

Ohio University – Chillicothe
Division of Arts & Sciences (A&S)
BYLAWS

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Division of Arts & Sciences (A&S) Bylaws

Introduction

The members of the Division of Arts & Sciences (A&S) at Ohio University-Chillicothe (OUC) have approved its first bylaws in good faith, emphasizing our campus' current mission and future vision with implicit concern for and responsibility to our faculty. In all matters, we seek to understand and value the diverse disciplines among us realizing that what we do may not be the same, but can be equivalent in its evaluation. In addition to bylaws, A&S division members have approved documents for annual merit evaluations and promotion and tenure.

In all faculty matters in the A&S Division, the latest revision of the *Ohio University Faculty Handbook* (<http://www.ohio.edu/facultysenate/handbook/index.cfm>) will provide policy, procedures, and practices. Moreover, *Faculty Handbook* policy and procedure will supersede any conflicting A&S Division policy and procedure. Regular review of the *Faculty Handbook* is necessary to familiarize oneself with its content and to keep abreast of changes. The A&S bylaws are intended to describe the organizational structure and to bring clarity and consistency regarding divisional matters. Throughout this document the *Ohio University Faculty Handbook* (FH) is referenced. If changes occur in handbook policy, parallel changes should be implemented within these bylaws.

Our merit documents are designed to encourage and support excellence in teaching, research, scholarship, creative activities, service, access, and outreach. We particularly emphasize clear guidelines for probationary faculty in their efforts toward tenure and promotion; therefore, the promotion and tenure (P&T) document is designed to clarify the expectations necessary to attain and to award tenure and promotion. Documentation is required to validate and evaluate activities for both merit consideration and P&T. Faculty members should conscientiously keep records of all the above activities.

All A&S Division business shall be discussed in authorized Division meetings. Any issue approved in an authorized meeting by a majority of those members present will be considered binding.

Article I. Membership

A&S is comprised of Group I, Group II, and Group IV faculty teaching in disciplines at OUC that do not confer degrees to students. Membership in A&S may increase or decrease as OUC adds faculty in related disciplines and allows degree completion options in current disciplines. Group I includes tenured and tenure-track faculty. Group II faculty have continuing positions but are not tenured or eligible for tenure. Group IV faculty are visiting professors or other full-time appointments not assigned to Group I, II, or III and limited to three years. Group IV faculty do not hold voting rights in division matters.

Article II. Governance

A. Division Coordinator

A division coordinator (DC) will administer A&S. (FH Section II.O.2)

1. Procedures for selection

The selection of the DC will follow Faculty Handbook procedures.

During the last term of a DC's three-year tenure, the outgoing DC will call for nominations for a new DC. Nominations from any A&S member (including self-nominations) will be accepted by the DC until the Monday beginning the first full week of April. Nominated members must be tenured and must officially, in writing, accept the nomination. Nominees will distribute a statement of qualifications and plan for the division to all A&S members. The current DC will then call a division meeting at which division members with voting rights will cast secret ballots indicating CONFIDENCE or NO CONFIDENCE in *each* nominee's ability to act as DC. The names of ALL nominees receiving a simple majority of CONFIDENCE votes will be submitted to the Dean for selection of the new DC.

If more than two nominees receive a simple majority of CONFIDENCE votes, a second secret ballot will be held in which division members will identify their specific choice for DC among the remaining nominees. The names of the TWO nominees receiving the greatest number of votes will then be forwarded to the Dean.

If fewer than TWO nominees receive simple majorities, the TWO nominees receiving the highest percent of votes cast will be forwarded to the Dean. In the event of a tie, the division will follow the secret ballot procedure outlined above for more than two nominees receiving a simple majority.

A DC may be considered for consecutive terms only after accepting a nomination and receiving a *two-thirds majority* CONFIDENCE vote from the A&S faculty.

If the DC resigns or is unable to fulfill a three-year term, the regular procedures for selection will be followed as soon as possible.

FH Reference: The division coordinator "shall be selected by the dean with the advice and approval of the regular Group I faculty of the department or school, or if the department wishes, an elected committee thereof." (FH Section VII.D.1)

2. Length of term

The DC will serve a three-year term. No member can hold consecutive terms without approval of a two-thirds majority of the A&S faculty (see above).

The DC's term begins in the fall of the academic year following the spring election and includes three academic years' fall and spring semesters. An exception is made for a new DC who completes the academic year for a DC who resigned or was unable to fulfill a three-year term: The new DC will complete the academic year of the former DC and then start a new three-year term in the fall of the next academic year.

If the DC is away for more than forty-five (45) consecutive days during the term, he/she will select an acting DC with approval of the dean. The acting DC will receive a prorated salary.

3. Duties (FH Section II.O.4)

a. Administer the division, including faculty leadership, annual evaluations, faculty development, budget management, and records management. The DC acts as chair of all A&S Division meetings but is exempted from service on any A&S Division committee.

FH References: the appointments of committees (FH Section II.E.1), probationary faculty and tenured faculty eligible for promotion evaluations (FH Section II.E.2.a), faculty grievances (FH Section II.G), grade appeals (FH Section IV. C.3.b), and budget matters

b. Represent the division at campus and university meetings

c. Facilitate the OUC faculty meetings in conjunction with other DCs

d. Other duties as circumstances dictate or as assigned by the OUC Dean

4. Annual evaluation of the division coordinator

The A&S Promotion & Tenure (P&T) committee will administer the annual evaluation of the DC during the fourth week of Spring term. Evaluation instruments will be distributed by Friday of the 4th week and returned to the committee within two weeks. All members of the division are responsible for participating in the evaluation. The P&T committee will share the results of the evaluation with the DC and the Dean.

FH Reference: For the purposes of annual evaluation, the role of a department chairperson is equivalent to a regional campus division coordinator. "The promotion and tenure committee or equivalent department committee shall be responsible for carrying out the evaluation. A report of the results of the evaluation shall be furnished to the division coordinator and the dean." (FH Section VII.D. 3)

B. Committees

1. Formation of Committees

It is the priority and duty of the A&S Division members and A&S DC to ensure the proper formation of division committees. Participation in division committees may be used in consideration for any available merit pay for the year of committee service.

2. Promotion and Tenure (P&T) Committee (FH Section II.E.)

a. Selection and composition of committee

The P&T committee will be composed of ALL tenured Group I faculty from within the division. If there are fewer than five eligible faculty members within the division, an eligible member from outside the division or from another Ohio University campus will be selected. Preference will be given to a faculty member specific to the discipline of the candidate. Voting members must be at or above the rank for which the candidate is being considered.

FH Reference: The Faculty Senate recommends that the committee “have at least 5 members, with a larger number preferred for larger departments. For small departments, the Promotion and Tenure Committee may be supplemented by faculty from a related discipline.” (FH Section IX.F)

“Only tenured faculty should serve on departmental promotion and tenure committees as voting members, and, in the case of promotion, only faculty with rank equal to or higher than the rank for which a candidate is being considered should vote. Faculty status is required for membership on departmental/school/division promotion and/or tenure committees.” (FH Section II.E.2)

FH Reference: “Membership ... should not change rapidly. At least half of the members should continue from one year to the next.” (FH Section IX.F)

b. Duties

i. The duties require specific referral to

a. *Faculty Handbook* Sections II.C, II.E, and II.F, and Section X.

Appendix A. F and Appendix B. N.2

b. A&S Procedures and Criteria for Promotion, Tenure, and Renewal of Appointment

c. RHE Promotion and Tenure Guidelines and Criteria

ii. Annual evaluation of all eligible division members in terms of renewal of appointment, tenure, or promotion, including annual evaluations of classroom teaching.

iii. Annual evaluation of the DC

iv. “Third-year” review of probationary Group I faculty

v. At least every five years, the A&S P&T Criteria will be reviewed. It is the DC’s responsibility to instruct the division P&T Committee to conduct this review and update the division P&T Criteria and Guidelines. If

changes are implemented the division will refer to FH Section X. Appendix A. F for the options available to tenure-track faculty and tenured faculty eligible for promotion.

3. Merit Committees (FH Section II. E)

a. Selection and composition of committees

A&S will have two Merit committees, one for Group I faculty and another for Group II faculty. The Group I Merit Committee will be composed of ALL tenured Group I A&S faculty. Likewise, ALL Group II A&S faculty will comprise the Group II Merit Committee. Group II faculty from a different division may also be appointed to the Group II Merit Committee by the A&S DC if A&S Group II faculty number fewer than five.

A committee member cannot determine his or her own merit nor can a committee member assign merit to a family member as per the *Faculty Handbook* Section II.C.7.b.

b. Duties

The Merit committees will annually review self-assessments submitted by faculty with reference to the division's accepted merit documents. The A&S Merit documents contain suggestions and examples of items for merit consideration, but in no way are exhaustive. Probationary faculty should adhere strictly to the P&T requirements to help guide activities throughout the probationary period.

The Merit committees will provide results in writing to each faculty member. A faculty member may appeal to the committee for reconsideration one time each year. Appeals must be submitted in writing to the committee chair. After appeals are completed, each committee will provide recommendations regarding merit for each faculty member to the DC. The DC will forward the recommendations to the dean (see "Dates and deadlines" below).

Every two years, the merit documents will be reviewed. Any A&S member may submit recommendations for consideration, however, only Group I or Group II division members may vote on the content of their respective merit documents. A two-thirds majority vote will be necessary to accept changes. Changes will go into effect during the next merit term.

c. Dates and deadlines

The self-assessment document containing the recommended information, activities and documentation will cover the previous academic year immediately preceding the due date.

- Faculty self-assessments will be due to Merit committees by **October 20**.

- Results of the merit review will be sent to faculty no later than two weeks following submission of self-assessments.
- Faculty appeals to Merit committee will be due no later than one week following the distribution of merit results.
- Results of the appeal will be sent to faculty within two weeks of receipt of the appeal.
- Merit reviews will be sent to division coordinator within one week of appeal evaluations, if any.
- Division coordinator will submit merit reviews to dean by **the last day of Fall Semester**.

3. Ad Hoc Committees

Ad hoc committees may be necessary for specific assignments and time periods.

a. Selection and composition of committee

A balance of representatives of both Group I and Group II faculty in a range of disciplines is recommended for an ad hoc committee. In some cases, this committee may be discipline specific or limited to one faculty group (i.e. Group I or Group II).

b. Duties

The committee will select the chair. The chair will be responsible for facilitating the committee's charge, arranging meeting times, assigning duties, and providing a committee report to the division.

C. Division Meetings

All A&S faculty are responsible for active participation in division matters, including meeting attendance.

1. Schedule of meetings

One regular division meeting will be held during the third week of each term. The agenda will be set in the week before the meeting. An effort will be made to leave time at the end of each meeting for "new business." Additional meetings and committee meetings will be held as necessary.

2. Attendance

All members of the A&S Division are required to attend all official division meetings.

3. Meeting procedures

Robert's Rules of Order will govern meeting procedures, including voting.

4. Meeting minutes will be taken by a faculty secretary and kept in a central location (e.g. Central Processing Center).

5. Proposed amendments to the bylaws must be presented in writing at a meeting. Any amendment will be voted on no sooner than the next regular division meeting. The bylaws may be amended by a two-thirds majority vote.

Article III. Division Procedures

A. Promotion & Tenure and Merit Committees

During the regular Spring term Division meeting, the P&T and Merit Committees will appoint chairs from their memberships. Prospective chairs should volunteer or be nominated, accept a nomination (if necessary), and receive a simple majority of a vote. Nominees reserve the right to call for a vote by secret ballot. Elected chairs are then responsible for the duties of their respective committees as detailed above starting in the following Fall Semester.

B. Grievances

Refer to *Faculty Handbook* Section II. F for specific information regarding promotion and tenure appeals.

Article IV. Faculty Workload

A. The A&S faculty contribute in the broadly defined areas of teaching, research/creative activity, and service. At different times during a faculty member's career, the balance among these three areas of activity may differ. For probationary faculty and those seeking promotion, the workload should reflect the requirements of the division's and RHE's P&T documents. Tenured and Group II faculty's workloads may vary the balance of activity to support the faculty member in reaching his or her potential and to help the campus to fulfill its mission.

B. The DC may opt for an adjusted workload instead of financial compensations if approved by the Dean as per RHE policy to accommodate administrative duties.

C. Fellowships and course-release programs will affect faculty workloads. University faculty fellowships and course-release programs also require approval from the DC and the dean.

Article V. Budget

Annually, the DC will provide regular budgetary information to faculty. Additional funding sources may be available to all faculty with specific guidelines and deadlines for application. Refer to OUC Faculty Policy on the OUC webpage for information regarding discretionary funds.