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BOARD OF TRUSTEES

PREAMBLE TO THE GOVERNANCE DOCUMENTS OF THE UNIVERSITY

Bowling Green State University

Approved by the Board of Trustees
December 20, 1991
Under Ohio law, "the government of Bowling Green State University is vested in" the eleven members of the Board of Trustees. Ohio law also requires the Board to "do all things necessary for the proper maintenance and successful and continuous operation" of the University. (Sections 3341.01(A) and 3341.04, Ohio Revised Code)

To meet their obligations under Ohio law, the members of the Board of Trustees have the ultimate responsibility for the organization, administration, and operation of the University.
BYLAWS OF THE BOARD OF TRUSTEES

Bowling Green State University
Bowling Green, Ohio 43403

Effective May 3, 2013

PREAMBLE

The Board of Trustees shall conduct all University affairs in accordance with its responsibilities and powers under the Constitution and Laws of the State of Ohio. These following Bylaws are intended to provide the general framework for the functioning of the Board of Trustees as the governing body legally responsible for the organization, administration, and operation of Bowling Green State University. Detailed rules and regulations for the organization, administration and operation of the University may be promulgated, amended, and repealed by the Board of Trustees on its own initiative or upon the recommendation of the University Administration, the Faculty, or the Faculty Senate, or any member of the University community or University constituency group who has the best interests of the University in mind, but in all cases the Board of Trustees does retain the final authority and responsibility.

ARTICLE I

MEMBERS OF THE BOARD OF TRUSTEES

Section 1. Number of Members; Appointments.

(a) The Board of Trustees of Bowling Green State University shall, as provided by Section 3341.01(A) of the Ohio Revised Code, consist of nine voting members and two students who shall be non-voting members, all of whom shall be appointed by the Governor with the advice and consent of the Senate. The term of office of the nine voting members shall be nine years as set forth in Section 3341.01(A) of the Ohio Revised Code. The term of office of the non-voting student members shall be two years, with the seats being vacated on alternating years.

(b) As specified in §3341.01(F) Ohio Revised Code, a member shall continue in office subsequent to the expiration date of his/her term until a successor is appointed or until a period of sixty (60) days has elapsed, whichever occurs first.

(c) The student members of the Board shall be appointed by the Governor, with the advice and consent of the Senate, from a group of five candidates selected pursuant to a procedure adopted by the university’s student governments and approved by the Bowling Green State University Board of Trustees.

(d) The non-voting student members shall not be entitled to attend executive sessions of the Board.
Section 2. National Trustees.

(a) To take advantage of the talents, resources, and experiences of Bowling Green State University alumni who do not live in the state of Ohio, the Bowling Green State University Board of Trustees establishes the position of National Trustee.

(b) National Trustees will be non-compensated advisors to the Board of Trustees, and will have no voting privileges at Board of Trustees meetings. National Trustees are not eligible to become officers of the Board, but will otherwise participate in all Board activities, including committee membership. National Trustees will have voting privileges on committees and may serve as committee chairs.

(c) National Trustees will be selected and removed by the Bowling Green State University Board of Trustees, and the Board Chair will prepare a formal letter of appointment with notification to the Governor of Ohio.

(d) Travel expenses for National Trustees will be reimbursed consistent with the policy for voting members of the Board of Trustees.

(e) A maximum of three National Trustee positions are authorized, each serving a three-year term. National Trustees are eligible for appointment to two consecutive terms (six years).

(f) National Trustees will be chosen on the basis of the following attributes: Bowling Green State University alumna/alumnus; successful in chosen field or business; state or national prominence; ability to be an advocate for higher education; and willingness and ability to offer counsel.

ARTICLE II

MEETINGS OF THE BOARD OF TRUSTEES

Section 1. Regular Meetings. There shall be four to ten regular meetings held annually during the months of September through June. By a majority vote, the Board members may change the date of or eliminate meetings.

Section 2. Regular Meetings - Procedure for Cancellation.

(a) Following review of items to be considered by the Board of Trustees, the Administrative Council (President, Vice Presidents, Board Secretary and others designated by the President) will consider possible cancellation or postponement of a regular meeting and notify the Board Chair if the recommendation is to cancel or postpone the meeting of the Board.
(b) The Chairman of the Board will make the decision concerning whether the meeting is to be held as scheduled, subject to appropriate review with all other voting Board members.

(c) Notice and poll on proposed cancellation of a regular meeting is to be conducted by telephone call to each voting Board member by the Board Secretary, as requested by the Board Chair.

(d) If a majority of the other voting members agree with the recommendation of the Board Chair, written notice of cancellation of a regular meeting is to be given by the Board Secretary to each Board member, constituent representatives, appropriate administrative staff, and the media.

Section 3. Special Meetings. Special meetings shall be held upon the call of the Chair, or shall be called by the Chair upon written request of three voting members of the Board.

Section 4. Notice, Time and Place of Meetings.

(a) Notice. Written notice of regular meetings shall be mailed to each Board member by the Secretary to the Board or the Office of the President of the University at least one week prior to the date of the meeting.

(b) Time and Place. Unless otherwise stated in the notice of the meeting, all meetings of the Board shall be held at the University at such time as is designated in the notice.

Section 5. Organization of Meetings. The Chair of the Board shall preside at each meeting. In the Chair's absence, the Vice Chair shall preside, or in the absence of both, a chair chosen by the majority of the voting members of the Board shall preside. The Secretary (or any person appointed by the Chair) shall perform the duties of the Secretary of the meeting and shall keep the minutes thereof.

Section 6. Quorum and Manner of Action. A majority of the voting Board members shall be present at any meeting in order to constitute a quorum for the transaction of business, and a majority of the votes cast shall be sufficient for any action of the Board. A roll call vote shall be necessary when acting on motions involving the expenditure of University funds, but on all other matters a voice vote shall be sufficient except as otherwise herein provided.

Section 7. Conduct of Meetings. All meetings shall be conducted in accordance with the parliamentary procedure outlined in Robert's Rules of Order, Revised.

Section 8. Business to be Considered.

(a) Introduced by a Board Member. Any proposed action to be introduced by a Board member which shall substantially affect the University's policies shall
be submitted to the other Board members prior to the meeting at which the matter is to be considered.

(b) Recommendation by the President of the University. Faculty tenure and promotion recommendations and all major questions of University policy (including the annual budget) to be recommended by the President of the University shall be submitted either completely or in summary form to each member of the Board prior to the meeting at which the matter is to be considered.

(c) Other Matters. Any matter coming to the Board other than from a Board member or the President of the University shall be submitted to the Secretary to the Board at least three weeks prior to the meeting at which it is proposed for consideration.

Section 9. Travel Expenses. Ohio Revised Code Section 3341.02(c) provides that the members of the Bowling Green State University Board of Trustees shall receive no compensation for their services but shall be paid their reasonable and necessary expenses while engaged in the discharge of their official duties. Reasonable and necessary expenses for purposes of travel Code Section 3341.02(c) means reasonable and necessary transportation costs from the Ohio residence of an individual trustee to and from Bowling Green State University, the Firelands campus of Bowling Green State University or any other location where the Board of Trustees may conduct an official meeting of the Board. Reimbursement of all other travel expenses shall be approved by a majority of the Board of Trustees.

ARTICLE III
OFFICERS OF THE BOARD

Section 1. Number. The officers of the Board shall be a president, a vice president, and a secretary. The said president and vice president are referred to in these Bylaws as "Chair" and "Vice Chair," respectively, and may be referred to by such latter titles.

Section 2. Qualifications, Election, and Term of Office.

(a) Qualifications. The Chair and Vice Chair shall be members of the Board. The qualifications of the Secretary shall be determined by the Board.

(b) Election. The officers of the Board shall be elected annually at a meeting of the Board in late spring. They shall take office immediately following the adjournment of the meeting at which they were elected and shall hold their office until their successors are elected and take office.
(c) **Term of Office.** The Chair shall be eligible for reelection for one successive term only.

**Section 3. Duties of Officers.**

(a) **Chair.** When present, the Chair shall preside at all meetings of the Board and, unless otherwise ordered by the Board, shall appoint members and designate the chairs of any committees. The Chair shall perform such other duties as usually pertain to the office, and any duties as from time to time may be assigned by the Board. Unless specifically provided to the contrary by the Board, the duties of the Chair may be assigned to another member of the Board.

(b) **Vice Chair.** At the request of, or in the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair, and while so acting shall have the powers and authority of and be subject to all the restrictions of the Chair. The Vice Chair shall assist the Chair at the latter's request.

(c) **Secretary.** The Secretary shall be responsible for issuing notice of the meetings of the Board, if not handled by the President of the University, recording the minutes of all meetings of the Board and distributing them to the members of the Board in advance of the next regularly scheduled board meeting, and for performing such other duties as from time to time may be assigned by the Board and/or the Chair except as otherwise herein provided by these Bylaws.

**Section 4. Vacancy in Office.** In the event of a vacancy in the office of the Chair, the Vice Chair shall become Chair. In the event of a vacancy in any other office, the Chair shall fill it by appointment.

**ARTICLE IV**

**COMMITTEES**

**Section 1. The Financial Affairs/Facilities Committee.** The Financial Affairs/Facilities Committee shall consist of four non-student members and one student member. The Financial Affairs/Facilities Committee shall review all financial matters which are to be considered by the Board of Trustees, except those specifically assigned to the audit committee. In addition, this committee shall review all proposed capital improvement projects, including major renovation and maintenance projects, which are to be considered by the board of trustees.

In their first three or four years, new board members shall generally be assigned to serve on both the Financial Affairs/Facilities and the Human Resources/University Programming Committees so as to learn the work of both. Thereafter, the Board Chair shall try to accommodate both the strengths of each board member and the
Section 2. **The Academic and Student Affairs Committee.** The Academic and Student Affairs Committee shall consist of at least three non-student members and one student member. The Academic and Student Affairs Committee shall review all policy and programming matters requiring attention or action of the full Board which are integral to fulfilling the academic mission of the University and to assuring a high quality of life for students. In addition, this committee shall review all personnel policies and procedures that require the vote of the full Board, including tenure and promotion recommendations.

Section 3. **The Executive Committee.** The Executive Committee shall consist of no more than four non-student members: The Chair of the Board, the Vice Chair of the Board, a past Chair of the Board, and either the Chair of the Academic and Student Affairs Committee or the Chair of the Financial Affairs/Facilities Committee. Responsibilities of the Executive Committee include consultation with the President; setting Board meeting agendas pursuant to Article II of these Bylaws; consideration of matters not within the assigned purview of any standing, special, or ad hoc committee of the Board; assignment of particular matters, not clearly within the purview of any Board committee, to one of the Board’s standing, ad hoc, or special committees; evaluation of the President and appropriate other staff as requested by the President; and consideration of other matters as appropriate to an Executive Committee, or as assigned by the Board. In its role in evaluating the President, the Executive Committee will solicit comments and advice from the full membership of the Board of Trustees and will prepare a preliminary evaluation for review in an Executive Session of the Board of Trustees.

Section 4. **The Audit Committee.** The Audit Committee shall consist of at least three non-student members. The Committee will assist the Board of Trustees in fulfilling its oversight responsibilities in financial reporting, internal control, compliance and code of conduct processes. Specific Committee responsibilities will be defined in an Audit Committee Charter, which will be approved by the Board of Trustees.

Section 5. **The Compensation Committee.** The Compensation Committee shall consist of four non-student members. The committee shall provide oversight and counsel to the President regarding compensation matters related to the senior leadership of the University. Matters to be brought to the committee include, but are not limited to, roles and responsibilities of senior leadership positions and position specifications; compensation strategy and comparison data; and any other compensation matter assigned by the Board or the Chair of the Board.

Section 6. **The Governance Committee.** The Governance Committee shall consist of four non-student members. The committee shall consider and make recommendations
to the Board regarding matters pertaining to the organization of the Board and involvement and role of trustees. Matters to be brought before the committee include, but are not limited to, the Board’s structure and operation; general governance policies and procedures; trustee orientation; workshops, retreats, and trustee development; the statement of expectations regarding trustee comportment within the Board and with the President and internal and external constituencies; Board officer elections; Board self-assessment; and any other matter assigned to the committee by the Board or the Chair of the Board.

Section 7. Other Committees. All other committees shall be *ad hoc* with the term of office of each member terminating when the committee assignment is completed.

Section 8. The Chair or the Vice Chair of the Board shall serve as an *ex officio* member of each committee of the Board.

**ARTICLE V**

**ADMINISTRATION OF THE UNIVERSITY**

Section 1. President of the University. The executive officer of the University shall be the President, who shall appoint the Vice Presidents and such additional officers as the President, with the consent of the Board, may from time to time select. Each officer shall have such duties and responsibilities as are assigned by the President and each serves at the pleasure of the President. However, in the appointment of a new Vice President for Academic Affairs or the evaluation of an incumbent Vice President for Academic Affairs, the President shares responsibility with elected faculty representatives.

(a) The President. The President as the chief executive officer of the Bowling Green State University shall be responsible for the entire administration of the University, subject to the control of the Board of Trustees. The President shall lead in fostering and promoting education, research, and public service as the primary aims of the University. It shall be the President's duty to enforce the Bylaws, rules and regulations and directions of the Board and, as a member of the faculty, interpret to the Board proposals and actions of the faculty. It is the policy of the Board that all information coming to Trustees which is pertinent to the management of the University shall be transmitted to the President in a timely fashion. Any authority or responsibility of the President may be delegated to another executive officer or to any other member of the faculty or staff of the University. Delegation of major areas of authority or responsibility shall be reported to the Board.

(b) Selection and/or Evaluation of President. The selection and periodic evaluation of the President is the responsibility of the Board of Trustees. The Board may utilize representatives of the faculty, administration, student body, and others as appropriate in conducting the selection and/or evaluation.
Section 2. **Fiscal Officer.** The Vice President for Planning and Budgeting shall be deemed the Fiscal Officer for all purposes except as may be otherwise specifically provided by the Board.

Section 3. **Treasurer.** The Treasurer of the University shall perform such functions in connection with the financial affairs of the University as are normally incumbent to that office.

**ARTICLE VI**

**BYLAWS**

Section 1. **Amendment and Repeal.** These Bylaws may be amended or repealed by a majority vote of the Board at any regular meeting of the Board, the notice of which having specified that amendment or repeal of the Bylaws is to be considered.
THE ACADEMIC CHARTER

Approved by the Board of Trustees — June 17, 1983

Reprinted with Revisions — September, 1991

Last Revisions — December 2010; October 14, 2011; June 21, 2012; February 22, 2013
### ABBREVIATIONS USED IN THE CHARTER

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>ARP</td>
<td>Alternative Retirement Program</td>
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<tr>
<td>ASC</td>
<td>Administrative Staff Council</td>
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<tr>
<td>BGSU</td>
<td>Bowling Green State University</td>
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<tr>
<td>CAA</td>
<td>Committee on Academic Affairs</td>
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<tr>
<td>CAP</td>
<td>Committee on Academic Priorities</td>
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<tr>
<td>CCOB or COB</td>
<td>Committee on Collegiate Operating Budgets</td>
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<tr>
<td>COM/COM</td>
<td>Committee on Committees</td>
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<tr>
<td>CPA</td>
<td>Committee on Professional Affairs</td>
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<tr>
<td>CSC</td>
<td>Classified Staff Council</td>
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<tr>
<td>FPCC</td>
<td>Faculty Personnel and Conciliation Committee</td>
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<tr>
<td>FPCC-EC</td>
<td>Faculty Personnel and Conciliation Committee --Executive Committee</td>
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<td>FAAC</td>
<td>Fiscal Affairs Advisory Committee</td>
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<td>GSS</td>
<td>Graduate Student Senate</td>
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<td>SEC</td>
<td>Senate Executive Committee</td>
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<td>STRS</td>
<td>State Teachers Retirement System</td>
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<td>UBC</td>
<td>University Budget Committee</td>
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<td>USG</td>
<td>Undergraduate Student Government</td>
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<tr>
<td>VPAA</td>
<td>Senior Vice President for Academic Affairs and Provost</td>
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<tr>
<td>VPFA</td>
<td>Vice President for Finance and Administration</td>
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<tr>
<td>VPSA</td>
<td>Vice President for Student Affairs</td>
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<tr>
<td>VPUA</td>
<td>Vice President for University Advancement</td>
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PART A

GOVERNANCE
ARTICLE I: THE BASIC PRINCIPLES

The following are guiding principles upon which this Academic Charter is based:

A. Essential to the atmosphere of a University is academic freedom, the full freedom of speech, freedom to teach, to learn, and to conduct inquiry in a spirit of openness necessary to the acceptance of criticism, the expression of differing opinions, and the pursuit of truth. The exercise of academic freedom by faculty and students carries with it responsibilities for the good of the academic community and society.

B. Tenure of faculty is an indispensable condition for fulfilling the obligation of the University to maintain an atmosphere of academic freedom. Specifically, tenure is a means toward academic freedom in teaching, research, dissemination of information, and extramural activities. Tenure provides a sense of vocational security that helps attract to the University persons of competence in the advancement of knowledge.

C. Government in the University as in a state or a nation is best based upon principles rather than upon people.

D. The primary responsibility for the development and maintenance of the University's academic programs belongs to the faculty.

E. There must be faculty participation within the academic governance structure of the University, and student participation when deemed appropriate, for discussion of academic problems and policies at all levels within the University.

F. Faculty and student participation is fundamental to good faculty-student-administrator relations in a mature university.

G. It is recognized that all members of the University Community and the Trustees have legitimate concerns about all aspects of the University. It also is recognized that the primary concern of students is with learning and pursuing their courses of study; the primary concern of members of the faculty is with effective teaching and scholarly research or creative work; and the primary concern of administrators is to provide service and support to the students and the faculty, to protect the legal interests of the University, and to assure the implementation of the policies and procedures prescribed by the governing councils and agencies of the University.

H. This Academic Charter will apply to all Colleges within the University and shall pre-empt any other charter documents to the extent that they are inconsistent with the provisions herein.

I. All academic Workload Policies shall be subject to review, modification and/or approval at the discretion of the Board of Trustees or its delegates.
ARTICLE II: THE UNIVERSITY COMMUNITY

SECTION A: MEMBERSHIP

The persons who create and maintain the University constitute the University Community. The Board of Trustees recognizes that there are five groups within this Community: students, faculty, administrators, administrative staff and classified staff.

SECTION B: STUDENTS

All persons enrolled in the various instructional programs and courses of study offered by the University shall constitute the student body. The fact that a particular student also may be employed in either a supportive, instructional, or research capacity on a part-time basis does not preclude the student from being considered primarily a member of the student body.

Undergraduate students shall have the authority to establish an undergraduate student government (USG) to serve as their official representative body in accordance with the Undergraduate Student Body Constitution.

Graduate students shall have the authority to establish a graduate student government (GSS) to serve as their official representative body in accordance with the Graduate Student Senate Constitution.

Students also shall participate in the governance of the academic area of the University in accordance with the provisions set forth in this Charter.

SECTION C: FACULTY

Faculty shall be composed of:

1. All persons holding full-time academic appointment or rank who are not administrators as defined in II.D;

2. All persons holding faculty contracts.

3. All persons holding faculty rank who serve on the staff of University Libraries.

Except as may be restricted by other provisions of this Charter, a member of the University faculty shall have one vote on all college- and University-wide ballots, in the appointment of representatives to the Faculty Senate and other college or University bodies, and shall count as one faculty member regardless of teaching, administrative, or research loads.

For purposes of eligibility to serve on and vote in elections for Faculty Senate, Senate Standing committees, and University Standing committees, faculty shall also include school directors,
department chairs, program directors, and others holding faculty rank with no more than fifty percent of their contractual time assigned for administrative duties.

The responsibilities of the University faculty are effective teaching, scholarly or creative work, and service to the University and profession. The faculty shall have the authority to:

1. approve the awarding of degrees, including honorary degrees, given by the University;

2. establish an elective Faculty Senate, which shall serve as a representative body of the University faculty with authority and responsibilities described in IV;

3. exercise its right to review all actions of the Senate; and

4. participate and assist in various aspects of University governance in accordance with the provisions set forth in the various Articles of this Charter. IV.C.2; IV.C.4; XIII.B.1, 3, and 4; and XIII.E.4.

If need arises, meetings of the University faculty may be called by either the President or the Vice President for Academic Affairs (VPAA) or the Senate Executive Committee (SEC) or by petition to the SEC by five percent of the faculty. The Secretary of the Faculty Senate shall keep minutes of all such meetings of the University faculty and shall distribute copies to all members of the faculty. IV.D.2.a)(3) and Faculty Senate Bylaws, Bylaws C. The Office of the Faculty Senate shall be the official depository and reference center for all matters within the jurisdiction of the faculty, the Faculty Senate, and all Senate and University standing committees. Minutes of meetings and records of actions of these various Senate and University committees shall be available for perusal by any member of the University Community at any time during announced office hours.

SECTION D: ADMINISTRATORS

For the purposes of University governance as specified in this Charter, administrators shall include:

1. The President, the VPAA, all individuals holding any position as “Dean”, “Chair” or “Director” or like title within the University system, and persons not otherwise defined as faculty in this Charter who are supervisors, professional employees, confidential employees or management level employees as those terms are defined in ORC 4117.01.

2. Faculty holding any administrative positions through presidential appointment at the central administration and collegiate levels regardless of the percentage of time of that assignment.

SECTION E: ADMINISTRATIVE STAFF
For the purposes of this Charter, all persons signing an Administrative Staff contract are members of the Administrative Staff, irrespective of present duties. (These persons do not hold academic rank.) The members of the Administrative Staff shall have the authority to establish an elective representative body known as the Administrative Staff Charter. The Administrative Staff shall have the opportunity to participate and assist in University governance in accordance with the provisions set forth in the various Articles of this Charter. III.B, IV.F, and V.B.

SECTION F: CLASSIFIED STAFF

For the purposes of this Charter, all employees of the University who are appointed to their positions by the Director of Personnel Support Services, acting as the appointing authority on behalf of the Department of Administrative Services of the State of Ohio, are members of the Classified Staff, whose representative body is known as the Classified Staff Council (CSC). III.B.

SECTION G: SHARED RESPONSIBILITIES

Certain responsibilities are shared in varying degrees by all of the basic groups of persons within the University Community. These include:

1. helping to define and further the missions and goals of Bowling Green State University (BGSU);

2. providing the means for interchange of information and ideas;

3. providing forums for the discussion of problems facing higher education in general and BGSU in particular;

4. providing opportunities for increased understanding of the University and the professional development of its staff through participation in the University's operation; and

5. reviewing and making advisory recommendations about the annual budget to be recommended to the Board of Trustees through the President.
ARTICLE III: THE PRESIDENT OF THE UNIVERSITY

SECTION A: PRESIDENTIAL RESPONSIBILITIES  

The President of the University shall be the chief executive officer of the University. The authority, responsibilities, and duties of the President, as well as the procedures for the selection and evaluation of the President, shall be specified in Article IV, Bylaws of the Board of Trustees. IV.C, XIII.C and D, and Bylaws of the Faculty Senate, Bylaw E.4.

SECTION B: THE PRESIDENT'S PANEL  

The President's Panel shall be composed of the President, VPAA, the Chair and Vice-Chair of Administrative Staff Council, the Chair and Vice-Chair of Classified Staff Council, and one other administrator appointed by the President; the Chair, Vice-Chair, and Secretary of the Faculty Senate, and one other faculty member elected by the Faculty Senate from a list of nominees submitted to it by the SEC; three undergraduate students appointed by the Undergraduate Student Government, and one graduate student appointed by the Graduate Student Senate. The President's Panel shall be advisory to the President on matters concerning the welfare of the University and of the non-represented members of the University Community.

The President shall preside at the meetings of the President's Panel, which shall meet at the call of the President. The Panel shall meet with the President at least once each semester during the academic year. The President also shall convene special meetings of the Panel within ten class days after receiving a request to do so from a majority of the Panel. The Secretary of the Faculty Senate shall serve as Secretary of the President's Panel, shall keep and circulate minutes, and shall deposit them for permanent storage in the Office of the President upon their approval by the Panel. IV.D.2.a)(3).
ARTICLE IV: THE FACULTY SENATE

SECTION A: MEMBERSHIP

Membership in the Faculty Senate shall be by election or by virtue of office. There shall be sixty-two Senators elected by and from the faculties of the degree-granting undergraduate colleges. This number can include both tenured/tenure-track faculty and full-time non-tenure track faculty. If a non-senator is elected Secretary, the senate's membership is automatically increased by one voting member. IV.D.2.b). The faculty from University Libraries shall have representation based upon one elected representative for each twenty-five members or fraction thereof. Additionally, retired faculty shall have one representative elected by retired faculty. This representative shall have retired from a full-time faculty position at BGSU, shall have served at BGSU for at least five years, and shall be available for Faculty Senate meetings. The retired faculty representative shall have all rights and privileges pertaining to membership on the Faculty Senate.

Ex officio Senators shall be the President, VPAA, Vice President for Student Affairs (VPSA), two graduate students appointed by the GSS, six elected officers of the USG, and one of the elected officers of the Firelands student body. The Board of Trustees may appoint ex officio Senators in its sole discretion. Additional ex officio seats in the Senate, up to a maximum of five, may be established upon the recommendation of the SEC, upon ratification by two-thirds of the total Senate membership, and upon approval by the Board of Trustees. Ex officio members shall exercise full rights of debate and voting in the Senate; they shall not, however, be eligible for election to Senate standing committees or to Senate offices.

After two full years of service at BGSU, any full-time faculty member (see Article II for definition of faculty member) shall be eligible to serve as an elected member of the Senate. The term of office for elected senate members shall be for three years, approximately one-third of the members to be elected annually. A senator who, through assignment to administrative duties, is ineligible for election to the Senate may continue to serve only until the next election. The two academic years of service must have been completed at the time of taking office and not at the time of the election.

Other than school directors, department chairs, program directors, and others holding faculty rank with no more than fifty percent of their contractual time assigned for administrative duties (II.C), who remain eligible to serve as members of Faculty Senate, a senator who accepts an appointment to be an administrator shall be immediately ineligible for continued senate membership. This section shall be effective on the first day of the Summer, 2011, academic semester.

SECTION B: ELECTION PROCEDURES

Nomination and election of Senators in each college or other unit shall be conducted by college councils or by special election officers elected by the eligible faculty members of the college or other unit. All full-time faculty shall be eligible to vote in Senate elections. The Secretary of the
Senate shall review the election procedure of each college or unit after each election to certify adherence to the provisions of this Charter. The Secretary of the Senate shall conduct the election in units having no elected council or special election officers.

With regard to the retired faculty representative, the Secretary of the Senate shall first seek nominees from the retired faculty and then conduct an election. All faculty retired from a full-time faculty position at BGSU shall be eligible to vote. Those with at least five years of service to BGSU shall also be eligible to be nominated. None of the above restrictions applicable to the nomination and election of senators from the undergraduate colleges shall apply.

The degree-granting undergraduate colleges shall handle nominations and election so that

1. each college shall be represented by a number of Senators in the same ratio to 62 as its total full-time faculty on contract was to the total faculty of all undergraduate colleges on September 1 of the preceding year;

2. each department and school unrepresented by continuing members of the Senate shall have at least one nominee for election to the Senate;

3. no department or school, when elections are completed, shall have more than one elected representative for each ten members of the department or school or fraction thereof. However, this rule shall be waived when the college fails to elect its allotted number of senators at its annual college election. Another college election with new nominees shall occur to fill the allotment. The new nominees may come from any department or school within that college.

SECTION C: SENATE AUTHORITY RESPONSIBILITIES AND FUNCTIONS

Faculty Senate authority is subject to the terms of this Charter and is subordinate to the ultimate authority of the Board of Trustees. Faculty Senate action is determined by those Senators present and voting. Faculty Senate action that frames University academic policy or standards, except Charter amendments (XIII), requires a two-thirds vote of those Senators present and legally entitled to vote, excluding blanks or abstentions for approval; actions of recommendation or advice require a majority vote of those Senators present and legally entitled to vote excluding blanks or abstentions. IV.D.1. After the waiting period specified under the faculty right to review Senate action, the Secretary of the Faculty Senate shall transmit actions of the Senate to the President. IV.C.4, and XIII.B.2 and 4. The President shall transmit policies and standards, together with a written opinion thereon, to the Board of Trustees for action as deemed necessary. Policy or advising actions shall be forwarded by the Secretary of the Faculty Senate to appropriate persons within the University. Responses to Senate recommendations shall be transmitted in writing to the Secretary of the Faculty Senate within a reasonable time.

1. Policies and Standards Framing Authority of the Senate

It is essential to the character and mission of a mature university that the faculty have the primary authority and responsibility to develop, sustain, and enhance the intellectual quality and
reputation of the institution and maintain its academic integrity. The stature of a university is
directly related to the quality of its faculty. The ability of a university to attract, develop, and
retain a high quality faculty is dependent upon its economic policies, as well as its academic
policies. In accordance with these principles, the Senate, as a representative body of the faculty
and subject to the faculty's right to review, advise, and consent as set forth in IV.C.4 and
XIII.B.3 and 4, is obligated through its policy and standards framing authority and by other
means to promote to the fullest extent possible

a) a climate of academic freedom for all faculty;

b) equity and excellence with regard to all academic policies and standards;

c) an optimal academic environment throughout the University;

d) the definition and establishment of standards and procedures of accountability concerning
professional faculty ethics and responsibilities.

2. Recommending and Advising Functions of the Senate

The Senate has the discretion to offer recommendations and advice on issues germane to the
academic function of the institution and to the welfare of its students. In accordance with this
principle, the Senate, as a representative body of the faculty, and subject to the faculty’s right to
review and advise, has the authority to offer recommendations and advice on

a) activities that promote professional growth and leadership development for faculty;

b) the effective and efficient utilization of University resources, including faculty
involvement in academic unit and University budgeting processes;

c) a quality library, as well as quality instructional and research equipment, services, and
facilities; and

d) other academic functions as appropriate.

In addition the Faculty Senate may recommend the recognizing and honoring of qualified
recipients for honorary degrees.

3. Other Functions of the Senate

a) The Senate shall elect members to certain advisory councils and committees, as specified
in the appropriate sections of this Charter. Faculty members elected to such advisory
committees shall be nominated by the Senate under the provisions of V.B.1 and 2. The
Senate, through its Committee on Committees (Com/Com), shall appoint representatives to
other committees and boards as requested.
b) The Senate shall have shared responsibility for periodic critical review and amendment of this Charter as conditions and needs demand in accordance with the procedure set forth in IV.F.4. and XIII.

c) The Senate shall advise about academic policy and advising areas not specifically assigned elsewhere, subject to the ultimate approval of the Board of Trustees.

4. Faculty Right to Review Senate Action

No action of the Senate shall be effective until fifteen class days after it has been distributed to the entire faculty. Any action of the Senate may be called into review within fifteen class days of publication of the action, either by the President or by a petition for review signed by at least ten percent of the tenured and probationary faculty. The President's notice or the petition shall be filed with the Secretary of the Faculty Senate. When any action of the Senate has thus been called for review, such action shall be subject to possible repeal or amendment by the tenured and probationary faculty.

The Process shall be as follows:

a) An ad hoc review committee, composed of three tenured or probationary faculty members, shall be established by the SEC within five class days after notice by the Secretary of the Faculty Senate.

b) Within three class days after formation by the SEC, the ad hoc review committee shall notify the tenured and probationary faculty of the review, procedures, and deadlines, and shall request pertinent information. Within fifteen class days after formation by the SEC, the ad hoc committee shall present all arguments to all tenured and probationary faculty. The ad hoc committee shall be bound to present any argument that any faculty member desires presented, provided that the argument is presented in writing to the ad hoc committee within ten class days of the committee's formation.

c) A minimum of thirty class days shall elapse after the ad hoc committee is formed before a vote on the issue shall be taken. The vote shall be of the tenured and probationary faculty. By a majority of those voting, the tenured and probationary faculty may repeal Senate action or pass motions that the Senate has defeated, provided that this majority constitutes more than thirty-five percent of the tenured and probationary faculty.

d) The Senate shall be bound by any faculty review of its actions. Once a review vote by the faculty has failed to endorse an action of the Senate, no issue with the same intent, spirit, or effect as the defeated issue shall be considered by the Senate for one year following the faculty vote. However, the issue may be resubmitted to the Faculty during this period at the request of two-thirds of the Faculty Senate.

5. Board of Trustees Review and Ratification of Senate Action

IV.C.5
The Board of Trustees retains the ultimate authority to determine all the policies of the University.

SECTION D: SENATE MEETINGS, OFFICERS, AND PROCEDURES

1. Senate Meetings

Regular meetings of the Senate shall be held monthly during the academic year. Special meetings of the Senate may be called with proper notification of the membership

   a) by a majority vote of the SEC; or

   b) by a written request directed to the Senate Chair from any ten faculty members, such written request to state explicitly the matter proposed for Senate consideration. Upon approval by a majority of the SEC, the matter proposed shall then become the first order of business at a special meeting of the Senate; without such approval, the matter proposed shall become an item of new business at the next regular meeting of the Senate.

Meetings of the Senate shall be presided over by the Senate Chair. In the absence of the Chair, the Vice-Chair shall preside. Except for the Order of Business, which shall be stated in the Bylaws of the Faculty Senate, Bylaw A, Senate proceedings shall be governed by Robert's Rules of Order, Revised.

At the beginning of the first session of summer school, the Senate Chair, in consultation with the other officers of the Senate, shall appoint a parliamentarian for a one-year term of office. The parliamentarian must be a faculty member as defined in Article II.C of the Academic Charter and must possess a demonstrated knowledge of parliamentary procedure. The duties of the parliamentarian are stated in the latest edition of Robert's Rules of Order, Revised.

A Senate quorum shall consist of one more than one-half of the total membership. Faculty Senate action that frames University policy or standards, except Charter amendments, requires two-thirds vote of those Senators present and legally entitled to vote, excluding blanks or abstentions, for approval; actions of recommendation or advice may be adopted by a simple majority of those Senators present and legally entitled to vote excluding blanks or abstentions. IV.C.

2. Officers of the Senate

   a) Functions

   The Officers of the Senate shall provide leadership to the faculty in all academic governance matters. They shall represent the faculty and the SEC as an interim body during the summer and any holiday breaks when action is immediately necessary. They shall recommend to the SEC the agenda for Faculty Senate meetings. They shall be responsible for the operation of the Faculty Senate office and shall review the operating procedures at least annually.
In addition, each officer shall perform the duties specified for such office, as follows:

(1) Chair. The Chair shall be the representative of the faculty to, and the faculty liaison with, the VPAA, the President, and the Board of Trustees.

The Chair shall monitor the work of all Senate committees, with the exception of Com/Com.

The Chair shall perform the usual duties of a Chair, including presiding at faculty meetings, the Faculty Senate, and the SEC, and arranging the Joint SEC/President meetings. The Chair prepares jointly with the VPAA the agenda for the SEC/VPAA Joint Conference and has the authority to call a special meeting of the Conference.

(2) Vice-Chair/Chair-Elect. The Vice-Chair shall regularly review the minutes of the University standing committees and any appropriate ad hoc committees established by the SEC and bring to the attention of SEC any pertinent actions, highlighting the ongoing work of the committees as well as designating those committees that are to report at SEC and Faculty Senate meetings. In the event that a University Standing Committee has not met within the first four weeks of the fall semester, the Vice-Chair, at the request of the Com/Com, shall convene the committee. During this meeting, committee members shall elect a chair, when necessary, review their charge, and establish a schedule of regular meeting times. IV.B.6.

The Vice-Chair shall be the SEC liaison with Com/Com and shall work directly with Com/Com in performance of its duties. IV.F.3.a).

The Vice-Chair shall serve as Chair of the VPAA/SEC Joint Conference. IV.G. If the Chair is unavailable to preside at an SEC meeting or a Senate meeting, the Vice-Chair shall perform the duties of the Chair.

(3) Secretary. The Secretary shall record minutes at meetings of the general faculty and SEC, as well as the Faculty Senate, joint meetings of SEC with the President or VPAA, the President's Panel, and similar faculty meetings, if other provisions are not made for recording of minutes. The Secretary shall be responsible for preparation and distribution of the minutes within ten class days following the meeting. Faculty Senate Bylaws, Bylaw C.

The Secretary shall be responsible for all correspondence necessitated by action of the Senate and all other meetings cited above.

In conjunction with Com/Com, the Secretary shall oversee all Senate Committee and Senate elections, and shall oversee the elections of the faculty positions on University Standing committees.
The Secretary shall keep attendance records of Senate meetings and notify the Senators within five class days of the second absence and possible loss of Senate seat. *Bylaws of the Faculty Senate, Bylaw H.*

The Secretary of the Faculty Senate shall preside at meetings of the VPAA/SEC Joint Conference in the absence of the Vice-Chair of the Senate.

b) Election and Term of Office

(1) The Officers of the Senate shall be elected from the Senate membership by the faculty members of the Senate. Each Officer shall serve for a one-year term, with the Vice-Chair becoming Chair of the Senate for the year following the year's service as Vice-Chair. Officers take office immediately following the spring commencement.

(2) At the time of the annual election of the Senate Officers, each candidate shall be serving, or be newly elected to, a Senate term that has at least a year's duration from date of election to the office. Should the Senate membership of a Vice-Chair/Chair-Elect expire before he or she assumes the chair, his or her Senate membership shall automatically be extended for one year. This one-year term shall not be included in the allocation of Senate representatives, and Senate membership is automatically increased by one voting member.

(3) The Secretary shall be eligible for re-election. If no Senator is willing to serve as Secretary, Com/Com shall propose a slate of nominees from the University faculty for balloting by the faculty members of the Senate. If a non-Senator is elected Secretary, the Senate's membership is automatically increased by one voting member, but this membership is not included in the allocation of Senate representatives.

(4) Voting shall be conducted by secret and written ballot at a regularly scheduled meeting of the Faculty Senate. The votes for Vice-Chair, Chair-elect and Secretary shall be immediately tallied by the Committee on Committees. In the event of a tie vote for either position there shall immediately be one or several re-votes taken until one candidate has achieved a majority (50% plus 1) of the votes of all Faculty Senators present and eligible to vote. In the event where there are more than two candidates, resulting in a situation where no candidate receives a majority (50% plus 1) of the votes of all Faculty Senators present and eligible to vote, a run-off election shall immediately be held between those two candidates that initially received the most votes.

(5) In order to provide leadership in the Senate and to carry out the duties of the offices:

(a) the Chair shall be released from one course each semester to facilitate information and action items for review and endorsement by the SEC and the Senate; plan and facilitate the SEC and Senate agendas; represent faculty at various events including constituent group meetings, President’s Panel, and Board of Trustees’ meetings; prepare reports to the Board of Trustees; serve as budget administrator for the Faculty Senate Office; and supervise Faculty Senate office staff.
(b) the Vice-Chair/Chair-Elect shall be released from one course per year to serve as liaison between SEC and Com/Com; plan and facilitate the SEC/VPAA Joint Conference; and attend Board of Trustees’ meetings.

(c) the Secretary shall be released from one course each semester to facilitate processing written minutes for meetings of the Faculty Senate, SEC, SEC/VPAA Joint Conference, and the President’s Panel; and transmitting information and action items and other Senate correspondence to appropriate administrative offices.

A policy for maintaining an equitable workload reduction for Faculty Senate Officers is necessary not only to adequately compensate Senate leadership, but also to appropriately sustain the efficient administration of the Faculty Senate. The compensation structure above is meant to serve as a guideline. Other models, such as those including overload pay and different combinations of course releases taken in a given semester, will be reviewed by the Office of the Provost, in consultation with the faculty member, Department Chair/School Director, and Dean, on a case-by-case basis.

(6) Provisions for vacancies among Senate Officers are made in the Bylaws of the Faculty Senate, Bylaw E.

3. Senate Business During the Summer

During the summer, the Officers of the Senate may call the SEC into special session, and the SEC shall be empowered to call special meetings of the Senate during the summer when no provision is made for scheduled meetings. Such meetings shall be called only to deal with unusual and unanticipated problems and situations. For the official transaction of business a quorum must be present.

When Senate Committees or University Standing Committees are presented with urgent business during their summer recess, SEC will act on behalf of the committee in consultation with the committee's Chair and/or available members of the committee.

SECTION E: ATTENDANCE AT SENATE MEETINGS

Attendance at all Senate meetings shall be the responsibility of each Senator. A Senator may accumulate no more than two unexcused absences in one academic year for regularly scheduled meetings or two unexcused absences in one academic year for on-call or specially called meetings of the Senate.

An excused absence for a Senator will be granted in these cases:

1. A designation of an alternate representative to attend the particular meeting.
   a) Alternates may be designated for up to two meetings per academic year.
b) Faculty eligible to serve as an alternate shall have the same qualifications as faculty eligible to run for a Senate seat (Charter, Article IV.A) and in addition shall be from the same college as the Senator requesting a replacement.

c) Alternates shall have the full rights of discussion and voting.

d) If a designated alternate does not attend the meeting, the Senator’s absence is unexcused.

2. Personal or family emergency accepted by SEC

   a) In cases of personal or family emergencies that prevent a Senator from attending a meeting, the Senator must inform SEC of her/his justification within 30 calendar days of the missed Senate meeting.

   b) Emergencies include but are not limited to personal illness, family emergencies, and inclement weather.

3. In cases of long-term absences such as FIL, long-term illness. Or class conflict, a Senator shall make arrangements with SEC to confirm alternate representation.

When absences of a Senator exceed the limitations stated above, SEC shall first consult the Senator regarding her/his absences; if the Senator has justifiable reasons for her/his absences, the s/he shall be allowed to remain on the Senate for the remainder of her/his term; otherwise, the SEC shall declare the seat vacant. Any Senator whose membership has been so terminated may appeal the ruling to the SEC within thirty calendar days and the SEC is authorized to issue attendance waivers for good cause.

Nonmembers of the Senate may participate in Senate meetings only by invitation of the Chair or the SEC, or by majority vote of the Senate, but such participation does not include voting privileges.

SECTION F: COMMITTEES OF THE SENATE

The business of the Senate shall be conducted largely through Senate standing and appropriate ad hoc committees. Faculty members of the Senate committees are elected by the faculty members of the Senate. Membership on a Senate committee, as a Senate representative, ceases with the termination of the Senate membership. Any standing committee of the Senate may appoint, on a short-term basis, subcommittees to help it in its gathering of information or deliberations. Such a subcommittee shall report to the committee that established it. Faculty, staff and students may be appointed as consultants to appropriate committees; those designated as consultants do not have voting privileges.

Attendance at all committee meetings is the responsibility of each member. A member may send a substitute to a meeting in order to avoid an absence. Committees shall establish attendance policies at the beginning of each academic year based on the following:
a) For committees that plan to meet once a month or less during the academic year, two
absences are permitted before a warning is sent by the Chair of the committee. After the third
absence, the Chair shall declare the seat vacant.

b) For committees that plan to meet two or three times a month during the academic year,
four absences are permitted before a warning is sent by the Chair of the committee. After the
fifth absence the Chair shall declare the seat vacant.

c) For committees that plan to meet four or more times a month during the academic year, six
absences are permitted before a warning is sent by the Chair. After the seventh absence the
Chair shall declare the seat vacant.

When the seat is declared vacant, the Chair of the committee shall notify the affected member.
The member shall have ten class days from receipt of the notice to appeal the decision of the
Chair, based on the ground that one or more of the absences were excusable. The written appeal
shall be filed with the Chair and shall state the reasons why the absences were excusable.

The committee shall decide whether to sustain or overturn the Chair's decision. If the committee
supports the Chair's decision by a majority vote (excluding the Chair's and affected member's
votes), the Chair shall inform the affected member and his or her dean, director, chair or
supervisor and request a replacement from the appropriate constituent governance groups.

Deliberation of items in committee may be initiated from within the committee or by requests
from constituent bodies or individuals in accordance with the 'Functions' section for each
standing committee (below), or as charged by the Senate Executive Committee (SEC) to ad hoc
committees created under IV-F.1.b (2). Deliberations must be concluded, and appropriate
reporting made to the SEC or other specified body, within ninety (90) calendar days of the onset
of deliberations or the delivery of charge, whichever comes first. Reports may take one of three
forms:

a) full support, with appropriate recommendation for further action;

b) full opposition, with a recommendation that the item receive no further consideration as
presented;

c) mixed and inconclusive evaluation, in which event the committee’s full range of positive
and negative concerns shall be articulated concisely in a written report to the receiving
committee (SEC or other as indicated in the Charter).

Under special circumstances, the Chair of a standing or ad hoc committee may request an
additional 30 calendar days be granted in order to conclude still-outstanding issues. That request
shall be communicated to the SEC with a short summary of the issues at least fifteen (15)
calendar days prior to the 90-day time frame, along with a concise explanation of the points of
agreement and the contested points to be resolved within the extension.
In the interests of the efficiency of faculty governance, no issue before a committee may be held beyond one hundred and twenty (120) calendar days. Issues for which no report is received at the end of the 120-day period will be referred to SEC or the Faculty Senate as appropriate.

Com/Com shall appoint a faculty member who is eligible to be elected to serve in place of any elected faculty member who is unable to serve on a Senate standing committee for a period of at least one but no more than two semesters. If the vacancy exceeds a year, the remaining term of the membership shall be filled by election at the regular time of elections.

To establish a quorum for the purpose of conducting business, the committee must have in attendance a majority of those members who: (A) have been duly elected or appointed; (B) are qualified to serve and have begun serving by attending at least one meeting; and (C) have neither resigned nor been removed from the committee. The determination of whether a member has begun serving shall be made initially at the beginning of each academic year.

The Chair of a Faculty Senate standing committee shall be a current or a newly elected member of the committee; ex officio members of Senate standing committees shall not serve as chairs of Senate standing committees. The committee (except SEC) elections for Chair or Vice Chair shall be held in April or May before commencement and after the election results to fill committee vacancies have been announced. Newly elected members shall begin their membership immediately after spring commencement. All members shall have full voting rights.

1. Senate Executive Committee (SEC)  

   a) Membership

   The SEC shall be composed of twelve members:

   (1) The Chair, the Vice-Chair, and the Secretary of the Faculty Senate;

   (2) Seven Faculty Senators elected by and from the Faculty Senators for two-year terms, provided that each of the degree-granting undergraduate colleges and the graduate college are represented by at least one elected member and that three terms expire each year;

   (3) An Undergraduate student appointed by the USG; and

   (4) A Graduate student appointed by the GSS.

   b) Functions

   SEC shall

   (1) be responsible for the business of the Senate and receive reports and recommendations from Senate standing committees;
(2) create at any time advisory ad hoc committees to further the business of the Senate, determine their size and duties, and discharge said committees, the members of which shall be appointed by Com/Com without reference to Senate membership;

(3) set the agenda for Faculty Senate meetings; participate in the SEC/VPAA joint conference; participate in the President/Joint Conference on charter interpretations/violations; review proposed charter amendments, and approve proposed editorial changes in the charter; IV.G, XIII.A., C. and D.

(4) declare a seat vacant in Senate resulting from more than two absences as defined in IV.E or grant a waiver to a senator when good cause is shown for missing more than two regular Senate meetings or for missing more than two on-call or specially-called meetings; IV.E.

2. Committee on Academic Affairs (CAA)  

a) Membership

The CAA shall be composed of:

(1) one faculty member from each undergraduate college, at least three of whom shall be Senators, elected for three-year staggered terms, one of whom shall be selected by CAA to serve as CAA Chair for one year (these faculty are exclusive of those named in (2) and (3) below);

(2) one faculty representative from the Undergraduate Council selected by the Council for a two-year term;

(3) one faculty representative from the Graduate Council selected by the Council for a two-year term;

(4) one undergraduate student appointed by the USG for a one-year term, who may be reappointed;

(5) one graduate student appointed by the GSS for a one-year term, who may be reappointed;

(6) the VPAA, who shall serve as an ex officio member with the right to vote.

b) Functions

The CAA shall:

(1) Monitor all curricular and academic matters as well as all major changes in academic regulations and policies;
(2) Reviews and comments on the actions of Undergraduate and Graduate Councils to SEC for consideration by Faculty Senate (the CAA does not reject any actions of the Undergraduate and Graduate Councils, but is a review and facilitating mechanism);

(3) Recommend to SEC those actions that should be referred to the Faculty Senate for curricular and academic policy consideration;

(4) Report regularly to the Faculty Senate on curricular and academic issues discussed and the actions recommended to SEC;

(5) In collaboration with the Fiscal Affairs Advisory Committee (IV.F.6), be responsible for the formation of a statement of the curricular and academic priorities and objectives of the University which shall then be used in the process of planning and building a non-binding recommendation for the budget for the academic area of the University for the subsequent year;

(6) Make recommendations regarding the calendar of the University;

(7) Advise the VPAA on disagreements over academic matters arising between Graduate and Undergraduate Councils or between colleges;

(8) Conduct studies, upon request of Faculty Senate, and submit recommendations based on these studies for Senate consideration on subjects relating to the curricula and programs of the University;

(9) Request, at its discretion, the Undergraduate and Graduate councils to make recommendations, which shall be advisory on any of the foregoing matters;

(10) Discuss each year with the President the annual evaluation of the VPAA (VI.D);

(11) Bring to the Faculty Senate, for discussion and action, general curricular and academic matters by either of the following procedures:

   (a) the CAA may forward curricular and academic recommendations to the Chair of Faculty Senate, who, in conjunction with SEC, may decide to place them on the Senate agenda; or

   (b) the CAA may recommend any issue directly to the Senate with a written request for discussion and action signed by ten members of the Faculty Senate; and

3. Committee on Committees (Com/Com)  

   a) Membership

   Com/Com shall be composed of nine members:
(1) five faculty Senators, elected for the three-year terms by the faculty members of the Senate from a slate of candidates prepared by the SEC in such a manner that:

(a) not more that two terms shall expire simultaneously;
(b) at least three degree-granting colleges are represented at any one time;

(2) three student members:

(a) one graduate student appointed by the GSS; and
(b) two undergraduate students appointed by the USG.

(3) the Vice-Chair of the Faculty Senate shall serve in an ex officio capacity as the SEC liaison with Com/Com.

b) Functions

Com/Com shall

(1) prepare the slates of nominees for

(a) Senate Offices, committees of the Senate, and elected faculty positions on University Standing Committees, except for the slate of five faculty members to be elected to Com/Com which SEC will prepare, V.B.; and

(b) Secretary to the Faculty Senate from University faculty in the event no Senator is willing to serve as Secretary. IV.D.2b and V.B.

(2) appoint members of advisory ad hoc committees established by the SEC.

(3) develop the composition, functions, and duties for new or existing advisory committees when deemed appropriate or when assigned the responsibility by the SEC. The composition, powers, functions, and duties of new or existing committees as proposed by Com/Com shall be approved by the SEC for Senate standing committees and by SEC and the President. V.A. and V.B.3.

(4) propose and/or review all changes in the composition, functions and duties of Senate and University advisory committees and forward the changes to the SEC and the President for approval. V.B.5.

(5) request a variance from the SEC if Com/Com cannot identify sufficient faculty willing to serve on a committee whose membership is designated in the charter; and

(6) review the annual report and minutes of each advisory university committee.

(7) Together with SEC will review each University Standing and Advisory Committee’s activity and continued relevance and make appropriate recommendations to the VPAA or
the VPAA’s designee and the University President about whether the President should maintain, modify or discontinue the committee.

4. Committee on Amendments and Bylaws

a) Membership

The committee on Amendments and Bylaws shall be composed of five members serving three-year terms:

(1) three faculty Senators elected by the faculty members of the Senate; and

(2) two faculty members, who may or may not be Senators, elected by the faculty members of the Senate.

b) Functions

The Committee shall

(1) Receive and/or initiate proposed amendments to the Charter or its Bylaws and report such proposed amendments affirmatively, negatively, or without comment to the Faculty Senate. In the case of a proposed amendment not initiated by the Committee, it shall be the duty of the Committee to word the proposed amendment so that it is consistent with the Charter, but does not alter the intent of the proposal; and

(2) receive and/or initiate proposed editorial changes to the charter and report such changes affirmatively, negatively, or without comment to the SEC, which acts upon them; and

(3) receive interpretations of the charter and incorporate the interpretations into the charter consistent with the language of the Charter, and forward such proposals to the Faculty Senate, following the procedures outlined above. XIII.A.1 and 2 and XIII.C.

5. Committee on Professional Affairs (CPA)

a) Membership

The Committee on Professional Affairs shall be composed of twelve members:

(1) Six members shall be elected by the Faculty Senate to serve staggered three-year terms.

(2) Two members shall be appointed for one-year terms by the Senate Executive Committee.
(3) One member within his/her first four years at BGSU shall be appointed for a one-year term by Com/Com.

(4) There shall be one member selected by the Undergraduate Student Government and one member selected by the Graduate Student Senate.

(5) There shall be one additional, ex officio, nonvoting member appointed by the president to come from the administration.

(6) A nonvoting representative shall be invited from each of the following organizations: Administrative Staff Council, Classified Staff Council, and the BGSU Retirees Association.

(7) In addition:

   (a) at least one newly elected member shall be a faculty senator, and

   (b) at no time shall there be more than two members who are faculty members from any given academic unit.

b) Functions

The purpose of the Committee on Professional Affairs is to focus on issues external to the University that affect the profession of teaching and research, and the value and mission of higher education in society. Specifically, the CPA shall:

(1) Perform an advisory function to the Faculty Senate about important developments related to the professional role of educators in society, at the local, state, and national level.

(2) Perform an educational role to the faculty and to the university community at large about professional issues that affect educators.

(3) Advise and assist the Faculty Senate with media and governmental affairs relationships.

(4) Work cooperatively with the administration and other campus constituency groups to conduct outreach to the general public and to local, state, and national officials on behalf of higher education.

(5) Initiate studies, or conduct studies at the request of the Faculty Senate, on issues relevant to professional affairs.

(6) Receive suggestions or requests, initiate consideration, and make recommendations to the SEC on issues relevant to professional affairs.
6. Fiscal Affairs Advisory Committee (FAAC)  

a) Membership

The FAAC shall be composed of eleven members:

(1) Seven faculty members, who may or may not be Senators, elected for three-year terms by the faculty members of the Senate so that approximately one-third are new each year and with the following restrictions:

   (a) membership shall be constituted so that the elected faculty members on the FAAC represent each of the seven undergraduate colleges, including BGSU Firelands;

   (b) members shall not be members of departmental, school, or collegiate operating budget committees; and

   (c) a member may serve no more than two successive terms; one academic year shall elapse after the second term before a faculty member shall again be eligible for service on FAAC

(2) Two student members whose terms are recommended to be two years and selected as follows:

   (a) one graduate student appointed by the GSS, and

   (b) one undergraduate student appointed by the USG.

(3) One faculty representative, selected by the BGSU Faculty Association.

b) Functions

The FAAC shall:

(1) Examine all fiscal affairs of the University;

(2) Through hearings or other techniques, obtain information from appropriate sources, including the university administration, regarding university income and expenditures and all other items of budgetary concern, including projected and actual budget reports;

(3) Review resource impact analyses of academic program, unit, and policy proposals prepared and presented by the Vice President for Finance and Administration (VPFA) and proposal initiators; the review and the impact analysis shall accompany any proposals as they are considered by the appropriate governance units in the approval process;
(4) Offer advice to the Faculty Senate and university administration on fiscal priorities for short-term and long-term academic programming.

(5) Each year, select one of the faculty members on FAAC to serve as a non-voting liaison to the Committee on Academic Affairs (CAA). \textit{IV.F.2}.

No functions listed here shall supersede any authority possessed by the BGSU Faculty Association, in its role as the exclusive representative of the faculty for negotiations on wages, hours, terms, and conditions of faculty employment.

7. Ohio Faculty Council Delegation \textit{IV.F.7}

Membership of the Bowling Green State University delegation to the Ohio Faculty Council shall be comprised of the current Chair of Faculty Senate, ex officio; the current Vice-Chair of Faculty Senate, ex officio; and one alternate member elected on an annual basis by vote of the Faculty Senate.

At least one member of the delegation shall attend each monthly meeting of the Ohio Faculty Council in Columbus during the academic year; all three delegates are encouraged to attend any and all such meetings as their schedules permit.

The Vice-Chair will serve two consecutive terms, first as Vice-Chair and then as Chair. The elected alternate delegate may serve one or more additional year(s) through re-election.

Election of the alternate delegate will be conducted by the Committee on Committees as part of the regular Senate elections during the spring semester. Candidates for the position of alternate delegate must meet the eligibility requirements set forth by the Ohio Faculty Council.

\textbf{SECTION G: THE VPAA/SEC JOINT CONFERENCE} \textit{IV.G}

1. Membership \textit{IV.G.1}

The VPAA/SEC Joint Conference shall be composed of thirteen members:

a) the VPAA, and

b) the members of the SEC.

2. Organization \textit{IV.G.2}

a) The Vice-Chair of the Faculty Senate shall serve as the Chair of the Joint Conference;

b) The Secretary of the Faculty Senate shall preside at meetings of the Conference in the absence of the Vice-Chair of the Senate;
c) The Chair of the Faculty Senate and the VPAA shall share responsibility for planning the agenda of the meetings, and either the Chair of the Faculty Senate or the VPAA may call a special meeting of the Conference; and

d) The Conference shall meet monthly during the academic year.

3. Functions

The Joint Conference shall serve as a forum for the exchange of views and opinions on current or long-range issues related to the academic welfare of the University and as a means for the exchange of opinion and guidelines and procedures for administrative implementation of University academic policies within the province of the Faculty Senate. Either the SEC or the VPAA may invite other persons to attend when their participation can make substantive contributions to the discussions of the Joint Conference.
ARTICLE V: UNIVERSITY COMMITTEES

SECTION A: GENERAL PROVISIONS

The faculty, together with other members of the University Community, shall participate in the governance of the University through membership on standing and ad hoc committees. The charge to each committee shall include provisions for its establishment, composition, method of selection, terms of office, functions, and discontinuance. The function of any senate, standing, or ad hoc committee shall be advisory only. The President or the President’s designee may in his or her discretion and in consultation with the SEC maintain, modify or eliminate standing committees assigned to non-curricular or academic programming matters. Any changes in the charge of the committees that involve curricula or academic programs shall be advised by Com/Com, and the SEC. The President of the University or the President’s designee may accept, modify or reject the proposed change.

SECTION B: UNIVERSITY STANDING COMMITTEES

1. Membership

Each University standing committee shall include at least three elected faculty members eligible for election to the Faculty Senate. To encourage early participation in University governance, Com/Com shall appoint one faculty member who is in the first four years of appointment at BGSU. Students shall participate in University governance according to provisions of this document.

All elected, appointed and ex officio members of University standing committees shall have full voting rights. V.B.3. Students, staff and faculty may be appointed as consultants to appropriate committees, or have other membership status as set forth in the charge and membership of the committee. Those designated as consultants do not have voting privileges.

Elected faculty members shall serve for three-year terms and shall not be eligible for reelection until at least one year has elapsed after the expiration of their respective terms of office unless a variance is granted by Com/Com. IV.F.3.b). Appointed members shall serve for one year, but shall be eligible for reappointment for up to two additional years. When a committee is formed, Com/Com shall establish staggered terms to provide committee continuity. Elected faculty members shall assume membership following the spring commencement of the academic year.

Com/Com shall appoint a faculty member who is eligible to be elected to serve in place of any elected faculty member who is unable to serve on a University standing committee for a period of at least one but no more than two semesters. If the vacancy exceeds a year, the remaining term of the membership shall be filled by election at the regular time of elections.

2. Attendance
Attendance at all committee meetings is the responsibility of each member. A member may send a substitute to a meeting in order to avoid an absence. Committees shall establish attendance policies at the beginning of each academic year based on the following:

a) For committees that plan to meet once a month or less during the academic year, two absences are permitted before a warning is sent by the chair of the committee. After the third absence, the chair shall declare the seat vacant.

b) For committees that plan to meet two or three times a month during the academic year, four absences are permitted before a warning is sent by the Chair of the committee. After the fifth absence the Chair shall declare the seat vacant.

c) For committees that plan to meet four or more times a month during the academic year, six absences are permitted before a warning is sent by the chair. After the seventh absence the Chair shall declare the seat vacant.

d) These rules shall not apply to ex-officio members of the standing committees.

When the seat is declared vacant, the Chair of the committee shall notify the affected member. The member shall have ten class days from receipt of the notice to appeal the decision of the Chair, based on the ground that one or more of the absences were excusable. The written appeal shall be filed with the Chair and shall state the reasons why the absences were excusable.

The committee shall decide whether to sustain or overturn the Chair's decision. If the committee supports the Chair's decision by a majority vote (excluding the Chair's and affected member's votes), the Chair shall inform the affected member and his or her dean, director, chair or supervisor and request a replacement from the appropriate constituent governance groups.

3. Formation of Standing Committees by Petition

Any faculty member, administrator, or recognized University organization may formally petition Com/Com that a University standing committee be established. The formal petition shall include

a) a statement of the need for;
b) a description of the objectives and duties of; and
c) the composition of the proposed committee.

If deemed appropriate, Com/Com, with the approval of the SEC, shall establish the committee in accordance with procedures specified in V.A. The President of the University or the President’s designee may accept, modify, or reject the proposed committee.

4. Organization of Standing Committees

Each standing committee shall elect a Chair in April or May before commencement after the election results to fill committee vacancies have been announced or request that one be appointed by Com/Com. The Chair shall be a current or newly elected or appointed member of the
committee excluding _ex officio_ members or any member to whom the committee reports or renders advice. Chairs of ad hoc committees shall normally be designated at the time of appointment of the members. To establish a quorum for the purpose of conducting business, the committee must have in attendance a majority of those members who: (A) have been duly elected or appointed; (B) are qualified to serve and have begun serving by attending at least one meeting; and (c) have neither resigned nor been removed from the committee.

The determination of whether a member has begun serving shall be made initially at the beginning of each academic year.

5. Responsibilities of Standing Committees

The Committee Chair shall have the responsibility of seeing that accurate minutes are kept of each meeting of the committee and that a copy of these minutes is filed in the Faculty Senate Office. The Chair of each committee also shall prepare an annual report and submit it to the President of the University, the Secretary of the Faculty Senate, Com/Com, and any other appropriate official, body, or committee.

When University Standing Committees are presented with urgent business during their summer recess, SEC will act on behalf of the committee in consultation with the committee's Chair and/or available members of the committee.

6. Review and Discontinuance of Standing Committees

The annual report and the minutes of each standing University committee shall be reviewed at least annually by Com/Com and the Vice-Chair of the Faculty Senate to determine whether the standing committee's functions and duties are being fulfilled, whether its composition or membership should be adjusted, and whether its continuance is desirable. Subject to the requirements of Section V.A above, Com/Com and the Vice-Chair together may, after investigation and consultation with members of the committee under review, recommend discontinuance or modification of the committee to the SEC, who will then work with the VPAA or the VPAA’s designee and the President of the University. The committee in question may itself make recommendations regarding its own modification or discontinuance.

SECTION C: UNIVERSITY AD HOC COMMITTEES

University ad hoc committees that have elected faculty members and that continue beyond two years shall petition SEC to become University standing committees or shall be disbanded. Once a University ad hoc committee has been formed, a membership list and the charge of the committee shall be sent to the Secretary of the Faculty Senate.
ARTICLE VI: THE SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST (VPAA)

SECTION A: THE OFFICE OF THE SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

The VPAA shall have the overall responsibility for the operation and development of the academic areas within the University insofar as this responsibility is delegated by the President and the Board of Trustees through its Bylaws.

SECTION B: APPOINTMENT OF THE VPAA

The President shall appoint a search committee consisting of representatives from a variety of constituent groups, including representatives of the Faculty Senate, GSS, and USG. The search committee members shall participate in screening, interviewing, and evaluating candidates. The President shall appoint the VPAA following the search.

SECTION C: RESPONSIBILITIES OF THE VPAA

The VPAA, after appropriate consultation with the various representatives of the University Community, shall:

1. serve as educational leader for the faculty and the administrators of academic areas;

2. serve in planning, developing, and maintaining the quality of all the instructional and research programs of the University—including oversight of a systematic process of program review;

3. compile, update, and distribute statements of academic policies, procedures, guidelines, and regulations;

4. be responsible for effective and efficient utilization of instructional resources by specific units;

5. serve as coordinator of the appointment and evaluation of academic personnel as set forth in the collective bargaining agreement with the BGSU Faculty Association and in other Articles of this Charter; VIII.B and D; IX.B and D, and B-I.D.4.

6. select and evaluate, with faculty participation, the quality of performance of administrators who report to the VPAA and serve University wide (e.g., Associate/Assistant Vice President); (For appointment and evaluation of Deans, see VIII.B and D, and IX.B and D.)

7. maintain harmonious relationships within the academic areas of the University through communication, including meetings with various councils and committees and the publication of a list of the academic area staff and their assignments; and
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The Senior Vice President for Academic Affairs and Provost
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8. serve as follows:

a) member *ex officio* of the Faculty Senate with the right to vote, except where excluded; *IV.B. and F.*

b) member of the VPAA/SEC Joint Conference, with the duty of preparing jointly with the Chair of the Faculty Senate the agenda of the Conference and with the authority to call a special meeting of the Conference; *IV.G.*

c) Chair of the Undergraduate Council, *ex officio* without vote; *IX.G.1.a)*

d) member *ex officio* of the Graduate Council without vote; *VIII.F.1.b)*

e) Chair of the Council of Deans; *V.I.E.*

f) member *ex officio* of the CAA with the right to vote, utilizing the CAA in an advisory capacity; *IV.F.2.a)(7)*

g) Chair of the UBC- 

h) Chair of Academic Reconfiguration Committees (ARC).

SECTION D: EVALUATION OF THE VPAA *VI.D*

The President shall, as a standard procedure, complete an annual evaluation of the administration of the VPAA. This evaluation need not be formal; rather, it may have the character of an informal dialogue. It shall include separate discussions with both the SEC and CAA.

An incumbent VPAA shall be evaluated at least every five years. The VPAA may be evaluated more frequently at the President’s discretion.

Evaluation shall be carried out by a committee consisting of five faculty members elected by the Faculty Senate, one undergraduate student selected by USG, and one graduate student selected by GSS. The evaluation committee's final report, which must include a recommendation about continuation in office, shall be sent to the president.

SECTION E: THE VPAA AND THE COUNCIL OF DEANS *VI.E*

The Council of Deans is composed of all the academic Deans and such other members as the VPAA may appoint with the advice and consent of the Deans. The Council of Deans shall assist the VPAA in developing procedures and guidelines for the administrative implementation of University policy. Notice of formal action of the Council of Deans shall be sent to the Secretary of the Faculty Senate.
ARTICLE VII: THE VICE PRESIDENT FOR STUDENT AFFAIRS (VPSA)

SECTION A: THE OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

The VPSA shall have the overall responsibility for planning, developing, and maintaining the quality of student service programs in the University and, specifically, for the functions of the offices of residence programs, student services, and student activities and organizations. The VPSA shall be an *ex officio* member of the Faculty Senate with the right to vote, except where otherwise excluded. *IV.B.* and *F.*

SECTION B: EVALUATION OF THE VPSA

The President shall, as a standard procedure, complete an annual evaluation of the administration of the VPSA. This evaluation need not be formal; rather, it may have the character of an informal dialogue. However, it shall include a discussion with the Student Affairs Advisory Board.

An incumbent VPSA shall be evaluated every five years. In intervening years, the VPSA may be evaluated more frequently at the President’s discretion. The five-year evaluation shall be carried out by a committee of faculty, students, and administrative staff. A final report that includes a recommendation about continuation in office shall be sent to the President.

SECTION C: THE VPSA AND THE STUDENT AFFAIRS ADVISORY BOARD

The Student Affairs Advisory Board is a University standing committee and shall advise the VPSA on matters related to the general welfare of students. The Board shall meet monthly during the academic year. *V.B.*

SECTION D: STUDENT GOVERNMENT ORGANIZATIONS

1. Undergraduate Student Government (USG)

Undergraduate students shall be organized as provided for in Article II and in accordance with a constitution stating certain duties, responsibilities, privileges, and powers delegated by the President. Students shall participate in University governance according to provisions in this charter.

2. Graduate Student Senate (GSS)

Graduate students shall be organized as provided for in Article II and in accordance with a constitution stating certain duties, responsibilities, privileges, and powers delegated by the President. Students shall participate in University governance according to provisions in this charter.
ARTICLE VIII: THE GRADUATE COLLEGE

SECTION A: GENERAL AUTHORITY AND ORGANIZATION

The Graduate College is governed by a Graduate Council whose members are elected by the Graduate Faculty. The Dean of the Graduate College functions as its principal administrative officer and is Chair of the Graduate Council. The awarding of advanced degrees to graduate students is certified and approved by the Graduate Faculty.

SECTION B: APPOINTMENT OF THE DEAN OF THE GRADUATE COLLEGE

In the appointment of a new Dean of the graduate college, the VPAA shall appoint a search committee consisting of representatives from a variety of constituent groups, including representatives of the graduate faculty, Graduate Council, Faculty Senate, and Graduate Student Senate. The search committee members shall participate in screening, interviewing, and evaluating candidates. The recommendations of the committee shall be transmitted in writing to the VPAA and to the President.

SECTION C: RESPONSIBILITIES OF THE DEAN OF THE GRADUATE COLLEGE

The Dean shall be the administrative head of the Graduate College and be responsible for the quality of the graduate teaching, research, and degree-granting functions of the College through the VPAA to the President and to the Board of Trustees.

The duties of the Dean of the Graduate College are as follows:

1. The Dean is responsible for providing academic leadership to ensure that the highest possible quality is achieved and maintained in the teaching, research, and degree-granting functions of the Graduate College.

2. The Dean is responsible for coordinating the operations of the Graduate College with those of other units of the University and of agencies outside the University.

3. In addition to the duties specified in VIII.A., VIII.E., and VIII.F.1.a), the Dean shall
   
a) ensure that members of the Graduate Faculty meet the requirements for membership as determined by the Graduate Council, examine credentials, and interview prospective Graduate Faculty; and

b) be responsible for preparing contracts for employment for all graduate assistants, teaching fellows, nonservice fellows, and research assistants.
SECTION D: EVALUATION OF THE DEAN OF THE GRADUATE COLLEGE  

The VPAA, as a standard procedure, shall complete an annual evaluation of the administration of the Graduate College under the leadership of the Dean. This evaluation process need not be formal; rather, it may have the character of an informal dialogue. It shall include a discussion with representatives of the Graduate Council.  An incumbent Dean of the Graduate College shall be evaluated every five years. A Dean may be evaluated more frequently at the VPAA’s discretion. Evaluation shall be carried out by a committee consisting of five faculty members elected by the Graduate Council, and one graduate student selected by GSS. The evaluation committee's final report, which must include a recommendation about continuation in office, shall be sent to the VPAA.

SECTION E: THE GRADUATE FACULTY  

The Graduate Faculty shall be composed of academic department, school, and college faculty members who have high professional qualifications, who are actively engaged in research, inquiry, or creative work within their respective areas of specialization, and who either teach graduate courses or advise or supervise graduate degree candidates. Two categories of members exist—regular and provisional. Within these two main categories, departments, schools, or colleges may define subcategories of membership subject to approval by the Graduate Council. In addition, the Dean of the Graduate College, at the request of the academic unit, may appoint persons to the Graduate Faculty in special categories that have been approved by Graduate Council. Such special appointments to the Graduate Faculty shall be made by the Dean of the Graduate College in conjunction with the Chair, Director, or Dean of the appropriate department, school, or college for special purposes as the need arises.

Meetings of the Graduate Faculty can be held at the request of one-third of the members, or at the call of the Graduate Dean, who shall chair such meetings. The Graduate Faculty elects from its own members representatives to the Graduate Council. Actions by an assembled quorum of the Graduate Faculty take precedence over those of the Graduate Council. A quorum of the Graduate Faculty for transacting business is one-third of the regular members.

SECTION F: THE GRADUATE COUNCIL  

1. Membership  

Regular and provisional Graduate Faculty members are eligible for membership on the Graduate Council. Such members shall be elected for three-year terms with approximately one-third being elected annually by vote of the Graduate Faculty within each college. Procedures for elections, including the date of elections, effective date of membership, and annual reapportionment review, shall be determined by the Graduate Council. The Graduate Council shall be composed of members as follows:
a) the Dean of the Graduate College, who shall serve as Chair;

b) the VPAA, who shall serve ex officio without vote;

c) the total number of Graduate Faculty representatives shall be twice the number of doctoral departments but not fewer than twenty-four. They shall be apportioned among the undergraduate colleges having at least one graduate program as follows:

Whenever reapportionment is necessary, all currently elected members of the Council shall complete their terms of office, even if that means a temporary increase in the size of the body.

(1) for each such undergraduate college or school, its percent of these faculty representatives shall be the mean of

(a) its percent of graduate program units relative to the total graduate program units in the University, and
(b) its percent of Graduate Faculty relative to the total number of Graduate Faculty in the University;

(2) each undergraduate college and doctoral department shall have at least one faculty representative;

(3) no department shall have more than one faculty representative at any time.

d) the Deans or persons responsible for graduate programs of each of the undergraduate colleges that offer graduate programs;

e) the Dean of the Library and Learning Resources;

f) the Executive Director of Continuing & Extended Education;

g) one Chair/Director appointed by the University department Chairs and school Directors; and

h) two graduate student representatives appointed by the GSS.

The Graduate Dean may invite other persons to attend meetings as deemed appropriate. Changes in the foregoing membership structure may be initiated by the Graduate College, subject to the normal procedures for Charter amendment.

2. Recommending and Advising Functions of the Graduate Council

The Graduate Council shall:

a) advise the Dean with regard to the goals and directions of graduate education;
b) establish regulations that govern all graduate programs, including standards concerning grading appeals of grades, class attendance, examinations, and academic honesty;

c) consider proposals for the establishment, modification, or discontinuance of graduate programs;

d) ensure that review and evaluation of all graduate degree programs are conducted periodically;

e) establish standards for Graduate Faculty status and approve credentials (in general, the standards specified by the Council are minimums--higher standards and stronger requirements may be prescribed by departments and schools that have Graduate programs);

f) report regularly to Faculty Senate through CAA on the issues discussed and actions taken. The Council may also consider any matter of concern to graduate students and members of the Graduate Faculty. Subcommittees of the Graduate Council are appointed by the Chair (Graduate Dean) as required, subject to the approval of the Graduate Council.

3. Program and Policies Approval

The proposal to create a new graduate degree program may originate with a group of faculty members or with the administration. Detailed proposals shall be submitted to the VPAA and VPFA. Proposals shall include necessary and adequate supporting documentation and facts, as well as a realistic resource statement. The VPAA, in consultation with the VPFA as necessary, shall prepare a resource impact analysis of the proposal and forward it to the FAAC/UBC for review and comment. The resource statement, impact analysis, and the FAAC/UBC review shall accompany the proposal throughout the review process.

If supported by the VPAA, the proposal shall then be submitted to the department chair/school director of the affected unit for review and approval by the chair/director and the faculty of the department, school, or program concerned and any curriculum council of the department/school. The department chair/school director shall then forward the proposal and supporting materials to the appropriate curriculum council of the college for approval and transmittal to the college dean. After approval, the dean returns the proposal and supporting materials to the proposal initiators, who then transmit the proposal and supporting materials to the Graduate Council.

If the Graduate Council approves the proposal, it is then forwarded to the CAA for review. The CAA reviews the proposal and transmits it to SEC, with comments, for consideration by Faculty Senate. When a program or policy has been approved by the Faculty Senate, it shall be forwarded to the VPAA.

New graduate degree programs also require the approval of the Ohio Board of Regents. The VPAA and Dean of the Graduate College shall assist the proposal initiators in the submission of the proposal to state-level review. When state-level review is secured, the VPAA shall forward the proposal and all supporting materials to the President. If the President supports the proposal,
he or she shall forward it to the Board of Trustees, together with written statements indicating Presidential support or nonsupport. If at any time in the process, the proposal is not approved, it shall be returned to the proposal initiators with comments.
ARTICLE IX: THE UNDERGRADUATE COLLEGES

SECTION A: DEFINITION AND COMPOSITION OF A COLLEGE  
IX.A

The Undergraduate Colleges are those academic units that are authorized to award Associate and/or Baccalaureate degrees, with a Dean who functions as the principal administrative officer.

SECTION B: APPOINTMENT OF THE DEAN OF AN UNDERGRADUATE COLLEGE  
IX.B

In the appointment of a new Dean of an undergraduate college, the VPAA shall appoint a search committee, including elected faculty representatives, to advise the administration. The search committee members shall participate in screening, interviewing, and evaluating candidates. The recommendations of the committee shall be transmitted in writing to the VPAA and to the President.

SECTION C: RESPONSIBILITIES OF THE DEAN OF AN UNDERGRADUATE COLLEGE  
IX.C

1. The Dean shall be the principal administrative officer of the college, supervising the college for effective and professional operation. The Dean is administratively responsible to the VPAA and, through the VPAA, to the President.

2. The Dean also is the representative of the faculty of the college with the authority and responsibility to represent their views and to promote their best interests as an academic unit. IX.H.1.d). The Dean shall have the general governance responsibility to communicate, interpret, and report the views and positions of the college faculty to the central administration and those of the central administration to the college faculty. The Dean shall serve as liaison between the College and other units of the University.

3. The Dean shall bring current scholarship and critical thought to bear upon the instructional programs of the college in order to encourage their improvement and provide the finest educational opportunities to the students that financial support, staff, and facilities permit. The Dean, also, shall see that the following duties are performed effectively and include the appropriate involvement of the faculty and college committees or councils:

   a) coordinating, scheduling, evaluating, and improving the curricula and programs of instruction, including proposals for new courses or the modification or discontinuance of existing courses;

   b) serving the students of the college through advising and registering, and cooperating with the Counseling and Career Development Center in educational and vocational guidance;

   c) promoting the college through appropriate University channels, including the revision of official University publications, such as the annual catalog, bulletins, etc.; and
d) coordinating between the college and the Graduate College in matters including modifying the graduate curriculum within the departments and schools, scheduling of graduate courses, recruiting and scheduling of graduate faculty, and clarifying the financial impact of the graduate courses on the collegial budget.

4. The Dean shall serve as chief personnel and contracting officer for the college. As such, the Dean shall review all departmental and school personnel recommendations concerning faculty and academic staff (i.e., recommendations for new appointments, reappointments, performance evaluations, salary changes, terminations of contracts, tenure, leaves of absence, and promotions) in accordance with the principles set forth in this Charter. X, XI, XII, B-I.A, B, C, D, E, and F. The Dean shall be responsible for forwarding personnel recommendations to the VPAA.

5. The Dean shall serve as chief fiscal officer for the college, and as such is responsible for the effective and efficient employment of budgetary resources. Further, the Dean is responsible for the preparation of the budget for the college. Budget requests shall include appropriate involvement of college committees and councils, as well as department Chairs and school Directors. Such requests will include equipment, supplies, and other operating funds and faculty and support positions.

SECTION D: EVALUATION OF THE DEAN OF AN UNDERGRADUATE COLLEGE

The VPAA shall, as a standard procedure, complete an annual, formal evaluation of the administration of an undergraduate college under the leadership of the dean. Each full-time faculty member of the college shall have the opportunity to provide anonymous input to the college council for the evaluation. The appropriate college council may or may not write an evaluative report. The council will include the faculty input and convey it to the VPAA in all cases. The VPAA shall then discuss the evaluation with the appropriate college council. The VPAA will inform the faculty of the college about the outcome of the evaluation.

SECTION E: FACULTY ORGANIZATION AND MEETINGS

Organization for faculty participation in college governance shall be worked out by each Dean in consultation with the probationary and tenured faculty of the college. There shall, however, be provision in each college for certain elected officers, including at least a Chair and a Secretary. The Dean or a majority of elected faculty members of the college council may request a called meeting of the college faculty.

The frequency of, and the agenda for, meetings of the faculty shall be determined by the Dean in consultation with the college council. The Dean, the college council, or the University administration may bring topics to the attention of a college faculty. Minutes of all faculty meetings shall be kept by the Secretary of the college faculty and circulated to members of the college faculty, the Dean of the Graduate College, and the VPAA.
SECTION F: COUNCILS AND COMMITTEES

1. College Council

Each college shall have a college council to act in an advisory capacity to the Dean. Among the members of the college council shall be the Dean (ex officio), and at least one department Chair or school Director.

2. Other Councils and Committees

The Dean, in consultation with the faculty, shall establish other councils and committees to formulate and implement the academic programs and procedures of the college.

3. Membership

   a. Faculty shall compose a majority of the membership of each council and committee and these faculty shall be elected by the faculty of the College according to the procedures of the College and represent the various interests of the College.

   b. Provision shall be made for student membership whenever appropriate. Administrative staff and classified staff membership on the college council shall be at the discretion of the council and these members shall be chosen by their respective constituencies.

SECTION G: THE UNDERGRADUATE COUNCIL

1. Membership

The Undergraduate Council shall be composed of twenty-nine members as follows:

   a) the VPAA or his/her designee, who shall serve as Chair, ex officio, without vote;

   b) fifteen faculty representatives elected from undergraduate colleges apportioned by the number of FTE students generated within each college, with at least one from each college, for three-year staggered terms;

   c) one faculty representative elected from Instructional Support Services to serve a three-year term;

   d) the Deans of the seven undergraduate colleges;

   e) the Dean of Libraries and Learning Resources;

   f) Executive Director of Continuing & Extended Education;

   g) one representative appointed by the University department Chairs and school
Directors from among the Chairs and Directors; and

h) two undergraduate students appointed by the USG for one-year terms.

When absence from an Undergraduate Council meeting is necessary, a member of the Council may select a substitute who shall be able to participate in discussions and vote. One such person shall be designated as a primary alternate for each member of the Undergraduate Council. It is the responsibility of the regular member of Council to contact the primary alternate or a substitute whenever an absence is anticipated. The name of the primary alternate shall be given to the Secretary of Undergraduate Council early in each academic year. If neither the member nor the alternate can attend, it is the responsibility of the member to contact a substitute.

2. Recommending and Advising Functions of the Undergraduate Council

The Undergraduate Council shall:

a) formulate the goals and directions of undergraduate education;

b) establish regulations that govern all undergraduate programs, including standards concerning grading appeals of grades, class attendance, examinations, and academic honesty;

c) monitor all academic functions generating undergraduate academic credit;

d) approve proposals for the establishment, modification, or discontinuance of programs and degrees;

e) review and make recommendations regarding establishment of new instructional units, including departments, schools, colleges, and other instructional units, in accordance with the policies and procedures set forth in IX.G, IX.H, X.H., and XI.G.;

f) ensure that review and evaluation of all undergraduate programs are conducted periodically;

g) review and advise on academic reconfiguration proposals; and

h) report regularly to the Faculty Senate through the CAA on the issues discussed and the actions taken.

The Undergraduate Council may also consider any academic matters of concern to undergraduate students and faculty. Subcommittees of the Undergraduate Council are appointed by the Chair as required and subject to approval by the Undergraduate Council. The General Education Committee is established as a University Standing Committee that serves an advisory function for the Undergraduate Council in accordance with Article V, Section B.

3. Program and Policies Approval
The proposal to create a new undergraduate degree program may originate with a group of faculty members or with the administration. Detailed proposals shall be submitted to the Dean, the VPAA and the VPFA. Proposals shall include all necessary and adequate supporting facts and documentation, as well as a realistic resource statement. The VPAA, in consultation with the VPFA as necessary, shall prepare a resource impact analysis of the proposal and forward it to the FAAC/UBC for review and comment. The resource statement, impact analysis, and the FAAC/UBC review shall accompany the proposal throughout the review process.

If supported by the VPAA, the proposal shall then be submitted to the department chair/school director of the affected unit for review and approval by the chair/director and the faculty of the department, school, or program concerned and any curriculum council of the department/school. The department chair/school director shall then forward the proposal and supporting materials to the appropriate curriculum council of the college for approval and transmittal to the college dean. After approval, the dean returns the proposal and supporting materials to the proposal initiators, who then transmit the proposal and supporting materials to the Undergraduate Council.

If the Undergraduate Council approves the proposal, it is then forwarded to the CAA for review. The CAA reviews the proposal and transmits it to SEC, with comments, for consideration by Faculty Senate. When a program or policy has been approved by the Faculty Senate, it shall be forwarded to the VPAA.

New undergraduate degree programs also require the approval of the Ohio Board of Regents. The VPAA and Dean(s) of the affected College(s) shall assist the proposal initiators in the submission of the proposal to state-level review. When state-level review is secured, the VPAA shall forward the proposal and all supporting materials to the President. If the President supports the proposal, he or she shall forward it to the Board of Trustees, together with written statements indicating Presidential support or nonsupport. If at any time in the process, the proposal is not approved, it shall be returned to the proposal initiators with comments.

All academic policies adopted by the Undergraduate Council will be reviewed by the CAA, which will forward items to the SEC for consideration by the full senate. Those policies with resource implications, accompanied by a realistic resource requirements statement, shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FAAC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process.
review and comment. The resource statement, impact analysis, and the FAAC/UBC review shall accompany the proposal throughout the review process.

If supported by the VPAA, and if the proposal has direct bearing upon the welfare or program of one or more existing colleges or the schools/departments therein, the proposal and all materials shall be presented to the appropriate dean(s) and college council(s) for review and written comment. The dean(s) shall then forward the college council comments to the VPAA, who shall forward the proposal and all materials to the Undergraduate Council.

The Undergraduate Council shall hold its own hearings. If necessary, it may seek the advice of one or more outside consultants. The Undergraduate Council shall forward its recommendation, together with all documentary information it has gathered, including that of the college(s), to the CAA for presentation to the Faculty Senate.

The Faculty Senate shall act upon the recommendation of the Undergraduate Council and the established procedures for implementation of Senate actions shall be followed.
ARTICLE X: SCHOOLS

SECTION A: DEFINITION AND COMPOSITION OF A SCHOOL

A school is an academic unit that administers instruction, research, and service in a common but diverse disciplinary field or in areas of professional specialization or practice. The faculty of a school shall include all those members of the University faculty (as defined in II) who have been appointed to the school with the consent of other members of the school's faculty or, if applicable, by the program unit, division, or department. It is represented typically by at least one undergraduate degree, which is the responsibility of the faculty of the school.

The school shall have the fullest measure of autonomy consistent with its function and responsibility within the college, subject to the provisions of this Charter, and a duly elected Director shall function as the principal administrative officer and shall be responsible to the Dean of the appropriate College for the activities of the school.

SECTION B: ORGANIZATIONAL STRUCTURE OF A SCHOOL

The Director of the school faculty shall make necessary organizational arrangements with the appropriate Dean to accommodate the distinctive administrative needs of the school.

Schools may be organized with divisions, program units, or departments. Divisions/program units may be given the status of departments in compliance with XI.G. When such occurs, they function under the provisions of XI.

Each school shall have a school council to act in an advisory capacity to the Director and such other councils and committees as the Director, in consultation with the faculty, shall establish to formulate and implement the academic programs and procedures of the school. Among the members of the school council shall be the Director (ex officio) and at least one department/program unit Chair. Provision shall be made for all councils and committees to have major membership elected by the faculty of the school to represent various interests of the school.

A school shall have a curriculum review committee, which shall review curricula and programs of instruction in the school. Recommendations shall be forwarded by the Director of the school directly to the appropriate Dean.

A school shall have an elected personnel review committee, which shall be responsible for the policies and procedures of faculty tenure and promotion within the school and for criteria and procedures for review of faculty for merit pay. Recommendations for tenure and promotion shall be forwarded by the Director of the school to the Dean, who may request advice from an appropriate college personnel review committee. Where there are no departments but specifically structured divisions within a school that desire to conduct the first-level tenure and promotion review, the school may petition the SEC for such divisions to be the tenuring units within the school. In such situations, the division as a tenuring unit parallels a department with respect to
responsibilities, which results in an additional level of review, both school and college (IX.C4) reviews are still required.

SECTION C: APPOINTMENT OR REAPPOINTMENT OF THE DIRECTOR OF A SCHOOL $X.C$

The Dean shall be responsible for the selection, appointment, reappointment, evaluation or recall of the Director of a school. In discharging this responsibility the Dean may consult with the faculty of the school.

When the selection and appointment or reappointment of a new Director becomes necessary, an ad hoc selection committee shall be elected by the school. The chair of the selection committee, appointed by the Dean, may be a faculty member of the school or may be a current school director or department chair from within the college. The selection committee, in consultation with the Dean, shall establish search and screening procedures that will allow broad participation in the selection process by the school faculty. The process shall at least provide:

1. for compliance with applicable policies on equal opportunity and affirmative action;

2. for an opportunity for every faculty member in the school to express a written opinion of each candidate and submit the written opinions to the selection committee; and

3. for the selection committee’s recommendation to the Dean of one or more persons strongly endorsed by the school. The incumbent Director may be recommended. The recommendation shall document the strengths and qualifications of each candidate.

The Dean shall consider all candidates and shall discuss with the selection committee any questions or concerns raised by the documentation or by other information that is brought forward by the evaluation process. The selection committee shall consult with the faculty of the school and respond to questions or concerns of the faculty before recommending an appointment to the Dean. The selection committee’s recommendation shall be advisory to the Dean.

The term of office of the Director shall ordinarily be five years. New terms of office shall normally begin at the start of the academic year. In cases of interrupted or unfinished terms of office, or in case of emergency, the Dean, in consultation where applicable with the VPAA, shall appoint an Acting Director. The Acting Director shall serve until such time as a permanent Director of the school is appointed on the basis of procedures outlined above.

The permanent Director shall normally take office no later than the beginning of the academic year following the appointment of an Acting Director.

The Director of a school may resign at any time without embarrassment or the presumption of prejudice.
SECTION D: RESPONSIBILITIES OF THE DIRECTOR OF A SCHOOL

The Director shall be administratively responsible for all activities of the school. The Director of a school shall be responsible to the Dean of the college with which the school is associated and through the Dean to the VPAA. Through this administrative line, the Director derives the authority to execute the Director's responsibilities. Further, the Director is the primary representative of the school faculty with authority and responsibility, by virtue of election, to represent its views and to promote its best interests as a school.

The responsibilities of the Director are:

1. to organize, in conjunction with the faculty, the administrative structure of the school; within the limits of the school budget, appoint whatever administrative personnel appear to be requisite to the effective functioning of the school office; and assign the respective functions of all personnel working in the school;

2. to serve as the fiscal officer of the school, with the responsibility for preparing the budget in consultation with the division/program unit or department Chairs; allocating resources to the division/program units or departments; monitoring the administration of operating and personnel budgets; and supervising the use of resources, including facilities, equipment, and supplies;

3. to provide academic leadership for the instructional, research, service, and administrative personnel of the school and to be involved in the recruitment, selection, employment, in-service training, tenure promotion, nonreappointment, and dismissal of personnel;

4. to perform or delegate and monitor the development of the curricula and programs of instruction, sharing this responsibility with committees of the school and with divisions/program units or departments; and

5. to supervise any graduate programs within the school. The Director or designated graduate coordinator shall administer the program.

SECTION E: EVALUATION OF THE DIRECTOR OF A SCHOOL

Each year an appropriate elected school committee shall evaluate the progress of the school under the leadership and direction of the Director. This committee may be a standing committee in the school (e.g., personnel committee) or a special committee elected to conduct this evaluation. It shall submit a report and/or recommendations to the appropriate Dean with copies to the Director and faculty of the school. Each year the Dean shall conduct an evaluation of the Director's administration of the school, taking into consideration the faculty's report and/or recommendations to the Dean. The evaluation process shall be completed by a personal conference between the Dean and the Director to discuss the Dean's evaluation and the faculty's report and/or recommendations.
SECTION F: RECALL OF THE DIRECTOR OF A SCHOOL

A special evaluation of the Director's administration may be undertaken at any time with a view to recall for cause, upon the initiative of the Dean.

When a recall procedure is begun, the Director shall be informed at once by the Dean. The Dean shall submit to the Director a written statement of the indicated reasons for the proposed recall.

SECTION G: EVALUATION OF A SCHOOL

Each school shall prepare, at least once every five years, an evaluation of its problems, plans, and objectives. Specific performance objectives shall be established prior to each evaluation period and shall be used to determine the extent to which the goals are being met. The school shall endeavor to apply the highest possible standards in evaluation of its own performance. This report shall be prepared by the Director with input from the faculty, graduate students, and undergraduate majors of the school. If deemed appropriate by the Dean or the school, persons outside the school may be invited to participate in the evaluation process. Attention shall be given to the effectiveness of personnel, the quality of the academic programs, efficiency in utilization of existing resources, the research and service activities of the school, adequacy of physical facilities, long-range plans and objectives, adequacy of monetary support, and appropriateness of internal organization and communication. The report shall be presented to the school faculty and filed by the Director with the appropriate Dean; a copy also shall be submitted to the VPAA, the CAA, and the President of the University.

SECTION H: PROPOSALS TO CREATE A NEW SCHOOL

The proposal to create a new school may originate with a group of faculty members or with the administration. Such proposals shall be submitted first to the appropriate Dean(s), departments, schools, and affected faculty to further develop the proposal. If two or more colleges are affected, then the proposal is for an academic reconfiguration. Follow the procedures outlined in Article XIV.

Proposers shall submit realistic resource statement, along with the proposal itself, to the VPAA. The VPAA, in consultation with the VPFA as necessary, shall prepare a resource impact analysis of the proposal and forward it to the FAAC/UBC for review and comment. The resource statement, impact analysis, and the FAAC/UBC review shall accompany the proposal throughout the review process.

If supported by the VPAA, the proposal and all materials shall be presented to the appropriate dean(s) and college council(s) for review and written comment. College council(s) shall hold hearings to discuss the proposed change and make recommendations to the dean(s). Interested faculty members, students, and administrators may appear at such hearings. The dean(s) shall make a recommendation, inform the VPAA, and forward proposal and accompanying documents to Undergraduate Council and/or Graduate Council. Undergraduate Council and/or Graduate
Council may decide to hold additional hearings before voting on proposal and making recommendations. Undergraduate Council and/or Graduate Council reviews, votes, and submits recommendations to VPAA.

The VPAA shall review the proposal and transmit it to CAA with a timeframe for review. Any changes to the proposal after this point must loop back to the VPAA for review and signature.

CAA shall review the proposal and transmit it to Faculty Senate. Faculty Senate shall act on the recommendations of these bodies. If approved by the Faculty Senate, the Faculty Senate Secretary shall send a letter of transmittal, the Faculty Senate minutes, the proposal and supporting documents to the President for review, approval, and submission to the Board of Trustees. If the proposal is approved by the Board of Trustees, the Secretary of the Board of Trustees forwards the approved proposal to the VPAA for implementation.
ARTICLE XI: THE ACADEMIC DEPARTMENTS

SECTION A: DEFINITION AND COMPOSITION OF A DEPARTMENT

The academic department is the basic administrative unit within the University organized to carry on and develop the instructional and research activities of its faculty. The academic department shall be organized around a particular field of knowledge or around a specific instructional objective or mission. The faculty of an academic department shall include all those members of the University faculty (as defined in II) who have been appointed to the department with the consent of other members of the department faculty.

The academic department shall have the fullest measure of autonomy consistent with its function and responsibility within the college and the University, subject to the provisions of this Charter. VI, VIII, and IX. The faculty may enact bylaws to carry out the mission of the department.

The Chair of the academic department shall share the responsibility for the organization of the department with the faculty of the department. The department shall be organized so that all of its probationary and tenured faculty members have a part in formulating policies and procedures that relate to the academic quality of the department and the professional concerns of its members. The probationary and tenured faculty of a department may authorize representatives of other groups to aid in making decisions except where prohibited by this document. Student participation on appropriate departmental committees is desirable.

SECTION B: APPOINTMENT OR REAPPOINTMENT OF THE CHAIR OF A DEPARTMENT

The selection process for a department Chair presumes close contact between the Dean and the department. The department shall inform the Dean of its appraisal of department directions and the candidates for the position of Chair. The Dean shall provide the department with all information that has a bearing on the selection of a Chair.

When the selection and appointment of a new Chair or reappointment of the current Chair becomes necessary, an ad hoc selection committee shall be elected by the department. The chair of the selection committee, appointed by the Dean, may be a faculty member of the school or may be a current school director or department chair from within the college. The selection committee, in consultation with the Dean, shall establish search and screening procedures that will allow broad participation in the selection process by the departmental faculty. The process shall at least provide:

1. for compliance with applicable policies on equal opportunity and affirmative action;

2. for an opportunity for every faculty member in the department to express a written opinion of each candidate and submit the written opinions to the selection committee; and
3. for the selection committee’s recommendation to the Dean of one or more persons strongly endorsed by the department. The incumbent Chair may be recommended. The recommendation shall document the strengths and qualifications of each candidate.

The Dean shall consider all candidates and shall discuss with the selection committee any questions or concerns raised by the documentation or by other information that is brought forward by the evaluation process. The selection committee shall consult with the faculty of the department and respond to questions or concerns of the faculty before recommending an appointment to the Dean. The selection committee’s recommendation shall be advisory to the Dean.

The term of office of the Chair shall ordinarily be four years. New terms of office shall begin at the start of the academic year. In cases of interrupted or unfinished terms of office, or in case of emergency, the Dean, in consultation where applicable with the VPAA, shall appoint an Acting Chair. The Acting Chair shall serve until such time as a permanent Chair is appointed on the basis of procedures outlined above.

The permanent Chair shall normally take office no later than the beginning of the academic year following the appointment of an Acting Chair.

The Chair of an academic department may resign at any time without embarrassment or the presumption of prejudice.

SECTION C: RESPONSIBILITIES OF THE CHAIR OF A DEPARTMENT

The Chair shall be administratively responsible for all activities of the department. The Chair is also administratively responsible to the Dean and through the Dean to the VPAA. Through this administrative line of responsibility the Chair derives the authority to execute the responsibilities cited below. Further, the Chair is the representative of the faculty of the department with the authority and responsibility, by virtue of the selection process, to represent its views and to promote its best interest as an academic department.

The Chair shall:

1. exercise leadership in the articulation and formulation of departmental missions, programs, goals, procedures, and policies; implement the policies of the department and serve as the chief representative of the department;

2. promote the best interests of the department, its faculty, and its students within the college, University, and the scholarly community at large except as it may relate to subjects covered by a collective bargaining unit;

3. administer and supervise the department for effective and professional operations;
4. communicate with units within the University on behalf of the department and communicate with the department on behalf of units within the University;

5. initiate all departmental recommendations concerning faculty and academic staff, new appointments, reappointments, salary changes, terminations of contracts, recommendations for tenure, leaves of absence, promotions, assistantships, fellowships, and scholarships in accordance with the principles set forth in this Charter; \( B-I.C, D, E, \text{ and } F \).

6. be responsible for the articulation and explanation of recommendations made under \( XI.C.4 \), including an evaluation with the appropriate committee report;

7. administer and supervise the activities of the nonacademic departmental staff, make budget recommendations, manage the expenditures of departmental funds, supervise the use of departmental facilities (equipment, space, supplies, and inventory), and work with the directors of various University units to maximize the resources available for the department's use in its various activities;

8. coordinate the departmental staff, decide matters of faculty work load, arrange all teaching schedules, coordinate all departmental programs, promote the most effective use of departmental resources, strive to improve the quality of the teaching and research activities of the department, strive to improve the curricular offerings and the academic programs of the department, initiate and consider proposals for changes in the curricula (including graduate programs) and forward them to the appropriate Dean for disposition; and

9. assume an appropriate teaching load in consultation with the Dean. Each Chair shall normally have some teaching duties each academic year. The teaching load shall depend on the needs of the department and the demands of administrative duties.

SECTION D: EVALUATION OF THE CHAIR OF A DEPARTMENT \( XI.D \)

Each year an appropriate elected departmental committee shall evaluate the progress of the department under the leadership and direction of the Chair. This committee may be a standing committee in the department (e.g., personnel committee) or a special committee elected to conduct this evaluation. It shall submit a report and/or recommendations to the appropriate Dean with copies to the Chair and faculty of the department. Each year the Dean shall conduct an evaluation of the Chair’s administration of the department, taking into consideration the faculty’s report and/or recommendations to the Dean. The evaluation process shall be completed by a personal conference between the Dean and the Chair to discuss the Dean’s evaluation and the faculty's report and/or recommendations.

SECTION E: RECALL OF THE CHAIR OF A DEPARTMENT \( XI.E \)

A special evaluation of the Chair's administration may be undertaken at any time with a view to recall for cause, upon the initiative of the Dean.
When a recall procedure is begun, the Chair shall be informed at once by the Dean, who shall provide the Chair with a written statement of the reasons for the proposed recall.

SECTION F: EVALUATION OF A DEPARTMENT

Each academic department shall prepare, at least once every five years, an evaluation of its problems, plans, and objectives. Specific objectives shall be established prior to each evaluation period and shall be used to determine the extent to which the goals are being met. The department shall endeavor to apply the highest possible standards in evaluating its own performance. If deemed appropriate by the Dean or the department, persons outside the department may be invited to participate in the evaluation process. A report shall be prepared by the Chair based upon contributions from the faculty, graduate students, undergraduate majors, and perhaps others as well. Attention shall be given to the effectiveness of personnel, the quality of academic programs, efficiency in utilizing existing resources, the research and service activities of the department, adequacy of physical facilities, long-range plans and objectives, adequacy of financial support, and the appropriateness of internal organization and communication. The Chair shall present the report to the departmental faculty and to the Dean or Deans; the Chair shall forward copies of the report to the VPAA, the Undergraduate Council, and the President.

SECTION G: PROPOSALS TO CREATE NEW DEPARTMENTS

Proposals to create new departments, to combine existing departments, or to transfer a department from one college or school to another may originate with a group of faculty members or with the administration. Such proposals shall be submitted first to the appropriate Dean(s), departments, schools, and affected faculty to further develop the proposal. If two or more colleges are affected, then the proposal is for an Academic Reconfiguration. Follow the procedures outlined in Article XIV.

Proposers shall submit realistic resource statement, along with the proposal itself, to the VPAA. The VPAA, in consultation with the VPFA as necessary, shall prepare a resource impact analysis of the proposal and forward it to the FAAC/UBC for review and comment. The resource statement, impact analysis, and the FAAC/UBC review shall accompany the proposal throughout review process.

If supported by the VPAA, the proposal and all materials shall be presented to the appropriate dean(s) and college council(s) for review and written comment. College council(s) shall hold hearings to discuss the proposed change and make recommendations to the dean(s). Interested faculty members, students, and administrators may appear at such hearings. The dean(s) shall make a recommendation, inform the VPAA, and forward proposal and accompanying documents to Undergraduate Council and/or Graduate Council. Undergraduate Council and/or Graduate Council may decide to hold additional hearings before voting on proposal and making
recommendations. Undergraduate Council and/or Graduate Council reviews, votes, and submits recommendations to VPAA.

The VPAA shall review the proposal and transmit it to CAA with a timeframe for review. Any changes to the proposal after this point must loop back to the VPAA for review and signature.

CAA shall review the proposal and transmit it to Faculty Senate. Faculty Senate shall act on the recommendations of these bodies. If approved by the Faculty Senate, the Faculty Senate Secretary shall send a letter of transmittal, the Faculty Senate minutes, the proposal and supporting documents to the President for review, approval, and submission to the Board of Trustees. If the proposal is approved by the Board of Trustees, the Secretary of the Board of Trustees forwards the approved proposal to the VPAA for implementation.
ARTICLE XII: PROGRAMS, INSTITUTES, AND CENTERS

SECTION A: DEFINITION AND COMPOSITION

Interdepartmental programs, institutes, centers, and similar organizational units provide essential services to the University and the community, conduct instructional programs not otherwise provided through regular academic departments and schools, conduct research or other inquiry, or engage in some combination of the foregoing functions.

Three distinct designations for special academic units have been established to enhance the research, teaching, or service missions of the University:

1. the term institute is to be reserved for a special intradepartment or intraschool unit that is designed to use more effectively existing research, teaching, and service resources within the academic unit, in contrast to the interdepartment, interschool, or intercollegiate activities that characterize a center or a research center;

2. a multidisciplinary approach to instruction or to public service shall be known simply as a center;

3. a research center describes a multidisciplinary effort to develop new knowledge or to address applied research problems.

In addition, because of the interdisciplinary nature of an instructional field, a programmatic unit may be established that is interdepartmental, inter- or intraschool, or inter- or intracollege in nature. A division or program unit within a department or school also may be established.

SECTION B: ORGANIZATION AND OPERATION

The Director or other administrative head of a division, program, institute, or center shall be responsible to an appropriate Chair, Director, Dean, or directly to the VPAA or VPSA. Where matters of academic concern are involved, Directors shall be responsible to the Faculty Senate and to other governance bodies that formulate policies affecting the unit or its personnel.

There shall be a triennial review regarding the continuance and viability of the division, program, institute, or center and recommendation for the continuance or abolishment of the unit to the appropriate administrative head.

SECTION C: ESTABLISHMENT AND GOVERNANCE

1. Division or Programmatic Instructional Unit

Division or programmatic instructional units entirely within a department or school are not affected by this Article, but are within the general jurisdiction of such department or school.
Also, some interdepartmental programs are entirely housed within a college or school and normally report to the Dean of the college. The guidelines in this Article do not affect the relationship between the Directors of such divisions or programmatic units and the Deans and the councils of the respective colleges.

After an appropriate experimental period, where departmental organization is not desirable, petition may be made for continuing programmatic status to the appropriate college Dean or school Director and council(s), if any, and to the Undergraduate Council. Prior to submission of any proposals, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FAAC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. After attainment of permanent programmatic unit status, the program Director and the program faculty shall operate on the basis of procedures analogous to those governing academic departments as specified in XI.

Proposals to create new instructional programs or groups, to combine existing programs and/or departments, or to transfer programs from one college or school to another may originate with any member of the University Community. Prior to submission of any proposals, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FAAC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. Such proposals shall be submitted first to the appropriate school or college and to the Undergraduate Council, with informational copies to the department(s), school(s), and/or program faculty members who will be affected. In no case shall such proposals be approved without the advice of the faculty who will be relocated. The college or school council(s) shall hold open hearings, after which a recommendation shall be made to the Undergraduate Council, which in its turn may choose to hold additional hearings prior to its determination of approval or disapproval of the proposal.

2. Institute

An institute exists primarily to provide a means by which selected members of a department or a school may be organized for the purpose of using some of the department's or school's research, teaching, and service resources more effectively.

The department or school that desires to establish an institute shall submit the proposal for the institute to the appropriate Dean. Prior to submission of any proposals, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FAAC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. The proposal approved at the collegiate level shall be reviewed for final approval by the VPAA. The organizational structure of the governance of the institute shall be determined by the department or school in consultation with the Dean of the college.

3. Center
A center exists primarily to provide a means by which interdepartment, interschool, and intercollegiate boundaries may be bridged in the development of instructional programs or community service. A center shall have as its principal goal the synthesis of knowledge drawn from more than one discipline and the dissemination of that knowledge to a suitable student population or to the community outside the University.

A proposal for the establishment of a center shall be submitted to the Dean(s) of the college(s) and Director(s) of schools involved for approval. Prior to any further action on the proposal, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FAAC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. The decision at the collegiate and school level shall be based in part upon the advice of the appropriate council(s) and the advice of those departmental Chairs and school Directors with personnel participating in the center. A proposal approved by the appropriate Dean(s) and Director(s) shall be submitted to the Undergraduate Council for review. Recommendations from the Undergraduate Council shall be submitted to the VPAA for final approval.

All centers shall be under a Director appointed by the VPAA in consultation with the appropriate Dean(s) and Director(s). If the departments and schools participating in the center are within a college, the Director reports to the Dean of the college; if the center is intercollegiate, the Director reports to the VPAA. The Director of a center shall have the responsibility for coordinating the teaching, service, and research activities of the center. An advisory committee may be elected by the appropriate persons associated with the mission of the center and, if elected, will advise the Director on the administration of center activities.

4. **Research Center**

A research center exists primarily to provide a means by which interdepartmental, interschool, and intercollegiate boundaries may be bridged in pursuit of new knowledge or the solution of applied research problems. The research activity of a research center cuts across several disciplines and involves a team of scholars, each one of whom contributes a special perspective and competency to the research.

A proposal for a research center shall be submitted to the Vice President for Research and Economic Development, who shall submit it to the Graduate Council for review. *VIII.F.* Prior to submission to the Graduate Council, a realistic resource requirement statement shall be submitted to the VPFA, who shall prepare a resource impact analysis of the proposal and request that FAAC/UBC review and comment on the analysis. The analysis shall accompany the proposal throughout the review process. Proposals approved shall be forwarded to the VPAA for final approval. Research centers are administratively responsible to the Associate Vice President for Research. A research center shall have a Director appointed by the Vice President for Research and Economic Development in consultation with the faculty representatives from the center. The Director is responsible for the budget of the center and for the coordination of the center's research activities. An advisory committee, elected by the members of the center, shall advise the Director and work out the procedures for governing the center's faculty.
ARTICLE XIII: AMENDMENTS, INTERPRETATIONS, AND VIOLATIONS OF THE ACADEMIC CHARTER

SECTION A: EDITORIAL CHANGES

Editorial changes in the Charter (A, B-I, B-II, B-III, and Appendices) are changes in words or phrases that do not alter the meaning or intent of the sentence, paragraph, or section of the Charter.

1. Editorial changes to this Charter may be initiated by the VPAA or by any three members of the University faculty, or may be initiated by the Committee on Amendments and Bylaws.

2. Proposed editorial changes that are initiated by faculty shall be submitted to the Committee on Amendments and Bylaws, which shall process them in accordance with IV.F.4.b. Following majority approval by the SEC, editorial changes, with explanations, shall be placed in the minutes of the SEC.

3. Proposed editorial changes that are initiated by the Committee on Amendments and Bylaws shall be processed in accordance with IV.F.4.b. Following majority approval by the SEC, editorial changes, with explanations, shall be placed in the minutes of the SEC.

4. Proposed editorial changes that are initiated by the VPAA shall be submitted directly to the SEC for its review. The SEC may, in its discretion, consult with the Committee on Amendments and Bylaws in its review of the proposed changes.

5. Editorial changes may be challenged within fifteen class days of publication of the action by a petition for review signed by not fewer than ten of the faculty and presented to the Secretary of the Faculty Senate for submission to the Senate. If so challenged, an editorial change requires affirmation by two-thirds of the Senate members voting. In the absence of Faculty objection, editorial changes shall be effective fifteen class days after they have been published.

6. The proposed editorial changes to this Charter approved by the SEC under the process described above shall then be forwarded to the President for review and communication to the Board of Trustees for adoption.

SECTION B: AMENDMENTS TO THE ACADEMIC CHARTER

1. Proposed amendments to this Charter (A, B-I, B-II, B-III, and Appendices) may be initiated by the VPAA or by any three members of the University faculty, or may be initiated by the Committee on Amendments and Bylaws. Proposed changes that are initiated by faculty shall be submitted to the Committee on Amendments and Bylaws, which shall process them in accordance with IV.F.4.b. Proposed changes that are initiated by the Committee on Amendments and Bylaws shall be processed in accordance with IV.F.4.b. Proposed changes that are initiated by the VPAA shall be submitted directly to the SEC for its review. The SEC
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may, in its discretion, consult with the Committee on Amendments and Bylaws in its review of
the proposed changes.

2. Those amendments to the charter in Part A and the Appendices that are approved by a two-
thirds vote of the total membership of the Faculty Senate shall be forwarded to the President,
who shall forward any Senate-approved amendment that is not overturned in a faculty
referendum to the Board of Trustees, together with a statement indicating Presidential support or
nonsupport. IV.C. and D. The total membership of the Faculty Senate is defined to include those
senators who have been duly elected or appointed, are qualified to serve and are serving.

3. Those amendments to the charter in Parts B-I, B-II, or B-III that are approved by a two-thirds
vote of those Senators present and legally entitled to vote, excluding blanks or abstentions shall
be forwarded to the President, who shall forward any Senate-approved amendment that is not
overturned in a faculty referendum to the Board of Trustees, together with a statement indicating
presidential support or non-support.

4. Notice of Senate action on proposed amendments shall be sent by the Secretary of the Faculty
Senate to all members of the University faculty within ten class days after the Senate meeting,
and shall be subject to the Faculty Right to Review Senate action as provided in IV.C.4.

5. If a faculty referendum is called regarding a Charter amendment, a "yes" vote of a majority of
the faculty members voting is required to approve the amendment. If this vote results in the
passage of an amendment, the Secretary of the Faculty Senate shall forward it to the President of
the University, who shall submit it to the Board of Trustees with a statement indicating
Presidential support or nonsupport.

SECTION C: INTERPRETATIONS OF THE CHARTER
XIII.C

A written request for interpretation of this Charter shall be brought directly to the Chair of the
Senate by any council, committee, office, or individual member of the University Community.
The Chair of the Senate shall provide a copy of the written request to the Provost/VPAA. A
request for interpretation shall be discussed by the SEC in consultation with the President. An
opinion as to the proper interpretation, based on a majority vote of the President and the
members of the SEC, shall prevail. The opinion so rendered shall be transmitted by the Secretary
of the Faculty Senate to the person(s) making the request, to the Provost/VPAA, and to the
Committee on Amendments and Bylaws, which shall take appropriate action in amending the
Charter and/or communicating such interpretation to the Faculty Senate and/or the faculty.

SECTION D: VIOLATIONS OF THE CHARTER
XIII.D

Alleged violations of the Charter shall be brought to the Chair of the Senate by any council,
committee, office, or individual member of the University Community. The chair of the Senate
shall provide a written copy of the alleged violation to the Provost/VPAA. Such alleged
violations shall be reviewed by the SEC in consultation with the President. An opinion as to
whether or not a violation has occurred shall be transmitted both to the person(s) alleging the violation and to the person(s) allegedly violating the Charter. When it has been determined that a violation has occurred, the appropriate action to be taken in order to achieve compliance with the Charter shall be designated by the SEC and the President and transmitted by the Secretary of the Faculty Senate to the person(s) violating the Charter, and to the Provost/VPAA.

SECTION E: CHARTER REVISION

Whenever the SEC deems it desirable to revise the Charter, it shall establish the procedures to include the following:

1. the formation of an ad hoc Charter revision Committee;

2. the holding of University hearings;

3. a vote of the Faculty Senate requiring a two-thirds vote of the total membership is required in favor of the revised Charter; and

4. a Faculty vote requiring a majority vote of those voting in favor of adopting the revised charter.

Once the revised Charter is approved by the Faculty, it is then forwarded to the President for transmittal to the Board of Trustees for action.
ARTICLE XIV: ACADEMIC RECONFIGURATION

SECTION A: DEFINITIONS AND CONDITIONS

XIV.A

Reconfiguration is a modification in the organizational structure of the academic units of the University. It may involve one or more colleges, schools, departments, programs, institutes, or centers. It may be induced by the addition of new academic programs or expansion of existing academic programs, as well as by program reduction or curtailment. There are three basic types of academic program reduction or curtailment: (1) consolidation of previously separate units, (2) reduction of an existing unit, or (3) elimination of an existing unit. If an academic program is curtailed or discontinued, normally it may not be reinstated for a period of at least five calendar years after the end of the academic year in which it was discontinued.

Reconfiguration may be stimulated by a variety of conditions such as societal changes that impact specific disciplines, the need for realignment to increase effectiveness, and the need to develop new programming by consolidation of existing programs. Whatever its origins, the purpose of reconfiguration must be to enhance the broad educational mission of the University. To this end, the proposed reconfiguration or organizational restructuring must be accompanied by evidence and a rationale that demonstrate that more effective use of resources for teaching, research, and service will be achieved and that it carries substantial faculty support. Regardless of the catalyst, faculty participation and the academic integrity of the University must guide the action.

The following criteria shall be considered in making reconfiguration decisions and for the purpose of determining the academic integrity of a reconfiguration proposal. These criteria are not meant to replace collegiate criteria used to evaluate programs or departments but to supplement them where appropriate.

1. Coherence and Consistency of Mission. The units should fit together as colleges, schools, or departments in a coherent fashion. The mission of the newly created unit should be consistent with that of the University.

2. Effectiveness/Efficiency. The unit should be cost effective. The structure of the unit should enhance opportunities for external funding. The size of the unit should be appropriate for its mission.

3. Societal Needs. The mission of the unit and the educational programs offered should meet the contemporary and future needs of society and the state of Ohio. There should be employment opportunities for graduates of the programs. Relationships with external agencies or groups should be established, or the opportunities for the establishment of such relationships should be evident. The nature and direction of the programs should be made clear.

4. Enhancement of Academic Quality. The reconfiguration should enhance the quality of the University's academic programs. Students' experience should be enriched. Unnecessary program duplication should be avoided.
5. Enhancement of Interdisciplinarity. The reconfiguration should enlarge the potential for interdisciplinary programs and activities. Suggestions on how the reconfiguration might contribute to the development of such interdisciplinary programs and activities should be included in the proposal.

6. Sense of Community. The reconfiguration should enhance the potential for enriching the sense of community within the University's faculty. The proposal should foster or enhance opportunities for faculty to work together, for faculty development, and for research collaboration in new areas.

7. Realization of Academic and Intellectual Potential. The reconfiguration should be consistent with the long range trends in academic disciplines. The proposal should enhance the University's ability to maintain relevancy in terms of both the direction of each discipline and the needs of students.

SECTION B: INITIATING RECONFIGURATION

Proposals for reconfiguration may originate with any member of the University Community (as defined in II.A of this Academic Charter), after consulting with the affected units. If the proposal for reconfiguration is limited to changes in the organizational structure, academic program or curriculum within one college, school, department, or other academic or research unit, the governing process, rules, and procedures for such changes established elsewhere in this Charter shall be followed (VI.C, VIII.C., VIII.F, IX.C. IX.G, IX.H, X.B, X.D, XI.C, XII.B, XII.C).

If the proposal for reconfiguration is limited to the creation of a new undergraduate college, the governance process, rules and procedures in IX.H of this Charter shall be followed; a new school, X.H; a new department, XI.G; and any other new academic or research unit, XII.C.

If the proposal for reconfiguration involves changes that affect two or more colleges, it shall be submitted to the Vice president for Academic Affairs (VPAA), and it shall include estimated costs and benefits. The VPAA shall then submit the proposal to the SEC, which shall call of a meeting of the Committee on Academic Affairs (CAA) to determine if the proposal appears to have academic integrity as defined by the criteria listed in XIV.A above.

If the proposal is determined to have academic integrity, the VPAA shall appoint and charge an Academic Reconfiguration Committee (ARC), which shall include representatives from the faculty approved by SEC. The VPAA will establish a timeframe for the completion of the ARC’s review process. In the event that there is more than one reconfiguration proposal having academic integrity (as defined in XIV.A and XIV.B), the VPAA shall appoint more than one ARC. The VPAA, or his/her designee, shall be the chair of each ARC. Written documentation of the ARC membership and committee charge shall be attached to the proposal throughout the process.
SECTION C: REVIEW AND APPROVAL PROCESS FOR RECONFIGURATION PROPOSALS THAT AFFECT TWO OR MORE COLLEGES

XIV.C

The ARC shall consider each proposal affecting two or more colleges on the basis of its potential impact on the university community. ARC will meet with the academic units affected, appropriate collegiate advisory groups, deans of affected areas, students from the academic units affected, and others as appropriate. All proposals containing reductions in academic offerings shall also give appropriate attention to reductions or reassignments of related administrative staff, classified staff, and other support services.

As part of the review process, a realistic resources requirement statement, including the proposal's estimated costs, shall be submitted to the Vice President for Finance and Administration (VPFA) who shall prepare a resource impact analysis of the proposal and request that the Fiscal Affairs Advisory Committee and University Budget Committee (FAAC/UBC) review and comment on the analysis. This resource review and analysis, including the proposal's estimated costs, shall accompany the proposal throughout the review process as it is considered by the various bodies.

If the ARC approves the proposal, the recommendation from ARC shall be submitted to the affected colleges/units and the VPAA who shall forward the proposal, the recommendation from ARC, and the opinions and comments of the affected colleges/units to the Undergraduate Council and/or Graduate Council, as appropriate, for review and approval. Upon a positive recommendation, the Undergraduate Council and/or Graduate Council shall transmit the results of deliberation, along with the proposal and the comments and recommendations of previous bodies, to the VPAA. The VPAA then reviews and approves the proposal and transmits it to the CAA. The CAA shall then review the proposal and transmit it to the SEC for review and placement on the Faculty Senate agenda. The Faculty Senate shall act upon the recommendation(s) of these bodies, and the established procedures for the implementation of Senate actions shall be followed.

If the reconfiguration is approved by the President and the Board of Trustees, the VPAA shall establish a timetable for the changes and develop appropriate budgetary transfers.
PART B: DIVISION I

FACULTY PERSONNEL POLICIES AND PROCEDURES

The University policies in Division I: Faculty Personnel Policies and Procedures, are set forth by the Faculty Senate under its authority as defined in IV.C.1., Policies and Standards Framing Authority of the Senate. Any changes in these policies and procedures in this part require a two-thirds vote of those Senators present and legally entitled to vote excluding blanks or abstentions.
SECTION A. AFFILIATION

Normally each member of the University faculty will be affiliated with, and appointed to, at least one academic unit (department, school, program, or instructional support unit) within the University. This affiliation shall normally be based upon the research and instructional interests of the faculty member and the academic unit. Appointments may be temporary, regular, or Lecturer. However, temporary, regular, and Lecturer appointments may be made between academic units and a faculty member may hold an appointment within one academic unit, or may hold assignment in two or more academic units.

Faculty members may be released from their usual instructional or research activities and responsibilities in their academic unit to participate in instructional, research, administrative, or public service activities associated with or for extra-departmental or school units such as centers, institutes, programs, administrative offices, etc. The extra-departmental or school unit shall compensate the unit for the faculty member's released time in a manner agreeable to the academic unit.

Interunit assignments and joint or dual appointments shall be made in accordance with the following guidelines:

1. Interunit assignments are those in which the faculty member is contractually appointed to a specific academic unit and occasionally or regularly accepts an assignment in a second academic unit. These assignments are normally made on an ad hoc basis without alteration of the faculty member's contract.

2. Joint appointments are those in which the faculty member holds salary within one contracting unit and holds rank and may also have an assignment in more than one other unit. The academic units in which rank is held shall be indicated on the annual contract; and, if two contracting officers are involved, both are required to sign the contract.

3. Dual appointments are those in which a faculty member may be appointed, hold rank and be contractually assigned to two or more contracting units, such as two colleges; or, a faculty member may be appointed and assigned to two or more academic units in one contracting unit, such as a split assignment in two departments in one college. Proportional budgeting, rank, and assignment are to be shown on the annual contract, which is to be signed by each contracting officer in the former instance and by a single contracting officer in the latter instance.

Neither a dual nor a joint appointment shall be made unless the faculty member is expected to render distinct and substantial services on a regular basis in each unit.

Faculty members on dual appointments may participate fully in the governance of each department or school and college in which they hold rank. With joint appointments, participation in the governance of the University shall be determined by the contracting college or school, and
with dual appointments by a college or school designated for this purpose. This designation shall be made at the time of appointment.
SECTION B: PROCEDURES FOR SELECTION

As part of the position authorization process, the academic unit(s) involved, together with the appropriate contracting officer, shall determine the appropriate academic rank of the prospective appointee, the approximate salary range, and the type of contract.

Upon position authorization by the VPAA, the selection procedure shall be based on the following principles:

1. The recruitment, screening, and employment of candidates shall be the responsibility of the appropriate academic unit(s). The procedures used shall be in accordance with the policies of the University, the State of Ohio, and the Federal Government with regard to equal opportunity employment.

2. The credentials of candidates shall be secured by the academic unit(s) and shall be reviewed by the faculty and Chair or Director of that unit(s). X.D.3. and XI.C.5 The faculty members of the academic unit(s) shall constitute the voting members of a screening committee. Academic units may seek student, staff or alumni input in the deliberations of their screening committees. Such non-faculty members may be added to the screening committee in an advisory capacity by a majority vote of the faculty members of the academic units(s). The screening committee's judgment on candidates shall be included in the formal recommendations that the academic unit(s), through the Chair or Director, makes to the appropriate Dean (or Deans). The Chair or Director shall also render an opinion. If the opinion of the Chair/Director differs from the opinion of the faculty, the Chair or Director shall indicate the exact reasons for the differing opinion.

3. The appropriate Dean (or Deans) shall examine the credentials of candidates that the academic unit(s), through the Chair or Director, has proposed to bring to the campus for interviews in order to authorize arrangements for official visits to campus for the purpose of interviews.

4. Normally the candidates agreed upon by the academic unit(s), its faculty, Chair or Director, and the Dean shall be brought to the campus to be interviewed by the faculty, the Chair or Director, and the Dean. Students, undergraduate majors and/or graduate students, also shall be given the opportunity to comment on the candidates being interviewed. The VPAA and the Dean of the Graduate College shall also be involved in the process of interviewing senior appointments or appointments involving administrative responsibilities or immediate tenure.

5. The formal recommendation(s) for appointment or nonappointment shall be made by the academic unit(s), through the Chair or Director, to the appropriate Dean(s) of the college(s) involved for approval in accordance with the majority opinion of the faculty and is based upon the candidate's credentials, the interviews, and the opinions of students and others involved in the interviewing process.
6. Normally the Dean shall be the contracting officer acting on behalf of the University, who, after consulting with the academic unit(s) and the Chair or Director, conducts final negotiations with candidates for appointment and who establishes the precise terms of the appointment to the faculty. *IX.C.4. and B-I.C.2.*

7. The academic unit(s), with the Chair or Director, may establish procedures for handling the selection process in unusual or emergency situations; for example, when faculty members are generally not available to participate in the selection process or when part-time and full-time temporary positions are to be filled. However, appointment to the position of Lecturer shall not be treated as an emergency situation.
SECTION C: UNIVERSITY POLICY ON FACULTY APPOINTMENT AND TENURE

1. General Policy

In order to ensure instructional service of high quality in an atmosphere of academic integrity and mutual confidence, it is the policy of BGSU to provide stable employment to every faculty member during the period of contractual service to the University and to assure the opportunity for continuous employment to every qualified faculty member who has attained tenure.

a) Academic Support Staff with Faculty Rank

The policies and provisions described in the following paragraphs with respect to a member of the faculty shall apply to a faculty member engaged in full-time service in an instructional support unit(s) of the University, service on an academic/fiscal year basis being substituted for teaching service wherever mentioned. II.D.

b) Terms in Writing

The kind, rank, and status of appointment or changes in the kind, rank, or status of appointment shall be in writing and in a form approved by and executed by the University and the employee. B-I.C.2.

Initial appointment or change in appointment shall not be granted without the consent of the academic unit affected.

c) Sanction of the Board of Trustees

The applicable provisions of the following paragraphs are subordinate to and subject to the limitations, restrictions, prohibitions, or regulations that exist or are imposed upon the Board of Trustees by the Constitution and by the statutes of the United States or of the State of Ohio, including but not limited to the rulings and interpretations by the several agencies thereof or by limitations in funds of the University in accordance with the Financial Exigency Plan. Appendix A. The terms and conditions are subordinate to and subject to the powers vested in the Board of Regents.

The provisions of this policy statement shall be deemed to be part of the University's employment agreement with each faculty member in consideration of adherence to contractual commitments to the University. The President of the University or other designated officers shall employ faculty members and enter into binding contracts with them on this basis, with the full power and authority of the Board of Trustees.

d) Termination of Appointments by the University

Termination, in contrast to nonrenewal, means ending an appointment before the expiration of the term of a written contract, or in violation of the meaning of tenure as
specified in B-I.C.3.a), or without proper notification of nonrenewal as specified in B-I.C.2 (3)

(1) If termination takes the form of dismissal for cause, then the procedural guidelines in B-I.C.(3).(b) shall be followed for a tenured faculty member. A non-tenured faculty member shall receive a written notice of dismissal, indicating the cause and effective date of dismissal. A non-tenured faculty member may request use of the Grievance Arbitration Procedures.

(2) If termination is a result of financial exigency, then the procedures in the Financial Exigency Plan (Appendix A) shall be followed.

(3) If termination is for medical reasons, it shall be based upon clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment. The decision to terminate shall be reached only after there has been appropriate consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the evidence. If the faculty member (or the faculty member's representative) so requests, the Grievance Arbitration Procedures shall be utilized.

2. Kinds of Appointments

Appointments to the faculty of the University shall be either non-tenure track or tenure track or honorary.

a) Non-Tenure Track Faculty

A non-tenure track appointment may be full-time or part-time. A non-tenure track appointment does not lead to tenure.

(1) A full-time non-tenure track appointment can be for a fixed term (one, two or three years maximum) or is continuing. A fixed term appointment is for a term designated at the time of hire and is subject to non-renewal at the end of that term. A continuing appointment is subject to renewal at the close of any academic year. Fixed term and continuing non-tenure track appointments may be terminated by action of the University as provided in B-I.C.(3)(b). Notice of a decision not to renew a full-time non-tenure track appointment shall be in writing and in accordance with the time schedule for probationary faculty members. B-I.C. 2 (3)

(2) A part-time non-tenure track appointment shall be for service less than full-time during a given period or for any period shorter than an academic year. All part-time appointments shall terminate at the conclusion of the period of appointment without further notification. There is no maximum number of years for which a part-time appointment may be held.
The position of non-tenure track faculty is designed for use in those academic units where an on-going or time specific need exists and where the unit itself agrees that the most appropriate faculty candidates for the position need not possess the usual terminal degree. Use of the position of continuing and fixed term non-tenure track faculty generally will be for appointment of faculty members who provide instructional services to the University.

A continuing non-tenure track faculty position has no limitation on the number of years of service. However, the appointee is not eligible for tenure. Continuing nontenure track ranks are: instructor, lecturer, and senior lecturer. Appointment to continuing full-time non-tenure track positions may be terminated by action of the appointee or by action of the University as specified in B-I.C.(3).

A visiting instructor is a one or two year fixed term nontenure track position with no opportunity for promotion or renewal without a regional search.

(1) Establishment of Continuing Non-Tenure Track Position

The position of continuing full-time non-tenure track faculty shall be created only at the request of an academic unit (department/program/school). Units requesting such a position shall follow normal personnel request procedures and shall provide the following:

(a) a specification of the duties of the position, including a list of specific courses the continuing non-tenure track faculty members normally would teach;

(b) written criteria and procedures, developed by the unit and approved by the college, to be used in evaluating the continuing non-tenure track faculty for renewal and for salary changes (merit);

(c) certification that the additional position will not cause the number of continuing full-time non-tenure track positions in departments and schools to exceed more than one-fourth of the number of probationary and tenured faculty in the unit. For interdepartmental programs, institutes, centers, and similar units as defined in Article XII, the number of continuing non-tenure track faculty shall not exceed two or more than one-fourth of the number of probationary and tenured faculty holding joint appointments in the programs, whichever is greater. For purposes of this determination at Firelands College, the unit is the college. Under certain conditions which are programmatic and academically-based, (i.e. non-fiscal), departments, schools, institutes, centers, etc. may petition the College and the VPAA to exceed the twenty-five percent limit on continuing full-
time non-tenure track faculty. Such petitions must be presented annually.

A continuing full-time non-tenure track faculty position, once discontinued, must be re-established by utilizing the procedures outlined above.

(2) Terms and Conditions for Continuing Non-Tenure Track Appointment

Persons appointed as a continuing full-time non-tenure track faculty shall normally hold at least a Master's Degree or equivalent. Appointment to a continuing full-time non-tenure track position is not open to a probationary faculty member who has been denied tenure at BGSU within the two preceding years.

The appointee shall be advised in writing by the Chair/Director that the continuing non-tenure track faculty member is not eligible for promotion or tenure. Additionally, the appointee shall be advised in writing of the following:

(a) the standards and procedures to be employed in decisions affecting review for salary changes (merit) and renewal;

(b) the special criteria adopted by the appointee's department, school, or college. X.B., XI.C.5. and B-I.D.4.

(3) Nonrenewal of a Full-Time Non-Tenure Track Continuing Position

Continuing full-time non-tenure track appointments are subject to annual review and recommendation for renewal or nonrenewal by the faculty of the academic unit and its Chair or Director. XI.A.

Appointment as a continuing full-time non-tenure track faculty member is subject to nonrenewal only for the following causes:

(a) the appointee's performance is not adequate, as measured against the criteria and according to the procedures developed by the unit and approved by the college to be used in evaluating the continuing full-time non-tenure track faculty member for renewal and salary changes (merit).

(b) there is a reduction in demand for the duties/courses normally performed/taught by the appointee.

The procedures for terminating a continuing full-time non-tenure track position when the appointee is performing satisfactorily shall require the
review and recommendation by the academic unit/program and the appropriate college and university councils.

A continuing non-tenure track faculty member also is subject to termination as provided in B-I.C.1.d).

Notification of nonrenewal shall be given in accordance with the schedule for probationary faculty. B-I.C (3)

Additionally, notice of a decision not to renew a continuing full-time non-tenure track faculty member shall be in writing and in accordance with the time schedule for probationary faculty members. B-I.C.2.b) (1) (e). The appointee shall be given the opportunity to submit material that the appointee believes to be pertinent to a decision for renewal.

(4) Should a continuing non-tenure track faculty member later be appointed to a tenure-track position, prior service will be credited toward the probationary period on the same basis as service at another institution would be credited, unless the appointee requests a waiver of prior service and the tenuring unit concurs as indicated in B-I.C 2.(3) b 1) (a).

(5) A continuing full-time non-tenure track faculty member will be eligible for salary changes (merit) from year to year on the basis of the annual departmental evaluation. A fixed term full-term non-tenure track faculty member with a multiple year appointment (two or three years) will be eligible for salary changes (merit) from year to year on the basis of the annual departmental evaluation. B-I.C.2.b) (1) (a) and B-I.D.1.

(6) A continuing full-time non-tenure track faculty member shall have access to all applicable provisions of the grievance arbitration procedures.

(7) A continuing and fixed term full-time non-tenure track faculty member shall not be eligible to participate in decisions relating to promotion and tenure. However, continuing full-time non-tenure track faculty members shall be eligible to participate in other matters of governance of the unit in accordance with XI.A.

b) Tenure Track Faculty

A tenure track appointment for a faculty member shall be for tenure or for a probationary period of service leading to tenure on the faculty. A tenure track faculty appointee while on probation shall be evaluated each year in accordance with B-I.D.4. This appointment may be terminated by action of the appointee or by action of the University as specified in B-I.C.3.c).
(1) **Probationary**

A probationary appointment implies that the University, at the time of appointment, recognizes the need for a continuing position in the academic unit or program to which the appointment is made. It is the intention of the University that a probationary appointment will continue, assuming satisfactory performance of the probationer while holding the position. The mechanism for eliminating a probationary position that is held by a probationer who is performing satisfactorily and who has not yet reached the end of the probationary period shall require the review and recommendation by the academic unit/program and the appropriate college and University councils.

(a) The total period of probationary service on a tenure track appointment to the faculty shall be not more than seven years for an Instructor, an Assistant Professor, and an Associate Professor. Appointment at the rank of Professor (except Visiting Professor) shall carry immediate tenure. All years of prior full-time teaching service at BGSU and in other accredited colleges and universities, and all prior years of other kinds of full-time employment deemed by the University to be directly applicable to teaching service shall count in meeting the total probationary period requirement, provided that, in every case, no more than three years of full-time service prior to initial probationary appointment to the BGSU faculty shall count toward meeting the total probationary period. Part-time service and time spent on leaves of absence, including leaves of absence to study for advanced degrees, shall not be counted as part of the probationary period. Time spent on leaves of absence for other scholarly activity shall be counted. A faculty member has the right to waive prior full-time teaching service at BGSU and at other accredited colleges and universities, thus affording the faculty member up to a full seven-year period of probationary service, provided that at the time of initial appointment to a probationary contract two-thirds of the tenured faculty in the academic unit so agree. The waiver and the faculty agreement shall be documented in writing. The probationary period for new appointments to the faculty made after the start of any semester or other established unit of an academic year shall begin with the first day of that period, provided that the appointee served one-half or more time in that unit. If the time of service was less than one-half, then the probationary period shall commence with the beginning of the next academic period.

(b) With the concurrence of the Dean and VPAA, the academic unit or program may recommend an initial appointment for a two- to three-year initial probationary period. The academic unit or program may further recommend, with the concurrence of the Dean and VPAA, a successive two- or three-year appointment.
(c) A faculty member may seek tenure at any time during the period of probationary service. Denial of an early request for tenure shall have no effect on subsequent applications for tenure within the probationary period.

(d) The faculty member shall be advised, at the time of initial appointment, of the substantive standards and procedures generally employed in decisions affecting contract renewal and tenure. B-I.D.b). Any special criteria adopted by the faculty member's department or school, shall also be brought to the faculty member's attention. X.B., XI.C.5. A copy of these special criteria shall be kept on file in the appropriate administrative offices and shall be made available upon request. The faculty member shall be advised of the time when decisions affecting contract renewal or tenure are ordinarily made and shall be given the opportunity to submit material that the faculty member believes to be pertinent to a decision.

(e) Initial and successive probationary appointments are subject to annual review. Recommendation for successive probationary appointments are contingent on the successful completion of the three-year (or mid-probationary period) review and are made upon the recommendation of the academic unit with the concurrence of the Dean and VPAA.

For probationary faculty whose appointments begin at the start of the academic year, notice of nonrenewal shall be given:

i) before March 1 preceding the close of the first academic year of service at BGSU except for contracts having a two- or three-year term;

ii) before December 1 preceding the close of the second academic year of service except for contracts having a three-year term;

iii) at least twelve months in advance of the close of the academic year after two or more years of service at BGSU.

For probationary Faculty whose appointments begin during the academic year, notices of termination shall be given:

iv) at least three months prior to the end of the first year of employment except for contracts having a two- or three-year term;

v) at least six months prior to the second anniversary of employment except for contracts having a three-year term;

vi) at least twelve months prior to the anniversary date of the original appointment for those employed two or more years at BGSU.
Should the University continue to re-employ a person on probationary faculty appointment for a period longer than defined in this document, such re-employment shall be understood to constitute an award of tenure.

(f) When a faculty recommendation or a decision not to renew a probationary appointment has been reached, the faculty member involved shall be informed of that recommendation or decision in writing by the body or person making the recommendation or decision, and, upon request, shall be advised of the reasons for the decision. The faculty member may request a reconsideration by the recommending or deciding body.

(g) If the probationary faculty member so requests, the reasons given in explanation of a nonrenewal shall be confirmed in writing.

(h) Insofar as the probationary faculty member alleges that the decision against renewal or tenure by the appropriate faculty body was based on inadequate grounds, the Grievance Arbitration Procedures may be utilized.

c) **Honorary Appointments**

Honorary appointments and decision about title and rank shall be based upon the recommendations of the academic unit and the Dean of the college subject to the approval of the VPAA. Honorary appointments do not lead to tenure and there is no limit on the number of years of service.

Examples of honorary appointments include, but are not limited to:

(a) Visiting faculty: A faculty member, normally on leave from another institution, whose primary objective is to pursue research during the period of appointment or further.

(b) Adjunct faculty: A faculty member who provides instructional services to the University, but who is not regularly or continuously on the faculty. This person does not regularly receive a salary from the University, and the time accrued does not apply toward tenure.

(c) Professional associate: This title may be granted to a person who is approved by a college Dean and the VPAA and who makes regular contributions to the University other than instructional and whose affiliation with the University’s instructional activities is largely *ex officio*.

Recommendation for these titles may be initiated by a program or School Director, Chair or Dean. The designated rank shall be consistent with the criteria set both by the University and the college, unless other standards are set forth and approved by the appropriate units involved. *B-I.D.2 a) (1).* If approved by the college Dean they are to be transmitted to the VPAA for final approval.
3. Tenure at BGSU

A faculty member continuing to serve under a tenure track appointment to the teaching faculty after the expiration of the probationary period shall have tenure. Promotion to the rank of Professor during the probationary period requires a two-thirds affirmative vote of all tenured faculty of the tenuring unit because such action constitutes immediate tenure. Promotion to the rank of Associate Professor during the probationary period may be made concurrent with tenure. All faculty members who held tenure contracts with the University prior to the adoption of this statement shall continue on tenure.

a) Meaning of Tenure

The rights and privileges of tenure shall be granted upon approval of tenure by the Board of Trustees, and a person granted tenure shall be issued a tenure contract for the next contract year. Tenure on the faculty of the University shall mean the opportunity to accept full-time employment through each successive academic year at a salary appropriate to the appointee's rank and in an assignment that is appropriate to the appointee's professional training and experience as a faculty member. The tenure of a member of the faculty shall continue until one of the following occurs: death, resignation, retirement because of age or disability, discontinuance of the position as a consequence of a Universitywide financial exigency (Appendix A), termination of the appointment for adequate cause, or failure to accept within sixty days an assignment, to be made in writing, for the ensuing academic year of duties appropriate to the faculty member's professional training and experience. Should a faculty member on tenure challenge a written assignment and be actively pursuing that challenge under University procedures, the President may extend this time limit for an additional thirty-day period to provide adequate time for such challenge. If requested, a hearing as prescribed in the Grievance Arbitration Procedures will be provided in all cases of termination of tenure appointment. A faculty member may be offered and may accept an assignment to administrative duties and position without interrupting or impairing the Faculty member's tenure, but tenure shall apply only to rank and assignment as a faculty member; an administrative assignment is subject to change at any time by action of the President. II.D

b) Obligation of Faculty Member

A faculty member having rights and privileges of tenure shall have the continuing professional responsibility to keep informed in the discipline, to render efficient service to the University, and to abide by the known regulations and procedures of the University. A faculty member serving in an administrative capacity has a similar obligation of remaining familiar with the developments in the academic discipline.

If a member of the faculty desires to terminate an existing appointment, or to decline a renewal in the absence of notice of nonrenewal, notice shall be given of not less than three months for an Instructor or Assistant Professor and of not less than four months for an Associate Professor or Professor before the end of the contract period. A waiver of
this provision may be requested by a Faculty member, through the Chair or Director of the unit, to the appropriate contracting Officer.

c) **Termination of Appointment for Cause**

In any case of dismissal for cause, a teaching faculty member on tenure shall receive a written notice that dismissal is being considered. Such notice shall contain a statement of the reasons why dismissal is being considered and a statement as to the right of a faculty member to file a grievance within twenty class days after receipt of the notice.

The employment of a teaching faculty member on tenure shall be terminated as of the date of the final decision for dismissal. Said faculty member shall receive full salary up to and including the date of dismissal and for one academic year thereafter to be paid in accordance with the terms of the then existing employment contract of the dismissed faculty member. The salary for one academic year shall mean the total consideration that the faculty member would have received under the then existing employment contract and shall not be more than the equivalent salary for one calendar year. If such dismissed faculty member becomes engaged in other employment during the time compensation is being received from the University, the total remuneration from substitute employment shall be deducted from the financial obligation of the University. As a condition precedent to payment, the dismissed faculty member shall inform the President of the University in writing as to a change in home address or in employment.
SECTION D: EVALUATION OF FACULTY PERSONNEL

Personnel policies state that the evaluation of faculty members in an academic unit (e.g., department or school) shall be based on the principle that the academic unit has the primary responsibility for the evaluation of the academic activities of each of its faculty members.

Evaluation of faculty personnel normally shall take place in conjunction with recommendations for promotions, tenure, and continuation of appointments. The evaluation of faculty personnel, regardless of kind of appointment (tenure track or continuing nontenure track) should be a collegial activity carried out for the productive purpose of improving the professional activities of the faculty member, the academic unit, and the college.

Each academic unit shall have written performance criteria for promotion and tenure. The basic responsibility for applying the criteria and making recommendations to the Dean and the VPAA rests with the academic unit faculty and the Chair or Director. In all cases, the Chair/Director shall submit, with agreement or disagreement, the recommendation of the academic unit faculty to the Dean. If the recommendation of the Chair/Director differs from that of the academic unit faculty, this recommendation of the Chair/Director shall state the reasons for the difference.

The Dean of a college and the VPAA shall have the responsibility for approving or disapproving the recommendations of the academic unit and of the Chair/Director. Recommendations of the academic unit and of the college, with appropriate supporting material appended thereto and a record of actions taken, shall become part of the permanent personnel files in the Office of the VPAA.

Any member of the faculty with a grievance pertinent to evaluation shall have the right to appeal such a grievance.

1. Evaluation of Tenured and Tenure-Track Faculty

Tenure on the faculty of BGSU may be attained by a faculty member on probationary appointment. B-I.C.2.c). The probationary period is provided as a period of trial employment to permit members of an academic unit to determine whether an appointment leading to tenure should continue. Thus, careful evaluation of the performance of each probationary faculty member is of fundamental importance in order both to protect the rights of the probationer and to maintain or enhance the quality of the University and its programs.

The candidate for tenure who has adhered to professional standards of ethics, as noted in the Academic Charter, B-II.F, the Ohio Code of Ethics Law, and appropriate professional codes of ethics, shall be granted or denied tenure solely on the basis of the following criteria: teaching effectiveness, scholarly or creative work, service to the University community or profession, and attainment of the terminal degree or its professional equivalent. An academic unit may develop a tenure policy with more precise or more rigorous statements of what is expected under teaching effectiveness, scholarly or
creative activity, or service, but may not add other criteria. All such statements shall be approved by the tenured faculty of the appropriate academic unit, made available to the probationary faculty members affected, and kept on file in the appropriate administrative offices.

Promotion in rank is based upon performance. Any faculty member may perform satisfactorily at a given academic rank without necessarily warranting promotion to a higher one. It also is recognized that a period of time will elapse after a promotion, during which time further promotion is not normally to be expected. However, a faculty member may request a promotion review in accordance with the established deadlines. Faculty members whose performance merits consideration for promotion shall be invited by the chair/director to submit credentials for promotion review.

The criteria listed below are intended to serve as University-wide criteria for assignment of academic rank. Given the diversity of disciplines within the University, it is expected that there will be exceptions to the application of such criteria based upon the nature of a particular discipline (e.g., units with non-teaching faculty). Units with justifiable discipline-based exceptions may develop promotion policies with alternate criteria. Such alternate criteria shall be approved by the faculty of the unit, by the appropriate Dean, and by the VPAA. Individual exceptions leading to appointment to a specific rank also require the approval of the Dean and the VPAA.

An academic unit may develop a promotion policy with more specific or more rigorous criteria in teaching, service, or scholarly activity, provided that such criteria are equitable and appropriate and provided that they do not conflict with the criteria below. More specific or more rigorous criteria shall be ratified by the majority of the faculty members of the academic unit. Copies of all statements of procedures for evaluation, criteria, and equivalencies shall be maintained in the appropriate administrative offices.

a) Criteria for Academic Ranks

(1) Assistant Professor

A person with the rank of Assistant Professor:

a. shall hold a Ph.D. degree or its equivalent from an accredited college or university; (the equivalent of the Ph.D. degree may include specialized training, study, or experience that does not normally culminate in the doctorate, and under special circumstances, in lieu of this equivalency, appointment to the rank of Assistant Professor in academic fields may be made to faculty members who hold a master's degree, provided that well-formulated plans for further graduate study have been established and there is evidence of continued scholarly or creative activity);

b. shall have evident ability as a teacher; and
c. shall give evidence of ability to do scholarly or creative work, or shall give evidence of exceptional contributions to the academic community or profession.

(2) Associate Professor

A person with the rank of Associate Professor:

a. shall hold the Ph.D. degree or its equivalent from an accredited college or university;

b. shall demonstrate ability as an effective teacher;

c. shall have demonstrated ability to do scholarly or creative work as indicated by publications, significant research, or presentation of refereed papers at regional or national meetings, or their equivalent in the creative or performing arts; and

d. shall give evidence of active involvement in service to the University community or the profession.

(3) Professor

A person with the rank of Professor:

a. shall hold the Ph.D. degree or its equivalent from an accredited college or university;

b. shall have an established reputation as an effective teacher;

c. shall have an established reputation within the discipline/profession as evidenced by a record of productive scholarship, significant research, or the equivalent in the creative or performing arts; and

d. shall give evidence of significant service to the University community or profession.

b) Annual Evaluation for Contract Renewal or for Progress of Probationary Appointment

(1) During the probationary period the responsibility for establishing procedures of evaluation and for conducting the annual evaluation of probationary faculty members lies with the tenured faculty of the academic unit and its chair/director; participation by tenured faculty members is essential in order that the probationer develop a sense of the evaluative judgments of colleagues as well as those of the chair/director. The required annual evaluation shall be based
on the Faculty member's progress in teaching, research, and service. B-I.C.2.b). This evaluation shall be communicated in writing, to the probationer by the chair/director and a copy forwarded to the dean of the college and the VPAA.

(2) If the initial or successive probationary appointment is for a one-year term, an annual contract renewal review is required prior to renewing the contract for successive terms, see B-I.C.2.c)(1)(e).

(3) If the initial or successive probationary appointment is for a two- or three-year term, with no annual contract renewal requirement, the annual review shall determine if sufficient progress is being made toward tenure and/or promotion. A review during the last year of the two- or three-year term shall be made to determine whether to renew the contract, see B-I.C.2.c)(1)(b).

(4) If a probationary appointment is not renewed prior to acquisition of tenure, the University shall give written notice of its intention not to re-employ the affected faculty member in accordance with the policies specified in B-I.C.2.c) (1) (e). A probationer who wishes to appeal an adverse decision on the basis of alleged violation of academic freedom, discrimination, inadequate or inequitable consideration of professional competence, or failure to observe due process in decisions at the department, school, college, or higher administrative level (including failure to meet Charter provisions for evaluation of probationary faculty or other failure to meet formal professional commitments) will be accorded a review employing the Grievance Arbitration Procedures.

c) Evaluation for Tenure and Promotion to Associate Professor

A faculty member in the next-to-last year of probationary appointment, or who presents him/herself for tenure and promotion at an earlier date, shall be evaluated by the eligible voters of the academic unit, and one vote of recommendation for or against tenure and promotion to associate professor shall be made. B-I.C.2.b)(1).

In cases where the candidate is a tenured assistant professor, the faculty member may apply for promotion to the rank of associate professor independently of an application for tenure. In such cases, an affirmative vote of a majority of all eligible voters shall be required to recommend that promotion be granted.

In cases where the faculty member begins employment at BGSU as an associate professor without tenure, the faculty member may apply for tenure independently of an application for promotion.

The academic unit’s eligible voters shall consist of those faculty members who are tenured and are at or above the rank of associate professor. In academic units with fewer than three eligible voters, the dean of the college shall broaden the faculty participation in the evaluation base. Tenured BGSU faculty from related disciplines outside the unit shall be appointed by the dean with the consent of the unit's tenured
faculty and the chair/director. Appointments shall be made so as to maintain integrity of the discipline.

An affirmative vote of at least two-thirds of all eligible voters shall be required to recommend that tenure and promotion to associate professor be granted. Promotion to the rank of associate professor during the probationary period requires a two-thirds affirmative vote of all eligible voters in the academic unit because such action constitutes immediate tenure. Tenured faculty at or above the rank of associate professor have the responsibility to vote in decisions on tenure and promotion to associate professor. An abstention or failure to vote has the same effect as a negative vote.

The academic unit’s recommendations based on established criteria shall be forwarded by the chair/director to the dean, who shall approve or disapprove after reviewing the written recommendation of the appropriate college-level review committee. The recommendations at the college level shall be forwarded by the dean to the VPAA. Responsibility for recommending tenure and promotion to associate professor to the President and Board of Trustees lies with the VPAA.

Before the recommendation is forwarded to the next level, the faculty member shall be informed in writing of the recommendation at each stage of the evaluation process. Except for the tenure and promotion to associate professor evaluation occurring during the next-to-last year of the probationary appointment, the probationer has the right to withdraw from the evaluation process at any time by informing his or her chair/director, dean and VPAA, as appropriate. In cases where the probationer has the right to withdraw from the evaluation process, the recommendation shall not be forwarded to the next level and the evaluation process shall cease.

The probationer who wishes to appeal a negative recommendation on the basis of alleged violation of academic freedom, discrimination, inadequate or inequitable consideration of professional competence, or failure to observe due process in decisions at the department, school, college, or higher administrative level (including failure to meet Charter provisions for evaluation of probationary faculty or other failure to meet formal professional commitments) will be accorded a review.

d) Evaluation for Promotion to Professor

A faculty member who presents him/herself for promotion shall be evaluated by the eligible voters of the academic unit.

The academic unit’s eligible voters for candidates applying for promotion to professor shall consist of tenured faculty members who are at the rank of professor. In academic units with fewer than three eligible voters, the dean of the college shall broaden the faculty participation in the evaluation base. Tenured BGSU faculty from related disciplines outside the unit shall be appointed by the dean with the consent of
the unit’s tenured faculty and the chair/director. Appointments shall be made so as to maintain integrity of the discipline.

An affirmative vote of a majority of voters shall be required to recommend that promotion be granted. Tenured faculty at the rank of professor have the responsibility to vote in decisions on promotion to professor.

The academic unit’s recommendations based on established criteria shall be forwarded by the chair/director to the dean, who shall approve or disapprove after reviewing the written recommendations of the appropriate college-level review committee. The recommendations at the college level shall be forwarded by the dean to the VPAA for final approval or disapproval. Responsibility for recommending promotion to the President and Board of Trustees lies with the VPAA.

Before the recommendation is forwarded to the next level, the faculty member shall be informed in writing of the recommendation at each stage of the evaluation process and has the right to withdraw from the evaluation process at any time by informing his or her chair/director, dean and VPAA, as appropriate. In such a case, the recommendation shall not be forwarded to the next level and the evaluation process shall cease.

The faculty member who wishes to appeal a negative recommendation on the basis of alleged violation of academic freedom, discrimination, inadequate or inequitable consideration of professional competence, or failure to observe due process in decisions at the department, school, college, or higher administrative level (including failure to meet charter provisions for evaluation of faculty or other failure to meet formal professional commitments) will be accorded a review.

2. Evaluation of Faculty on Interunit Assignments, Joint and Dual Appointments

The appropriate academic units, their Chairs/Directors, and the Deans shall work together in formulating the procedures for selection and evaluation related to salary changes (merit), promotion, and tenure of faculty members who hold dual or joint appointments. The execution of these procedures shall be the joint responsibility of the appropriate faculties, Chairs/Directors, Deans, and the VPAA.

When a faculty member holds an interunit assignment, an appropriate evaluation by the unit in which the assignment is held shall be submitted to the academic unit in which the faculty member holds an appointment. B-I.A.

Faculty members on dual appointment should expect every academic unit to be involved in their evaluations and decisions regarding appointments, salary, promotion, and tenure. Such decisions shall be agreed upon by each academic unit and each contracting officer. Every unit in which a faculty member holds a joint appointment shall conduct an appropriate evaluation and submit the results of this evaluation to the Chair/Director of the unit where the faculty member holds appointment.
3. Evaluation of Continuing Nontenure Track Faculty

a) Criteria for Ranks

Persons appointed in continuing nontenure track positions shall normally hold a master’s degree or equivalent from an accredited college or university. A terminal degree is desirable, but not required. Additional qualifications are

(1) Instructor
   a. evident ability or promise as a teacher; and
   b. well-formulated plans for further graduate study or continued scholarly or creative activity, or evidence of ongoing contributions to the academic community.

(2) Lecturer
   A minimum of four years experience as an instructor or equivalent or significant and relevant professional experience as defined by the hiring unit.

(3) Senior Lecturer
   A minimum of four years experience as a lecturer or equivalent.

b) Renewal

Those faculty members who have held continuing nontenure track contracts for more than one academic year or who present themselves as candidates for reappointment are subject to the appropriate annual evaluation procedures and criteria as outlined in B-I.D.1.b).

c) Promotion

Promotions may be allowed from instructor to lecturer and lecturer to senior lecturer with the approval from the dean and vice president for academic affairs. Units must develop procedures for promotion that will require a vote of the appropriate faculty, recommendation of the chair, and approval of the dean and vice president for academic affairs. In some instances, it may be possible to appoint a new faculty member as lecturer or senior lecturer if he or she has equivalent teaching experience at another institution of higher education.
SECTION E: SPECIAL APPOINTMENTS

A faculty member may be honored by a special appointment based upon outstanding performance as a teacher, a national reputation as a scholar, or dedicated service as an administrator. The emeritus appointment is awarded at the time of retirement. These appointments are described under this Section.

1. Special Professorships

a) Distinguished Teaching Professorship

(1) The title of Distinguished Teaching Professor shall be conferred upon select members of the faculty already holding the rank of Professor whose extraordinary achievements as effective teachers in their discipline or in interdisciplinary fields deserve special recognition.

(2) The VPAA shall appoint an appropriate committee, including faculty members, to identify and recommend nominees for this Professorship. The single standard of evaluation shall be agreement within the committee that the nominee, beyond reasonable debate, is and has been for an extended period of time an extraordinarily effective teacher. The committee shall solicit information on which to base its judgment from internal or external sources it considers to be appropriate and shall make its recommendations to the VPAA.

(3) The VPAA shall consult with the academic Deans regarding the recommendation of the committee and forward a recommendation to the President and Board of Trustees for action.

(4) Award of the title of Distinguished Teaching Professor will be by special resolution of the Board of Trustees. No more than one such award should be made in any year, but none need be made in any year.

(5) Conferral of the title shall be made by the President at one of the regular University commencement exercises, or at the annual fall meeting of the faculty, or at a special convocation.

(6) Distinguished teaching professors shall be so identified in official publications, shall be given precedence along with other distinguished professors in academic processions and convocations, and shall be accorded whatever other honors and privileges the President and the Board of Trustees deem appropriate.

b) Distinguished Research Professorship or Distinguished Professor of the Arts

(1) The title of Distinguished Research Professor or Distinguished Professor of the Arts shall be conferred upon select members of the faculty who already hold the
rank of Professor and who have established outstanding national or international recognition through research and publication or creative/artistic achievement in their disciplines.

(2) Nominations for the appropriate professorship may be made to the VPAA during the fall semester and shall carry the endorsement of the faculty member's department/school colleagues. In the absence of departmental/school affiliation, the nomination shall carry endorsement of the college. The VPAA shall solicit from internal and external sources a list of names with national and international reputations as specialists in the nominee's academic field of interest.

(3) The VPAA shall appoint a faculty committee to receive and review nominations. This committee shall solicit the opinions of persons with national and international reputations, consult additional appropriate references, and make a recommendation to the VPAA on each nomination.

(4) The VPAA shall consult with the academic Deans regarding the recommendation of the committee and forward a recommendation to the President and Board of Trustees for action.

(5) Award of the title Distinguished Research Professor or Distinguished Professor of the Arts shall be by special resolution of the Board of Trustees. No more than one such award should be made in any year, but none need be made in any year.

(6) Conferral of the title shall be made by the President at one of the regular University commencement exercises, or at the annual fall meeting of the faculty, or at a special convocation.

(7) Distinguished Research Professors and Distinguished Professor of the Arts shall be so identified in official publications, shall be given precedence along with other distinguished professors in the University in academic processions and convocations, and shall be accorded whatever other honors and privileges the President and Board of Trustees deem appropriate.

2. Distinguished University Professorships

a) The title of Distinguished University Professor shall be conferred upon members of the faculty already holding the rank of Professor, whose creative professional achievements are such as to have won them national distinction or recognition beyond the limitations of a narrow field of interest.

b) A nomination shall normally originate with the nominee's department, but a nomination may originate with any faculty member or department. Nominations shall be sent to the VPAA accompanied by a list of names of persons with national
reputations in the general field of the nominee's interest; e.g., scientists, rather than botanists; humanists, rather than philosophers; musicians, rather than violinists; etc.

c) All Distinguished University Professors and Regents Professors, active and emeriti, shall constitute a committee to receive and review nominations. This committee shall solicit the opinions of the persons listed as references, consult additional references believed appropriate, and make recommendations to the VPAA on each nomination.

d) The VPAA, in consultation with the Council of Deans, shall consider the recommendations of the committee and forward a recommendation to the President and Board of Trustees for action.

e) Award of the title of Distinguished University Professor shall be by special resolution of the Board of Trustees. No more than one or two such awards should be made in any year, but none need be made in any year.

f) Conferral of the title of Distinguished University Professor shall be made by the President at a special convocation at which the Professor so honored shall be invited to deliver an address to the University Community and to the community at large.

g) Distinguished University Professors shall be so identified in all official publications, shall be given precedence in all academic processions and convocations, and shall be accorded whatever other honors and privileges the President and Board of Trustees deem appropriate. The title, however, shall carry no special stipend or other remuneration.

3. Trustee Professorship

Trustee Professorships may be designated by the Board of Trustees, upon the recommendation of the President and VPAA, for senior administrative officers (Deans or above) who have served with distinction at those administrative levels for ten years or longer, who hold tenured academic opportunities in a department or school, and who are leaving full-time administrative service and are either returning to full-time teaching duties, or are participating in the supplemental retirement program (SRP). The designation carries no salary supplement. Office arrangements and related support will be coordinated by the VPAA at the time the administrative officer leaves administrative service.

4. Emeritus Faculty

a) Criteria

(1) The Faculty member must be retired and must have served at BGSU for at least five years.
(2) Under normal circumstances, the retiree must have served at least ten years at BGSU. Time spent on authorized leaves of absence shall be included in the indicated time as service. Faculty members who retire early, due to a disability, are eligible to receive the emeritus title.

(3) Designation as an emeritus member of the University shall be made under the authority of the Board of Trustees, acting with the advice of the President and VPAA. Nominations to emeritus status may be made by these officers or the appropriate college Dean and/or school Director and/or department Chair and/or the University Committee on Honorary Degrees and Commemoratives. A retiring president may be designated emeritus by the Board directly.

(4) The title emeritus may attach to any position that the retiree has occupied in the University and for which a preference is indicated, provided that there is appropriate administrative concurrence in the choice.

b) Privileges

All privileges accorded to members of the regular faculty shall be accorded to emeritus faculty wherever appropriate and feasible.

c) Procedures for Appointment

The University Committee on Honorary Degrees and Commemoratives shall examine the list of nominations as made under B-I.F.4.a) and make recommendations to the VPAA, who shall then transmit them with a recommendation to the President for approval and transmission to the Board of Trustees.

Once emeritus status has been approved by the Board of Trustees, the emeritus faculty member will be presented with the following materials by the President and the VPAA formally at a public occasion, open to the press and interested persons:

(1) A formal document, signed by the officers of the Board and the President of the University, designating the retiree as "...-emeritus" and expressing appreciation for distinguished service. This document should be suitable for framing.

(2) A letter from the VPAA, expressing appreciation for distinguished service, and enclosing all appropriate membership cards, I.D. cards, etc., needed to implement the privileges noted above.

(3) An attractive folder or case including these and other pertinent documents, such as letters from the Dean, department Chair, other associates, students, and alumni.
PART B

DIVISION II

FACULTY HANDBOOK
PART B: DIVISION II

FACULTY HANDBOOK

Division II shall be the provisions of the Faculty Handbook policies and procedures established in accordance with the authority set forth in IV.C and in XIII.A. Any changes in the policies and procedures herein require a two-thirds vote of those Senators present and legally entitled to vote, excluding blanks or abstentions.
SECTION A: FACULTY DEVELOPMENT

The university supports faculty development through the Center for Teaching, Learning, and Technology and through university-provided funding of developmental activities administered by the Faculty Development Committee.

1. Center for Teaching, Learning, and Technology

   The Center for Teaching, Learning, and Technology provides faculty with resources and an environment that facilitates excellence in teaching.

   The Center maintains liaison with the Faculty Development Committee, a University standing committee. B-II.C.3.

2. Funding for Faculty Development

   The Faculty Development Committee reviews applications for speed grants and developmental grants. That committee also establishes and periodically revises dollar limits per grant and per faculty member per year. It also reviews applications for improvement leaves. Complete guidelines and application information may be obtained at any time from the Office of the VPAA.
SECTION B: FACULTY LEAVES

Faculty leave policies cover Faculty Improvement Leaves and Faculty Exchange Leaves, which are formulated in accordance with the Ohio Revised Code, Section 3345.28; leaves with extramural salary paid through the University payroll system; leaves without pay; sick leave; pregnancy leave, and military leave. The procedures and benefits associated with each type of leave are included with the policy statement. The deadline to submit a Faculty Improvement Leave application is the first Monday in October.

1. Faculty Improvement Leaves

   a) Authority

      Ohio Revised Code, Section 3345.28; any provision of the law not explicitly contained in this policy is implicitly incorporated.

   b) Purposes

      (1) Professional development of faculty member through advanced study beyond terminal degree or through learning experience capable of widening and enlarging professional capabilities.

      (2) Improvement of the University's program by increasing the expertise of its faculty in meeting its academic goals.

   c) Definitions

      (1) For the purpose of this policy, "full-time faculty member" shall mean a person under a full-time tenure contract stipulating rank of Instructor, Assistant Professor, Associate Professor, or Professor and academic discipline, department, or instructional support unit in which such rank is held.

      (2) Also for the purpose of policy, "academic years of teaching service" shall mean contracted periods of service, each comprising at least two consecutive semesters or three consecutive quarters within one fiscal year, during which the faculty member is assigned and carries out any or all of the following duties: instruction, instructional service, advising, and research.

   d) Eligibility

      (1) Any tenured faculty member may apply for a Faculty Improvement Leave during the seventh academic year of service (or later) at BGSU. The leave occurs in the eighth year or later.
(2) A faculty member who is granted a Faculty Improvement Leave shall return to BGSU for a period of at least one academic year of service after the leave or reimburse the University for all salary and benefits paid during that leave.

(3) After returning from a Faculty Improvement Leave, a faculty member shall serve at least seven more academic years at BGSU before taking another faculty improvement leave. However, the leave request may be initiated during the seventh year.

e) Application Procedures for Faculty Improvement Leaves

(1) The applicant may include a letter from the Chair/Director or a colleague which speaks to the professional development merits of the applicant's proposal or other evidence in support of the proposal. Application shall follow the format on page 6 of 17 of B-II.B and shall include:

(a) a specific plan for the faculty member's professional improvement while on leave, in accordance with the purposes of this policy;

(b) a specific plan for the format and content of a report to be submitted to the President upon completion of the leave;

(c) a current curriculum vitae; and

(d) the signature of the Chair/Director indicating that the Chair/Director has seen the letter of application. (The signature of the Chair/Director indicates neither approval nor disapproval.)

(2) The applicant also shall file information copies with the department Chair/school Director or the appropriate supervisor and with the Dean or VPAA.

(3) Applications for Faculty Improvement Leaves shall be sent to the VPAA, who shall forward them to the Faculty Development Committee for review and evaluation. B-II.A.

f) Selection for Faculty Improvement Leaves

(1) The screening committee shall recommend to the VPAA all applications it considers worthy of consideration and make evaluative comments on each application.

(2) Criteria for screening and evaluation shall include:

(a) the nature and merit of the improvement plan proposed;
(b) the potential benefits to the faculty member and to the University;

(c) due consideration of proposals where prior arrangements (e.g., Fulbright in hand) have been made;

(d) in those cases where two proposals are considered of equal merit, preference to the person with longer service without prior paid leave; and

(e) effectiveness of the writing of the proposal.

(3) The VPAA, in consultation with the appropriate department Chairs/school Directors and the Council of Deans, shall consider the merits and ascertain the feasibility of all leaves recommended by the screening committees. In any case in which a leave is denied solely because of such feasibility problems as departmental staffing needs, the VPAA shall attempt to arrange a leave for the following academic year.

(4) The total number of leaves awarded in any given year will be limited by the capability of providing both compensation for those on leave and for needed replacement instruction within funds already budgeted for compensation of those on leave.

(5) The VPAA shall recommend to the President those applications that have been sent by the screening committees and have been determined to be feasible.

g) Compensation and Funding for Faculty Improvement Leaves

(1) Faculty Improvement Leaves shall provide full contracted salary on the regular payroll schedule during a leave lasting one semester or 70% of the contracted salary on the regular payroll schedule during a leave lasting two semesters.

(2) Leaves providing full salary shall also provide for all other forms of university compensation funded as if the faculty member were on active service. Leaves at 70% salary shall provide for both university and individual contributions to retirement programs and the opportunity to receive all other benefits, funded in a manner consistent with university policies and contracts for health-care coverage and group life insurance. In no case will a chair's stipend be paid to a faculty member on leave.

(3) Faculty members may engage in compensated employment during a Faculty Improvement Leave, provided that such employment contributes
to the professional improvement plan and is consistent with the purposes of this policy.

(4) Faculty improvement leave benefits (insurance, retirement, tenure, merit, and fee waiver benefits) while on leave are as follows:

(a) Health-Care Coverage and Group Life Insurance

For either one-semester or two-semester leaves, the coverage is continued on the same basis as for non-leave years. If a faculty member elects to discontinue group insurance coverage for dependents during the period of a leave, such dependent coverage may be reinstated at the end of the official leave, at the option of the faculty member, without penalty or waiting period.

(b) Retirement

One-semester leave—the faculty member receives full salary for the academic year. Retirement deductions are continued at the normal rate.

Two-semester leave—the faculty member receives 70% compensation for the academic year for faculty improvement leaves. The benefits available vary according to the retirement program in which the faculty member has enrolled. B-II.C.1 under the ARP or STRS defined-contribution plan, employee and university contributions are based solely on compensation earned. Under the STRS defined-benefit or combined plan, several options are available with regard to the amount and timing of contributions and the amount of service credit granted. Contact the office of Human Resources or STRS for details.

(c) Tenure

Only leaves of absence for scholarly activity count as part of the probationary period. Approval of the college Dean is required. Leaves of absence for personal reasons, or in pursuit of a terminal credential normally required for the position currently occupied, or an acceptance on a trial basis of potentially permanent employment elsewhere shall not count toward tenure.

(d) Merit

Merit increases during the year following any leave shall be evaluated in accordance with relevant college and departmental policies.
(c) Fee Waivers

The application of the fee waiver policy does not depend upon leave status but upon whether the faculty member is a full-time employee of the University.

h) Reports

In keeping with the Ohio revised code; faculty must submit a report to the President detailing the accomplishments resulting from the leave. In addition, BGSU requires that copies of the report be sent to the VPAA, Dean, and Chair. The report must be submitted by the end of the first month in the semester following the conclusion of the leave.

2. Faculty Exchange Leave Guidelines and Procedures

a) Interested faculty members or department Chairs/school Directors should identify potential exchange faculty members.

(1) Exchanges will normally take place between persons with similar education, experiences, and faculty assignments (i.e., economists with economists). If appropriate accommodations can be made by each institution to the satisfaction of all parties; however, it may be possible to exchange faculty members from different disciplines.

(2) An exchange may be made for a minimum of one semester and a maximum of one academic year.

b) The exchanged faculty member shall retain a contractual relationship (i.e., salary, fringe benefits, and retirement contributions) as if services were rendered at the home institution.

(1) the exchanged faculty member shall retain academic rank and tenure at the home institution and may be designated as visiting professor, visiting associate professor, etc., at the host institution.

(2) Any travel expenses to professional meetings shall be authorized and paid by the home institution by employing regular department/school policies and procedures.

(3) Any merit pay increments shall be awarded only by the home institution through usual procedures following appropriate consultation with the host institution.

(4) No relocation allowances shall be granted, and housing arrangements shall be made by each faculty member.
(5) Faculty members coming to BGSU will not be covered by the University's Workers' Compensation insurance.

(6) All BGSU faculty members' rights to leaves, fee waivers, accumulated time toward promotion, access to the Faculty Development Program resources, Faculty Research Committee resources, etc., continue uninterrupted.

OUTLINE FOR FACULTY IMPROVEMENT LEAVE APPLICATION

I. Background Information
   A. Name
   B. Department
   C. Short title of project
   D. Indicate whether the proposal is a research/creative proposal or a professional development proposal.
   E. Semesters for which leave is requested.
   F. Is the leave connected to any external grants, awards, fellowships or employment? If so, please specify nature and amount of external support, and current status of arrangements. If external funding is not received, how will this affect your plans for a leave?

II. Proposal
   A. Describe, in as precise and specific detail as possible, the activities you will engage in while on leave. Indicate the procedures and time-table you plan to follow and the prior arrangements which have been made.
   B. Explain in some detail how these activities will:
      1. Enhance your professional capabilities in teaching, research, creative activity, or service.
      2. Strengthen the academic program of the University.

III. Attach Current Curriculum Vitae

IV. Attach brief statement from Director/Chair indicating their knowledge of
your application.

V. Where applicable, a letter or other evidence from a colleague or Chair/Director or other evidence which speaks to the professional development merits to be derived from the activities completed during the leave may be attached.

Please submit 12 copies of your application to the Office of the VPAA. The deadline for submitting the application is the first Monday in October. In addition, you are to send an information copy to your Chair or Director and to your Dean.

The total number of leaves awarded in any given year is limited by the capability of providing both compensation for those on leave and for needed replacement instruction within funds already budgeted for compensation of those on leave.

c) Details of an exchange shall be approved by the individual faculty members and their respective Chairs/Directors and Deans. A copy of the plan for the exchange shall be filed in the offices of the appropriate Chair/Director and Dean. The plan shall include specific details for research, scholarly, or creative activities.

(1) Work assignments shall be determined by the host institution and agreed to by all parties in advance of the exchange.

(2) The BGSU department Chair/school Director shall certify that the regular duties of the faculty member can be satisfactorily fulfilled by the visiting faculty member without any need for additional part-time staff or other financial assistance.

(3) The personal contract of the BGSU faculty member shall include an addendum noting the assignment of that faculty member to another institution for the specified period of time.

(4) Details of the exchange shall be specified in an agreement between the respective Deans or other contracting officer.

d) Benefits for an exchange leave are the same for benefits for an improvement leave.

3. Leaves with Extramural Salary Paid Through the University Payroll System
(Example: Service in a research or teaching position awarded by a government agency or private foundation whereby salary and fringe benefit package is set up for the faculty member through the University payroll system.)

a) Insurance
Coverage continued on same basis as non-leave year when included in the fringe benefit package from outside source.

b) Retirement

Continued on same basis as non-leave year when included in fringe benefit package from outside source.

c) Tenure

Only leaves of absence for scholarly activity count as part of the probationary period. Approval of the college Dean is required. Leaves of absence for personal reasons, pursuit of a terminal credential normally required for the position currently occupied, or acceptance on a trial basis of potentially permanent employment elsewhere do not count toward tenure. For further information, see B-I.C, "University Policy on Faculty Appointment and Tenure."

d) Merit

Merit increases during the year following any leave shall be evaluated in accordance with collegial/departmental policies.

e) Fee Waivers

The application of the fee waiver policy does not depend upon leave status but upon whether the faculty member is a full-time employee of the University. A full-time employee must be employed by the University for at least three years to be eligible for dependent fee waivers. B-II.D.3

4. Leaves Without Pay Through the University Payroll System
(Examples: Fulbright Scholars, visiting professorships at other institutions, leaves to pursue a terminal degree, or leaves for personal reasons.)

a) Insurance

May be continued if the faculty member pays cost of coverage. Contact the Insurance Office for further information.

b) Tenure

Only leaves of absence for scholarly activity count as part of the probationary period. Approval of the college Dean is required. Leaves of absence for personal reasons, pursuit of a terminal credential normally required for the position currently occupied, or acceptance on a trial basis of potentially permanent employment elsewhere do not count toward tenure. For further information, see B-I.C, "University Policy on Faculty Appointment and Tenure."
c) **Merit**

Merit increases during the year following any leave shall be evaluated in accordance with collegial/departmental policies.

d) **Fee Waivers**

The application of the fee waiver policy does not depend upon leave status but upon whether the faculty member is a full-time employee of the University.

e) **Retirement**

(1) No retirement contributions may be made to any defined-contribution plan (STRS or ARP) when no salary is earned. University contributions to STRS defined-benefit and combined plans for periods of leave of absence shall be authorized by the VPAA under the following conditions:

(a) The leave of absence shall be for one of the following purposes:

i) Service as a Fulbright Fellow or Lecturer or similar research or teaching position awarded by a governmental agency or private foundation;

ii) Service as a Visiting Professor or Visiting Researcher at an accredited institution of higher education;

iii) study or other formal learning experience designed to qualify the staff member to serve the University in a new or adjusted capacity, which service has been approved by the VPAA in the interest of the institution;

iv) field experience as a practitioner in a profession allied to the staff member's service to the University;

v) other purposes approved individually by the VPAA.

(b) Excluded are leaves for:

i) personal reasons;

ii) pursuit of a terminal credential normally required for the position currently occupied;

iii) acceptance on a trial basis of potentially permanent employment elsewhere.
(2) The following procedures shall be followed:

(a) If enrolled in the STRS defined-benefit or combined plan, the faculty member shall request approval of retirement contributions, along with request for the leave of absence, through the same channels.

(b) The Dean or Vice President responsible for contract budgeting in the area shall certify that the cost of replacement of the staff member on leave will be sufficiently lower than that person's salary to release the necessary funds for the payment.

(c) Actual payment to STRS shall be made after the faculty member has returned from leave and resumed full-time duties. Payment is made only after STRS approval of the leave activities as appropriate for contribution and only if the individual simultaneously makes the individual contribution.

(d) In no case shall such payments cover more than one contract year's service for any one period of continuous or consecutive leave.

(e) If enrolled in the STRS defined-benefit or combined plan, the faculty member is required to request and secure approval of STRS participation for the leave periods before the leaves of absence actually begin.

(3) Procedures for Implementing the Leave Benefit Plan for Faculty Enrolled in the STRS Defined-Benefit or Combined Plan B-II.C.1

(a) Each request shall be considered and reviewed individually by the Dean and the VPAA. If there is agreement on the eligibility, the reason for the leave shall be put in writing. This document should have signatures of the faculty member, the Dean, and the VPAA.

(b) It should be made clear to the faculty member that it is not mandatory to take the benefit at the time of return to BGSU, in the event it is undesirable or impossible.

(c) Funds for the university's contribution shall come from the released funds not needed for replacement.

(d) Upon returning from the leave, the faculty member must apply to STRS for approval to contribute to his or her STRS plan for the period of the leave.

5. Leave Without Pay, Application Procedures
A faculty member may request a leave of absence without pay and without benefits for all or part of an academic year. The request for this type of leave shall be made by a memorandum to the faculty member's Chair or Director and Dean, both of whom must grant approval. The VPAA shall be informed of any positive action taken on such a leave request. Leaves without pay may be renewed for all or part of one additional year. B-II.B.1.g)(4).

6. Sick-Leave Policy

Effective August 9, 1979, the following University sick-leave policy shall cover all faculty, either full-time or part-time. Fiscal-year contracts shall be covered exactly as are academic-year contracts.

Each faculty member shall earn fifteen days of sick leave during each nine-month academic year in which teaching (or other service) is performed on a full-time basis. Partial or irregular service during the academic year shall accrue sick-leave credit on a prorated basis. The total permitted for any calendar year shall be fifteen days of accrued sick leave.

Current faculty members are entitled to all sick-leave days accrued prior to the adoption of this policy. Documentation of such accrued time is required by the State Auditor and the Attorney General of Ohio; thus, each faculty member shall submit to the department Chair/area Director and Dean a statement itemizing past years' employment within the Ohio system. Sick-leave days accrued are transferable from one state agency to another within the State of Ohio.

At the date of retirement, each faculty member with ten years' service within the state shall be eligible to receive partial payment for unused sick leave. B-II.C.3 Faculty shall be paid for one-quarter of the days accrued. Although a person may accrue more than 120 days of sick-leave credit, payment at retirement is calculated on a maximum of 120 days accrued. Payment per day shall be calculated on the basis of 1/195 times base pay in the year of retirement.1 Unused sick leave shall be paid to the estate of a faculty member who dies while an employee of BGSU.

Upon adoption of this policy, each department Chair/area Director shall maintain a sick-leave record for each faculty member in the academic unit. This record shall indicate those days that require a paid substitute when a faculty member is unable to meet an assigned responsibility:

a) because of personal illness, injury, pregnancy, temporary disability; or

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1 For faculty on fiscal year contracts, the formula is 1/260.
b) because of illness, injury, pregnancy, temporary disability, or death of a member of the faculty member's immediate family. 2

Prior to the end of each contract year, the Chair/Director shall check the accuracy of sick leave records and verify that payment was made for a substitute. If sick leave has been used by a faculty member, the Chair/Director shall obtain the faculty member's approval of the report form as a true and accurate statement and forward that report form to the appropriate Dean for approval. The Dean shall transmit the forms to the University Business Office (Payroll Division) and share informational copies with the VPAA.

The sick-leave record shall be reported annually on a standardized form approved by the Faculty Senate and the VPAA. An appropriate administrative office shall record the days accrued and days used and report to each faculty member annually the unused balance.

A faculty member shall not deduct more than five days' sick leave for each seven consecutive calendar days of illness. The University shall reserve the right to require the faculty member to furnish medical evidence of illness.

This sick-leave policy statement shall be in accordance with all applicable statutes of the State of Ohio.

7. Pregnancy Leave for BGSU Faculty

Pregnancy and childbirth are natural and common phenomena that may require a temporary interruption in the way in which a faculty or contract staff member meets customary contractual responsibilities. It is the responsibility of a faculty member to inform the Chair or Director, Dean, and the VPAA of an anticipated birth which the faculty member expects will result in such an interruption. Moreover, it is the right of a faculty member to secure free time to attend to pregnancy, childbirth, and related medical conditions without prejudicing that faculty member's chances for a salary increment, promotion, and/or tenure.

In the case of a faculty member, time for a parent to attend to pregnancy, childbirth, and related medical conditions can be arranged with the department Chair through a number of options:

a) the Chair and the faculty member may agree to schedule a semester's leave without pay for the faculty member;

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2 Immediate Family is defined as follows: spouse, mother, father, child, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, grandparent and grandchild, a legal guardian or other person who stands in place of a parent.
b) the Chair and the faculty member may agree to have colleagues cover missed classes;

c) the Chair and the faculty member may agree to establish a year's schedule which will leave the semester of expected birth entirely free of classes but during which the faculty member will be expected to keep office hours and to fulfill previous service commitments to the University;

d) the Chair and the faculty member may agree to establish a schedule in which, through team teaching, the faculty member will have time within the semester to attend to the expected birth;

e) the Chair and the faculty member may agree to any other option consistent with the Ohio Revised Code and the Academic Charter.

In the case of a faculty member, pregnancy, related time shall be arranged on mutually acceptable terms with the employee’s immediate supervisor. When such agreement is not possible, the faculty or staff member may use sick-leave time to attend to the temporary disability occasioned by childbirth.

8. Military Leave (Ohio Revised Code)

Faculty members who are members of the Ohio National Guard or active reserve component of the armed forces are eligible for military leave with pay for periods of active duty or field training not to exceed thirty-one days per calendar year. A copy of military orders or other authorizing document for such duty shall be submitted to the Dean and to the VPAA to qualify for military leave. The maximum time for which payment under this provision shall be made in any calendar year is twenty-two days.

Faculty members with at least ninety days of University service who are involuntarily called to extended active duty in the military service shall be granted military leave without pay for the duration of such service. Upon application to BGSU within ninety days following the date of discharge from extended active duty, the faculty member shall be reinstated to the former position or to a similar position. This reinstatement right shall be explained to a faculty member hired to replace a faculty member on military leave. A faculty member on military leave who re-enlists, or voluntarily extends the original tour of active duty, forfeits the reinstatement right.

9. Family and Medical Leave Act Policy

a) Introduction

Bowling Green State University (BGSU) historically has provided its employees a range of benefits in recognition of the efforts of its loyal and dedicated work force. The University recognizes the conflicting demands placed on family-life and the
work-life of employees where single working parent families exist or where both parents are working. The University desires to provide a working environment that offers solutions to the complex issues confronting employees in their efforts to balance their family and employment commitments. Accordingly, this Family and Medical Leave Policy (FMLP) although mandated by the U.S. Family and Medical Leave Act of 1993 (FMLA) provides BGSU's employees with benefits exceeding the federal law.

Any terms used from the FMLA will be defined in the Act or the U.S. Department of Labor regulations. Where Ohio law and/or BGSU policies provide for more generous terms than those contained in the Family and Medical Leave Act of 1993, employees may avail themselves of these provisions instead, see Leave Without Pay at B-II.B.4 and 5, Sick Leave at B-II.B.6, and Pregnancy Leave at B-II.B.7. This policy summarizes the various employee and employer rights and obligations under the FMLA.

b) The FMLA Policy

The Family and Medical Leave Act provides eligible faculty and staff members up to 12 weeks (480 hours) of leave during any 12 month period for one or more of the following reasons:

(1) for the birth of an employee's child or the placement of a child with the employee for adoption or the foster care of an employee’s child;

(2) whenever care of an employee's family member who has a serious health condition is needed; or

(3) whenever a serious health condition exists which makes an employee unable to perform the job.

c) Definitions

(1) A "family member" is defined to include the employee's spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, or legal guardian.

(2) A "spouse" is defined as a husband or wife as recognized under the laws of the State of Ohio.

(3) A "child" is defined as a biological, adopted or foster child, a stepchild, a legal ward, or child of an employee who has or had during the child's childhood daily responsibility to care for and financially support the child, who is either under the age of 18 or is incapable of self-care because of a physical or mental disability.
(4) A "parent" is defined as a biological, foster, or adoptive parent, a stepparent, a legal guardian, or a person who has or had during the employee's childhood daily responsibility to care for and financially support the employee.

(5) A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves any of the following circumstances:

i) a period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility,

ii) any period of incapacity requiring absence of more than three days from work involving continuing treatment by or under the supervision of a health care provider,

iii) continuing treatment by a health care provider for a chronic, long-term or incurable health condition that is so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days,

iv) conditions relating to pregnancy and childbirth, including prenatal care.

(6) A "health care provider" is a person authorized to practice as a health care provider by a state, province, or nation and is performing within the scope of that practice as one of the following: doctor of medicine, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray), nurse practitioner, nurse midwife, Christian Science practitioner listed with the First Church of Christ, Scientist in Boston, Massachusetts.

(7) "Intermittent leave" is leave taken in non-consecutive blocks of time rather than for one continuous period of time, and may include leave periods from an hour or more to several weeks.

(8) "Reduced schedule" is a reduction in the usual number of working hours per day or week for a period of time for reasons relating to FML.

d) Eligibility

A BGSU employee is eligible for FML if he or she has been employed by the University at least 12 months prior to the date of leave (the 12 months need not be consecutive) and for at least 1,250 hours in the 12 months preceding the leave. Full-
time administrative and classified staff and faculty are presumed to have worked 1,250 hours.

If both spouses are employed by the University, they are each entitled, to the extent each is eligible, to 12 weeks of FML.

Leave for birth or placement of a child is available equally to both sexes.

e) Notice to Employer

In the event of a planned absence, notification must be submitted to the employee's immediate supervisor, chair or director at least 30 days in advance of the leave and followed by written documentation in accordance with existing University procedures with regard to leave usage.

If the need for family or medical leave is not foreseeable, verbal notice must be given by the employee to the immediate supervisor, chair, or director as soon as possible, followed by written documentation in accordance with existing University procedures.

f) Certification

(1) Obtaining Leave

A request for FML must be substantiated with satisfactory certification from an appropriate health care provider in accordance with existing university leave policies.

The University reserves the right to request a second opinion, at its expense.

If the first and second opinions differ significantly, the University reserves the right to request a third and binding opinion from a jointly-selected health care provider whose fee will be paid by the University.

(2) Returning to Work

When there is any question regarding the employee's ability to perform the job after a FML for a health condition, the University may require certification from the health care provider.

g) Other Provisions

(1) Commencement of Leave

An eligible employee is entitled to a total of 12 weeks of approved unpaid FML in a year. The year is measured forward from the first day of any family medical leave.
Leave for the birth, adoption or foster care of a child must take place within 12 months after the event. Leave may begin prior to the birth or adoption.

(2) Intermittent or Reduced Leave

An intermittent or reduced leave schedule is available under the FMLA for the serious health condition of the employee or the employee's family.

(3) Concurrency with Other Leaves

Any leave taken for one of the reasons stated in this policy shall be designated as FML and counted toward both the 12 weeks of FML and the appropriate paid or unpaid leave balances available under University policies.

(4) Health Benefits

For the duration of the FML, the employee may continue health insurance benefits on the same terms as if the employee were working. The employee is responsible for submitting to the Benefits Office by check or money order that portion of the premium that would ordinarily be deducted from the paycheck. If payments are not made, the University may discontinue health care coverage.

If the employee elects not to return to work upon completion of an approved FML, the employee agrees to reimburse the University for the amount of the university's contribution to health insurance, unless the failure to return to work is beyond the employee's control.

(5) Retirement Benefits

Employees on unpaid FML will not accrue retirement benefits, vacation, or sick leave for the period of the unpaid leave.

(6) Confidentiality

To the extent allowed by law, the University will keep confidential the information relating to the reasons for requests for FML.

(7) Restoration of Position

When the FML is completed, the employee will return to the same or an equivalent position with commensurate terms and conditions of employment. The University reserves the right to place the employee in an interim assignment, with equivalent pay and benefits that better accommodate the employee's need for leave, or the needs of the students, or the University's operations. For a faculty member, an interim assignment will not normally exceed one semester.
(8) Aid to Interpretation

To the extent that this document is incomplete or ambiguous, the language of the Family and Medical Leave Act or the U.S. Department of Labor regulations will prevail.

10. Adoption and Foster Care Leaves

a) Faculty Rights

Adoption and foster care are common family care events that may require a temporary interruption in the way in which a faculty member meets contractual responsibilities. A faculty member has the right to secure free time to attend to either adoption or foster care events and related medical or legal conditions without prejudicing that faculty member's chances for a salary increase, promotion, tenure or other benefits.

b) Faculty Options

Release time for a faculty member to attend to either adoption or foster care events can be arranged with the department Chair or Director. The faculty member may choose from among those leave options delineated in either B.II.B.7, Pregnancy, Family Care and Sick Leave for Faculty, or B. II. B.9, the Family and Medical Leave Act Policy. In the case of a faculty member, adoption and foster care - related time shall be arranged on mutually acceptable terms with the employee's immediate supervisor. When such agreement is not possible, the faculty member may use sick-leave time to attend to the adoption or foster care event.
SECTION C: FACULTY RETIREMENT

The faculty member must notify the unit and the appropriate Dean of the intention to retire.

1. Retirement Programs

a) The university offers retirement programs from the State Teachers Retirement System of Ohio (STRS) and also an alternate retirement program (ARP), which involves private-sector vendors.

b) The retirement programs from STRS are of three different types.

(1) A defined-benefit plan, under which retirement income is based on a faculty member's age at retirement, years of service (a.k.a. service credit), and average of three highest year's salaries. This plan also includes survivor and disability benefits during the faculty member's career. Optional health-care coverage is available to retirees meeting a service-credit minimum set by STRS.

(2) A defined-contribution plan, under which retirement income is based on the performance of STRS-managed investment options chosen by the faculty member for the retirement contributions made by him- or herself and by the university. Survivor and disability benefits during the faculty member's career are limited to the value of his or her account. Health-care coverage through STRS is not available.

(3) A combined plan, under which the faculty member's contributions are treated as a defined-contribution plan, while the university's contributions are treated as a defined-benefit plan. Optional health-care coverage is available to retirees meeting a service credit minimum set by STRS.

c) The alternate retirement program is a defined-contribution plan; under which retirement income is based on the performance of privately manage investment options chosen by the faculty member for the retirement contributions made by him- or herself and by the university. Survivor and disability benefits during the faculty member's careers are limited to the value of his or her account.

2. Benefits for Retirees

The university shall commemorate a faculty member's retirement in an event that accords the person individual and dignified recognition. Moreover, the deans of colleges are charged with a special responsibility to foster a positive attitude toward retirees that views them as valued resources.

The following benefits are awarded faculty who have been full-time employees or continuing part-time employees upon retirement.

a) A permanent ID card that designates the individual as retired faculty;
b) The same library and computer privileges as current faculty;

c) The same discounts or charging privileges granted to current faculty;

d) Appropriate office space, whenever possible, and the requisite support services whenever a retired faculty member is engaged in part-time instruction or other paid services;

e) An individual mailbox upon request in the same location as those of other department/school faculty;

f) A faculty/staff parking permit upon request and at no charge to the retiree;

g) Placement on the mailing list for *At Bowling Green* and *Monitor*;

h) The same ticket arrangements and prices for intercollegiate sports events and musical and drama productions when requested;

i) Continuing access to the recreational facilities of BGSU, when requested, on the same basis as current faculty;

3. Payment for Unused Sick Leave

A faculty member with at least ten years of service to the state of Ohio upon retirement can elect to be paid one-fourth of their accrued but unused sick leave not to exceed thirty days. The request for this payout must be made to the office of human resources at least ninety days prior to the date of the official retirement. This retirement payout is only available once. A second retirement does not make one eligible for a second payout.

If retiring in 2006, the faculty retiree may elect a cash payout in full or elect to receive equal payments over three calendar years, one payment in the year of retirement, and other in January of the year following the year of retirement, and the last one in January of the second year following the year of retirement.

If retiring in 2007, the faculty retiree may elect a cash payout in full or elect to receive two equal payments, one in the current calendar year and one in January of the year following the year of retirement.

If retiring in or after 2008, the faculty retiree may only elect a cash payout and will receive it in a lump-sum payment.

The retiree, in lieu of choosing a cash payout, may elect to defer compensation by enrolling in a 403 (B) tax-deferred annuity or in a 457 plan. Both of these options are subject to yearly maximum deferral amounts. More information on these plans may be obtained from the office of human resources.
4. **Retirement Counseling**

Information about procedures to apply for retirement benefits and about available payment alternatives may be obtained from the office of human resources or the vendor of the chosen retirement plan.

5. **Instructional Fee Grants for Retirees and Dependents**

Retired faculty have the opportunity to audit or take courses as regulated by *B-II.D.3*

In addition, undergraduate instructional-fee grants will be extended to dependents, likewise as regulated by *B-II.D.*

6. **Term Life Insurance Option**

Eligible retirees will have the option of continuing their term life insurance program on the same formula as current full-time faculty, i.e., two and one-half times the base salary adjusted for part-time employment. Retirees who agree to post-retirement employment with the University will pay the scheduled annual premium applicable to their new salaries for the life insurance coverage. This option must be exercised at least 90 days prior to the date of official retirement.
SECTION D: OTHER SUBSIDIZED BENEFITS

Selected benefits, including insurance, fee waivers, and unemployment compensation, are described below.

1. Benefits in Brief

The Benefits in Brief pages are currently located on the web at: http://www.bgsu.edu/offices/ohr/benefits/page11203.html

2. Insurance Benefits

Insurance benefits are provided under a University designated plan. Detailed descriptions of these benefits appear in handbooks distributed to all faculty. Information and assistance also are available at the Insurance Office.

The period of coverage for insurance and related benefits for faculty employees with academic-year appointments, and for the dependents of such employees where applicable, shall be for the twelve month calendar year commencing on the official start of the employee's academic year appointment.

3. Fee Waiver Policy

The policy governing these faculty benefits shall be as follows:

a) Full-Time Faculty and Staff Members

   (1) Eligibility

   For purposes of this policy, a full-time faculty/staff member is one who works 40 hours a week on a regular schedule and is employed full-time for a minimum of nine months per year (including an individual employed full-time at the University, but compensated by another agency such as ROTC or a granting agency). A full-time academic employee is one who is appointed (including leave of absence) for a minimum of two semesters of the same fiscal year and whose teaching assignments and/or other assignments are determined by appropriate authorities to constitute a full load. The faculty/staff member is eligible to utilize the fee waiver the first semester following the full-time date of hire.

   (2) Benefit

   Full-time faculty/staff members may enroll for up to eight credit hours per term, but no more than 16 per academic year (summer, fall, spring). Faculty/staff members may either complete a course on an audit or grade basis. The faculty/staff member fee waiver will waive the instructional and general fees only. The fee waiver applies to courses that are eligible for credit hour(s) and/or for hours earned only.
(3) Procedure

(a) The faculty/staff member completes the Employee Fee Waiver Application, which is located on the Office of Human Resources’ (OHR) website.

(b) The faculty/staff member completes his/her portion of the application and gives it to his/her chair/supervisor for approval. The faculty/staff member’s supervisor certifies that the faculty/staff member’s course enrollment will not interfere with the discharge of duties as a university faculty/staff member. In order to avoid interruptions on the job, faculty/staff members should, whenever possible, register for courses outside their regular work schedule. When this is not applicable faculty/staff members may, with the approval of their supervisor, enroll in a course during the regular work day. All time away from work to attend the course must be made up within that work week, either by using a flexible work schedule or appropriate paid leaves, exclusive of sick leave.

(c) Unpaid leave is not available for this policy.

(d) The faculty/staff member or supervisor then forwards the application to the Office of Human Resources for processing. An Employee Fee Waiver Application must be completed for every semester in which the faculty/staff member is registered for courses.

(e) An incomplete Employee Fee Waiver Application will not be processed by the Office of Human Resources. It will be returned to the faculty/staff member for completion.

(f) The Employee Fee Waiver Application should be received by the Office of Human Resources at least eight weeks prior to the commencement of the academic semester.

(g) The Employee Fee Waiver Application must be received by the Office of Human Resources on or before the last day of the current semester in which the application is for. OHR will not process retroactive applications for previous semesters.

(h) The faculty/staff member enrolls in coursework through the Office of Registration and Records.

(i) The faculty/staff member’s enrollment will not prevent a regularly registered student from attending the course.

(j) A faculty/staff member may not receive fee waiver benefits as both a faculty/staff member and as a dependent in any academic year.
(4) Responsibility for Fees

(a) Faculty/staff members are responsible for all fees except the instructional and general fees.

(b) Faculty/staff members are responsible for all applicable fees that are incurred as a result of adding and/or dropping courses, regardless of the reason.

(c) Faculty/staff members are responsible for all fees for registration over eight credit hours per semester, or 16 credit hours per academic year (summer, fall, spring), in accordance with this policy.

(5) Payroll Taxes

(a) Undergraduate fee waiver benefits are not subject to taxation.

(b) Graduate-level fee waiver benefits that do not exceed $5,250 in a calendar year are not subject to taxation (the amount exempted from taxation was current at the time this document was written; however, you should refer to IRS Publication 970 for the most current information on the taxability of employer-provided educational assistance).

(c) If a faculty/staff member’s graduate-level fee waiver benefits exceed $5,250 in a calendar year, the amount over $5,250 is subject to taxation. The Office of Payroll Accounting will attempt to spread the taxable amount over a range of paychecks to minimize the tax impact.

(6) Reciprocity

(a) An agreement exists between BGSU and the University of Toledo-Main Campus and Health Sciences Campus, whereby full-time faculty/staff members of one university may enroll in courses at the other university. This arrangement covers full-time faculty/staff members only and does not include waivers for dependents. The instructional and general fees are waived when the following conditions apply:

1) The faculty/staff member must be properly admitted as an undergraduate or graduate student at the University of Toledo before registering for courses.

2) The fee waiver applies to courses that are eligible for credit hour(s) only.

3) Courses that are not covered at the University of Toledo through the reciprocity agreement are any courses in the Med School MD track.
(b) A faculty/staff member is eligible for the maximum number of credit hours allowed pursuant to this policy. In other words, a faculty/staff member cannot utilize 16 credit hours at both BGSU and the University of Toledo.

(c) BGSU faculty/staff members must contact the Office of Human Resources to prepare a fee waiver for courses at the University of Toledo. It is the faculty/staff member’s responsibility to make arrangements for the fee waiver to reach the appropriate office at the University of Toledo.

b) Retired Faculty/Staff Members

(1) Eligibility

A full-time faculty/staff member who has formally retired from the university with ten years of continuous full-time BGSU service is able to receive the same fee waiver benefits as an active full-time faculty member. If a faculty/staff member was a part-time faculty/staff member at the time of retirement, the faculty/staff member must have the equivalent of ten years of full-time service (20,800 service hours for staff or 240 credits of instruction taught if faculty).

(2) Benefit

For a faculty/staff member that retired with ten years of full-time service from the university, refer to B-II.D.3.a)(2). For a faculty/staff member that was part-time at the time of retirement, refer to section B-II.D.3.c)(1)(a). For a faculty member that was part-time at the time of retirement, refer to section B-II.D.3.c)(2)(a). Please note that when an employee fee waiver is requested, the policy in force at the time of submission will be adhered to.

(3) Procedure

(a) The retired faculty/staff member completes the Employee Fee Waiver Application, which is located on the Office of Human Resources (OHR) website.

(b) The retired faculty/staff member forwards the application to the Office of Human Resources for processing. An Employee Fee Waiver Application must be completed for every semester in which the retired faculty/staff member is registered for courses.

(c) An incomplete Employee Fee Waiver Application will not be processed by the Office of Human Resources. It will be returned to the retired faculty/staff member for completion.

(d) The Employee Fee Waiver Application should be received by the Office of Human Resources at least eight weeks prior to the commencement of the academic semester.
(e) The Employee Fee Waiver Application must be received by the Office of Human Resources on or before the last day of the current semester in which the application is for. OHR will not process retroactive applications for previous semesters.

(f) The retired faculty/staff member enrolls in coursework through the Office of Registration and Records.

(g) The retired faculty/staff member’s enrollment will not prevent a regularly registered student from attending the course.

(h) A retired faculty/staff member may not receive fee waiver benefits as both a retired faculty/staff member and as a dependent in any academic year.

(4) Responsibility for fees. For the responsibility for fees for retired faculty/staff member fee waivers, see B-II.D.3.a)(4)

(5) Reciprocity

Only faculty/staff members that were full-time at the time of retirement with ten years of full-time service from the university are eligible to use the reciprocity agreement. See B-II.D.3.a)(6)

c) Part-Time Faculty/Staff Members

(1) Staff Eligibility

(a) For the purposes of this policy, a part-time staff member is one who works less than 40 hours a week on a regular schedule and whose Staff Action Form and/or contract indicates part-time status. Part-time staff members that have completed the equivalent of one year of full-time service at BGSU (2080 hours) are eligible for an employee fee waiver.

(b) The staff member fee waiver is prorated according to the percentage of time a staff member works per week. Staff members who work:

1) 75% to 99% (30 or more hours worked per week) are eligible to take a maximum of 12 credit hours per academic year (summer, fall, spring), but no more than 8 per semester

2) 50% to 74% (20-29 hours worked per week) are eligible to take a maximum of eight credit hours per academic year (summer, fall, spring)

3) 25% to 49% (10-19 hours worked per week) are eligible to take a maximum of four credit hours per academic year (summer, fall, spring)
4) Less than 25% = no benefit available

(2) Faculty Eligibility

(a) For the purposes of this policy, a part-time faculty member is one who works less than 40 hours a week on a regular schedule and whose contract indicates part-time status. Part-time faculty who have completed the equivalent of one year of full-time service at BGSU (24 hours of instruction in consecutive academic years) and continue to teach at least one course per academic year thereafter, are eligible for a faculty/staff member fee waiver.

(b) The faculty member’s fee waiver is prorated according to the number of credit hours the faculty member teaches per academic year. Faculty who teach:

1) Two to five hours per academic year are eligible to take a maximum of three credit hours per academic year (summer, fall, spring)

2) Six to eight hours per academic year are eligible to take a maximum of six credit hours per academic year (summer, fall, spring)

3) Nine or more hours per academic year are eligible to take a maximum of nine credit hours per academic year (summer, fall, spring), but no more than eight credit hours per semester

(3) Procedure

For the procedure for application for part-time faculty/staff member fee waivers, see B-II.D.3.a)(3).

(4) Responsibility for Fees

For the responsibility for fees for part-time faculty/staff member fee waivers, see B-II.D.3.a)(4).

(5) Payroll taxes

For payroll taxes for part-time faculty/staff member fee waivers, see B-II.D.3.a)(5).

(6) Reciprocity

Part-time faculty members are not eligible for the reciprocity agreement.

d) Dependentsof Full-time Permanent Faculty/Staff Members

(1) Eligibility
For the purposes of this policy, a permanent full-time faculty/staff member is employed on a full-time basis for a minimum of nine months per year (including an individual employed full-time at the university but compensated by another agency such as ROTC or a granting agency).

(2) Benefit

Dependents are eligible to utilize this benefit the first semester following the faculty/staff member’s full-time date of hire. Dependents may either complete a course on an audit or grade basis. The dependent fee waiver will waive the instructional fees only. The fee waiver applies to courses that are eligible for credit hour(s) only at BGSU. As long as the child is being claimed as a tax dependent (pursuant to the guidelines of Section 151 of the IRS), he/she may continue to utilize the fee waiver through the end of the calendar year the child turns age 24.

(3) Definition of Eligible Dependent

The faculty/staff member’s cohabitant spouse is defined as a person to whom you are legally married, as defined by the State of Ohio. A faculty/staff member’s dependent child is defined as unmarried, a stepchild, a legally adopted child, and/or a child for whom either the faculty/staff member or the faculty/staff member’s spouse is the legal guardian or custodian.

(4) Procedure

(a) The faculty/staff member completes the Dependent Fee Waiver Application, which is located on the Office of Human Resources website.

(b) The faculty/staff member completes his/her portion of the application and gives it to his/her supervisor for approval. The faculty/staff member or supervisor then forwards the application to the Office of Human Resources for processing. A Dependent Fee Waiver Application must be completed for every semester in which the dependent is registered for courses.

(c) An incomplete Dependent Fee Waiver Application will not be processed by the Office of Human Resources. It will be returned to the faculty/staff member for completion.

(d) The Dependent Fee Waiver Application should be received by the Office of Human Resources at least eight weeks prior to the commencement of the academic semester.

(e) The Dependent Fee Waiver Application must be received by the Office of Human Resources on or before the last day of the current semester for which the waiver is
to be applied. OHR will not process retroactive applications for previous semesters.

(f) The dependent enrolls in coursework through the Office of Registration and Records.

(g) A dependent may not receive fee waiver benefits as both a faculty/staff member and as a dependent in any academic year.

(5) Responsibility for Fees

(a) A dependent is responsible for all fees except the instructional fees.

(b) A dependent is responsible for all applicable fees that are incurred as a result of adding and/or dropping courses, regardless of the reason.

(6) Payroll Taxes

(a) Undergraduate fee waiver benefits are not subject to taxation.

(b) Graduate-level dependent fee waiver benefits are subject to taxation to the faculty/staff member (the amount exempted from taxation was current at the time this document was written; however, you should refer to IRS Publication 970 for the most current information on the taxability of employer-provided educational assistance). The Office of Payroll Accounting will attempt to spread the taxable amount over a range of paychecks to minimize the tax impact.

(7) Reciprocity

There is no reciprocity benefit for dependents.

e) Dependents of Part-Time Employee

There is no dependent fee waiver benefit for part-time faculty and staff members.

f) Dependents of Post Doctoral Employee

There is no dependent fee waiver benefit for post-doctoral faculty and staff members.

g) Widow/Widower or Child of Deceased Permanent Full-Time Faculty/Staff Member

(1) Eligibility

The widow/widower or child of a deceased permanent full-time faculty/staff member (deceased while actively employed at BGSU) is eligible to receive fee waiver benefit. The dependent(s) must be the dependent(s) of the faculty/staff member at the time of
death. The spouse of a deceased faculty/staff member is eligible for fee waiver benefits until such time he/she remarries.

(2) Benefit

The widow/widower or child of a deceased faculty/staff member may enroll as a full-time or part-time student without payment of the instructional fees. The student may attend classes at main campus or at any branch campus or center.

(3) Procedure

For the procedure for application for fee waivers for a widow/widower or child of deceased permanent full-time faculty/staff members, please see B-II.D.3.d)(4).

h) Cohabitant Spouse and/or Child of a Retired Faculty/Staff Member

(1) Eligibility

The cohabitant spouse, child and/or children of a permanent full-time retired faculty/staff member who has completed 10 years of continuous full-time service at BGSU and retires from BGSU and were the dependents of the faculty/staff member at the time of retirement are eligible for the dependent fee waiver.

(2) Benefit

Dependents may either complete a course on an audit or grade basis. The fee waiver applies to courses that are eligible for credit hour(s) only at BGSU. As long as the child is being claimed as a tax dependent (pursuant to the guidelines of Section 151 of the IRS), he/she may continue to utilize the fee waiver through the end of the calendar year the child turns age 24.

(3) Please note that when a dependent fee waiver is requested, the policy in force at the time of submission will be adhered to.

(4) Procedure

For the procedure for application for fee waivers for a cohabitant spouse and/or child of a retired faculty/staff member, please see B-II.D.3.d)(4).

(5) Responsibility for Fees

For the responsibility for fees for application for fee waivers for a cohabitant spouse and/or child of a retired faculty/staff member, please see B-II.D.3.d)(5).

i) Appeals of the application of these procedures should be made to the President of the University.
4. **Unemployment Compensation**

a) When an application for unemployment compensation is made by a former faculty member and the Office of Human Resources is notified by the Bureau of Employment Services, the VPAA/Provost and appropriate Dean will be informed of the application. Human Resources will also seek information from the former faculty member's Dean concerning the person's current employment status. If the faculty member in question has always been on a term or temporary or non-tenurable Lecturer appointment, the Dean will inform Human Resources that the termination of employment is due to the lack of availability of further work, i.e., appropriate for unemployment compensation.

b) If the personnel records in the VPAA/Provost or Dean's Office indicate that the termination of employment was voluntary on the part of the faculty member, either the Dean or the VPAA/Provost will so inform the Office of Human Resources. In such a case, unemployment compensation is not permissible.

c) If the Dean or VPAA/Provost finds that the termination is related to some cause in which the faculty member has no responsibility for the outcome (i.e., staffing reduction), either the Dean or the VPAA/Provost will so inform the Office of Human Resources and endorse the payment of unemployment compensation.

d) If the termination of probation is a result of a decision not to grant tenure, but not involving voluntary resignation by the faculty member, or clear evidence of willful failure to meet professional standards of conduct, the University will endorse the payment of unemployment compensation.

e) If the decision of the Dean or VPAA/Provost is to endorse the payment of unemployment compensation and the Director of Human Resources disagrees, the Director of Human Resources may bring the matter to the attention of the President for review.
SECTION E: EMPLOYEE RESPONSIBILITIES

Probationary and tenured members of the faculty of a mature university are expected to teach, to do scholarly research or creative or artistic work, and to render service to the University through participation on various committees or in other professional capacities. As teachers, faculty members are expected to abide by the standards of professional ethics and responsibilities, to work at improving their teaching ability and effectiveness, and to be responsible for classroom activities and for the academic advising of students. As scholars and researchers, faculty members are expected to keep abreast of developments in their disciplines, to endeavor to publish scholarly work, or to participate in performances or exhibitions (if theater, music, dance, or the creative arts is their area), and to incorporate new insights and information into their graduate or undergraduate teaching, as is appropriate to the stated aims and content of their courses. Faculty members may render professional service at the community, regional, state, or national level by a variety of means. Within the University each faculty member is a resource person who should be available to assist the department, college, or University in coming to mature judgments and to reasonable solutions to problems. To the general public faculty members represent the authority that knowledge and expertise bestow; thus faculty members should stand available to utilize their knowledge and ability for the public good.

1. Conflict of Interest—Teaching

It is recognized that professional consulting and overload teaching by full-time tenured and probationary faculty are established practices within universities. Consulting activities are noncompetitive to a university when they do not deprive a university of students who would otherwise be enrolled. Overload teaching traditionally involves the use of a faculty member's services for evening or extension teaching within the same university. We recognize, also, that formal interuniversity arrangements exist through which faculty members are exchanged or otherwise employed in ways that are mutually beneficial for the institutions. Such regional consortia are not problematic in the conflict-of-interest sense. However, educational operations by some accredited universities, proprietary institutions, and entrepreneurial private organizations provide opportunities for faculty members to become employed in teaching that is in direct conflict of interest with their home institutions.

The basic question involved is the following: is it legal or ethical for a teacher who is employed full time by one university or college to do competitive free-lance teaching for other institutions? The integrity and viability of a university's degree programs are directly dependent upon the faculty members who are paid to develop and implement them and on the numbers of students involved. Circumstances of conflict-of-interest teaching are described below for the guidance of faculty members of State universities of Ohio.

It is inappropriate in most circumstances for full-time faculty members to become employed by neighboring or other external organizations to teach courses. Full-time faculty members who teach in programs offered by colleges and universities whose principal campuses are outside the State but which are offering degree programs or courses inside the State are in potential violation of their primary appointments or contracts of employment. Similarly, teaching for nonaccredited organizations that offer local or regional courses for credit
through arrangements with accredited institutions is in conflict with the interests of the home
institution. Teaching courses to local or regional students for external organizations on
weekends and between semesters is a conflict-of-interest-action.

The use of classroom materials, library, audio-visual equipment, and other resources from the
home institution to support external teaching is an extension of the conflict-of-interest
activity. Course content and materials developed during the tenure of a faculty member and
then used in whole or in part to teach an external course while concurrently employed at the
home institution is a conflict-of-interest situation.

Faculty members are cautioned to study fully any offer to teach for an external institution.
Before agreeing to do so, it is strongly recommended that prior approval be obtained from the
VPAA of the institution wherein the faculty member holds a full-time appointment.

2. Conflict of Interest—Research and Consulting

a) Conflict Situations

   (1) Favoring of outside interests

   When a University staff member (administrator, faculty member, professional staff
member, or employee) engaging in externally sponsored work has a significant
financial interest in, or a consulting arrangement with, a private business concern, it is
important to avoid actual or apparent conflicts of interest between the externally
sponsored University research obligations and outside interests or obligations. Such
conflicts of interest may arise by:

   (a) orientation of the staff member's University research to serve the needs of the
private firm without disclosure of such undertaking to the University and to the
sponsoring agency;

   (b) purchase of major equipment, instruments, materials, or other items for University
research from the private firm in which the staff member has an interest without
disclosure of such interest;

   (c) transmission to the private firm or other use for personal gain, of externally
sponsored work products, results, material, records, or information that are not
made generally available; (this would not preclude appropriate licensing
arrangements for inventions or consulting on the basis of externally sponsored
research results where there is significant work by the staff member independent
of externally sponsored research);

   (d) use for personal gain or other unauthorized use of privileged information acquired
in connection with the staff member's externally sponsored activities; (the term
"privileged information" includes medical, requirement or price actions; possible
new sites for Government operations; and knowledge of forthcoming programs or
of selection of contractors or subcontractors in advance of official
announcements);

(e) negotiation or influence upon the negotiation of contracts relating to the staff
member's externally sponsored research between the University and private
organizations with which the staff member has consulting or other significant
relationships;

(f) acceptance of gratuities or special favors from private organizations with which
the University does or may conduct business in connection with an externally
sponsored research project, or extension of gratuities or special favors to
employees of the sponsoring Government agency, under circumstances which
might reasonably be interpreted as an attempt to influence the recipients in the
conduct of their duties.

(2) Consulting for Government agencies or their contractors

When the staff member engaged in Government-sponsored research also serves as a
consultant to a Federal agency, professional conduct is subject to the provisions of the
Conflict-of-Interest Statutes (18 U.S.C. 202-209 as amended) and the President's
Memorandum of May 2, 1963, Preventing Conflicts of Interest on the Part of Special
Government Employees. When a person consults for one or more Government
contractors, or prospective contractors, in the same technical field as the staff
member's research project, care must be taken to avoid giving advice that may be of
questionable objectivity because of its possible bearing on the person's other interest.
In undertaking and performing consulting services, a faculty member should make
full disclosure of interests to the University and to the contractor insofar as they may
appear to relate to the work at the University and to the contractor. Conflict-of-
interest problems could arise, for example, in the participation of a staff member of
the University in an evaluation for the Government agency or its contractor of some
technical aspect of the work of another organization with which the staff member has
a consulting or employment relationship or a significant financial interest, or in an
evaluation of a competitor to such other organization.

b) University Procedures

(1) Reporting of outside employment or interests

A faculty member is permitted to engage in a reasonable amount of consultation or
other work, or to have business interests outside the University, provided that such
activities do not interfere with the person's University responsibilities.

Established policy is that, on the average, no more that one day per week be
contributed to outside interests. Sporadic or short-term arrangements shall be
reported to the member's departmental Chair or school Director. Contractual
relationships also shall be endorsed by the Dean of the candidate's college.
(2) **Distribution of effort**

There are competing demands on the energies of a faculty member (for example, research, teaching, committee work, outside consulting). The way in which a faculty member divides effort among these various functions does not raise ethical questions unless the agency supporting the research is misled in its understanding of the amount of intellectual effort the faculty member is actually devoting to the research in question. A system of precise time accounting is incompatible with the inherent character of the work of a faculty member, since the various functions performed are closely interrelated and do not conform to any meaningful division of a standard work week. On the other hand, if the research agreement proposes that a faculty member devote a certain fraction of effort to the externally sponsored research, or if a faculty member agrees to assume responsibility for such research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of involvement is to be expected.

The semester Faculty Service Report serves to document the time devoted to any contractual responsibility. Consequently, both the individual and the department Chair/school Director shall determine the accuracy of these data and maintain teaching loads and other assignments so that the research time commitment can be met.

(3) **Reporting of inventions**

Inventions of University staff members usually involve contributions by, and consequent interests of, the inventor, the University, and an outside research sponsor. To protect the rights of all three parties, prompt reporting and action are necessary. Any staff member who conceives an invention in the course of research conducted at the University shall report the invention to the Associate Vice President for Research. The Associate Vice President, in turn, will appoint an Advisory Committee to study the report and decide whether the University shall submit a patent application. The allocation of patent rights and division of proceeds, if any, shall be consistent with the Patent Policy laid down by the Patent Advisory Committee, the Board of Trustees, and the terms of any relevant grant or contract.

(4) **Production of films or instructional materials**

The development and sale or rental of audio-visual or other instructional materials produced by individuals while under University contracts or developmental grants shall be reported and appropriate agreements made to respect the mutual interest of all parties.

3. **Patent Policy and Regulations of BGSU**

Preamble
As a nonprofit educational institution devoted to teaching, research, and other scholarly activities in the public interest, Bowling Green State University encourages faculty, staff, and graduate students, as part of their assigned duties and scholarly activities, to conduct research that may result in useful inventions. The respective rights and obligations of the University, research sponsors, and inventors relative to inventions resulting from research at the University are defined by this policy.

a) The Patent Policy

(1) Pursuant to Section 3345.14 of the Ohio Revised Code and as a condition of University employment, all right, title and interest in discoveries or inventions, including patents thereon resulting from any research or investigation conducted in whole or in part in any laboratory or facility of the Bowling Green State University (BGSU) shall be the sole and exclusive property of BGSU. Assignments or waivers of such rights, titles, and interests may be made by BGSU to external sponsoring agencies or others, as provided in subsequent clauses of this policy.

(2) Promptly upon the conception of a potentially patentable invention or discovery and before either filing for patent or reducing the invention or discovery to practice, the inventor shall disclose to BGSU such invention or discovery and shall assign, in writing, all rights to the invention or discovery to BGSU. Such disclosure shall contain a general description of the field of the invention or discovery, a specific disclosure of the invention or discovery, any prior part of which the inventor(s) is aware, a general statement (if possible) of the economics of the invention or discovery, a listing of the notebooks or other records containing the first description of the invention or discovery, the name of the person to whom the invention or discovery was first disclosed, and the date of such disclosure. Such disclosure shall also contain an election as to the method for payment of patenting and/or licensing and related costs and schedule of distribution of net income received as provided in subsequent clauses of this policy.

(3) All information which may reasonably be related to inventions or discoveries shall be held confidential by the inventor and shall be disclosed only to BGSU or others directed by the Officers and agents of BGSU.

(4) All information as described in paragraph (3) above shall be maintained in confidence unless such information is, or becomes, publicly available through no fault to the inventor or unless written permission is obtained from an authorized officer or agent of BGSU to disclose such information.

(5) Whenever requested by BGSU, the inventor shall make, sign, execute, and deliver all applications, assignments, and other papers which, in the opinion of BGSU or its counsel, are deemed necessary, proper, or desirable for obtaining Letters Patent of the United States and any other countries, and for transferring all such discoveries,
inventions, improvements, patentable ideas, methods, processes, trade secrets, and Letters Patent and applications therefore to BGSU, its successors, and assigns.

(6) An inventor shall select a method for payment of costs to obtain patents and/or licenses and a related schedule for distribution of net income, for any such inventions or discoveries selected by BGSU for patenting and/or licensing. An inventor shall choose at the time of disclosure of the discovery or invention whether or not to (a) pay all costs of obtaining patents and/or licenses or (b) request the University to pay all costs. If the inventor elects option (a), then net income from the invention or discovery will be shared by BGSU and the inventor(s) (or heirs or legatees of the inventor(s)) according to schedule A below; if the inventor elects option (b), then net income from the invention or discovery will be shared by BGSU and the inventor(s) (or heirs or legatees of the inventor(s)) according to schedule B below.

(a) Schedule A.

All costs are paid by inventor(s) prior to distribution of income. No University funds may be used to pay costs.

<table>
<thead>
<tr>
<th>Cumulative Net Income Category</th>
<th>Inventor(s)</th>
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<tbody>
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<td>Up to $50,000</td>
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<td>$50,001 to $100,000</td>
<td>75%</td>
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</tr>
<tr>
<td>$100,001 or more</td>
<td>50%</td>
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(b) Schedule B.

All costs are paid by BGSU prior to distribution of income.

<table>
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</tr>
<tr>
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</table>

(7) Net income from any invention or discovery shall consist of earnings received by BGSU from the invention or discovery after payment of all costs incurred by the BGSU or the inventor(s) as applicable in connection with the invention or discovery and beginning at the moment of invention. Such costs shall include the cost of pursuing patent protection, and developing, marketing, and licensing the invention.
If there is a plurality of joint inventors, that part of the net income accruing to the inventors will be distributed equally among the inventors unless some other distribution is specifically requested in writing by the inventors. If a plurality of institutions is involved in an invention, an agreement will be negotiated by the institutions in consultation with the inventors.

(8) All income received pursuant to an invention or discovery shall be deposited in a separate University account from which shall be deducted an amount equal to the sum of all BGSU or inventor (whichever is applicable) costs paid or billed for obtaining a patent, license, or related activities. After such deductions have been made and distributed, net income distribution according to the elected schedule shall be made on an annual basis.

(9) The President or designee shall appoint a Patent Advisory Committee consisting of three or more faculty members and two or more administrative staff members of BGSU. Such Committee shall:

(a) Review all applicable inventions and discoveries and determine and advise in each individual case whether a discovery or invention resulted from research, investigation, or activity conducted in any laboratory or facility of the BGSU and is the property of BGSU.

(b) Determine and advise the President whether or not the discovery or invention, which is the property of BGSU, has a sufficient value or is of a sufficient interest to BGSU to warrant its retention; or, if the same should be relinquished to the inventor or otherwise dealt with.

(c) Advise the President about acquiring on behalf of BGSU, by agreement, on such terms and conditions as it deems appropriate, an interest in such patentable discoveries and inventions in those situations in which it shall have been determined that the discovery or invention does not otherwise belong to BGSU.

(d) Determine and advise the President whether or not to pursue the patentability and development of a discovery or invention that is the property of BGSU.

(e) Recommend to the President appropriate courses of action, including prospective purchasers or licensees of inventions or discoveries, and advise the President on the terms and conditions of any agreements.

(10) The President of BGSU is hereby empowered and authorized, after receiving the advice of the Patent Advisory Committee, and after reporting to the Board of Trustees, to act on or reject the Patent Advisory Committee's determinations, and to sell, assign, convey, or grant on behalf of BGSU any such discoveries and inventions or any rights or shares in such discoveries and inventions, including patent rights, to such persons, firms, or governmental agencies for such consideration or upon such terms and conditions, including dedication to the public,
as shall be deemed by the President, after consultation with the inventors, to be in the proper and best interest of BGSU.

(11) Within six months after disclosure of an invention, the President of BGSU shall

(a) elect whether to apply for a United States patent and shall initiate the patent search;

(b) relinquish all rights to the invention to the inventor(s); or

(c) indicate how the invention shall be otherwise dealt with.

(12) The President or designee is authorized by the Board of Trustees to make arrangements with external sponsors of research to obtain research funding from such sponsors. Such arrangements may include, but are not limited to, assigning all rights to inventions or discoveries to the sponsor, or granting an exclusive or nonexclusive license to the sponsor with or without royalties to be returned to BGSU. Any such agreement must be in writing and signed by an authorized Officer or agent of BGSU. Such agreements will be in consultation with the investigator(s).

b) Procedure and Regulations Governing Invention Disclosures to be Submitted to the Patent Advisory Committee

(1) Purpose and Authority

By regulations adopted by the Board of Trustees, the Patent Advisory Committee is charged with the responsibility for advising the President in carrying out the Patent Policy of BGSU. Pursuant to that goal, the Patent Advisory Committee has adopted the following procedure governing the disclosure and submission of inventions to the Patent Advisory Committee.

(2) Bowling Green State University's Rights in Certain Inventions

As required by Ohio statute and as further defined in the Patent Policy & Regulations of BGSU, any invention or discovery developed through the use of BGSU facilities is the property of BGSU. BGSU shall develop legal protection and utilize such inventions which may benefit the public or BGSU. Under the Patent Policy & Regulation, the net income received by BGSU on any invention or discovery shall be shared with the inventor(s) according to options selected by the inventor(s) and approved by the President shown in Schedules A and B.

If BGSU determines that it has no interest in such inventions, it may assign or release all rights therein to the inventor or inventors. In order to protect the rights of both BGSU and the inventors, the prompt submission or disclosure of all such inventions or discoveries to the Patent Advisory Committee is necessary.
Certain research contracts with private industry and particularly with the federal government contain patent ownership clauses which may grant patent rights to or take patent rights from BGSU or its students, faculty and staff. The contracts should be evaluated for consistency with the Patent Policy & Regulations of BGSU. Accordingly, the early submission of such contracts to the Patent Advisory Committee for its reviews and approval is necessary.

(3) The Patent Advisory Committee

(a) Duties

The Committee shall evaluate inventions submitted to it to determine:

i) If the invention is such that BGSU has no rights thereunder. For example, the Committee shall consider whether or not the invention was developed under a sponsored research contract in which the grantor is given all rights or whether or not the invention was made without using BGSU facilities.

ii) If the invention, as the property of BGSU, requires further legal protection and can be licensed or otherwise used to produce royalty or other income to BGSU and the inventors.

The inventor(s) shall ordinarily be given an opportunity to present all relevant information and recommendations to the Committee in writing or in person.

After making the above determinations, the Patent Advisory Committee shall make its recommendations to the President of BGSU. The President is empowered and authorized to act on or reject such determinations.

Through its Chair, the Patent Advisory Committee shall maintain liaison with the University Patent Counsel or other agents in making patentability searches, securing proper legal protection for the selected inventions, and in obtaining the maximum benefit therefrom.

(b) Procedures

Recognizing that time is of the essence in securing legal protection for inventions, the Patent Advisory Committee shall meet expeditiously as required to carry out its defined duties. In its evaluation of inventions pursuant to subparagraph B-II.E.3.b)(3)(a) above, the Patent Advisory Committee shall normally communicate its decisions and recommendations in writing to the President of BGSU within three months of the receipt of the disclosure. The inventor(s) shall be informed of the decision of BGSU with respect to the submitted invention within six months of the date of receipt of the disclosure.
(c) Liaison with Attorneys and Prospective Licensees, etc.

The Office of the Associate Vice President for Research shall provide liaison among the inventor(s); Patent Advisory Committee; Legal or Patent Counsel; external sponsors of research; prospective licensees; developers, promoters, and other persons having an interest in acquiring or developing rights in inventions or discoveries from BGSU. The Associate Vice President for Research shall convey significant matters to the Patent Advisory Committee for review, policy guidance, and recommendations to the President.

(d) Records, etc.

The Patent Advisory Committee shall keep appropriate records of all such submitted inventions, patent application, patents and agreements, etc., as are necessary to perform its functions.

(4) The Inventor's Responsibilities

(a) Submission of Disclosures and Assignment of Exclusive License

Any faculty member, student, or staff member who has made or participated in the conception of an invention or discovery using BGSU facilities shall submit to the Associate Vice President for Research an Invention Disclosure Form completed to the fullest extent possible. At the same time, a copy of the completed Invention Disclosure Form shall be submitted, for informative purposes, to the head of the appropriate administrative unit (Department Chair, Program Director, Area Head, Supervisor, etc.). Use of the standard Invention Disclosure Form, which is available from the Associate Vice President for Research, is recommended to assure that the Patent Advisory Committee receives all necessary information. Additional drawings, photos, reports, etc., may be attached to the Invention Disclosure Form as necessary to complete the disclosure.

Because the completed Invention Disclosure Form may be the first complete written record of the invention, it should be signed and dated by the inventor(s) and by at least one witness who is competent to understand the invention.

(b) At the same time that the Invention Disclosure Form is filed, the inventor shall assign all rights to the invention or discovery to BGSU and shall elect a patent expense payment and income distribution option as provided in Schedule A or Schedule B.

i) Schedule A.

All costs are paid by inventor(s) prior to distribution of income. No University funds may be used to pay costs.
Cumulative Net Distribution between Income Category

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</tbody>
</table>

Each faculty member, student, or staff member who participates in patent activities with business, industry, governmental agencies, or individuals in conjunction with consulting, research, or other professional activities (commensurate with BGSU personnel policies) must inform the Associate Vice President for Research when patent activities are initiated.

iii) Cooperation with the Patent Advisory Committee

Each inventor shall cooperate with the Patent Advisory Committee to the extent required to assist in evaluating the invention and to enable the Patent Advisory Committee to secure optimum legal protection on selected inventions.

(5) Caveat

Under the provision of the patent laws of the United States and the patent laws of many foreign countries, a published description (publication) or public use of an invention by the inventor or anyone else, if made more than one year prior to the official filing date of a patent application for that invention, will make the invention unpatentable and will cause the forfeit of all patent rights in the invention. In some foreign countries, patent rights are lost upon publication or public use of the invention at any time before the filing date of the patent application for the invention. A "publication" has been interpreted to include a typewritten thesis deposited in a library, oral presentations at professional meetings, etc. Accordingly, any questions regarding publication, public use, or disclosure of an invention that
may ultimately be considered for patent protection should be referred to the Patent Advisory Committee for its consideration and guidance.

4. Copyright Policy

a) Preamble and Purposes

The University encourages and supports the creation, development, expression, and publication of written and recorded materials by University faculty, staff, and students. Such activity furthers the broad University goals of excellence in knowledge creation, communication, and dissemination. Publication, a common means for communication and dissemination, is also a common indicator of scholarly productivity and quality because publication per se is often preceded by external evaluation of the quality and significance of the work. Therefore, publication is an important activity for the University to encourage and support, both because of its scholarly significance and its role in the communication of knowledge.

An important corollary of publication is copyrighting, which secures for a limited time an exclusive right of ownership to authors or creators for their work. Owners of copyrighted material may transfer or grant license to use their protected work, usually in return for some fee or other benefit. Thus, copyrighting protects these proprietary and financial interests while encouraging publication.

Many works developed for publication by University authors or creators are undertaken at their own initiative. The University clearly recognizes the long-standing norms of academic freedom and legal tradition that University personnel through their own initiative may prepare materials that may be copyrighted by and generate income for the author(s) or creator(s). The University has no interest in restricting the ability of its personnel to produce copyrightable materials and to receive royalties therefrom.

The University does recognize, however, a proprietary interest in some materials prepared with its support, by its personnel, or under its auspices for which copyrights are requested. University support of the scholarly activities leading to creation, development, expression, and publication of written or recorded materials takes many forms, including clerical and research assistance; supplies, equipment, and use of University facilities and services; specifically assigned time for the work; graphics and computer services.

Therefore, the purposes of this University Copyright Policy are to

(1) identify the proprietary rights of personnel and of the University in respect to copyrightable materials;

(2) establish procedures for clarifying and negotiating proprietary rights when those of the University intersect with those of its personnel;

(3) establish procedures for licensing use of University copyrighted materials; and
(4) establish an income distribution schedule for royalties resulting from licensing agreements or other marketing arrangements for University copyrighted materials.

b) **Publication Rights of University Personnel**

The policy of the University with regard to copyrighted materials is intended to foster and support the traditional freedoms of the University's faculty, staff, and students in matters of publication. It is also intended to ensure that the University's legitimate ownership interests in certain classes of materials are adequately protected and that commercial development is conducted in a manner consistent with the University's public mission.

The ownership of materials initiated and produced by authors who are University staff members shall remain with the authors, except for the classes of works identified in B-II.E.4.c) below. This policy follows the principle that ownership of copyright generally vests in the author(s) or creator(s) of the copyrighted work. When ownership vests in the author or creator, she/he is entitled to all rights and privileges associated with commercial development of the work including (but not limited to) copyrighting the work, registering the copyright, licensing the use of the work, publishing, marketing, paying fees and expenses associated therewith, and receiving royalties therefrom.

c) **Principles of University Ownership**

There are, however, exceptions to the "author/creator as owner" principle. These arise in cases of (1) "works for hire," (2) works substantially assisted by the University, (3) works done under a sponsorship agreement between the University and an external agency, and (4) works contributed to the University. The University desires to publish, copyright, and license the use of only those materials which fall into one of these categories and have a potential for royalty return. The potential for royalty return indicates that there is economic value to their dissemination requiring copyright protection. Other University-owned materials should be placed in the public domain by publishing them with copyright protection and a corollary permission clause allowing general "not for profit" use. Thus, the principle of author or creator as owner applies to all but the following categories of copyrightable materials or works.

(1) "Works for Hire"

Copyrightable materials produced by University employees as the result of direct work assignments to meet specific objectives or as an assigned University duty other than general academic research and normal teaching assignments are "works for hire" for which the copyrights belong to the University. Such materials are usually not initiated by the author, although they may result from performance of a general assigned duty (e.g., a staff member may prepare a manual, instructional materials, or computer programs as a general assignment of his/her job. Such materials also include works commissioned by the University which fit within any of the categories of "specially ordered or commissioned" works enumerated in Section 101(2) of The
Copyright Act of 1976. The University supports the primary cost of the work and all income derived from the work accrues to the University, to be shared as indicated in B-II.E.4.f) below.

(2) Works Substantially Assisted by the University

There are some instances in which copyrighted materials are substantially assisted by University support, such as (but not limited to): salary awards above and beyond the normal academic year salary; other staff salaries and effort; use of facilities and equipment; University computing and graphic services. Where such assistance goes beyond the author's academic year salary, use of office space, personal use of library and computing resources, or use of word processing equipment and clerical assistance, resulting in additional costs to the University, then the work was created with the substantial assistance of the University. It is correspondingly reasonable to review the rights to ownership and equities for that work in consideration of the magnitude and importance of University assistance in its creation.

Therefore, for works that are created with substantial University assistance, the rights and equities of ownership shall be negotiated and agreed upon in writing by the author(s) or creator(s) of the work and the Associate Vice President for Research prior to release of University copyright privileges. It is desirable in most cases to negotiate agreements prior to the commitment of the University assistance for the work. The University may agree to

(a) assign all rights of ownership to the author or creator;

(b) assign joint ownership rights, sharing in all income derived from the work;

(c) negotiate a royalty-free nonexclusive license to reproduce and use the work for University activities in return for sole ownership by the author or creator;

(d) negotiate a value of the University's assistance and receive payment of no more than fifty percent of royalties accruing to the author or creator up to the value of the University assistance, in return for sole ownership by the author or creator; or

(e) any combination of the above that adequately reflects the University's level of support.

Whatever arrangement is negotiated, the author or creator shall acknowledge in writing in the work the support of BGSU in producing the work.

The Associate Vice President for Research shall utilize the assistance of the Copyright Advisory Committee in negotiating the ownership rights and equity. If no arrangement can be mutually agreed upon, the Copyright Advisory Committee and the Associate Vice President for Research shall make independent recommendations
regarding ownership and equity to the President, who shall assign the rights of ownership and equity and whose decision will be final.

(3) Externally Sponsored Works

The ownership of copyrightable materials prepared either wholly or partially with the support of grants or contracts from an external agency shall be determined according to the terms and conditions of the applicable grants or contracts. Where the applicable grant or contract is silent on rights to and income from copyrightable materials or where the agency has no policy pertaining thereto, rights to ownership shall be determined as if the materials were "substantially assisted by the University." B-II.E.4.c)(2).

(4) Works Contributed to the University

University personnel may choose to contribute copyrightable materials to the University and thereby assign all rights of ownership to the University. The University may choose to accept or not to accept such works for University ownership. In accepting such works for University ownership, the Associate Vice President for Research may negotiate a limited license for personal use by the author or creator as well as a share of any royalties earned by the University from commercial development in return for contribution of the copyrightable work.

Nothing in this section shall be construed to be contrary to the policies of BGSU publications in regard to ownership rights or equities.

d) Student Works

Unless subject to the provisions of B-II.4.c)(2), copyrightable works prepared by students as part of the requirements for a degree program are deemed to be the property of the student, but are subject to the following provision.

The University shall have, as a condition of the degree award, a nonexclusive royalty-free right to retain and use a limited number of copies of the copyrightable work and the right to secure its publication for archival use.

e) Responsibilities and Administration

(1) The Associate Vice President for Research shall be responsible for promoting general awareness of this policy by University personnel and for answering any specific questions having to do with its terms or implementation.

(2) University personnel agree to abide by this policy and by procedures for its implementation as a condition of their employment.
(3) The Associate Vice President for Research shall appoint a Copyright Advisory Committee consisting of three members of the faculty, one administrative staff member, and one classified staff member for terms of three years. Initial appointments shall be for staggered terms to avoid disruptive member changes every third year. The Committee shall meet at least once a year.

(4) The Associate Vice President for Research shall develop and approve agreements about and assignments of copyright to authors or creators, to the University, or to both, in regard to works which are produced with substantial University assistance.

(5) The Associate Vice President for Research shall provide assistance in securing the copyright to any works in which the University has proprietary rights and equity.

(6) The Associate Vice President for Research shall provide assistance in licensing or distributing any copyrightable works in which the University shares rights and equities with the author or creator or external sponsor.

(7) The Associate Vice President for Research shall establish appropriate accounts and procedures for receiving and distributing income accruing to the University as the result of licenses to use copyrighted works in which the University has proprietary rights and equities or for which there are other agreements assigning income to the University.

f) Distribution of Income

Net income accruing to the University from the commercial licensing or development of wholly University-owned copyrights resulting from works for hire shall be distributed as follows:

Thirty-three percent to the author(s) or creators, with the balance of sixty-seven percent to the University.

Net income is gross income less expenses for copyright registration, marketing, or other requirements for use and sale of materials outside the University.

Although this is the norm for University copyright agreements, the distribution formula is subject to negotiation for works substantially assisted by the University, externally sponsored works, and works contributed to the University. The distribution formula in these instances should reflect the level of University support or assistance.

g) Definitions

As used in this policy, the following terms have the indicated meaning:

(1) *Written materials*. All literary, dramatic, musical materials or works, all pantomimes, and choreographic works, pictorial, graphic, and sculptural works, and all other
materials or works including computer programs published or unpublished, copyrighted or copyrightable at any time under the Federal Copyright Act as now existing or hereafter amended or supplemented.

(2) **Literary materials.** Works expressed in words, numbers, or other verbal or numerical symbols or indicia, regardless of the nature of the material object, such as books, periodicals, manuscripts, phonograph records, film, tape, disks, or cards in which they are embodied.

(3) **Recorded materials.** All sound recordings, visual, audio-visual, and television films, tapes, or disks, video tapes, kinescopes, computer tapes or disks containing electromagnetic representations of written materials or computer programs.

(4) **Works.** Written or recorded materials.

(5) **Publication.** Distribution of copies or recordings of a work to the public by sale or other transfer of ownership, or by rental, lease, or lending.

(6) **University personnel.** Part-time and full-time members of the faculty, administrative staff, classified staff, all students, postdoctoral fellows; and any other employees or consultants to the University or persons being trained in University-sponsored programs.

(7) **Work for hire.** Work created under the circumstances set forth in Section 101 of The Copyright Act of 1976.

(8) **Substantial assistance.** University salary, above and beyond the academic year or contract year salary; assignment of University-salaried staff other than author(s) or creator(s) to creation or production of the materials above and beyond clerical assistance; or use of University facilities and equipment in creation or production of the materials above and beyond use of assigned office space, libraries, personal use of computing resources, and word processing equipment. Faculty Improvement Leave with pay does not constitute substantial assistance in the creation of material subject to copyright.

5. **Extramural Gainful Employment**

Obligations of the Appointee: The appointee agrees to meet such obligations and perform such professional duties as are normally associated with the stated appointment under prevailing academic practice. It is the responsibility of the officer signing for the University to verify whether the appointee's performance is in accordance with prevailing academic practice. Service of full-time faculty members shall be in accordance with the Conflict-of-Interest Statement as approved by the Board of Trustees. The appointee shall advise the department Chair/school Director or equivalent officers of gainful activities that may cause the appointee to render fewer than those professional duties that are normally associated with the stated appointment under prevailing academic practice.
6. Overload Teaching Assignments

The ultimate goal of the University is to staff all classes, including resident credit and extension, in-load with regular faculty.

a) In those circumstances where the contracting officer(s) agrees that overload assignments are essential in meeting instructional needs, such assignments shall be limited to one course per academic year for any faculty member.

b) In those unusual or emergency situations wherein no other qualified person is available to staff a scheduled class that meets minimum enrollment standards, the Dean and VPAA are authorized to approve a consecutive overload assignment and compensation for a faculty member.

c) Overload teaching, when properly approved, is available to all members of a department irrespective of rank and tenure. Overload teaching is not available to faculty members who have been released part or full time from teaching duties to engage in research or other scholarly endeavor. In other words, overload assignments are normally made to faculty already involved in full-time teaching assignments.

d) Overload teaching is not to be used as an inducement in faculty recruitment.

7. Resume Form

It is the responsibility of each faculty member to maintain current professional career data in the Office of the VPAA. This should be done through the department/school and college office. The following form is suggested.

SUGGESTED PROFESSIONAL RESUMÉ FORM FOR FACULTY

(Your name in capital letters)

(In all categories, please respond chronologically with the most recent activity at the top of the list.)

I. Academic Degrees

II. Academic Positions
   A. Teaching Positions
   B. Administrative Positions
III. Non-academic Positions
(List all salaried positions in business, industry, or government. Do not list minor political offices or appointments.)

IV. Teaching Experiences or Academic Service
A. Teaching Experiences

(List the courses you have taught and the number of years of experience with each course. Do not list "Problems" or "Readings" courses.)

1. Undergraduate Courses
2. Undergraduate-Graduate Courses
3. Graduate Courses
4. Other Teaching. (List here interdisciplinary courses, supervision of students teachers, workshops, or courses conducted to teach graduate assistants to teach or other kinds of teaching unique to a college or university setting.)
5. Thesis and Dissertation Students. (List here those students for whom you served as the major research advisor and as Chair of the thesis or examining committee.)
   a. Theses:
      
      | Name | Degree | Year | University |
      |------|--------|------|------------|
   b. Dissertations:
      
      | Name | Degree | Year | University |
      |------|--------|------|------------|

6. Membership on Dissertation Committees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Year</th>
<th>University</th>
</tr>
</thead>
</table>

7. Membership on Thesis Committees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Year</th>
<th>University</th>
</tr>
</thead>
</table>

B. Academic Support Service (Applies only to Instructional Media, Counseling, Library.)

V. Curriculum Development
(List courses added to the curriculum, workshops, etc.)

A. Courses
B. Workshops
C. Educational Materials (filmstrips, films, TV materials, etc. Give publisher, date of publication, etc.)

VI. Professional Development
(List courses taken, workshops, improvement leaves, post-doctoral training, etc.)

VII. Academic Advising

A. Undergraduate Year Number of Students Assigned
   B. Graduate Year Number of Students Assigned

VIII. Research Interests
(Give the speciality or specialities within your discipline in which you have high research competence(ies) and with which you prefer to be identified.)

IX. Research Projects and Grants
(List the funding agency, the agency project number if known, the dates, the dollar amount of support, and the title of the project. Do not list pending or unsuccessful applications. Any special research equipment or travel grants should be included under this heading.)

X. Publications or Equivalencies

A. Publications
List only articles published or accepted for publication and/or books published or assigned a publication date. In all cases include publisher, date of publication, pages and other appropriate information.
1. Books
   (a) Textbooks
   (b) Scholarly books
   (c) Anthologies and all edited texts designated as such
   (d) Chapters of books
   (e) Indexes and other bibliographic texts
2. Journal Articles
   (a) Refereed Articles
      (1) Journals
      (2) Proceedings
   (b) Non-refereed Articles
      (1) Journals
      (2) Newsletters
      (3) Miscellaneous
   (c) Editorships of Journals
3. Book Reviews
   (a) Book review essays
   (b) Book reviews
4. Abstracts
5. Reports
   (a) Published
   (b) Unpublished

OR

B. Equivalencies

Spatial Arts
(List appropriate information, dates, locations, etc.)
1. Invited BGSU art shows
2. Invited external art shows
3. Juried exhibitions
4. Works in permanent collections
5. Touring exhibits
6. One-person shows
7. Prizes

OR

Musical Arts
(List appropriate information, dates, locations, etc.)
1. Performances
   a. Local performances
   b. External performances
2. Original Musical Compositions published, recorded or performed (List appropriate information, dates, locations, etc.)
   a. Commissioned original compositions
   b. Original compositions
   c. Transcriptions

OR

Dramatic Arts
1. Directing (Play, where performed, dates, sponsor/ producer)
2. Acting (Play, where performed, dates, sponsor/ producer)
3. Original play (Name, publisher or producer, dates, location, etc.)
4. Scenery and costume design (Play, where performed, dates, sponsor/producer)

OR

Patents Awarded
(List patent number, date, etc.)

OR

Product or Engineering Designs
(Describe product, company accepting design, etc.)

OR

Other

XI. Papers Read to Professional Societies
A. Invited papers
B. Refereed papers
C. Non-refereed papers

XII. Service
A. Department
B. College
C. University
D. Professional
(List only offices held or other appropriate professional service such as chairing a symposium or panel discussion.)
XIII. Research or Professional Consultantships

XIV. Membership in Professional Organizations

XV. Honors and Awards
   A. Membership in Honor Societies
   B. Awards (List award, date, sponsor, etc.)

8. Smoking Regulations (Board of Trustees, May 7, 1993)

Smoking is prohibited inside all buildings, structures, and vehicles owned or leased by Bowling Green State University, including those at the Firelands Campus.

9. Solicitation Policy (Faculty Senate, 10-2-84)

This policy is framed to permit all Bowling Green State University employees to perform their jobs free from intrusions and to ensure that the mission of the University shall proceed unhampered. It also is recognized, however, that the atmosphere of a University requires "academic freedom, the full freedom of speech, freedom to teach, to learn, and to conduct inquiry in a spirit of openness necessary to the acceptance of criticism, the expression of differing opinions, and the pursuit of truth" (Article I.A of the Academic Charter). Furthermore, "all members of the University Community and the Trustees have legitimate concerns about all aspects of the University" (Article I) and "The persons who create and maintain the University constitute the University Community" (students, faculty, administrative staff, classified staff, administration).

a) Definitions

   (1) Working Time: Those hours during which faculty employees are engaged in the primary University function for which they were hired. Classified and administrative staff working time shall mean accepted work-shift or hours during which employees are engaged in the primary function for which they were employed.

   (2) Internal organization: Any organization or association made up exclusively of University employees. Local affiliation with a regional, state, or national organization shall not preclude a University group's being defined as an internal organization.

   (3) External organization: Any organization or association of individuals that is not made up exclusively of University employees.
(4) Solicitation: Any activity that is designed to advertise, promote, or sell any product or commercial service, or encourage support for or membership in any group, association, or organization.

b) Disruption of Working Time

A person's ability to perform assigned duties while engaged in the primary University function for which the employee was hired shall not be impaired by any activity conducted for the purpose of advertising, promoting, or selling any product or commercial service or for encouraging or being encouraged to join any group, association, or organization.

c) Use of Facilities

(1) Campus mail

The internal campus mail system is for the exclusive use of the University and any organization sponsored by (or affiliated with) the University or made up exclusively of students or University employees (whether or not affiliated with state or national societies or associations). No commercial use shall be made of the campus mail system.

(2) Space

Any organization or individual wishing to use University space to advertise, promote, or sell any product or commercial service or wishing to encourage membership in any group, association, or organization shall obtain authorization of the person or office (e.g., the Space Assignments Office) responsible for that space or facility. Normally, requests to reserve or have access to University space must be filed forty-eight hours prior to a meeting or visit. The request shall state:

(a) the purpose of the proposed visit; and

(b) the name of any person(s) or alternates who desire access to the campus.

The Office of Space Assignments will attempt to locate a designated area for use by the nonemployee or organization submitting the request and will then issue a permit designating the room and the date and time it may be used. If two or more requests for access to a designated area for the same or overlapping times have been made, the University will attempt to provide alternate designated areas. If no alternate designated area is available, the University will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to a prior reservation, the University will immediately notify the requesting party of such conflict.
(3) **Bulletin boards or other public access areas**

Any employee may post notices or other appropriate information on designated employee bulletin boards or other designated public access areas. If the notice contains information about an on-campus meeting during which a product or commercial service is to be advertised, promoted, or sold or during which membership in a group, association, or organization will be advocated, the notice shall be consistent with (in terms of designated area, time, and date) the permission granted to the organization.

d) **Distribution of Literature**

Distribution of literature by any external organization or nonemployee within any building on campus shall be limited to public access areas or to other designated areas reserved according to procedures described above in c) (2)(space).

e) **Violations**

Any visitor who violates this policy may be denied use of University facilities for up to one year. Any employee who violates this policy may be disciplined under the conditions and in accordance with the procedures established by and published within the appropriate employee handbook.
SECTION F: ETHICAL RESPONSIBILITIES

Faculty members shall follow professional ethical standards in conducting the affairs of the University. These standards are articulated in the Ohio Ethics Law, the Statement on Teaching Responsibilities, the Sexual Harassment Policy, the Racial and Ethnic Harassment Policy, the Policy on Violence, the Drug-Free Workplace Policy and professional codes of ethics.

1. The Ohio Ethics Law (General Assembly of Ohio, 1973)

The Ohio Ethics Law was enacted in 1973 by the General Assembly to ensure the integrity of government and to improve public confidence in government officials and employees. The following eleven points describe the major provisions of the law:

a) Conflict of Interest. The Ethics Law guards against public officials and employees who would misuse their positions for personal gain or benefit.

   Section 102.03 of the Revised Code prohibits persons appointed to or employed by a public agency now or within the past year from appearing before that agency in a representative capacity, the so-called "revolving door." The section also prohibits the disclosure or use for profit of confidential information acquired during public service, and restricts participation in license or rate-making proceedings where personal benefits might be derived. In addition, the section prohibits public servants from using their positions to secure anything of value for themselves.

   Section 102.04 prohibits public servants, whether elected, appointed, or employed, from appearing before or selling goods and services to other agencies within the same governmental entity. The section does, however, exempt non-elected public officials and employees from the prohibition if they first declare their intent in the form of a statement filed with both the agency with which they serve and the agency with which the business is to be conducted.

b) Investigations. The Commission responds to complaints and conducts its own investigations into alleged conflicts of interest.

c) Confidentiality. All matters concerning investigations are confidential. If, after a hearing, a complaint is dismissed, the accused person may ask that the matter be made public.

d) Hearings. The Commission conducts hearings on complaints filed with it after it has been determined that the complaint is not frivolous and that there is reasonable cause to believe the facts as alleged would constitute a violation.

e) Report of Findings. If the Commission finds, based on a preponderance of the evidence, that a public official has violated the Ethics Law, the evidence is turned over to the appropriate prosecuting authority.
f) **Penalties.** Persons found guilty under the Ohio Ethics Law may be fined a maximum of $1,000 or imprisoned up to six months or both. Persons required to file a financial disclosure statement, but who fail to do so, face a maximum fine of $250 and up to thirty days’ imprisonment.

g) **Financial Disclosure.** All candidates for public office, except those running for village, township, or school board office, and all elected officials, except those holding village, township, or school board office, are required to file a financial disclosure statement with the appropriate Ethics Commission each year. Also, certain appointed State officials are required to file a disclosure statement. The statement requires that sources of income and other financial interests be disclosed. Most public officials are required to file with their respective Ethics Commission by April 15 each year. Candidates are required to file thirty days prior to the first election in which they appear. Statements are available from any county board of elections or from the Commission.

h) **Public Inspection.** Financial disclosure statements on file with the Commission are open to public inspection and copies are available on written request.

i) **Special Rules.** The Ohio Ethics Commission has adopted two rules under its rule-making authority that extend the financial disclosure filing requirement to certain classes of public officials. The first such rule, EC-2, requires the chief administrative officers of about 100 state boards, commissions, and other agencies to file an annual statement. The second rule, EC-3, requires the members of the same boards, commissions, and other agencies to file a disclosure statement.

j) **Four Ethics Commissions.** The administration of the Ohio Ethics Law is entrusted to four separate agencies, each having a distinct jurisdiction. The House Legislative Ethics Committee and the Senate Legislative Ethics Committee are concerned with candidates for and members and employees of the General Assembly. The Supreme Court Board of Commissioners on Grievances and Discipline is concerned with judicial officers, employees, and candidates for judicial office. The Ohio Ethics Commission has jurisdiction over all other public officials, employees, and candidates for public office under the purview of Chapter 102 of the Revised Code.

k) **Advisory Opinions.** The Commission issues advisory opinions in response to questions relating to ethics, conflicts of interest, and financial disclosure.

2. **Teaching Responsibilities**

a) **Introduction**

Generations of teacher-scholars have recognized that membership in the academic profession carries with it special responsibilities. The nature of the educational process, the circumstances necessary to search for truth, and the use, extension, and transmission of knowledge have resulted in various statements of the concept of academic freedom. Always, this demand for freedom has been accompanied by an awareness of a
concomitant responsibility, which has been part of the conduct of reasonable, learned, and humane men and women who practice the worthy and dignified profession of teacher-scholar.

Although many aspects of this sense of responsibility have been, and will remain, unwritten and understood, the faculty of BGSU wishes to reaffirm in a formal way its recognition of its special responsibilities as set forth in the following statement.

b) Statement

The faculty of BGSU reaffirms that the following are an accepted part of their responsibilities as teacher-scholars:

(1) The responsibility to assure the student's freedom to learn, through maintaining an atmosphere conducive to free inquiry, the respect of the student as an individual, and the evaluation of students based on professionally judged academic performance without regard to personal or political matters irrelevant to that performance.

(2) The responsibility to exercise intellectual honesty, through the development and improvement of one's scholarly competence, the exercise of critical self-discipline and judgment, and the avoidance of subsidiary interests that compromise or hamper freedom of inquiry.

(3) The responsibility to state clearly the objectives of the courses taught, to direct the instruction toward the fulfillment of these objectives, and to avoid the persistent intrusion of material irrelevant to the established course definition or apart from the faculty member's area of scholarly competence.

(4) The responsibility to participate meaningfully and constructively in the governance of the institution, and the maintenance of high professional standards in the objective evaluation of colleagues.

(5) The responsibility to meet classes and other academic obligations regularly and at scheduled times, to assist in arrangement when emergencies intervene, to maintain reasonable opportunities for student contact and conference, and to provide information on progress and evaluation as part of the student learning experience.

(6) The responsibility to determine the amount and character of the work done outside the institution with due regard to one's paramount responsibility within it.

(7) The responsibility, while acting as a private citizen with the rights and obligations of any citizen, to avoid creating the impression that one speaks or acts for the University.

(8) The responsibility to observe the stated regulations of the institution, but to guard the right to criticize and seek revision peacefully.
3. **Equal Opportunity and Anti-Harassment Policies**

Bowling Green State University is committed to providing faculty, staff and students with an environment where they may pursue their careers or studies free from discrimination. The Office of Equity, Diversity and Immigration Services is responsible for administering the University's Equal Opportunity and Anti-Harassment Policies. The office exists, in part, to ensure that all members of the University community understand their responsibility to create and maintain an environment free from discrimination and harassment.


a) **Equal Employment Opportunity Policy**

Bowling Green State University is committed to providing equal employment opportunity. The University prohibits discrimination against employees and applicants for employment on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a special disabled or Vietnam-era veteran. The Office of Equity, Diversity and Immigration Services is responsible for equal opportunity compliance.

b) **Equal Education Opportunity Policy**

Bowling Green State University is committed to providing equal education opportunity. The University provides access to educational programs and activities without regard to race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a special disabled or Vietnam-era veteran. The policy with respect to sexual orientation does not apply to the University's relationships with outside organizations including the federal government, the military, and ROTC. The Office of Equity, Diversity and Immigration Services is responsible for equal educational opportunity compliance.

c) **Anti-Harassment Policy**

Bowling Green State University strives to provide an environment that is free of harassment. The University's policy against discriminatory harassment applies to all faculty, students, staff, contractors, and vendors. The policy covers harassment based on sex, sexual orientation, race, color, religion, ancestry, national origin, disability, age, and status as a special disabled or Vietnam-era veteran. Sexual harassment is the subject of a separate policy which is more fully discussed below. Members of the University community should bring problems or questions regarding discriminatory harassment to the attention of the Office of Equity, Diversity and Immigration Services.
d) **Sexual Harassment**

Sexual harassment is a violation of Chapter 4112 of the Ohio Revised Code. Title VII of the Civil Rights Act of 1964, and Title IX of the Educational Amendments of 1972. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic pursuits;
2. submission to or rejection of such conduct by a person is used as the basis for employment decisions or academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive working or education environment.

Members of the University community should bring problems or questions regarding sexual harassment to the attention of the Office of Equity, Diversity and Immigration Services.

e) **Retaliation**

Retaliation against members of the Bowling Green State University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and University policy. Retaliation is prohibited whether or not the charging party prevails in the original charge. Subsequent to, or contemporaneous with the charge, no agent of the University may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. Charges of retaliation will be investigated by the Office of Equity, Diversity and Immigration Services.

f) **Grievance Procedures**

The procedures outlined below are designed to provide sufficient flexibility with which to deal with the wide range of incidents that fall under the terms "unlawful harassment or discrimination including sexual, racial, and ethnic harassment." They are intended to be responsive to the situation at hand and will be as formal or informal as the allegations under review indicate.

1. **Procedure for the Complainant**

   a) A person who believes that he/she has been unlawfully harassed or discriminated against should contact the Office of Equity, Diversity and Immigration Services. Staff in this Office will initially discuss the matter with the complainant to
ascertain, as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.

(b) Initial discussions with staff in the Office of Equity, Diversity and Immigration Services should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.

(c) Before the Office can begin its investigation, the allegations shall be submitted, in writing, to the Director of Equity, Diversity and Immigration Services. Until this occurs, the matter will not be discussed with anyone other than the complainant.

(d) An investigation will be conducted by a staff person in the Office of Equity, Diversity and Immigration Services only if the complainant has filed a formal, written complaint.

(e) The role of the Office of Equity, Diversity and Immigration Services in the processing of the complaint will include, but is not limited to, the following:

   i) consultation with the complainant;

   ii) discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of complaint;

   iii) preparing a complete investigative report of the complaint, including recommendations for resolution, this shall be submitted, in writing, to the Vice President to whom the respondent reports for appropriate administrative action, with copies being sent to the complainant and the respondent.

(f) If the complainant is not satisfied with the action taken by the Vice President, the complainant may appeal, in writing, within seven calendar days of the notification of the Vice President's decision, to the President of the University, who will then review the appeal and respond, in writing, within ten calendar days after receiving the appeal, to all parties—respondent, complainant, Director of Equity, Diversity and Immigration Services, and the Vice President to whom the respondent reports—concerning the disposition of the appeal.

(2) Procedure for the Respondent

(a) Investigations regarding alleged instances of unlawful harassment and discrimination will be conducted by staff in the Office of Equity, Diversity and Immigration Services only if a formal, written complaint has been filed with the Director of Equity, Diversity and Immigration Services.
(b) The role of the Office of Equity, Diversity and Immigration Services in the processing of the complaint will include, but is not limited to, the following:

i) consultation with the respondent;

ii) discussion with appropriate persons suggested by the respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint;

iii) preparing a complete investigative report of the complaint, including recommendations for resolution, this shall be submitted, in writing, to the Vice President to whom the respondent reports for appropriate administrative action, with copies being sent to the complainant and the respondent. All files of the grievance shall be kept in the Office of Equity, Diversity and Immigration Services for a minimum of three years. After this three-year period, maintenance of files should be consistent with University policy.

(c) If the respondent is not satisfied with the action taken by the Vice President, the respondent may appeal, in writing, within seven calendar days of the notification of the Vice President's decision, to the President of the University, who will then review the appeal and respond, in writing, within ten calendar days after receiving the appeal, to all parties—respondent, complainant, Director of Equity, Diversity and Immigration Services, and the Vice President to whom the respondent reports—concerning the disposition of the appeal.

(3) Principles

In investigating complaints of unlawful harassment and discrimination, the following principles will be adhered to:

(a) Each complaint will be handled on an individual, case-by-case basis, taking a look at the record as a whole and at the totality of circumstances.

(b) The investigation will be conducted as fairly and expeditiously as possible.

(c) In investigating complaints of sexual harassment, confidentiality will be accorded with the utmost respect for both the complainant and the respondent.

(d) A person bringing forth an honestly perceived complaint of sexual harassment will not suffer any type of retaliation regardless of the outcome of the complaint.

(e) The complaint will be resolved in a manner which is consistent with this policy and also fair and equitable to all parties concerned.

4. Policy on Violence
It is the policy of Bowling Green State University that acts of violence, threats of violence, or intimidation will not be tolerated. Bowling Green State University recognizes the importance of providing a safe environment for all its members. In this community, victims/survivors will be treated with dignity and respect. Any persons found in violation of this policy may be subject to disciplinary action (B-II.F.3 and B-I.E). Violators may also be subject to criminal prosecution.

5. Drug-Free Workplace Policy

In order to ensure the University's commitment to a quality educational and work environment, every faculty member, employee and student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs.

Therefore, it is the policy of Bowling Green State University to prohibit the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized, or any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the University on its property or at any of its activities.

It is the responsibility of each faculty member, employee and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution. The University will make appropriate effort to provide rehabilitative support before giving consideration to termination of employment for cause as stipulated in B-I.C.3.c) of the Academic Charter and Sect. 3345.22-25 of the Ohio Revised Code.

6. Consensual Amorous Relationships Policy

The university takes seriously its duty to provide a place to study and work free of situations that may be construed as abuse of authority, an inappropriate conflict of interest, preferential treatment, or other unprofessional and unethical conduct. The policy below is established in order to avoid such instances.

a) Within the University community, supervisors and faculty are not to have supervisory, evaluative, instructional, coaching, advisory, or other relationships with students or employees with whom they have or have had consensual amorous relationship.

b) If an amorous relationship exists or develops, the faculty or staff member of superior rank must disclose the relationship to his/her immediate supervisor in a timely manner. The supervisor will then take steps to make alternate arrangements affecting one or both parties, to effectively discontinue any supervisory, evaluative, instructional, coaching, advisory, or other formal connections between them. If possible, such arrangements should be made in ways that respect the interest of all involved and will not be prejudicial toward or against either party.
c) The decision of an immediate supervisor may be appealed by either or both parties to the next higher administrative level.

d) Disclosure is the responsibility of those who engage in, or are about to engage in, amorous relationships within the University community. Failure to abide by this policy may result in disciplinary actions taken against any negligent party. The range of disciplinary actions would depend upon the circumstances and culpability of those involved. Disciplinary actions may include, but are not limited to, a verbal warning, a letter of warning, temporary reassignment, temporary suspension or other measures, as the case may warrant. The imposition of faculty sanctions beyond the written warning should abide by the policy on sanctions contained elsewhere in the Academic Charter. Disciplinary actions regarding administrative staff and classified staff are administered by the Office of the Executive Vice President; disciplinary actions regarding faculty are administered by the Office of the VPAA/Provost.
SECTION G: CLASSROOM-RELATED RESPONSIBILITIES

The section on classroom-related responsibilities includes statements on writing skills, on class admission rosters, on class attendance, on classroom environment, on scheduling major assignments just prior to final examination week, on the final examination policy, on grade and grade reporting, and on the grade and absence appeals procedure.

1. Writing Skills

Because clear, logical, accurate, and articulate written communication is a necessary component of all scholarly and professional activity, the University urges all faculty members:

- To assign writing in every course in which essay examinations, papers, or reports are at all appropriate,
- To inform students that writing proficiency (organization or articulation) will be a component of the grading in the course,
- To comment upon the competence with which information is organized and articulated in all written work,
- To return such work to students,
- To withhold grades on papers or reports until a satisfactory level of performance on them is achieved during that term,
- To lower grades on all written work that does not achieve a satisfactory level of writing proficiency (organization or articulation),
- To refer students with such difficulties to advisors and/or the Writing Laboratory.

2. Class Admission Rosters

On the first day of classes, faculty will receive a roster of students who have registered for each of their courses. Beginning with the second day of classes, each new student who appears in a class shall present an admission card (i.e., approved copy of a drop/add card), which will certify registration. Two weeks from the first day of classes, faculty will receive a corrected roster of students for each class. No drop cards will be sent for students who have dropped a course; their names will simply be omitted from the corrected roster.

Because corrections on the second computer roster determine the University’s enrollment report to the Ohio Board of Regents, it is imperative that faculty return all corrections to the Office of Registration and Records on the date specified.

3. Class Attendance
The faculty believes that classroom activities are essential to learning and to the application of knowledge. The student is responsible for knowing and meeting all course requirements, including tests, assignments, and class participation, as indicated by the course instructor. The instructor has no obligation to give make-up examinations or to review other class work missed by a student as a result of absence, except under those specific conditions cited below (in 4. Exceptions to the Class Attendance Policy).

Although an instructor may accept a student's cause for an absence as a basis for making up major tests and examinations, the responsibility for making up work missed during absence rests with the student.

4. Exceptions to the Class Attendance Policy

Under unique, yet foreseeable circumstances, exceptions to the stated class attendance policy may be made. These exceptions shall include cases of recognized weather emergency, excused absences for the observance of religious holidays, and military call-up situations.

a. If, in the case of severe weather, an official agency such as the State Highway Patrol reports that hazardous driving conditions exist and that travel is not advised, then students who must commute to Bowling Green will be excused from classes without penalty. Upon return to each affected class, the student shall inform the instructor the student's inability to travel due to hazardous driving conditions.

b. It is the policy of the University to make every reasonable effort allowing students to observe their religious holidays without academic penalty. In such cases, it is the obligation of the student to provide the instructor with reasonable notice of the dates of religious holidays on which he or she will be absent. Absence from classes or examinations for religious reasons does not relieve the student of responsibility for completing required work missed. Following the necessary notification, the student should consult with the instructor to determine what appropriate alternative opportunity will be provided, allowing the student to fully complete his or her academic responsibilities.

c. Students who are members of the reserves, National Guard or other branches of the military may be called to serve with their units. It is University policy to provide appropriate accommodation to such students. A student who is required to report on or after the first day of final exam week will be allowed to complete all course work early and must contact his or her instructors in a timely fashion so as to make necessary arrangements. A student who is required to report prior to the first day of final exam week must contact his or her college office and choose between the various options presented. Regardless of the option selected, the student in this situation must also contact his or her instructors in a timely fashion so as to make necessary arrangements.

5. Classroom Environment, Responsibility and Authority of Instructor
"... reaffirms the present practice which places the primary responsibility for the classroom environment with the instructor. It is assumed that the administration will support this position providing that the instructors conduct themselves in a professional manner and in accordance with the University policies and regulations.

In this context, the use of recording devices in the classroom is the prerogative of the instructor, providing that the use of recording devices be consistent with the educational aims of the class and not to be used for any other purpose except by permission of the instructor."

6. **Policy on Scheduling Major Class Assignments Prior to Final Examination Week**

   It is the academic policy of BGSU to discourage the giving of a test or a major quiz, or the assignment of a major project, with the exception of laboratory tests and the English proficiency examination, during the week prior to the final examination week.

7. **Final Examination Policy**

   a) A final examination should be given in all courses where appropriate.

   b) Consistent with traditional principles of academic freedom, the faculty member or group responsible for a course shall determine whether a final examination is or is not appropriate (such as in graduate seminars).

   c) Ohio Board of Regents specifies that an academic semester consists of sixteen weeks. The sixteenth week of the semester at BGSU is reserved for the scheduling of final examinations.

   d) Final examinations shall be administered at the times scheduled for that purpose, except with specific permission of the VPAA.¹

   e) In those courses where a final examination is deemed inappropriate, faculty shall conduct other appropriate course-related activities during the period scheduled for final examination.

   f) Department Chairs shall be responsible for implementing this policy.

1Permission of the Office of the VPAA may be secured by providing a memorandum in writing stating the time for which the examination is scheduled, the time at which it is desired to offer it, and the reason for the change. The memorandum should also certify that the students involved agree to the change and that provision has been made for make-up in all cases of conflict. This memorandum, endorsed by the Chair of the department and the Dean of the college involved, should be forwarded to the Office of the VPAA. An immediate response by telephone will be confirmed in writing by the next day. Permission will not be granted to reschedule examinations except during the designated final examination period. No permission from the Office of the VPAA is required in order to provide a make-up examination for one or two students on the grounds of conflict or other urgent reasons for being absent from the final examination.
8. **Grades and Grade Reporting**

Gradebooks are available through school or department offices. The University requires that grades be recorded for each student at the end of each semester only. Final examination schedules are announced every semester by the Registrar. Special rosters for grade reports will be sent to all faculty members by the Office of Registration and Records.

Grades turned in at the Office of Registration and Records are not changed unless:

a) a demonstrable mechanical error has occurred or the grade has been changed as the result of a formal grade appeal;

b) the Dean of the college approves in writing; and

c) the student's Dean is notified in writing.

Information on the grading system and incompletes can be found in the General Bulletin.

9. **Grade and Absence Appeals Procedure**

a) **Appeals Procedure for Student Academic Grievances Against Faculty Members or Departments**

   (1) Each University department shall designate a person or persons to receive grade and absence appeals from students. These persons shall not be major departmental administrators; they may be either tenured or untenured faculty members.

   (2) In the case of a department composed of fewer than five full-time members, the designated person(s) may be selected by the department from another department or other area within the school or college.

   (3) The role of the designated person(s) is to hear complaints, gather information, talk with both students and faculty, mediate disputes when possible, and/or identify appropriate channels for solving problems (whether within or outside the department).

   (4) If the matter is not then mediated, the student shall state the full particulars of the appeal in writing and submit them to the department Chair or policy committee. Notes shall be kept on proceedings at this level.

   (5) If the matter is not resolved at the departmental level, the student is free, of course, to pursue the case in other offices of the University as described below.

   (6) Each undergraduate college will establish an academic arbitration board of at least two faculty members and one student which will serve to hear appeals from students
who are not satisfied that the resolution of the appeal at the department level is fair. The department procedure will be followed first in all cases.

b) **In Matters of Grade and Absence Appeals Only**

(1) The department and college procedures will include a consideration of all of the facts in the case. If at either level the facts are deemed to support the student's appeal, moral suasion may be brought to bear on the faculty member. If, on the other hand, either committee regards the findings as not supporting the appeal, that decision should be transmitted unequivocally to the student. However, the sole responsibility and authority for determining grades rests with the faculty member who assigned the grade.

(2) Grade changes can be made by a letter to the college from the instructor and either department or college committee. The procedure must be started by the end of the fifth week of the academic term following the issuance of the grade, with the exception of the Spring semester, which must be appealed by the end of the fifth week of the Fall semester. All actions for grade changes must be completed by the end of the next semester, except for the Spring semester, when action must be completed by the end of the following Fall semester.

c) **In Matters Other than Grade and Absence Appeals**

If a student grievance is not resolved at the college level, the matter may be appealed to the VPAA.
SECTION H: ACADEMIC HONESTY POLICY

This document incorporates by reference the Academic Honesty Policy as stated in the Student Code. All references found in this document refer to other portions of the Academic Honesty Policy.

1. Introduction

The Academic Honesty Policy is designed to enhance and sustain an environment of ethical and principled intellectual pursuit, consistent with the core values of the University. This policy is based on respect for intellectual property as well as for one another. Academic honesty is essential to the academy. Honest pursuit of academic challenges and higher learning are the essence of the University experience. Respect for one another is fostered when our academic environment is free from cheating, lying, and stealing not only of property, but ideas as well. Individual, personal quests for knowledge will expand and challenge students’ creativity and intellect. Academic dishonesty is contrary to intellectual growth and pride in a job well done. Bowling Green State University graduates have met the challenges of achieving scholarly excellence and higher learning. Compromising academic honesty negatively impacts the foundations of our academy. We strive to nurture the respect inherent in the honest attainment of scholarly excellence. Discussion of the Academic Honesty Policy provides an opportunity to instill in students respect for honest and appropriate behavior.

a) Objectives

(1) To communicate to all members of the University community the conviction of the University and its faculty that cheating and plagiarism are destructive of the mission of the University and are universally disapproved.

(2) To state procedures for accomplishing the above objective by students, faculty, academic deans, and the Academic Honesty Committee.

b) Suggestions for Limiting Academic Dishonesty

(1) Both students and faculty should initiate discussions that emphasize ethical and principled intellectual pursuit, consistent with the core values of the University, and denounce dishonest academic pursuits.

(2) Academic units may develop for their faculty and students a statement of the application of the Academic Honesty Policy in their courses provided that it is consistent with this policy.

(3) Each faculty member is encouraged to include in the introduction of a course:

(a) A statement of the application of the Academic Honesty Policy within the particular course provided that it is consistent with this policy.
(b) The statement that every instance of dishonesty will be reported.

(c) A definition of plagiarism and proper citation consistent with the accepted style (e.g., APA, MLA).

(4) Faculty are encouraged to remove temptation to potential violations insofar as possible.

(5) Faculty members should exemplify the highest levels of academic honesty at all times.

c) Definitions of Academic Honesty Violations

This list is not exhaustive of possible violations of this policy. These definitions are based on Gehring, Nuss, Pavela, Issues and Perspectives on Academic Integrity, published in 1986 by the National Association of Student Personnel Administrators, Inc. and on the Code of Student Rights, Responsibilities, and Conduct, 1998, the trustees of the University of Indiana. Lack of intent shall not be a defense against a charge of violating this policy. That is, it shall not be necessary to prove intent for a person to be in violation of this policy. Unawareness of the policy is not a defense.

(1) Cheating

Using or attempting to use unauthorized assistance, materials, information, or study aids in any academic exercise. Submitting substantial portions of the same academic work more than once without permission; or using another person as a substitute to take an examination or quiz.

(2) Forgery

Altering a score, grade, schedule change form or academic record; forging an instructor’s or another student’s signature.

(3) Bribery/Threats

Offering a bribe or making a threat or coercion related to a grade or an academic exercise.

(4) Fabrication

Falsification or invention of any information, data, research or citation in any academic exercise.

(5) Plagiarism
Representing as one’s own in any academic exercise the words or ideas of another, including but not limited to, quoting or paraphrasing without proper citation.

(6) Facilitating Academic Dishonesty

Helping or attempting to help another to commit an act of academic dishonesty.

d) Definition of Terms

(1) Academic dean is the Dean of the college in which the undergraduate student is enrolled. For graduate students, degree and non degree, the academic Dean is the Dean of the Graduate College. For guest students, the registrar is the academic Dean who may transfer the case to the appropriate academic Dean.

(2) A day is one day when the University is holding classes.

(3) A semester is one of the University’s three academic terms: Fall, Spring, or Summer.

(4) A year is three consecutive semesters.

(5) A mark or grade assigned as a result of a violation of the Academic Honesty Policy is considered a sanction.

e) Time Limits

Time limits given in this policy are for the purposes of expediting hearings and appeals. Time limits for hearings may be extended at the Dean’s discretion. Time limits for appeals may be extended at the discretion of the Chair of the Academic Honesty Committee, the Vice President for Academic Affairs, or the Board of Trustees of the University for cases within their respective jurisdictions.

Time limits set forth are goals and are not jurisdictional. No action taken shall be voided unless it appears that there has been an unreasonable amount of delay and that the appellant’s right to a fair hearing has been violated.

f) Statute of Limitations

(1) There is no statute of limitations on graduate theses or dissertations.

(2) The statute of limitations for all other academic honesty violations shall be one calendar year after the date of graduation of the person(s) involved.
(3) When violations of academic honesty escape notice at the time of their commission, but are discovered at a later time and the statute of limitations has not expired, penalties may be imposed at the time the violation is discovered.

g) Advisers

The student and instructor are responsible for presenting their own cases. Both the student and the instructor have the right to be accompanied and assisted by advisers, but the advisers are not permitted to participate directly in any hearing nor may they appear in lieu of the student or instructor. The academic unit may send a substitute for the instructor only in cases of undue hardship.

h) Applicability of the Policy

This policy governs all matters of academic honesty, and alternative policies or procedures not provided for herein shall not be used.

i) Interpretations of the Policy

Questions regarding interpretations of this Academic Honesty Policy should be directed to the Chair of the Academic Honesty Committee.

j) Possibility of Legal Action

In addition to action taken by University officials for violations of the Academic Honesty Policy, violators may be subject to legal action in a court of competent jurisdiction.

2. Violations Discovered Before Graduation

This section shall apply to violations of the Academic Honesty Policy that are discovered before the student has graduated and that are within the statute of limitations. B-II.H.1.f)

a) Jurisdiction

(1) Instructor

(a) In any case in which the sanction to be imposed for the alleged offense is less than suspension, the instructor in the course shall have original jurisdiction. The instructor shall determine and impose the sanction. B-II.H.2.b)(4)

(b) If necessary, the instructor may delegate responsibility for conducting a conference and determining and imposing the sanction, in writing, to the Chair of the department in which the course is taught.

(2) Academic Dean
(a) In any case in which the sanction to be imposed for the alleged academic honesty violation is suspension, dismissal or expulsion, or in which the alleged academic honesty violation is a second offense, the academic Dean shall have original jurisdiction. The academic Dean shall determine and impose the sanction. B-II.H.2.b)(5)

(b) The academic Dean may delegate to an individual or committee the responsibility for providing notices, arranging and conducting conferences/hearings, determining whether or not a violation has occurred, and recommending a course of action to the academic Dean. B-II.H.2.b)(5)

(c) Conferences/hearings shall be conducted under procedures established by the academic Dean.

(3) Academic Honesty Committee

(a) The Academic Honesty Committee shall have appellate jurisdiction in all cases of academic dishonesty. An instructor may appeal decisions of the academic Dean to the Academic Honesty Committee. When acting as an appellate body, the Academic Honesty Committee will review the records involved to determine whether to grant a hearing. Appeal hearings shall be conducted under procedures established by the Academic Honesty Committee. B-II.H.2.d)

(b) The Academic Honesty Committee shall have the jurisdiction to initiate a full review of any case, including a consideration of the substance of the alleged offense. Review of cases shall be conducted under procedures established by the Academic Honesty Committee.

(c) In any appeal, the appellant shall have the burden of proof, and the standard of proof is “more likely than not”.

(d) The Academic Honesty Committee shall have the following powers:

i) Deny an appeal;

ii) Uphold the decision of the instructor or academic Dean;

iii) Suspend a sanction in whole or in part and impose other terms and conditions as a corollary; or

iv) Overturn a decision of the instructor or academic Dean. In cases where the instructor has jurisdiction, direct, the instructor to void the sanction. In cases where the academic Dean has jurisdiction, direct the academic Dean to void the sanction.

(e) The committee will be comprised of:
i) eighteen faculty members, twelve of whom shall have graduate faculty appointments,

ii) six undergraduate students, and

iii) six graduate students.

(f) Committee appointments shall be made:

i) Each academic Dean will nominate a minimum of two faculty members to serve on the committee.

ii) Three faculty members shall be elected pursuant to Article V. Section B-1.

iii) The Committee on Committees will appoint the remaining members of the committee from the list of faculty received from the academic Deans. (See Article V, Section B-I.

iv) The VPAA will appoint six undergraduate students and six graduate students.

(g) Committee Coordinator

i) The VPAA shall appoint an individual who shall serve as the Coordinator of all administrative functions of the committee (e.g., maintaining case files, filing all paperwork, scheduling hearings).

ii) The Coordinator will be responsible for the coordination of the training of all new members on the committee.

iii) The Coordinator shall conduct the hearing, but is not a voting member.

(h) Hearing Board Composition

i) A quorum to conduct a hearing is five members: three faculty and two students.

ii) In cases involving graduate students, the hearing board must include only faculty with graduate appointments and only graduate students.

iii) If a quorum is not achieved the VPAA shall have the power to appoint ad hoc members to and convene an academic honesty hearing board.

(4) Vice President for Academic Affairs
(a) The Vice President for Academic Affairs shall be responsible for implementing and monitoring this policy, shall provide clerical support as necessary and shall serve as the central repository for records of violations of the policy.

(b) Final appeal jurisdiction in any case discovered before graduation rests with the VPAA.

(c) When acting on an appeal of the decision of the Academic Honesty Committee, the VPAA will review the records of the case to determine if a hearing should be granted. The appeal shall be conducted under procedures established by the VPAA. The VPAA may delegate to an individual or committee the responsibility for conducting conferences/hearings, determining whether or not a violation has occurred, and recommending a course of action to be taken.

(d) The VPAA shall have the jurisdiction to initiate a full review of any case, including a consideration of the substance of the alleged offense. Review of the case shall be conducted under procedures established by the VPAA.

(e) In any appeal, the appellant shall have the burden of proof.

(f) The VPAA shall have the following powers:

   i) deny an appeal;

   ii) uphold the decision of the instructor or academic Dean or Academic Honesty Committee;

   iii) suspend a sanction in whole or in part and impose other terms and conditions as a corollary; or

   iv) overturn a decision of the instructor or academic Dean or Academic Honesty Committee and direct the instructor or academic Dean to apply or void the sanction.

b) Procedures

   (1) Reporting a Case of Academic Dishonesty

      Cases of academic dishonesty shall be reported to the academic Dean by the instructor. If a student suspected of violating this policy, for example, facilitating academic dishonesty, is not in the course, the instructor shall report the matter to that student's academic Dean, who shall assume original jurisdiction over that student.

   (2) Evidence
Whenever possible, the instructor shall retain as evidence the original assignment (not a photocopy).

(3) Continuance of Coursework

A student accused of a violation of the Academic Honesty Policy shall be permitted to continue in the class pending final disposition of the case. If the final decision in the case results in a sanction of expulsion, dismissal, OR suspension, any course work completed during the disposition of the case shall be void as described in the penalties section of this policy. If the final decision in the case results in a sanction of withdrawal from the course and assignment of a grade of “WF”, work in the class completed during the disposition of the case shall be void.

(4) Notification

All written communications in a case starting with the academic Dean’s first letter to the student shall be copied to the instructor, the instructor’s chair or program director, the Dean of the College in which the course is taught if different from the student’s academic Dean, the registrar and the Vice President for Academic Affairs. In cases involving international students the academic Dean shall notify the Director of the Center for International Programs. In cases involving athletes, the academic Dean shall notify the Department of Intercollegiate Athletics. For graduate students, the Dean of the Graduate College will notify these parties and also the program graduate coordinator and the College Dean of the student’s degree program. Communications from the Academic Honesty Committee shall be copied to these persons.

(5) Cases with Instructor Jurisdiction

(a) The instructor shall make a good faith effort to meet and confer with the student prior to making a decision in the case and assessing a sanction within five days of detection of the incident.

(b) At the conference, the instructor shall discuss with the student the nature of the charge(s) against the student and the evidence in the case. This conference should provide the student the opportunity to examine and to challenge the evidence.

(c) After the initial discussion, the student shall have two days to provide additional information, if desired.

(d) Within five days after the conference, the instructor shall make a determination in the case. If the instructor decides to impose a sanction the instructor should keep a written record outlining the substance of the conference with the student and notify the academic Dean in writing.
(e) If the instructor determines that a violation of the Academic Honesty Policy has not occurred, no action will be taken against the student, and the instructor shall so notify the student.

(f) If the instructor determines that a violation of the Academic Honesty Policy has occurred, the instructor is required in all cases to inform the academic Dean, in writing, of the facts (including whether or not a conference between the instructor and student took place) and the decision in the case.

i) If the sanction is partial or no credit, and the appeal deadline has passed with no appeal, or if the instructor’s decision in the case has been upheld on final appeal, the instructor shall calculate the sanction into the course grade and report the grade on the class grade sheet. Otherwise, the instructor shall report an “NGR” (no grade).

ii) If the sanction is withdrawal from the course and assignment of a grade of “WF”, and the appeal deadline has passed with no appeal, or if the instructor’s decision in the case has been upheld on final appeal, the instructor shall report the sanction on the class grade sheet. Otherwise the instructor shall report an “NGR” (no grade).

iii) The registrar shall not convert an “NGR” to a “WF” while an appeal is pending.

iv) Upon notification from the instructor, the academic Dean shall check with the Vice President for Academic Affairs to determine if the student has a prior violation of this policy.

v) Within five days following receipt of the notice from the instructor, if a conference between the instructor and student has taken place, the academic Dean shall notify the student, in writing, of the following:

- the decision in the case;
- the sanction imposed;
- the student’s right to appeal to the Academic Honesty Committee; B-II.H.2.d)
- that the student may confer with the academic Dean concerning the case.

vi) Within five days following receipt of the notice from the instructor, if the instructor was unable to confer with the student, the academic Dean shall notify the student, in writing, of the following:
• the receipt of the complaint;
• the decision in the case;
• the sanction to be imposed;
• that the student should confer with the instructor;
• the student’s right to appeal to the Academic Honesty Committee; B-II.H.2.d)
• that the student may confer with the academic Dean concerning the case.

vii) For notification, see 2. b) (4).

(6) Cases with Academic Dean Jurisdiction

(a) Introduction

i) Hearings conducted by the academic Dean are informal inquiries that do not follow formalized courtroom procedures.

ii) Due process rights under B-II.H.2.c) apply to these hearings.

iii) Only evidence introduced at the hearing can be considered.

iv) A taped record shall be made of all hearings conducted by an academic Dean.

v) The academic Dean shall invite the instructor to the hearing who shall have the right to make recommendations on the decision and on the sanction.

(b) Hearing

i) Upon receipt of written notice of an alleged violation of the Academic Honesty Policy, within fifteen days the academic Dean shall check with the VPAA to determine if the student has a prior charge pertaining to this policy and shall notify the student, in writing, of the charges made, the student’s right to examine the evidence in the case, and the student’s right to due process. B-II.H.2.c). For notification, see 2. B) (4) and the academic Dean shall convene a hearing and shall notify the student of its time and place and make a decision.

ii) If a student has been properly notified of a hearing under this section and fails to appear, the student may be temporarily suspended by the academic Dean until the student requests and appears at a new hearing. If the student has not requested a new hearing within five additional days, the sanction takes effect and the academic Dean shall direct the registrar to bar the student from registration for future semesters and to drop the student from registration for any courses.
iii) If the academic Dean determines that a violation of the Academic Honesty Policy has not occurred, no action will be taken against the student, and the academic Dean shall so notify the student. If a grade of “NGR” has already been reported, the academic Dean shall direct the instructor to report the grade without the calculation of the sanction. For notification, see 2.b)(4).

iv) If the academic Dean determines that a violation of the Academic Honesty Policy has occurred, the academic Dean shall:

- before imposing the sanction, notify the VPAA that the student has been charged with the offense, that the academic Dean has determined that a violation of the Academic Honesty Policy has occurred, and request any relevant information regarding the sanction to be imposed in the case;
- within five days after the decision in the case notify the student, in writing, of:
  - the decision in the case;
  - the sanction imposed;
  - the student’s right to appeal to the Academic Honesty Committee under B-II.H.2.d);
- For notification, see 2. b) (4).

v) In cases under the academic Dean’s jurisdiction, after an appeal deadline has passed with no appeal or after the decision in the case was upheld on appeal, the academic Dean shall notify the registrar that the student has been withdrawn from the course, expelled, dismissed, or suspended from the University as a sanction for a violation of the Academic Honesty Policy. The academic Dean shall instruct the registrar to enter on the student’s transcript the grade and/or other sanction resulting from the decision.

(c) Hearing by Teleconference

Upon petition from the either the student or the instructor not to hold a hearing in person due to personal hardship the Dean, after providing the other party the opportunity to comment, may grant that the hearing be held by teleconference.

c) Due Process Procedural Safeguards

The following due process procedural safeguards will be followed in all hearings conducted under B-II.H.2.b)(5):

1) The student shall be given written notice of the charges against him/her, the time and place of the hearing, and the student’s right to examine the evidence in the case prior to the hearing.
(2) The student has the right to question evidence presented against him/her and to present evidence in his or her own behalf.

(3) The student has the right to be assisted by an adviser of his or her choice from among students, faculty, or staff of the University. In cases where expulsion or dismissal or suspension may be the sanction, the student may be accompanied by an external advisor. The external advisor may advise the student during the hearing, but may not participate in the hearing.

(4) The student has the right to receive notice of the decision in the case and notice of the right to appeal decisions to the Academic Honesty Committee under B-II.H.2.d).

d) Appeals to the Academic Honesty Committee

(1) The student shall have seven days from the date on which he/she receives notice of the sanction to file an appeal.

(2) The student shall send a written appeal to the coordinator of the Academic Honesty Committee in the Office of the VPAA and shall send a copy of the appeal to the academic Dean. The student may request an oral presentation of the request before two faculty members of the committee.

(3) An appeal shall be based on new evidence, procedural error, or error in interpretation of evidence. The appellants must describe the basis of the appeal. (Severity of the sanction is not considered a ground for appeal unless it exceeds the maximum, which would be a procedural error.)

(4) The Coordinator of the Academic Honesty Committee shall inform the student in writing with a copy to the academic Dean whether a hearing is being granted.

(5) If the Academic Honesty Committee grants a hearing, the hearing process shall begin within fifteen days of receipt of the student’s written notice of appeal. A taped record shall be made of all appeal hearings conducted by the Academic Honesty Committee.

(6) In the event of a hearing, the Academic Honesty Committee shall furnish the instructor who imposed the original sanction and the academic Dean with a copy of the student’s written appeal along with any or all pieces of evidence introduced in the student’s behalf. A decision and notification shall be made within two days.

(7) If the decision of the instructor or academic Dean is overturned by the Academic Honesty Committee and the deadline to appeal to the VPAA has passed with no appeal, or if the decision of the Academic Honesty Committee is upheld on final appeal, the Coordinator of the Academic Honesty Committee shall notify the chair of the Academic Honesty Committee who shall direct the instructor or academic Dean in writing to void the sanction. When a sanction is a grade or affects the grade, the
instructor shall be obligated to compute the student’s grade according to the decision of the Academic Honesty Committee regarding the sanction.

e) **Appeals to the Vice President for Academic Affairs**

(1) The student, course instructor, or academic Dean shall have seven days from the date on which the person receives notice of the decision of the Academic Honesty Committee to file an appeal with the VPAA.

(2) The student, course instructor, or academic Dean shall send a written appeal to the VPAA and shall send a copy of the appeal to the Chair of the Academic Honesty Committee and to the academic Dean.

(3) An appeal shall be based on procedural error alone (severity of the sanction is not considered a ground for appeal unless it exceeds the maximum, which would be a procedural error.)

(4) If the VPAA grants a hearing, the hearing process shall begin within fifteen days of receipt of the written notice of appeal. The VPAA shall invite the party bringing the appeal and a member of the hearing board.

(5) Decisions and sanctions shall be stayed until the VPAA has issued a decision. For notification, see 2. b) (4).

(6) If an appeal deadline has passed with no appeal or if the decision and sanctions have been upheld on appeal, the decision of the initial hearing body shall be in effect as provided for under B-II.H.2.f)(3). Sanctions shall be imposed and the Office of Registration and Records notified within three days of the decision by the Vice President for Academic Affairs.

f) **Sanctions**

(1) **Definitions of sanctions**

   (a) **Expulsion**

   Administrative withdrawal from the University with no provision for readmission. The student shall be withdrawn from all courses. A grade of “WF” shall be assigned as a sanction for the course in which the offense occurred. Grades of “WP” or “WF” shall be assigned to all other courses in accordance with University policy governing such grades.

   (b) **Dismissal**

   Administrative withdrawal from the University for a stated period of time not less than one year. The student shall be withdrawn from all courses. A grade of
“WF” shall be assigned as a sanction for the course in which the offense occurred. Grades of “WP” or “WF” shall be assigned to all other courses in accordance with the University policy governing such grades. After the time has elapsed, the student may apply for readmission on the same basis as any student entering from another school. The student is subject to all regulations dealing with his or her status at the time of dismissal, e.g., academic warning.

(c) Suspension

Administrative withdrawal from the University for a stated period of time not more than one year. The student shall be withdrawn from all courses. A grade of “WF” shall be assigned as a sanction for the course in which the offense occurred. Grades of “WP” or “WF” shall be assigned to all other courses in accordance with the University policy governing such grades. After the time has elapsed, the student may be readmitted. The student is subject to all regulations dealing with the student’s academic status at the time of suspension, e.g., academic warning. Suspension under this policy is different from academic suspension.

(d) Suspended Sanction

Any of the three penalties stated above may be totally or partially suspended. In this case, a student who subsequently violates the Academic Honesty Policy is subject not only to the sanction prescribed for that subsequent offense, but also to the suspended portion of the previously imposed sanction.

(e) Withdrawal from the Course

The student shall be assigned a grade of “WF” as a sanction for the course in which the offense occurred.

(f) Partial or No Credit on an Examination or Assignment

Credit shall be determined in accordance with practices of the instructor.

(2) Other Terms and Conditions of Sanctions

Terms and conditions may be attached to and made part of any sanctions imposed under the Academic Honesty Policy.

(a) Mandatory terms and conditions of expulsion, suspension, or dismissal.
i) If the student is expelled, suspended, or dismissed under the terms of the 
Academic Honesty Policy, the student shall be denied all privileges accorded 
a student and shall be required to leave the University premises.

ii) The student may appeal to the Vice President for Academic Affairs for 
entrance to the University for specified purposes.

(b) Other terms and conditions may be attached to sanctions of suspended sanction or 
warning by the Academic Honesty Committee and the academic Dean.

(c) Failure to observe the terms and conditions attached to and made part of a 
sanction may constitute cause for the extension of the time period during which 
the sanction is in effect.

(d) The VPAA shall have the power to direct the registrar to print on the transcript 
the reason for a student’s expulsion, dismissal, or suspension as due to a violation 
of the Academic Honesty Policy in cases of repeated or egregious violations.

(e) No refunds of tuition or fees shall be granted as result of course work dropped in 
connection with this policy.

3) Effective Date of Sanction

If no appeal is submitted, the sanction shall take effect when the appeal deadline has 
passed. Otherwise, the sanction shall take effect when the decision of the initial 
hearing body is upheld on final appeal. If the decision of the initial hearing body is 
upheld on final appeal, the instructor/academic dean shall report the graded sanction 
to the registrar.

4) Academic credit earned at another institution during a period of expulsion, 
suspension, or dismissal for violation of the Academic Honesty Policy shall not be 
accepted at BGSU.

5) Grades assigned in connection with this policy shall not be changed. The effect on the 
grade point average of a “D”, “F” or “WF” assigned in connection with a violation of 
the Academic Honesty Policy shall not be eliminated by the Course Retake Policy or 
the Academic Forgiveness Policy.

6) Sanctions for first academic honesty violations when discovered before graduation 
shall be in accordance with the following table:
<table>
<thead>
<tr>
<th>Offense</th>
<th>Minimum Sanction</th>
<th>Maximum Sanction</th>
<th>Original Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating, fabrication or plagiarism on examinations or other assignments in a course by an undergraduate student</td>
<td>Partial or no credit on examination assignment</td>
<td>Withdrawal from course and assignment of sanction grade “WF” in course</td>
<td>Instructor in course</td>
</tr>
<tr>
<td>Cheating, fabrication or plagiarism on examinations or other assignments in a course by a graduate student*</td>
<td>Partial or no credit on examination or assignment</td>
<td>Expulsion</td>
<td>*</td>
</tr>
<tr>
<td>Forgery, bribery, threats (related to academic activities)</td>
<td>Suspension</td>
<td>Expulsion</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Using a person or agency to prepare papers or other assignments in a course</td>
<td>Suspension</td>
<td>Dismissal (Undergraduate student)</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Substitution in an examination</td>
<td>Suspension (for both enrollee &amp; substitute)</td>
<td>Dismissal (for both enrollee &amp; substitute) (Undergraduate student)</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Plagiarism, fabrication, or other forms of dishonesty by a graduate student associated with non-formal course material (e.g. thesis, dissertation, preliminary or comprehensive examination, field experiences)</td>
<td>Suspension</td>
<td>Expulsion</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Offense</td>
<td>Minimum Sanction</td>
<td>Maximum Sanction</td>
<td>Original Jurisdiction</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>------------------------</td>
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</tr>
<tr>
<td>Stealing, duplicating, or selling examinations or examination books to be given</td>
<td>Suspension</td>
<td>Expulsion</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Possession and/or use of stolen examinations, papers, or other course assignments</td>
<td>Suspension</td>
<td>Expulsion</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Misrepresentation of academic credentials</td>
<td>Dismissal</td>
<td>Expulsion</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Other Academic Dishonesty</td>
<td>Partial or no Credit on Assignment*</td>
<td>Expulsion</td>
<td>Instructor/Academic Dean</td>
</tr>
<tr>
<td>Facilitating Academic dishonesty</td>
<td>Suspension**</td>
<td>Suspension**</td>
<td>Academic Dean*</td>
</tr>
<tr>
<td></td>
<td>Suspension (Graduate student)</td>
<td>Suspension (Graduate student)</td>
<td>Graduate Dean</td>
</tr>
</tbody>
</table>

*If the sanction involves a course grade it is the instructor’s jurisdiction; if the sanction involves suspension or higher, then the jurisdiction is with the academic Dean.

**A student charged with facilitating academic dishonesty shall be subject to the minimum/maximum sanction for the academic honesty violation that was facilitated. If the offense is cheating, fabrication, or plagiarism on examinations or other assignments and the facilitator is not in the course, the range of sanctions shall be from suspension to expulsion. For second and subsequent academic honesty violations, other than misrepresentation of academic credentials, the minimum sanction is suspension. The academic Dean has original jurisdiction in cases involving second and subsequent violations. The maximum sanction for these violations is expulsion.

In addition to the minimum/maximum sanction, other appropriate educational intervention is encouraged.
3. Violations Discovered After Graduation

This section shall apply to violations of the Academic Honesty Policy that are discovered after the student has graduated and that are within the statute of limitations defined in B-II.H.1.d).

a) Jurisdiction

(1) Academic Dean

(a) In any case in which the alleged violation is discovered after the student has graduated, the academic Dean of the college from which the student graduated shall have original jurisdiction. The academic Dean shall inform the VPAA about the reported case of suspected violation of the Academic Honesty Policy and shall check with the VPAA to determine if the student has committed a prior violation of this policy.

(b) Hearings shall be conducted under procedures established by the academic Dean.

(2) Academic Honesty Committee

The Academic Honesty Committee shall have appellate jurisdiction in all cases of violation of the Academic Honesty Policy discovered after graduation. Appeal hearings shall be conducted under procedures established by the Academic Honesty Committee. The Academic Honesty Committee shall have the following powers:

(a) Uphold the decision of the academic Dean; or

(b) Suspend a sanction in whole or in part and impose other terms and conditions as a corollary; or

(c) Overturn a decision of the academic Dean. In cases where the academic Dean has jurisdiction, direct the academic Dean to void the sanction.

(3) Vice President for Academic Affairs and Board of Trustees

(a) Final appeal jurisdiction in any case discovered after graduation not involving withdrawal of a degree or revocation of a degree rests with the VPAA. Withdrawal of a degree or revocation of a degree shall be approved by the Board of Trustees.

(b) When acting on an appeal, the VPAA will review the records of the case to determine if a hearing should be granted. The appeal shall be conducted under procedures established by the VPAA.
(c) The VPAA shall have the jurisdiction to initiate a full review of any case, including a consideration of the substance of the alleged offense. Review of the case shall be conducted under procedures established by the VPAA.

(d) The VPAA shall have the following powers:

i) deny an appeal;

ii) uphold the decision of the academic Dean or Academic Honesty Committee;

iii) suspend a sanction in whole or in part and impose other terms and conditions as a corollary; or

iv) overturn a decision of the academic Dean or Academic Honesty Committee and direct the academic Dean to void the sanction.

b) Reporting a Case of Academic Dishonesty

Cases of suspected violations of the Academic Honesty Policy discovered after the student has graduated shall be reported to the academic Dean.

c) Hearing Procedures

(1) Pre-Hearing Procedures

(a) A college committee composed of three faculty members shall be appointed by the academic Dean. The academic Dean shall delegate to the committee the responsibility for providing notices and arranging conferences and hearings, determining whether or not a violation has occurred, and recommending a course of action to the academic Dean.

(b) The academic Dean shall notify the graduate, in writing, of the charges made, the evidence in the case, the intent to conduct a hearing in the matter, and the graduate’s right of due process under B-II.H.3.c)(3).

(2) Hearing Procedures

(a) Introduction

i) Hearings conducted by the college committee under the following procedures are informal inquiries that do not follow formalized courtroom procedures.

ii) Due process rights apply to these hearings.

iii) Only evidence introduced at the hearing can be considered.

(b) Hearing
i) Within thirty days following the date of the notice to the graduate under B-II.H.3.c)(1), the academic Dean shall notify the graduate and the college committee, in writing, of the time and place of the hearing.

ii) Within fifteen days following the date of the notice to the graduate and the college committee, the academic Dean shall convene the hearing.

iii) Within ten days after the hearing, the college committee shall make a determination in the case and recommend a course of action, in writing, to the academic Dean.

iv) Within thirty days following the written notice from the college committee, the academic Dean shall make a decision in the case.

v) If the academic Dean determines that a violation of the Academic Honesty Policy has not occurred, no action shall be taken against the graduate.

vi) If the academic Dean determines that a violation of the Academic Honesty Policy has occurred, the academic Dean shall, before imposing the sanction notify the VPAA that the graduate has been charged with the offense. The academic Dean shall provide the VPAA with all relevant information and shall confer with the VPAA about the case.

vii) Within ten days following the decision in the case, the academic Dean shall notify the graduate, in writing, of:

   • the decision in the case
   • the sanction imposed
   • the graduate’s right to appeal to the Academic Honesty Committee under B-II.H.3.d).

viii) The academic Dean shall send written notice stating the nature of the case and the decision concerning it to the Chair of the Academic Honesty Committee and the VPAA.

ix) If the graduate has not appealed within thirty days as provided for in B-II.H.3.e), the academic Dean shall notify the registrar of the sanction imposed.

(3) Due Process Procedural Safeguards

The following due process procedural safeguards shall be followed in all hearings conducted under B-II.H.3.c)(2):
(a) The graduate shall be given written notice of the charges against him/her and the
time and place of the hearing, and the graduate’s right to examine the evidence
prior to the hearing.

(b) The graduate has the right to question evidence presented against him/her and to
present evidence in his/her own behalf.

(c) The graduate has the right to be assisted by an external advisor who may not
participate in the hearing.

(d) The graduate has the right to receive notice of the decision in the case and notice
of the right to appeal decisions to the Academic Honesty Committee under B-
II.H.3.d).

d) Appeals to the Academic Honesty Committee

(1) The graduate shall have thirty days from the date on which he/she receives notice of
the sanction to file an appeal.

(2) The graduate shall send a written appeal to the Chair of the Academic Honesty
Committee and shall send a copy of the appeal to the academic Dean.

(3) An appeal shall be based on new evidence, procedural error, or error in interpretation
of evidence. (Severity of the sanction is not considered a ground of appeal unless it
exceeds the maximum.) The appellant shall describe the new evidence and/or the
error that is the basis of the appeal.

(4) All appeals shall be heard within thirty days of receipt of the graduate’s written notice
of appeal.

(5) Decisions of the initial hearing body shall be stayed until the appellate body has given
its decision.

(6) The decision of the initial hearing body, if upheld on appeal, shall be in effect as
provided for under B-II.H.3.f)(2).

(7) The Chair of the Academic Honesty Committee shall notify the graduate, the VPAA,
and the academic Dean of all decisions arising from the appeal. If the decision of the
initial hearing body is upheld on appeal and the appeal deadline has passed with no
appeal, or if the decision of the Academic Honesty Committee is upheld on final
appeal, the academic Dean shall notify the Registrar of the sanction imposed. If the
decision of the initial hearing body is overturned on appeal, no action will be taken
against the graduate.

e) Appeals to the Vice President for Academic Affairs
(1) The graduate or academic Dean shall have thirty days from the date on which the graduate receives notice of the decision of the Academic Honesty Committee to file an appeal with the VPAA.

(2) A written appeal shall be sent to the VPAA and a copy of the appeal shall be sent to the Chair of the Academic Honesty Committee.

(3) An appeal shall be based on procedural error alone (severity of the sanction is not considered a ground for appeal unless it exceeds the maximum, which would be a procedural error.)

(4) All appeals shall be heard within thirty days of receiving the written notice of appeal.

(5) Decisions of the initial hearing body shall be stayed until the VPAA has given a decision.

(6) If an appeal deadline has passed with no appeal, or if the decision has been upheld on appeal, the decision of the initial hearing body shall be in effect as provided for under B-II.H.3.f)(2).

(7) The VPAA, as appropriate, shall notify the graduate, the Chair of the Academic Honesty Committee, and the academic Dean of all decisions arising from the appeal. If the decision of the initial hearing body is upheld on appeal, the academic Dean shall notify the Registrar of the sanction imposed. The academic Dean with the concurrence of the VPAA may instruct the Registrar to print on the transcript that the reason for the sanction was a violation of the Academic Honesty Policy. If the sanction is revocation of degree, the reason shall always be printed on the transcript. If the decision of the initial hearing body is overturned on appeal, no action will be taken against the graduate.

f) Sanctions

(1) Definition of Sanctions

(a) Revocation of Degree

The degree awarded to the graduate shall be rescinded with no possibility for reinstatement. This action is subject to the approval of the Board of Trustees.

(b) Withdrawal of Degree

The degree awarded to the graduate shall be rescinded with the possibility for reinstatement. This action is subject to the approval of the Board of Trustees.

(c) Withdrawal from Course
The graduate shall be assigned a grade of “WF” as a sanction for the course in which the offense occurred. When withdrawal from course and assignment of a grade of “WF” as a sanction results in the graduate not meeting requirements for graduation (e.g., course is required for graduation or GPA falls below 2.0), the degree awarded to the graduate is withdrawn with provision for reinstatement of the degree. Reinstatement of the degree results when the graduate enrolls in the course in which the offense occurred and receives credit for the course in a way that the graduate then meets requirements for graduation.

(d) Partial or No Credit on an Examination or Assignment

Credit shall be determined in accordance with the practices of the instructor. When partial or no credit on an examination or assignment is given as a sanction and results in the graduate not meeting requirements for graduation (e.g., the final grade assigned as a direct result of the sanction does not meet credit requirements in a course required for graduation or the GPA falls below 2.0), the degree awarded to the graduate is withdrawn with provision for reinstatement of the degree. Reinstatement of the degree results when the graduate enrolls in the course in which the offense occurred and receives credit for the course in a way that the graduate then meets requirements for graduation.

(2) Effective Date of Sanction

If no appeal is submitted, the sanction shall take effect when the appeal deadline has passed. Otherwise, the sanction shall take effect when the decision of the initial hearing body is upheld on final appeal.

(3) Penalties for academic honesty violations discovered after graduation shall be in accordance with the following table:
### VIOLATIONS DISCOVERED AFTER GRADUATION

<table>
<thead>
<tr>
<th>Offense</th>
<th>Minimum Sanction</th>
<th>Maximum Sanction</th>
<th>Original Jurisdiction</th>
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</thead>
<tbody>
<tr>
<td>Cheating, fabrication, or plagiarism on examinations or other assignments in a course</td>
<td>Partial or no credit on examination or assignment</td>
<td>Withdrawal from course and assignment of sanction grade “WF” in course (Undergraduate student) Revocation of degree (Graduate Student)</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Using a person or agency to prepare papers or other assignments in a course</td>
<td>Withdrawal from course and assignment of sanction grade “WF” for both enrollee and substitute</td>
<td>Withdrawal of degree for both enrollee and substitute (Undergraduate student) Revocation of degree for both enrollee and substitute (Graduate student)</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Substitution in an examination</td>
<td>Withdrawal from course and assignment of sanction grade “WF” for both enrollee and substitute</td>
<td>Withdrawal of degree for both enrollee and substitute (Undergraduate student) Revocation of degree for both enrollee and substitute (Graduate student)</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Possession and/or use of stolen examinations, papers or other course assignments</td>
<td>Loss of credit</td>
<td>Revocation of degree</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Stealing, duplicating, or selling examinations or examination books to be given</td>
<td>Loss of credit</td>
<td>Revocation of degree</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>Plagiarism, fabrication, or other forms of dishonesty by a graduate student associated with non-formal course material (e.g. thesis, dissertation, preliminary or comprehensive examination, field experiences)</td>
<td>Revocation of degree</td>
<td></td>
<td>Academic Dean</td>
</tr>
</tbody>
</table>
Facilitating academic dishonesty*

*A student charged with facilitating academic dishonesty shall be subject to the minimum/maximum sanction for the violation that was facilitated.

For second academic honesty violations, the maximum sanction is revocation of degree.

Approved by the Faculty Senate on December 2, 2003
Approved by the Board of Trustees on March 2, 2004
PREAMBLE

Among the basic principles of Bowling Green State University are the pursuit of truth and the responsible exercise of academic freedom (The Academic Charter, Article I.A). From these principles derive such ideals and values as the freedom and openness of inquiry, academic honesty, and integrity in scholarship and teaching. The University affirms and holds high the preservation, growth, and flourishing of these values throughout all its activities, including teaching and learning, research, scholarly inquiry, and creative scholarly endeavor.

Therefore, the University has developed policies to affirm and communicate these principles and values and related procedures to prevent, detect, investigate, and correct conduct and practices that are contrary to these principles. For example, a specific objective of the Academic Honesty Policy is "to communicate to all members of the University community the conviction of the University and its faculty that cheating and plagiarism are destructive of the central purposes of the University and are universally disapproved" (The Academic Charter, Part B.II.H.1.a.1).

Likewise, misconduct (as defined in Section A.1.) in research, scholarly inquiry, or other forms of creative scholarly endeavor is contrary to the criteria of pursuing truth, communicating academic honesty, and upholding public confidence in the integrity of research. Misconduct in research, scholarly inquiry, and other forms of creative scholarly endeavor is inimical to the concept of academic freedom and its responsible exercise. Therefore, this policy is set forth to affirm and communicate the principles and values of the freedom and openness of inquiry, academic honesty, and integrity in scholarship and research, and to establish responsibilities to identify, report and handle allegations of misconduct in research.

A. DEFINITIONS

Introduction. Nothing in these definitions shall be deemed to include honest error, honest omission or oversight, or honest differences in interpretations or judgments of data.

1. "Misconduct in research, scholarly inquiry, or other forms of creative scholarly endeavor."

Misconduct in research, scholarly inquiry, or other forms of creative scholarly endeavor (hereinafter referred to as "misconduct" for convenience of reference) means

(a) fabrication, falsification, plagiarism or other practices that violate accepted standards of honesty within the academic and scientific communities for proposing, conducting, presenting, or reporting the results of research, scholarly inquiry, or creative scholarly endeavors;
(b) material failure to comply with Federal, State, or local laws or regulations for protection of researchers, human subjects, or the public, or for ensuring the welfare of laboratory animals; or (c) failure to comply with other material legal requirements governing research.

"Fabrication" means the creation of nonexistent or fictitious data or results.

"Falsification" means the manipulation or alteration of data for the creation or reporting of false results.

"Plagiarism" means representing the words, ideas, or methods of another person as one's own.

Other practices that violate accepted standards of honesty include but are not limited to:

Selective reporting or omission of conflicting data;

Gross negligence in collecting or analyzing data;

Improper use or release of ideas or data that have been received with the expectation that confidentiality will be preserved;

Stealing, destroying, taking or using without permission the property of others or products of research produced by others, such as data, equipment, supplies, computer programs or software, notes and records, manuscripts, or specimen collections.

Federal regulations for the protection of researchers, human subjects, and the public include but are not limited to:

Protection of human subjects;
Use of recombinant DNA;
Use of radioactive material;
Use of hazardous chemicals or biologicals.

2. Inquiry

"Inquiry" means information gathering and initial fact finding to determine whether an allegation or apparent instance of misconduct warrants an investigation.

3. Investigation

"Investigation" means the formal examination and evaluation of all relevant facts to determine if misconduct occurred.
B. PURPOSES

The purposes of this policy are:

1. To communicate to all members of the University community (a) what constitutes misconduct, (b) that misconduct is inimical to the values of pursuit of truth and open inquiry; and (c) that it seriously harms public confidence in research;

2. To establish University procedures that accord with Federal regulations for reporting, investigating, responding to, disposing of, and appealing allegations of misconduct; and

3. To establish principles and procedures that maximize the privacy and confidentiality of, and protect the reputations of, members of the University community (a) who make allegations of misconduct, or (b) against whom allegations of misconduct are made.

Nothing in this policy displaces or precludes integrated procedures under this policy and other applicable policies, including the Academic Honesty Policy.

C. REGULATIONS

1. It is a violation of University policy for any member of the faculty, administration, contract or classified staff, temporary employee, or student body (including post-doctoral appointees) to engage in misconduct.

2. It is a violation of University policy for any member of the faculty, administration, contract or classified staff, temporary employee, or student body (including post-doctoral appointees) to make other than in good faith allegations of misconduct.

3. It is a violation of University policy for any member of the faculty, administration, contract or classified staff, temporary employee, or student body (including post-doctoral appointees) to retaliate against anyone making a good faith allegation of misconduct.

4. Except as required by this policy or by Federal, State, or local law or regulation, it is a violation of University policy for any member of the faculty, administration, contract or classified staff, temporary employee, or student body (including post-doctoral appointees) to breach the confidentiality of any proceeding or action taken under this policy by publicly disclosing (a) the names or other personally identifying information of persons making, or persons the object of, an allegation of misconduct, or (b) the contents of written, oral, or electronic communications made pursuant to procedures indicated in section E below.
5. It is a violation of University policy for any member of the faculty, administration, contract or classified staff, temporary employee, or student body (including post-doctoral appointees) to aid or abet misconduct, or to obstruct the inquiry or investigation of allegations of misconduct.

D. RESPONSIBILITIES

1. The Associate Vice President for Research is responsible for the coordination and timely implementation of this policy, as well as for maintaining all documents and records relating to this policy and to any actions taken pursuant to it.

2. Each Vice President, Dean, Director, Department Chair, and administrative head of an operational unit is responsible for informing their constituents of this policy, of the importance of complying with this policy and related procedures, and for referring questions about misconduct or allegations of possible misconduct to the Associate Vice President for Research.

3. The Associate Vice President for Research is responsible for obtaining and keeping current any and all assurances of compliance with Federal regulations pertaining to misconduct as well as for reporting information about allegations of misconduct and related actions taken by the university to Federal agencies as required by Federal regulations.

4. Upon receiving an allegation of misconduct, the Associate Vice President for Research is responsible for taking immediate and appropriate action under this policy.

5. Each member of the University community is responsible for complying with the principles and procedures of this policy, including full cooperation in the conduct of inquiries, investigations, hearings or appeals made pursuant to this policy.

6. Area Vice Presidents are responsible for making and implementing any disciplinary decisions arising from recommendations made pursuant to this policy consistent with the different disciplinary and grievance policies and procedures governing the various employee and student constituency groups.

7. It is the responsibility of the University community to discourage misconduct, to report misconduct where there is reasonable cause to believe it has occurred and to cooperate in any inquiry or investigation.

E. PROCEDURES FOR HANDLING ALLEGATIONS OF MISCONDUCT

The following procedures are required in part by 42 Code of Federal Regulations 50(103.d).
Making Allegations.

1. Any member of the University community, upon observing or having evidence of suspected misconduct or believing specific actions, activities, or conduct constitutes misconduct (as defined in section A.1. above), may make an allegation of misconduct. Any person contemplating making an allegation may, and is encouraged to, first discuss the contemplated allegation in absolute confidence and privacy with the Associate Vice President for Research, who will advise the person or persons contemplating the allegation about (a) the appropriate written form for the allegation, (b) their rights and responsibilities under this policy, and (c) the procedures that must be followed under this policy once an allegation is made. An allegation of misconduct is not made unless and until it is received in writing by the Associate Vice President for Research.

2. The Associate Vice President for Research is responsible for protecting, to the maximum extent possible, the privacy of those who in good faith report apparent misconduct.

Conducting Inquiries.

3. Upon receiving a formal allegation of misconduct, the Associate Vice President for Research will notify the person(s) against whom an allegation is made about the allegation. The person(s) about whom an allegation is made may have legal assistance at his/her expense in any subsequent proceeding in which he/she may be asked or required to be involved.

4. Upon notifying the person(s) against whom an allegation is made, the Associate Vice President for Research will conduct an inquiry (as defined in section A.2. above) in order to determine whether or not an allegation or apparent instance of misconduct warrants an investigation. In conducting this inquiry, the Associate Vice President for Research shall be responsible for gathering information and conducting initial factfinding to justify his/her decision about the need for a formal investigation. The Associate Vice President for Research is responsible for preparing a written report that states what evidence was reviewed, summarizes interviews conducted, and includes the conclusions of the inquiry. The individual(s) against whom the allegation is made shall be given a copy of the report of the inquiry. They may respond in writing with comments about any part of the inquiry report within a reasonable period of time to be specified by the Associate Vice President for Research, and if they choose to make written comments, those comments shall be made part of the formal inquiry report.

5. An inquiry must be completed within 60 calendar days of its initiation unless circumstances clearly warrant a longer period. If the inquiry takes longer than 60 days to complete, the record of the inquiry shall include documentation of the reasons for exceeding the 60-day period.
6. The Associate Vice President for Research shall maintain sufficiently detailed documentation of inquiries to permit later assessment of the reasons for determining that an investigation was not warranted. Such records shall be maintained in a secure manner for a period of at least three years after the termination of the inquiry, and shall, upon request, be provided to authorized Federal personnel having a valid reason to review the records.

7. The Associate Vice President for Research is responsible for affording the affected individual/s (a) confidential treatment to the maximum extent possible, (b) a prompt and thorough investigation if one is warranted, and (c) an opportunity to comment on the allegations and findings of the inquiry and/or any investigation.

Conducting Investigations.

8. If the inquiry provides sufficient evidence that an investigation is warranted, the Associate Vice President for Research shall commence an investigation within 30 days of the completion of the inquiry.

9. The Associate Vice President for Research shall appoint an ad hoc committee of not less than three and not more than five tenured University faculty having appropriate substantive expertise to carry out a thorough and authoritative evaluation of the evidence bearing on alleged misconduct. The Associate Vice President for Research shall also be responsible for obtaining individuals from outside the University community having appropriate substantive expertise to thoroughly and authoritatively evaluate evidence if such expertise is not present within the University community or if a conflict of interest could arise from using a member of the University community to evaluate the evidence.

10. The investigation shall include examination of all documentation, including but not necessarily limited to relevant research data and proposals, laboratory or field notes, manuscripts, publications, correspondence, and memoranda of telephone calls. Whenever possible, interviews should be conducted with not only individuals involved in making the allegation and individuals against whom the allegation is made, but also any other individuals who might have information regarding key aspects of the allegation. Complete summaries of these interviews should be prepared, provided to the interviewed party for comment and suggested revision, and included as part of the investigation record. Persons being interviewed pursuant to an investigation may have legal counsel present to advise them.

11. The ad hoc committee shall participate in the interviews of all parties involved in the investigation and shall report its findings concerning evaluation and assessment of the evidence to the Associate Vice President for Research in a written report.

12. Using all available information, the Associate Vice President for Research shall prepare a written report of the investigation, which shall include an assessment of the
extent to which the allegation of misconduct is substantiated by the evidence. If an allegation of misconduct is substantiated in whole or in part, the Associate Vice President for Research shall include in the written investigation report a recommendation concerning appropriate sanctions, discipline, or corrective actions, including without limitation:

(a) Removal from involvement or activity on a particular project;

(b) Orderly termination of the entire research project;

(c) Suspension of privileges to submit external proposals for research support;

(d) Suspension of privileges to submit proposals for BGSU research support;

(e) Special monitoring of future work.

The Associate Vice President for Research shall provide copies of this report to the individual(s) against whom the allegations are made for comment and to the Vice President of the area in which these individuals are employed. If they can be identified, the persons who raised the allegations should be provided with those portions of the report which address their role and opinions in the investigation. The Associate Vice President for Research shall maintain all documentation to substantiate the investigation's findings.

13. The investigation should be conducted and completed within 120 calendar days of its initiation, including report preparation, review and comment by subjects of the investigation, and submission of the report to required University and Federal officials. If the report can not be completed within 120 days, and the report must be submitted to a cognizant Federal funding agency (as in section F.2. below), then the Associate Vice President shall submit a written request for extension of the 120 days to the cognizant Federal agency that includes an explanation of the delay, an interim progress report on the investigation, and an estimated completion date of the report and other necessary steps.

Disciplinary Actions.

14. Upon receiving a Misconduct Investigation Report from the Associate Vice President for Research in which the allegation of misconduct is in part or in whole substantiated, the area Vice President shall be responsible for initiating the appropriate disciplinary proceedings and/or sanctions. In so doing, the area Vice President shall give great weight to the recommendations of the Associate Vice President for Research. Since disciplinary procedures vary across the major employee and student groups, this policy does not spell out specific disciplinary penalties, sanctions, procedures or appeals, but incorporates by reference the relevant governance and conditions of employment documents that pertain to infractions of
University policy for (a) faculty, (b) administrative staff, (c) classified staff, and (d) students, including without limitation:

(a) Faculty -- The Academic Charter, parts B.I.C, and B.I.D, and B.I.E.

(b) Administrative Staff (including post-doctoral appointees) -- Administrative Staff Handbook, parts on:

   Contract Information, (pp. 27-29)
   Grievance Procedures, (pp. 38-43)

(c) Classified staff -- Classified Staff Handbook, parts on:

   Sanction Policy and Procedure (pp. 10-14)
   Grievance Procedures (pp. 18-28)

(d) Students -- The Academic Charter, parts on:

   B.II.H -- Academic Honesty

F. NOTIFICATIONS TO FEDERAL AGENCIES WHEN FEDERAL FUNDS ARE INVOLVED

When alleged misconduct involves employees or students conducting research supported by Federal agency sponsors, additional agency notification requirements apply, as follows.

1. When, on the basis of an inquiry, it is determined that an investigation is warranted, the Associate Vice President for Research shall notify the cognizant Federal funding agency in writing on or before the date the investigation begins that an investigation is being commenced. The notification should inform the cognizant Federal agency at a minimum of the name of the person(s) against whom the allegation(s) have been made, the general nature of the allegation(s), and the Federal grant application(s) or award(s) involved.

2. The Associate Vice President for Research must submit the final report of an investigation to the cognizant Federal funding agency if the investigation concerns research being supported by Federal funds. This report to the cognizant Federal agency must describe the policies and procedures under which the investigation was conducted, how and from whom information relevant to the investigation was obtained, the findings, and the basis for the findings. It must include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct, as well as a description of any sanctions or corrective actions taken by the University.
3. The Associate Vice President for Research shall notify the cognizant Federal funding agency if at any time during an inquiry or investigation conducted under this policy it is determined that any of the following conditions exist:

(a) There is an immediate health hazard involved;

(b) There is an immediate need to protect Federal funds or equipment;

(c) There is an immediate need to protect the interests of the person(s) making the allegations or of the individual(s) who is the subject of the allegations as well as his/her co-investigators and associates, if any;

(d) It is probable that the alleged incident is going to be reported publicly;

(e) There is a reasonable indication of possible criminal violation. In that instance, notification of the cognizant Federal agency must occur within 24 hours of obtaining that information.

G. RESOLUTION

Absence of Misconduct.

1. If the results of the inquiry and/or investigation reveal that allegations of misconduct are not supported, then any party making an allegation or against whom an allegation is made and previously notified about the possibility of misconduct or the need to conduct an investigation should be informed of those findings in writing. In announcing a finding that the allegations are not supported, the Associate Vice President for Research should consult with the person(s) who were the subject of the allegations to determine (a) whether the announcement should be a public announcement or a selective announcement and (b) what organizations beyond those initially informed should receive the information about the findings of no misconduct as a means to restore, repair, or reassure the reputation of those involved. The Associate Vice President for Research should normally be guided by whether or not a public announcement will be helpful or cause further harm in restoring the reputations of those against whom the allegations were made and should give weight to their views in determining which additional organizations, if any, should be notified.

2. Irrespective of the results of any inquiry or investigation, if allegations were made in good faith, the Associate Vice President for Research will ensure that no disciplinary actions are brought against the person(s) making the allegations and will monitor the situation and will make diligent efforts to prevent any retaliatory actions. If, however, during the course of reaching a finding that no misconduct occurred, it is determined that allegations of misconduct were not made in good faith, the Associate Vice President for Research shall initiate disciplinary actions against the person(s) making such allegations.
Presence of Misconduct.

3. If the results of the inquiry and/or investigation reveal that allegations of misconduct are supported, then the Associate Vice President for Research shall notify all organizations and agencies initially informed about the inquiry and/or the investigation. The Associate Vice President for Research shall also inform all organizations or agencies previously notified about the outcome of any disciplinary action taken by the University.
PART B

DIVISION III

BYLAWS OF THE FACULTY SENATE
PART B: DIVISION II

FACULTY HANDBOOK

Division II shall be the provisions of the Faculty Handbook policies and procedures established in accordance with the authority set forth in IV.C and in XIII.A. Any changes in the policies and procedures herein require a two-thirds vote of those Senators present and legally entitled to vote, excluding blanks or abstentions.
PART B: DIVISION III
BYLAWS OF THE FACULTY SENATE

A. The order of business of the Faculty Senate shall be as follows:

1. Call to order
2. Roll call by the Secretary
3. Announcements by the Chair of the Senate
4. Communications with the President and/or VPAA or designated representative(s)
5. Communications with the student body Presidents or their representatives
6. Reports from Senate Committees*
7. Completion of pending business
8. New Business
9. Issues and Concern
10. Adjournment

* At the discretion of the chair, this item may be moved between items 8 and 9.

B. A motion to reorder the agenda requires a majority vote of those Senators present and legally entitled to vote. Items not on the agenda may be discussed under issues and concerns. A motion on such an item cannot be considered until a two-thirds vote of those Senators present approves a motion so to proceed.

C. Minutes and proceedings of the Senate, or summaries thereof, shall be distributed to all University faculty members. Copies of the agenda for forthcoming Senate meetings shall be distributed to all University faculty members.

D. Voting on deliberations before the Senate shall be restricted to those present. A roll call vote of the Faculty Senate shall be taken only when ordered by a vote of one-fifth of those Senators present and legally entitled to vote excluding blanks or abstentions.

E. Provisions for vacancies among Senate Officers:

1. If the Chair should resign or be otherwise unable to serve, the Vice Chair shall become Chair;
2. If the Vice Chair should become Chair under the provisions of E.1, immediately above, he/she shall be Chair for the remaining portion of the academic year. If accession to the office of Chair takes place before January 1, he/she shall cease being Chair at the end of the current academic year; if such accession occurs on or after January 1, he/she shall be Chair for one full academic year additionally;

3. If the office of Vice Chair or Secretary becomes vacant for any reasons, the Senate shall immediately elect a Vice Chair or Secretary. They shall complete their terms as if they have been serving for the full year;

4. In the event that both the Chair and the Vice Chair shall be unable to serve, the President, as ex officio member, shall preside for the purpose of electing a Chair and Vice Chair.

F. An elected Senate member on official University leave for one academic year, whose remaining term of office is concurrent with his/her leave, or extends less than one academic year beyond the expiration of such leave, shall be deemed to have vacated his/her office.

G. An elected Senate member on official University leave not to exceed one academic year, and whose term of office extends for at least one academic year beyond the expiration of his/her leave, shall be replaced during his/her absence by the appropriate college or school.

H. Attendance at Senate meetings is expected of all Senators. See Article IV.E for attendance policies.

I. All vacancies in the elected membership of the Senate shall be filled by the appropriate University body, who shall appoint the next eligible person as defined in Article IV, Sections 1 and 2 for the remainder of the academic year. If the vacancy exceeds one year, then the remaining year(s) of the term shall be filled by election at the regular time of elections.

J. Upon election each Senator, Officer of the Senate, and (or) committee member of the Senate shall assume the duties of the office immediately following the final commencement of the academic year.

K. The academic year is herein defined as the time period covered by the fall and spring semesters.

L. To enact or amend an existing bylaw, a two-thirds vote of those Senators present and legally entitled to vote excluding blanks or abstentions, is required.
APPENDICES
Subject to the authority of the President and the Board of Trustees, the following is the Financial Exigency Plan for Bowling Green State University.

A. Definition of Financial Exigency

Financial exigency is an imminent financial crisis which so seriously jeopardizes the University's academic programs and the ability of the University to fulfill its mandatory obligations to the public that the termination of probationary and tenured faculty contracts is necessary. Projections of enrollment, of instructional subsidies, and other sources of revenues must demonstrate both to the faculty and to the administration that the shortage of funds will be so severe and persistent that there is no reasonable alternative to a change in the nature and character of the Institution.

B. Declaring Financial Exigency

The Board of Trustees shall consider the recommendations of the President, together with all other relevant information, in deciding whether or not to declare a state of financial exigency. The responsibility of declaring financial exigency rests with the President and the Board of Trustees.

C. Procedures for Implementation

Probationary and tenured faculty contracts can be terminated only through program curtailment.

There are three basic options available as part of program curtailment: 1) consolidation of previously separate units; 2) reduction of an existing unit; or, 3) elimination of an existing unit.

Step 1: The group charged with identifying academic program units which are to be curtailed shall be the Committee on Academic Priorities (CAP). Units shall be defined as to include, but not limited to, degree programs, academic specializations, departments, divisions, centers, and institutes in the academic area. If in the process nonacademic areas are identified for financial savings, these shall be stated to the administration and included in the Committee's report to the Senate.

Membership of the Committee:
The membership of this Committee (CAP) shall include:
• the faculty membership of SEC, including Faculty Senate Officers (9),
• one representative from the Council of Chairs, selected by the Council of Chairs,
• one representative from the Council of Deans, selected by the Council of Deans,
• the chief academic officer of the University,
• the undergraduate and graduate members of SEC (non-voting),
• two faculty, selected by the SEC and Com/Com, to provide desirable pertinent expertise not otherwise represented among the Committee membership.

The Committee on Academic Priorities shall be chaired by the Chair of the Faculty Senate, and the Secretary of the Faculty Senate shall serve as Secretary to the Committee.

Criteria to be Used for Program Curtailment:
Criteria for program curtailment are, unranked:
• importance to the academic mission of the University,
• quality, as determined by periodic reviews and evaluations,
• enrollment patterns,
• cost-benefit and revenue relationships,
• number of programs served,
• frequency with which a service is rendered,
• recognition of equal opportunity principles.

Step 2: Before a program unit is recommended to the Senate for curtailment, this Committee shall state its rationale for curtailment of the unit and allow the unit opportunity to provide additional information.

Step 3: The Chair of the Committee shall report the recommendations of the Committee, along with the basic rationale for these recommendations to the Faculty Senate for its timely consideration. The Faculty Senate may choose to endorse or to modify these recommendations.

Step 4: The recommendations of the Committee, and the resulting action of the Faculty Senate, shall be forwarded to the President for consideration. Once a decision has been made to curtail a program unit, University administrators shall terminate individual faculty contracts only after vigorous good faith efforts have been made to reassign these faculty members, to offer them early retirement options, or to make other appropriate arrangements.

D. Rights of Faculty

1. Faculty on probationary contract shall not be denied tenure or have employment terminated on the basis of financial exigency unless the program unit with which such faculty are primarily associated has been targeted for consolidation, reduction, or eliminations.

2. Faculty with tenure shall not have employment terminated on the basis of financial exigency unless the program unit with which such faculty are primarily associated has been targeted for elimination.

3. The President shall inform by registered mail the individuals whose appointments are to be terminated providing each with a statement of the criteria and procedures by which the decision was reached.
4. Any faculty member who believes termination has resulted from a prejudicial use of the foregoing procedures shall have the right to file a grievance with the Faculty Personnel and Conciliation Committee in accordance with B-I.E. within twenty class days after receipt of the notice. No appeal can be heard which is based upon a challenge to the existence of exigency or to the procedures outlined in this document.

E. Financial Exigency Declared by State

If financial exigency should be declared by the Board of Regents or the State Legislature, the procedures described in this document shall be followed in their entirety at Bowling Green State University.

F. Short-term Financial Crisis

A short-term financial crisis involving a shortfall of funds within a single academic year or fiscal period is to be distinguished from a state of financial exigency. Contractual obligations of the University are fixed within a given contract period and should not be invalidated. There are little or no salary savings gained from a financial crisis requiring immediate action. The administration should share with the SEC its alterations and plans for reallocating the University's financial resources without termination of probationary and tenured faculty contracts.

Approved by Faculty Senate 10-18-82

Approved by Board of Trustees 2-11-83

Approved by Board of Trustees 12-10-2010
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