

**BOARD OF TRUSTEES
ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

**December 13, 2025, 9:15
Vern Riffe Center for the Arts, Howland Recital Hall**

Agenda

1.0 Call to Order

2.0 Roll Call

3.0 Action Items

**3.1 Resolution ASA17-25
Approval of Policy 2.11REV., Faculty Workload**

Dr. Kimberly Inman, Provost and Vice President for Academic and Student Affairs, will present Resolution ASA17-25 for approval of Policy 2.11REV., Faculty Workload.

**3.2 Resolution ASA18-25
Approval of Policy 2.15, University Promotion and Tenure System**

Dr. Inman will present Resolution ASA18-25 for approval of Policy 2.15, University Promotion and Tenure System.

**3.3 Resolution ASA19-25
Approval of Policy 2.26, Faculty Annual Performance Evaluation**

Dr. Inman will present Resolution ASA19-25 for approval of Policy 2.26, Faculty Annual Performance Evaluation.

**3.4 Resolution ASA20-25
Approval of Policy 2.27, Peer Evaluation of Faculty Teaching**

Dr. Inman will present Resolution ASA20-25 for approval of Policy 2.27, Peer Evaluation of Faculty Teaching.

**3.5 Resolution ASA21-25
Approval of Policy 2.28, Post-Tenure Review**

Dr. Inman will present Resolution ASA21-25 for approval of Policy 2.28, Post-Tenure Review.

**3.6 Resolution ASA22-25
Approval of Policy 2.29, Retrenchment**

Dr. Inman will present Resolution ASA22-25 for approval of Policy 2.29, Retrenchment.

3.7 Resolution ASA23-25
Approval of Curricular Changes

Dr. Inman will present Resolution ASA23-25 to approve recent curricular changes recommended by the University Faculty Senate.

4.0 Adjournment

RESOLUTION ASA17-25

APPROVAL OF POLICY 2.11REV., FACULTY WORKLOAD

WHEREAS, the 136th Ohio General Assembly enacted the Advance Ohio Higher Education Act (“the Act”), which was signed into law by Governor Mike DeWine on March 28, 2025; and

WHEREAS, the Act became effective on June 27, 2025, and requires actions of the Shawnee State Board of Trustees to ensure Shawnee State University’s compliance with the law; and

WHEREAS, pursuant to the Act, Ohio Revised Code Section 3345.45 requires a policy for faculty workload consistent with the Chancellor of the Ohio Department of Higher Education Standards for Instructional Workload for Full-Time and Part-Time Faculty; and

WHEREAS, the Standards for Instructional Workload for Full-Time and Part-Time Faculty were issued on October 15, 2025; and

WHEREAS, Policy 2.11REV. was revised for consistency with these new standards; and

WHEREAS, the President of Shawnee State University recommends amending Policy 2.11REV. including the addition of Policy 2.11 Appendix A: Faculty Workload Credit Hour Equivalencies for Scholarship, Commercialization, and Service Activities;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby amends Policy 2.11REV., Faculty Workload.

(December 13, 2025)

Shawnee State University

POLICY TITLE:	FACULTY WORKLOAD
POLICY NO:	2.11REV
ADMIN. CODE:	3362-2-12
PAGE NO:	1 OF 1
EFFECTIVE DATE:	05/08/2020
NEXT REVIEW DATE:	05/2023
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

Shawnee State University is largely an undergraduate institution with some graduate level programs. The University recognizes that classroom hours are a significant component of faculty workload. Besides classroom hours, faculty workload also includes classroom preparation, research or scholarship, and service which advances the University mission. Under the authority of RC § 3345.45, the Board of Trustees establishes the following faculty workload policy.

- 1.0 The normal academic year classroom teaching load for full-service (FS) and full service temporary (FST) faculty teaching on the semester system is greater than or equal to 24 credit hours.
- 2.0 As an undergraduate Institution with limited graduate programs, the University's teaching load expected of (FS and FST) faculty should represent 70-80% of their total workload except for departments with graduate degree programs.
- 3.0 Faculty workload should also include required research, scholarship, or service which advances the University mission. The research, scholarship or service must be substantial and measurable. Faculty members should be accountable for meeting expectations in teaching excellence, meaningful scholarship and substantial service.
- 4.0 The normal academic year classroom teaching load for full-time instructors (FTI) on the semester system is 30 credit hours.
- 5.0 Teaching load for full-time instructors shall represent up to 90% of their total workload. The remaining time shall be dedicated to service in the form of committee meetings, scheduled office hours, etc.

History

Effective: 06/10/94

Revised: 05/2020; 09/11/2009

Shawnee State University

POLICY TITLE:	FACULTY WORKLOAD
POLICY NO:	2.11REV
ADMIN. CODE:	3362-2-12
PAGE NO:	1 OF 4
EFFECTIVE DATE:	12/13/2025
NEXT REVIEW DATE:	12/2030
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

Shawnee State University is primarily an undergraduate institution with some graduate level programs. Teaching is the primary means by which a faculty member contributes to the institutional mission. The University recognizes that the undergraduate teaching mission is the foundation upon which flexibility is granted for the achievement in scholarship, research, commercialization, and service. Besides classroom teaching hours, faculty workload also includes classroom preparation, research or scholarship, service, advising, and commercialization which advances the University mission. Under the authority of Ohio Revised Code Section 3345.45, the Board of Trustees establishes the following faculty workload policy.

2.0 SCOPE OF AUTHORITY

- 2.1 All faculty members will be assigned a full (100%) workload based upon their full-service, full-time, or part-time status.
- 2.2 At Shawnee State University 100% workload shall equal 33-34 credit hours/or credit hour equivalents (CHE) spread over the Fall and Spring semesters in an academic year.

3.0 DEFINITIONS

- 3.1 Credit hour: In accordance with the credit hour definition stated in 34 C.F.R. 600.2 and in agreement with Shawnee State University Policy 2.17REV Credit Hour Assignment, 1 credit hour of teaching workload is equivalent to 750 minutes of faculty-led instruction (in-person or online) and at least 1500 minutes of out-of-class planning, preparation, assessment, and revision over the term in which the course is delivered.
- 3.2 Substantial: As used in this policy related to research, scholarship, commercialization, and service, substantial activity is of a quantity and quality that is ongoing, productive, and with the aim of exceeding basic expectations.

4.0 UNDERGRADUATE TEACHING REQUIREMENT

Across each department in which undergraduate programs are assigned, all faculty will engage in teaching undergraduate students.

5.0 TEACHING WORKLOAD DUTIES

Teaching workload obligations include meeting all sessions of assigned classes, class preparation, timely grading of and return to students of assignments and examinations, and maintaining of office hours and/or other methods of permitting students in their classes to meet with them.

6.0 FULL-SERVICE FACULTY WORKLOAD

- 6.1 The normal Fall and Spring semester classroom teaching load for continuing contract, tenure-track, and tenured full-service (FS) and full-service temporary/visiting (FST) faculty is greater than or equal to 24 credit hours.
- 6.2 The minimum 24 credit hour teaching load expected of FS and FST faculty represents at least 70% of their total workload.
- 6.3 Faculty (FS and FST) workload also includes required research, scholarship, commercialization, or service which advances the University mission. The research, scholarship, commercialization, or service must be substantial, measurable and will comprise no more than 30% of the total FS and FST faculty workload.
- 6.4 Faculty with significant leadership positions within the department, university, or union including those serving as Department Chairs, Academic Program Directors, Graduate Program Directors, or the Faculty Director of the Graduate School receive reassignment of their teaching workload for performing these administrative duties. A faculty member holding such a position may receive up to 12 credit hours per academic year toward their teaching workload for this work.
- 6.5 Research, scholarship, commercialization, and service activities are assigned credit hour equivalency as shown in the table in Appendix A of this policy.
- 6.6 Faculty members will be accountable for meeting expectations in teaching excellence and substantial research, scholarship, commercialization and/or service.
 - 6.6.1 This shall be evaluated during annual performance evaluations conducted in accordance with Policy 2.26 Faculty Annual Performance Evaluation.

7.0 FULL-TIME INSTRUCTOR AND CLINICAL FACULTY WORKLOAD

- 7.1 The normal Fall and Spring classroom teaching load for full-time instructors (FTI) and full-time online instructors (FTO) on the semester system is 30 credit hours. The normal Fall and Spring classroom teaching load for Full-time Temporary Instructors (FTT) is 15 credit hours during only one semester of the academic year.
- 7.2 Teaching load for full-time instructors (FTI) shall represent up to 90% of their total workload. The remaining time shall be dedicated to service in the form of committee meetings, scheduled office hours, etc.
- 7.3 The normal Fall and Spring classroom teaching load for clinical faculty (CF) on the semester system is 24 credit hours.
 - 7.3.1 Teaching associated with clinical lab or field experiences, clinical instruction, and clinical supervision shall represent up to 80% of a CFs workload.
 - 7.3.2 The remaining time shall be dedicated to service in the form of committee meetings, participation in accreditation requirements, scheduled office hours, etc.
 - 7.3.3 CFs may also be assigned regularly scheduled hours in a student practice lab and receive Credit Hour Equivalency (CHE) to a regularly scheduled lab course.
- 7.4 Service workload CHE for FTIs and CFs will be determined according to the table listed in Appendix A of this policy.

8.0 PART-TIME FACULTY WORKLOAD

- 8.1 The maximum normal Fall and Spring semester classroom teaching load for part-time faculty on the semester system is 19 credit hours.
- 8.2 Part-time faculty are not expected to engage in other duties, but are expected to fulfill all teaching obligations as listed in section 5.0.

9.0 COMPLIANCE WITH FACULTY WORKLOAD POLICY EXPECTATIONS

- 9.1 All faculty covered by this policy may face administrative review of their compliance in completing their assigned workload.
- 9.2 A Department Chair or School Director may report to the appropriate College Dean, any concerns regarding compliance for faculty who hold temporary contracts and who are not covered by a collective bargaining agreement.
 - 9.2.1 The Dean will meet with the faculty member to discuss concerns and

determine the administrative action that should be taken. Actions may include censure, remedial training, for-cause termination, or other disciplinary action.

- 9.3 A Department Chair or School Director may report to the appropriate College Dean any concerns regarding compliance for faculty who are covered by a collective bargaining agreement, regardless of tenure status or eligibility,

Concerns shall be addressed according to the procedure set forth in the collective bargaining agreement to address complaints concerning violations of University policy, or through the post-tenure review process, if appropriate.

10.0 PREVAILING PROVISIONS

- 10.1 Until August 22, 2027, the 2024-2027 Collective Bargaining Agreement between Shawnee State University and the Shawnee Education Association Article 10 Non-Tenure Track Faculty and Article 12 Workload and Course load Responsibilities prevail over any conflicting provisions adopted in this policy and accompanying appendix.
- 10.2 Beginning August 23, 2027, Policy 2.11REV Faculty Workload, and any amendments hereto, prevails over any conflicting provisions of a collective bargaining agreement entered into after August 22, 2027.

History

Effective: 06/10/94

Revised: 12/13/25, 05/2020; 09/11/2009

Policy 2.11 Appendix A: Faculty Workload Credit Hour Equivalencies for Scholarship, Commercialization, and Service Activities

An annual plan for the Faculty Workload Credit Hour Equivalencies will be developed by the faculty member and the Department Chair/ School Director. The plan will be reviewed by the College Dean who will recommend and submit it to the Provost for final approval. Additional CHE activities not listed in this Appendix may be requested for consideration and approval by the Provost.

Research and Scholarship	
A report of research & scholarship activities completed during the current academic year will be provided to the Department Chair/School Director as part of the Annual Performance Evaluation conducted each spring semester. For the upcoming year, a description of planned activities in research and scholarship will be provided as part of the annual evaluation.	
Activity	Credit Hour Equivalency
Planned production of scholarly artifacts in draft or non-peer reviewed form;	1 to 3 credit hours per semester
Planned research activities (not part of teaching workload) or collaborations.	1 to 3 credit hours per semester
Planned engagement in approved professional development or continuing education.	1 to 2 credit hours per semester
Other Research and Scholarship Activities	1 to 2 credit hours per semester
Commercialization	
A report of commercialization activities completed during the academic year will be provided to the Department Chair/School Director as part of the Annual Performance Evaluation conducted in each spring semester. For the upcoming year, a description of planned activities in commercialization will be provided as part of the annual evaluation.	
Activity	Credit Hour Equivalency
Planned preparation of business plan for commercial enterprise to be started in the region.	1 to 3 credit hours per semester
Plan to develop a program outside the University that encourages commercialization.	1 to 3 credit hours per semester
Planned preparation and submission of applications for grants or other external funding to assist in development of a commercial venture.	1 credit hour in semester grant application is due.
Plan to organize / host a commercialization conference within	1 credit hour per semester

the state or region.	
Other Commercialization Activities	1 to 2 credit hours per semester
Service	
For all committees, faculty participation and attendance are required at meetings for workload credit as assigned in this section to be awarded.	
Activity	Credit Hour Equivalency
Academic Advising – required of Full-Service (FS) faculty	1 credit hour per year
Office Hours – required of all Full-Service, Full-Service Temporary, Full-Time Instructor, Full-Time Temporary, Full-Time Online, Clinical Faculty	2 credit hours per semester
Committees that are part of Curriculum Approval Process (see Policy 2.24)	2 credit hours per year; Faculty chairs get this CHE in addition to any release for committee chair duties.
Other Standing Committees of the University Faculty Senate (not part of Curricular Approval Process)	1 credit hour per year; if Chair of committee receives course release or stipend, they also will receive this CHE.
University-Wide Committees (appointed by SSU President)	1 credit hour per year
Provost North Star Committee	2 credit hours per semester.
University- or College-wide Ad Hoc Committees and Task Forces; Academic & Student Affairs Working Group	1 credit hour per semester.
Committees Required by Collective Bargaining, University Policy, or Statute	1 credit hour per year; Faculty Chairs of committee may receive an additional 1 credit hour per year.
Search Committee for Faculty, Staff, or Administrator position	1 credit hour during term committee is active
Creation of Program Review or Accreditation Self-Study; Chair of Committee or Program Director	3 credit hours during academic year report is to be submitted.
Participation in program accreditation requirements, member of program review committee, or participation in university-wide assessment and accreditation activities	Up to 2 credit hours per year

Student Club Advisor	1 credit hour per year
Lead Organizer/Planner for a recruiting/outreach visit day	2 credit hours per semester in which activities are planned.
Activity	Credit Hour Equivalency
Representing SSU at recruiting, orientation, or outreach events (during standard work hours)	1 credit hour per semester in which activities are planned.
Developing or updating courses for submission to Ohio Department of Higher Education transfer initiative review panels	1 credit hour per course in semester when course(s) is submitted.
Program or Course Coordinator duties (if not receiving a stipend or course release)	1 credit hour per semester
Other Service Activities	Up to 2 credit hours per semester

RESOLUTION ASA18-25

APPROVAL OF POLICY 2.15, UNIVERSITY PROMOTION AND TENURE SYSTEM

WHEREAS, the 136th Ohio General Assembly enacted the Advance Ohio Higher Education Act (“the Act”), which was signed into law by Governor Mike DeWine on March 28, 2025; and

WHEREAS, the Act became effective on June 27, 2025, and requires actions of the Shawnee State Board of Trustees to ensure Shawnee State University’s compliance with the law; and

WHEREAS, pursuant to the Act, Ohio Revised Code Section 3345.454 requires a policy for faculty tenure; and

WHEREAS, the President of Shawnee State University recommends amending Policy 2.15;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby amends Policy 2.15, University Promotion and Tenure System.

(December 13, 2025)

Shawnee State University

POLICY TITLE:	UNIVERSITY PROMOTION & TENURE SYSTEM
POLICY NO.:	2.15REV
ADMIN CODE:	3362-2-15
PAGE NO.:	1 of 2
EFFECTIVE DATE:	06/12/2013 2025
NEXT REVIEW DATE:	06/12/2024 2030
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 POLICY PURPOSE

Shawnee State University recognizes that a clearly articulated promotion and tenure system that is based upon a comprehensive peer review process serves as an effective means towards promoting and supporting continued excellence of its faculty. This policy is adopted as required by section 3345.454 of the Ohio Revised Code.

2.0 DEFINITIONS

- 2.1 Tenure System: A peer based mentoring, evaluation, and promotion system for faculty.
- 2.2 Tenure: ~~After successful completion of a defined period of an established peer mentoring and rigorous review that adheres to the existing collectively bargained process, the~~ continuous employment status awarded to an eligible faculty member by the Board of Trustees upon determination the faculty member has fulfilled the requirements of tenure in accordance with the criteria and rigorous peer-mentoring and review process detailed in Procedure 2.15:1. who has been deemed to have earned tenure. Tenured faculty may only be disciplined or terminated for just cause.

3.0 AWARDING OF TENURE

- 3.1 The awarding of tenure is the University's recognition of a faculty member's achievement and reflects the highest standard of academic excellence.
- 3.2 The awarding of tenure is the sole prerogative of the Board of Trustees.

4.0 ELIGIBILITY AND REVIEW FOR AWARDING TENURE

- 4.1 Only faculty appointed to established tenure-track positions will be eligible for tenure. SSU faculty recognized as having tenure under any previous Shawnee State University agreement will continue to have tenure status.

4.2 The awarding of tenure will be the result of an articulated promotion and tenure system that is rigorous in nature and will include a systematic and structured peer review that includes mentoring, performance review and performance evaluation of each faculty member serving in a tenure-track position over an established period of time. Faculty who successfully complete the tenure review process will be awarded tenure by the ~~BOT~~Board of Trustees.

4.3 An award of tenure is earned by faculty members on the basis of their past performance during the tenure-track period as evaluated by tenured faculty, the academic administration, University President, and the Board of Trustees. The award of tenure shall be based on a record of demonstrated achievements in teaching, University service, scholarship, and/or commercialization as set forth in ~~the SSU-SEA Collective Bargaining Agreement~~Procedure 2.15:1.

5.0 ~~POST TENURE REVIEW~~ANNUAL EVALUATION OF TENURED FACULTY

In order to promote continuous development of faculty awarded tenure, ~~SSU tenure system will include an articulated peer review process of its~~ tenured faculty shall undergo annual performance evaluation according to Policy 2.26 and regular peer evaluation of professional development in the area of teaching according to Policy 2.27.

6.0 PREVAILING PROVISIONS

6.1 Until August 22, 2027, the 2024-2027 Collective Bargaining Agreement between Shawnee State University and the Shawnee Education Association Article 11 Promotion and Tenure and Appendix A Promotion and Tenure Guidelines, Criteria, and Sources of Evidence prevail over any conflicting provisions adopted in this policy and procedure 2.15:1.

6.2 Beginning August 23, 2027, Policy 2.15REV University Promotion and Tenure System and Procedure 2.15:1 prevail over any conflicting provisions of a collective bargaining agreement entered into after August 22, 2027.

History

Effective: 07/12/13

Reviewed: 06/25/21 with no revision; 12/16/16 with no revision

Revised: 12/13/25, 06/08/18

Shawnee State University

POLICY TITLE:	UNIVERSITY PROMOTION & TENURE SYSTEM
POLICY NO.:	2.15REV
ADMIN CODE:	3362-2-15
PAGE NO.:	1 of 2
EFFECTIVE DATE:	12/13/2025
NEXT REVIEW DATE:	12/2030
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 POLICY PURPOSE

Shawnee State University recognizes that a clearly articulated promotion and tenure system that is based upon a comprehensive peer review process serves as an effective means towards promoting and supporting continued excellence of its faculty. This policy is adopted as required by section 3345.454 of the Ohio Revised Code.

2.0 DEFINITIONS

- 2.1 Tenure System: A peer-based mentoring, evaluation, and promotion system for faculty.
- 2.2 Tenure: The continuous employment status awarded to an eligible faculty member by the Board of Trustees upon determination the faculty member has fulfilled the requirements of tenure in accordance with the criteria and rigorous peer-mentoring and review process detailed in Procedure 2.15:1. Tenured faculty may only be disciplined or terminated for just cause.

3.0 AWARDING OF TENURE

- 3.1 The awarding of tenure is the University's recognition of a faculty member's achievement and reflects the highest standard of academic excellence.
- 3.2 The awarding of tenure is the sole prerogative of the Board of Trustees.

4.0 ELIGIBILITY AND REVIEW FOR AWARDING TENURE

- 4.1 Only faculty appointed to established tenure-track positions will be eligible for tenure. SSU faculty recognized as having tenure under any previous Shawnee State University agreement will continue to have tenure status.
- 4.2 The awarding of tenure will be the result of an articulated promotion and tenure system that is rigorous in nature and will include a systematic and structured peer review that includes mentoring, performance review and performance evaluation of each faculty member serving in a tenure-track position over an established period of time. Faculty who successfully complete the tenure review process will be awarded tenure by the Board of Trustees.

- 4.3 An award of tenure is earned by faculty members on the basis of their past performance during the tenure-track period as evaluated by tenured faculty, the academic administration, University President, and the Board of Trustees. The award of tenure shall be based on a record of demonstrated achievements in teaching, University service, scholarship, and/or commercialization as set forth in Procedure 2.15:1.

5.0 ANNUAL EVALUATION OF TENURED FACULTY

In order to promote continuous development of faculty awarded tenure, tenured faculty shall undergo annual performance evaluation according to Policy 2.26 and regular peer evaluation of professional development in the area of teaching according to Policy 2.27.

6.0 PREVAILING PROVISIONS

- 6.1 Until August 22, 2027, the 2024-2027 Collective Bargaining Agreement between Shawnee State University and the Shawnee Education Association Article 11 Promotion and Tenure and Appendix A Promotion and Tenure Guidelines, Criteria, and Sources of Evidence prevail over any conflicting provisions adopted in this policy and procedure 2.15:1.
- 6.2 Beginning on August 23, 2027, Policy 2.15REV University Promotion and Tenure System and Procedure 2.15:1 prevail over any conflicting provisions of a collective bargaining agreement entered into after August 22, 2027.

History

Effective: 07/12/13

Reviewed: 06/25/21 with no revision; 12/16/16 with no revision

Revised: 12/13/25, 06/08/18

Shawnee State University

PROCEDURE TITLE:	PROMOTION AND TENURE
PROCEDURE NO.:	2.15:1
RELATED POLICY:	2.15REV
PAGE NO.:	1 OF 24
RESPONSIBLE PARTY:	PROVOST
EFFECTIVE DATE:	12/13/2025
NEXT REVIEW DATE:	12/2030
APPROVED BY:	PRESIDENT

1.0 TENURE SYSTEM

- 1.1 Definition of Tenure: Tenure is defined as a continuous employment status awarded to an eligible faculty member by the Board of Trustees upon determination the eligible faculty member has fulfilled the requirements for tenure in accordance with the criteria and rigorous peer-mentoring and review process detailed in this procedure. Tenured faculty may only be disciplined or terminated for just cause.
- 1.2 Definition of Continuing Contract: Continuing contract is a continuous employment relationship with the University that has been established by a Bargaining Unit Member based on collective bargaining agreements in place prior to the creation of the tenure system. Discipline or termination of faculty with continuing contracts may only be for just cause.
- 1.3 An award of tenure must be earned by faculty members on the basis of their past performance during the tenure-track period as evaluated by tenured faculty, Department Chair/School Director, Dean, Provost, the University President, and the Board of Trustees. Tenure cannot be acquired automatically by length of service. Tenure cannot be acquired or denied automatically by procedural error, provided the applicant adheres to the requirements of sections 5.2.4 and 5.2.5, below.
- 1.4 The awarding of tenure is one of the most significant aspects of the performance evaluation system of Shawnee State University. A favorable tenure recommendation shall be based on a record of demonstrated achievements in teaching, as well as scholarship (which can include creative activities, etc.), and/or service and/or commercialization for which the evidence of excellence in teaching, substantial or outstanding scholarship and/or service and/or commercialization is clear and consistent.

2.0 ELIGIBILITY FOR PROMOTION AND TENURE

- 2.1 A tenured faculty member must meet the following requirements in order to be promoted to the Rank of Professor:

- 2.1.1 Discipline-appropriate degree at the Master's level or higher in the area of teaching specialization and five (5) years of full-service teaching experience as an Associate Professor, at least three of which must be at Shawnee State University.
 - 2.2 A tenure-track faculty member must meet the following requirements in order to be promoted to:
 - 2.2.1 Rank of Associate Professor and Tenure: Discipline-appropriate degree at the Master's level or higher, in the area of teaching specialization and any combination equaling six (6) years or more of credit toward tenure with at least 3 years of full-time teaching experience as an Assistant Professor, at Shawnee State University; or
 - 2.2.1.1 Discipline-appropriate degree at the Master's level or higher, in the area of teaching specialization with at least 3 years of full-time teaching experience as an Assistant Professor at Shawnee State University and a recommendation for early tenure from the faculty member's Mentoring Committee.
 - 2.2.2 Rank of Assistant Professor: Discipline-appropriate degree at the Master's level or higher in the area of teaching specialization, and three (3) years of full-service teaching experience as a Senior Instructor, all of which must be at Shawnee State University.
 - 2.3 Faculty holding the rank of Associate Professor or higher who are not tenured, must meet the following requirements to be granted tenure without promotion:
 - 2.3.1 Discipline-appropriate degree at the Master's level or higher in the area of teaching specialization and any combination equaling six (6) years or more of credit toward tenure with at least 3 years of full-service teaching experience at the current rank at Shawnee State University.
 - 2.4 Determination of which degrees are discipline-appropriate and "in the area of teaching specialization" is the joint responsibility of the school/departmental faculty, Dean, and the Provost in consultation with the SEA President.
 - 2.5 All tenure track faculty employed by Shawnee State University shall be considered to have the discipline-appropriate degree in the area of teaching specialization.
- 3.0 ELIGIBILITY FOR EARLY TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

- 3.1 This section shall apply only to tenure-track faculty who in their third-year review have demonstrated progress in areas under consideration that are commensurate with what is usually expected from a tenure-track faculty member at the completion of their fifth year, as judged by the Mentoring Committee.
 - 3.2 Upon recommendation of the tenure-track faculty member's Mentoring Committee after successful completion of the third-year review, the tenure-track faculty member may apply for early promotion to Associate Professor and Tenure in either year 4 or in year 5.
 - 3.3 In such case, the tenure-track faculty member shall follow the promotion and tenure application process and timeline identified in Sections 6 and 12. If the tenure-track faculty member is unsuccessful in their attempt for early promotion and tenure, the tenure-track faculty member will be permitted to reapply in year six following the timeline and application process for promotion to Associate Professor and Tenure.
 - 3.4 Application for early tenure will be permitted one time.
- 4.0 CRITERIA FOR TENURE AND PROMOTION IN RANK
- 4.1 The common promotion and tenure criteria reflected in Appendix A to this procedure have been established by the consolidation of criteria previously developed by academic departments. The purpose is to provide standards to ensure consistency in the rigor and equity of promotional decisions across the Colleges. Some artifacts are included in more than one area in Appendix A in order to provide flexibility in preparation of the promotion application so that applicants may decide in which area(s) a particular artifact best exemplifies their performance.
 - 4.2 Promotion to the rank of Assistant Professor requires the candidate to demonstrate that they have met the criteria for excellence in teaching. (ref. Appendix A)
 - 4.3 Promotion to the rank of Associate Professor and Tenure (with or without promotion) requires the candidate to demonstrate that they have met the following:
 - 4.3.1 Excellence in teaching and outstanding achievement in scholarship; or
 - 4.3.2 Excellence in teaching and outstanding achievements in service; or
 - 4.3.3 Excellence in teaching and outstanding achievements in commercialization; or

- 4.3.4 Excellence in teaching and substantial contributions in two of the three other categories – scholarship, service, or commercialization.
- 4.4 Promotion to the rank of Professor at Shawnee State University with Tenure if the candidate does not already have it requires the candidate to demonstrate that they have met the following:
 - 4.4.1 Excellence in teaching, outstanding achievements in scholarship, and substantial contributions in service and/or commercialization; or
 - 4.4.2 Excellence in teaching, outstanding achievements in service and substantial contributions in scholarship and/or commercialization; or
 - 4.4.3 Excellence in teaching, outstanding achievements in commercialization and substantial contributions in scholarship and/or service.
- 4.5 In order to receive tenure without promotion, faculty members at the rank of Associate Professor or higher without tenure must demonstrate that they have met the following:
 - 4.5.1 Excellence in teaching and outstanding achievement in scholarship; or
 - 4.5.2 Excellence in teaching and outstanding achievements in service; or
 - 4.5.3 Excellence in teaching and outstanding achievements in commercialization; or
 - 4.5.4 Excellence in teaching and substantial contributions in two of the three other categories – scholarship, service, or commercialization.
- 4.6 In each of the cases above, excellence in teaching is considered the primary qualification for promotion and shall be weighted accordingly.
- 4.7 The required criteria for promotion and tenure are found in Appendix A. Candidates must provide the requisite evidence for teaching, scholarship, service and/or commercialization as applicable since the date of application for their last promotion at SSU or since the date of hire if they have not been previously promoted. Credit toward tenure does not change the required criteria or allow the use of evidence acquired before being hired at Shawnee State University.
- 4.8 All applications for promotion and/or tenure submitted by tenure-track or tenured faculty members must adhere to the Summary of Promotion and Tenure Event Calendar as identified in Section 11 of this Procedure.

5.0 APPLICATION PROCEDURE FOR PROMOTION AND TENURE, PROMOTION ONLY, OR TENURE ONLY

- 5.1 In the event that an eligible tenured or tenure-track faculty member desires to apply for a promotion and/or tenure, they shall submit their portfolio to the Office of the Provost by 5:00 p.m. on the 15th working day of Fall semester of the year prior to the academic year in which such promotion would take effect, if granted.
- 5.1.1 Application for promotion to Associate Professor with Tenure under early promotion option would be submitted in year 4 or 5.
- 5.1.2 Application for promotion to Associate Professor with Tenure would be submitted in year 6.
- 5.1.3 Application for promotion to Professor from Associate Professor may be submitted in year 5 or later as an Associate Professor.
- 5.1.4 Application for tenure without promotion may be made during the year in which eligibility requirements would be met.
- 5.1.5 In general, all other applications for promotion may be made during the year in which eligibility requirements would be met.
- 5.2 The portfolio shall be submitted by the candidate electronically as two (2) Microsoft Word or pdf files.
- 5.2.1 One file will contain the application and be titled “[APPLICANT’S LAST NAME AND FIRST INITIAL] APPLICATION.”
- 5.2.2 The second file will contain the Appendix and be titled “[APPLICANT’S LAST NAME AND FIRST INITIAL] APPENDIX.”
- 5.2.3 Files will be submitted on a thumb drive provided by administration (Dean) and be organized and contain the information listed in subsections 5.4 through 5.9, below, as applicable. Both files will contain a table of contents for each required section.
- 5.2.4 Portfolios that are not organized according to the instructions above will be returned to the applicant for correction and resubmission before the deadline.
- 5.2.5 Portfolios that are submitted after the deadline will be returned to the applicant and will not be considered.

- 5.3 Candidate materials should be sufficient to demonstrate the applicant's knowledge, skills, and abilities but shall not be unreasonably duplicative or voluminous.
- 5.4 Portfolio Section 1 (limited to 30 pages)
- 5.4.1 A completed promotion application form which is in Appendix C and available on the Office of the Provost's website;
- 5.4.2 A cover letter limited to one page which must address:
- 5.4.2.1 the candidate's eligibility for promotion and/or tenure (Section 3 of this procedure); and
- 5.4.2.2 the basis for the candidate's application for promotion and/or tenure (Section 4 of this procedure); and
- The cover letter may also include a short, optional summary of any additional information not contained in other sections of this application that may be pertinent to the candidate's evaluation.
- 5.4.3 A detailed and current vita; and
- 5.4.4 A letter of support from the chairperson of the department;
- 5.4.5 Three (3) additional letters of support from professional and/or academic colleagues.
- 5.5 Portfolio Section 2: Teaching (limited to 20 pages)
- 5.5.1 A detailed narrative (not more than 15 pages) which demonstrates how the evidence submitted by the candidate supports their case for promotion and/or tenure. This narrative is of primary importance in demonstrating how the candidate meets the criteria for promotion and tenure. Candidates must demonstrate to an audience of peers (from both within their discipline and outside of it) how they meet each of the criteria for excellence in teaching. Candidates must reference or explain how each source of evidence included in the Appendix to the application substantiates their claim to excellence of teaching. Candidates cannot include sources of evidence in the Appendix to the application without commentary.
- 5.5.2 A written candidate-developed summary that provides an analysis, which should include charts, graphs, and tables as appropriate, and discussion of

all student evaluations since the last promotion or the entire period of time being reviewed in this application, not to exceed 6 years prior to submission of this application.

5.5.3 For individuals not holding continuing contract or tenure, a Dean, School Director, or Department Chairperson's in-class evaluation for each year since the last promotion or time of hire if this is the first application for promotion (not included in the page limit).

5.5.4 For applicants for Professor, at least one in-class evaluation by the Dean, School Director, or Department Chairperson that was completed in the year preceding the application for promotion.

5.5.5 If any of the student evaluations or Dean's/chair's/school director's evaluations are missing, the faculty member must include a narrative explaining why these items are missing.

5.6 Portfolio Section 3: Scholarship (if applicable) (limited to 5 pages)

5.6.1 A detailed narrative which demonstrates how the evidence submitted by the candidate supports their case for promotion and/or tenure. This narrative is of primary importance in demonstrating how the candidate meets the criteria for promotion and tenure. Candidates must demonstrate to an audience of peers (from both within their discipline and outside of it) how they meet each of the criteria for outstanding or substantial scholarship. Candidates must reference or explain how each source of evidence included in the Appendix to the application substantiates their claim to outstanding or substantial scholarship. Candidates cannot include sources of evidence in the Appendix to the application without commentary.

5.7 Portfolio Section 4: Service (if applicable) (limited to 5 pages)

5.7.1 A detailed narrative which demonstrates how the evidence submitted by the candidate supports their case for promotion and/or tenure. This narrative is of primary importance in demonstrating how the candidate meets the criteria for promotion and tenure. Candidates must demonstrate to an audience of peers (from both within their discipline and outside of it) how they meet each of the criteria in outstanding or substantial service. Candidates must reference or explain how each source of evidence included in the Appendix to the application substantiates their claim of outstanding or substantial service. Candidates cannot include sources of evidence in the Appendix to the application without commentary.

5.8 Portfolio Section 5: Commercialization (if applicable) (limited to 5 pages).

- 5.8.1 A detailed narrative which demonstrates how the evidence submitted by the candidate supports their case for promotion and/or tenure. This narrative is of primary importance in demonstrating how the candidate meets the criteria for promotion and tenure. Candidates must demonstrate to an audience of peers (from both within their discipline and outside of it) how they meet each of the criteria in outstanding or substantial commercialization. Candidates must reference or explain how each source of evidence included in the Appendix to the application substantiates their claim of outstanding or substantial commercialization. Candidates cannot include sources of evidence in the Appendix to the application without commentary.
- 5.9 Appendix: All of the following are to be included in the appendix to the application, organized in a manner so that each category can be easily found by individuals reviewing the application:
 - 5.9.1 A table of contents for the appendix clearly showing which application section and criteria is being demonstrated by each source of evidence.
 - 5.9.2 Sources of evidence for teaching criteria;
 - 5.9.3 Sources of evidence for scholarship criteria (if applicable);
 - 5.9.4 Sources of evidence for service criteria (if applicable);
 - 5.9.5 Sources of evidence for commercialization criteria (if applicable);
 - 5.9.6 If the candidate is applying for Associate Professor, a copy of the promotion and tenure plan, progress reviews, and pre-tenure and promotion review; and
 - 5.9.7 Original summaries of all student course evaluations from Shawnee State University, including student comments since the last promotion or the entire period of time being reviewed in this application, not to exceed 6 years prior to submission of this application. Student evaluations shall be viewed as only one (1) component of the evaluation of teaching. Candidates will be evaluated based on all sources of evidence for teaching. Promotion and tenure decisions shall not be based exclusively on numerical results of student evaluations.

6.0 COMMITTEES INVOLVED WITH PROMOTION AND TENURE

- 6.1 Faculty appointments typically begin in August, and the timelines in this procedure reflect this practice. In instances when faculty are hired mid-year, their promotion/tenure clock will begin the following fall semester.
- 6.2 Mentoring Committee
 - 6.2.1 A Mentoring Committee shall be established by the Department Chair/School Director for each tenure track faculty member by September 30 of their first year. Candidates may suggest members they would like to have on their committee. If the Department Chair/School Director fails to establish this committee by September 30, the Dean shall establish this committee within 15 calendar days.
 - 6.2.2 The Mentoring Committee shall consist of two (2) tenured members of the faculty member's department and the Department Chair if the Department Chair is a faculty member. Administrative Chairs may not serve on mentoring committees. If a department does not currently have at least two (2) tenured faculty members, tenured faculty members may be selected by the Department Chairperson from other departments within Shawnee State, or from another regionally-accredited baccalaureate-granting institution of higher education.
 - 6.2.3 Members of the Mentoring Committee serve until the faculty member is accepted or rejected for promotion and/or tenure. In the event that a Mentoring Committee member is not able to continue or declines to serve, another tenured faculty member may be appointed to the committee by the Department Chairperson. Tenured faculty members may serve on more than one Mentoring Committee at a given time.
- 6.3 Departmental Promotion Screening Committee: The Departmental Promotion Screening Committee (DPSC) is established and convened by the Department Chairperson/School Director by the fourth week of Fall Semester each academic year to review and evaluate applications for promotion and/or tenure submitted by the school's/department's eligible candidates. The committee will be made up of three members with a structure as follows:
 - 6.3.1 Each department/school will elect two (2) representatives to serve on the DPSC. DPSC members will at a minimum hold the rank being sought by the candidate(s); as such, if any candidate is applying for promotion to Professor, all members of the DPSC must hold the rank of Professor.
 - 6.3.2 The Department Chair shall serve as Chair of the DPSC if they meet the criteria listed above and are a faculty member. Administrative Chairs/School Directors may not serve on the DPSC. If the department chair

does not meet the criteria listed above, the committee shall consist of three (3) faculty members from the department who at a minimum hold the rank being sought by the candidates. In such cases, the committee shall elect a chair.

- 6.3.3 If a department/school does not currently have enough department/school members who hold the rank of Professor, Associate Professors from the department/school may serve on the committee. In cases where the department/school does not have enough Associate Professors to serve, members may be selected by the Department Chairperson/School Director from other departments/schools within Shawnee State, or with concurrence from the Dean, from another regionally-accredited baccalaureate- granting institution of higher education. In such cases, members chosen from outside the department/school should at a minimum hold the rank being sought by candidates.
- 6.3.4 The Departmental Promotion Screening Committee (DPSC) will assess the promotion folder and present a summary of the candidate's promotion folder and assessment of whether or not the candidate has met the relevant criteria to the tenured members of the candidate's department /school. The tenured members of the candidate's department/school may view the full promotion portfolio.
- 6.3.5 The tenured members of the candidate's department/school will then vote by secret ballot to recommend or not recommend the candidate for promotion and/or tenure. Candidates may not vote on their own promotion recommendation. In the case of application for Professor only Professors in the department/school shall vote. At least three Professors are required for this vote. If a department/school does not have at least three Professors, then additional Professors from outside the department may be selected by the Department Chairperson/school director in consultation with the Dean.
- 6.3.6 The results of the department's/school's tenured faculty vote including comments (which shall be typed verbatim by the Department Secretary) from voting members and the report and assessment from the DPSC will be shared with all members of the DPSC and will be forwarded to the Dean and the College Promotion Committee. All materials shall be submitted by the date indicated in the Summary of Promotion and Event Calendar found in Section 11 of this Article.

6.4 College Promotion Committees (CPC).

- 6.4.1 The Departmental Promotion Screening Committees formed by each department/school within the College shall select one representative and

one alternate from among their respective membership to form the College Promotion Committee (CPC) each academic year.

- 6.4.1.1 The College of Business and Engineering Technology will select a third member (and a third alternate) to serve on the College Promotion Committee. The Dean of CBET will work with the Departmental Promotion Screening Committee of the C.H. Lute School of Business and the Department of Engineering Technology to select the third member. The third member must meet the same requirements as other CPC members.
- 6.4.2 CPC members will at a minimum, hold the rank being sought by the candidate(s). As such, if any candidate is applying for promotion to Professor, all members of the college promotion committee must hold the rank of Professor. Should a department/school not have any Professors available to serve, the senior tenured member of the department/school, not applying for promotion, shall represent the department/school on the CPC.
- 6.4.3 The Dean shall convene the CPC by the date indicated in the Summary of Promotion and Tenure Event Calendar found in Section 11. The members of the CPC shall elect a Chair. The Dean will not be a member of the CPC and will not be present during CPC meetings.
- 6.4.4 The portfolio of each candidate will be evaluated by the CPC from their respective college.
- 6.4.5 The CPC may request clarification, supporting documentation, or explanation of portfolio materials from the candidate. The CPC may also request a limited number of missing items or additional material which will become a part of the portfolio for the rest of the proceedings as long as the CPC deems them substantive and the timeline would not be impacted.
- 6.4.6 The department/school representative or alternate must be present at the CPC meeting in which a vote is planned. A majority vote of the membership of the CPC is required for the approval or rejection recommendation of a candidate for promotion and/or tenure.
- 6.4.7 The CPC Chair shall provide a written report and summary of the CPC's decision. The report must indicate whether the CPC determined the application was complete, any deficiencies identified by the CPC, and the recommendation of the CPC. This report shall be voted on by the CPC and signed by the CPC Chair and all members of the CPC. CPC member signatures shall indicate that the report represents an accurate summary of the CPC's decision. The CPC Chair shall also ensure that procedures and

criteria as defined in this procedure are adhered to and are equally applied. This report shall be provided to the candidate. The CPC Chair shall also have initial responsibility to ensure that candidates are not subject to unlawful discrimination.

6.4.8 The CPC Chair shall submit all promotion and/or tenure materials including results of the CPC vote to recommend approval or rejection of the promotion and/or tenure to the Dean with a copy to the candidate. The report will become part of the candidate's promotion and/or tenure portfolio for the remainder of the proceedings.

6.4.9 The Dean will review and make a recommendation to the Provost in accordance with Section 8 of this procedure.

7.0 CPC RECONSIDERATION PROCEDURE

7.1 If a candidate has not been recommended for promotion by the College Promotion Committee, they shall have the right to request reconsideration of the CPC's decision by written request to the CPC Chair with a copy to the Dean by the deadline identified in Section 11.

7.2 The CPC will meet with the candidate to reassess the candidate's promotion and/or tenure portfolio. The candidate will be given an opportunity to address deficiencies noted in the CPC's report.

7.3 The CPC may request clarification, supporting documentation, or explanation of promotion and/or tenure portfolio materials from the candidate. The candidate may provide the CPC a written statement as part of their effort to clarify or explain the previously submitted promotion and/or tenure portfolio materials or to correct errors. The candidate may also add any missing or additional material requested by the CPC which will become a part of the promotion and/or tenure portfolio for the rest of the proceedings.

7.4 This CPC will make its final determination and notify the candidate and the Dean of its final recommendation by the date indicated by the calendar in Section 11.

8.0 ADMINISTRATIVE REVIEW

8.1 Role of the Dean:

8.1.1 For each candidate, the Dean will review the promotion and/or tenure portfolio and all documents including:

8.1.1.1 The results of the departmental/school vote along with any

written comments and the DPSC recommendation;

8.1.1.2 The results of the CPC vote along with any written comments and the CPC recommendation;

8.1.1.3 The candidate's written request for CPC reconsideration (if applicable);

8.1.1.4 Any documents requested by the CPC or added by the candidate during the CPC's review process or during reconsideration; and

8.1.1.5 The results of the decision after reconsideration (if applicable).

8.1.2 The Dean may call a meeting to consult with the CPC, the DPSC and/or the candidate.

8.1.3 The Dean will prepare a written recommendation and rationale for support of or opposition to tenure and/or promotion which includes the summaries of the findings and any discussion which occurred. The report will be submitted to the Provost with a copy to the candidate and will become a part of the candidate's promotion and/or tenure portfolio for the rest of these proceedings.

8.2 Role of the Provost:

8.2.1 For each candidate, the Provost will review the promotion and/or tenure portfolio and all documents including those listed under Section 8.1.1 and the Dean's report and recommendation.

8.2.2 The Provost will submit a report containing their recommendation in support or opposition to the candidate's request for a promotion and/or tenure. This report shall become part of the candidate's promotion folder for the remainder of these proceedings.

8.2.3 The Provost shall have the responsibility as Chief Academic Officer to ensure that the procedures and criteria as defined in this agreement are adhered to and are equitably applied. The Provost shall also have responsibility to ensure that candidates are not subject to unlawful discrimination.

8.2.4 The Provost may consult with the Dean and may call a special meeting of the CPC, the DPSC and/or the candidate prior to making their recommendation.

8.2.5 Should a candidate not be recommended for promotion and/or tenure by the Provost, after receiving a recommendation for such by the CPC, they shall be provided with the rationale, in writing, for the denial.

8.3 The promotion and/or tenure portfolio, all documents including those listed under Section 9.A, the Dean's report and recommendation, and the Provost's report and recommendations will be forwarded to the President no later than the date indicated in Section 11.

8.4 The President may consult with the Provost and Dean and may call a special meeting of the CPC, the DPSC and/or the candidate prior to making their decision.

8.5 The President shall have the responsibility as Chief Executive Officer of the University to ensure that the procedures and criteria as defined in this Agreement are adhered to and are equally applied. The President shall also have responsibility to ensure that candidates are not subject to unlawful discrimination.

8.6 The President will present written notification of their approval or denial of a promotion and/or tenure to the candidate by the date indicated in Section 11. Should a candidate not be granted a promotion and/or tenure by the President, they shall be provided with the rationale, in writing, for the denial.

8.7 The President's recommendation of a candidate's promotion and/or tenure will be forwarded to the Board of Trustees for approval.

9.0 APPEAL OF PRESIDENT'S RECOMMENDATION

9.1 Appeals of the promotion and/or tenure decision shall only be filed after the final determination of the President.

9.2 Appeals may not be based on a disagreement regarding the professional judgment of a candidate's committee or of the college committee's assessment, or the assessment of the CPC Reconsideration procedure regarding the performance of the candidate in the four areas of teaching, scholarship, commercialization or service as those terms are defined in this agreement.

9.3 Appeals may be filed using the University complaint system alleging a violation of the promotion and tenure process detailed in Policy 2.15 or this procedure, and/or in cases where the President has overturned a positive recommendation of the CPC.

10.0 PROMOTION AND TENURE TIMELINE FOR CANDIDATES

- 10.1 Upon initial appointment to tenure-track status the faculty member shall be issued a one-year contract. Faculty members who are hired mid-year will be issued a contract for spring semester as well as the following academic year. During the contract period, the faculty member may only be dismissed for just cause. The faculty member shall be reviewed in accordance with Policy 2.26 Faculty Annual Performance Evaluation, Policy 2.27 Peer Evaluation of Faculty Teaching, and the renewal, promotion and tenure guidelines of this procedure.
- 10.2 The tenure-track faculty member will be reviewed by their Mentoring Committee during the first year. There are three possible mentoring committee recommendations of this review:
 - 10.2.1 Non-renewal: If a decision is made not to renew the contract of a tenure-track faculty member during the first year of employment, the faculty member shall be provided with a statement of reasons, but the University is not obligated to show cause when deciding not to renew the contract of a faculty member in their first year of appointment. Notice of non-renewal shall be provided by the Provost by March 15. Non-renewal of a contract, in contrast to a dismissal or suspension, is not considered to be disciplinary.
 - 10.2.2 Probation: If a decision is made to place the faculty member on a 1-year probationary contract, the faculty member shall be provided with a statement of reasons including weaknesses that need correction, but the University is not obligated to show cause for its action. Notice of the recommendation for a 1-year probationary contract will be provided by the Provost by March 15. An appeal of the probation decision based on alleged procedural error may be filed using the University Complaint System.
 - 10.2.3 Issuance of a 2-year contract: If a decision is made to issue the faculty member a 2-year contract, notification will be provided by the Provost by March 15.
- 10.3 For faculty members placed on a probationary contract after the first year:
 - 10.3.1 Faculty members placed on a 1-year probationary contract may be terminated or disciplined only for just cause during the term of the contract.
 - 10.3.2 During the probationary year, the faculty member will be reviewed by the Mentoring Committee to determine if deficiencies or issues that resulted in the probation have been corrected and if the faculty member is making adequate progress toward tenure.
 - 10.3.3 There are two possible mentoring committee recommendations of this

review:

- 10.3.3.1 Non-renewal: If a decision is made not to renew the contract of a faculty member at the end of the probationary contract because the candidate failed to correct the issues that resulted in probation, the faculty member shall be provided with a statement of reasons, but the University is not obligated to show cause for its action. Notice of non-renewal shall be provided by the Provost by March 15.
 - 10.3.3.2 Issuance of a 1-year contract: If a decision is made to issue the faculty member a 1-year contract, notification will be provided by the Provost by March 15.
- 10.4 For faculty members placed on a two-year contract after the first year or on a one-year contract issued after the probationary year:
- 10.4.1 During this period of time the faculty member may be terminated or disciplined only for just cause.
 - 10.4.2 In the third year of their appointment, the faculty member shall be reviewed by the Mentoring Committee in order to determine whether or not adequate progress is being made toward tenure and shall receive notification of the decision from the Provost of the University by June 1. There are three possible decisions as a result of this review.
 - 10.4.2.1 Inadequate progress: The faculty member shall be issued a one-year terminal contract and shall be provided with a statement of reasons for that decision. The statement of reasons will accompany the notification from the Provost.
 - 10.4.2.2 Adequate progress: The faculty member shall receive a three-year contract.
 - 10.4.2.3 Early tenure: The faculty member who has completed all tenure requirements shall receive a three-year contract and is eligible and with the recommendation of the Mentoring Committee, but not required, to apply for promotion and tenure during their fourth or fifth year. Regardless of which year a faculty member applies for tenure, a decision not to grant tenure will follow the provisions in Section 4 of this procedure.
- 10.5 During their fourth, fifth and sixth years of appointment the faculty member shall only be disciplined or dismissed for just cause as addressed by the Complaint

Procedure in the current collective bargaining agreement between Shawnee State University and the Shawnee Education Association.

- 10.6 In the sixth year of appointment the faculty member shall be evaluated for tenure in accordance with the criteria set forth in this procedure. If the faculty member has applied for early tenure or has been granted an extension, the faculty member shall be evaluated in accordance with the criteria set forth in this procedure in the year of application.

10.6.1 If a decision is made not to grant tenure the University shall provide a statement of reasons.

10.6.2 If the decision not to grant tenure is based on criteria other than teaching, scholarship, commercialization, and service, then such a decision must adhere to the disciplinary guidelines set forth in section 10.5 above.

- 10.7 This timeline depicts the path a candidate will typically follow to achieve promotion in rank and tenure.

Year 1 of 1-Year Contract	
By September 30	The Dept. Chair/School Director will establish Mentoring Committee(s). See section 6.2.1 in case this date is not met.
By last day of 13 th week of Fall semester	Progress meeting between candidate and Mentoring Committee which will be organized by the Mentoring Committee chair. During this meeting a draft Promotion and Tenure Plan will be developed. The candidate will begin to implement the plan. Committee Chair sends a copy of draft P&T plan to Dean.
By the start of Spring Semester	Dean submits approval of P&T plan to the candidate and Mentoring Committee. If the Dean does not approve the plan, they must include reasons for the disapproval and suggestions to make the plan acceptable.

On or before February 15	Formal Progress Review of candidate by Mentoring Committee; Chair of Mentoring Committee submits report and recommendation on contract renewal to Dean; Chair of Mentoring Committee provides written notice to faculty member of Mentoring Committee's recommendation of either a 2-year contract, a probationary 1-year contract, or non-renewal.
By March 1	Dean recommends contract action to Provost and sends a copy to the candidate.
On or before March 15 th	Provost issues Notice of either a 2- year contract, probationary 1-year contract, or non-renewal to the candidate, Department Chair/School Director, Dean and Chair of Mentoring Committee.
Year 2: Either First year of 2-year contract OR probationary 1-year contract	
By February 15 (2-year contract)	Progress Review with Mentoring Committee; begin development of promotion folder per the P&T Plan.
By February 15 (1-year probationary contract)	Formal Progress Review with Mentoring Committee; Chair of Mentoring Committee prepares and reports progress and recommends a 1-year contract or non-renewal to Dean. Chair of Mentoring Committee provides a written notice to candidate of Mentoring Committee's recommendation.
By March 1 (1-year probationary contract)	Dean reviews all documents; recommends additional 1-year or non-renewal to Provost and sends a copy to the candidate.
On or before March 15 (1-year probationary contract)	Provost reviews all documents; issues notice of additional 1-year contract or non-renewal to the applicant, Department Chair/School Director, Dean and Chair of Mentoring Committee.

Year 3 of employment (2nd year of 2-year contract or 2nd 1-year contract)	
By February 1	Candidate submits draft promotion folder to Mentoring Committee; progress meetings as needed between candidate & Mentoring Committee.
By March 15	Formal progress review by Mentoring Committee; Mentoring Committee forwards draft promotion folder to Dean with recommendation for 3-year contract or 1-year terminal contract and copy to the candidate. The committee will also submit an assessment of whether the candidate is ready to apply for early tenure.
By April 15	Administrative Review by Dean; recommends 3-year contract or 1-year terminal contract and supplies written notification to candidate.
By June 1	Administrative Review by Provost; decision of 3-year contract or 1-year terminal contract and supplies written notification to candidate.
Year 4: First year of 3-Year Contract (1st year eligible for early P & T if applicable)	
By the 10 th week of Spring Semester	Pre-tenure & Promotion Review: Mentoring Committee reviews candidate's Promotion Folder; copy of the final P&T Plan and the results of the pre-tenure and promotion review submitted by mentoring committee Chairperson to Dean.
By the last day of Spring Semester classes.	Dean submits approval of P&T plan to the candidate and Mentoring Committee; no changes to P&T Plan are permitted after Dean's approval. If the Dean does not approve the plan, they must include reasons for the disapproval and suggestions to make the plan acceptable.

Candidates eligible for early tenure who decide to apply this year	Follow tenure and promotion timeline.
Year 5: 2nd year of 3-year contract	
Candidates eligible for early tenure who decide to apply this year	Follow tenure and promotion timeline.
Any time	Additional progress meetings with Mentoring Committee as desired by candidate.
Year 6: 3rd Year of 3-year contract	
Follow promotion and tenure timeline. Promotion and Tenure Decision made by June 1. Employment will be terminated at the end of the sixth year for those who do not submit a promotion and tenure portfolio. (See Section 12.4)	
Year 7: First Day of Fall Semester	
Promotion or Tenure in effect, OR serving 1-year, Non-renewable Contract	

10.8 Extensions of Timeline

10.8.1 A tenure track faculty member may request an extension of the timeline, typically for one additional year.

10.8.2 The request shall be made in writing prior to the date tenure applications are due to the appropriate Dean.

10.8.3 The Dean will consult with the Mentoring Committee and the Department Chair/School Director. If the extension is approved by the Dean, the Mentoring Committee will develop a modified timeline for that faculty member and submit it to the Dean.

10.8.4 Extensions of more than one year may be granted when appropriate under the circumstances.

10.8.5 Extensions may be requested for the following reasons:

10.8.5.1 taking parental, adoption, or Family and Medical Leave during

the tenure track period

10.8.5.2 taking an extended absence for health, family, or personal reasons during the tenure track period

10.8.5.3 Medical reasons which delayed the ability to meet the deadlines in this contract but did not require taking an absence. Medical documentation must be provided if requested by the Dean.

11.0 SUMMARY OF PROMOTION AND TENURE EVENT CALENDAR

By 5:00 pm on 15 th working day of Fall Semester	Portfolio for Promotion and/or Tenure Due.
Fourth week of Fall Semester	Portfolios available for review and Departmental Promotion Screening Committee(s) elected and assembled.
Between fourth and ninth week of Fall Semester	DPSC reviews portfolios and develops summaries forwarded to department faculty for vote.
By Tenth Week of Fall Semester	Departmental vote is taken. Results of vote and summaries from DPSC are forwarded to the Dean.
Eleventh Week of Fall Semester	Dean convenes College Promotion Committee(s) which review the portfolios, departmental vote, and any other promotion materials.
First Week of Spring Semester	Candidates receive written notification from the College Promotion Committee of CPC recommendation; CPC documents and summaries forwarded to Dean for review.
Third Week of Spring Semester	Last day to request reconsideration of promotion denial by the College Promotion Committee.
Fifth Week of Spring Semester	If applicable, CPC submits reconsideration letter to the candidate and the Dean.
Seventh Week of Spring Semester	Dean forwards recommendation to the Provost.
Thirteenth Week of Spring Semester	Provost forwards documents and recommendations to the President.

By June 1	President notifies candidate of decision in writing.
-----------	--

Material is due by Friday at the close of business on the week(s) mentioned above. In cases of conflict between this timetable and other dates in this procedure, the dates on the timetable take precedence.

12.0 PROMOTION AND TENURE PROCESS DETAILS

12.1 Formal Progress Reviews

12.1.1 Formal progress reviews are face-to-face meetings between the faculty member and the Mentoring Committee. The purpose of the formal progress review is to develop a written evaluation of the faculty member's progress-to-date as compared to the promotion and tenure plan. Changes may be made to the promotion and tenure plan until the plan is finalized in year 4. Written summary of these reviews will be provided to the faculty member for inclusion in their portfolio.

12.2 Probationary Contract (1-year)

12.2.1 A faculty member who receives a 1-year probationary contract shall work with the Mentoring Committee to correct weaknesses that were identified in year 1.

12.2.2 A formal progress review with the Mentoring Committee must occur following the timelines identified in Section 10, Promotion and Tenure Timeline. The faculty member will be eligible for an additional 1-year contract. This will be considered the 3rd year of employment that places the faculty member on the normal path for promotion and tenure.

12.3 Pre-Tenure and Promotion Review

12.3.1 The pre-tenure and promotion review is conducted during the first year of the faculty member's 3-year contract (4th year employment as Shawnee State faculty member). Its purpose is to complete a summative evaluation of the faculty member's progress to date; to establish the final P&T Plan, incorporating the results of the summative evaluation. The Mentoring Committee Chairperson is responsible to provide the results of the pre-tenure and promotion review to the Dean for approval. No changes may be made to this final promotion and tenure plan after the Dean has given approval. The pre-tenure and promotion review will be provided to the faculty member for inclusion in their portfolio.

12.4 In Year 6, the candidate submits the portfolio containing the materials identified in Section 5 of this Article. The candidate will receive notice in writing of the decision related to the award or denial of promotion and/or tenure by June 1. Employment will be terminated at the end of the sixth year for candidates who do not submit promotion and tenure portfolios. In such cases, the University is under no obligation to issue a 1-year terminal contract. Situations in which an extension would normally be granted or portfolios that were submitted on time but were not complete will not be used as a reason to enact this provision.

12.5 Year 7: promotion in effect and notice of Board of Trustees award of tenure received, or serving 1-year terminal contract.

13.0 NON-RENEWAL

13.1 The University is not obligated to show cause in the decision to not renew the contract of a tenure track faculty member in their first year or in the 2nd year of employment if on a one- year probationary contract.

13.2 In the third year of employment, the tenure track faculty member shall be reviewed in order to determine whether or not adequate progress is being made toward tenure and shall receive notification of the decision from the Provost by June 1.

13.2.1 If the Provost's decision not to renew the contract of the faculty member is based on a finding of inadequate progress from the Mentoring Committee, the faculty member shall be issued a 1-year terminal contract and shall be provided a statement of reasons for that decision. If the decision is based on other considerations the faculty member shall be provided with a statement of reasons but the university shall not be obligated to demonstrate cause.

13.2.2 If a decision is made to renew the contract of the faculty, the faculty shall receive a 3-year contract.

13.3 An appeal of the decision to not renew may be filed for alleged procedural error or in cases where the University's decision is contrary to the Mentoring Committee's positive recommendation using the University Complaint System.

13.4 In the sixth (6th) year of employment

13.4.1 If the candidate applies for and is not granted promotion and tenure, the Provost shall issue a 1-year terminal contract. If non-renewal is based upon the areas of teaching, scholarship, and or service and/or commercialization the University does not have to demonstrate just cause.

- 13.4.2 If a candidate does not submit a promotion and tenure portfolio in their sixth (6) year, the candidate's employment will be terminated at the end of the sixth (6) year. In such cases, the University is under no obligation to issue a 1-year terminal contract. Situations in which an extension would normally be granted or portfolios that were submitted on time but were not complete will not be used as a reason to enact this provision.
- 13.5 The tenure and promotion process is not a replacement for disciplinary processes or procedures. If the decision for non-renewal is based on criteria other than teaching, scholarship, and service and/or commercialization, then such a decision must adhere to the disciplinary guidelines set forth in the Complaint process detailed in the collective bargaining agreement. Non-renewal due to financial reasons are outlined in Policy 2.29 Retrenchment. Notice of non-renewal for any reason shall be issued via:
- 13.5.1 A personally-delivered document, and/or
- 13.5.2 By certified U.S. mail to the faculty member's last address provided by the member for payroll purposes.
- 13.6 The University's obligation to serve notice is met if the date of personal delivery, or the postmarked date of mailing, is on or before March 15 for non-renewals of faculty in their first year or probationary year or June 1 for faculty in their third year or after a decision not to award tenure.

History

Effective: 12/13/2025

Shawnee State University

PROCEDURE TITLE:	PROMOTION AND TENURE GUIDELINES, CRITERIA AND SOURCES OF EVIDENCE
PROCEDURE NO.:	APPENDIX A TO PROCEDURE 2.15:1
RELATED POLICY:	2.15REV
PAGE NO.:	1 OF 12
RESPONSIBLE PARTY:	PROVOST
EFFECTIVE DATE:	12/13/2025
NEXT REVIEW DATE:	12/2030
APPROVED BY:	PRESIDENT

1.0 EXCELLENCE IN TEACHING

1.1 Guidelines for Evaluating Excellence in Teaching

1.1.1 Candidates must provide documentation for all five criteria for excellence in teaching.

1.2 Criteria for Excellence in Teaching:

1.2.1 Criterion 1: Currency in Field. Teaching reflects currency of subject matter.

1.2.2 Criterion 2: Effective Communication: Information is communicated to students in an effective manner.

1.2.3 Criterion 3: Fair Evaluation: Evaluation of students is conducted in a fair and unbiased fashion.

1.2.4 Criterion 4: Appropriate Course Offerings: The candidate teaches courses needed by the department consistent with the candidate's advertised position and established scheduling procedures.

1.2.5 Criterion 5: Academic Rigor: The candidate teaches at a level of academic rigor appropriate to the level of the course.

1.3 The following items are required to demonstrate excellence in teaching.

1.3.1 Dean's, chairpersons, and/or departmental colleague's observations of teaching, colloquia or other public presentations.

1.3.2 Syllabi of courses taught in the most recent academic year.

1.3.3 Student opinions about course content and presentation style as determined by teaching evaluations and/or letters of student support.

- 1.3.4 Candidate generated narrative of teaching philosophy, plans, techniques, effectiveness, etc.
- 1.3.5 Student opinions about fairness of evaluation as determined by teaching evaluations. Letters of student support may also be included.
- 1.3.6 Sample assessment tools (e.g., exams, quizzes, assignments, etc.).
- 1.4 The following sources of evidence may be used in support of the Criteria for excellence in teaching. For each source of evidence included, the candidate must indicate to which criterion it applies. All sources of evidence are optional and candidates should not include more than 10 sources of evidence. Each source of evidence may not be more than one (1) page.
 - 1.4.1 For documents that are more than one (1) page long, only include the first page in this application, but have the remainder available if the committee requests.
 - 1.4.1.1 Peer review of course content, assessment devices, curricular materials, pedagogical techniques, etc.
 - 1.4.1.2 Scholarly writings or presentations (not otherwise utilized in promotion materials) on teaching and education, the role of the University, etc.
 - 1.4.1.3 Participation in university, community, and/or professional activities concerning teaching and education.
 - 1.4.1.4 Development of improved instructional materials.
 - 1.4.1.5 Consulting, or part-time work (no more than 20 hours per week on average) within one's discipline.
 - 1.4.1.6 Completion of continuing professional education courses.
 - 1.4.1.7 Completion, or satisfactory progress towards completion, of a doctoral degree or a second master's degree.
 - 1.4.1.8 Attainment of or optional certification within one's discipline (e.g., Certified Management Accountant) or related to teaching (e.g., Sloan Certification or Quality Matters).
 - 1.4.1.9 Examples of communicating subject matter by different means or methods such as lecture, discussion, lab exercise, demonstration, and practical experience.

- 1.4.1.10 Mentoring of students in research/scholarly projects and creative works.
- 1.4.1.11 Recognition for program/teaching activities by reputable internal or external bodies (e.g., SSU Distinguished Teaching Award, accrediting organizations, etc.).
- 1.4.1.12 Mentoring students in non-course related activities or projects designed to promote student professional growth.
- 1.4.1.13 Unique contributions to the educational aims of the department in relation to program needs (not otherwise utilized in service or scholarship section).
- 1.4.1.14 Interacting with or serving as liaison with other institutions of higher education or K–12 institutions (not otherwise utilized in promotion materials) in the advancement of their field of study or collaboration between institutions.
- 1.4.1.15 Mentoring students in senior or graduate projects.
- 1.4.1.16 Mentoring students in small research projects designed solely to teach students laboratory skills and processes.
- 1.4.1.17 University or outside recognition for teaching activities (e.g., college teaching award, distinguished teaching award, etc.).
- 1.4.1.18 Recognition for program/teaching activities (not otherwise utilized in promotion materials) by internal or external bodies (e.g., accrediting organizations, Princeton Review, etc.).
- 1.4.1.19 Structuring courses to be compliant with specialized accreditation requirements (e.g., IACBE).
- 1.4.1.20 Course development, course redesign, teaching projects, course reports and/or notebooks/course books.
- 1.4.1.21 Course changes or improvements that reflect mean score of course standardized test or that meet or exceed national benchmarks.
- 1.4.1.22 Teaching exemplars that demonstrate course objectives are appropriate for the course level.

1.4.1.23 Other sources of evidence supporting the criteria.

2.0 SCHOLARSHIP

2.1 Guidelines for Evaluating Scholarship

2.1.1 Recognizing that Shawnee State University is primarily a teaching institution, no faculty member shall be required to publish in order to achieve promotion or tenure, although publication may be used as a source of evidence to meet appropriate criteria.

2.1.2 Candidates applying for promotion and/or tenure under substantial contributions in scholarship must provide documentation for criteria 1 and 2. Candidates applying for promotion and/or tenure under outstanding contributions in scholarship must provide documentation for all four criteria.

2.2 Criteria for Scholarship

2.2.1 Criterion 1: Productivity. Scholarship has produced scholarly artifacts during the review period.

2.2.2 Criterion 2: Currency. Scholarly activities have been conducted at Shawnee State University during the period being evaluated.

2.2.3 Criterion 3: Sustained Activity: Scholarly activity has been on-going throughout the evaluation period. Such activities may be multiple discrete, short-term projects or one on-going project.

2.2.4 Criterion 4: Significance: Scholarly activities are either independently directed or are part of a collaboration where an appropriate level of contribution is made, and are of significant scholarly value as defined by peers within the candidate's discipline.

2.3 Mentoring Committee, Departmental Promotion Screening Committee (DPSC), and the College Promotion Committee should keep in mind that demonstration of scholarship requires the candidate to direct the scholarly activity or make a significant contribution. It does not require that all research or scholarly activity be independently performed by the candidate. Research or other scholarly activity involving students is permitted.

2.4 Sources of evidence for each criterion are divided into two lists. The candidate must include at least one (1) source of evidence from list A or at least three (3), but no more than five (5) sources of evidence from list B. Each source of evidence may not be more than one (1) page.

- 2.4.1 For documents that are more than one (1) page long, only include the first page in this application, but have the remainder available if the committee requests.
- 2.5 List A - any one of the following may be used as evidence for this criterion:
 - 2.5.1 Author of books, book chapters, articles, or treatises in peer-reviewed scholarly professional publications or accepted for publication.
 - 2.5.2 Producing creative works or collaborations or invited public readings.
 - 2.5.3 Author of textbooks or textbook chapter or having the same accepted for publication.
- 2.6 List B (if no sources of evidence from list A are present, candidate must have at least three sources of evidence and no more than five (5) sources from this list):
 - 2.6.1 Conducting research or scholarly activities, which may involve students, in projects designed to contribute knowledge to the discipline, and results in publications or presentations in non-peer reviewed journals or journals devoted to undergraduate/graduate research, or at conferences, including those within the university such as Celebration of Scholarship. If student(s) are directed by faculty members, it is not necessary for the advisor's name to be included on the paper/poster/talk-abstract for this to be considered a source of evidence.
 - 2.6.2 Submitting proposals for grants, contracts or similar financial support for research or scholarly activities, which may involve students, from government, foundations, or other sources including internal university grants programs other than those included as service.
 - 2.6.3 Giving scholarly presentations or mentoring students who give scholarly presentations, including talks, panels, and posters, to academic or professional organizations or to the university community.
 - 2.6.4 Holding offices, positions, or serving as a referee in professional academic organizations or on scholarly editorial boards.
 - 2.6.5 Statements from faculty, Department Chairpersons, or members of a research team attesting to the candidate's scholarly contributions and activities.
 - 2.6.6 Awards, honors and other recognition of contributions resulting from the

candidate's research or scholarship.

- 2.6.7 Achieving or maintaining professional certification/ licensure in an advanced degree or degree in an additional field beyond what is required by the University to maintain employment.
- 2.6.8 Integration of evidence-based practice, including continuing education.
- 2.6.9 Documented clinical research.
- 2.6.10 Coordinating clinical faculty/preceptor inter-rater reliability.
- 2.6.11 Scholarly work related to P-12 curriculum project which is not used in Service.
- 2.6.12 Development of a workbook, lab manual for classroom and/or lab instruction that is used to support classroom instruction if not included in Teaching.
- 2.6.13 Author of or major contributor of scholarly research necessary for program accreditation if not included in Service.
- 2.6.14 Statements from Principal Investigators attesting to the candidate's contributions and activities within a research team.
- 2.6.15 Evidence of confidential commercial scholarly activity, particularly in engineering, which has been verified as scholarly by the department.
- 2.6.16 Serving as an exam item writer for licensing or certification exams.
- 2.6.17 Mentoring an individual or group in the process of evidence-based change in a clinical practice.
- 2.6.18 Facilitating a journal club for a clinical agency.
- 2.6.19 Author of book review (published or accepted for publication).
- 2.6.20 Serving as a regionally, nationally, or internationally recognized expert in a field related to the candidate's faculty appointment by contributing to print, broadcast, or digital media outlets.
- 2.6.21 Publishing books or articles written for general audiences in a field related to the candidate's faculty appointment.
- 2.6.22 Artifacts not listed above that represent pursuit of creative or scholarly

endeavors.

- 2.6.23 Consulting, or part-time work (no more than 20 hours per week on average) within one's discipline.
- 2.6.24 Attendance at workshops, presentations, or other such events (e.g., Sloan distance learning courses not leading to certification; presentations by SSU's Teaching & Learning Center.).
- 2.6.25 Attending scholarly meetings, seminars, workshops, conferences, or other gatherings.
- 2.6.26 Statements from faculty, Department Chairpersons, or members of a research team attesting to the candidate's scholarly contributions and activities.
- 2.6.27 Other relevant documentation of candidate's significant scholarly activity.

3.0 SERVICE

3.1 Guidelines for Evaluating Service

- 3.1.1 Candidates applying for promotion and/or tenure under substantial contributions in service must meet criteria 1 and 2. Candidates applying for promotion and/or tenure under outstanding contributions in service must meet all four criteria.

3.2 Criteria for Service

- 3.2.1 Criterion 1: Multiple Levels of Service: There is evidence of work at multiple levels of service (e.g., departmental, college-wide, university-wide, community, professional organizations, SEA, OEA, Ohio Department of Higher Education, and others).
- 3.2.2 Criterion 2: Active Service: There is evidence that the candidate actively participated in the activities of committees or in other service projects.
- 3.2.3 Criterion 3: Increased Level of Responsibility: Service is sustained and ongoing throughout the review period with evidence of increasing responsibility (or sustained high-level responsibility) throughout the entire review period.
- 3.2.4 Criterion 4: Personal Responsibility, Leadership, and Attention: There is evidence that a significant portion of service is at the level requiring

elevated personal responsibility and attention. This does not necessarily involve chairing a committee, but a significant workload is expected.

- 3.3 Sources of evidence are divided into two lists. Candidates must include all sources of evidence on list A and at least three (3) but no more than five (5) sources of evidence on list B. Each source of evidence may not be more than one (1) page. For documents that are more than one (1) page long, only include the first page in this application, but have the remainder available if the committee requests.
- 3.4 List A (all are required)
 - 3.4.1 Statements from committee chairpersons regarding the candidate's participation and accomplishments. If candidate for promotion is the committee chairperson, another member of the committee may provide this statement.
 - 3.4.2 Candidate generated narrative of service activities including committees, task forces, special assignments, accreditation activities, advising of student organizations, informal service, service as a University representative to other organizations, community service, service as a chairperson of a committee, etc.
 - 3.4.3 Candidate generated narrative of personal accomplishments within service assignments (may be included in the same narrative as section 3.4.2).
- 3.5 List B (at least three sources of evidence from this list are required but no more than five (5) may be included). The candidate must include a narrative explaining how each item meets this criterion.
 - 3.5.1 Minutes or products from committees, task forces, etc.
 - 3.5.2 Statements from faculty, Department Chairpersons, or administrators attesting to the candidate's informal service activities (e.g., mentoring junior faculty, reading/editing colleagues' grants or papers, etc.).
 - 3.5.3 Verifiable curricular development products (beyond work that is part of one's regular teaching assignments, e.g.: revision of a major or program, development of a minor, collaboration with other institutions on curricula, etc.).
 - 3.5.4 Formally submitted grant proposals or obtaining grants or similar financial support (not included in Scholarship) that assists in fulfilling the mission of the department, college, or university.

- 3.5.5 Student feedback about advising effectiveness and style as demonstrated by letters of student support.
- 3.5.6 Verifiable products resulting from candidate's service appointment(s).
- 3.5.7 Development or maintenance of studios, labs or instructional spaces in contexts where they enhance the student learning environment (may be in or outside of faculty's area of study).
- 3.5.8 Management of department, college or university web page; or program's computerized data base (e.g.: blackboard, clinical data base).
- 3.5.9 Organizing a student community service project that requires significant commitment.
- 3.5.10 Representing SSU with local communities such as: recruiting events, rural health fair, junior day, career day, local-off campus service club activity.
- 3.5.11 Serves on or is an officer for a professional organization or committee at the national, state, regional or local level.
- 3.5.12 Interviews students for recruitment or admissions purposes.
- 3.5.13 Organizes/hosts a conference at the national, state, or local level.
- 3.5.14 Advises students at orientation, career day, or other events.
- 3.5.15 Receives a notable service award, at the college, university, state or national level.
- 3.5.16 Organizes a community service project (e.g., Crop Walk, Walk for Cystic Fibrosis, United Way).
- 3.5.17 Serves as a Program Director, Coordinator, or Chair.
- 3.5.18 Involvement in developing, implementing, or updating the Transfer Assurance Guides or other Ohio Department of Higher Education activities.
- 3.5.19 Author of or major contributor to program self-study.
- 3.5.20 Assumption of a significant professional leadership position(s) (e.g., editor of a journal, elected position within a professional organization, conference chair or organizer, national accreditation reviewer, program review for professional organizations, etc.).

- 3.5.21 Ambassadorial outreach (e.g., supporting fund raising efforts for the American Red Cross; mentoring high school students in state competitions, etc.) to the geographic or professional community in which SSU is directly or indirectly represented.
- 3.5.22 Preparation, authorship of reports and documents, and actively participating in program specific or university-wide regional accreditation initiatives and/or visits. This includes attending accreditation symposia, cataloging artifacts, compiling and interpreting data, and liaising with the program review team and/or accreditation commission.
- 3.5.23 Program Coordinator which includes responsibilities to courses/course sequences such as orientation of adjuncts to course expectations, labs, electronic documentation, etc.
- 3.5.24 Assumption of a significant leadership position(s) within the department, college, university, or union (e.g., major coordinator, Department Chairperson, Program Director, chairperson of a committee, officer of a governance organization, director of a program or center, SEA officer, negotiating team, advisory board member, etc.).
- 3.5.25 Statements from faculty, Department Chairpersons, or administrators attesting to the candidate's high-level service activities.
- 3.5.26 Candidate reports of personal accomplishments within high-level service assignments.
- 3.5.27 Verifiable products resulting from the candidate's high-level service appointment(s).
- 3.5.28 Other relevant documentation of service activity.

4.0 COMMERCIALIZATION

- 4.1 Commercialization is any activity in one's academic field that generates revenue on a sustained basis and contributes to the overall enhancement of any of the following: business, professional practice, community or economic development, or University environment and operations. Outside employment alone does not qualify as commercialization.
- 4.2 Guidelines for Evaluating Commercialization:
 - 4.2.1 Commercialization criteria are divided into two lists.

- 4.2.2 Candidates applying for promotion and/or tenure under substantial contributions in commercialization must include all sources of evidence from list A and at least two sources of evidence but no more than five (5) from List B.
- 4.2.3 Candidates applying for promotion and/or tenure under outstanding contributions in commercialization must include all sources of evidence from List A and at least 3 sources of evidence but no more than five (5) from List B.
- 4.2.4 All sources of evidence included in the candidate's application must have been completed during the period of review. The candidate must include a narrative explaining how each item meets this criterion.
- 4.2.5 Each source of evidence may not be more than one (1) page. For documents that are more than one (1) page long, only include the first page in this application, but have the remainder available if the committee requests.
- 4.3 Criteria for Commercialization:
 - 4.3.1 There is evidence of work at developing potential and actual levels of commercialization. The following sources of evidence can be used to demonstrate multiple levels of commercialization:
- 4.4 List A (all are required)
 - 4.4.1 Statements from employers, customers, or others involved in the commercialization activity regarding the candidate's participation and accomplishments.
 - 4.4.2 Candidate generated narrative of personal accomplishments within commercialization activities.
- 4.5 List B: At least two sources of evidence from this list are required to show substantial commercialization. At least 3 sources of evidence from this list are required to show outstanding commercialization. All sources of evidence included in the candidate's application must have been completed during the period of review. The candidate must include a narrative explaining how each item meets this criterion.
 - 4.5.1 Business Plan, including funding strategy, for proposed commercial enterprise to be started in the region.
 - 4.5.2 Program development outside the University which encourages commercialization.

- 4.5.3 Obtaining grants or similar financial support (not included in Scholarship) that assists in development of a commercial venture (includes research incentive Third Frontier Grants in Ohio).
- 4.5.4 Assumption of a significant professional leadership position in a commercial enterprise during the period of review.
- 4.5.5 Verifiable products or services resulting from candidate's commercialization responsibilities.
- 4.5.6 Organizing a student community commercialization project or club outside of normal teaching responsibilities that requires significant commitment.
- 4.5.7 Organizes/hosts a commercialization conference at the international, national, state, or local level.
- 4.5.8 Receives a notable commercialization award.
- 4.5.9 Evidence of confidential commercial scholarly activity, particularly in engineering, which has been verified as commercially impactful by the department.
- 4.5.10 Other relevant documentation of candidate's commercialization activities.

History

Effective: 12/13/2025

RESOLUTION ASA19-25

APPROVAL OF POLICY 2.26 FACULTY ANNUAL PERFORMANCE EVALUATION

WHEREAS, the 136th Ohio General Assembly enacted the Advance Ohio Higher Education Act (“the Act”), which was signed into law by Governor Mike DeWine on March 28, 2025; and

WHEREAS, the Act became effective on June 27, 2025, and requires actions of the Shawnee State Board of Trustees to ensure Shawnee State University’s compliance with the law; and

WHEREAS, pursuant to the Act, Ohio Revised Code Section 3345.452 requires a policy for annual evaluation of faculty performance; and

WHEREAS, an Academic and Student Affairs Working Group developed Policy 2.26, Faculty Annual Performance Evaluation, consistent with ORC 3345.452;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby adopts policy 2.26, Faculty Annual Performance Evaluation.

(December 13, 2025)

Shawnee State University

POLICY TITLE:	FACULTY ANNUAL PERFORMANCE EVALUATION
POLICY NO.:	2.26
ADMIN CODE:	3362-2-26
PAGE NO.:	1 of 4
EFFECTIVE DATE:	12/13/2025
NEXT REVIEW DATE:	12/2030
RESPONSIBLE OFFICER(S):	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 POLICY PURPOSE

This policy ensures compliance with the requirements of section 3345.452 of the Ohio Revised Code which mandates that all full-time faculty directly compensated by the university undergo annual performance evaluations using standardized, objective, and measurable performance metrics.

2.0 SCOPE

2.1 This policy applies to all full-time faculty members directly compensated by Shawnee State University, including those in tenure-track, tenured, instructor, clinical instructor, and full-time online classifications who have more than one-year of employment at the university.

3.0 TIMING OF ANNUAL PERFORMANCE EVALUATION

3.1 Annual performance evaluations will be first conducted in the Spring 2027-2028 semester and will include student evaluations completed during the Spring and Summer 2026-2027 and Fall 2027-2028 semesters.

3.2 Full-time faculty members in the first three years on the tenure-track will follow the timeline in Procedure 2.15:1 based on their contract year. The annual performance evaluation will be conducted beginning on or around February 15th and culminating with the Provost notification (March 15 or June 1) depending on the candidate timeline.

3.3 All other full-time faculty members will annually submit a self-evaluation in each performance area set forth in section 4.2, below to be evaluated to their Department Chair/School Director no later than March 1 of each spring semester.

3.4 The Department Chair/School Director will complete the annual performance evaluation for each full-time faculty member in their unit between March 15 – April 15 of each academic year and submit their evaluation and recommendations to the College Dean.

- 3.5 The College Dean will review and the Chair/Director's evaluation send their recommendations to the Provost by the grades due date for the spring semester.
- 3.6 The Provost will review the recommendations and provide a final approval of the annual performance evaluation by June 1.

4.0 EVALUATION PARAMETERS

- 4.1 The annual performance evaluation will be comprehensive and include standardized, objective, and performance metrics.
- 4.2 The faculty member will be assessed in each of the following performance areas that they spent at least (5) five per cent of their annual workload on over the preceding academic year:

- 4.2.1 Teaching

- 4.2.2 Research

- 4.2.3 Service

- 4.2.4 Clinical Care

- 4.2.5 Administration

- 4.2.6 Commercialization

Hereinafter, as used in this policy, "performance areas" shall mean the items in sections 4.2.1 through 4.2.6.

- 4.3 The evaluation will include a summary assessment of each of the performance areas with a rating for each area as to whether the faculty member "exceeds performance expectations," "meets performance expectations," or "does not meet performance expectations."
- 4.4 Policy 2.11 details the percentage of teaching duties in the total annual workload for each faculty classification. In addition to reviewing student evaluations, peer evaluation of professional development in teaching, classroom observation, and/or review of teaching activities will be evaluated. The total teaching workload percentage assigned to the specific faculty member will equal the total weight assigned to the teaching performance area in the evaluation. For example, 90% teaching and 10% service for a Full-Time Instructor.
 - 4.4.1 Student evaluations conducted pursuant to section 3345.451 of the Ohio Revised Code will account for (25) twenty-five per cent of the teaching performance area evaluation.

- 4.4.1.1 These student evaluations will include the following three questions and answer options:
 - 4.4.1.1.1 Does the faculty member create a classroom atmosphere free of political, racial, gender, and religious bias? (yes or no)
 - 4.4.1.1.2 Are students encouraged to discuss varying opinions and viewpoints in class? (yes, no, or not applicable)
 - 4.4.1.1.3 On a scale of 1-10, how effective are the teaching methods of this faculty member? (1 is not effective and 10 is extremely effective)
- 4.5 The annual performance evaluation will establish a projected work effort distribution for the faculty member for the upcoming academic year, which shall be used during the next evaluation.
 - 4.5.1 The projected work effort will be in accordance with Policy 2.11 and must be recommended by the Dean and approved by the Provost.
- 4.6 The remaining performance areas in which the faculty member spent at least (5) five per cent of their workload allocation will be weighted according to the assigned percentage.
- 4.7 Annual performance evaluations shall be conducted by the Department Chair or School Director, reviewed and approved/disapproved by the College Dean or equivalent administrator, and submitted to the Provost for review and final approval.
 - 4.7.1 If there is a disagreement between the Department Chair/School Director and the Dean, the Provost shall have the final decision authority.
- 5.0 APPEAL OF FINAL EVALUATION
 - 5.1 Following receipt of the annual performance evaluation results, the faculty member may appeal the evaluation in any performance area in which they have been rated as “does not meet performance expectations.”
 - 5.2 Appeals must be submitted to the Provost no later than the first Friday of the subsequent fall semester.

- 5.3 Within 10 working days of receiving an appeal, the Provost will meet with the faculty member to discuss the basis for the appeal and review any supporting materials provided by the faculty member.
 - 5.3.1 If a faculty member files the appeal during the summer, but also requests a delay in the appeal meeting, the Provost will schedule the appeal meeting for a mutually agreed upon date no later than the last day of the first week of class of the subsequent fall semester.
 - 5.3.2 The Provost may seek additional information from the faculty member, the Dean, and/or the Department Chair/ School Director.
 - 5.3.3 The Provost will provide their final decision as to whether the performance area rating will be amended to “meets performance expectations,” “exceeds performance expectations,” or will remain as rated within 10 business days of the appeal meeting.

6.0 PREVAILING PROVISIONS

- 6.1 Until August 22, 2027, the 2024-2027 Collective Bargaining Agreement between Shawnee State University and the Shawnee Education Association prevails over any conflicting provisions adopted in this policy.
- 6.2 Beginning August 23, 2027, Policy 2.26 Faculty Annual Performance Evaluation, including any amendments hereto, prevails over any conflicting provisions of a collective bargaining agreement entered into after August 22, 2027.

History

Effective: 12/13/25

RESOLUTION ASA20-25

APPROVAL OF POLICY 2.27 PEER EVALUATION OF FACULTY TEACHING

WHEREAS, the 136th Ohio General Assembly enacted the Advance Ohio Higher Education Act (“the Act”), which was signed into law by Governor Mike DeWine on March 28, 2025; and

WHEREAS, the Act became effective on June 27, 2025, and requires actions of the Shawnee State Board of Trustees to ensure Shawnee State University’s compliance with the law; and

WHEREAS, pursuant to the Act, Ohio Revised Code Section 3345.451 requires a written system of peer evaluations for faculty members with emphasis placed on the faculty member’s professional development regarding their teaching responsibilities; and

WHEREAS, an Academic and Student Affairs Working Group developed Policy 2.27, Peer Evaluation of Faculty Teaching, consistent with ORC 3345.451;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby adopts policy 2.27, Peer Evaluation of Faculty Teaching.

(December 13, 2025)

Shawnee State University

POLICY TITLE:	PEER EVALUATION OF FACULTY TEACHING
POLICY NO.:	2.27
ADMIN CODE:	3362-2-27
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	12/13/2025
NEXT REVIEW DATE:	12/2030
RESPONSIBLE OFFICER:	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

This policy serves to support the teaching mission of Shawnee State University and encourage all full-time faculty at Shawnee State University to achieve excellent performance in teaching. In accordance with ORC 3345.451, each faculty member will undergo a peer evaluation of their professional development as it relates to teaching.

2.0 NON-TENURE TRACK FACULTY

- 2.1 Non-tenure track, full-time faculty employed on term contracts who have been issued a renewal contract will be subject to this policy.
- 2.2 During the second year of employment, the non-tenure track full-time faculty member will be assigned a faculty peer evaluator by the Department Chair or School Director. The peer evaluator will conduct an in-class observation of the non-tenure track faculty member as described in section 4.2.2.
- 2.3 Following the peer evaluation, the Department Chair/School Director shall recommend to the Dean, who shall further recommend to the Provost, if the non-tenure track faculty member should receive an offer of renewal or be notified of non-renewal. Non-tenure track faculty who are covered by a collective bargaining agreement will receive notice of this decision according to timelines stated in the collective bargaining agreement.
- 2.4 If a non-tenure track faculty member is renewed, they must undergo faculty peer evaluation in every third year of employment in the same position, following this first peer evaluation.

3.0 TENURE TRACK FACULTY

- 3.1 Faculty in the first three years on the tenure-track are required under Procedure 2.15 University Promotion and Tenure System to have at least one classroom observation per year conducted by their Chair, School Director, or Dean. These faculty are also expected to have regularly scheduled meetings with a department mentoring committee.

- 3.2 The observation and records from their mentoring committee will serve as peer evaluation of the faculty member's professional development in teaching. In a year when the observation is conducted by the Dean or School Director, the mentoring committee will review the observation report, meet with the faculty member, and provide a summary report to the School Director and Dean.
- 3.3 When a tenure-track faculty member is continuing on a 3-year contract, the department mentoring committee will provide yearly reports to the Chair/School Director, which will be shared with the Dean.

4.0 TENURED FACULTY

- 4.1 Tenured faculty will undergo peer evaluation of their professional development in the area of teaching every three years.
 - 4.1.1 As this policy is implemented, the tenured faculty members in a department will be placed on an annual cycle so that not all faculty are being reviewed during the same year. This schedule will be on file with the College Dean.
 - 4.1.1.1 Faculty will be provided with their scheduled year for peer evaluation, and a reminder will be sent by the College Dean to the faculty member during the first week of the fall semester during the review year.
- 4.2 The faculty member will work with the Department Chair/School Director to select a peer evaluator. This may be from their home or other department/school. Prior to the date of the regularly scheduled faculty annual performance evaluation, the faculty member may complete the peer evaluation in one of two ways:
 - 4.2.1 Provide a written summary of the teaching related professional development activities over the past three years to the evaluator, and schedule a meeting to discuss the activities and what they gained from engaging in the activities. The evaluator will send a summary of the professional development activities and their evaluation to the Chair/School Director; or
 - 4.2.2 Invite the peer evaluator to conduct a classroom observation. The faculty member will provide the peer evaluator with access to course materials and/or access to the course in the University learning management system. The peer evaluator will then conduct an in-class observation. This may include review of the digital course design in asynchronous online courses, virtual attendance of a synchronous online class session, or in-person attendance of a regular class meeting.

- 4.2.2.1 Following the class observation, the peer evaluator will complete the standard observation form and meet with the faculty member to provide feedback on course materials and recommendations for alternate pedagogical approaches, assessments, or engagement in professional development activities to be considered over the next three-year period.
- 4.2.2.2 The peer evaluator will provide the Department Chair/School Director with the completed evaluation and a summary of recommendations shared with the faculty member.
- 4.2.2.3 Once the peer evaluation has been conducted and summary provided to the Department Chair/School Director, the faculty member and Chair/School Director will review the results and recommendations during the annual faculty performance evaluation for that year.
 - 4.2.2.3.1 The peer evaluation and recommendations will be incorporated into the Department Chair/School Director's annual evaluation report and into the faculty member undergoing evaluation of planned professional activities for the coming academic year.

5.0 PREVAILING PROVISIONS

- 5.1 Until August 22, 2027, the 2024-2027 Collective Bargaining Agreement between Shawnee State University and the Shawnee Education Association prevails over any conflicting provisions adopted in this policy.
- 5.2 Beginning August 23, 2027, Policy 2.27 Peer Evaluation of Faculty Teaching, as amended where applicable, prevails over any conflicting provisions of a collective bargaining agreement entered into after August 22, 2027.

History

Effective: 12/13/2025

RESOLUTION ASA21-25

APPROVAL OF POLICY 2.28 POST-TENURE REVIEW

WHEREAS, the 136th Ohio General Assembly enacted the Advance Ohio Higher Education Act (“the Act”), which was signed into law by Governor Mike DeWine on March 28, 2025; and

WHEREAS, the Act became effective on June 27, 2025, and requires actions of the Shawnee State Board of Trustees to ensure Shawnee State University’s compliance with the law ; and

WHEREAS, pursuant to the Act, Ohio Revised Code Section 3345.453 requires a Shawnee State University to adopt a post-tenure review policy; and

WHEREAS, an Academic and Student Affairs Working Group developed Policy 2.28, Post-Tenure Review, consistent with ORC 3345.453;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby adopts policy 2.28, Post-Tenure Review.

(December 13, 2025)

Shawnee State University

POLICY TITLE:	POST-TENURE REVIEW
POLICY NO.:	2.28
ADMIN CODE:	3362-2-28
PAGE NO.:	1 OF 5
EFFECTIVE DATE:	12/13/2025
NEXT REVIEW DATE:	12/2030
RESPONSIBLE OFFICER:	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

This policy establishes a post-tenure review process at Shawnee State University that is in accordance with section 3345.453 of the Ohio Revised Code. This policy includes institutional compliance with statutory requirements while preserving principles of due process and academic freedom.

2.0 DEFINITIONS

2.1 A post-tenure review is focused on offering pathways and opportunities for improvement to address identified deficiencies in teaching, research, scholarship, service, commercialization, administration, and/or clinical care.

2.1.1 A post-tenure review is not meant to address cases of gross negligence of duties, incompetence in job performance, a significant failure to meet obligations to the University, or any other conduct or action addressed by the complaint process in the faculty collective bargaining agreement. Corrective action for these situations should be addressed through the complaint process.

3.0 SCOPE

This policy applies to all full-time, tenured Shawnee State University faculty members.

4.0 REQUIREMENTS AND CONDITIONS FOR CONDUCTING POST-TENURE REVIEW

4.1 Shawnee State University will conduct a post-tenure review if a tenured faculty member receives a rating of “does not meet performance expectations” within the same performance area for a minimum of two of the past three consecutive years on the faculty member’s annual performance evaluation conducted pursuant to Policy 2.26 and section 3345.452 of the Ohio Revised Code.

4.2 Any faculty member who maintains their tenure status following a post-tenure review and receives an additional rating of “does not meet performance

expectations” in any performance area during their annual performance evaluation in the subsequent two years will be subjected to an additional post-tenure review.

- 4.3 The Department Chair, School Director, College Dean (or equivalent administrator), or Provost may require an immediate and for cause post-tenure review at any time for a faculty member who has a documented and sustained record of significant underperformance outside of the faculty member’s annual performance evaluation. For this purpose, for cause shall not be based on a faculty member’s allowable expression of academic freedom as defined by Shawnee State University, the faculty collective bargaining agreement, or Ohio law.

5.0 TIMEFRAME FOR POST-TENURE REVIEW

- 5.1 No later than September 15 of the fall semester following the triggering of a post-tenure review requirement, the Department Chair/School Director and College Dean will establish a post-tenure review committee.
- 5.1.1 If an appeal has been filed regarding the triggering of the post-tenure review, the post-tenure review will be delayed until the appeal has been resolved.
- 5.2 Once established, the post-tenure review committee must meet within (20) twenty working days.
- 5.3 The post-tenure review committee will schedule a conference with the reviewee within (10) working days of the first meeting of the post-tenure review committee.
- 5.4 Within (10) working days of the conference with the faculty member, the post-tenure review committee will submit their summary and recommendation to the Provost.
- 5.5 Within (10) working days of receiving the post-tenure review committee recommendations, the Provost shall either (1) forward all previous materials submitted during the review and their recommendation for no administrative action to the administrative post-tenure review board (see section 8.0, below, or (2) will schedule a conference with the reviewee if administrative action has been recommended.
- 5.6 If administrative action is recommended, within (5) working days of the Provost conference, the Provost will forward their recommendation and all previous materials submitted during the review process to the administrative post-tenure review board.
- 5.7 The administrative post-tenure review board shall meet within (5) five working days of receiving the Provost recommendation and determine the outcome of the

post-tenure review within (10) ten working days of their meeting. Within an additional (2) two working days, the review board will notify the faculty member of the outcome in writing.

- 5.8 The faculty member may appeal the decision of the Administrative Post-Tenure Review Board. The appeal must be submitted to the University President no later than (10) ten working days from the start of the Spring semester following the post-tenure review.
- 5.9 The University President will provide a written decision on the appeal no later than (10) ten working days following filing of the appeal.
- 5.10 The due process period for post-tenure review, from beginning to end, shall not exceed (6) six months, except that a one-time, two-month extension may be granted by the University President.

6.0 POST-TENURE REVIEW COMMITTEE

- 6.1 The post-tenure review committee shall consist of the Department Chair/School Director, a tenured full-professor from the reviewee's department appointed by the Dean, and two tenured faculty members chosen by the reviewee. One of the faculty members selected by the reviewee must be from their home department.
- 6.2 All faculty members of the post-tenure review committee must be tenured. If there are not enough full Professors with tenure in the department, an Associate Professor may be appointed by the Dean.
- 6.3 The Dean and Department Chair/School Director will provide information and documentation regarding the need for the post-tenure review to the post-tenure review committee. This shall be reviewed at the first meeting of the committee.
 - 6.3.1 Following review of the provided information, the post-tenure review committee will hold a conference with the faculty member undergoing review.
- 6.4 The post-tenure review committee shall summarize their findings and recommend to the Provost whether documented deficiencies in the performance area exist.

7.0 ROLE OF THE PROVOST

- 7.1 The Provost shall review the summary and recommendation of the post-tenure review committee. If the committee has recommended deficiencies exist that require administrative action, the Provost will schedule a meeting with the reviewee.

7.1.1 If no administrative action is recommended, and the Provost agrees, then no meeting with the reviewee is required.

7.1.2 Following a required meeting with the reviewee, the Provost may seek clarification from the post-tenure review committee as needed.

7.2 Once the Provost has a recommendation, all materials submitted to-date in the post-tenure review process will be forwarded with the Provost's recommendation to the administrative post-tenure review board.

8.0 OUTCOMES OF POST-TENURE REVIEW

8.1 The administrative post-tenure review board will be composed of all College Deans.

8.2 The administrative post-tenure review board will review all materials and recommendations forwarded from the Provost and make a final recommendation on the outcome of the post-tenure review. A simple majority of votes by the board is required to enact administrative actions.

8.2.1 The review board may schedule meetings with any party involved to-date in the post-tenure review process, as needed.

8.3 The administrative actions may include:

8.3.1 Censure,

8.3.2 Remedial training, including an improvement plan,

8.3.3 For-cause termination, regardless of tenure status.

9.0 APPEALS PROCESS

9.1 For any of the administrative actions in Section 8.3, the reviewee may file an appeal in writing to the University President.

9.2 The appeal must allege procedural error; present substantial new facts previously unavailable to the post-tenure review committee, Provost, or administrative post-tenure review board; or claim that the administrative action is grossly disproportionate to the deficiency in performance.

9.3 The University President may:

9.3.1 Request additional information from any party involved in the post-tenure review process;

9.3.2 Dismiss the appeal if not based on one of the allowable grounds for appeal; or

9.3.3 Uphold or reject the decision of the administrative post-tenure review board.

9.4 The University President's decision will be made in writing and will be final.

10.0 PREVAILING PROVISIONS

10.1 Until August 22, 2027, the 2024-2027 Collective Bargaining Agreement between Shawnee State University and the Shawnee Education Association Article 11 Section 15 Post-Tenure Review prevails over any conflicting provisions adopted in this policy.

10.2 Beginning August 23, 2027, Policy 2.28 Post-Tenure Review prevails over any conflicting provisions of a collective bargaining agreement entered into after August 22, 2027.

History

Effective: 12/13/2025

RESOLUTION ASA22-25

APPROVAL OF POLICY 2.29 RETRENCHMENT

WHEREAS, the 136th Ohio General Assembly enacted the Advance Ohio Higher Education Act (“the Act”), which was signed into law by Governor Mike DeWine on March 28, 2025; and

WHEREAS, the Act became effective on June 27, 2025, and requires actions of the Shawnee State Board of Trustees to ensure Shawnee State University’s compliance with the law; and

WHEREAS, pursuant to the Act, Ohio Revised Code Section 3345.454 requires Shawnee State University to adopt a policy on retrenchment; and

WHEREAS, an Academic and Student Affairs Working Group developed Policy 2.29, Retrenchment consistent with ORC 3345.454;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby adopts policy 2.29, Retrenchment.

(December 13, 2025)

Shawnee State University

POLICY TITLE:	RETRENCHMENT
POLICY NO.:	2.29
ADMIN CODE:	3362-2-29
PAGE NO.:	1 OF 9
EFFECTIVE DATE:	12/13/2025
NEXT REVIEW DATE:	12/2030
RESPONSIBLE OFFICER:	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

This policy governs the process by which the University addresses the employment of faculty in response to a reduction of programs or services in accordance with ORC 3345.454.

2.0 DEFINITIONS

- 2.1 Days: In this policy days refers to calendar days.
- 2.2 Retrenchment: A process by which a state institution of higher education reduces programs or services, thus resulting in a temporary suspension or permanent separation of one or more institution faculty to account for a reduction in student population or overall funding, a change to institutional missions or programs, or other fiscal pressures or emergencies facing the institution.
- 2.3 Furlough: A non-permanent, unpaid leave of absence from work for a specified period of time. A furlough is not a layoff.
- 2.4 Seniority: the length of continuous employment as a full-time faculty member with the University or its predecessors. Time spent on an approved leave of absence with no break in service shall be considered continuous service.

3.0 CONDITIONS FOR RETRENCHMENT

- 3.1 The reorganization, warehousing, or closure of academic programs that do not substantially affect currently employed full-time faculty are not subject to this policy. In such a case, the relevant University governance procedures will be followed.
- 3.2 The elimination or reassignment of currently employed faculty may occur under the following conditions:
 - 3.2.1 Change(s) in the University's missions or programs.

- 3.2.2 Upon determination through the normal ongoing academic program review process that a major or program is no longer viable after completion of a program improvement plan (approved by the Dean and accrediting body, if applicable) due to such factors as: a pattern of declining enrollment, loss of accreditation, licensure or regulatory changes, or failure of the program to meet academic goals.
- 3.2.3 Determination by the Provost in consultation with the Deans, Department Chairpersons, and School Directors of a need to reorganize Colleges, Schools, or Departments, or make modifications to majors or non-major (minors or concentrations) academic programs.
- 3.2.4 A reduction in student population.
- 3.2.5 A reduction in overall funding.
- 3.2.6 An undergraduate program confers an average of fewer than (5) five degrees annually over any three-year period and must be discontinued in accordance with ORC 3345.454 (C). No academic year prior to the first academic year in which an undergraduate degree is conferred for the program will be considered in determining this metric.
- 3.2.7 The University faces the need for quick and substantial retrenchment due to documented extreme circumstances that would not allow the University to continue to operate without a reduction in force.
- 3.2.8 Other fiscal pressures or emergencies facing the institution.
- 3.3 In such cases in which full-time faculty members may be impacted, such actions will be based on qualifications and seniority. Annually, faculty will provide the department chair with an updated CV and a list of all courses they are qualified to teach by October 1 of each academic year. The University will cooperate to develop a seniority list that incorporates all eligible personnel. This list will be updated on an annual basis.
- 3.4 Faculty may be reassigned to other Departments, majors or non-major academic programs by mutual agreement between the faculty member, the relevant Dean(s) and Provost and the relevant Departments/Schools.
- 4.0 PROCEDURES FOR A LONG-RANGE DETERMINATION OF REDUCTION IN FORCE (RIF)
 - 4.1 The long-range RIF process discussed in this section applies as a result of the conditions identified in Section 3.2.1 through 3.2.6, and may occur in academic departments, majors, minors, and concentrations as follows:

- 4.1.1 The Provost shall officially notify the following parties in writing:
 - 4.1.1.1 The President of the SEA;
 - 4.1.1.2 The President of the Faculty Senate; and
 - 4.1.1.3 The potentially impacted Department Chairperson, School Director, Program Director or Coordinator.
- 4.2 Upon issuance of this notice the Provost shall create and convene a meeting of a committee comprised of three administrators chosen by the Provost and three faculty members chosen by mutual agreement between the SEA President and UFS President to review the matter and develop a report to address the issues and possible alternative actions. At least one of the faculty members must be from the affected unit, with a preference for all colleges being represented. The committee shall elect a chair who shall be responsible for convening and presiding over committee meetings and for delivering the recommendation on schedule.
 - 4.2.1 The report shall be submitted to the Provost within forty-five (45) calendar days from the date of the first committee meeting.
 - 4.2.2 The Provost will include the report along with their recommendations regarding proposed actions to the President.
 - 4.2.3 Notification of layoffs or reassignments shall be provided to faculty members one (1) year prior to reducing faculty or closing the program and shall include a rationale for the action.

5.0 FINANCIAL INSTABILITY

- 5.1 This section is applicable when there are conditions which may lead to financial instability for the University as in Section 3.2.8.
- 5.2 The University Provost shall notify the President of the Shawnee Education Association and the President of the Faculty Senate providing evidence that describes the financial circumstances.
- 5.3 The University Provost will convene a Joint Review Committee consisting of three (3) University officials appointed by the University President and three (3) individuals selected by mutual agreement between the SEA President and UFS President, with a preference for all colleges being represented. The committee shall elect a chair who shall be responsible for convening and presiding over committee meetings and for delivering the recommendation on schedule.
- 5.4 This Joint Committee shall review the notice and the accompanying data, and any other relevant documents. The committee shall make recommendations to the Provost concerning the financial circumstances and recommendations for methods

to improve financial stability. These recommendations will be submitted to the Provost within forty-five (45) calendar days after the first committee meeting. The Provost with the approval of the President may take action, upon receipt and review of the Joint Committee's recommendation(s).

6.0 IMMINENT REDUCTION IN FORCE AND FURLOUGHS

- 6.1 This section is applicable when the University faces the need for quick and substantial retrenchment as in Section 3.2.7.
- 6.2 An Imminent reduction in force or furloughs may occur when:
 - 6.2.1 The University projects a Senate Bill 6 (SB6) ratio of 1.75 or lower for the current fiscal year under Ohio Administrative Code (OAC) Section 126:3-1-01.
 - 6.2.1.1 In this event, only a furlough of one day per semester may be implemented.
 - 6.2.2 The President with approval of the Board of Trustees makes a declaration of financial exigency, or the University realizes a first-year Senate Bill 6 ratio of 1.75 or lower.
 - 6.2.2.1 For either of these events, a furlough of up to three (3) days per semester and/or a reduction in force may be implemented.
- 6.3 The University President shall notify in writing the President of the Shawnee Education Association and the President of the University Faculty Senate (UFS) providing evidence that supports the extreme circumstances. The notification will include the proposed decision regarding reductions in force and/or furloughs.
- 6.4 This notice shall include a rationale for the determination and supporting data. The Provost shall schedule a meeting to discuss the matter and solicit possible alternative actions with the UFS and SEA President to ascertain if it is possible to address the issues without a reduction in force or furloughs. Such alternative proposals may be submitted in writing to the Provost within 15 calendar days after this meeting.
- 6.5 Within fifteen (15) calendar days of receipt of the UFS and SEA jointly written recommendations, the Provost will submit the report to the University President along with the determination of whether a reduction in force and/or furloughs is necessary.
- 6.6 The University President (or designee) will notify the UFS and SEA Presidents of any final decision regarding the reduction in force and/or furloughs.
- 6.7 Individual written notifications to affected faculty members shall be in accordance

with Section 9.0 below.

7.0 PROCEDURES FOR RETRENCHMENT

- 7.1 In cases where a major or program is retrenched, the University will limit the impact of retrenchment to the directly affected academic unit.
- 7.2 In all cases, faculty members already employed by the University shall have priority of employment as follows:
 - 7.2.1 Tenured and/or continuing contract faculty in the programs and areas of academic specialization in which they were initially hired to teach or demonstrated competence based on previous teaching and/or preparation;
 - 7.2.2 Tenure-track faculty in their specialization or area(s) of competence;
 - 7.2.3 Clinical Faculty (non-tenure) in their specialization or area(s) of competence;
 - 7.2.4 Full-time instructors (non-tenure) in their specialization or area(s) of competence;
 - 7.2.5 Full Time Online Faculty (non-tenure) in their specialization or area(s) of competence;
 - 7.2.6 Visiting faculty in the programs and areas of academic specialization in which they were initially hired to teach or demonstrated competence based on previous teaching and/or preparation; and/or
 - 7.2.7 Part-time faculty in the programs and areas of academic specialization in which they were initially hired to teach or demonstrated competence based on previous teaching and/or preparation.
- 7.3 Determination of affected faculty members shall be based on seniority as defined in subsection 2.4, with the most senior person in an affected academic unit of instruction or program to be laid off last. Recall shall be in inverse order of layoff as defined in Subsection 7.2: the last person laid off shall be the first person recalled.
- 7.4 A retrenched faculty member's specialization or area(s) of competence shall be based upon the individual's teaching history at Shawnee State University, relevant scholarship, and academic degree. In cases where a faculty member is reassigned to a different department, that person's credentials shall be reviewed by the relevant Department Chairperson and faculty to determine appropriate course assignments.
- 7.5 If retrenchment occurs, the University shall reassign duties of part-time faculty in the same specialization or area(s) of competence to a faculty member who would otherwise be retrenched, in order to accommodate the faculty member.

- 7.6 The University shall relocate displaced faculty into other budgeted but vacant administrative or staff positions needing personnel as the faculty member's qualifications permit. If a shift involves movement to an administrative or staff position, the salary and other conditions of employment shall not exceed those which are shown in the guidelines for the administrative or staff position. If the reassignment is to a full-time faculty assignment, the rank and salary shall be the same as held by the faculty member being transferred.
- 7.7 When an opportunity arises to potentially preserve full-time employment for a faculty member who has been retrenched, by combining a needed part-time administrative role with a part-time teaching role, the University will explore the feasibility of such a combination. If feasible, the combined role will be effectuated. When this occurs, the employee will not be a member of the faculty union while they hold the combined position and their credit towards seniority will be suspended while in the combined role. In this situation, the employee retains the right to reinstatement to a full-time faculty position to the same extent as other members who have been retrenched. Employee salary will be prorated based on the proportion of time devoted to each role. The faculty portion will be calculated in accordance with the faculty collective bargaining agreement.
- 7.8 The Provost's office will send individual notifications of displacement to impacted faculty members once the provisions of subsections 7.1 – 7.6 of this section have been completed.

8.0 CONSIDERATIONS FOR RETRENCHED FACULTY

- 8.1 Displaced faculty who file a complete, up-to-date dossier (up to date CV and a list of courses they are qualified to teach) with Human Resources will be considered for such positions by submitting a formal application for a period of one (1) year following the date of retrenchment. Consideration will be given for faculty openings for an additional three (3) years upon receipt of notification of interest by the displaced faculty member.
- 8.2 A retrenched faculty member whose academic unit has been reduced but not eliminated shall have their contract placed in suspension and will have recall rights to that program or unit for three (3) years. A right to recall means that the retrenched faculty member has first rights to a position for which they are deemed qualified by the Department Chairperson and Dean in accordance with reasonable applications of standards of academic merit.
- 8.2.1 During the three (3) year period, the faculty member's advancement in the salary system shall cease. Upon recall, the faculty member will enter the salary system at the level held at the time of retrenchment, unless additional degrees, credit hours, and/or related professional experience that were earned during the period of retrenchment place the faculty member at a

higher salary level as determined by the Provost and the SEA.

- 8.3 A retrenched faculty member whose academic unit has been eliminated shall have their contract placed in suspension and will have recall rights to the program or unit should it be reinstated within a three (3) year period.
- 8.4 The faculty member may continue benefits provided by the University at the time of retrenchment as provided for in the Consolidated Omnibus Budget Reconciliation Act (COBRA).
 - 8.4.1 Faculty members who are terminated through the processes of this policy, and who choose to continue their medical, dental, vision, and prescription drug insurance benefits per COBRA, will be deemed to have provided notice (3) months in advance of their termination date. The University will follow the same provisions for implementation of insurance benefits as described in the faculty collective bargaining agreement regarding fringe benefits.
 - 8.4.2 The University shall cease payment of all the retrenched faculty member's other benefits upon retrenchment.

9.0 NOTIFICATION OF FURLOUGH OR LAYOFF

- 9.1 At least fourteen (14) calendar days of advanced written notice of a furlough will be provided to affected faculty members by the Department of Human Resources.
- 9.2 Notice of a faculty member's reassignment, layoff, permanent separation, or non-renewal, will be provided by:
 - 9.2.1 A personally-delivered document; and/or
 - 9.2.2 Certified U.S. mail to the faculty member's last address provided by the member for payroll purposes.
- 9.3 The University's obligation to serve notice is met if the date of personal delivery or the postmarked date of mailing is on or before the date of notification stated in subsection 9.1.
- 9.4 The layoff shall commence on the date set forth in the notice.
- 9.5 In the case of an outside inquiry about a retrenched faculty member's status, the University will stipulate that their contract suspension was due to program retrenchment.
- 9.6 In the case of layoff or elimination of the position of a faculty member, the

University shall provide the faculty member with a letter upon request explaining the conditions of retrenchment. The University will not dispute payment of unemployment benefits.

10.0 SENIORITY AND RETRENCHMENT

10.1 The following situations shall constitute a break in continuous service for which seniority is lost:

10.1.1 Discharge for just cause. However, if reinstated within one academic year, seniority shall be considered continuous.

10.1.2 Retirement.

10.1.3 Non-renewal of contract. However, if reinstated the following academic year, seniority shall be considered to have been continuous.

10.1.4 Retrenchment. However, if recalled within one academic year, seniority shall be considered to have been continuous.

10.1.5 Failure to return to work within thirty (30) calendar days of receipt of recall from layoff.

10.1.6 A resignation where the faculty member is not re-employed or reinstated after thirty- one (31) days or less.

10.2 Seniority shall not accrue during the time spent out of the bargaining unit as an administrator, but previously accumulated seniority shall not be lost. A Bargaining Unit Member shall not accrue seniority while on retrenchment, but shall retain seniority earned prior to retrenchment.

10.3 Seniority shall accrue during furlough periods.

10.4 For retention purposes, if two (2) or more faculty members have the same length of continuous service, seniority shall be determined by the following factors in order:

10.4.1 Tenure/Contract Status: The retention order shall be as follows: Tenured or Continuing Contract Professors, Tenured or Continuing Contract Associate Professors, Assistant Professors with Continuing Contracts, Tenure Track Assistant Professors, Senior Instructors with Continuing Contracts including FTIs, Senior Instructors including FTIs, Instructors with Continuing Contracts including FTIs, Instructors including FTIs, and Full Time Online Instructors.

10.4.2 Areas of Specialization.

10.4.3 Level of Degree.

10.4.4 Date and Time of Hiring.

11.0 REORGANIZATION

- 11.1 In the event that the university desires to reorganize academic departments, programs, colleges, or other academic units, the university will notify the SEA President and UFS President. The written notification will include the goals, need, rationale, and a timeline. Prior to written notification, joint conversations with the SEA and UFS Presidents are permissible. These joint conversations may also include the impacted party or parties.
- 11.2 The SEA and the UFS will have the opportunity to discuss the proposal and provide written feedback which will be considered by the University.
- 11.3 The reorganization process shall adhere to the UFS Constitution.
- 11.4 In accordance with ORC 3345.457, the Shawnee State University Board of Trustees is the ultimate authority to establish and modify academic programs, schools, colleges, institutes, departments, and centers at Shawnee State University.

12.0 PREVAILING PROVISIONS

- 12.1 Until August 22, 2027, the 2024-2027 Collective Bargaining Agreement between Shawnee State University and the Shawnee Education Association Article 22 Retrenchment, Furloughs, and Reorganization prevails over any conflicting provisions adopted in this policy.
- 12.2 Beginning August 23, 2027, Policy 2.29 Retrenchment Policy 2.29 prevails over any conflicting provisions of a collective bargaining agreement entered into after August 22, 2027.

History

Effective: 12/13/2025

RESOLUTION ASA23-25

APPROVAL OF CURRICULAR CHANGES

WHEREAS, Policy 2.24, Curriculum Approval Process requires the University Provost to recommend to the Shawnee State Board of Trustees curricular proposals that have been reviewed and recommended by the University Faculty Senate; and

WHEREAS, the University Faculty Senate met on November 24, 2025 and voted to recommend a series of curricular changes; and

WHEREAS, the Provost has recommended that the Shawnee State Board of Trustees approve these curricular changes;

THEREFORE, BE IT RESOLVED that the Board of Trustees of Shawnee State University hereby approves the curricular changes as summarized in Table A – Summary of Curricular Changes Recommended November 24, 2025.

(December 13, 2025)

TABLE A: Summary of Curricular Changes Recommended November 24, 2025

Proposal Type	Department/ School	Summary of proposed curricular change	Course Description
Course	English and Humanities	Creation of new course COMM 2280 Media and Appalachia; elective for BA Communications, included course for Appalachian Studies minor that is under development.	This course explores a range of media representations of Appalachia (both historical and contemporary) as well as the work of media organizations and individual creators based within the region.
Course	School of Education	3 proposals to update the course descriptions for EDCI 6601, EDCI 6602, and EDCI 6603. The proposals also change the prerequisite for the course to acceptance in to the M.Ed or Alternative Licensure programs.	
		EDCI 6601 Principles of Curriculum Theory	This course introduces the fundamental concepts and principles of curriculum design and development, with a wide range of curriculum models in different theoretical frameworks
		EDCI 6602 Curriculum Planning and Implementation (PreK-6)	This course focuses on research-based curricular and instructional models that are associated with effective and standards based instruction and learning for both typical and atypical students in PreK-6 classrooms. Emphasis includes purposes, materials and practices associated with effective elementary schools.

Proposal Type	Department/ School	Summary of proposed curricular change	Course Description
		EDCI 6603 Curriculum Planning and Implementation (7-12)	This course focuses on research-based curricular and instructional models that are associated with effective and standards based instruction and learning for both typical and atypical students in Grades 7-12 classrooms. Emphasis includes purposes, materials and practices associated with effective secondary schools.
Course	Mathematical Sciences	Change to the prerequisite for STAT 3510 Mathematical Statistics 1 to MATH 3610 and either STAT 1150 or STAT 2500.	
Program	English and Humanities	Integrated Language Arts with AYA (7-12) licensure program will require students to complete LING4660 Teaching English as a Second Language for the Language Emphasis portion of the degree requirements.	
Program	Mathematical Sciences	3 program proposals to make similar changes in the statistics course options.	
		BS Mathematics Actuarial Science Concentration: Changing the requirement of STAT 2500 to STAT 1150 or STAT 2500 in the required Mathematical Sciences Core	
		BS Mathematical Sciences: Changing the requirement of STAT 2500 to STAT 1150 or STAT 2500 in the required Mathematical Sciences Core. Also adding STAT 3510 and STAT 3520 to and removing STAT 3500 from the Mathematical Electives.	
		BS Integrated Mathematics AYA (7-12) licensure: Changing the requirement of STAT 2500 to STAT 1150 or STAT 2500 in the required Mathematical Sciences Core	

Proposal Type	Department/ School	Summary of proposed curricular change	Course Description
Policy/Procedure /Resolution	GEP/OT36 Alignmnet Plan	The recommended proposal will (1) require all courses in the SSU General Education Program (GEP) to be approved for inclusion in the OT36, (2) only allow 1000-2000 level courses in the SSU GEP, (3) adopt the policy that a student entering SSU with an earned bachelor's degree or completed Ohio Transfer 36 from another Ohio campus will automatically receive transfer credit such that the General Education Program at Shawnee State is completed. The proposal maps to the OT36 categories such that at SSU the GEP will require: 3 credit hours in Arts; 3 credit hours in Humanities; 6 credit hours in Composition; 3 credit hours in Oral Communication; 3 credit hours in Math, Statistics, & Logic; 7 credit hours with one lab course in Natural Sciences; 6 credit hours in Social and Behavioral Sciences; and Exploratory Electives of 3 credit hours in Social Sciences and 3 credit hours in Humanities.	
Policy/Procedure /Resolution	Graduate Graduation Requirements	This policy will be included in the graduate manual and academic catalog. It sets minimum GPA requirements for graduation from graduate programs at SSU. It also defines good academic standing, academic probation, academic dismissal, and appeals of dismissal as they relate to graduate students at Shawnee State University.	
Provost Program Proposal	Office of the Provost	Nine total proposals to discontinue degree programs that did not have at least 5 graduates/year over the three year period between AY 2022-2023 and AY2024-2025.	
		AS Natural Science - 10 enrolled students as of 12/5/2025	
		ATS Building and Industrial Technology - zero enrolled students	
		ATS Business Technology - zero enrolled students	

Proposal Type	Department/ School	Summary of proposed curricular change	Course Description
		ATS Health and Allied Health Technology -zero enrolled students	
		ATS Industrial Management - zero enrolled students	
		ATS Information Technology - zero enrolled students	
		ATS Services Technology - zero enrolled students	
		BSB Healthcare Administration - 13 enrolled students as of 8/26/2025	
		BSE Education Studies - 2 enrolled students as of 12/5/2025	

Arts & Humanities	English Composition & Oral Comm	Math, Stats, & Logic	Natural Sciences	Social & Behavioral Sciences	Exploratory Electives
3 hrs Arts; 3 hrs. Humanities	6 hrs. comp; 3 hrs. oral comm	3 hrs.	7 hrs., with one lab	6 hrs. from two disciplines	6 hrs.
Arts: ENGL 2275 MUSI 1201 THAR 1000 <i>Others as approved in OT36</i> ARTH 1101, ENGL 2277, MUSI 1111, MUSI 2211 ARTH 2211 Humanities: ENGL 2200 ENGL 2211 ENGL 2251 ENGL 2252 HUMA 2225 PHIL 2320 PHIL 2200/1200 <i>Others as approved in OT 36</i> ENGL 2205 ENGL 2212 ENGL 2247 HUMA 2226 HUMA 2227 PHIL 2284 PHIL 2600 RELI 2230 SPAN 1111, SPAN 1112	Composition: ENGL 1101 OR ENGL 1201 OR ENGL 1102 AND ENGL 1105 Oral Comm: COMM 1103 <i>Others as approved in OT36</i> ARTH 2212 BUMG 2900 COMM 2335 EDUC 1115 NTSC 2900 THAR 2212	MATH 1200 (A) STAT 1150 (A) <i>Others as approved in OT36</i> MATH 1000 (A) MATH 1100 MATH 1170 MATH 1250 MATH 1250 MATH 1900 MATH 2110 PHIL 1105 STAT 1800 (A) STAT 2500	BIOL 1120 BIOL 1151 CHEM 1121 CHEM 1141 CHEM 1142 GEOL 1201 GEOL 1350 GEOL 1401 PHYS 2201 PHYS 2202 <i>Others as approved in OT36</i> BIOL 1130 BIOL 1131 BIOL 1152 BIOL 2253 GEOL 1202 NTSC 1110 NTSC 1501 PHYS 2210 PHYS 2212 PSCI 2251	ECON 2201 ECON 2202 PSYC 1101 <i>Others as approved in OT36</i> ECON 1103 EDUC 2245 GEOG 1125 GEOG 2201 HIST 1330 HIST 1340 HIST 2103 HIST 2223 HIST 2430 HIST 2440 HIST 2540 POLS 1110 POLS 1310 POLS 1210 POLS 1410 RELI 2230 SOCI 1101 SOCI 1110 SOCI 2485	Humanities Elective: <i>Any course from a different humanities category than that used to fulfill Arts & Humanities requirement</i> Social Sciences Elective **Courses in Green are currently Approved in OT36 **Courses in Red are currently submitted to OT36 and awaiting feedback

1. A bachelor's degree or completed Ohio Transfer36 from another state campus will automatically be counted as a completed General Education Program at Shawnee State.
2. Only 1000 and 2000 level courses may be included in the offerings for the Shawnee State General Education Program.
3. All GEP courses must be in the OT36.

General Education Program (Proposed)
2026-2027 (36-37 Credit Hours)

First Year Experience (Not in GEP; required) ☐

UNIV 1100: First Year Experience 1 ____
OR

HONR 1101 Introduction to Honors 1 ____

NOTE: FYE is not mandatory for incoming transfer students with 30 or more credit hours

English Composition (6 hours required) ☐

First Writing

TAKE ONE OF:

ENGL1101: Discourse & Comp (A) or 3 ____

ENGL1102: Discourse & Comp (B) 3 ____

ENGL1201: Discourse & Comp (Co-Req) 3 ____

Second Writing

ENGL1105: Comp and Argumentation 3 ____

Mathematics/Statistics/ Logic ☐
(3 hours required)

MATH1200: College Algebra 3 ____

MATH1200A: College Algebra Plus 5 ____

STAT1150: Principles of Statistics 3 ____

STAT1150A: Principles of Statistics Plus 4 ____

MATH 2110: Calculus 1 4 ____

PHIL 1105: Introduction to Logic 3 ____

Arts & Humanities ☐

(6 hours required, 2 courses from 2 different disciplines)

Arts: (3 hours required)

ENGL2275: American Film History 3 ____

MUSI1201: Music Appreciation 3 ____

THAR1000: Introduction to Theater 3 ____

ARTH 1101: Intro to Art 3 ____

ARTH 2211: Art History Survey 1 3 ____

Humanities: (3 hours required)

ENGL2200: Introduction to Literature (W) 3 ____

ENGL2211: Eng. Lit. Surv. Old Eng. – Ren. (W) 3 ____

ENGL2251: Am. Lit. Surv. Colonial – Rom. (W) 3 ____

ENGL2252: Am. Lit. Surv. Real. – Postmod. (W) 3 ____

PHIL2320: Ethics in Public & Private Life (W) 3 ____

HUMA2225: Fndl. Texts in W. Cultural Hist. (W) 3 ____

PHIL2200: Intro to Philosophy 3 ____

HUMA 2226: Studies in American Cult. Hist (W) 3 ____

HUMA 2227: Influential Works in Global Transnational Cultures (W) 3 ____

PHIL 2284: Asian Philosophy 3 ____

Social & Behavioral Sciences ☐
(6 hours required, 2 courses from 2 different disciplines)

ECON2201: Principles of Microeconomics 3 ____

ECON2202: Principles of Macroeconomics 3 ____

PSYC1101: Introduction to Psychology 3 ____

ECON 1103: Foundations of Pol Econ. 3 ____

POLS 1110: National Government 3 ____

POLS 1210: Intro to Comparative Politics 3 ____

POLS 1310: Intro to Political Theory 3 ____

POLS 1410: Intro to International Relations 3 ____

Natural Sciences (7 hours minimum) ☐

At least one course MUST have a lab component.

BIOL1120: Concepts in Biology** 4 ____

BIOL1151: General Biology 1 4 ____

CHEM1121: Principles of Chemistry** 4 ____

CHEM1141: General Chemistry 1 4 ____

CHEM1142: General Chemistry 2 4 ____

GEOL1201: Physical Geol/Human Environ.** 4 ____

GEOL1350: Planet Earth** 4 ____

GEOL1401: Climate Change** 3 ____

PHYS2201: Physics 1 (Mechanics & Energy) 4 ____

PHYS2202: Physics 2 (Energy/Elec/Magnet) 4 ____

BIOL 1130: Principles of Anatomy and Phys 1 4 ____

** Suitable for non-science majors.

NOTE: Credit is not allowed for both
CHEM1121/2200 and CHEM1141/1142

Oral Communications (3 hours minimum) ☐

COMM1103: Public Speaking/Hum. Comm. 3 ____

ARTH 2212: Art History Survey 2 3 ____

EDUC 1105: Intro to the Teaching Prof. (W) 3 ____

Capstone ☐

(Graduation requirement, Not GEP requirement)

TAKE ONE OF:

Interdisciplinary Capstone:

HONR4479: Honors Capstone 3 ____

OR

IDST4490: Senior Seminar 3 ____

OR

Major Specific Capstone:

ARTG4530: Game Design & Doc. 2 3 ____

BIOL4771: Biotechnology 4 ____

BSNR4454: Community Health Nursing 4 ____

BUMG4850: Business Policy and Strategy 3 ____

CHEM4447: Chemistry Capstone 3 ____

EDXX4386: Teacher Education Capstone II 2 ____

ENGL4485: Senior Exp. English/Hum Majors 3 ____

ETEC4301: Design Lab 1 3 ____

ETGG4802: Digital Simulation Design Lab 2 3 ____

ETGG4902: Collaborative Design Lab 3 ____

ETPL4490: Senior Design Lab 3 ____

HIST4500: History Capstone Seminar 3 ____

MATH4997: Senior Research Project 2 1 ____

NTSC4490: Advancement of Science Seminar 3 ____

PSYC4123: Adv. Res. Design and Data Analysis 3 ____

PSYC4179: Psych. Study of Cont. Problems 3 ____

PSYC4185: Psychological Internship 3 ____

PSYC4195: Student Research in Psychology 1-6 ____

SOC54500: Inter. Capstone for Social Sciences 3 ____

SPST4900: Sport Professions Capstone 3 ____

Writing Intensive Courses ☐

(not GEP requirement, Graduation requirement)

Two Writing Intensive Courses are required. They may be GEP courses marked with a (W) as well as those on the list below.

BUMG2900: Prof. Comm./Dev. Skills (W) 3 ____

EDUC1115: Intro to Teaching Profession (W) 3 ____

ENGL2212: Eng. Lit. Surv. Rom. – Present (W) 3 ____

EDUC2245: Understanding Cultural Diversity (W) 3 ____

ENGL2247: World Literature (W) 3 ____

ENGL3334: Comparative Queer Theory & Lit (W) 3 ____

ENGL3348: Comp. Feminist Lit. & Theory (W) 3 ____

ETCO2225: Indus. Mgt./ Occup. Safety/Health 3 ____

ETEV4445: Hazardous Site Remediation 3 ____

ETPL4445: Scientific Processing 3 ____

HIST3300: Christianity in Early America (W) 3 ____

HIST3350: Asian American History (W) 3 ____

HIST3414: Asia: History and Culture (W) 3 ____

HIST3432: Gandhi and Modern India (W) 3 ____

HIST3500: History of Southern Africa (W) 3 ____

HIST3510: History of Islam: 7th-15th Century (W) 3 ____

HIST3520: Hist. Crusades: Crescent & Cross (W) 3 ____

HIST3540: Arab-Israeli Conflict 3 ____

HIST3550: Islam: Religion, Politics, Society (W) 3 ____

HIST4420: Middle East in Modern Times 3 ____

HUMA2226: Studies Amer. Cult. Hist. & Lit. (W) 3 ____

HUMA2227: Global Transnational Cultures (W)	3	___
POLS 3130: National Policy Issue	3	___
POLS3410: International Political Economy (W)	3	___
RELI3300: Judaism, Christianity, & Islam	3	___
PSYC2121: Experimental Psychology	3	___
PSYC3110: Psychological Tests & Measures	3	___
PSYC3111: Learning and Memory	3	___
PSYC3145: Positive Psychology	3	___
PSYC3170: History of Psychology	3	___
PSYC4151: Evolutionary Psychology	3	___
PSYC4160: Behavior Problems in Children	3	___
SOCI2205: Current Social Problems	3	___
SOCI4410: Social Stratification	3	___
CRIM4444: Social Deviance	3	___

The following courses and categories are in the 2024-2025 SSU GEP and are not yet approved for OT36 inclusion in any category.

English Composition

ENGL1103: Comp for ESL Students 1 3 ____

Quantitative Reasoning

MATH1000: Reasoning Using Math 3 ____

MATH1000A: Reasoning Using Math Plus 4 ____

MATH1100: Mathematics Core Course 3 ____

MATH1170: Applied Finite Mathematics 3 ____

MATH1250: Trigonometry 3 ____

MATH1900: Brief Calculus with Applications 4 ____

MATH2110: Calculus 1 4 ____

PHIL1105: Introduction to Logic 3 ____

STAT1800: Business Statistics 4 ____

STAT1800A: Business Statistics Plus 5 ____

STAT2500: Statistics 1 3 ____

Fine and Performing Arts (3 hours minimum) ○

ARTH1101: Introduction to Art 3 ____

ENGL2277: Cinematics of Human Mobility 3 ____

MUSI1111: Music Theory 1 3 ____

MUSI2211: Music History: Opera to Pop 3 ____

Literature

ENGL2212: Eng. Lit. Surv. Rom. – Present (W) 3 ____

ENGL2247: World Literature (W) 3 ____

Human Behavior

ANTH2250: Principles of Cultural Anthropology 3 ____

ANTH2350: Biological Anthropology 4 ____

ANTH2530: World Prehistory and Archaeology 3 ____

SOCI1101: Introduction to Sociology 3 ____

SOSC1110: Foundations of Social Science 3 ____

Global Perspectives (3 hours minimum) ○

ARTH3456: Twentieth Century Art 3 ____

ENGL3334: Comparative Queer Theory & Lit (W) 3 ____

ENGL3348: Comp. Feminist Lit. & Theory (W) 3 ____

GEOG1125: World Geography 3 ____

GEOG2201: Cultural Geography 3 ____

HIST2440: World History II 3 ____

HIST2540: Intro.to Mid. East: Hist, Peo. & Cult. 3 ____

HIST3400: History of Hinduism 3 ____

HIST3410: East Asian History 3 ____

HIST3414: Asia: History and Culture (W) 3 ____

HIST3420: The Aum & Crescent: Isl. Crus. in Ind. 3 ____

HIST3500: History of Southern Africa (W) 3 ____

HIST3550: Islam: Religion, Politics, Society (W) 3 ____

HUMA2227: Global Transnational Cultures (W) 3 ____

POLS1210: Introduction to Comparative Politics 3 ____

POLS1410: Intro.to International Relations 3 ____

POLS3410: International Political Economy (W) 3 ____

RELI3300: Judaism, Christianity, & Islam 3 ____

Natural Sciences (7 hours minimum) ○

At least one course MUST have a lab component.

BIOL1130: Prin. of Anatomy/Physiology 1 4 ____

BIOL1131: Prin. of Anatomy/Physiology 2 4 ____

BIOL1152: General Biology 2 4 ____

BIOL2253: Practical Horticulture** 4 ____

BIOL3750: Microbiology 4 ____

GEOL1202: Historical Geology** 4 ____

NTSC1110: Scientific Reasoning/Method.** 3 ____

NTSC1501: Environment and Society** 3 ____

PHYS2210: Introductory Astronomy** 4 ____

PHYS2211: Calculus-Based Physics 1 4 ____

PHYS2212: Calculus-Based Physics 2 4 ____

PSCI2251: Physical Science by Inquiry 1** 4 ____

Oral Communications (3 hours minimum) ○

ARTH2212: Art History Survey 2 3 ____

BUMG2900: Prof. Comm./Dev. Skills (W) 3 ____

COMM2335: Interpersonal Communication 3 ____

EDUC1115: Intro to Teaching Profession (W) 3 ____

FREN1111: Elementary French 1 3 ____

FREN1112: Elementary French 2 3 ____

GRMN1111: Elementary German 1 3 ____

GRMN1112: Elementary German 2 3 ____

NTSC2900: Sci. Documentation and Comm. 3 ____

POLS4420: Relat. Model UN & Arab League 3 ____

SPAN1111: Elementary Spanish 1 3 ____

SPAN1112: Elementary Spanish 2 3 ____

THAR2212: Acting 2 3 ____

Ethical Insight and Reason. (3 hours minimum) ○

HIST3432: Gandhi and Modern India (W) 3 ____

HIST3474: Peace and Justice 3 ____

PHIL3332: Biomedical Ethics 3 ____

SOCI2485: Community Formations 3 ____

Engaged Citizenry (3 hours minimum) ○

ARTH3454: North American Art 3 ____

ECON1103: Foundations of Political Economy 3 ____

EDUC2245: Understanding Cultural Diversity (W) 3 ____

HIST1340: American History since 1865 3 ____

HIST3350: Asian American History (W) 3 ____

HUMA2226: Studies Amer. Cult. Hist. & Lit. (W) 3 ____

PHIL3360: Political Philosophy 3 ____

POLS1110: National Government 3 ____

POLS1310: Intro to Political Theory 3 ____

Historical Perspectives (3 hours minimum) ○

ARTH3366: Non-Western Arts Survey 3 ____

ENGL2205: Intro to Women's Studies 3 ____

HIST1330: American History to 1865 3 ____

HIST2103: Revolutionary Europe 1517-1921 3 ____

HIST2223: Ancient History of the Near East 3 ____

HIST2430: World History I 3 ____

HIST3140: Europe & Modern World System 3 ____

HIST3300: Christianity in Early America (W) 3 ____

HIST3430: Ancient Indian Culture/Society 3 ____

HIST3510: History of Islam: 7th-15th Century (W) 3 ____

HIST3520: Hist. Crusades: Crescent & Cross (W) 3 ____

PHIL2284: Asian Philosophy (W) 3 ____

RELI2230: History of Christian Thought 3 ____

Courses are 3000-level and should be removed from GEP or be revised to lower level.

Courses are highest priority for submission to OT36 panels in AY25-26

Course will have 2000-level course number in 25-26.

GRADUATE GRADUATION REQUIREMENT

Graduation Requirement

A cumulative grade point average (GPA) of 3.0 or higher is required for conferral of a graduate degree or certificate. Individual graduate programs, schools, departments, or academic colleges may establish standards more rigorous than those in this section.

GRADUATE ACADEMIC STATUS

Academic Standing

Students must maintain a cumulative GPA of 3.0 or higher on all graduate-level coursework to be in good academic standing.

Academic Probation

If a student's cumulative GPA falls below 3.0, then the student will no longer be in good academic standing and will be placed on Academic Probation. Students who are placed on Academic Probation should schedule a meeting with their Program Director or advisor.

- If the student does not achieve at least a 3.0 GPA for the next term in which they are enrolled (cumulative GPA remains below 3.0), then they will be placed on Academic Suspension.
- If a student achieves at least a 3.0 GPA for the next term in which they are enrolled but does not raise their cumulative GPA to at least 3.0, then the student will remain on Academic Probation and will be permitted to enroll in classes one additional term.
- If a student raises their cumulative GPA to 3.0 or higher in the next term in which they are enrolled, then they will be in good academic standing.

After being placed on Academic Probation the first time, if a student returns to good academic standing but their cumulative GPA falls below 3.0 for a second time, then the student will be placed on Academic Suspension.

Academic Suspension

Academic Suspension constitutes a separation of the student from the University for academic reasons. Students on suspension will not be permitted to register for courses, including registering as a non-degree student. If a student is placed on Academic Suspension, they must wait one academic year (three semesters) before submitting a written appeal to return to Shawnee State University.

Upon reinstatement from Academic Suspension, students will be placed on Academic Probation. The terms for being placed on Academic Probation after returning from Academic Suspension:

- If the student does not achieve at least a 3.0 GPA in the next term in which they are enrolled (cumulative GPA remains below 3.0), then they will be placed on Academic Dismissal.

- If the student achieves at least a 3.0 GPA for the next term in which they are enrolled but does not raise their cumulative GPA to at least 3.0, then the student will remain on Academic Probation and will be permitted to enroll in classes for one additional term.
- If the student raises their cumulative GPA to 3.0 or higher in the next term in which they are enrolled, then they will be in good academic standing.

Academic Dismissal

If a student is placed on Academic Dismissal, then they must sit out for two academic years (six semesters) before submitting a written appeal to return to Shawnee State University.

Permanent Dismissal

If a student does not meet the GPA requirements (cumulative GPA of at least 3.0 or at least a 3.0 GPA for the term) after reinstatement from one Academic Dismissal period then they will be placed on Permanent Dismissal, which cannot be appealed.

Appealing a Suspension or Dismissal

At the time of Academic Suspension or Dismissal, the student may submit an Appeal for Academic Reinstatement to the Student Business Center. The appeal must include a letter of support from the student's advisor or faculty within the program. The appeal must be received by the published deadlines for the term the student plans to return with all supporting documentation.

Graduate Academic Appeals Committee

The Graduate Academic Appeals Committee is the final arbiter in the academic appeals process and the decision of the committee is final.

Voting Members:

- Graduate Program Director
- One representative from the Graduate Program, preferably a member with graduate faculty status
- Dean of the appropriate College
- One representative from the Registrar's Office
- Associate Provost

Academic Misconduct

The Student Conduct Code (<https://www.shawnee.edu/campus-life/dean-students/student-conduct-code>) prohibits all forms of academic misconduct. Academic misconduct refers to any conduct that evidences deceit, dishonesty or fraud to obtain an unfair advantage over other students, or violation of the academic standards and policies of the University. Policies regarding academic misconduct and grievance procedures are found on SSU's website at <https://www.shawnee.edu/about-us/university-policies/academic-policies-appeals>.