals must be approved by a majority vote of the GC before being referred to the DLC or UFS.

The Graduate Council will be responsible for establishing rules and procedures by which to recommend curricular and program changes to the GC.

All business before the GC will be made available for comment and criticism by the campus community via a five-working-day open hearing process. A digest of the five-day open hearing comments along with the agendas and minutes of previous meetings will be made available to the campus community by the Chair of the GC.

Upon GC approval, the Chair of GC will forward the course to the DLC (if necessary) or to UFS via the curriculum management software. Upon UFS approval, the President of UFS will forward the course to the Provost who will advance the proposal for consideration by the Board of Trustees and upon passing approval by the Board of Trustees ensure the registrar and other necessary parties receive notification.

If any person or department/school is dissatisfied with a decision by GC, that person may resubmit the proposal to GC through the curricular processes required in the curriculum management software.

The University Administration may select one senior administrator to be the primary administrative representative to the GC. That person shall be a non-voting member of the GC. Other administrators as well as all faculty may attend and participate in the Council's deliberations as necessary.

4. General Education Advisory Committee (GEAC)

The General Education Program (GEP) Director shall be the Chair of GEAC and is a voting member. The GEP Director shall be appointed to a three-year term by the Provost, following consultation with GEAC and the UFS Executive Committee. The GEP Director shall be a tenured or continuing contract faculty member. The GEP Director shall receive a six (6) workload hour release to execute their duties.

GEAC shall oversee all areas of relevance to the University's GEP. The GEP Director, with the assistance of GEAC members, shall oversee the annual assessment of the program's student learning outcomes, recommending any needed changes to course offerings and program requirements to the EPCC. GEAC members shall assist the GEP Director in the collection of assessment artifacts and liaise with department/school faculty developing assessment plans and instruments.

GEAC will review and evaluate all proposals related to the GEP. All course proposals received by GEAC will be evaluated to ensure that the course meets the learning outcomes for its respective category in the GEP and aligns with the assessment plans for its GEP Cluster, regardless of whether the proposal is for a new course to add to the GEP or the modification of an existing GEP course. Each department and school will establish its own rules and procedures through which proposals that impact the GEP may be brought before GEAC. Under direction from the Board of Trustees the University Provost may initiate a GEP curricular proposal.

All business before GEAC will be made available for comment and criticism by the campus community via a five-day open hearing process. All motions from GEAC must be subsequently approved by EPCC before being referred to UFS. Upon GEAC approval, the GEP Director will forward the course to EPCC via the curriculum management software. Upon UFS approval, the President of UFS will forward the course to the Provost who will advance the proposal for consideration by the Board of Trustees and upon passing approval by the Board of Trustees ensure the registrar and other necessary parties receive notification. All curricular proposals must be approved by a majority vote of the GEAC before being referred to the EPCC.

If any person or department/school is dissatisfied with a decision by GEAC, that person may resubmit the proposal to GEAC through the curricular processes required in the curriculum management software.

The University administration may select one senior administrator to be the primary administrative representative to GEAC. That person shall be a non-voting member of GEAC. Other administrators as well as all faculty may attend and participate in GEAC deliberations as necessary.

5. Distance Learning Committee (DLC)

The Distance Learning Director shall be appointed to a three-year term by the Provost following consultation with the DLC and the UFS Executive Committee. The Director shall be a tenured, tenure-track, or continuing contract faculty member. UFS members who are categorized as FTIs/NTTs cannot serve as Distance Learning Director. The Director shall be a voting member of the DLC and serve as its Chair.

The DLC shall oversee all areas of relevance to the University's distance, hybrid, hyflex and on-line curriculum and program offerings as described below. All business before DLC will be made available for comment and criticism by the campus community via a five- day open hearing process. The University administration may select one senior administrator to be the primary administrative representative to DLC. That person shall be a non-voting member of DLC. Other administrators as well as all faculty may attend and participate in the Committee's deliberations as necessary.

Any faculty member wishing to convert a course to an online, hybrid, or hyflex format or develop a new course in an online, hybrid, or hyflex format shall successfully complete training in distance learning from an appropriate institution such as Online Learning Consortium or Quality Matters. Additionally, any faculty, FTI or adjunct wishing to teach an online/ hybrid course shall successfully complete training in distance learning from an appropriate institution such as Online Learning Consortium, Quality Matters, or contracted services.

New courses in an online, hybrid, or hyflex format must be submitted through the curriculum management software. The proposal must include the following materials:

1. A course syllabus using the DLC syllabus template (available from the DLC);
2. One course module outline using the DLC outline template (available from the DLC);
3. One functioning online module made available for review on Blackboard (the faculty member developing the course shall request that the SSU Blackboard office add DLC members as guests to the course).

The course must proceed through the appropriate governance process for all new courses. Following departmental/school approval, general education courses must proceed to GEAC and then EPCC; graduate-level courses must proceed to GC; and all other courses must proceed to EPCC. If approved by GC or EPCC, the course then proceeds to DLC. Under direction from the Board of Trustees the University Provost may initiate a curricular DLC proposal.

Existing courses that are converted to an online, hybrid, or hyflex format must be submitted through the curriculum management software. The proposal must include the following materials:

1. A course syllabus using the DLC syllabus template (available from the DLC);
2. One course module outline using the DLC outline template (available from the DLC);
3. One functioning online module made available for review on Blackboard (the faculty member developing the course shall request that the SSU Blackboard office add DLC members as guests to the course).

Following departmental/school approval, the course will bypass GEAC, GC, and/or EPCC, proceeding directly to DLC.

The DLC will conduct a full review of new online, hybrid, or hyflex courses and courses converted to an online, hybrid, or hyflex format using the Blackboard Rubric. The proposer or knowledgeable representative must be present at the DLC meeting to demonstrate the functioning online module and answer questions. Upon DLC approval, the Distance Learning Director will forward the course to UFS via the curriculum management software. Upon UFS approval, the President of UFS will forward the course to the Provost who will advance the proposal for consideration by the Board of Trustees and upon passing approval by the Board of Trustees ensure the registrar and other necessary parties receive notification. All curricular proposals must be approved by a majority vote of the DLC before being referred to the UFS.

Any faculty member wishing to pilot a conversion of an existing course to an online, hybrid, or hyflex format will consult with the Distance Learning Director and submit directly to the Distance Learning Director a course syllabus utilizing the DLC Syllabus Template and one (1) course module outline utilizing the DLC Outline Template. The DLC Director at their discretion can allow a course to be taught in an online / hybrid / hyflex one (1) time before full DLC approval if there is compelling need for the course to be offered in such a format and the timing of meetings precludes getting the course approved. The failure of a course to pass DLC will not constitute a reason to allow this one-time exemption. The DLC Director will notify UFS President regarding any one-time exemption.

If a new or existing course is to be developed for online delivery in conjunction with Risepoint the course must be submitted as a proposal through the curriculum management software and must proceed through the appropriate committees as described above. However, courses developed in conjunction with Risepoint may bypass DLC and proceed directly to UFS for approval. This exception to DLC approval requirements reflects the 2024-2027 Collective Bargaining Agreement, Article 20.

If any person or department/school is dissatisfied with a decision by DLC, that person may resubmit the proposal to DLC through the curricular processes required in the curriculum management software.

6. Honors Program Committee (HPC)

The Honors Program Director shall be appointed to a three-year term by the Provost following consultation with the HPC and the UFS Executive Committee. The Director shall be a tenured, tenure-track, or continuing contract faculty member. UFS members who are categorized as FTIs/NTTs cannot serve as Honors Program Director. The Director shall be a voting member of the HPC and serve as its Chair. The HPC shall oversee all areas of relevance to the University's Honors Program. Members of the committee shall:

1. assist the Honors Program Director in identifying and discussing programmatic issues;
2. provide guidance concerning the curricular and programming needs of the Honors program;
3. consider and make decisions regarding proposed revisions to program components and requirements;
4. provide feedback on proposed Honors conferences and experiential learning; and
5. help promote the Honors Program within their colleges and departments/schools.

The HPC meets at least once per semester with additional meetings as needed.

7. Teaching and Learning Committee (TLC)

The TLC shall oversee all matters of relevance to the University's Teaching and Learning Center.

The Director of the Teaching and Learning Center will be appointed to a three-year term by the Provost, following consultation with the TLC and the UFS Executive Committee. The Director shall have voting rights and serve as an ex officio member of the committee.

The TLC shall meet at least three times an academic year to assist the Director in identifying and discussing issues, providing guidance, and making decisions that pertain to the programming needs of the Teaching and Learning Center.

The TLC shall solicit nominations and recommend annual awards recognizing faculty excellence.

8. Research and Scholarly Affairs Committee (RSAC)

The RSAC shall consider and recommend policies affecting the faculty with regard to research and scholarly activities of the University. The RSAC shall be responsible for reviewing faculty proposals for sabbatical (leave with pay and/or support),leaves without pay, and also reviews and awards, in consultation with the Provost, Faculty Enrichment funds.

The RSAC shall make timely recommendations on such matters to the EPCC and University administration in accordance with UFS and University policy and procedures.

The RSAC shall have a faculty chair, elected by the committee at its first meeting of the academic year.

9. Celebration of Scholarship Committee (COSC)

The Chair of the COSC shall be the Director of the Celebration of Scholarship Conference. The Director shall be appointed to a two-year term by the Provost following consultation with the COSC and the UFS Executive Committee. The Director shall be a tenured, tenure-track, or continuing contract faculty member. UFS members who are categorized as FTIs/NTTs cannot serve as COSC Director or as Chair. The COSC chair shall receive a three (3) workload hour release in the spring semester to execute their duties.

The COSC shall have responsibility for overseeing the annual Celebration of Scholarship Conference and its membership shall be appointed by RSAC in consultation with the COSC Director.

10. Assessment and Accreditation Committee (AAC)

The AAC shall oversee and coordinate all matters related to assessment of academic programs and curriculum. The committee shall be responsible for:

1. Promoting awareness and understanding of university-wide accreditation processes;
2. Organizing faculty involvement in the University accreditation process;
3. Coordinating with other UFS Committees, other university-wide shared governance bodies and/or academic departments/schools to ensure that:
    a. faculty input on assessment is given appropriate weight;
    b. assessment of academic programs is carried out in a consistent and effective fashion;
    c. faculty are informed of university-wide accreditation matters.
4. Making recommendations regarding changes to University assessment policies and procedures;
5. Providing feedback, when requested, on assessment plans created by University departments/schools and programs.

The AAC shall have a faculty chair, elected by the committee at its first meeting of the academic year. UFS members who are categorized as FTIs/NTTs cannot serve as Committee Chair.

The Director of Assessment is a non-voting member of the AAC and may attend and participate in AAC deliberations as necessary. The Director may request the committee's input on matters related to accreditation and assessment, such as University policies, accreditation activities, and assessment plans from specific programs or departments/schools. Other administrators may also attend and participate in AAC deliberations as necessary.

11. Distinguished Lecture Series Committee (DLSC)

The purpose of the DLSC is primarily to promote academic discussion, including where appropriate, legitimate academic debate and controversy. The DLSC shall be responsible for:

1. soliciting nominations for the annual Distinguished Lecture Series, and;
2. selecting speakers in accordance with the annual budget for the Distinguished Lecture Series; and;
3. Reporting approved speakers list and preliminary program dates to the UFS by the last UFS meeting of the academic year.

Speakers shall generally be individuals with established and significant academic reputations who have made original contributions in areas of interest to faculty and the larger University community. Where relevant, speakers may be selected who have made significant contributions outside of academia to areas of general academic or public interest.

The chair of the DLSC will coordinate scheduling of DLSC events with other annual campus lecture programs in accordance with established committee and University procedures.

The DLSC shall have a faculty chair, elected by the committee at its first meeting of the academic year. UFS members who are categorized as FTIs/NTTs cannot serve as Committee Chair.

SECTION 5: INITIATION OF CURRICULAR PROPOSALS

All curriculum proposals other than those specified below must be initiated by a current tenure-track or tenured faculty member. Graduate curriculum proposals must be initiated by a current tenure-track or tenured graduate faculty member.

The initiator will be responsible for authorship of all necessary documents, although collaboration with other colleagues may be noted through acknowledgements. The initiator will also be responsible for overseeing the movement of the proposal through all aspects of the approval process in the curriculum management software. The proposal must include all required fields filled out in the curriculum management software and have supporting documentation attached, as appropriate (e.g. syllabi, curriculum plan, policy document, etc). The initiator is not, however, required to be the faculty member who implements proposed curricular changes or teaches proposed course(s). All proposals must get approval from the voting members of the department/school in which the courses will be offered in accordance with the department/school bylaws. If courses are not offered through an established department/school, then they must get approval through the proposing faculty member’s department/school. Graduate curriculum will be voted on by graduate program faculty.

Program discontinuation (warehousing) proposals not leading to retrenchment may be initiated by the Provost in accordance with SECTION 12.

The Shawnee State University Board of Trustees may also request the Provost to initiate curricular proposals. The Provost should only initiate these proposals when there is documentation in writing of the Board of Trustees request.

SECTION 6: ELECTION AND APPOINTMENT OF COMMITTEES

Each academic department and school of the College of Arts and Sciences, College of Business and Engineering Technology,, and the College of Health and Human Services shall have the right to elect one representative to the EPCC, the GEAC, and the DLC by popular, majority vote of the UFS members in each department/school. Annual elections shall be conducted by the end of Spring Semester in accordance with departmental/school by-laws. Representatives to the EPCC, the GEAC, and the DLC shall serve for a term of two years and may stand for re-election at the end of their term.

The AAC, DLSC, RSAC, HPC, COSC, and TLC shall be staffed as follows: When an opening for a committee position occurs, the President of the UFS shall call for nominations. If only one person is nominated that person shall automatically be appointed to the committee. When more than one person is nominated, the President of the UFS will forward the names to the Executive Committee for a vote. The AAC, DLSC, RSAC, HPC, COSC, and TLC shall each consist of five members. One of the members will be appointed from the College of Arts and Sciences, one will be appointed from the College of Health and Human Services, and one will be appointed from the College of Business and Engineering Technology, and two members will be appointed from the faculty at large by the UFS President. When the Executive Committee appoints members to open seats a reasonable effort shall be made to stagger the terms of the members and ensure that representation is shared among each college's departments/schools and programs. All faculty representatives shall serve for a period of two years and may stand for re-appointment at the end of their term.

Each graduate program shall have the right to elect two representatives to the Graduate Council by popular, majority vote of UFS graduate faculty members in each program. Elections shall be conducted by the program's department chair or program director according to their departmental or school by-laws. GC representatives shall serve for a term of two years and may stand for re-election at the end of their term.

Wherever possible, all UFS Committees will have at least one Senator or UFS Officer serve on that committee. If the committee chair is not a Senator, either the committee chair or the Senator should provide official reports to the UFS, but the Senator shall have the responsibility of keeping the UFS informed of the committee's progress.

SUBCOMMITTEES AND AD HOC COMMITTEES

Standing Committees may create sub-committees to report back to the Standing Committee as necessary to better carry out their tasks. The UFS may create ad hoc Committees for a definite term and specific, limited charge to address specific issues that arise and are not addressed by the existing committee structure by a 2/3 majority vote at a duly constituted UFS meeting.

MID-TERM VACANCIES

In the event of a resignation or vacancy, an election shall be held to fill said vacancy within thirty (30) working days. In the event that a vacancy occurs during a period when faculty are off contract the department chairperson / school director shall assign a temporary representative (proxy) until the faculty are able to vote on their replacement. Department chairpersons / school directors must notify the UFS President and the chair of the standing committee of any vacancies immediately.

A department chairperson / school director may also assign an individual, or hold an election of eligible department / school faculty, in accordance with any appropriate department / school bylaws, to temporarily fill-in for a absent department / school representative (proxy) to UFS or one of its standing committees. The department chairperson / school director must notify the UFS President and the chair of the standing committee ahead of the meeting time of the temporary assignment.

COMMITTEE MEETING SCHEDULE

Unless otherwise ordered by the UFS, the EPCC, the GC, the GEAC, the HPC, the DLC, and the UFS shall meet according to the following regular schedule: 1st Monday of the month (GEAC); 2nd Monday of the month (EPCC); 2nd Wednesday of the month (GC); 3rd Monday of the month (DLC); last Monday of the month (UFS); all other UFS committees shall attempt to meet at times conducive to a quorum of their members. Special meetings of all UFS committees can be called by the Committee Chair or upon written request of three committee members. The purpose of the meeting shall be stated in the call, which shall be sent in a timely manner to all members of the committee.

The Academic and Resource Management Committee (ARMC) shall meet the 3rd Wednesday of the month.

SECTION 7: SHARED GOVERNANCE COMMITTEES

In order to ensure a vital University shared-governance committee structure that includes the university-wide constituencies, representatives of the UFS and the other constituency groups of the University will collaborate through the Shared Governance Committee Operating Procedures document (Appendix A) in accordance with established University Policies and Procedures. The UFS will vote on changes to the Committee Structure Agreement, beyond minor ones, following the guidelines for establishment and termination of other UFS committees (SECTION IX.1). Staffing of these committees by full-service faculty will also be carried out in the same manner as other UFS committees (SECTION 6).

SECTION 8: ELECTRONIC MEETINGS

To ensure that the business of University shared-governance can occur, electronic meetings are permissible. It is expected that shared-governance committees should meet in-person when feasible.

Meetings may be held in-person or electronically at the discretion of the committee chair. Committees that are covered by this bylaw include, UFS, UFS Executive Committee, EPCC, GC, GEAC, DLC, HPC, TLC, RSAC, COSC, AAC, DLSC, and any ad-hoc committees of those committees.

Links and instructions for access to the electronic meeting must be distributed at least twenty-four (24) hours before the scheduled meeting time to all prospective attendees.

If electronic meetings occur, they must be conducted using synchronous video conferencing software (e.g. Collaborate, Teams, Zoom). Voting in electronic meetings should occur using a roll call unless the video conferencing software allows for clear voting to take place.

SECTION 9: QUORUM

A quorum is required for UFS, its standing committees, or ad hoc committees to meet and conduct business. A quorum shall consist of a majority of the committee's membership. A vacant seat counts towards the total membership of the committee.

SECTION 10: ROBERT'S RULES OF ORDER

The UFS Constitution and Bylaws shall be followed for procedure and process. In the event the UFS Constitution and Bylaws do not define how a procedure or a process should work the most recent version of Robert's Rules of Order shall be followed.

SECTION 11: UFS PROGRAM METRICS

UFS approved program performance metrics are provided in Appendix B. Any changes to this document require approval of the full senate.

SECTION 12: PROGRAM CLOSURE AND WAREHOUSE PROCESS

The closure and warehousing of programs that does not result in the retrenchment of faculty shall follow the guidelines and procedures outlined in the Program Closure Process document (Appendix C). Any changes to this document require approval of the full senate.

SECTION 13: GLOSSARY OF ACADEMIC TERMS

The Glossary of Academic Terms (Appendix D) provides definitions for different levels of credentials offered at Shawnee State University. Any changes to this document require approval of the full senate.

SECTION 14: BYLAW AMENDMENTS

The following procedures will apply to the proposal and approval of UFS Bylaws.

PROPOSING AND AMENDING BYLAWS

Proposals for establishing a new Bylaw or amending an existing Bylaw can be made by any Senator or Officer. Changes to Bylaw language specific to a UFS Standing Committee may be proposed by the Committee Chair after approval by the Standing Committee in question and consultation with the UFS Executive Committee. Bylaw proposals shall be submitted using the curriculum management software and will be made available for comment and criticism by the campus community via a five-working-day open hearing process prior to deliberation by the committee in question and/or the UFS. The proposal of a new Bylaw or a proposal to amend an existing Bylaw can be approved by a majority vote of the UFS at a regularly scheduled meeting. Any changes to Appendix A, B, C and D require approval of the full senate, if those changes are approved they will automatically be accepted and incorporated into the UFS Constitution and Bylaws document for consistent record keeping. Documents listed in Appendices are for reference only and are not part of the official UFS Bylaws.

Appendix A: Shared Governance Committee Operating Procedures

1.0 Purpose

The University adheres to the principles of shared governance. The procedures for the operation of university committees, task forces, working groups, and all similar organizational bodies are meant to ensure the participation of faculty in the decision-making process, support the development of timely and thoughtful recommendations and decisions, improve the development and implementation of Board policy, and to support the university's mission. These procedures supersede the Shared Governance Committee Structure Agreement of 2017, which was signed by the University President and the Senate President.

Shawnee State University Board of Trustees Policy on Policy and Procedures (Policy No. 5.0 REV) states that the University President "is responsible for establishing a procedure to implement this policy that will identify a system and process for developing new policies for Board of Trustees approval and to ensure the regular review of existing Board policies." Additionally, Policy No. 5.0 assigns to the University President the responsibility of "establishing a system for the development and approval process for procedures." Pursuant to this charge, the University President and the University Faculty Senate have agreed to abide by these procedures for the creation, tasking, and populating of committees and similar organizational bodies.

2.0 Scope

The procedures herein described are meant to cover all university-wide and college-wide committees, task forces, or other such bodies that are established to recommend revisions or develop policies and procedures that have a bearing on matters of educational and academic policy or other areas of concern that are not incorporated into the officially-recognized collective bargaining agreement. The functioning of the University Faculty Senate is outside the scope of these procedures and is governed by the current Senate Constitution and its Bylaws. Additionally, academic departmental committees are considered outside the scope of these procedures and are governed by each department's faculty-approved bylaws.

3.0 University Committees and Task Forces

The University President shall appoint and provide charges for university committees and task forces, which shall be empowered to review relevant university matters and recommend appropriate policy, actions, and programming decisions.

3.1 University Committees

University Committees shall be established by the University President and their reports and recommendations are to be submitted to the University President and copied to the Senate President.

There shall be a minimum of three faculty members on the following standing committees:

- *Senior Leadership*
- *Budget and Resources Committee*
- *Student Affairs Committee*
- *Diversity Committee*
- *Accessibility Committee*

Faculty membership shall be for staggered two-year terms. In the first year of these new terms, two of the faculty members will be appointed to serve one-year terms and one faculty member will be appointed to a two-year term. This membership will be refreshed before the end of spring semester every year to ensure continuity of committee membership. Except for Senior Leadership, the University President shall appoint an administrative and a faculty co-chair to serve one-year terms, beginning at the end of the spring semester. In consultation, the co-chairs shall set the meeting agendas. Faculty committee members shall be nominated by the Senate President in accordance with the Senate Constitution's rules for committee appointments.

The current list of University Committees and their membership shall be maintained by the Office of the President and provided to the Senate President. The Faculty Senate shall be responsible for recording and updating faculty appointments, retirements/resignations, and notifying the President of vacancies and when new appointments will be necessary. In the event that an appointed committee member resigns or does not participate in the meetings, the University President will request names for replacement members from the Senate President.

3.2 University-Wide Ad Hoc Committees and Task Forces

Ad Hoc Committees and Task Forces with a university-wide scope shall be appointed by the University President or appropriate administrator for a specific matter or task. Faculty membership can vary according to the charge and task. Faculty membership and the appointment of chairs or faculty co-chairs shall be developed in consultation with governance group leadership. Faculty members shall be nominated by the Senate President in accordance with the Senate Constitution's rules for committee appointments. Assignment of staff or administrators to ad hoc committees and task forces must receive prior approval from the appropriate Vice President or the University President.

Ad Hoc Committee and Task Force reports and recommendations are to be submitted to the University President and copied to the Senate President. In the event that an appointed member resigns or does not participate in the meetings of the university committees or task forces, the University President will request names for replacement members from the Senate President.

In general, ad hoc committees and task forces should be expected to fulfill their charge within a set period of time, with a date set for the completion of their charge or task. When a University-Wide Ad Hoc Committee or Task Force has completed its charge, the University President should officially dissolve the committee, and notify its members in writing.

3.3 CBA, BOT Policy, and Statute-Required Committees

Management and populating of committees that are required by collective bargaining agreements, Board of Trustees policy or associated procedure, or statutorily required committees and boards shall be guided by the requirements of the relevant constituency group or organization. It shall be the responsibility of the University President, or appropriate designee, to ensure that requirements are met and that faculty appointments are solicited through the proper faculty organization, whether that be the faculty union or the Faculty Senate, and done in accordance with their rules for committee appointments.

3.4 Search Committees for Senior-Level Administrative Positions

In the case of senior-level administrative searches, faculty participation shall be ensured through the inclusion of faculty seats on the search committee. Faculty representation on university-wide search committees shall include representatives from each college, the number and balance to be determined in consultation with the Senate President.

The University President may at times deem appropriate to include faculty representation in search committees for administrator positions beyond those addressed elsewhere in these procedures. In such cases, the University President shall notify the Senate President of impending recruitment efforts to fill such administrator positions. The notification shall include a request for faculty to serve on the committee.

4.0 Academic and Student Affairs Division-Wide Committees and Working Groups

Committees appointed with charges and membership unique to the Division of Academic and Student Affairs or one of its colleges shall be appointed by the Provost or his/her designee. To facilitate the work of the Academic and Student Affairs Division and the functioning of shared governance, the Provost shall be authorized to create informal Working Groups to review all relevant divisional matters and recommend appropriate policy, actions, and programming.

Working Group reports and recommendations are to be submitted to the Provost and, when related to academic programing and curriculum matters, copied to the Senate President.

Working Group membership shall be appointed by the Provost and shall include a minimum of two faculty members. Faculty members shall be nominated by the Senate President, with preference given to those faculty members who serve as directors, chairs or as members of related academic programs, Senate Committees, or University-Wide Committees.

The current list of working groups and membership shall be maintained by the Office of the Provost and provided to the Senate President. In the event that an appointed working group member resigns or does not participate in the meetings, the Provost will request names for replacement members from the Senate President.

4.1 Academic Resource Management Committee

The Academic Resource Management Committee (ARMC) shall make recommendations to the Provost on preliminary proposals for major programmatic changes that impact the outlay of financial resources within the division of Academic and Student Affairs. Specifically, new program proposals or major curriculum changes that require the hiring of additional faculty or the purchase of significant lab equipment, or other related expenses, or proposals to reallocate resources through warehousing or the elimination of academic programs shall be submitted to the ARMC.

The ARMC will be composed of the Provost (who also serves as the committee chair), Dean of the College of Arts and Sciences, Dean of the College of Professional Studies, Associate Provost, Chief Financial Officer, Director of Assessment and Accreditation, and three faculty members including Senate President, Senate Vice President, and one at-large faculty member. Faculty members shall be tenured professors and shall be nominated by the Senate President in accordance with the Senate's rules for committee appointments.

The ARMC will hold electronic and/or face-to-face meetings, and proposal initiators shall have the opportunity to make a presentation before their proposals are voted upon. Voting may be conducted at the meeting or completed via electronic means, and shall be recorded in the official meeting minutes. The Provost will share ARMC recommendations with the committee members as well as the proposal initiator.

Meetings should be scheduled, when possible, during blocks of time reserved for faculty meetings as established in the Collective Bargaining Agreement. Meeting dates follow a regular schedule and are held when proposals have been submitted for review. An additional meeting date, if needed, to meet programmatic, policy, or statutory deadlines can be offered in July.

The ARMC shall develop and revise, as needed, a standard form upon which all proposals shall be submitted. Once a proposal passes the ARMC, the initiator may submit the proposal through the proper governance procedures.

4.2 College-Wide Ad Hoc Committees and Task Forces

Ad hoc committees and task forces with a college-wide scope shall be appointed by the College Dean for a specific matter or task. Membership shall be developed in consultation with department chairpersons/school directors and established in accordance with departmental bylaws. The Dean shall appoint the committee or task force chair. Reports and recommendations of the committees and task forces shall be submitted to the College Dean and copied to the Academic Department Chairpersons/School Directors.

4.3 Division-Wide Search Committees

When there is a resignation or vacancy in the position of the Provost, the University President shall appoint the chair and the membership of a search committee. The Faculty Senate shall have no less than one representative from CAS, one from CPS, and one at-large member on the search committee. The Senate President shall recommend a slate for faculty membership in accordance with the Senate Constitution's rules for committee appointments.

4.4 College-Wide Dean Search Committees

College-wide search committees for Deans shall include one faculty member from each Academic Department/School. Each Academic Department/School shall elect their representative according to their departmental/school bylaws. The faculty shall have no less than 50% of the seats, with the rest of the seats going to non-faculty, and there shall be in total an odd number of committee members. The Provost shall appoint the committee chair along with the non-faculty members of the committee.

4.5 College-Wide Search Committees for Positions Not Addressed Above

The Provost may at times deem appropriate to include faculty representation in search committees for administrator positions beyond those addressed elsewhere in the policy. In such cases, the Provost shall notify the President of the Faculty Senate of impending recruitment to fill other administrator positions. The notification shall include a request for faculty to serve on the committee.

5.0 Membership Appointment Calendar and Announcements

The Senate President is responsible for providing the Provost and President with the names of faculty members for university committees, working groups, division-wide, and university-wide committees no later than April 1st of each academic year. The Provost and President shall announce and publish their annual committee membership appointments by the end of the academic year. The membership of search and ad hoc committees shall be publicly announced by the University President, Provost, or other administrator in advance of the committee's first meeting.

5.1 Meeting Times and Access Procedures

Meetings are to be held on a regular basis when practical and a summary of committee/task force activities will be shared at Faculty Senate meetings. Meetings should be scheduled, when possible, during blocks of time reserved for faculty meetings as established in the Collective Bargaining Agreement.

6.0 Review and Revision of Procedures

Whereas the Policy and Procedure System and Review Process, as outlined in Procedure 5.00.1, calls for the review of policy and associated procedures every three years, the University President and the Senate President shall evaluate the effectiveness of the committee structure and consider appropriate changes at least every three years. The Shared Governance Committee Operating Procedures shall be submitted to the Senate for consideration of recommended revisions. Modifications of the procedures shall take place in accordance with the established mechanisms of University policies and procedures, including the Constitution of the UFS, and such changes must be confirmed in writing by the Senate President.

Minor modifications in committee membership, i.e., the change of name of an office being represented on a specific committee, shall be implemented through written notification of the leadership of all constituency groups and the University President.

Last Revised November 2023

Appendix B: Academic Program Performance Metrics

1.0 Purpose

The SSU Board of Trustees and the Ohio Department of Higher Education have asked Shawnee State University to evaluate its programmatic offerings.

An ad hoc committee appointed by the University Faculty Senate was tasked with creating a proposal to develop program metrics. These metrics shall be used to evaluate our associate and baccalaureate programs on campus, and to identify low performing programs.

2.0 Scope

This proposal is meant to cover all associate and baccalaureate programs offered at Shawnee State University. Certificates, Minors, and Graduate programs are not within the intended scope of this policy.

3.0 Proposed Program Metrics

Seven (7) metrics are to be measured for each academic program. These measures will be carried out yearly by the Department of Institutional Research and Sponsored Programs and reported to the President, Provost, and Academic Deans; as well as the UFS, EPCC, Academic Department Chairpersons, and Program Leaders.

The metrics are outlined below.

Metrics

1) Number of declared majors (Yes/No)
   a) Are there 20 or more declared majors for a baccalaureate program?
   b) Are there 10 or more declared majors for an associates program?
2) Number of graduates (Yes/No)
   a) Are there at least two program graduates per year?
3) Median number of earned hours upon graduation from the program
4) Ratio of program graduates to full-service FTE program faculty
5) Program graduation rate
   a) 6 year rate for baccalaureate
   b) 3 year rate for associates
6) Median number of students enrolled in program classes
7) Percentage of program graduates within the past five years who are either employed full-time, or enrolled in graduate or profession school. This data will be obtained from the annual surveys conducted by the office of Student Career Development.

The first two metrics are simply reported as a “Yes” or a “No,” based upon the set program enrollment and graduation thresholds.

3.2 Metric calculation details

Statistics are computed using a five-year average, unless otherwise stated.

In general, definitions that are consistent with IPEDS (Integrated Postsecondary Education Data System), operated by the National Center for Education Statistics (NCES), will be used.

3.3 Metric reporting

The results from these seven program metrics shall be produced in spreadsheet form by the Department of Institutional Research and Sponsored Programs. Both the results, and the numerical ranking of each metric across all associate and baccalaureate programs, shall be reported.

3.4 Metric usage

The purpose of these proposed metrics are to identify low-performing programs. The UFS ad hoc committee on Program Metrics does not recommend that programs with low metrics be warehoused or eliminated.

Some programs are strongly connected to the University's mission and State's needs. Low values on the identified metrics for these programs may indicate the need for additional program support or strengthening.

Rather than providing a set number of criteria the programs have to meet, we recommend that all seven measures be used holistically to determine whether a program is performing at an acceptable level.

Last Revised April 2017

Appendix C: Program Closure Process

By September 15th of each academic year, the Provost's office will deliver or make available to each department chair and school director data regarding each academic program in the chair's/director's department or school. The data shall include metrics approved by the UFS[1] and other relevant data, including available operating cost and revenue estimates as well as 5-year averages of available data. Departments/Schools are encouraged to review the data and seek clarifications and corrections with the Provost's office.

Shortly after the academic program data are made available, the Provost convenes the Academic Resource Management Committee (ARMC) to discuss the academic programming offered at the institution and identifies potential areas for growth which are then communicated to the appropriate academic departments/schools by the academic deans. For programs with low enrollment, the committee can recommend that programs develop an Enrollment Improvement Plan[2]. The ARMC reviews the corrected data made available to academic departments, discusses enrollment trends, and monitors programs on an Enrollment Improvement Plan. Additionally, ARMC will review all program proposals approved by the ARMC in the last four years. If a mandate for program closures exists, either from the state legislature, the Board of Trustees, or other authority, the Provost notifies the ARMC as soon as possible and provides all evidence of that mandate.

Academic program closures—warehousing or discontinuation—can be initiated by program faculty, academic program directors, department chairs/school directors, academic deans, or the Provost[3]. If the program in question will not result in resource savings, such as a revised program using existing resources to replace another program, a proposal to warehouse or discontinue a program can be submitted directly to Curriculog by mutual agreement among the Provost, the applicable academic dean, and the faculty in the program/department. If the program closure will result in the retrenchment of faculty, the administration shall follow Article 22 of the SSU-SEA collective bargaining agreement.

[1] Refer to "Academic Program Performance Metrics" approved by UFS in April of 2017.

[2] Enrollment Improvement Plan. The ARMC can recommend that a program develop an Enrollment Improvement Plan if a program possesses either a precipitous drop in enrollment, if enrollments fall below thresholds identified in the "Academic Program Performance Metrics," or if a new program fails to reach its enrollment goals. Enrollment Improvement Plans should be developed by faculty in consultation with the department chair, the college marketing and recruitment committee, and the academic dean. The plan should be approved by the program leader and/or department chair and the college dean and should include the following:

a) Current enrollment metrics,
b) Goals for improving those metrics in years 2 and 4 of the plan,
c) Planned activities to meet those goals,
d) Resources needed to accomplish the enrollment goals.

By the end of the term of an Enrollment Improvement Plan, the Provost notifies faculty if the Provost intends to seek closure of an academic program that continues to experience low enrollment. If the Provost decides not to seek closure of such a program, the program faculty, academic dean, and Provost reach an agreement regarding future enrollment monitoring, which may include an extension of the plan after the end of year 4

[3] Refer to definitions for "program warehousing" and "program discontinuation" as well as "program" "concentration," "track," and "certificate" found in the "Glossary of Academic Programming Terms."

If the program closure will *not* result in the retrenchment of faculty, the proposal will receive a hearing from the ARMC before submitting a formal proposal through Curriculog. Below are the steps necessary to close a program under these conditions:

1. **Provost Notifies Faculty and College Dean.** If the Provost wishes to pursue closure of an academic program, they notify the program's academic dean and the program director and department chair/school director by November 1st. If the faculty and Provost mutually agree that the program should be closed, the faculty initiate a proposal through Curriculog to close the program.
2. **Provost Submits Closure Proposal to ARMC.** If the faculty and Provost fail to reach a mutual agreement, the Provost submits a proposal to the ARMC and copies the proposal to the program director and department chair of the program in question by November 15th. The proposal should include the following information:
    - The UFS-approved metrics and corrected data for the program;
    - The specific UFS-approved metrics meriting a proposal to close the program;
    - The anticipated resources that can be saved through the closure of the program;
    - The anticipated impact on the faculty teaching in the program;
    - Other relevant information needed for the committee to deliberate.
3. **Program Faculty Provide Response to ARMC.** By the end of the first week of the Spring semester, the program director and/or department chair of the program provide to ARMC a response to the Provost's proposal and any relevant information that may inform the committee's deliberation.
4. **ARMC Deliberates and Issues Recommendation to Provost.** By the end of January, ARMC deliberates and issues a recommendation to the Provost regarding the program in question[4].
    a. *If the ARMC recommends closing the program*, the Provost notifies the program director and department chair and submits a program closure proposal through Curriculog in time for the February EPCC meeting (see step 5).
    b. *If the ARMC recommends retaining the program*, the Provost considers the recommendation and can either 1) withdraw the closure proposal and require that the program prepare an Enrollment Improvement Plan[5] or 2) continue with the closure process by notifying the committee in writing of the decision and rationale for continuing the program closure process. These materials are added to the Provost's original ARMC proposal and the department's responses, and the Provost uploads all to a Curriculog

[4] In its deliberations, ARMC reviews the programs data, the Provost's rationale for closure, and the faculty's rebuttal materials including unresolved concerns regarding the program's data.
[5] At any point in the process, the Provost can suggest a program prepare an Enrollment Improvement Plan. For instance, in step 4b the Provost may consult with ARMC and might agree that the best course of action is for the faculty to develop an Enrollment Improvement Plan. This can also happen at earlier or later steps in the process.

proposal that is prepared in time for a five-day open hearing before the February EPCC meeting.

5. **Closure Proposal Submitted to Governance.** If EPCC and the Senate approve the program closure proposal, the Provost then approves the Curriculog proposal which then notifies the Registrar of the program's closure. If EPCC or the Senate vote against the program closure proposal, the Provost follows the UFS Constitution[6] and explains in writing why the Provost believes the faculty should reconsider its vote and instead vote to close the program. Members of EPCC and/or the Senate will reconsider the Provost's proposals, and if EPCC and the Senate vote to approve the program's closure, the Provost approves the Curriculog proposal which notifies the Registrar of the closure. If the EPCC or the Senate vote against closure and the Provost still wishes to proceed with closing the program, they notify the academic dean, Senate president, and the program director and department chair/school director of their decision, and force-approves the proposal in Curriculog which notifies the Registrar of the program's closure.

The above process starts anew at the beginning of the following academic year. The ARMC monitors programs on an Enrollment Improvement Plan, but **there shall be no "watch list"** subjecting programs to heightened scrutiny.

The above process shall be reviewed every three years by the University Faculty Senate and any modifications will require approval by the Graduate Council, the Educational Policies and Curriculum Committee, the University Faculty Senate, and the Provost.

Last Revised April 2021

[6] Article II §1.2

Appendix D: Glossary of Academic Terms

The definitions provided below are drawn from Board of Trustees policy (Policy 2.08REV) and guidelines from the Ohio Department of Higher Education (Guidelines and Procedures for Academic Program Review).

1.0 Badge

A credential designed to make visible and validate specific skills-based learning. The term "micro-credentialing" can be used interchangeable with "badge."

2.0 Certificate

A formal award certifying the satisfactory completion of an organized program of study at the post-secondary level. While certificates should be designed to have value apart from a degree, they should also serve as building blocks toward future degrees. Unlike minors, students do not need to enroll in a degree program in order to enroll in a certificate program.

In order to facilitate student completion of stand-alone certificate programs with a set number of credit hours, pre-requisites on program courses shall be waived by the Registrar for non-degree seeking students. Certificate program students who are also enrolled in two year, four year, or a master's program are to follow all course pre-requisites, as listed in their catalog.

3.0 Concentration

According to the Ohio Department of Education, a concentration is a set of courses within a degree program indicating in-depth knowledge in a particular area of focus and must include a minimum of 50% of the major's curriculum. Concentrations shall be considered part of the major, can be reviewed with the major, and will not need a separate assessment plan. Programs that do not share at least 50% of its curriculum with another program will not be considered concentrations and should submit proposals through governance to meet or exceed the 50% threshold or to become a standalone academic program. The term "track" can be used interchangeably with "concentration."

The percentage shared between a major and a concentration shall be calculated in the following manner and without including the General Education Program, First-Year Experience, and general electives in the calculation: Count the total number of credit hours required for the major (i.e. the core) and divide that number by the total number of credit hours in both the concentration and the major. Refer to the formula below:

$$\text{\% shared} = \frac{Number\ of\ credit\ hours\ required\ for\ the\ major}{Total\ credit\ hours\ for\ both\ the\ major\ and\ concentration}$$

For example, if a concentration requires 29 credit hours and students must complete a core of 45 credit hours, then the percentage shared would be calculated in the following manner:

$$\%\ shared = \frac{45\ (credit\ hours\ required\ for\ the\ major)}{29{+}45\ (credit\ hours\ required\ for\ major\ and\ concentration)}$$

$$\%\ shared = \frac{45}{74}\ (or\ .6081)$$

$$\%\ shared = 60.81\%$$

4.0 Endorsement

A State Board of Education established addition of a teaching area to a license after completion of an approved program of preparation.

5.0 License

A document issued by a governing body to an individual who is deemed to be qualified to teach or practice in a particular field.

6.0 Major

That portion of a degree that is made up of at least 30 semester hours of specialized study. The term can also be used interchangeably with “program” or “degree program.”

7.0 Minor

A minor is a secondary program of study that provides a general understanding of important concepts, practices, and/or developments of a discipline. A minor is made up of at least 12 semester hours and no more than 21 hours in a particular discipline. Prerequisite courses not included in the General Education Program shall be included in the minor’s curriculum.

8.0 Program

A course of coherent studies leading to a degree (including an associate’s degree), a recognized major under a degree, a track or concentration, or a certificate. The term “program” can also be used interchangeably with “discipline specialty” or “degree program” or “major.”

9.0 Program Closure (Discontinuation or Warehousing)

A discontinued program is one in which the admissions to a program are permanently suspended. To propose a program similar to a program that has been discontinued, the new program proposal process would need to be initiated. Discontinuing a program suggests that the faculty have either created a replacement program or the institution has made a strategic decision not to offer such a degree.

A warehoused program is one in which the admissions to a program are suspended for up to seven years. Any time within the seven years of the initial suspension, the department in consultation with the appropriate dean may remove the program from the warehouse and reopen admissions by submitting a proposal to the Provost who will then call a meeting of the ARMC to review the proposal. If approved by ARMC, the program will then need approval through the curriculum review process. Any changes to a program removed from the warehouse would need to be noted in the ARMC proposal, and an Enhancement/Change of Degree proposal would also need to be submitted as part of the curriculum review process. Programs remaining warehoused after seven years will be considered discontinued.

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