

2019-2020 FACULTY HANDBOOK

University of Cincinnati
Blue Ash College



Helpful Resources

Business Resources

- [Concur](#)
- [Faculty and Staff Resources](#)
- [Faculty Resources](#)
- [New Faculty FAQs](#)
- [UC Blue Ash Human Resources](#)
- [UC Blue Ash SharePoint](#)
- [UC Human Resources Policies and Procedures](#)

Governance Resources

- [AAUP Contract](#)
- [Faculty Senate](#)
- [University Faculty Bylaws](#)

Teaching Resources

- [Canopy](#)
- [Catalyst](#)
- [eCurriculum](#)
- [UC Registrar Faculty Resources](#)

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CHAPTER 1

***Introduction, Philosophy, UCBA Guiding
Statements, & Full-Time Faculty Member
Guidelines***

INTRODUCTION

The origins of the University of Cincinnati can be traced back to the founding of the Cincinnati College and The Medical College of Ohio in 1819. The City of Cincinnati established the University of Cincinnati in 1870. In 1968, the University of Cincinnati became a municipally-sponsored, state-affiliated institution. Full state university status occurred in 1977.

Raymond Walters College was established in 1967 in the community of Blue Ash with the original building now known as Muntz Hall. This building, with the 1976 addition, was dedicated as the Ernest G. Muntz Hall on February 24, 1991. Flory Hall, built in 1970, was the second campus building and was dedicated as the Harriette E. Flory Hall on May 6, 1990. The campus has been dramatically enhanced with the addition of the Science and Allied Health Building, dedicated as Walters Hall on May 14, 2012, the Veterinary Technology Building, the creation of a central quadrangle, and the opening of Progress Hall in summer 2017.

Dr. Hilmar Krueger, the Founding Dean, was succeeded in 1969 by Dr. Ernest G. Muntz. Dr. Neal Raisman was appointed as Dean in 1990. Dr. Roger Barry and Dr. Howard Gundy served as Interim Deans from 1992 to 1993. Dr. Barbara Bardes served as Dean from 1993 thru August 2003, and Dr. Dolores Straker served as Dean from September 2003 to September 2007. Dr. Don O'Meara served as Interim Dean from September 2007 through June 2010. Dr. Cady Short-Thompson served as Dean July 1, 2010 through July 7, 2017. Dean Dr. Robin Lightner served as Interim Dean July 7, 2017 through June 14, 2018. Dr. Robin Lightner became the current Dean as of June 15, 2018.

In June 2011, the Board of Trustees of the University of Cincinnati approved the college's name change from Raymond Walters College to the University of Cincinnati Blue Ash College.

The University of Cincinnati Blue Ash College Faculty handbook contains information that serves as a guide for faculty members. In addition to this handbook, each member of the faculty should have a copy of the following:

- Contract agreement between the University of Cincinnati and the American Association of University Professors, University of Cincinnati Chapter
- University of Cincinnati, Human Resources, Policies and Procedures
- Student Code of Conduct
- Department Bylaws
- Departmental RPT Criteria
- UCBA Learning & Teaching Center FAQs

UCBA GUIDING STATEMENTS

UC Blue Ash College Core Values

The faculty, staff, and students of the University of Cincinnati Blue Ash College work together to carry out the college's mission and vision, guided by a special set of core values that are the foundation of who we are and what we want to become.

At UC Blue Ash College we value

- The individual talents of our students, faculty and staff
- Student-centered teaching that challenges and inspires
- Comprehensive education that develops critical thinking and an engaged citizenry
- Rigorous, accredited programs of study
- Accessible and affordable education
- Diversity in experiences and perspectives
- Innovative scholarship and creative works
- Service to the broader community

UC Blue Ash College Mission Statement

The University of Cincinnati Blue Ash College provides an excellent and accessible education for students from a wide array of educational and cultural backgrounds. Our student-centered approach to teaching and comprehensive services engage students so that they can acquire the knowledge and skills needed to succeed academically, personally, and professionally. We promote innovative scholarship and creative works, free inquiry, lifelong learning, and service beyond the classroom.

UC Blue Ash College Vision Statement

UC Blue Ash College will be a recognized leader in providing exceptional teaching that inspires students to unlock their potential and contribute to the local and global communities.

Approved by the UCBA Strategic Planning Committee, 3/24/14

Approved by UCBA Faculty, 4/24/14

FULL-TIME FACULTY MEMBER GUIDELINES

Faculty members' principal academic functions are the teaching, discovery, creation, and reporting of knowledge. In order to carry out these functions, special protections are acknowledged to be essential. The protections are known as academic freedom and tenure or continuous appointment. The concepts of academic freedom and tenure or continuous appointment must be accompanied by an equally important concept of professional responsibility.

The following guidelines enumerate some of the major responsibilities of all faculty members.

1. Classes
 - A. Informing students of course objectives and grading policies and meeting each assigned class;
 - B. Advising your Department Chairperson or Director of any absence that prevents you from attending an assigned class and providing in advance of a planned absence for assignments, instruction by a colleague or other suitable substitute.
2. Service to Students
 - A. Being available to students outside class time by posting and maintaining office hours and making appointments with students at times other than regular office hours if necessary.
3. Department, College, and University
 - A. Attending college faculty meetings;
 - B. Attending departmental meetings and participating in departmental matters;
 - C. Providing for evaluations by students and peers according to departmental, college, and university procedures;
 - D. Discussing with your Department Chairperson any matters of concern to you in your relationship to your responsibilities and your professional progress.
4. Academic Community
 - A. Contributing substantially in one or more of the following areas as outlined in the Promotion and Tenure criteria:
 - Teaching
 - Department/College/University Service
 - Professional Activities
5. Public and Community Services
 - A. Contributing substantially in one or more of the following areas as outlined in the Promotion and Tenure criteria:
 - Teaching
 - Department/College/University Service
 - Professional Activities
 - Public and Community Services

Each faculty member has certain rights within the academic community. These are explicitly stated in the University of Cincinnati Blue Ash College Bylaws and the AAUP Contract. Each faculty member has certain privileges and benefits defined in the Faculty Handbook and the AAUP Contract.

The benefits defined in the AAUP Contract are:

- | | |
|---------------------------------|--|
| • Compensation | • Retirement programs |
| • Overloads, extra compensation | • Personal, child-rearing, vacation, and military leaves |
| • Medical insurance | • Special or emergency leaves |
| • Dental insurance | • Release time |
| • Disability insurance | • Faculty and librarian development opportunities |
| • Sick leave | • Academic leaves |

CHAPTER 2

College Organization and Committees



ORGANIZATION OF THE COLLEGE

Relationship to the University

University of Cincinnati Blue Ash College (UCBA) has the same privileges and responsibilities as any other College in the University.

Faculty Governance

1. The Dean

The Dean is appointed by the President of the University in consultation with the Provostal Committee to which two UC Blue Ash College faculty members are elected by the UC Blue Ash College faculty. The Dean is reviewed every five years as required by the policies set by the Board of Trustees. He/She may be reappointed.

The Dean reports to the Senior Vice President and Provost for Academic Affairs.

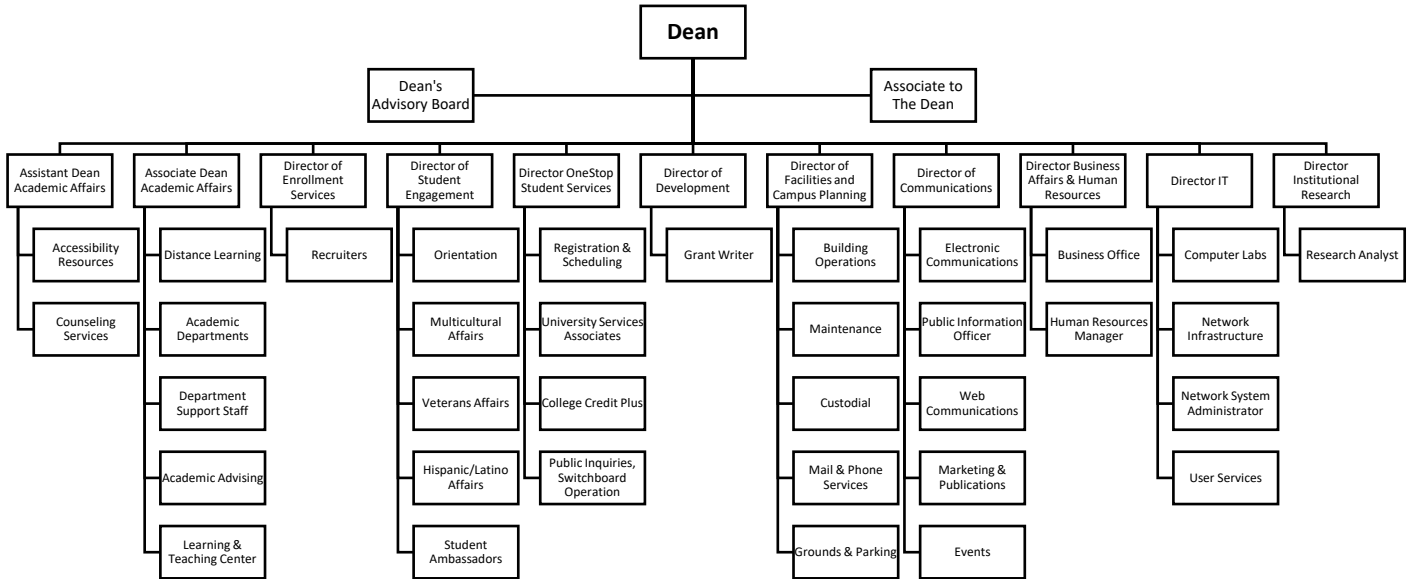
2. Departments

- A. Department Chairpersons are nominated to the President through the Provost by the Dean, in consultation with the respective Departments, which adopt their own procedures and criteria for evaluation and for recommendation of a candidate. The term of office is three to seven years. The Department Chairperson receives an added stipend and reduced teaching load during the term of office.
- B. Directors are appointed by the Dean upon recommendation of a search committee. The Dean requests these Departments to evaluate their Directors periodically. By contract, the term of office is between three and seven years. (See AAUP Contract.)
- C. Each Department adopts its own bylaws and procedures and sets its own advancement criteria. None of these, however, may be in conflict with College and University requirements found in their respective bylaws or in the University-AAUP Contract.
- D. Each Department member is obligated to participate in the business of the member's Department and to be completely familiar with its practices and expectations.
- E. The duties of each Chairperson and Director will be determined by the Department's bylaws, by the College bylaws, and by the Dean. These duties include (but are not limited to):
 - Serving on the UC Blue Ash College Curriculum Committee;
 - Presiding at Department meetings;
 - Making recommendations with respect to budget matters, new courses, new programs, advancement, tenure, or dismissal (or non-reappointment) of Department members;
 - Evaluating members on a regular basis in accordance with Department, College, and University policy and AAUP Contract;
 - Keeping each member informed as to his/her status in the Department and in the College Promotion and Tenure process;
 - Keeping records of department bylaws, practices, procedures, and criteria for advancement and making such information available annually to every member of the Department, to the Dean, the Executive Committee, the Reappointment, Promotion and Tenure Committee;
 - Keeping adequate written records of all matters affecting the status of each Department member;
 - Maintaining such other records as are required by the College, the Dean, and the University.

3. Departmental and Faculty Meeting Times

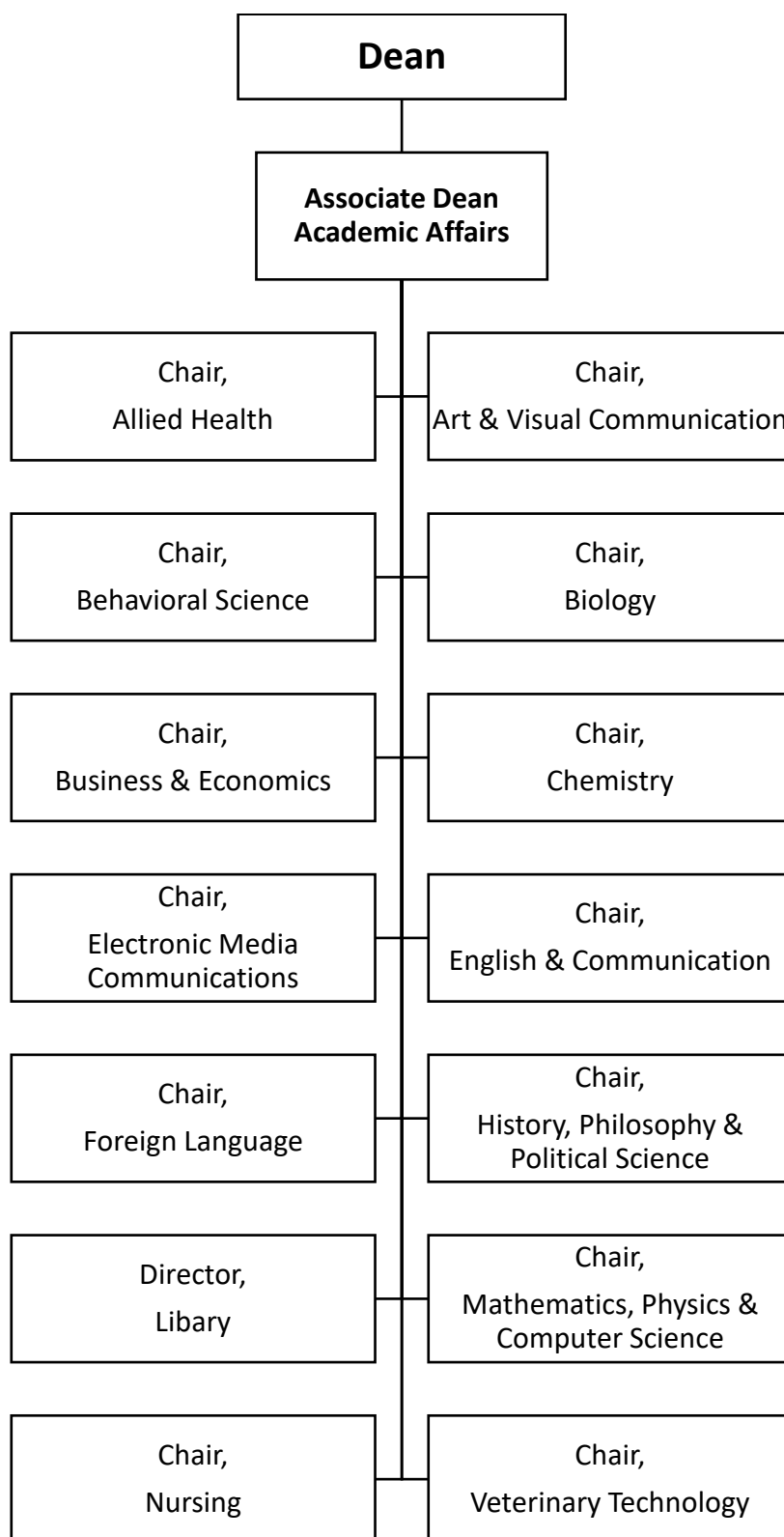
- A. Tuesday and Thursday from 1:00 to 1:50 p.m. are reserved for the following meetings:
 - 1st and 3rd Tuesday, Department
 - 2nd and 4th Tuesday, College Committee
 - 1st and 3rd Thursdays, Executive Committee
 - 4th Thursday, Faculty
- B. All University Faculty and AAUP meetings take precedence over college meetings. The dates are listed on the University of Cincinnati calendar.

UC BLUE ASH COLLEGE ADMINISTRATIVE STRUCTURE



Updated December 21, 2018

UC BLUE ASH COLLEGE ACADEMIC STRUCTURE



UCBA ACADEMIC DEPARTMENTS 2019-2020

Allied Health	Art & Visual Communication	Behavioral Science	Biology	Business & Economics	Chemistry	Electronic Media Communication
Gill, Julie (C) Biddle, Maggie (CL) Burroughs, Luke Charlton, Eric Fennis, Heather (VN) Kroger-DeMichael, Jennifer Kunselman, Barb McClure, Biz Mihlbachler, Molly (CL) Monnin, Elizabeth Moore, Heather Munson, Kimberly Pettys, Matthew* Roman, Tiffany Scaramucci, Mary Kaye Staud, Shawna Vilvens, Heather Program Coordinators: LuAnna Schwaeble 745-5625 Christen Bruening 745-5635; students/public 936-1585; faculty & staff	Pettys, Stephanie (C) Albert, Jamie Cesare, Carla Schreiber, Patrick Timman, Lisa Wolfer, John Program Coordinator: Lainie Ipsa 745-5655	Cummins-Sebree, Sarah (C) Callaway, Wendy Callais, Todd Carter, Jennifer Frame, Deb Harte, Helene (AL Spring) Miller-Hargis, Angela Odum, Tamika Oehlhof, Marissa Schlembach, Susan* Singleton, Judy Wadian, Taylor Wakelield, Carman Wilson, Lynn Program Coordinator: Lainie Ipsa 745-5655	Bradshaw, Suzanne (C) Baumgartner, Joseph* Daly, Kieran (RA) Gaston, Marsha Gullice, Amy Hickey, Kristine (RA) King, Karen Knauper, Beverly Lutz, Kent Mallory, Bradford Miller, Amy (AL Fall) Odaka, Yoshinobu Ottan, Mark (RA) Owen, Patrick Tran, Mark Wilkins-Stottmann, Heather Willis, Susan (RA) Wilson, Keen Witham, Ann Program Manager: Shannon Habenicht 936-1702	Ranky, Pamela (C) Adams, Stanley (RA) Brinkmann, Thomas Cheatnam, Margaret Ghimire, Keshar Ghosh, Sripama Gowsell, Kay Kegley, Michele Lutz, Kent Ngwenya-Scoburn, Lizzie Oidana, Jan Redmon, Annette Widdig, Monica (AL Spring) Wortyko, Lori Program Coordinator: LuAnna Schwaeble 745-5625	DeMatteo, Matt (C) Denton, Janice Fisher, Daniela (RA) Fritz, Mark Greer, Melinda Gulgas, Christopher Stringfield, Tom (AL Spring) Tremain, Scott Program Manager: Shannon Habenicht 936-1702	Sanders, Michael (C) Anderson, Eric Bennett, Matt Hartz, David Hubble, Dave Trimble, Brooke Nicole Program Manager: Lou Olenick 936-1602
English & Communication	Foreign Language	History, Philosophy & Political Science	Library	Math, Physics & Computer Science	Nursing	Veterinary Technology
Supple, Susan (C) Andrus, Sonja Anthony, Libby Baile, Brian Bauer, Laurie Benander, Ruth Blancato, Michael* (VN) Chege, Mwangi (Alex) Clason, Susanna Crane, Cynthia Ferguson, Jessica Golding, Ian* Hensley, Anna Huang, Shaorong Jennings, William McLaughlin, Neely Murdoch, Robert Oberlin, Kevin Peplow, Amber Pettit, Rhonda Refaei, Brenda Shade, Drew Skutar, Claudia Program Coordinator: Amber Kuflic 745-5645	Woods, Angie (C) Anorga, Angel Ballan, Jody Barksdale, Sheri Hermo del Teso, Lucia* (VN) Hunter, Brian (Ed) Miller, Richard* (VN) Ortiz, Maria Ines (Ed) Page, Debbie (AL Spring) Roig-Torres, Theresa Program Coordinator: Lainie Ipsa 745-5655	Sigler, Krista (C) Forest, Timothy (AL Spring) Giobelli, Rob Lambert, Margo McNay, John (AL Spring) Norman, Matt O'Dowd, Omalth Rus, Jonas Program Coordinator: Amber Kuflic 745-5645	Maloney, Heather (D) McKinney, Michelle Tilton, Kellie Wahman, Lauren	Kramer, Eugene (C) Chekour, Adam Crabbe, Jordan Darling, Natalia Elwakil, Mohamed* Emenaker, Charles Frankel, Rachel Freeman, David Gallagher, Joseph Hennessy, Monica Jayasinghe, Manoni Julian, Poranee Karatas, Zekeriya Kempnaus, Alex* Kempnaus, Ralph (RA) Mutsuddi, Adity Ouma, Christine Presgrave, Trevor Santos, Fabio Skinner, Charlotte Smith, Karen Spille, John (RA) Stockler, Dean Thomas, Mark Vaz, Cenalo Wood, Krista Program Coordinator: Lainie Ipsa 745-5625	Ellis, Jennifer (C) Adams, Paul* (CL) Crittenden, Amy Gibbs, Jackie Healey, Catherine Henderson, Carla Justice, Mary Linville, Jason* Mayo, Caryl Morgan, Dana Pearce, Jennifer Reichart, Kelly Seiser, Melissa Smith, Karen* Trotta, Deborah Weatherly, Kalaine Program Coordinator: Jackie Belew 745-5665 (students & public) 745-5789 (faculty & staff)	Wells, Jennifer (C) Benton, Stacey Myers, Kim (Ed) Rogers, Brittany* (VN) Program Coordinator: Amber Kuflic 745-5645
LEGEND: * = New C = Chairperson CL = Clinical D = Director Ed = Educator RA = Represented Adjunct VN = Visiting New VR = Reappointment AL = Academic Leave						

10/17/2019

COMMITTEES 2019-2020

Academic Assessment *Department Representatives*

Department	Representative	Term Expires
Allied Health	Heather Vilvens	2021
Art & Visual Comm.	Jamie Albert (Chair)	2021
Behavioral Sciences	Tamika Odum	2020
Biology	Mark Tran	2021
Business & Economics	Keshar Ghimire	2021
Chemistry	Scott Tremain	2020
Dental Hygiene	Beth Monnin	2021
Electronic Media Comm.	David Hartz	2020
English and Communication	Brenda Refaei	2020
Foreign Language	Brian Hunter	2020
History, Philosophy & Polit Science	Matthew Norman	2021
Library	Lauren Wahman	2020
Math, Physics & Computer Science	Monica Hennessy (Chair)	2020
Nursing	Amy Crittenden	2021
Veterinary Technology	Stacey Benton	2021

Sonja Andrus, English Writing Assessment Representative (Ex officio)

Robin Lightner, Dean (Ex officio)

Tracy Herrmann, Associate Dean of Academic Affairs (Ex officio)

Steve Miller, Institutional Research Representative (Ex officio)

Brad Mallory, Teaching and Learning Representative (Ex officio)

Janice Denton Executive Committee Liaison (Ex officio, non voting)

Academic Hearing and Grievance Pool *Elected Representatives*

8 faculty; no more than one from same department; not more than 4 non-tenured; 3-year term. This committee convenes when there is a grievance or hearing issue. The work of the committee can be very time consuming and the work needs to be done in a timely manner. Sometimes the meetings may fall at 'inconvenient' times. The work of the committee is done by a subset of the pool so that times can be arranged and any potential conflicts can be avoided.

Elected Representatives	Term Expires
Marsha Gaston (BIO)	2020
Traci Hermann (NURS)	2020
Maria Oehlhoff (BS) Chair	2020
Barb Kunselman (DH)	2021
Margo Lambert (HIST)	2021
Jacqueline Gibbs (NURS)	2022
Lizzie Ngwenya-Scoburgh (BUS)	2022
Trevor Presgrave (MPCS)	2022
Karen Smith (MPCS)	2022

Natalia Darling Executive Committee Liaison-Ex Officio, non voting

Appeals | Appointed Representatives

4 faculty; 3 year term; may not serve concurrently on Scholarship and Honors. Faculty are nominated by Executive Committee and appointed by the Dean.

Appointed Representative	Term Expires
Christopher Gulgas (CHEM)	2020
Ornaith O'Dowd (HIST)	2020
Eric Charlton (AH)	2022
Anna Hensley (ENGL) Chair	2022

Gregory Metz (Academic Affairs-Ex Officio)
Jennifer Wells (Executive Committee Liaison – Ex Officio)

AURCO | Elected Representatives

2 year term. Representatives elected to this committee should be available to attend a business meeting in the fall and the business meeting at the AURCO Conference in the spring of each year (usually the first Saturday in April).

Elected Representative	Term Expires
Jen Kroger (AH)	2020
Monica Widdig (BUS)	2021

Building & Grounds | Elected/Appointed Representatives

(Multi-constituent committee) 7 total faculty; 4 elected and 3 appointed; no more than 2 from same department; 3 year term. This committee meets on the fourth Tuesday of each month from 1-2 pm. Members of this committee should expect to meet a few times over the summer. Members of the Space Allocations Sub-Committee will also meet over the summer months.

Elected Representatives	Term Expires	Appointed Representatives	Term Expires
Luke Burroughs (DH)	2021	Sana Shelton Clason (ENGL)	2020
Rachel Frankel (MPCS)	2022	Drew Shade (ENGL)	2021
Margo Lambert (HIST)	2022	Cathy Healy (NURS)	2021
Deb Trotta (NURS)	2022		

Molly Scruta, Staff Representative (2020)
Christian Boyles, Staff Representative (2021)
Chuck Jones, Staff Representative (2022)
Rob Knarr, Facilities (Ex officio)
Jason Rutledge, Facilities (Ex officio)
Rene Barnett (IT-Ex officio)
Raquel Tribby (Business Affairs – Ex officio)
Dave Hubble (Executive Committee Liaison – Ex officio, non-voting)

Curriculum and Academic Affairs Committee | Department Representatives

Department	Representative
Allied Health	Julie Gill
Art & Visual Comm	Stefanie Pettys
Behavioral Sciences	Sarah Cummins-Sebree
Biology	Suzanne Bradshaw
Business & Economics	Pam Rankey
Chemistry	Matt DeMatteo
Electronic Media Comm	Mike Sanders
English & Communication	Sue Sipple Chair
Foreign Language	Angie Woods
History, Philosophy & Political Science	Krista Sigler
Math, Physics & Computer Science	Eugene Kramer
Nursing	Jennifer Ellis
Veterinary Technology	Jennifer Wells

Tracy Herrmann, Associate Dean (Ex officio, non voting)

Heather Maloney, Library Director (Ex officio, non voting)

Jennifer Wells, Executive Committee Liaison

Diversity and Inclusion Committee *Elected/Appointed Representatives*

(Multi-constituent committee) 7 faculty; 4 elected and 3 appointed; 3 year term. The Diversity and Inclusion Committee is a proactive committee advocating for enhanced appreciation of the value of diversity and its integration within the college and society. This committee meets at least once each month during the fall and spring semesters.

Elected Representative	Term Expires	Appointed Representative	Term Expires
Neely McLaughlin (ENGL) Chair	2021	Maria Ortiz (FL)	2020
Taylor Wadian (BS)	2021	Sheri Barksdale (FL)	2021
Beth Monnin (AH)	2022	Jordan Crabbe (MPCS)	2022
Ann Witham (BIO)	2022		

Amy Owens Smith, Human Resources Manager (Ex officio)

Nick Castro, Assistant Director of Inclusion and Involvement (Ex officio)

Molly Scruta, Coordinator of Inclusion and Involvement (Ex officio)

Byron Walton, Staff Representative 2021

Pam Adler, Staff Representative, 2022

David Bostic, Staff Representative 2022

TBD, Student Representative

Natalia Darling (Executive Committee Liaison – Ex officio)

Executive Committee *Elected Representatives*

9 faculty; no more than 1 non-tenure track; 3 year term; no more than 2 consecutive terms; no more than 2 members from the same department. The Executive Committee is a proactive committee that advocates for shared faculty governance, serving as a communication conduit among the various college constituents: administration, staff, students and faculty. This committee meets the first and third Thursday of each month plus additional meetings as needed. Committee members serve as liaisons to every appointed and elected committee at the college. Prospective members should have a serious commitment to, and interest in college governance.

Elected Representative	Term Expires
Jennifer Ellis (NURS)	2020
Michele Kegley (BUS) Chair	2020
Jennifer Wells (VET) Chair	2020
Natalia Darling (MPCS)	2021
Kent Lutz (BUS)	2021
Heather Wilkins (BIO)	2021
Suzanne Bradshaw (BIO)	2022
Janice Denton (CHEM)	2022
Dave Hubble (EMED)	2022

Faculty Development *Elected/Appointed Representatives*

6 faculty; 4 elected & 2 appointed; 3 year term. This committee is intended to be a proactive committee advocating for opportunities and resources to support the professional growth and development of individual faculty members as teachers and scholars. The committee coordinates with the Learning and Teaching Center, the Library, and the Distance Learning Director in providing faculty development opportunities. The committee also develops procedures regarding faculty awards. The committee meets approximately once per month.

Elected Representative	Term Expires	Appointed Representative	Term Expires
Melinda Greer (CHEM)	2020		
Teresa Roig Torres (FL)	2021	Sriparna Ghosh	2022
Mark Tran (BIO)	2021	Nicole Trimble	2022
Heather Vilvens (AH)	2022		

Brad Mallory (BIO), Learning & Teaching Center (Ex officio, voting)

Lauren Wahman (LIB), Library Representative (Ex officio, voting)

TBA, Distance Learning Director (Ex officio, voting)

Tracy Herrmann, Associate Dean (Ex officio, non voting)

Kent Lutz (Executive Committee Liaison – Ex officio, non voting)

Faculty Development Funds Ad-Hoc Committee, Elected/Appointed Representatives

Elected Representative	Term Expires	Appointed Representatives	Term Expires
Mark Fritz (CHEM)	2020	Adam Chekour (MPCS)	2020
Debbie Page (FL)	2020	Stacey Benton (VET) Chair	2020
Beth Monnin (AH)	2021	Marc Watson	2020
Annette Redmon (BUS)	2021		

Heather Wilkins (Executive Committee Liaison – Ex officio, non-voting)

Faculty Senators *Elected Representatives*

2 year term; no more than 2 consecutive terms. UCBA Faculty Senators must be available to attend Faculty Senate meetings which are held the 2nd Thursday of each month from 3:30-5:00 p.m. Additional meetings are occasionally scheduled on the 4th Thursday from 3:30-5:00 p.m.

Elected Representative	Term Expires
Pam Rankey (BUS)	2020
Amber Peplow (ENGL)	2021

First Year Experience Committee *Program Representatives*

One faculty representative appointed by each department offering FYE courses. 3 year term. Ex officio members: UCBA library faculty representative, the Associate Dean of Academic Affairs or designee, the Director of Student Life or designee, the Director of Academic Advising or designee, and an eMedia Communications FYE module consultant.

Department	Representative	Term Expires
Allied Health	Luke Burroughs	2021
Art & Visual Comm.	Patrick Schreiber	2021
Behavioral Sciences	Deb Frame	2020
Biology	Karen King Secretary	2020
Business & Economics	Kent Lutz Chair	2020
Chemistry	Melinda Greer	2020
Electronic Media Comm.	Nicole Trimble	2021
English & Communication	Cynthia Crane	2021
Exploratory Studies	Linsey Koeritz	2021
History, Philosophy & Political Science	Ionas Rus	2020
Library	Lauren Wahman	2021
Math, Physics & Computer Science	Trevor Presgrave	2020
Nursing	Carla Henderson	2022
Veterinary Technology	Kimberly Myers	2021

Staff/Administrative Representatives

Assistant Dean of Academic Affairs: Greg Metz
 Associate Dean of Academic Affairs: Tracy Herrmann
 Director of Advising: Laurie Malone
 eMedia FYE Modules Consultant, Mike Sanders
 Director of Student Engagement, Sarah Wolfe
 Jennifer Ellis (Executive Committee Liaison – Ex officio)

RP&T *Elected Representatives*

The committee shall consist of 9 elected tenured faculty members. In addition, the committee can include up to 2 non tenured, tenure track faculty. There shall be no more than two members from any one department. Terms of office will be for 2 years for tenured faculty and 1 year for non-tenured, tenure track faculty. No faculty member may serve consecutive terms.

Work includes both independent reading of as many as 30+ RPT dossiers/year; writing, editing and reviewing multiple RP&T committee letters; 20+ hours of meetings/year. Work is dictated by the Provost and UCBA RP&T calendar and is currently heavily concentrated during these times: early November to early January and early February to early March. Because we must complete our work on a tight schedule, committee members must be especially flexible with their time and willing to meet evenings, weekends, exam weeks, or over breaks as necessary.

Elected Representative	Term Expires
Jody Ballah (FL)	2020
David Freeman (MPCS)	2020
Melinda Greer (CHEM)	2020
Patrick Owen (BIO) Chair	2020
Amy Gultice (BIO)	2021
Lizzie Ngwenya-Scoburgh (BUS)	2021
Ornaith O'Dowd (HIST)	2021
Mary Kay Scaramucci (AH)	2021
John Wolfer (AVC)	2021

Dave Hubble (MPCS) (Executive Committee Liaison – Ex officio, non-voting)

Scholarship & Honors *Elected/Appointed Representatives*

9 faculty; 6 elected & 3 appointed; no more than 2 from same department; 3 year term; may not serve concurrently on Appeals. The Scholarship and Honors Committee meets on an irregular schedule to accommodate the timing of scholarships awarded by our college and selection of the UCBA Honor Student of the Year. Specifically, most meetings of the S&H committee are held near the end of fall semester (to evaluate fall scholarship applications) and during the first two months of spring semester (to evaluate spring applications and the Honor Student of the Year).

Elected Representatives	Term Expires	Appointed Representatives	Term Expires
Jennifer Kroger (AH) Chair	2020	Shawna Staud (DH) Secretary	2020
Melissa Setser (NURS) HSoY Chair	2020	Timothy Forest (HIST)	2021
Brian Bailie (ENGL)	2021	Yoshinobu Odaka (BIO)	2022
Yalcin Karatas (MPCS)	2021		
Jessica Furgerson (ENGL)	2022		
Fabio Santos (MPSC)	2022		

Jennifer Berigan, Director of Development (Ex officio, non voting)

Martha Geiger, One Stop Director (Ex officio, non voting)

Suzanne Bradshaw, Executive Committee Liaison (Ex officio, non voting)

Strategic Planning *Elected/Appointed Representatives*

- a) In 2019, the faculty voted to disband the permanent committee. A Strategic Planning Committee will be appointed at the time of the next strategic planning process (approximately two years before the current strategic plan expires). Committee composition will be determined by the Executive Committee in consultation with the Dean. Two members from each of the following will comprise the membership: academic unit heads, executive committee appointees, staff council appointees, members of the administration team, as well as one community member, one student member, the Dean (ex-officio, non-voting), and the Associate Dean of Academic Affairs (ex-officio, non-voting).
- b) The term of membership is two (2) years. Development of the next strategic plan will begin in 2020.

Elected Representative	Term Expires	Appointed Representative	Term Expires
Heather Moore (AH)	2020	David Hartz (EMED)	2020
Chuck Emenaker (MPCS) Chair	2021	Angel Anorga (FL)	2021
Laurie Bauer (ENGL)	2022		
Jennifer Ellis (NURS)	2022		

Robin Lightner, Dean (Ex officio)

TBA, Staff Representative

TBA, Staff Representative

TBA, Student Representative

TBA, Student Representative

TBA, Community Representative

Steve Miller, Institutional Representative

Jen Ellis (Executive Committee Liaison, Ex officio, non-voting)

Study Abroad & Exchange Programs *Elected/Appointed Representatives*

7 faculty members; 4 elected and 3 appointed. This committee's primary role is to approve, plan, administer and assess all UCBA study abroad and exchange programs. This work includes, but is not limited to, advocating for resources; promoting study abroad and exchange opportunities to students and faculty; reviewing and selecting proposals for new study abroad programs; mentoring and assisting faculty in the development and implementation of study abroad programs; creating and implementing policies and guidelines related to UCBA study abroad and exchange programs; reviewing and recommending scholarship award winners for study abroad scholarships; and creating promotional content for study abroad-related materials.

Elected Representatives	Term Expires
Susan Willis (BIO)	2020
Brian Hunter (FL)	2021
Teresa Roig-Torres (FL)	2021
Libby Anthony (ENGL)	2022

Appointed Representatives	Term Expires
Kellie Tilton (LIBR) Chair	2020
Amy Crittenden (NURS)	2021
Kimberly Munson (AH)	2022

Angie Woods, Spanish Language Study Abroad Coordinator

Jody Ballah, Quebec Study Abroad Coordinator

Mark Otten, British Study Abroad Co-Coordinator

Sue Sipple, British Study Abroad Co-Coordinator

Deborah Page, German Exchange Program Director

Heather Wilkins (Executive Committee Liaison – Ex officio, non-voting)

Technology Committee *Elected/Appointed Representatives*

(Multi-constituent Committee) 4 faculty members (2 appointed, 2 elected) for 3yr term (1 Lib rep, 1 E-media rep, 1 Information Technology rep, 2 staff, 2 students); students are 1 year terms. No department shall be represented by more than one faculty member on the committee. The Technology Committee serves as multi-constituent forum to discuss college-wide technology issues. The Committee makes recommendations and submits reports to the Dean concerning issues of instructional and information technologies. Each Spring the Committee coordinates the Annual Software Requests among departmental chairs, the UCBA IT Department and the Dean. Meetings are held monthly.

Elected Representatives	Term Expires
Joseph Gallagher (MPCS)	2020
Mark Otten (BIO)	2021

Appointed Representatives	Term Expires
Sonja Andrus (ENGL)	2021
Kalaine Weatherly (NURS)	2022

Pete Bender, Staff Representative 2020

Tracy Yarchi, Staff Representative 2021

Michelle McKinney, Library Representative

Eric Anderson, E-Media Representative

Dale Hofstetter, Information Technology Representative - Chair

Jen Carter, E Learning Director

TBD, Student Representative

TBD, Student Representative

Kent Lutz, Executive Committee Liaison (Ex officio)

CHAPTER 3

Description of College Services



ADMINISTRATIVE OFFICES

OFFICE OF THE DEAN

Muntz 140

Dr. Robin Lightner, Dean

513-745-5660

Hours: 8:00 AM - 5:00 PM Monday – Friday

The Dean is the college's chief executive officer. As such, the office provides strategic vision and leadership for all mission-driven initiatives. The Dean is responsible for assuring that all university contracts, UC Board of Trustee Rules, and university/college policies and procedures are followed. In addition, the Dean provides direction and support for strategic planning and is the primary liaison to federal, regional, state and local institutions related to achieving both the college's and the university's missions. The Dean is also responsible for the college's fundraising efforts as well as managing the college's resources – personnel, financial and physical. The Dean reports to the University of Cincinnati's Senior Vice President for Academic Affairs and Provost Office.

Meg Anderson, Associate to the Dean

Kristy Otten, Executive Staff Assistant

Tracy Herrmann, Associate Dean of Academic Affairs

Greg Metz, Assistant Dean of Academic Affairs

Frances Lowery, Executive Staff Assistant

Briana Harper, Program Coordinator

Rob Knarr, Director of Facilities and Campus Planning

Steve Miller, Director of Institutional Research

Byron Walton, Research Analyst

Marc Watson, Director of Business Affairs & Human Resources

Lacey McCarthy, Business Manager

Amy Owens Smith, Human Resources Manager

Gerrie Copeland, Financial Administrator 2

Raquel Tribby, Accountant 2

Jennifer Berigan, Director of Development

TBA, Grant Writer

The Office of the Dean is ultimately responsible for all administrative activities at the college involving faculty, staff and students, including, but not limited to, human resources, application for retirements/emeritus and equal employment opportunity; college governance policies; curriculum course approvals; staff and faculty hires and employment related matters; oversight of college budgets; faculty development; leave-of-absences; faculty overloads; faculty reappointment, promotion and tenure; faculty/staff travel request and processing reimbursements; faculty/staff personnel appointments; Fresh Start program for returning students; full/part-time faculty databases; full/part-time faculty personnel files; full/part-time faculty teaching contracts; International visitors' processing; records retention management; student dismissals, suspensions, probations, and faculty convocations.

ACADEMIC AFFAIRS

Muntz 140 - H

Tracy Herrmann, Associate Dean of Academic Affairs

513-745-5660

Hours: 8:00 AM - 5:00 PM Monday – Friday

This office coordinates the academic affairs of the College and serves as a liaison with other College and University units to enhance the quality of the College's curriculum and to provide the highest quality of instruction to all students. The Associate Dean of Academic Affairs works directly with departmental Chairs and Directors concerning academic issues, including curriculum development and review. Working with appropriate faculty governance structures, the Associate Dean is responsible for academic assessment, faculty development, academic advising, and professional accreditation functions. The Associate Dean also supervises directors or managers in the Learning and Teaching Center, the Testing Center, Registration, Advising Center and the Academic Support Team.

ACADEMIC AFFAIRS, STUDENTS *Muntz 140*

Greg Metz, Assistant Dean of Academic Affairs

Frances Lowery, Executive Staff Assistant

Hours: 8:00 - 5:00 pm Monday - Friday

The Office of the Assistant Dean of Academic Affairs supervises Accessibility Resources (formerly Disability Services) and Counseling Services. Additionally, the office provides direct support to students in the following areas – academic standing issues (alert, probation, return from academic suspension, student misconduct issues (academic or non-academic), and student concerns or complaints (including formal student grievances). The Assistant Dean also serves as the Title IX Deputy for UC Blue Ash. In collaboration with colleagues from across the college and university, the Assistant Dean participates in a plethora of student support and success initiatives.

ACADEMIC SUPPORT *baacdsup@uc.edu*

Shannon Nease, Program Manager, Walters 104

Liaison Departments: Biological Sciences, Chemistry

Jackie Belew, Program Coordinator, Walters 289

Liaison Department: Nursing

Christen Bruening, Program Coordinator, Walters 189

Liaison Departments: Dental Hygiene and Allied Health

Lainie Ipsa, Program Coordinator, Muntz 112E

Liaison Departments: Art & Visual Communication, Behavioral Science, Foreign Language, MPCS

Amber Kuftic, Program Coordinator, Progress Hall 120B

Liaison Departments: English & Communication, Veterinary Technology, History, Philosophy & Political Science, Honors

Lou Olenick, Program Manager, Muntz 217

Liaison Department: Electronic Media Communication

LuAnna Schwaeble, Program Coordinator, Dean's Suite

Liaison Department: Allied Health Sciences, Business & Economics, Dental Hygiene

Kristin Susser, Support Specialist, Walters 104

[Webpage](#)

The UCBA Academic Support Team exists to improve the efficiency, effectiveness and timeliness of UC Blue Ash academic programs by providing proactive and responsive service, managing resources, stewarding projects from inception to completion and delivering high-quality and inclusive student, faculty and community driven support. This team of five Program Coordinators and one Support Specialist, directed by Program Manager Shannon Nease, offers support to our department chairs, full-time faculty, adjunct faculty, and students. They are a highly skilled team, and manage tasks such as course ordering, department budget tracking, syllabus retention, information research and compilation, and much more. If you'd like more information about how your department's program coordinator can help you this academic year, please contact UCBA-Academic Support (baacdsup@uc.edu).

ADMISSIONS *Muntz 151*

Brad Tate, Director of Admissions

Amber Hunter, Assistant Director of Admissions
Tracy Yarchi, Placement Testing Coordinator
Kelsi Goins, Admissions Counselor

Hours: 8:00 am - 5:00 pm Monday - Friday * *Extended evening hours on Wednesday until 6:30 pm.*

The major function of the Admission Office is the recruitment, admittance and enrollment of students into the various programs offered by the College. The Admission office attends on and off campus recruitment events, handles applications for admission and assists students with questions about the UCBA admissions process, and program offerings. The Admissions Office offers placement testing for English, Math, and Foreign Language. Students can take the English and Math placement tests online or on campus. Students can register for placement tests online or by calling 513-745-5783. For additional information about math and English placement testing, [please refer to the webpage](#).

BUSINESS AFFAIRS & HUMAN RESOURCES

Muntz 140

Marc Watson, CPA, Director of Business Affairs & Human Resources
Lacey McCarthy, Business Manager
Gerrie Copeland, Financial Administrator Sr.
Amy Owens Smith, Human Resources Manager
Raquel Tribby, Accountant 2

Hours: 8:00 - 5:00 pm Monday – Friday

The primary goal of the Business Affairs Office is to provide oversight of the College's financial and budgetary operations. The office assists the College in various functions such as payroll, purchasing (including Purchase Orders, P-card, Request for Reimbursement and Travel expenditure oversight) and administration of office keys.

The primary goal of the Office of Human Resources for UC Blue Ash is to provide assistance to all faculty, staff, and other college stakeholders with a broad range of information and services for employment, benefits, compensation, and employee relations. This office assists the College in fulfilling its mission by serving all employees as the Equal Opportunity Coordinator and implementing processes to assist departments with the hiring process to cultivate a premier and diverse work environment according to the strategic plan. This includes job posting and recruitment procedures, new staff hire onboarding/orientation, employee evaluations, labor relations, training and staff professional development opportunities.

COMMUNICATIONS

Muntz 152

Pete Gemmer, Director Marketing and of Communications
Pete Bender, Electronic Communications Manager
David Bostic, Web Communications Manager
Michael Ziepfel, Marketing and Publications Manager

Hours 8:00 am – 5:00 pm Monday – Friday

The Communications Department has the privilege of telling the 'UC Blue Ash College story' to increase awareness about the college, support enrollment, and develop the brand. The department's primary function is to oversee the advertising, graphic design, internal communications, media relations, promotional materials, and photography/videography, as well as the official social media and web sites for the college. Department staff also help promote campus events and manage the process for approving flyers for posting on college billboards.

DEVELOPMENT

Jennifer Berigan, Director of Development, Muntz 140
TBA, Grant Writer, Muntz 150B

The Office of Development at UC Blue Ash supports the fundraising goals of the college. These efforts include the coordination of alumni events, the UC faculty/staff campaign, grant procurement, stewardship of college alumni, and facilitating the philanthropic efforts of those generously willing to support the college mission and vision. All fundraising efforts for the college are in collaboration with the University of Cincinnati Foundation, the private-sector fundraising branch of the university.

EVENTS *Muntz 150* 936.1732

Cynthia Porter, Program Manager of Events

The Events Department at UCBA assists with the preparation and execution of college-wide events. This department coordinates efforts with several other UCBA departments to provide a wide array of services quickly and efficiently, making it easier for faculty, staff, and students to plan and execute their events.

FACILITIES MANAGEMENT *Muntz 108* 745.5708

Rob Knarr, Director of Facilities and Campus Planning

Jason Rutledge, Building Operations Manager

Facilities Management is responsible for maintenance, grounds, and housekeeping as well as campus receiving and mail services at UC Blue Ash College. The department strives to provide a safe, clean, healthy, and comfortable environment in which to learn, teach, and work.

Please submit all facilities' work order and new project requests via email to: facilities@ucblueash.edu.

OFFICE OF INSTITUTIONAL RESEARCH *Muntz 140*

Steve Miller, Director of Institutional Research

Byron Walton, Research Analyst

Hours: 8:00 - 5:00 pm Monday – Friday

The mission of the Office of Institutional Research is to provide information for informed decision making, institutional effectiveness, and reporting needs of UC Blue Ash College and its stakeholders.

To accomplish this mission, the office seeks to provide accurate and organized information for internal and external stakeholders; utilize technology to facilitate accurate and efficient delivery of services; and support partnerships to help improve UC Blue Ash College and higher education.

COLLEGE SERVICES

ACADEMIC ADVISING *Muntz 125*

Laurie Malone, Director of Academic Advising

Jaclyn Emerson, Program Coordinator

Hours: 8:00 am - 5:00 pm Monday - Friday,

Evening hours by appointment

Staff Advisors:

Melissa Al-Rdani

Breana Buckner

Kevin Kingman

Linsey Koeritz-Madanamohanan

Liz McLean

Tom Minter

Renee Rivers

Mike Roman

Christy Swanson

Catherine Willoughby

The College offers academic advising by professional staff advisors in the Advising Center and by faculty advisors, who recognize that academic advising is a primary academic responsibility. Faculty advisors receive a stipend for performing this important academic function. The activities of the faculty academic advisors are coordinated by the Director of Academic Advising, who reports to the Associate Dean of Academic Affairs. For additional information and a full listing of advisors by program, [please see the advising webpage](#).

ACCESSIBILITY RESOURCES OFFICE *Muntz 112L*

Pamela Goines, Director

John Krammer, Program Director

Hours: 8:00 - 5:00 pm Monday – Friday

The Accessibility Resources Office provides assistance to students with all types of disabilities. Students may be eligible for note-takers, interpreters, quiet testing rooms with extended time, audio/electronic books, large print material, adapted software/ hardware and other services as needed. [The Accessibility Resources Office](#) is also an information and resource center for all students, faculty and staff who have disability concerns or questions.

COMPUTER CONCOURSE *Muntz 112*

Hours: 7:30-10:00 pm Monday – Thursday, 7:30-5:00 pm, Friday 10:00-4:00 pm Saturday

The Computer Concourse is located in Muntz 112 and has both PC's and Mac's available for students to use.

The Student Assistants, located in the Computer Concourse, are available to assist students with installing UC software e.g. MS Office, McAfee, set up wireless and email on their personal devices along with helping assist with various technical issues.

COMPUTER LABS (INSTRUCTIONAL)

Muntz 112A, 112B, 158, 210, 255, 321 & Walters 149

The following policies are intended to apply to all of the computer labs at UCBA.

UCBA students, staff, and faculty are valid users of the computer labs.

- Food is not permitted in the computer labs or computer classrooms.
- Covered drinks are allowed, but please remember to be careful near the computers.
- Individual users who want to use multimedia software with audio must supply and use their own headphones.
- Student course work has priority over game playing and social media.
- Students needing to save their classwork need to supply their own media or save to cloud based storage.

All computer labs are closed on university holidays and between academic semesters.

DENTAL HYGIENE CLINIC

Walters 162 745.5630

Biz McClure, Program Director

Beth Femia, Program Coordinator (Clinic)

Clinic Hours:

Fall and Spring Semester (no summer clinic)

8:30-12:30 pm Tuesday; 2:00-5:00 pm Tuesday (limited time in Spring)

1:30-5:30 pm Wednesday; 8:30-11:30 am Wednesday (limited time Spring)

8:30-12:30 pm Thursday; 2:00-5:00pm Thursday (limited time Spring)

The Dental Hygiene Clinic offers preventive dental hygiene services and radiographic services to faculty, staff, students and community residents. There is a nominal fee for the services offered. Patients should be aware that the treatment is provided by students under faculty supervision.

INFORMATION TECHNOLOGY

Muntz 110 745.8308 ithelp@ucblueash.edu

Dale Hofstetter, Director of Information Technology

Lu Anne Amos, Computer User Support Specialist, Lab Manager

Drew Barnes, IT Project Manager

Rene Barnett, Computer User Support Specialist, CL2

Aaron Matey, Computer Systems Administrator

David Michaels, Computer and Information Analyst

Hours: 7:30 am - 5:00 pm Monday – Friday

The Information Technology Department provides classroom technology support services to the UCBA College community. IT provides resources for three types of patrons: members of the UCBA community (faculty, staff, and administrators), sponsored organizations (groups with an official sponsor who is a member of the UCBA community), and contract patrons (renters of campus facilities through UCBA Events Department).

LEARNING AND TEACHING CENTER

Muntz 117

balrntchg@ucmail.uc.edu

Brad Mallory, Director

The Learning and Teaching Center offers faculty development opportunities that promote student learning. The Center provides resources for faculty to reflect on teaching and to engage in classroom-based research. The Center also provides support for faculty to respond to different student learning styles through a variety of teaching strategies.

The Learning and Teaching Center offers the following services:

- A collection of teaching and learning resource materials.
- Sponsorship of Faculty Learning Communities
- Workshop series focused on specific pedagogical issues.
- Private tutorials for technology, course development, alternative teaching strategies.
- Consultations to provide formative feedback about teaching effectiveness.
- Facilitation of New Faculty Mentoring Program.
- Consultations with Faculty Development Committee on issues concerning faculty and professional development at the college.

LIBRARY *Muntz 113* 745.5710

Heather Maloney, MSLS, Library Director, *Liaison Departments: Allied Health Sciences, Dental Hygiene, Nursing*

Michelle McKinney, MLIS, Reference/Web Services Coordinator, *Liaison Departments: Biology, Chemistry, Math, Physics & Computer Science, Veterinary Technology*

Kellie Tilton, MLIS, Instructional Technologies Librarian, *Liaison Departments: Art & Visual Communication, Behavioral Science, eMedia, History, Philosophy & Political Science*

Lauren Wahman, MSIS, Information Literacy and Instruction Coordinator, *Liaison Departments: Business & Economics, English & Communication, Foreign Language*

Elizabeth Hartlaub, MLS, Library Operations Manager, *Library space usage, general library services or facilities questions/issues*

Christian Boyles, Collection Services Manager, *Library material ordering/processing; print, electronic and textbooks on reserve*

Pam Adler, Public Services Associate, *Library material requests/holds from UC libraries or OhioLINK libraries and Course Reserves (print and electronic)*

Hours: 7:30 am - 9:00 pm Monday - Thursday, 7:30 am - 5:00 pm Friday, 12:00 pm - 4:00 pm Saturday

[*See library website for hours exceptions](#)

The UCBA Library provides a broad array of print, media, and online resources to the UCBA community:

- Tabbed Search Box allows you to search for articles, books, journals, databases and much more quickly and easily. Online resources can be accessed 24/7.
- Books and media can be requested from other UC libraries, OhioLINK colleges and universities, and SearchOhio public libraries online 24/7 and delivered to the UCBA Library for pick-up within days.
- Interlibrary Loan (ILL) provides access to materials that are not otherwise available through the University of Cincinnati libraries, OhioLINK or SearchOhio.
- UCBA Research Guides help you find a variety of resources and are quickly accessible via the library website. Faculty are also supported with a variety of targeted services:
- Collections: Suggest a book, media or journal for the collection.
- Course Reserves: Request course materials to be placed on Traditional (in the Library) or Blackboard eReserves (available online 24/7).
- Library Instruction: Collaborate with a UCBA Librarian to help your students become better researchers. The library instruction curriculum is customized to meet the course needs.
- Research Help: Get help finding information for your research or teaching needs.

MEDIA CONSULTING, DESIGN AND PRODUCTION SERVICES*Muntz 217*

745.5717

Dave Hubble, Production Director**William Boyle, Interim UCTV Manager**

Electronic Media Communications (eMC) offers instructional and media design services to UCBA faculty for the production of mediated learning materials, in a variety of digital formats, for curricular applications. Our focus is on the production of time-based motion media (including animation, animated photography, motion graphics, and video) to create mediated learning objects, video presentations, and related time-based media. Our goal is to help college faculty members solve pedagogical problems and to enhance their teaching effectiveness through the design of instructional activities and instructional media materials. Our role in the creation of such materials includes collaboration in shaping content, scripting, storyboarding, mapping interactive learning trajectories, and, in the case of new technologies, applying technical processes and presenting the faculty member with viable options. As a professional production team, we are able to follow through with actual production of the instructional materials once we have clearly identified the scope and objectives of the project with the collaborating faculty member.

Media Copyright Consultation

eMC faculty provide assistance to members of the College community regarding the appropriation and use of copyrighted materials in direct instruction, professional presentations, and academic publications. Faculty may request professional assistance with issues such as educational fair-use, student use of media in course projects, use of images and other media material in books and periodical publications, and use of copyrighted materials in online instruction.

Media Production Services

A production team of eMC faculty and staff are available to assist faculty and departments at UCBA with the design and development of locally produced media materials for curricular applications including distance learning resources, in media formats such as audio, graphics, photography, and motion media such as animation and video. Some special applications of these production services include videotaping lectures, guest speakers, student presentations, and video production of instructional presentations when complexity requires an operator. Note that video cameras for simple in class recordings (without an operator) are provided by UCBA IT Department (513-745-8308).

Media Distribution Services

eMC faculty and staff operates UCTV, an FCC licensed Education Broadband Services (EBS) band television station. UCTV recently transitioned from traditional broadcasting to fully online streaming of both curricular and public information material for UC Blue Ash and the University of Cincinnati. UCTV-Online extends our broadcast distribution to the internet providing programming materials to a much broader audience. The services available through UCTV-Online include UCTV-Livestream, a streaming version of our traditional broadcast programming, and UCTV-onDemand, a service providing a repository for curricular materials for distance learning applications, and a permanent archive of our locally-produced instructional materials and broadcast programs. The UCTV channels are intended to provide public information about the college, its programs and our relationship to the university and larger community, as well as to enhance the distance learning capabilities of the college. UCTV is also an important experiential learning component of the formal academic programs within Electronic Media Communications.

Off-Air and Off-Cable Recording

Faculty may request the recording of programs from radio and television broadcasts, cable TV and satellite channels for instructional purposes. Educational fair-use guidelines exist for instructional use of such copyrighted material; in addition, some programs offer additional rights. Our professional staff can help you determine how such materials can be used and what the limits are. Program materials for video telecourses are licensed, duplicated and distributed to students enrolled in the courses through our media distribution service.

Rev. 10/2018

ONE STOP*Muntz 150*

745-5740

Martha Geiger, Director of OneStop Student Services 936-1691
UC Blue Ash One Stop Office 745-5740, onestop@ucblueash.edu
Claudia Ninneman, University Service Associate 2
Stella Luggen, University Service Associate 1
Jazmyn Bradley, University Service Associate 1
Nick Burkhart, University Service Associate 1
Ranjiv Subramaniam, University Service Associate 1
Cindy Jones, Program Director of College Credit Plus

Hours 8:00 – 6:00 pm Monday-Thursday, 9:00 – 5:00 pm Friday

The Assistant Director of Registration and Scheduling reports through the Director of One Stop located in the One Stop Office in Muntz 150. This position is responsible for a variety of services directly related to enrollment and course offerings. These include assigning all classroom space for on/off-campus classes, groups, and events; preparing and generating all class orders; monitoring the registration process and informing the Associate Dean of Academic Affairs and the Department Chairs on enrollment trends. In addition, the Office compiles the final list of graduates. The UC Blue Ash One Stop Office also manages the Sr. Auditor process; assists students in interpreting University policies and procedures; and manages a variety of processes related to Registration& Records, Billing and Financial Aid. UC Blue Ash College Credit Plus Program also reports through the Director of One Stop. The Program Director is located in Muntz 150 and works directly with high school students on campus working on dual credit.

PUBLIC SAFETY*Muntz 134*

745.5707

The University of Cincinnati Police Department operates a satellite office at UC Blue Ash College. Their main concern is our safety. UC Public Safety Officers patrol the building, grounds, and parking lots. The Public Safety staff investigates crimes, presents crime prevention programs, assists with fire and safety emergencies, escorts faculty, staff and students to vehicles, acts as liaison to outside police departments, and operates the UCBA lost and found. UCBA Security Office provides an unlock service for the building, your office and even your car when the keys are left inside. There are several help phones located in various areas around campus such as parking lots and elevators. The help phones may be used in emergencies to put you in direct contact with the Public Safety Communications Center (police dispatch). Area of Rescue Assistance phones are also located in designated stairwells. Be sure to read about emergency procedures in this handbook so you know what to do or where to go in case of an emergency or inclement weather. Additional information is posted in classrooms.

If you are locked out of your office, need to report a crime or suspicious person, or have an emergency, call UC Police dispatch at 556-1111. For an emergency, always call 911.

STUDENT LIFE & ENGAGEMENT*Muntz 123*

745.5773

Sarah Wolfe, Director of Student Engagement
Tracy Davis, Coordinator of Multicultural Affairs
Chris Dziekan, Program Manager for Orientation & Leadership Development
Joshua Monson, Coordinator of Veteran Student Affairs
Molly Scruta, Program Manager of Inclusion & Involvement
Tanya Williams, Program Manager of Partnership Development

Hours: 8:00 – 5:00 pm Monday - Friday

Student Life provides students with opportunities to connect, engage, learn and grow in and outside the classroom throughout their educational journeys. The department offers a supportive, inclusive and student-centered environment, a rich depth of programming, and peer and professional partnerships which complement the strong academics of UC Blue Ash College. Some sponsored programs and services include Welcome Week, Fall Involvement Expo & Service Fair, Student Leader & Professional Development Institute, UCBA Ambassador Program and the Spring Fling. The office also offers educational programming such as orientation and new student convocation, services for student veterans, and cultural programming including lectures and events for Black History month, Women's History Month, Hispanic Heritage Month, and LGBT Pride Month among others. Individuals who wish to learn more about the department's campus activities, student leadership development opportunities, and student organization governance policies should contact the Student Life Office.

Sarah Wolfe, Director of Student Engagement The Student Life Office strives to create and cultivate transformative learning experiences and opportunities for students which support academic success and student retention. Through a series of programs and events we provide opportunities for students to become involved, engaged, and connected with their campus community through participation in events/activities and through involvement with clubs and organizations. We strive to provide opportunities and support for students to – Connect. Engage. Learn. Grow.

Molly Scruta, Program Manager of Inclusion & Involvement

Tracy Davis, Coordinator of Multicultural Affairs

As a part of the Student Life Office, Multicultural Affairs recognizes and supports the diversity that exists on UCBA's campus by addressing the academic, cultural, educational, and social needs of underrepresented students. We strive to cultivate a campus atmosphere that values an inclusive environment which encourages all students to succeed, including race, ethnicity, age, religion, sexual orientation, national origin, gender, disability status, and socioeconomic background. We also provide support services that aid in the success and enrich the campus experience of underrepresented populations. This includes assisting with recruitment of prospective students, implementing and managing programs, events and services that include but are not limited to heritage month themed programs, academic/personal development and community outreach. This office also serves as a resource to faculty and staff.

Chris Dziekan, Program Manager for Orientation & Professional Development As a part of the Student Life Office, Orientation is responsible for offering programs and services designed to transition new students to UC Blue Ash College. Orientation is required for all first-time first year students, and is recommended for transfer students. First-year students attend an in-person orientation program, and transfer students complete an online orientation or attend an in-person transition session. Other orientation and transition programs include New Student Convocation and first-year programming.. Additionally, the Student Life Office provides opportunities for all students to build community, engage in leadership development and have a voice on campus through student government, student organizations and campus programs.

Josh Monson, Coordinator of Veteran Student Affairs As a part of the Student Life Office, Veteran Student Affairs is responsible for educational outreach and programmatic initiatives that serve to both support student veterans and enhance campus awareness of student veteran related issues. This includes implementing and managing programs, events and services for student veterans, offering educational opportunities around student veteran issues for the larger campus community and serving as a liaison with the Clifton campus Veteran's Affairs Office and the Veteran's Administration.

Tanya Williams, Program Manager of Partnership Development As part of the Student Life Office and in partnership with Alumni Affairs, the Manager of Partnership Development fosters relationships with alumni and community partners to create internship opportunities for students. The internship program is designed to connect vetted semester-long internship opportunities with students' seeking experiential learning. Additionally, this office is responsible for planning and implementation of events and activities designed to promote career and professional development; these include professional development workshops and one-to-one support in development and editing of resumes, cover letters online professional sites, interviewing skills and networking.

STUDENT ACADEMIC SUPPORT SERVICES

COLLEGE PROGRAM FOR ACADEMIC SUCCESS (CPAS)

This committee is a Sub-Committee of the Curriculum Committee

Amy Gultice and Laurie Bauer, CPAS Committee Faculty Co-Chairs

Amy.Gultice@uc.edu and Laurie.Bauer@uc.edu

Cathy Willoughby, CPAS Advising Coordinator

Catherine.Willoughby@uc.edu

The College Program for Academic Success (CPAS) is an intensive, support program for students who are conditionally admitted to the college. CPAS supports the college's mission to provide opportunities to students from a wide array of backgrounds, but it goes even further: It also helps at-risk students to succeed and reach their goals. [See the webpage for more details.](#)

FOREIGN LANGUAGE LAB AND RESOURCE ROOM *Muntz 337 & 338*

745.5649

Hung Koo, Lab Coordinator

Teresa Roig-Torres, Professor of Spanish/Faculty Director

Hours: Monday & Wednesday, 8:30 a.m.–6 p.m, Tuesday & Thursday, 9:00 a.m.–6 p.m., Friday, 8:30 a.m.–2:30 p.m.
Closed Summers.

Used by students studying foreign language, the Foreign Language Lab and Resource Room is open to any student enrolled at the college. The lab (Room 337) is equipped with personal laptops where students can access software, including video and audio programs, for the language they are studying. These programs help students practice language comprehension and speaking and listening skills. Students are also able to complete their assignments here. The lab also has resources available for students to prepare class papers and media-based presentations.

The resource room (Room 338), is designed for group and individual study and offers a variety of resource materials and information to help students complete foreign language class assignments.

Tutoring is available for students. No appointment is needed to work with a tutor, but it is recommended that students check to see when a tutor will be available.

SCIENCE LEARNING LAB

Walters 200 936.1705

Daniel Landfried, Lab Director

Ginette Adams, Academic Tutor

Lynn Rosenblum, Academic Tutor

Hours: Monday - Thursday, 8:00 AM - 8:00 PM

Friday, 8:00 AM – 4:30 PM

Sunday, 12:00 PM - 4:00 PM

The Science Learning Lab is designed to help students in Biology, Chemistry, Dental Hygiene, Nursing, and Allied Health. The lab provides free individual and small group tutoring as well as peer study groups. Students using the lab have access to computers, anatomical models, microscopes, radiological films, and supplementary texts and software.

WILLIAM R. DEANE MATHEMATICS LAB

Muntz 112G 513-745-5760

Kevin Kellar, Math Lab Manager
Krista Wood, Math Lab Director
Jennifer Clements, Academic Tutor
Colin Craig, Academic Tutor
Amanda Schwallie, Academic Tutor

Fall and Spring semesters: Monday-Thursday, 8am-8pm; Friday, 8am-5pm; Saturday, 12:00noon-4pm

Summer semester: Monday-Thursday, 8am-6pm; Friday, 8am-1pm; Saturday, 12:00noon-4pm

[The Mathematics Department](#) provides a tutoring center, which is free to all UCBA students on a regular or drop-in basis. It is equipped with supplementary texts and materials, is staffed by academic tutors and is administered by a member of the Mathematics Department.

WRITING AND STUDY SKILLS CENTER

Muntz 112K 745.5733

Bob Murdock, Faculty Director
Eric Van Hoose, Manager, Writing & Study Skills Center

Hours: Monday-Thursday 9 a.m. – 8 p.m., Friday 9 a.m. – 5 p.m.

The [Writing and Study Skills Center](#) in 112K Muntz Hall provides students the opportunity to consult with professional, degree-holding academic tutors. Services are free to UC Blue Ash students. Tutors work with students from all disciplines in one-on-one sessions in person and online to help build strategies to succeed in any academic writing situation and at any stage during the writing process. In addition to writing, tutors work with students to build strategies to help them succeed at college. Student success topics include strategic reading, organization, time management, taking notes, improving memory, test-taking strategies, and managing school-related stress. In addition to individual tutoring support, we also offer two student support groups: the English Conversation Group and Creative Writing Club. Information about these groups as well as how to schedule individual appointments can be found on our website.

With the exception of our “Walk-in Wednesdays,” students are strongly encouraged to schedule appointments for individual one-on-one sessions with the center’s tutors. Each scheduled 60-minute session consists of 45–50 minutes of individualized tutoring followed by a guided reflection to help students retain the skills practiced during the session. These individual sessions are available in the center and via WebEx video conference. Please see the Writing and Study Skills Center website for up-to-date scheduling procedures for individual sessions and workshops. Walk-in consultations are available according to tutor availability. Due to demand, these walk-in consultations may not be individual sessions. We are happy to come to your classroom to let your students know about the services the center offers.

CHAPTER 4

Policies



COLLEGE POLICIES

University of Cincinnati Blue Ash College ACADEMIC UNIT HEAD REVIEW FOR PENULTIMATE YEAR OF CURRENT TERM

PROCESS AND TIMELINE

The process and timeline for the penultimate review is as follows:

1. Guided by the AAUP Contract, the Academic Unit Head will develop a list of his/her activities and accomplishments for the period of his/her current term. This list will be a maximum of two pages. The Unit Head will distribute this list to all faculty members in the Academic Unit Head's respective academic unit, the Dean and the Associate Dean of Academic Affairs by the end of the 14th week of the Fall Term.
2. All eligible faculty members in the Unit Head's respective academic unit will receive a feedback survey from the Dean's office by the end of the 1st week of the Spring Term. They are to complete and return the survey to the Dean's office by the end of the 3rd week of the Spring Term. Eligible faculty are recognized bargaining unit members according to Article 1 of the AAUP Contract.
3. The results will be anonymously compiled by the Dean's office. The results will be forwarded to the Dean, Associate Dean of Academic Affairs, Academic Unit Head, and the eligible unit faculty by the end of the 6th week of the Spring Term.
4. The Academic Unit Head will meet with the Dean regarding the list of activities and the faculty feedback by the end of the 10th week of the Spring Term.
5. The Dean, in consultation with the Associate Dean of Academic Affairs, shall provide a written evaluation to the Academic Unit Head by the end of the 14th week of Spring Term.

FINAL Approved UCBA Faculty 04/26/12

University of Cincinnati Blue Ash College ACADEMIC UNIT HEAD REVIEW FOR PENULTIMATE YEAR OF CURRENT TERM

FACULTY FEEDBACK SURVEY

Individual Reviewed: _____

Department: _____ Date: _____

Listed below are items which describe administrative behavior. Rate the individual by marking the appropriate response scale.

Use this scale to rate each of the following 35 items.

The academic unit head:

Management

1. demonstrates a commitment to the mission and goals of the university, college, and department.
2. attends to essential administrative details to ensure smooth operation of the department.
3. demonstrates knowledge of university, college, and department policies and procedures.
4. possesses a general knowledge of curriculum to meet governing board standards, if applicable.
5. establishes and manages department's budget; reports budget status to faculty.
6. applies policies consistently and fairly.
7. contributes to hiring, mentoring, and retaining of faculty & staff.
8. creates a positive teaching and learning environment for all.
9. understands the needs of the department and the employees.
10. arranges course offerings and schedules to meet overall needs of department.
11. elicits participation from all faculty and staff.
12. delegates appropriate tasks.
13. represents department members in important decisions.
14. develops collegiality/cooperation within the department.
15. provides opportunities for persons to voice their concerns and ideas.
16. maintains honesty and integrity in work relationships.
17. prioritizes and makes sound and timely decisions.
18. manages conflicts effectively.
19. communicates effectively, and in a timely manner.
20. maintains department records
21. manages student concerns
22. supervises support personnel.

23. supervises the selection and maintenance of equipment and supplies.

Faculty Development

24. supports/encourages full-time faculty to attend conferences and seminars for professional growth.
25. stimulates research and scholarly activity in the department.
26. fosters the development of each faculty member's special talents or interests.
27. mentors faculty
28. identifies and facilitates obtaining potential resources for professional development activities.
29. conducts Annual Faculty Performance Reviews according to the contract.
30. provides evaluative comments to faculty regarding performance.
31. fosters a climate supporting a diverse faculty, staff, & student community.

Leadership

32. provides leadership and direction for the future of the department.
33. involves faculty in long-range planning and development of the mission for the department within the academic mission of the college.
34. involves faculty in the development, implementation, and evaluation of curriculum.
35. pursues scholarship and personal professional development.

Comments on the Unit Head Performance:

Strengths:

Ad Hoc Chair Review Process Committee Chair Report to Executive Committee 11/04

University of Cincinnati Blue Ash College ACADEMIC UNIT HEAD NOMINATION PROCESS

Article 31.1 of the UC/AAUP Agreement governs Academic Unit Heads appointment procedures states:

Academic Unit Heads serve at the pleasure of the Board and are subject to appointment and reappointment upon the recommendation of the President. Nominations to the President shall be made through the Provost, by the Dean (unless the Dean is the Academic Unit Head) or Appropriate Administrator, following consultation with an ad hoc committee.

Faculty from the Academic Unit, democratically chosen by the Academic Unit, shall constitute a majority of the committee. There may also be up to two (2) students from the Academic Unit on the ad hoc committee. Other ad hoc committee members may be named by the Dean.

The Academic Unit Head appointed must have an academic title and rank and must be mutually acceptable to the Dean and the ad hoc committee. Academic Unit Heads shall be appointed according to a term designated by the by-laws of the college but to be not less than three (3) nor more than seven (7) years. Academic Unit Heads shall undergo administrative performance review in the penultimate year of each term of appointment. [View AAUP agreement.](#)

Updated by Executive Committee 10/15/2018

ADJUNCT FACULTY INITIAL APPOINTMENT STATUS

Introduction

The initial appointment status recommendation for UCBA adjunct faculty is based upon the academic unit's assessment of a candidate's level of education, teaching experience and related professional experience. All recommended appointments are subject to the approval of the college Dean. The following appointment guidelines are effective beginning with spring 2005 adjunct faculty appointments.

Appointment Guidelines

- (1) Adjunct Instructor: A candidate without a doctoral degree or a terminal master's degree in the field, and with limited teaching and related professional experience would have an initial appointment at this level.
- (2) Adjunct Assistant Professor: A candidate with a doctoral degree or terminal master's degree in the field would have an initial appointment at this level. In addition, a candidate without a doctoral degree or terminal master's degree in the field but with substantial teaching and/or related professional experience would have an initial appointment at this level.

Approved 1/23/97

Revised by Executive Committee 9/16/04

Revision approved by Executive Committee 9/5/2013

ADJUNCT FACULTY PROMOTION POLICY

1. Recommended Guidelines

- a. The Academic Dean's Office, at approximately the second week of fall semester, will disseminate to the current adjunct faculty the information concerning adjunct promotion. This information should include the departmental criteria for promotion as well as the department and college timetables for adjunct promotion. In each subsequent semester (both spring and summer), this information will be sent to new adjunct faculty.
- b. Eligibility requirements follow the AAUP Guidelines, which are as follows: "Faculty with the title of Adjunct Instructor or Adjunct Assistant Professor are eligible to apply for promotion to the next rank after serving as an adjunct faculty member for a minimum of 10 semesters in the University (calculated cumulatively not consecutively), 8 of which must be in the academic unit in which the promotion is being sought. The faculty member must have an active appointment in that unit at the time of application for promotion. A faculty member must also serve at one rank before moving on to another rank. That is, 20 or more semesters of service would not make one eligible to be promoted two levels above the current rank. The longevity requirement stated above must also be met for eligibility for all subsequent promotions except for the promotion to Adjunct Professor. Eligibility for promotion to Adjunct Professor will not have a longevity requirement but will be based on the unit's assessment of the faculty member's contributions to the instructional goals of that unit."
- c. Criteria

- 1) Evidence of teaching effectiveness and accessibility to students

Additionally, units may also consider evidence of

- 2) Curriculum development
- 3) Professional development
- 4) Participation in University governance
- 5) Contribution to the unit
- 6) Other relevant factors such as community service, etc.

2. Recommended Timetable

- a. Adjunct faculty promotional applications are due to the chairperson of the department by the end of the last day of fall term. Minimally, such an application should include:
 - 1) Letter from the candidate
 - 2) A current curriculum vitae
 - 3) Evidence of effectiveness in teaching
- b. A departmental letter acting on the promotion application should be sent to the Dean by the fifth week of spring term. A copy of this departmental letter should be sent to the adjunct faculty requesting promotion at least one week prior to forwarding it to the Dean.
- c. A letter stating the Dean's decision on the promotion application should be sent to the adjunct faculty requesting promotion no later than May 15. A copy of this letter should also be forwarded to the chairperson of the department.
- d. If the application is approved, the promotion will take effect on August 15.

3. Adjunct Ranks

- a. The ranks for adjunct faculty are: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor.
- b. Former full-time University of Cincinnati faculty who return as adjunct faculty will retain their title.

BUILDING AND GROUNDS POSTING POLICY

The policy consists of a set of general principles which apply to all posting by any person or entity, and two sets of procedures specific to different segments of the College Community.

Please note that the posting policy is intended to maintain the beauty of our campus and preserve the appearance and quality of our buildings and grounds. This is extremely important for the image and perception of our college as well as the utility of the boards themselves for our students, faculty and staff who walk our halls every day, and our visitors and guests.

General Principles

1. All postings can only be done in areas that have been designated by the Building and Grounds Committee. Generally, these are bulletin boards throughout the College, blue posting areas in Walters Hall, and on lobby posting kiosks or easels. Printed materials are not to be posted on unauthorized places, such as walls, sidewalks, trees, stairwells, windows, or doors. The placing of promotional materials on or in parked cars is prohibited.
2. The Building and Grounds Committee may either restrict bulletin boards for use by a specific department or organization, or may designate them for general posting. Each bulletin board shall display the name of the department or organization responsible for its contents.
3. The name of the sponsoring agency, group or individual must be on each piece of posted material.
4. The faculty/staff member or department requesting flyers is responsible for posting it on the appropriate bulletin boards - one copy per board. You may request to have a student ambassador post your flyer. They will post and remove outdated flyers each Friday (*only on Fridays, NO exceptions. Please plan accordingly*).
5. Student groups or outside organizations are not approved to post, and they must allow for Student Ambassadors to post their flyer each Friday.
6. Flyers should be no smaller than 8.5 x 11 and no larger than 11 x 17 (see the Communications Department for any exceptions).
7. Should any violations of this policy occur, material will be removed immediately. Graffiti should be reported to Facilities Management. Graffiti will be removed as expeditiously as possible.
8. Any change in this policy shall be the responsibility of the Building and Grounds Committee, the Office of Student Life and Engagement and the UCBA Communications Department.
9. Notification of room changes and class cancellations posted by the appropriate administrative office are not restricted by this policy.
10. There are two sets of detailed procedures: one applies to students, student organizations and non-academically related organizations, the other to faculty and academic and administrative departments.

Students and Organizations

1. Printed materials may be displayed on general and community boards if they advertise activities or events sponsored or co-sponsored by a recognized group within the UC Blue Ash College Community or the University of Cincinnati. Printed materials advertising activities or events sponsored by UC students or a non-university group may be displayed if the event is of benefit or interest to the campus community and not solely for the purpose of commercial sales.
2. If at all possible, fliers for college sponsored events or promotions should be designed by the UC Blue Ash Communications Department. Design requests should be submitted to the Communications Department 4 weeks in advance of the event through the Department's web page.
3. If the flyer has already been created or is from an external organization, it must still be submitted to the UC Blue Ash Communications Department for approval. Flyers can be emailed to design@ucblueash.edu or dropped off in the Communications Department. Flyers from external organizations are to be posted on the Community board only. The Communications Department has 2 business days to provide feedback and/or approval.
4. All printed material must be approved and stamped by the UC Blue Ash Communications Department prior to posting.
5. Student groups or outside organizations are not approved to post. They must allow for Student Ambassadors to post their flyer each Friday.

6. All flyers from external organizations or those containing information unrelated to the college (books for sale, apartment for rent, etc.) will only be posted on the Community board (near UCBA bookstore).
7. Sponsors may request a two-week extension beyond the initial posting period by reapplying to the UC Blue Ash Communications Department.
8. Student Ambassadors appointed by the Director of Student Engagement will rotate the responsibility of checking all general and community bulletin boards each Friday for removal of outdated or unapproved flyers.
9. Exceptions to this policy should be brought to the attention of the Director of Student Engagement or his/her designee, who will notify the Chair of the Building and Grounds Committee and/or the Dean.

Faculty and Departments

1. Departments may apply to the Building and Grounds Committee for designation or placement of departmental bulletin boards. Department Chairs or their designee will be responsible for all materials placed on department spaces as well as their removal.
2. Faculty may post notices relevant to academically related programs, i.e., academic trips abroad, class offerings, etc. on general, community or department bulletin boards.
3. The faculty/staff member or department requesting flyers is responsible for posting the approved materials on the appropriate bulletin boards - one copy per board. You may request to have a student ambassador post your flyer. They will post and remove outdated flyers each Friday (*only on Fridays, NO exceptions. Please plan accordingly*).
4. Though approval and design of documents described above (see Students and Organizations, 2) through the UC Blue Ash Communications Department is not required of faculty and departments, it is highly recommended that they follow procedures outlined for students and organizations when posting to general boards. This will ensure materials are not removed prematurely or removed mistakenly due to a lack of stamped approval.
5. Exceptions must be approved by the Associate Dean of Academic Affairs, who will notify the Chair of the Building and Grounds Committee, the Director of Student Engagement and the Director of Facilities.

Approved: May 25, 2000

Approved Revision: April 26, 2001

Approved Revision: March 29, 2012

Approved Revision: January 28, 2016

CHILDREN IN THE CLASSROOM POLICY

Students may not bring children to class without prior permission of the instructor.

Approved 2/22/96

COLLEGE MEMORIAL POLICY

The college is fortunate to receive funds and/or donations from individuals or groups wishing to memorialize an individual or event. All memorial donations must be channeled through our Development office. If the contributors wish to donate to an existing fund (i.e., such as a scholarship) or establish a new fund, the Development office will handle these requests. If the request deals with a change in building and/or grounds, the Building and Grounds Committee and Director of Facilities will review the request for appropriateness and compliance with campus standards (see note) and submit a recommendation to the Dean.

Note: Standards refer to those described in the University of Cincinnati Guidelines and Standards Manual; and/or the University of Cincinnati Master Plan Manual; and/or Current Building Specifications and/or Plans; and/or other current University documents.

Approved January 1999

Revised July 2011

Revised October 2018

POLICY FOR COPIERS AND MAKING COPIES

Copier Usage:

The copier machines can only be used for official University of Cincinnati business and may not be used for personal use.

Copy Codes:

Each department is assigned a four digit code. Faculty and staff must log into the copiers with this code in order to make copies. There is no password. If you are unsure what your copy code is, the IT department and Business Office have a master list of codes. Some faculty members have an individual code assigned to them. Individual codes are no longer assigned and may not be programmed into all the copiers on campus. Please use the departmental four digit codes on these machines.

Departmental Charges for Copies Made:

Total copy counts are collected and processed each year by the Business Office. Departments are charged based upon their total copy usage at the end of the business fiscal year.

Copier Maintenance and Upkeep:

Routine maintenance, such as ordering toner and calling for repairs, is handled by program coordinators and the IT department. If you encounter a problem with one of the copiers, please contact your program coordinator or the IT department for assistance.

Copier Replacement:

Copier replacement schedule is determined by the IT department. The decision is based upon the overall age of the copier, highest total usage of the machines, and the yearly changing needs of the department requesting replacement. Contact the IT department to be considered for replacement.

If the budget does not support the number of copiers to be replaced, the copiers will be replaced according to the following priority:

1. A large copier with the highest usage
2. A large copier
3. A small copier with the highest usage

Copiers due to be replaced, but not replaced because of budget, will receive highest priority the following year.

Approved 4/26/07

Approved 3/29/12

Approved by UCBA faculty 1/26/12

Edits 8/8/17

UCBA ACADEMIC POLICY FOR DISTANCE-DELIVERED PROGRAMS AND DISTANCE-DELIVERED/HYBRID COURSES

This policy is designed to ensure the academic integrity of distance-delivered programs and distance-delivered (DL)/hybrid courses offered to students at UCBA. To ensure a lively academic community, it is recommended that full time faculty members teach at least 50% of their teaching assignments in a face-to-face format each semester, unless they are assigned to a fully online program.

Definitions:

Web-Enhanced Courses

Web-enhanced courses are those in which less than 25% of the instruction and interaction occurs via electronic communication or equivalent mechanism, with the faculty and students physically separated from each other. These courses do not need to be submitted to the Curriculum Committee for approval or as informational reports

Hybrid Courses

Hybrid courses are those in which 25% but less than 75% of the instruction and interaction occurs via electronic communication or equivalent mechanism, with the faculty and students physically separated from each other.

Distance –Delivered (DL) Courses

Distance-delivered courses are those in which 75% or more of the instruction and interaction occurs via electronic communication or equivalent mechanics, with the faculty and students physically separated from each other.

Distance-Delivered Programs

Programs in which students may take 50% or more of the total courses required in the distance delivery format.

Quality Matters

Quality Matters (QM) is a nationally recognized, faculty-centered, peer review process designed to certify the quality of online courses and online components. This is the standard chosen by the University of Cincinnati.

QM Applying the Quality Matters

Rubric Workshop: *Applying the Quality Matters Rubric Workshop* (APPQMR) is a one day workshop to learn how to use the QM rubric to review the course design to help the course meet the Quality Matters standards. This face-to-face workshop is included as part of the UCBA Distance Learning Design Seminar.

QM Peer Reviewer Training

The *QM Peer Reviewer Training* (currently a two-week online course) is designed to prepare experienced online faculty to become Quality Matters Certified Peer Reviewers. The *QM Peer Reviewer Training* includes a review of *Quality Matters*, practice critiquing and writing helpful recommendations, and a practice review in which the participants are asked to review specific standards in an online course using a simulated online rubric tool. The pre-requisite for this training is the *QM Applying the Quality Matters Rubric* workshop.

UCBA Distance Learning

Design Seminar: An eight-week online seminar offered by the UCBA Learning & Teaching Center. Faculty members who enroll in the seminar shall be endorsed by the unit head based upon department objectives and needs.

Ownership of Course Materials: Individual faculty who design courses shall retain ownership of the materials. These materials are the equivalent of a face-to-face course syllabus and teaching plan. The faculty member can share the materials if desired.

UCBA Peer Review of Course

Design: An in-house review of a distance-delivered/hybrid course conducted by a UCBA faculty member who has either completed the UCBA Distance Learning Design Seminar or the *QM Peer Reviewer Training* and has taught at least one hybrid/online course. The purpose of this peer review is to provide feedback for the improvement of the design of the course to ensure that the course meets the minimum QM standards.

UCBA Peer Reviewer Pool

A list of all college faculty qualified to conduct a UCBA Peer Review of Course Design.

UCBA Peer Review of Teaching Effectiveness

Peer evaluation of teaching effectiveness for an instructor teaching a DL/hybrid course is performed by visiting the course online.

A. Role of Curriculum Committee in DL offerings at UCBA

- The Curriculum Committee shall approve new distance-delivered programs as any other new program.
- The Curriculum Committee shall receive informational reports concerning new distance-delivered sections of existing courses prior to scheduling.
- The Curriculum Committee shall receive informational reports concerning new hybrid sections of courses previously approved as face-to-face courses.
- When new courses are brought to the Curriculum Committee for approval, the proposal must include the delivery methods.
- Developmental courses shall not be offered in either the distance-delivered or hybrid format.
- When choosing a DL delivery mode, research recommends the hybrid model as the preferred format for 1000 level courses.
- To the extent possible, hybrid courses should be offered at 33%, 50% or 66% face to face for scheduling purposes. Hybrid courses are ordered as Partially DL (26%-74%) or Mostly DL (75%-99%).
- Should a department wish to begin offering DL/Hybrid courses, the following steps must be taken:
 - A course(s) must be approved with the DL designation by the department, Curriculum Committee and UCBA College Faculty.
 - The faculty intended to teach a DL/Hybrid course(s) must be recommended to undergo training as listed below (Training).
- Should a department wish to begin offering a DL program, the following steps must be taken:
 - A program must be approved for distance learning by the department, Curriculum Committee, UCBA College Faculty, Academic Committee (AC) and the OBR.
 - Proposed DL programs must include the following:
 - A rationale and evidence of need, including the target student population
 - Evidence of departmental resources to support the program
 - College services needed to support this DL program
 - Current HLC evaluation items

B. Training

- Faculty teaching DL/hybrid courses are expected to complete the UCBA Distance Learning Design Seminar or have equivalent training and/or experience.
- There are four components in the UCBA DLD Seminar:
 - 1) The production of an online course following best practices,
 - 2) Completion of the APPQMR,
 - 3) Undergoing a course design review,
 - 4) Conducting a course design review.
- Faculty teaching DL/hybrid courses must complete all components successfully.

- Full time faculty and adjunct faculty are eligible to complete the UCBA Distance Learning Design Seminar (with the accompanying face-to-face QM one-day workshop, APPQMR) free of charge. If faculty cannot attend a face-to-face APPQMR workshop offered through UC or UCBA, or the Ohio QM Consortium, they must pay for the online version of the workshop offered through Quality Matters.
- Training Categories
 - 1) All faculty new to DL and hybrid course teaching shall complete the Distance Learning Design Seminar offered by the UCBA Learning and Teaching Center before they begin teaching a DL/hybrid course. 2) Faculty who have previously taught online and have experience and/or formal training equivalent to the UCBA DLD Seminar shall have their evidence evaluated by the Director of Distance Learning against the 4 components of the Distance Learning Design Seminar listed in Section B above.

Examples of formal training include the University of Cincinnati CET&L Year-Long Online Course Redesign Seminar, graduate level coursework in instructional design, or a professional certificate in instructional design that has resulted in the production of material that has been taught online. Based on the evaluation, faculty may be required to:

 - Enroll in the portion of the DLD Seminar to learn how to conduct a UCBA peer review, and then conduct a review under the supervision of the DLD Seminar instructors.
 - Work with the Director of Distance Learning to devise a plan to learn how to conduct a UCBA Peer Review, and then conduct a review under the supervision of the Director of Distance Learning or a designee.
 - Complete the QM APPQMR.
 - Complete the QM Peer Review Course.
 - Undergo a UCBA Peer Review of Course Design during their first semester teaching a DL/hybrid course.
- Each department offering DL/hybrid courses will have at least one faculty member qualified to conduct a UCBA Peer Review of Course Design.

C. Evaluation Procedures

- Distribution of the summary from the “Student Perceptions of Teaching and Learning” will follow the departmental and college procedures used for all courses.
- Evaluation of teaching effectiveness and course content rests within the department and discipline and results in written formative feedback.
- The Director of Distance Learning shall maintain and distribute annually the UCBA Peer Reviewer Pool. Departments select reviewers from this list.
- Review of course design can be conducted by any faculty member who has completed the UCBA Distance Learning Design Seminar or the QM Peer Reviewer Training. This review is based on the QM Rubric and is intended to improve the course design. Successful review requires a score of at least 85% on the rubric items and meeting all essential standards. If a course does not achieve the minimum QM standards, then the faculty member and the reviewer work together so that the course does meet the standards. The appropriate changes must be made before the faculty member can teach the course again.

D. Continuous Improvement

- Faculty who have completed the UCBA Distance Learning Design Seminar may undergo a UCBA Peer Review of Course Design when the course is first offered, but may delay that until the second offering. Failure to undergo a UCBA Peer Review of Course Design during the second time the course is taught results in the faculty member being ineligible to teach online until the review is scheduled and completed.
- After the initial review, DL/hybrid courses shall have at least one UCBA Peer Review of Course Design every three years using UCBA Peer Review.
- The results of a UCBA Peer Review of Course Design are reported to the faculty member and the academic unit head.

- The Associate Dean of Academic Affairs will compile student course completion data for online courses on an annual basis.

E. Reporting

- The Director of Distance Learning will report annually to the Associate Dean of Academic Affairs on faculty who have completed the UCBA DL Design Seminar, and the faculty who have completed the QM Peer Review of Training.
- Departments will report the following to the Associate Dean of Academic Affairs annually (October 1):

Faculty Name	Course Name and Number	Date of Review	UCBA Peer Review of Course Design Conducted by (name)	Does the course meet the standards? Yes/No	Comments

- The report will go to the Associate Dean of Academic Affairs for inclusion in the HLC electronic data file.

Developed by the Curriculum & Academic Affairs Committee.

Approved by the UCBA Faculty May 31, 2012.

Amended August 28, 2014, February 26, 2015, March 26, 2015 and September 24, 2015

UCBA

DIVERSITY AND INCLUSION STATEMENT

The University of Cincinnati Blue Ash College is committed to fostering an inclusive environment for our diverse community.

We believe that learning in an inclusive environment is essential for empowering all of our students and enriching their lives. The college values the supportive intellectual community that we create as a group of individuals with different perspectives, experiences, and identities.

As a community, we aspire to practice respect in dialogue. We support the development and improvement of systems that enable unity and equity. We value the shared experiences of group members and the unique perspectives of each individual. We envision a community in which all are able to work and learn freely, without harassment or discrimination.

We see our diversity as a strength, and we aspire to continually develop as an intellectually and personally inclusive institution to prepare students to function in an increasingly diverse society.

Approved by Faculty September 27, 2018

University of Cincinnati Blue Ash College Annual Full-Time FACULTY PERFORMANCE REVIEW POLICY

The following procedures are intended to assist University of Cincinnati Blue Ash College departments to establish, in conformity with the “University of Cincinnati Policy and Procedures for Annual Performance Review of Faculty,” the annual faculty performance review process mandated in House Bill 152. This review should address performance in any combination of the following areas: “teaching, advising, educational innovation, research and creative activities, university, professional, and public service, and other accomplishments” pertinent to UC Blue Ash College’s mission statement and workload document. The faculty performance review should include a statement of the faculty member’s current and prospective goals. These goals should be consistent with the college and department missions.

Each department must develop, by democratic means, procedures for conducting annual faculty performance reviews. The mode and manner of the review must be clearly stated in the department’s performance review procedures. Completion of a written summary statement regarding each faculty member’s activities must be included as a requirement in the procedures. These procedures must be approved by the Dean and Provost.

The documentation of the completion of the faculty performance reviews shall be sent to the Dean. The documentation must include certification that the reviews have occurred and the written summary statements, which shall be returned to the level of review.

The summary performance review shall be retained at the level of review for a period of three years. At the end of three years the summary review shall be returned to the faculty member.

This document may be revised whenever circumstances warrant with the approval of the College faculty, the Dean and the Provost.

Approved by Faculty May 26, 2011

Approved by Faculty April 26, 2012

Approved by Faculty March 27, 2014

INFORMATION TECHNOLOGY DEPARTMENT POLICIES

Academic computers are defined as computers in an academic computer lab or computer classroom used by the student population for completing academic assignments. Administrative computers are defined as those computers used by UCBA faculty and staff in pursuit of the mission of the college. These two definitions are mutually exclusive.

The terms computer, computer equipment, or computing equipment are used interchangeably throughout this document, where one term is expressly stated the others are implied unless otherwise noted.

Computer Hardware Policy

This policy applies to administrative computers.

Each fiscal year 20% of the administrative computers maintained by the college will be replaced with new computers. The new computers will be allocated to replace an equivalent percentage of computers in each department. Every department will devise its own method of distributing new computers among the members of that department. Effective September 1, 2002, a five-year schedule that identifies the number of computers each department will receive in a given year and the month(s) by which they will receive them will be created. This schedule will be adjusted each year to accommodate changes in departmental headcount.

All new full-time tenure track faculty will receive a new computer upon arrival at UC Blue Ash College. The Dean's Office will provide the IT Department with a list of new faculty appointments by June 15 of each year. The IT Department will provide a list of standard computer configurations to all new full-time tenure track faculty. The new computer will be ordered and configured by the IT Department upon notification of the configuration chosen by the new faculty member. Computer configurations that deviate from the standard configuration must be approved by the Dean's Office.

In consultation with recipient departments, the IT Department will classify the desired performance specifications. The IT Department will identify standard configurations for computers purchased under this policy by August 1st of each year. Department heads will be sent their allocation counts by August 15th along with the ages of the computers currently assigned to their faculty and staff. Once the department heads identify the current year's recipients, the IT Department will contact those recipients to identify which standard model they desire. When departments request nonstandard configurations the total cost of the systems should not exceed the total cost of an equivalent number of 'standard' computers. Any cost that exceeds the standard will be the responsibility of the requesting department.

When new equipment is placed into service the old equipment (if any) will be returned to the IT Department where it will be either reconfigured and returned to service or disposed of as appropriate. In addition, computers assigned to departing faculty will be returned to IT Department to be refurbished. Refurbished computers will be redistributed without regard to department affiliation. Refurbished computers are in no way guaranteed to remain within the originating department.

Refurbished equipment will be redistributed to members of the college community upon request to update older equipment. Academic Department chairs should request refurbished equipment for new Visiting Faculty appointments at the time of the appointment. Academic departments may also request refurbished computers for lab or instructional use. Lab/instructional requests must be approved by the Dean's Office. Any member of the UCBA community can request a refurbished computer as an upgrade to their current computer. Upgrades will be accommodated on a first come, first

served basis. The exceptions to the first come, first served basis are non-repairable computer failure or a full time faculty/staff person without a computer.

Computers installed in part-time faculty offices to provide part-time faculty with access to the college network are not eligible for the College Computer Replacement Policy. The IT Department will provide one computer for each desk assigned to part-time faculty. The provided computer will serve all part-time faculty assigned to a given desk.

Computer Software Policy

Software Licensing

Software licenses generally come in one of three different categories: freeware, shareware and commercially licensed. Freeware is software that has been released into the public domain by its author. Freeware can be used and copied by prospective users without restriction. Shareware is software released to the public on a try before you buy basis. This software category generally has a trial period of thirty days. If you continue to use the software after the trial period you are legally obligated to make restitution to the author. Shareware can be copied and given away subject to the restrictions covered above. Commercially licensed software requires a license before you can load it on your computer. It is illegal to use commercially licensed software without a license. In general, with software in this category it is illegal to copy programs for use on another computer even if the same user operates both computers. Some software companies allow this type of copying provided that both copies of the software are guaranteed not to be in use at the same time. License agreements need to be examined in each case to determine the rules that govern the use of the software. Users violating software licenses place themselves, College officials, the College and the University in violation of the law and subject to the penalties allowed by the law.

The IT Department is responsible for maintaining documentation of licenses for all software residing on UCBA machines. The IT Department is responsible for funding any software established as a standard software package by the Technology Committee and approved by the Dean. All other software will be funded by the requesting department. In order to facilitate license documentation the IT Department and Business Office will coordinate purchasing these licenses.

Administrative Computing

Where the Technology Committee has established a standard software package for a given computing function the IT department will be responsible for installing and maintaining the standard. Users may elect to use software in competition with the approved standard. In order for users to utilize software in competition with the approved standard, the user's department must provide funding to provide the user with the software and a valid software license. Where no current standard exists, users may install and administer the software of their choice, provided the user has a valid license. Users who encounter problems with software that they have installed may request assistance from the IT Department. The IT Department will respond to these requests at time permits and may decline to provide assistance as deemed necessary.

Academic Computing

The Guidelines for Instructional Software Selection for College-Wide Computer Classrooms and Labs process is the primary method for determining software availability in academic labs. It is the only process wherein the financial responsibility for obtaining software in academic labs resides with the IT Department. Any other request for software in the academic labs will be honored only under the following conditions: the academic department is responsible for the purchase of the software, the purchased software is delivered to the IT Department one month prior to the start of the term in which it is expected to be available in the academic labs, the software is compatible with the academic computing setup, the hardware resources required to operate the software are in operation or will be in operation at the time the software is to become available.

College Printing Policy

Printers and printing services will be maintained by the IT Department. Network printers are to be acquired and maintained by the IT Department. All costs, except paper costs, associated with operating networked printers are the

responsibility of the Information Technology Department. Single user or dedicated printers attached to a single computer may no longer be purchased without the express consent of the Dean's Office. Single user printers already in service may stay in service at the user's discretion or until the printer fails. Single user printers may not be repaired without the express consent of the Dean's Office. All costs associated with operating single user printers are the responsibility of the end user's department.

Printers located in academic labs are not available to administrative computers.

Printers may be added to the network by the IT Department. Printers may be added, removed or relocated on the recommendation of the Technology Committee with the approval of the Dean's Office.

GUIDELINES FOR INSTRUCTIONAL SOFTWARE SELECTION FOR COLLEGE-WIDE COMPUTER CLASSROOMS AND LABS

Approved by the Faculty November 2011

Approved by the Faculty March 29, 2012.

Requests for instructional software to be installed in any of the Academic Computer Labs for the upcoming academic year must be submitted to the Director of IT by January 31st of each year. Requests that arrive after this date will not be honored. [Each software package requested should be identified on a separate request form which is available online.](#) The Dean of UCBA will work with the IT Department to prioritize these requests. Funds for these requests will be provided by IT Department. The final software list will be approved by April 1st of each year. Upon approval, the software configuration for all academic labs will be published to facilitate planning for the upcoming academic year by April 15th.

All other ad hoc software requests will use the following process:

1. Faculty/Staff member will fill out the software request form [located online](#).
2. Upon submission for the form will be emailed to the IT Department.
3. IT will obtain quotes to determine the cost of the associated request and create a Purchase Request, which will then be forwarded to the appropriate Department Head for approval. Funds for these requests are provided by the requesting department.
4. Upon approval, IT will acquire the software and install the software on the computer(s) identified in the original request.

LEARNING & TEACHING CENTER: SELECTION OF DIRECTOR OR CO-DIRECTORS

1. Requirements.

- a. Tenured or tenure track faculty member.
- b. Depth of experience and clear vision (There is no requirement in terms of amount or hours of service.)
- c. Experience in facilitating faculty development workshops
- d. Leadership experience in the areas of faculty and pedagogical development

2. Responsibilities

- a. Promote and support the overall vision for faculty and pedagogical development at the college
- b. Identify and organize appropriate opportunities for promoting learning and teaching development:
 - i. Classroom based research
 - ii. Faculty learning communities
 - iii. Workshops and seminars
- c. Coordinate with the Associate Dean of Academic Affairs, Director of Distance Learning, Faculty Development Committee (FDC), Electronic Media Communications Department, and Library to organize and promote faculty and pedagogical development at the college
- i. Coordinate with the university's Center for the Enhancement of Teaching & Learning
- d. Stay current with latest research and trends in the scholarship of teaching and learning as well as associated faculty development trends by attending the Professional and Organizational Network in Higher Education annual conference (when possible)
- e. Communicate achievement of responsibilities with relevant college departments and offices including Library, Electronic Media Communications Department, Office of Information Technology, Office of Institutional Research, and other relevant academic departments and programs
- f. Serve as ex officio member of FDC

3. Term

- a. 4 year term, August 15 – August 14
 - i. Co-director terms will be staggered by two years
- b. Renewable upon consensus of the FDC and Associate Dean of Academic Affairs

4. Reporting Structure and Compensation

- a. Director or Co-Directors report to the Associate Dean of Academic Affairs.
- b. Director or Co-Directors will each receive an annual stipend and release time to be determined through the annual budget approval process. The budget for the Learning & Teaching Center is part of the Academic Affairs budget.

5. Candidate Applications

- a. Curriculum Vitae
- b. 1-4 page statement of experience including approach to faculty development
- c. Application cover sheet

6. Timetable for Conducting Search

ACTION	TIMEFRAME
FDC Chair drafts call and confirms terms of position, release time and stipend	Early October
FDC Chair sends call for applications via email to UCBA Faculty	mid-October
Applications due	mid-November
FDC reviews applications	November FDC meeting
Recommendation sent to Associate Dean of Academic Affairs	November
FDC Chair notifies selected candidate, other applicants, and candidate's Unit Head	January
Associate Dean of Academic Affairs sends announcement to college	February
FDC Chair extends March and April meeting invitations to new Director of Learning & Teaching Center	February
New Director of Learning & Teaching Center begins work with outgoing Director	August (through August 15 when official term begins)

DIRECTOR OF LEARNING & TEACHING CENTER

University of Cincinnati, Blue Ash College Application Cover Sheet

Name: _____

Department: _____

Please confirm the following:

- ☐ I am a tenured or tenure track faculty member.
- ☐ I have attached a current copy of my curriculum vitae.
- ☐ I have included a 1-4 page statement that includes both my experience with and approach to faculty development
- ☐ I have notified my unit head that I am applying for this position.

Signature: _____

Date: _____

FACULTY AND ACADEMIC STAFF OFFICE SPACE POLICY

UC Blue Ash College strongly believes that all full-time faculty should have private offices, and future building plans and remodeling should plan and execute accordingly. Part-time faculty (including, but not limited to term and annually appointed adjuncts) should have at minimum access to shared office and desk space.

This applies to all departments once they are allocated their assigned complement of offices

1. The process for office space allocation at the college-level will be as below:

- a. In the second week of the spring semester the Building and Grounds Committee will contact Human Resources about upcoming personnel changes and office space needs.
- b. The Space Allocation Subcommittee, composed of three faculty members of the Building and Grounds Committee, Director of Facilities, and IT Representative shall review the number of offices assigned to each department and adjust as necessary to accommodate faculty and academic staff.
- c. The Building and Grounds Committee will notify the unit heads of the number of offices and their locations that will be available for each department in the upcoming academic year.

2. The process for office space allocation at the department-level will be as below:

- a. Unit heads shall inform departmental faculty members of available office space for their department. Faculty members wishing to relocate to an available office within their department's allocation will forward their request to their unit head. The unit head will make assignments based on the Priority Policy in this document. In the event of a tie, the determination shall be made randomly (such as drawing a name out of a hat) by the unit head.
- b. Unit heads will submit relocation requests and new faculty assignments to the Space Allocation Subcommittee by a determined deadline.
- c. In the event a faculty member wishes to dispute their office assignment, he or she should first try to resolve the matter with their department chair. If the issue cannot be resolved at the department level, a formal written request for remediation will be submitted to the Building and Grounds Office Space Allocation Sub-Committee for resolution. The decision of the Office Space Allocation Sub-Committee is final.

Faculty Office Space Allocation Priority Policy

- a. **First Priority: Unit Head**
Unit Heads will receive first priority when an office space becomes available in the department's allotment of offices.
- b. **Second Priority: Full-Time Faculty**
After all full time faculty are notified that office space(s) in the department are available, the individual with the most years of full-time represented faculty service at the UC Blue Ash shall be assigned the space.
- c. **Third Priority: Full-Time Academic Staff**
Depending upon the type of role and need for space (private, shared, or open/cubicle), the full-time academic staff person will be assigned an office space in proximity to the relevant department's offices or work-related assignment space. These office spaces are typically open or shared.
- d. **Fourth Priority: Full-Time Visiting Faculty**
If a regular office is not available, full-time visiting faculty will be housed either in the office space of a full-time faculty member who is on leave for more than a semester, or in the corresponding departmental part-time faculty office space.
- e. **Fifth Priority: Part-Time Academic Staff**
Depending upon the type of role and need for space (private, shared, or open/cubicle), the part-academic staff person will be assigned an office space in proximity to the relevant department's offices or work-related assignment space. These office spaces are typically open or shared.
- f. **Sixth Priority: Part-Time Faculty**
Desks and/or cubicles in shared office spaces will be available to part-time faculty. The part-time faculty will share or "hotel" in those spaces in the communal work areas, not leaving personal items or claiming consistent spaces. Whenever possible, part-time faculty will seek shared spaces within the area where their department is allocated office space.
- g. **Office of Full-time Faculty on Year-long Leave**
The Space Allocation Subcommittee shall ask full-time faculty who plan academic or personal leaves to permit the temporary assignment of the department's visiting or part-time faculty to their offices during the leave (for more than one semester in duration). Full-time faculty may decline the request or inclined faculty should notify the Space Allocation Subcommittee chair, in writing, of their willingness to relinquish offices temporarily. Upon return, the full-time faculty member shall immediately assume his/her office space.
Removal of full-time faculty materials from an office, which has been temporarily assigned, is at the sole discretion of the full-time faculty member.
- h. **Unanticipated departure of faculty or staff**
The Space Allocation Subcommittee and the Director of Facilities, in consultation with the unit heads of the affected departments, can consider temporarily reassigning a full-time faculty (e.g., visiting) or relevant academic staff member in an office space vacated unexpectedly during the primary semester (fall/spring term). At the year-end (e.g., summer), the space will be considered for reassignment (per the priority ranking above) within the departmental allocation of offices. The in-semester assignment of office space for this situation is considered temporary.

Approved by Faculty March 23, 2017

GUIDELINES FOR SCHEDULING COMPUTER CLASSROOMS AND LABS

Computer classrooms are closed except when scheduled for instructional purposes and during monitored hours as announced each term.

Academic Reservation

Academic reservations fall into two categories.

1. Computer Classrooms scheduled on a regular basis.
 - a. The computer classroom is the assigned meeting place for every class session or on a regular basis, such as one a week.
 - b. Computer classrooms desired on a regular basis are scheduled by the Office of Registration upon request of the academic departments. These requests are made when the academic schedule for the next year is submitted to the Office of Registration (typically in January or February of the current academic year). Conflicts will be resolved by the group composed of the Director of Registrations, Director of Network Resources, and representatives from each academic department.
 - c. Reservations in this category take priority over all other categories.
 - d. The Office of Registration will schedule these classrooms based on the following criteria:
 - Number of computers needed
 - Type of computer desired, i.e., PC or MAC
 - Software availability in each classroom
 - Number of software licenses available
 - Other relevant equipment required
 - e. Academic departments wishing to schedule a computer classroom will provide the Office of Registration with the desired class time, the class size, preferred computer type, the software required for the class, and any other relevant requirements for the class.
2. Computer Classroom scheduled on an irregular basis.
 - a. This category includes any classes that are not scheduled under the first category.
 - b. The computer classrooms are scheduled by the department Program Coordinators at the request of individual faculty members or the department chairs.
 - c. Faculty are encouraged to assess their classroom requirements and reserve the needed time before the academic term begins.
 - d. Computer classroom reservations scheduled in this category will be scheduled on a first-come first-served basis.
 - e. The department Program Coordinators will schedule these reservations based on the following criteria:
 - Number of computers needed
 - Type of computer desired, i.e., PC or MAC
 - Software availability in each classroom
 - Number of software licenses available
 - Other relevant equipment required
 - f. Faculty or department chairs wishing to schedule a computer classroom will provide the department Program Coordinators with the desired class time, the class size, preferred computer type, the software required for the class, and any other relevant requirements for the class.
 - g. Scheduling conflicts in this category will be resolved by the Office of Registration and the faculty members involved.

Walk-in Computer Labs

Walk-in computer labs are located in Muntz 112 (Computer Concourse) and Walters Hall 200 are open to the UC Blue Ash College community unless otherwise reserved.

Computer classrooms should be reserved for instructional purposes. Walk-in labs cannot be reserved except for special circumstances.

Internal Reservations

Examples of internal reservations include but are not limited to Faculty Development, Staff Development, Outreach & Continuing Education, and CCL.

1. Internal reservations for computer classrooms have a lower priority than academic classroom reservations.
2. Internal reservations will be scheduled on a first-come, first-served basis. The Office of Registration will schedule these reservations based on the following criteria:
 - Number of computers needed
 - Type of computer desired, i.e., PC or MAC
 - Software availability in each classroom
 - Number of software licenses available
 - Other relevant equipment required
3. Internal units wishing to schedule a computer classroom will provide the Office of Registration with the desired class time, the class size, preferred computer type, the software required for the class, and any other relevant requirements for the class.

External Reservations

External organizations are not affiliated with UC Blue Ash College.

1. External organizations have the lowest priority for scheduling computer classrooms.
2. The Office of Registration will not schedule the last remaining unscheduled computer classroom in a given time slot to an external organization. However once a reservation is made, it is a permanent assignment and may only be changed by the Dean of UC Blue Ash College.
3. To schedule computer classrooms, the external organizations will contact the College Relations Office. That office will be responsible for obtaining the following information from the organization:
 - The desired reservation time
 - The required class size
 - The type of computer and software desired
4. College Relations will arrange the reservation with the Office of Registration and assess the rent due.
5. College Relations will continue to handle all other aspects of the interaction between UC Blue Ash College and the external organizations.

Information Technology

1. In order to fulfill the guidelines of this policy, IT will be responsible for providing the Office of Registration with the following information on February 1 of each year preceding the upcoming academic year.
 - Rooms that qualify as computer classrooms
 - Rooms that qualify as walk-in computer labs
 - Number of computers available in each computer classroom and walk-in computer lab
 - Supplemental equipment available in each room (overhead projectors, scanners, printers, transcribers, etc.)

- Number of software licenses available for each software package
- 2. The Director of Information Technology will meet with the Director of Registration in the final week of each academic term to review the schedule for the upcoming term, review resources, and confirm assignments.
- 3. Information Technology will assist academic departments in the scheduling process.

Office of Registration

In order to fulfill these guidelines, the Office of Registration will be responsible for the following:

- Providing IT with the schedule for each academic computer classroom
- Providing IT with any updates as the schedule changes
- Assisting academic departments in the scheduling process

Approved by UCBA Faculty April 2003.
Approved by UCBA Faculty March 29, 2012.

Guidelines for STUDENT PARTICIPATION ON COLLEGE COMMITTEES

Student representatives are appointed by the Director of Student Engagement

For Committee Chairs:

- Introduce student representatives and all other committee members at the earliest opportunity.
- Explain to the student representatives their roles as voting members of the committee as well as any additional rights specified under committee bylaws.
- Encourage student representatives to participate fully in discussions and to share their views. Provide guidance to student representatives during this process by maintaining sensitivity to the fact that students may be unfamiliar with committee customs and interpersonal dynamics. Your guidance will be welcomed.
- Schedule meetings at times when student representatives can attend, and attempt to maintain a consistent meeting schedule.

For Student Representatives:

- Check with the Director of Student Engagement before the fall term begins to learn about committee assignment(s).
- Be sure to attend committee meetings. If unable to attend, notify the Director of Student Engagement who will attempt to find an alternate representative, and email your committee chair of your anticipated absence. The Director of Student Engagement will notify your committee chair of the change, including the name of your alternate.
- Participate in discussions and deliberations. Exercise your right to be heard as the voice of those you represent.

Approved at the April 23, 1992 Faculty Meeting.

Approved at the May 27, 2010 Faculty Meeting.

Approved at the December 1, 2016 Faculty Meeting.

SURVEY OF STUDENT PERCEPTIONS OF TEACHING AND LEARNING

The following description and procedures, submitted by the Faculty Development Committee were approved by the faculty. Beginning Fall 2015, Faculty began using the online version of the Student Evaluation. These online evaluations have been designed on a five-point scale, and numerical averages are available with the results as well as the number of responses from each rating category for each of the items. Spaces for students to enter comments are also included on the online evaluation.

This online form is for general College use. Individual departments may develop and use additional evaluation forms as they see fit.

Procedures for Administering the Survey of Student Perceptions of Teaching and Learning are as Follows:

1. Students are notified by the University that the Student Evaluations are available.
2. Student Evaluations are available for completion during the last two weeks of the semester.
3. Faculty are encouraged to remind students to complete the online evaluations.
4. Faculty may retrieve the results from evaluations.uc.edu after the semester has ended.
5. If you have questions regarding the process, please contact the research analyst in the UCBA College Office of Institutional Research.

Approved by Faculty
December 1, 2016
Edited October 15, 2018

UCBA COLLEGE FACULTY WORKLOAD GUIDELINES

Preamble:

As an open access college of the University of Cincinnati Blue Ash College is committed to providing higher education opportunities for applicants who have graduated from an accredited high school, a preparatory school, or who have completed the General Educational Development Test with a minimum composite score of 45. UC Blue Ash College offers a range of career- and transfer-oriented programs that prepare students for further career and/or academic success. The faculty of UC Blue Ash College is committed to the objectives of access to higher education and to academic excellence, and the cultivation of an environment in which both can flourish.

Faculty Workload Guidelines:

The workload of UC Blue Ash College faculty has traditionally included teaching, professional activities and service. The amount of time UCBA faculty members devote to these endeavors greatly exceeds the normal forty-hour workweek. The distribution of the faculty workload among these functions varies across disciplines. The following guidelines are designed to assure parity in faculty workload within academic units while preserving the high standards of academic excellence for which the College is known.

Instructional Component of Full-Time Faculty Workload:

The instructional workload, which constitutes 80% of total faculty workload, includes classroom, online, laboratory, and clinical credit/contact hour(s), *as well as time spent in course preparation, advising students, grading papers and examinations, contact with students outside of the classroom, course assessment, curriculum development and independent study.

At UC Blue Ash College the credit hour component of the instructional workload is normally twelve hours per academic term with optimum class sizes compatible with the delivery of quality instruction. Course loads and optimum class size shall be determined by academic units (Chairs, Directors and faculty) and reviewed and approved by the Dean.

Service and Professional Activities Components of Full-time Faculty Workload:

Service refers to participation of UCBA faculty members in non-instructional activities in their departments, the College, the University and the community, as well as involvement in governance, working with student organizations, consulting for community and professional groups and performing administrative duties. Professional activities comprise professional growth, research, scholarship and creative activities. Full-time UCBA faculty members are expected to participate in service and/or professional activities. The distribution of each faculty member's workload effort among these areas shall be in accordance with the goals and mission of their departments and the College.

Part-time Faculty Instructional Workload:

UCBA part-time faculty of all classifications workload shall conform to current University guidelines.

Exceptions to Guidelines:

Exceptions to these guidelines may be granted by academic units in consultation with the Dean.

The Faculty Executive Committee shall periodically review these workload guidelines and shall revise them when necessary.

*Laboratory contact hours for UC Blue Ash College faculty involve not only laboratory instruction but also the duties usually performed by graduate assistants, which include setting up and monitoring laboratory experiments and correcting and grading laboratory assignments, as well as maintaining and enforcing safe laboratory practices to make certain that they conform to University liability policies and OSHA workplace requirements.

Clinical contact hours for UC Blue Ash College faculty require on site selection of individual patients for students assignments, direct supervision of student working with patients, completion of legal documentation, as well as grading clinical papers and case studies. All clinical teaching, supervision and evaluation of students is done by UCBA faculty, preceptors are not used.

Approved by UCBA Faculty 4/26/12

AWARDS AND RECOGNITION

University of Cincinnati Blue Ash College INCLUSIVE EXCELLENCE AWARD

UCBA is proud to announce the Inclusive Excellence Award. This award is geared towards celebrating staff, faculty, and administrators who have shown a significant “awareness of diversity and inclusion”. Nominees must also demonstrate an interest in helping their students’ “growth in the knowledge of diversity”.

Award Criteria

Recipient of this award should meet the following criteria:

- Demonstrate sensitivity to people of diverse backgrounds.
- Recognize a need of preparation for diversity in our global society and workplace.
- Exhibit a commitment to creating a welcoming environment and a spirit of inclusiveness.
- Encourage students’ “growth in the knowledge of diversity”.
- Provide services related to diversity that goes beyond their role at the University

Nomination and Selection Process

This award is sponsored by the Multicultural Council in conjunction with the Diversity and Inclusion Committee. UCBA students are invited to nominate a UCBA faculty, staff or administrator. Nominees must have been at the College for at least 2 years to receive the Inclusive Excellence Award. The nomination process will be online (via survey monkey) and students are asked to submit the following information:

- Name of nominee
- Name of nominator
- A brief response (no more than one (1) page) addressing the following question; How does the nominee meet the award criteria?

Once nominations have been received, the nominee will be notified and asked to submit the following supplemental documentation:

- No more than two (2) page statement addressing how the nominee meets the awards criteria

Submitted documentation will be reviewed by a committee of students, faculty and staff which includes: 2 members from the Multicultural club (if available) and one from CDC and 2 from MCC (one staff, one faculty).

Award winners will be announced in April and presented with a plaque celebrating their service.

Timeline

- Nomination process will be made available to the UCBA community mid-October and remain open until mid-January.
- Award winners will be announced no later than April (If the recipient is not part of the formal April awards ceremony the award could be announced earlier.)

Promotional Plan

We will use student groups, clubs and organizations to help promote the award. Electronic announcements via the website, university email, twitter, Facebook, activist, university newsletter and possibly blackboard.

Approved by Faculty 10/25/2018

University of Cincinnati Blue Ash College

SCHOLARSHIP: FACULTY EXEMPLARY SCHOLARSHIP AWARD

The University of Cincinnati Blue Ash College Exemplary Scholarship Award honors faculty, both full-time and part-time, who have demonstrated exemplary scholarship via discipline specific research, creative works, and/or the scholarship of teaching and learning. In any given year, at the discretion of the selection committee, this award may or may not be given.

EXEMPLARY SCHOLARSHIP AWARD

- *Award criteria.* The award is based on:

1. Conducting significant scholarly and/or creative work that informs a specific discipline or the scholarship of teaching and learning.
2. Contributing to the public discourse through publication and/or presentation.
3. Candidates can be any full-time or part-time faculty member, having taught at UCBA for at least two years.

Submission process.

Candidates can be nominated in a letter by a colleague or by self-nomination. The candidate will submit:

1. A 2-3 page summary of the scholarly work or an existing presentation or publication.
 2. A current curriculum vitae
 3. A letter of support written by a member of the candidate's department with sign-off/approval of the academic unit head
- Recognition. The recipient of the award shall receive a plaque, recognition at the College Distinguished Awards Ceremony, and \$1,500.

AWARD PROCEDURES

- The Dean will send out a request for nominations by September 15.
- Nomination materials must be submitted to the Dean by October 15. The Dean's Office will notify the candidates of their nominations. The Dean's Office will forward the nomination materials to the Executive Committee to store on their secured Blackboard or SharePoint site for two award cycles so the materials can be reconsidered in the second cycle.
- The Executive Committee will appoint an ad hoc faculty award selection committee by October 15. The committee will be composed of three full-time faculty members (two of which should be tenured) and one adjunct faculty member. The Executive Committee will:
 - Ensure the award candidates are not selection committee members;
 - Ensure no department has more than one selection committee representative;
 - Designate one member of the selection committee to call the first meeting and notify award candidates of any incomplete application materials so the candidate can complete the application process within two weeks.
- The selection committee will announce its decision to the Dean by December 1.
- Each award winner will receive \$1500, a plaque, and recognition at the College Distinguished Awards Ceremony.

Approved by Faculty March 27, 2014

University of Cincinnati Blue Ash College

SERVICE: OUTSTANDING FACULTY SERVICE AWARD

The University of Cincinnati Blue Ash College Outstanding Faculty Service Award honors faculty who have demonstrated outstanding contributions to the College through service. In any given year, at the discretion of the selection committee, this award may or may not be given.

OUTSTANDING FACULTY SERVICE AWARD

- *Award criteria.* The award is based on:

1. Contributions to service that have a significant positive effect on the college and are professionally relevant to the college and/or community. Faculty who contribute their professional talents and expertise to support the college's mission of serving the community and developing active partnerships with community groups should be recognized. Service on department and college committees that improve the internal functioning of the college should also be acknowledged.
2. Substantial evidence of a commitment to service as opposed to a onetime event as well as recent and/or current involvement in service activities.
3. Candidates can be any full-time faculty member, having taught at UCBA for at least two years.

- *Submission process.*

Candidates can be nominated in a letter by a colleague or by self-nomination.

The candidate will submit:

1. A second support letter from another faculty member, staff member, or member of the community. The letter can be from the RPT folder, if within the last 3 years.
2. A two page statement which describes and provides evidence of his or her service
3. A current curriculum vitae

AWARD PROCEDURES

- The Dean will send out a request for nominations by September 15.
- Nomination materials must be submitted to the Dean by October 15. The Dean's Office will notify the candidates of their nominations. The Dean's Office will forward the nomination materials to the Executive Committee to store on their secured Blackboard or SharePoint site for two award cycles so the materials can be reconsidered in the second cycle.
- The Executive Committee will appoint an ad hoc faculty award selection committee by October 15. The committee will be composed of three full-time faculty members (two of which should be tenured) and one adjunct faculty member. The Executive Committee will:
 - ensure the award candidates are not selection committee members;
 - ensure no department has more than one selection committee representative;
 - designate one member of the selection committee to call the first meeting and notify award candidates of any incomplete application materials so the candidate can complete the application process within two weeks.
- The selection committee will announce its decision to the Dean by December 1.
- Each award winner will receive \$1,500, a plaque, and recognition at the College Distinguished Awards Ceremony.

Revised and approved by Faculty 2/24/2011
Revised and approved by Faculty 4/26/2012
Revised and approved by Faculty 3/27/2014

University of Cincinnati Blue Ash College

TEACHING: FACULTY TEACHING AWARDS

The University of Cincinnati Blue Ash College Teaching Awards honor faculty, both full-time and part-time, who have demonstrated outstanding contributions to the College through teaching. There may be three awards given annually, the Innovative Teaching Award, the Distinguished Teaching Award, and the Honored Adjunct Teaching Award. In any given year, at the discretion of the selection committee, these awards may or may not be given.

INNOVATIVE TEACHING AWARD

- *Award criteria.* The award is based on:

1. Implementing innovative techniques that positively affect student learning
2. Contributing to the scholarship of teaching and learning
3. Candidates can be any full-time faculty member, having taught at UCBA for at least two years.

- *Submission process.*

Candidates can be nominated in a letter by a colleague or by self-nomination.

The candidate will submit:

1. A 2-3 page summary of teaching technique and evidence of student learning or an existing presentation or publication related to teaching excellence
2. A current curriculum vitae
3. A letter of support written by a member of the candidate's department with sign-off/approval of the academic unit head

DISTINGUISHED TEACHING AWARD

- *Award criteria.* The award is based on:

1. Post-tenure contributions to student learning, care and engagement of students, and service related to perpetuating good teaching
2. Candidates will be tenured faculty members.

- *Submission process.*

Candidates can be nominated in a letter by a colleague or by self-nomination.

The candidate will submit:

1. A second support letter from another faculty member, staff member, or member of the community. The letter can be from the RPT folder, if within the last 3 years. (At least one of the support letters should be from within the candidate's department.)
2. A two page statement which describes and provides evidence of his or her teaching accomplishments.
3. A current curriculum vitae

HONORED ADJUNCT TEACHING AWARD

- *Award criteria.* The award is based on:

Exemplary contributions to the classroom, effective techniques that improve student learning, and engagement in the college and/or their discipline

- *Submission process.* Candidates can be nominated in a letter by a colleague or by self-nomination.

The candidate will submit

1. A 2-page statement of teaching accomplishments/philosophy
2. A current curriculum vitae
3. A letter of support written by a member of the candidate's department with sign-off/approval of the academic unit head

AWARD PROCEDURES

- The Dean will send out a request for nominations by September 15.
- Nomination materials must be submitted to the Dean by October 15. The Dean's Office will notify the candidates of their nominations. The Dean's Office will forward the nomination materials to the Executive Committee to store on their secured Blackboard or SharePoint site for two award cycles so the materials can be reconsidered in the second cycle.
- The Executive Committee will appoint an ad hoc faculty award selection committee by October 15. The committee will be composed of three full-time faculty members (two of which should be tenured) and one adjunct faculty member. The Executive Committee will:
 - Ensure nominees are not selection committee members;
 - Ensure no department has more than one selection committee representative;
 - Designate one member of the selection committee to call the first meeting and notify award candidates of any incomplete application materials so the candidate can complete the application process within two weeks.
- The selection committee will announce its decision to the Dean by December 1.
- Each award winner will receive \$1,500, a plaque, and recognition at the College Distinguished Awards Ceremony.

UCBA SCHOLARS PROGRAM

Interested candidates will submit their applications electronically to their department chair who will convene a department committee for initial review. The department committee will forward successful applications to the chair to sign off in approval of recommended release time. The chair will forward the application to the Chair of the Faculty Development Committee who will distribute the applications to the Selection Committee for review prior to final approval by the Dean.

UCBA Scholar awards will be offered in the following categories: (1) SoTL research, (2) discipline specific research, (3) creative work and (4) service learning scholarship. No more than four awards will be made in one academic year. The College Committee shall first attempt to grant an award in each of the four available categories. However, if there are no applications in one of the categories or an application in one category does not meet the criteria established in the rubric, then the College Committee may consider granting more than one award in the same category. At the discretion of the College Committee, these awards may not be given. The following descriptions shall guide applicants and review committees in considering these awards:

(1) SoTL research refers to any project designed to collect or review data obtained in connection with the scholarship of teaching and learning. This category may, but is not required to include, preparation of materials for research design, evaluation of data, presentation of materials and/or publications.

(2) Discipline Specific Research refers to any project designed to collect or review data obtained in connection with the researcher's academic discipline. This category may, but is not required to include, preparation of materials for research design, evaluation of data, preparation of materials for presentation and/or preparation of manuscripts related to the research.

(3) Creative work refers to any creative arts project designed to advance an individual's professional development and/or scholarship. This category may, but is not required to include, research prior to creation, active work on a creative project, materials necessary for the project design or presentation of creative work.

(4) Service learning scholarship refers to any project designed to advance an individual's professional development and/or scholarship in service learning. This category may, but is not required to include, preparation of project materials or design, evaluation of data, presentation of materials and/or publications.

Each department may forward only one candidate. The maximum course release will be one course per semester (or equivalent for library faculty), up to two semesters.

Application Timeline during Spring Term:

- By the end of Week Three: candidate submits application to Department Chair, who will convene a Departmental Committee. In order to ensure a timely review process, revisions to submitted applications are prohibited. Therefore, it is recommended that applicants communicate with their respective departments prior to submitting their applications for review.

- By the end of Week Four: Department Committee forwards at most one approved application to the Department Chair for approval of release time. Upon approval, the Department Chair forwards the approved application to the Chair of the Faculty Development Committee (FDC). The FDC Chair uploads the applications to a cloud based file sharing system, and invites the members of the College Committee. Neither the Departmental Committee nor the Department Chair should provide a written statement of rationale for their decisions, as such statements will not be considered by the College Committee. After the Departmental Chairs forward approved applications to the FDC Chair, no further adjustments to requested release time can be made.
- By the end of Week Six: The College Committee meets and ranks applications within each of the three categories. In all cases, the applications should be judged within the framework of the release time proposed by the Department Chair. The Committee forwards the applications and the Committee's ranking with rationale to the Dean and Associate Dean for Academic Affairs. The ranking and rationale of the College Committee are to be based solely on the selection criteria specified below and are to be guided by the accompanying rubric.
- By the end of Week Seven: The Dean and Associate Dean notify the Department Chairs of their selections. The Department Chair then notifies the candidates and completes any negotiations concerning the implementation of the release time.

The purpose of the Department Committee is to judge the merit and feasibility of the project proposal. The Department Committee should be comprised of individuals the department believes would best be able to review the applications. A committee size of 3-5 faculty is recommended. Departments should consider the cumulative release time to ensure that the recipient is still meeting his or her teaching responsibilities during the period of the award.

The purpose of the College Committee is to rank project proposals within each of the four categories using the attached rubric. The College Committee is composed of 5-7 full-time faculty who are eligible to apply for the program with a set meeting time and date each term to review applications and reports. This ad hoc committee will be appointed by the Executive Committee, as are other ad hoc committees at UCBA. The Executive Committee will exercise discretion in balancing the ad hoc committee between different areas of SoTL, discipline-specific, creative work, and service learning scholarship. No department should have more than one representative on the committee at a time to allow for the greatest range of departmental representation. No current applicant to the UCBA Scholars program may be selected to serve on the College Committee.

Awards will be limited to 4 per academic year. In any given year, at the discretion of the various levels of review, these awards may or may not be given.

Eligibility Criteria

1. Open to all AAUP represented full-time faculty.
2. No repeat applications for the same project that has already received an award.
3. Must submit an accepted final report before applying for another course release.

Selection Criteria

1. Candidate must present a realistic plan for completing the proposed project within 12 months of the release time date.
2. Candidate must show evidence of recent productivity in area or ability to complete the proposed project
3. Candidate must make a clear connection between the proposed project and the College's mission (http://www.ucblueash.edu/mission_vision/index.html)
4. Candidate must make an argument for why the release time is required to support the proposed project.
5. Candidate must explain the significance of the contribution made by the proposed project to the discipline.
6. Preference may be given to tenure-track faculty

Description of Application Materials

1. Completed cover sheet.
2. 1-5-page proposal containing the sections identified below. It is recommended that candidates refer to the selection criteria and rubric when writing their project proposal. Candidates are encouraged to write their proposals with a general faculty audience in mind (e.g., field-specific terminology should be defined).
3. Required sections of project proposal:
 - a. Project title
 - b. Review of the literature or background of project
 - c. Evidence of recent productivity in this area
 - d. Project description and explanation of significance
 - e. UCBA College mission connection
 - f. Project timeline
 - g. Plans for project dissemination
 - h. Rationale of request for release time
 - i. References/Bibliography/Works Cited

Final Project Report

1. Upon completion of the release time, the candidate will submit a report to the Faculty Development committee chair for review within 30 days of its completion. Although project periods need not be limited to the fiscal or academic year calendars of the University, projects should be completed within 12 months of the release time date.
2. The report should describe in 1-5 pages how the goals of the project were met, providing an explanation of any goals that were not met.
3. The report should include evidence of scholarly dissemination or anticipated dissemination.

**UC Blue Ash Scholars
Application Cover Sheet**

This form must be submitted to the DEPARTMENT CHAIR no later than the end of the third week of the term prior to the term for which reassigned time is requested.

FACULTY NAME: _____ TENURE-TRACK? YES/NO

DEPT: _____

DATE: _____

FACULTY REQUEST: Identify the purpose of the reassigned time:

_____ Disciplinary Research

_____ SoTL Research

_____ Creative Work

_____ Service Learning Scholarship

Load Reduction Requested: _____ hours during _____ term academic year _____

Most recent Blue Ash Scholar Award _____ Load Reduction _____ hours

Project Title: _____

Include a 1-5-page description of project.

Faculty Signature: _____ Date: _____

DEPARTMENT COMMITTEE RECOMMENDATION

Load Reduction Recommendation: _____ hours

Committee Chair Signature: _____ Date: _____

**UC Blue Ash Scholars
CHAIR RECOMMENDATION**

Statement of how the release time for the applicant will be covered:

Load Reduction Recommendation: _____ hours

Chair Signature:

_____ Date: _____

COLLEGE COMMITTEE RECOMMENDATION

Committee Chair Signature:

_____ Date: _____

DEAN APPROVAL

Dean Signature:

_____ Date: _____

	1 Point	2 Points	3 Points	4 Points	5 Points
Realistic Plan for Project Completion	The plan is either very vague or too ambitious to complete within the project timeline.	The steps are clear but the project timeline is unclear.	The steps and project timeline are clear.	The steps and project timeline are clear and have specific dates for completion.	The steps and project timeline are clearly specified with sufficient detail and realistically fit into the clear deadlines with a distinct product at the end.
Ability to Complete	There is not sufficient evidence to judge whether the candidate has demonstrated the ability and productivity to complete the project.	The candidate lists previous accomplishments, but it is not clear how long it took to complete them or they are not sufficiently related to the proposed project to make any inferences about being able to complete the current project.	The candidate lists previous accomplishments that are related to the proposed project.	The candidate lists previous accomplishments that are related to the proposed project, and the timelines for those projects are similar to those proposed.	The candidate lists previous accomplishments that are related to the proposed project. The timelines are similar to those proposed and the previous projects are related to the proposed project.
Connection to Mission	The connection is not clear.	The connection is implied.	The connection is clear.	The connection is clear and the candidate refers directly to the mission.	The candidate explicitly refers to the mission, citing specific elements and how the proposal advances those specific areas.
Rationale for need for release time	The rationale for release time is not clear.	The rationale for release time is unrealistic given the scope of the project.	The rationale for release time is reasonable.	The rationale for release time is detailed and refers to specific elements of the project.	The rationale for release time is detailed, refers to specific elements of the project, and establishes a clear need and use for the time requested.
Significance of the proposed project to the discipline	The significance is not clear.	The significance is general.	The significance clearly connects the content of the project to the discipline.	The significance statement clearly connects specific elements of the project to the discipline.	The significance statement connects specific elements of the project to the advancement of the discipline.

Approved by College Faculty November 30, 2017

University Level: DISTINGUISHED TEACHING PROFESSOR AWARD

A full description of this award along with nomination information is [located online](#).

College-Level Nomination Procedure

Each college may nominate no more than one individual per year for the Distinguished Teaching Professor Award. It is not necessary for each college to submit a nomination every year. The nomination process for UCBA is as follows:

- The Dean will send out a call for nominations by March 1, or as soon as College-level nomination procedures have been finalized during the 2014-15 Academic Year.
- Nominees must submit the following materials to the Chair of the Faculty Development Committee by the first day of classes in the Fall Term following the call for nominations:
 - Citation. A brief statement (200 words) indicating the major accomplishments and reasons the individual has been nominated. This will be used if the person receives the award.
 - Curriculum vitae. (A shortened version is acceptable, but the CV will not be counted in the page limit).
 - Summary of related teaching activities (e.g. curriculum committees, new course development, improvements to laboratories or equipment, pedagogical publications, counseling and advising activities).
 - Letters of support (a maximum of three) from other UC faculty who have interacted extensively with the candidate and/or are knowledgeable about the candidate, especially if those colleagues have had their teaching impacted in substantial ways by the candidate.
- Upon receipt of the above materials, the Chair of the Faculty Development Committee notifies the Chair of the Executive Committee that nomination materials have been submitted. The Executive Committee then proceeds to appoint an ad hoc faculty award selection committee by September 1. The committee will be composed of three full-time faculty members. The purpose of the selection committee is to rank nominees based on the nomination materials listed above. The Executive Committee will:
 - Ensure nominees are not selection committee members;
 - Ensure no department has more than one selection committee representative;
 - Designate one member of the selection committee to call the first meeting.
- The Selection Committee will submit its ranking to the Dean by September 15. The Dean will then notify the selected College nominee of the recommendation by September 20. The College nominee will then assemble a summary of formal peer and student evaluations over the past three years. (Student evaluations should be summarized in a format that is efficient and clear regarding the main features of those evaluations. While both quantitative and qualitative data should be included, do not include copies of individual evaluations. This section should also clarify the methodology by which the student evaluations were collected.) This summary must be submitted to the Dean by November 15.
- The remaining nomination materials will be assembled by the Dean's Office by November 15. The remaining nomination materials are as follows:
 - Letters from former students emphasizing the long-term profound impact of this teacher's influence for their lives (no more than four letters). The college nominee will provide names and contact information for former students to the Dean's Office. The Dean has the latitude to solicit additional letters in consultation with the department faculty.
 - Letters from individuals of state, national, and international standing regarding the candidate's stature as a teacher (no more than four letters). The college nominee will provide names and contact information for individuals who can provide recommendation letters to the Dean's Office. The Dean's Office will reach out to those individuals to request recommendations.
- The Dean will draft a letter in support of the College nominee and submit all nomination materials to the Provost no later than December 1. The dossier should be no more than 30 pages in length with no addenda or appendixes.

University Level: DISTINGUISHED RESEARCH PROFESSOR AWARD (in a STEMM Discipline)

Purpose

The awarding of the title of Distinguished Research Professor to a faculty member in Science, Technology, Engineering, Mathematics or Medicine (STEMM) represents the highest level of recognition for achievements and contributions in STEMM research at the University of Cincinnati.

A full description of this award along with nomination information is [located online](#).

College-Level Nomination Procedure

Each college may nominate no more than two individuals per year for the Distinguished Research Professor Award (in a STEMM Discipline). It is not necessary for each college to submit a nomination every year. With the approval of the Dean, one nominee from the previous year can be nominated again and the required three external letters of recommendation do not have to be re-requested. The nomination process for UCBA is as follows:

- The Dean will send out a call for nominations by March 1, or as soon as College-level nomination procedures have been finalized during the Academic Year.
- The following nomination materials must be submitted to the Dean by the first day of class in the Fall Term following the call for nominations:
 - A complete academic vita for the nominee
 - Reprints of two scholarly publications which have appeared in peer-reviewed journals
 - Letter of recommendation from the appropriate Department or Unit Head
- The Dean's Office is responsible for assembling and submitting the following nomination materials (along with those described above) via the online submission form in support of at most two College nominees to the Vice President for Research by December 1:
 - A letter of nomination from the Dean. This letter must document that the nominee has national and international stature as a scholar or scientist in a STEMM discipline. Documentation should include prestigious national and international recognition as a scholar or scientist in a STEMM discipline; for example, membership in a national or international academy. The nominee must have at least a seven-year commitment to teaching graduate or undergraduate students at this or other universities.
 - Letters of evaluation by three scholars who have international standing in the nominee's academic area and who have had no affiliation current or past with the University of Cincinnati. The College nominee will provide names and contact information for these scholars to the Dean's Office. The Dean's Office is responsible for requesting the external letters. The Dean has the latitude to solicit additional letters in consultation with the department faculty.

Updated by Executive Committee, November 12, 2018

University Level: DISTINGUISHED RESEARCH PROFESSOR AWARD (in an AHSS Discipline)

Purpose

The awarding of the title of Distinguished Research Professor to a faculty member in Arts, Humanities or Social Science (AHSS) represents the highest level of recognition for achievements and contributions in AHSS research at the University of Cincinnati.

A full description of this award along with nomination information is [located online](#).

College-Level Nomination Procedure

Each college may nominate no more than two individuals per year for the Distinguished Research Professor Award (in an AHSS Discipline). It is not necessary for each college to submit a nomination every year. With the approval of the Dean, one nominee from the previous year can be nominated again and the required three external letters of recommendation do not have to be re-requested. The nomination process for UCBA is as follows:

- The Dean will send out a call for nominations by March 1, or as soon as College-level nomination procedures have been finalized during the Academic Year.
- The following nomination materials must be submitted to the Dean by the first day of class in the Fall Term following the call for nominations:
 - A complete academic vita for the nominee
 - Copies of two scholarly publications or creative works which have appeared in peer-reviewed journals/books/galleries about or by the nominee related to their scholarly, artistic, and/or professional achievements
 - Letter of recommendation from the appropriate Department or Unit Head
- The Dean's Office is responsible for assembling and submitting the following nomination materials (along with those described above) via the online submission form in support of at most two College nominees to the Vice President for Research by December 1:
 - A letter of nomination from the Dean. This letter must document that the nominee has national and international stature as a scholar, visual or performing artist, or practitioner in field of expertise. Documentation should include prestigious national and international recognition as a scholar or scientist in a STEM discipline; for example, membership in a national or international academy. Documentation that the nominee has at least a seven-year commitment to teaching, service and/or research.
 - Letters of evaluation by three scholars, visual or performing artists, or practitioners in field of expertise who have international standing in the nominee's academic area and who have had no affiliation current or past with the University of Cincinnati. The College nominee will provide names and contact information for these scholars to the Dean's Office. The Dean's Office is responsible for requesting the external letters. The Dean has the latitude to solicit additional letters in consultation with the department faculty.

Approved by UCBA Faculty, December 2002

Approved by UCBA Faculty, March 29, 2012

Updated by Executive Committee, November 12, 2018

UNIVERSITY POLICIES

UNIVERSITY OF CINCINNATI

TOBACCO AND SMOKE FREE POLICY

(A) Rationale

(1) Smoking is one of the largest causes of illness and premature death in the United States. Research findings indicate that nonsmokers who are regularly exposed to tobacco smoke are also at increased risk of illness. The university recognizes that smoking any substance in any form poses a public health hazard. For purposes of this policy, “smoking” has the same meaning as in section 3794.01 division (A) of the Revised Code, which is the inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant. Additionally, this prohibition includes all tobacco-derived or tobacco-containing products including, but not limited to, cigarettes, electronic cigarettes, vaporizing devices, cigars and cigarillos, hookah smoked products, pipes, oral tobacco (e.g., spit and spitless, smokeless, chew or snuff) and nasal tobacco (e.g., snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring or the smoking of any other substance that delivers nicotine.

(2) The university has had smoking regulations in place that are stipulated by the state of Ohio and, as a matter of policy, it shall be dedicated to providing a safe and healthy environment. Furthermore, the university has substantial commitments to health-related research, teaching and patient care. Thus, the university community has a particular obligation to be sensitive to health-protection issues and as a result, the University of Cincinnati intends to provide a one hundred percent tobacco and smoke free environment. The following policy has been developed with these interests in mind and shall be applied consistently to all faculty, staff, students, visitors, volunteers, contractors and patients of the University of Cincinnati. Exemptions can include cessation devices approved by the federal drug administration (not including electronic cigarettes), nicotine replacement therapy, university-sponsored research, and conduct protected by the American Indian Religious Freedom Act codified under 42 U.S.C. § 1996.

(B) Restrictions.

(1) Effective May 1, 2017, smoking and tobacco use (including chewing tobacco and electronic cigarettes as outlined in (A)(1) above) shall be prohibited by students, staff, faculty, visitors, vendors, and contractors at all times in or on University of Cincinnati Properties, including events on university property during non-school hours, including but not limited to the following: all facilities owned or leased by the University of Cincinnati as well as the grounds of any property owned or leased by the university. This includes all shelters, indoor and outdoor theaters and athletic facilities, bridges, walkways, sidewalks, residence halls, parking lots, and street parking and garages owned by the university. Please note this also prohibits smoking inside personal vehicles parked on university property as well as any vehicles owned, operated or leased by the University of Cincinnati.

(2) To ensure compliance with this regulation:

- (a) “No tobacco use” signage shall be posted in appropriate locations;
- (b) University literature and advertising, particularly that which is related to the posting of employment opportunities and campus events, shall identify the university as being one hundred percent smoke and tobacco free; and
- (c) Announcements regarding this policy shall be made during university-sponsored events, as well as at campus functions where deemed appropriate. Event programs shall include a written reminder of this policy.

(3) Tobacco advertising, sales and distribution are prohibited on college campus grounds, in all sponsored publications and at all college campus sponsored events, that are affiliated organizations are prohibited from accepting any form of contribution including, but not limited to, financial support, gifts (such as curriculum, book covers, speakers, etc.) or in-kind support from the tobacco industry for the sponsorship or promotions of any event or activity affiliated in an manner with the University of Cincinnati.

(4) Although not under the authority of the University of Cincinnati, all students, staff, faculty and visitors of the university are requested to refrain from smoking and tobacco use on sidewalks and other areas adjacent to university property in an effort to remain good neighbors with our community.

(C) Responsibility and compliance.

(1) It shall be the responsibility of all members of the University of Cincinnati community to observe this rule, both smokers and nonsmokers. Enforcement of this policy will depend on the cooperation of all faculty, staff, and students to not only comply with this policy but to encourage others to comply as well. This helps promote a healthy environment in which to work, study and live. Civility and respect is expected at all times in regards to this policy.

(2) The appropriate union contract or university policies shall prevail in addressing those faculty and staff who fail to comply with this rule.

(3) Tobacco education and cessation shall be closely coordinated with other components of the University of Cincinnati's wellness program.

(4) Any employee of the University of Cincinnati who violates this policy may be subject to disciplinary action up to and including termination and may be subject to monetary fines for violating Ohio's smoking ban (Chapter 3794 of the revised code).

(5) Any student of the University of Cincinnati who violates this policy may be subject to sanctions pursuant to the student code of conduct and may be subject to monetary fines for violating Ohio's Smoking Ban (Chapter 3794 of the revised code).

(6) Any visitor who violates this policy may be denied access to University of Cincinnati campuses and may ultimately be subject to arrest for criminal trespass.

Replaces: Former 3361:10-17-06 3

Approved: August 23, 2016

Effective: May 1, 2017

UNIVERSITY POLICY AND PROCEDURES FOR ETHICAL CONDUCT AND REPORTING OF RESEARCH

Human Research Protection Program Policy

[Policies and Procedures in Human Subject Research: Preparation, Revision, and Dissemination](#)

Adopted 11/2005

Revised 04/2014

[Human Research Protection Program](#)

STUDENT POLICIES

General Student Policies at UC Blue Ash College

- Smoking Policy
- Parking at UC Blue Ash College
- Transportation Devices

Student Academic Policies at UC Blue Ash College

- Academic Standing
- Academic Fresh Start
- Course Repeat Policy
- UCBA Freshman Credit Policy

University: Office of Registrar Policies

- Academic Fresh Start
- Academic Residency Policy
- Add/Drop Classes
- Canceled Classes
- Course and Programs Approved for a Waiver of the Overload Fee
- Closed Classes
- Credit Hour Definition at UC
- Disenrollment of Class Registrations for Unmet Prerequisites
- Grade Changes
- Grade Replacement Policy for Repeated Courses
- Grading Scales (Undergraduate and Graduate)
- Late Registration Policy
- Name Change Policy
- Military Activation Policy
- Ohio Board of Regents Class Instructional Minutes Requirement
- Ohio “Credit When It’s Due” Initiative and UC Transcript Release Authorization
- Posthumous Degree Policy
- Reading Days
- Religious Observances and Class Attendance
- Retroactive Certification of University of Cincinnati Degree
- Selective Service
- Senior Audit Program Provision
- Sex Marker Update Request
- Student Right to Know Act
- Transcript Ordering
- Transcript Explanation Key
- Tuition Refund Application (TRA)
- UCID: Your University of Cincinnati Unique Identifier
- Undergraduate Academic Standing Policy
- Undergraduate Student Class Levels
- Withdrawal Procedures

CHAPTER 5

Procedures



CLOSURE PROCEDURE

Class Cancellation

Class cancellation due to **weather or other factors** will be announced via email and by Nixle text messaging through UC Public Safety. In certain circumstances, announcements will also be made over local radio and television stations.

Cancellations occur in one of three ways:

- classes are cancelled until or after a certain time, or for an entire day or
- classes and other on-campus events are cancelled or
- classes and events are cancelled and some university offices are closed.

This policy should be followed by all employees. Essential employees---grounds, safety, and the information center---report to work even when all other offices are closed and classes are cancelled.

IF THE COLLEGE IS OPEN, BUT AN INDIVIDUAL FACULTY MEMBER IS CANCELING A CLASS due to inclement weather, the following policy should be followed. This reduces confusion which arises if only one department or office is notified of the cancellation

TO NOTIFY THE COLLEGE OF CLASS CANCELLATION

Please call your department's program coordinator/manager and your department chair to leave a message with this specific information: Your name, your phone number, the title/s, time/s and room number/s of the class/es being cancelled. In addition, please notify the students by posting a message on Blackboard

For morning classes, please notify the college no later than 7:00 a.m. For afternoon classes, please notify the college no later than 10:00 a.m. For evening classes, please notify the college no later than 3:00 p.m.

By following these guidelines we will keep the switchboard and registration lines free to respond to students' queries and make certain that all departments receive accurate information at the same time.

FIRE & EMERGENCY EXIT PROCEDURES

Note: Do not use elevators. Where multiple doors exist at a given Exit, always leave the left door exit free for the use of incoming emergency personnel.

MUNTZ HALL (West Section)

3rd Floor (Rms. 300 thru 334) - Use REAR staircase and exit at rear of building. Move beyond blacktop drive to grass area approximately 300 feet from the building.

2nd Floor (Rms. 200 thru 229) - Use FRONT staircase and main exit into courtyard area. Proceed beyond courtyard to grass area between the main drive and parking lot.

1st Floor - Use FRONT (Main) exits into courtyard. Move 300 feet away from the building.

Student Services, Career Services and Bookstore - Use exit at REAR of building. Move beyond blacktop drive to grass area approximately 300 feet from the building.

MUNTZ HALL (East Wing)

3rd Floor (Rms. 341 thru 349) – CLOSED AND UNDER CONSTRUCTION June 2018-May 2019

3rd Floor (Rms. 350 thru 353 & 357 thru 365) - CLOSED AND UNDER CONSTRUCTION June 2018-May 2019

3rd Floor (Rms. 354 thru 356) - CLOSED AND UNDER CONSTRUCTION June 2018-May 2019

2nd Floor (Rms. 235 thru 247) - Use FRONT staircase of old section and front (Main) exit into courtyard, using center doors and right. Move to grass area between drive and parking lot. Move 300 feet away from the building.

2nd Floor (Rms. 248 thru 251 and 259 thru 265) - Use MAIN stairway of new wing and front exit. Move 300 feet away from the building.

2nd Floor (Rms. 252 thru 258) - Use NORTH stairway and exit to side of courtyard. Clear courtyard and move to grass area between main drive and parking lot.

Media Services (Rms. 215 and 216) - Use NORTH stairway and exit to side of courtyard. Clear courtyard and move to grass area between main drive and parking lot.

1st Floor (Rms. 151 thru 162) - Use EAST exit (across from rm. 155) and proceed to approximately 300 feet away from the building.

1st Floor (Rm. 165) - Use exit to the EAST and just outside of room. Proceed approximately 300 feet away from the building. 1st Floor (Rms. 130A - 130H) - Use exit to WEST side of courtyard (exit nearest rooms) and proceed as in #10 above.

LIBRARY - Use the emergency exit. Last person out close the door.

AUDITORIUM - Use SIDE emergency exit doors or the outside doors in the adjoining area.

DISABLED (those in wheel chairs) –

Each classroom instructor is to assign a sufficient number of volunteers to aid each disabled person in their room. When the alarm is sounded, the first floor classroom volunteers are to escort their disabled persons out of the building. Second and third floor volunteers are to escort their disabled persons to the designated Areas of Rescue Assistance. These areas are defined as the two South stairwells. Please be familiar with these areas. Upon reaching the areas of rescue assistance, follow the instructions posted next to the phone. Keep the stairs clear at all times. Remain there until the Fire Department gives the all clear or until evacuation assistance arrives.

DO NOT ATTEMPT TO REMOVE DISABLED PERSONS WITHOUT PROPER RESCUE ASSISTANTS.

NOTE: Remain out of the building until the “all-clear” is sounded and you are instructed to return. **DO NOT** congregate along curb lines or in the area of Fire Hydrants.

Fire Evacuation Routes for WALTERS HALL

There are four stairwell located in Walters Hall. Stairwell #1 is the East stairwell that exits into the parking lot; this stairwell also contains the Areas of Rescue Assistance on the second and third floor. Stairwell #2 is the main stairwell in the atrium, use this stairwell to exit the front or South of Walters Hall. Stairwell #3 is the West stairwell and exits into the area across from Flory. Stairwell #4 is the North stairwell and exits into the area near the entrance to Dental Hygiene. Below are the recommended stairwells and exits for each room.

WALTERS HALL - 1st Floor

Room 100 this room has an exit directly to the outside. It should be used in case of a fire.

Rooms 101 to 144 use the East (#1) exit to the parking lot. Move at least 300 feet from the exit.

Rooms 145 to 155 use the main exit South (#2). Move at least 300 feet from the exit.

Rooms 160, 160 A&B, 163,164,165 use the main Dental Hygiene exit. Move at least 300 feet from the exit.

Rooms 161, 161 A to H, 162, 162 A to E, 171,173 use the West (#3) exit. Move at least 300 feet from the exit.

Rooms 175 to 189 use the North (#4) exit. Move at least 300 feet from the exit.

WALTERS HALL -2nd Floor

Rooms 200 to 220 use the East stairwell (#1). Move at least 300 feet from the exit.

Rooms 230 to 251 use the main stairwell exit South (#2). Move at least 300 feet from the exit.

Rooms 256 to 273 use the West stairwell (#3). Move at least 300 feet from the exit.

Rooms 275 to 289 use the North stairwell (#4). Move at least 300 feet from the exit.

WALTERS HALL - 3rd Floor

Rooms 305 to 330 use the East stairwell (#1). Move at least 300 feet from the exit.

Rooms 340 to 351 use the main stairwell (#2) exit South. Move at least 300 feet from the exit.

Rooms 353 to 373 use the West stairwell (#3). Move at least 300 feet from the exit.

Rooms 375 to 389 use the North stairwell (#4). Move at least 300 feet from the exit.

VET TECH

Go out the closest exterior door.

FLORY

Go out the closest exterior door.

ANNEX

Go out the closest exterior door.

PROGRESS HALL

Office Suite 120 and Rooms 144 , 199, 102, 104; use the main lobby exit door to the South. Move at least 300 feet from the exit towards the back parking lot or towards the Quad.

Rooms 107, 108, 110, 111; use the hallway exit door through the East Stairwell. Move at least 300 feet from the exit towards the Quad.

Office Suite 220 and Rooms 242 , 202, 204; use the main stairway and lobby exit door to the South. Move at least 300 feet from the exit towards the back parking lot or towards the Quad.

Rooms 207, 208, 210, 211; use the east stairway and exit the exterior door at the bottom of East stairwell. Move at least 300 feet from the exit towards the Quad.

Revised October 15, 2018

TORNADO SAFE SPOTS

The following is a list of tornado safe areas as determined by the Blue Ash Fire Department. Signs will be posted in these areas throughout the building to designate the safest areas. Watch for these signs!

Look for the “**Tornado Safe Area**” signs. The 4” by 4” signs are red with white lettering.

The Public Safety Office will, when notified of a tornado sighting, using the fire alarm speakers/horns located on all floors. At this time, students, faculty, staff, and visitors should find a safe area. If you have a handicapped person in your classroom/area, their safety should be insured by having you or your designee assist them to the safe area.

The primary goal during a tornado warning is to get to a first floor safe area. If that is not possible, look for the spaces marked on your floor.

We ask that you become familiar with the areas near your office or classroom so that in the event of a tornado you will know the closest safe area to your location.

Move to a designated area.

TORNADO “SAFE” AREAS

MUNTZ 3rd FLOOR

The main objective is to get down to the First Floor from the Third Floor. If this is not possible, the following areas are the safest.

- The stairwell at the end of the hall near room 322.
- The stairwell near restroom 329A
- Within Restrooms 329, 329A, and 330. (Gender does not matter – go to the nearest interior bathroom)
- The hallway between classrooms 321-328
- The hallway between classrooms 333-336

MUNTZ 2nd FLOOR

The main objective is to get down to the First Floor from the second floor. If this is not possible, the following areas are the safest areas.

- Rooms 200 through 214 hallway is a possible safe area, as long as the doors are closed to all rooms and individuals stand so that they are not in direct line of any doors.
- Interior bathrooms. (Gender does not matter – go to the nearest interior bathroom).
- Rooms 243, 244, 245 are safe areas if unlocked; if students are in the rooms when tornado alert is sounded, they should stay in the rooms. Close doors.
- Room 252 is a safe area.
- Interior stairwell by the Nursing Office, 248, is a safe area.
- The end of the hall stairwell around from Room 218 (Media Services) is a safe area.
- The stairwell at the end of the hall near Room 256 is a safe area.

MUNTZ 1st FLOOR

The following areas are the safest areas on the first floor.

- The basement is a safe area.
- Room 151A and 151B, with the doors closed.

- Rooms 152, 154, 155 (offices inside 155 B,C,D,E & F) are safe areas.
- The food service area, rooms 146 and 147, is safe except near the windows.
- The stairwells near Room 123 and Room 150.
- Room 170, as well as 119.
- Interior bathrooms are safe areas. (Gender does not matter – go to nearest interior bathroom).
- The library along the south wall, 112 along the north wall, restrooms 114, 116, and Room 118.
-The corridor of Room 199, is also a safe area, except for the area between the skylights.

FLORY CENTER

Center rooms are safe areas.

The men's and women's bathrooms are safe areas.

WALTERS HALL – Severe Weather and Tornado Safe Areas

1st FLOOR – Rooms 103, 117, 119, Restrooms #145, 147, 149, 150, the radiology area of Dental Hygiene rooms 161D through 161H rooms, rooms 180, 182, 160A and 164.

2nd FLOOR – 220A, 230A, 240A, Restrooms #247 and 251, and the north wall in rooms 257A, 262 and 278.

3rd FLOOR – 310A, 310C, 303, Restrooms # 347 and 351, and rooms 350B, 362 and 378.

VET TECH BUILDING

Interior animal care rooms are safe.

ANNEX

Restrooms on lower level (130 & 132), and the basement are safe areas.

PROGRESS HALL

The main objective is to get down to the First Floor from the Second Floor. If this is not possible, the following areas are the safest.

- The stairwell at the end of the hall near room 211.
- Within Restrooms 202, 204, 242. (Gender does not matter – go to the nearest interior bathroom)
- The hallway between classrooms 207-211 (away from all glass).
- The hallway between offices 220C-220H (away from all glass)

The following areas are the safest areas on the first floor.

- The stairwell at the end of the hall near room 111.
- Within Restrooms 102, 104. (Gender does not matter – go to the nearest interior bathroom)
- Vending area 144
- Receiving area 130
- The hallway between classrooms 107-111 (away from all glass).
- The hallway between offices 120C-120H (away from all glass)

“If you have an obstructed view of the outside, you are not safe.”

NO AREA is safe if the building receives a direct hit from a tornado.

Revised October 15, 2018

FIRE OR SMOKE EMERGENCY GENERAL GUIDELINES FOR PUBLIC AND CLASSROOM SAFETY

EGRESS: A way out

1. Note at least two methods of egress
2. Keep egress areas clear of loose items
 - a. Single chairs and small tables
 - b. Easels
 - c. Boxes, supplies, displays
3. Area should be open to the same width as the exit door to which it leads.

EXIT DOORS: Marked by exit sign lighted or unlighted

1. In classrooms, there is an arrow pointing in the direction that the class is to exit.
 - a. May not be the nearest exit due to congestion
 - b. Must be able to open door with one motion
 - c. Cannot be blocked inside or outside

FIRE EXTINGUISHERS:

1. Must be easily accessible
 - a. Do not block with storage furniture or equipment
 - b. Do not remove from cabinet or hook
 - c. Do not use as a door stopper or counter weight - not even temporarily
 - d. Do not cover or hang anything on a fire extinguisher
2. Know the location of two fire extinguishers
 - a. Know the type fire they can be used on
 - i. Paper, wood - Class A
 - ii. Chemical, flammable liquids - Class B
 - iii. Electrical or electrically operated equipment - Class C
3. Read instructions ahead of time (Found on unit)
 - a. Operating instructions
 - b. How to use on fire
 - c. Pick it up, hold it, and become familiar with it

INFORM: Tell your class or conference

1. Where the exits are
2. How to use them
3. Where to go when they are out of the building
 - a. 30 feet from any exit to allow other to clear the doors
 - b. Allow fire fighters easy access

FIRE ALARMS:

1. Pull Stations
 - a. Must be clear of obstructions and must be handicap accessible
 - b. Know where the alarms are and read instructions on the unit ahead of time
2. Smoke detectors
 - a. Located in the halls and labs
 - i. Use of smoke producing agents can set them off. Use caution and fume hoods

- ii. Also located in the auditorium

FIRE ALARM SIGNALS:

1. Located in halls, restrooms, classrooms
 - a. Equipped with strobe lights for the hearing impaired
 - b. Uses a wailing signal followed by a voice announcement
2. Fire department will be automatically summoned
 - a. Usually a 3-minute response time is common
3. Indicator
 - a. The alarm location on a smoke sensor is registered on a main panel board giving floor and approximate location
 - b. The pull station is registered on a main panel board
 - i. The fire department will not know where the fire is from a pull station. If you pull it, be available to the fire fighters to give them the location when they arrive

WHAT TO DO IN CASE OF FIRE OR SMOKE

1. Leave the area immediately - if possible - close doors and windows and any other opening which would permit the spread of fire or smoke. Turn off gas lines or flammable gas cylinders. Do not endanger yourself or others to accomplish these actions.
2. Remember that smoke can be more of a problem than fire. Smoke rises so you stay low.
3. Sound the alarm - pull the nearest alarm to alert others in the building. The pull stations are located at most exits.
4. Evacuate by using the stairs. Do not use elevators. If power fails so does the elevator. The elevator shaft commonly fills with smoke. It is a state law that everyone must evacuate.
5. Do not re-enter the building until the "All Clear" has been announced by the fire department.
6. All fires must be reported even if it is put out with a fire extinguisher.
7. Remember to dial 911 from UC Blue Ash College. You must get an outside line first! Therefore, you will dial 9- 911.

Rule of thumb: TAKE TIME TO PLAN NOW. IT WILL SAVE TIME WHEN YOU NEED IT IN AN EMERGENCY!

For other Emergency Procedures (ex: Armed Individual and Sick or Injured Person) go to [UC Department of Public Safety website](#).

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Guidelines for POSTING GRADES

Summarized below is the policy on posting grades as stated in **A Guide to Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as Amended.**

The public posting of grades either by the student's name and/or the student identification number (which is the student's social security number at UCBA) without the student's written permission is a violation of FERPA. Even if the names are obscured, numeric student identification numbers are considered personally identifiable information.

If you choose to post grades, use a system that ensures FERPA guidelines are followed. This can be done by obtaining a student's uncoerced written permission to do so or by using code words or randomly assigned numbers that only you and the student know. Alphabetic posting of grades should never be done.

Another method to notify your students of their grade could simply be to have students complete a self-addressed envelope and mailing the grade to the student.

ROBERT'S RULES OF ORDER

As stated in the Faculty Handbook, Chapter 6, Section IVA, procedures and amendments concerning the Faculty Bylaws will follow *Robert's Rules of Order* (Newly Revised), 10th edition. This short reference of Robert's Rules is included for faculty reference when the full text of Robert's Rules of Order is not available.

© Adapted from Robert's Rules of Order by Professor Deborah L. Page, Parliamentarian, UC Blue Ash College, Autumn 2004

Abbreviated and Relevant Parliamentary Procedures "Crib Sheet"

Robert's Rules of Order: Rules of Debate

- Each member has the right to speak twice on the same question on the same day, though the second speech cannot be made until every member who desires the floor has spoken.
- There is a 10-minute time limit on speeches, unless a motion to shorten/lengthen that limit has been properly made and approved. Time allowed for each speaker is the maximum and is not transferable to another.
- Comments must be limited to the current motion/amendment to be in order.
- The speaker must address the chair, and be courteous.

Privileged motions: urgent, or important and entitled to immediate consideration

Name of Motion	What you want to do	What you say	Do you need the floor?	Does it need a second?	Is it debatable?	Can there be an amendment?	What vote is needed to pass?	Comments
Adjourn	Close the meeting	I move to adjourn	Yes	Yes	No	No	Majority	-No Reconsider -Can be withdrawn if other business remains.
Parliamentary Inquiry	Check the rules	I rise to a parliamentary inquiry... (your question)	No	No	No	No	None, chair rules	No appeal to decision, but can be introduced as new business to discuss accuracy of ruling.
Point of information	Get more information about topic	Point of information... (ask your question)	No	No	No	No	None, chair rules	If affirmative ruling, information is given

Main motions: bring business before the faculty for consideration and action

Name of motion	What you want to do	What you say	Do you need the floor?	Does it need a second?	Is it debatable?	Can there be an amendment?	What vote is needed to pass?	Comments
New Motion	Bring business before the assembly	I move that (or "to")	Yes	Yes	Yes	Yes	Majority	May be amended
Amend Constitution/ Bylaws	To change the rules under which you operate	Meeting 1: introduce this amendment. Subsequent Meeting: I now ask for your approval	Yes	Yes	Yes	Yes	Two-thirds	-No reconsider if approved -Require previous notification - Effective immediately unless otherwise stipulated
Dilatory/ Frivolous	Stop a dilatory or frivolous disruption	I ask the Chair to rule the action dilatory.	Yes	Yes	Yes	Yes	None - chair rules	May appear Chair's ruling
Take from the table	Discuss a motion that was put on the table at an earlier time	I move to take... (identify motion) from the table.	Yes	Yes	No	No	Majority	No reconsider
Reconsider	-Take up a matter previously acted upon -To correct an error that becomes known during a meeting	I move to reconsider (name earlier item) to bring it into agreement with...	No Must be made by someone who was on the prevailing side of the vote	Yes Any member may second	If motion is	No	Majority	-Must be specific in what is affected -It can be made only on the day the vote to be reconsidered was taken -May not be reconsidered

Ch. 5: Procedures

Rescind	To undo an action of a previous meeting	I move to rescind...	Yes	Yes	Yes	Yes	Two-thirds	An affirmative vote on this motion cannot be reconsidered
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Subsidiary motions: *modify* a motion, *delay* action on it, or *dispose* of it.

Name of motion	What you want to do	What you say	Do you need the floor?	Does it need a second?	Is it debatable?	Can there be an amendment?	What vote is needed to pass?	Comments
Amend a motion	Modify the wording of a motion	I move to amend the motion by... (new wording)	Yes	Yes	Yes	Yes	Majority	
Amend an amendment	Change the wording of an amendment	I move to amend the amendment to read... (new wording)	Yes	Yes	Yes	Yes	Majority	No more amendments until this one has been resolved
Commit (refer)	Refer the matter to a committee for review	I move to refer (commit) the motion to...	Yes	Yes	Yes	Yes	Majority	No
Lay on the table	Lay the motion aside temporarily	I move to lay the question on the table	Yes	Yes	No	No	Majority	-To be debated in the future, the motion must be taken from the table. -No Reconsider
Limit or extend debate	Limit or extend the amount of time debating a motion, or how often a member may speak	I move to limit/extend debate... (name the amount of time) and/or that each member be allowed to speak... (amount of time).	Yes	Yes	No	Yes	Two-thirds	-Default is speak twice for 10 min. on each motion - Second speech only after all who wish to speak have spoken once -No default on length of debate

Incidental Motions: arise out of another question that is pending, and take precedence over the question.

Name of Motion	What you want to do	What you say	Do you need the floor?	Does it need a second?	Is it debatable?	Can there be an amendment?	What vote is needed to pass?	Comments
Appeal (a decision of the chair)	You think the chair has ruled incorrectly	I appeal the decision of the chair	No	Yes	No, but chair may offer reason for decision	No	Majority, if a tie, the chair wins	Chair may vote to cause tie and thus sustain decision
Division of the assembly	When you doubt the results of a voice vote	I call for a division of the assembly	No	No	No	No	N/A	-“Ayes” stand and are counted then the “noes” followed by the “abstentions” -Chair can request, even if no motion is made -Chair may rule as frivolous if use of this obstructs business
Leave to withdraw a motion	You want to remove a motion you made	I request leave to withdraw the motion...	No	Yes	No	No	Majority	No Reconsider for an affirmative vote
Point of order	To correct what you think is a breach of order	I rise to a point of order. OF Point of order.	No	No	No	No	None, chair rules	Can appeal

CHAPTER 6

Bylaws



UCBA FACULTY BYLAWS OUTLINE

- I. Name and Membership
- II. Authority of the Organization
- III. Meetings and Quorums
- IV. Procedures and Amendments
- V. Organization
 - A. Term Appointments for the Dean
 - B. Term Appointments for an Academic Unit Head/Chair
 - C. University Faculty Senator
 - D. Committee Representation and Procedures
 - 1. Eligibility
 - 2. Election
 - 3. Terms and Duties of Office
 - 4. Procedures for Replacement of Vacancies
 - 5. Reporting
 - 6. General
 - 7. Ad Hoc Committees
 - E. Faculty Committees
 - 1. Committees of Elected Representatives
 - 2. Committees of Elected/Appointed Representatives
 - 3. Committees of Departmental Representatives
 - F. Multi-Constituent Committees
 - 1. Committees of Elected/Appointed Representatives
 - 2. Committees of Appointed Representatives

Alphabetical Listing of Committees:

- 1. Academic Hearing & Grievance Pool (Faculty Committee)
- 2. Academic Assessment (Faculty Committee)
- 3. Appeals (Multi-constituent Committee)
- 4. Building & Grounds (Multi-constituent Committee)
- 5. Cultural Diversity (Multi-constituent Committee)
- 6. Curriculum & Academic Affairs (Faculty Committee)
- 7. Executive (Faculty Committee)
- 8. Faculty Development (Faculty Committee)
- 9. First Year Experience (Faculty Committee)
- 10. Reappointment, Promotion, and Tenure (Faculty Committee)
- 11. Scholarship & Honors (Faculty Committee)
- 12. Strategic Planning (Multi-constituent Committee)
- 13. Study Abroad & Exchange Programs (Faculty Committee)
- 14. Technology (Multi-constituent Committee)

Activities with Faculty Representatives (not committees)

- 1. AURCO
- 2. UC Faculty Senate

College Faculty Approval 2/27/14; TOC revised September 28, 2015

BYLAWS OF THE FACULTY OF THE UNIVERSITY OF CINCINNATI BLUE ASH COLLEGE

I. Name and Membership

- A. The organization shall be called the Faculty of the University of Cincinnati Blue Ash College (UCBA).
- B. In conformance with the Regulations of the Board of Trustees, the Faculty of the University of Cincinnati Blue Ash College shall consist of the President of the University, the Provost for Academic Affairs, the Dean of the University of Cincinnati Blue Ash College, the professors, associate professors, assistant professors, instructors, senior librarians, associate senior librarians, associate librarians, assistant librarians, and beginning librarians of the University of Cincinnati Blue Ash College. Also included are all persons holding clinical, educator, field service or research titles; and all persons with adjunct appointments of sixty-five per cent or more FTE.

II. Authority of the Organization

- A. The laws of the State of Ohio, the Bylaws and Regulations of the Board of Trustees of the University of Cincinnati, and any appropriate sections of the Agreement between the University of Cincinnati and the American Association of University Professors, University of Cincinnati Chapter, shall be in effect.
- B. The Faculty of the University of Cincinnati Blue Ash College, acting under the authority of the Regulations of the Board of Trustees, has the authority to designate its officers, establish committees, and in general assist the administration of the University of Cincinnati Blue Ash College.

III. Meetings and Quorums

- A. The Faculty, in consultation with the Dean, shall schedule and call at least three (3) regular business meetings for each academic term, with the exception of the Summer Term.
- B. A quorum of one-half ($\frac{1}{2}$) of the Faculty will be needed in order to transact any business.
- C. If a Faculty member is unable to attend a Faculty meeting due to conflict with College or University-sanctioned activities, that person may cast a proxy vote if ruled in order by the Faculty Chair after being informed, in writing, of:
 - 1. The nature of the conflict.
 - 2. The name of the person chosen to cast the proxy vote.
- D. The agenda for regular business meetings shall be:
 - 1. Reading and Approval of Minutes.
 - 2. Announcements and Introduction of Bylaw Amendments.
 - 3. Special Orders (which include previously proposed Bylaw Amendments and Elections).
 - 4. Reports of Officers, Boards, and Standing Committees.
 - 5. Reports of Ad Hoc Committees.
 - 6. Unfinished Business and General Orders (General Orders are items remaining from the previous agenda in the same order.)
 - 7. New Business.
 - 8. Adjournment

IV. Procedures and Amendments

- A. The rules contained in Robert's Rules of Order shall govern the cases to which they are applicable, and in which they are not inconsistent with these Bylaws.
- B. These Bylaws may be amended at any Business meeting of the Faculty by a two-thirds (2/3) affirmative vote of those members present, provided such proposed amendment has been presented in writing to the members at the previous business meeting of the Faculty.
- C. These Bylaws may not be set aside.
- D. Except as provided otherwise in these Bylaws, all elections shall be won by a plurality of those voting.

V. Organization

- A. Term Appointments for the Dean
The term of office for the Dean shall be five (5) years, with the initial appointment effective as of September 1, 1969.
- B. Term Appointments for an Academic Unit Head/Chair.
Academic unit heads/chairs shall be elected by the members of their units for a term of not less than three (3) nor more than seven (7) years.
- C. University Faculty Senator
Two (2) Faculty representatives to the University Faculty Senate shall be elected for two (2) year terms, one (1) in the Spring Term of each year, thereby staggering the terms of office. Vacancies shall be filled by special election for the unexpired portion of the term. A Faculty Senator is limited to two (2) consecutive terms of office and must wait at least two (2) years before he/she can be re-elected.
- D. Committee Representation and Procedures (College Faculty Approved Revisions on 12/05/2014)
 - 1. Eligibility
 - a. Membership of all committees and other elected positions shall be limited to Faculty members as defined in Section 1B except (1) where otherwise stipulated in these Bylaws or the Bylaws and Regulations of the Board of Trustees of the University of Cincinnati, or (2) where special expertise is needed which is not available from the full-time teaching faculty membership. This exception shall be determined by a two-thirds (2/3) majority vote of the members present at a Faculty meeting.
 - b. Individuals who qualify for committee membership as a faculty member, as defined in Section 1B, are not eligible for committee membership as a representative of the administration, the staff, or the student body at the College.
 - 2. Election
 - a. The current Executive Committee shall serve as nominating committee for all faculty members of committees.
 - b. The Executive Committee will advise the Faculty when it is considering nominations. Any person wishing to place his/her name in nomination should inform the committee in writing at this time. The Committee shall attempt to place in nomination at least twice the number of candidates for which there are openings.
 - c. During Spring Term, the slate of nominees shall be presented in writing to the Faculty one week prior to the election. Additional nominations from the floor shall be accepted prior to the election.
 - d. Elections shall take place at the February Faculty meeting by paper ballot or by electronic ballot following the meeting, but not by both for any single election. If using electronic ballots, voting shall

be completed within five working days following the electronic distribution of the final ballot. Balloting shall be under the general supervision of the Executive Committee. An electronic system will be used, whenever possible, for voting and counting of the ballots electing members of UCBA committees and representatives to the University Faculty Senate.

- e. Those candidates receiving the most votes shall be declared elected, unless otherwise specified in an individual committee's bylaws.
- f. Following the election of committee members, the Executive Committee shall call for candidates to fill the appointed positions on committees and shall make the appointments no later than March 31.

3. Terms and Duties of Office

- a. Terms of office for elected and appointed positions shall be three (3) years unless otherwise stated in these Bylaws. There are no term limits unless otherwise stated in these Bylaws. To ensure continuity, all committee terms should be staggered, with approximately one-third (1/3) new members each year. When establishing new standing committees, approximately one-third (1/3) of the members should be selected for a three-year term, approximately one-third for a two-year term and the remainder for a one- year term.
- b. New committee members shall assume office and each committee shall select a chair by the end of Spring Term.
- c. The outgoing chairperson shall preside until the election of his or her successor and shall notify the Executive Committee of the election results.

4. Procedures for Replacement of Vacancies

- a. A vacancy shall be considered to exist if a member resigns from the committee or terminates employment, or if the member cannot attend meetings and/or fulfill committee responsibilities for more than one consecutive academic term. Otherwise, a more restrictive definition provided in an individual committee's bylaws shall take precedent.
 - 1) In the case of a vacancy of an elected committee member, the Faculty Executive Committee shall conduct a special election to fill the unexpired portion of the vacant term.
A special election will be held within one month of the occurrence of the vacancy. Where there is a term limit, the committee member so elected may be re-elected if the unexpired portion of the vacated term was less than two (2) full years.
 - 2) In the case of a vacancy of an appointed member, the Faculty Executive Committee shall recommend a faculty member to fill the remaining portion of the vacant term. Where there is a term limit, the faculty member may be reappointed if the unexpired portion of the vacated term was less than two (2) full years.

5. Reporting

- a. Each committee shall submit new and revised policies and recommendations originating from or coming through the committee to the Executive Committee.
- b. The outgoing chairperson shall submit to the incoming chair and the Executive Committee an annual report by the end of Spring Term. The annual report should at a minimum include: names of incoming and outgoing chairs, names of incoming and outgoing members, accomplishments, future directions, and support needed.
- c. The Executive Committee will provide a nonvoting, ex-officio liaison to each committee to provide an avenue of communication between the standing committee and the Executive Committee and to serve as an advisor on issues of college governance.
- d. Each committee shall annually place a complete set of its minutes, reports, appendices, changes to its bylaws, etc. in the stipulated college repository.

- e. Each committee shall establish, maintain, and review standing rules and procedures to guide the functions and activities of the committee. These standing rules should be reviewed annually by the committee and appended to the annual report to the Executive Committee.

6. General

- a. Each committee may organize itself and its work to best accomplish its functions in accordance with these Bylaws.
- b. All descriptions of specific duties for committee members should be included in the standing rules and procedures document for that committee and not appear in the bylaws for that committee.
- c. Each committee may consult with students, staff, faculty, administrators and other resource persons as needed.
- d. Periodically, the composition and functions and standing rules and procedures of each committee shall be reviewed by the committee, the Faculty Executive Committee, or the Faculty for the purpose of making desired changes.
- e. Following the annual election/appointment of new members, each committee will read and discuss the committee's bylaws during the next meeting to ensure that all members are familiar with the purpose and functions of the committee.
- f. Any committee that drafts a document designating responsibility for action to a particular group must formally consult with that group or individual before bringing the document to the faculty for discussion and voting.

7. Ad Hoc Committees

- a. The Faculty and Executive Committee shall establish such ad hoc committees as are necessary.

A. Faculty Committees

1. Committees of Elected Representatives

a. Executive (approved 2/27/14)

1) Purpose

The Executive Committee is a proactive committee that advocates for shared faculty governance serving as a communication conduit among the various college constituents: administration, staff, students, and faculty.

2) Functions of the Executive Committee

The principal function of the Executive Committee shall be to articulate and advocate the will of the Faculty.

a) Faculty Advocacy

- (1) Identifying the important issues potentially affecting the Faculty as a whole as well as issues affecting the academic integrity of the institution;
- (2) Examining said issues by the Executive Committee or by referring them to appropriate standing committees or by appointing ad hoc committees as necessary;
- (3) Conducting information sessions; collecting and disseminating information on important issues;
- (4) Acting as a liaison between the Faculty and the administrative, staff and student governing bodies.

b) Faculty Communication

- (1) Calling and conducting regularly scheduled and special Faculty meetings
- (2) Distributing minutes of its meetings and the minutes of all Faculty meetings to the Faculty.

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- (3) Receiving reports from the elected representatives to the University Faculty Senate.
- (4) Receiving reports from all permanent committees and ad hoc committees including annual reports, new and revised policies, and recommendations.
- (5) Appointing one of its members as a non-voting liaison member to each standing and ad hoc committee.
- (6) Overseeing the annual updating by the Dean's office of the Faculty Handbook, including changes to the Faculty Bylaws and policies.

c) Faculty Elections

- (1) Acting as the nominating committee for all elected Faculty members of committees and positions.
- (2) Handling all Faculty elections.
- (3) Calling for candidates and selecting members for all appointed Faculty committee positions, as well as nominating Faculty to represent the College on college-wide, decanal and university committees as requested.
- (4) Distributing to the Faculty each August a list showing the membership of every committee and the years remaining in each member's term.
- (5) Obtaining and keeping up to date a list of all the UCBA Faculty membership, showing the status of each member such as full-time teaching, part-time, adjunct, administrator, etc.

d) Faculty Governance

- (1) Arranging for a periodic review of the Faculty governance structure and the Faculty's participation in college-wide governance.
- (3) Recommending the establishing of new standing and ad hoc committees.

3) Membership

- a) The Executive Committee shall be composed of nine (9) elected faculty members, at most one of whom is non-tenure-track.
- b) Each member shall be elected for a three-year term. Three (3) members shall be elected each year. No faculty member may serve more than six (6) years consecutively.

4) Committee Representation and Procedures

- a) Refer to Bylaw Section V: Organization, Section D – Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

b. Reappointment, Promotion and Tenure (revised 03/23/2017)

1) Purpose

In accordance with the UC-AAUP collective bargaining agreement, this committee evaluates the performance and progress of faculty at the College level of review based on academic unit criteria, and makes recommendations on matters of reappointment, promotion and tenure. The committee also works with the Faculty Development Committee and academic units to provide suggestions for best practices in providing supporting evidence and structure in dossiers used to evaluate said performance and progress.

2) Functions

- a) The committee shall independently review dossiers for reappointment, promotion and tenure, in accordance with the RPT criteria and procedures of the academic unit. The committee's recommendation and the candidate's dossier shall be forwarded to the office of the Dean.
- b) The committee will circulate recommendations to the Faculty concerning the organization of the Promotion and Tenure dossier.

3) Membership

a) Composition

- (1) The committee on reappointment, promotion and tenure shall consist of nine (9) elected tenured faculty members. In addition, the committee can include up to two (2) non tenured, tenure track faculty. There shall be no more than two members from any one department.
- (2) A vacancy on the committee shall be considered to exist if the committee member cannot attend two consecutive RPT committee meetings.

b) Election

- (1) Election of tenured faculty members: Unit Heads will submit the name of one tenured departmental candidate to the Executive committee prior to the spring election for inclusion on the election ballot unless this results in too few department members being available for departmental RPT committees. The candidates receiving the most votes will be declared elected except in the case where this could place more than two members from one department on the committee.
- (2) Election of non-tenured, tenure track faculty members: Units Heads may submit the name(s) of non-tenured, tenure track faculty to the Executive committee prior to the spring election for inclusion on the election ballot. These positions are **voluntary** and departments are not required to submit candidates. The candidates receiving the most votes will be declared elected except in the case where this could place more than two members from one department on the committee.

c) Term of Office

- (1) Terms of Office will be for two (2) years for tenured faculty
- (2) Terms of Office will be for one (1) year for non-tenured, tenure_track faculty.
- (3) No faculty member may serve consecutive terms.

4) Committee Representation and Procedures

- a) Refer to Bylaw Section V: Organization, Section D – Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

c. Academic Hearing and Grievance Pool (revised 12/3/2015)

1) Purpose

- a) The Academic Hearing and Grievance Pool functions as a reservoir of faculty members available to serve on ad-hoc committees that oversee disputes between students and faculty, regarding academic misconduct (hearings) or capricious grading (grievances). The Academic Hearing and Grievance Pool responds to address individual instances of hearings and grievances. It also functions to disseminate hearing and grievance processes, methods, and procedures to incoming and returning pool members.

2) Function

a) General Pool Functions

- 1). Elect an Academic Hearing and Grievance Pool Communications Coordinator, who will function like a committee chair to bring all of the pool members together in the spring semester, following elections, to review policy and procedures for hearings and grievances, and to prepare an end of the year report for submission to the Executive Committee.
- 2). Elect a Co-Coordinator, who will function like a committee vice-chair for the Academic Hearing and Grievance Pool by working with the Communications Coordinator to learn the policy and procedures of the Pool and prepare to take over the role of Communications Coordinator the following year.
- 3). Develop policies and procedures for determining who shall serve on individual ad-hoc Hearing and Grievance Committees.
- 4). The year-end pool report to the Executive Committee should include the current version of standing rules and procedures with any pool approved revisions, recommendations for amendments to bylaw language, and a summary of pool activities with a simple statistical report of ad-hoc committee activities during the previous academic year.

b) Hearing

- 1). The Academic Hearing and Grievance Pool shall select one of its members to be faculty representatives on an ad-hoc College Hearing Panel for each instance in which a formal hearing is necessary in a case of academic dishonesty.
- 2). The structure and procedures of a College Hearing Panel are outlined in the Student Code of Conduct, University of Cincinnati.

c) Grievance

- 1). The Academic Hearing and Grievance Pool shall select one of its members to serve as chair of an ad-hoc College Grievance Review Committee for each instance in which a student grievance is filed. The Academic Hearing and Grievance Pool will recommend the ad-hoc chair to the Dean for appointment for each grievance review.
- 2). The Academic Action Hearing and Grievance Pool shall select two additional members from the remaining members of the Academic Action Hearing and Grievance Pool and request two student representatives from the Director of Student Engagement to constitute the College Grievance Review Committee.
- 3). The grievance review shall be heard according to the University of Cincinnati Student Grievance Procedures as established by the University of Cincinnati Board of Trustees and issued by the Office of the University Ombuds.
- 4). No member of a College Hearing Panel shall also serve on a College Grievance Review Committee when the same parties are involved in the situation that led to the necessity for a formal hearing or grievance procedure, or in the case of another conflict of interest.

3) Membership

- a) This pool shall be composed of eight (8) faculty members, with no more than one from any one department.

b) The members of this pool constitute the elected body from which faculty representatives are chosen for individual ad-hoc hearing panels and grievance review committees.

4) Committee Representation and Procedures

a) Refer to Bylaw Section V: Organization, Section D—Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms and Office and Duties, and Reporting that apply to all committees.

2. Committees of Elected/Appointed Representatives

a. Faculty Development (revised 12/3/2015)

1) Purpose

a) The Faculty Development Committee is intended to be a proactive committee advocating for opportunities and resources to support the professional growth and development of individual faculty members as teachers and scholars.

2) Functions

a) The committee shall facilitate opportunities for Faculty growth and development.

(1) The committee shall coordinate with the Learning and Teaching Center, the Library, and the Distance Learning Director in providing faculty development opportunities.

(2) The Committee shall create a venue for discussion of faculty issues, including governance.

b) The committee shall research and develop guidelines for the entire process of teaching evaluation, including self, peer and student. Every four years, the committee shall review the Survey of Student Perception of Teaching and Learning form and process.

c) The committee shall develop procedures for announcing and promoting Faculty awards.

3) Membership

a) This committee shall be made up of six (6) faculty members, four (4) elected, and two (2) appointed. And, the following ex officio members: a library representative, the Director(s) of the Learning and Teaching Center, and the Distance Learning Director. The Associate Dean of Academic Affairs shall be a non-voting ex officio member.

4) Committee Representation and Procedures

a) Refer to Bylaw Section V: Organization, Section D – Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

b. Scholarship and Honors (approved 12/01/16)

1) Purpose

a) The Scholarship and Honors Committee is primarily a responsive committee that selects UCBA scholarship recipients and the UCBA Honor Student of the Year. The committee also functions in a proactive manner to create and modify its selection processes.

2) Functions

a) This committee shall review scholarship applications and recommend those students who meet the guidelines established by the College for the awarding of

UCBA scholarships other than those awarded by individual departments and offices.

b) This committee shall set criteria for and choose the UCBA Honor Student of the Year.

3) Membership

a) This committee shall be made up of nine (9) faculty; six (6) elected and three (3) appointed, with no more than two (2) from any one department, Director of OneStop, and the Director of Development (non-voting, ex officio).

4) Committee Representation and Procedures

a) Refer to Bylaw Section V: Organization, Section D – Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

c. Study Abroad and Exchange Programs (approved 09/17/13)

1) Purpose

a) The Study Abroad and Exchange Programs Committee is a proactive committee advocating for resources and promoting opportunities for students and faculty to experience cultural exchange and study abroad. The committee creates guidelines and processes related to development and implementation of study abroad programs. The committee also mentors and assists faculty in development and implementation of study abroad experiences.

2) Functions

- a) This committee shall approve, plan, administer, and assess all UCBA international, study abroad and exchange programs. Study abroad is any UCBA course or program offered for credit that has an international component.
- b) This committee shall help create articulation agreements with other colleges/universities abroad.
- c) This committee shall investigate various programs for international studies and serve as a resource to the Faculty.
- d) This committee shall act in an advisory capacity to the coordinators of international, study abroad and exchange programs at UCBA.
- e) This committee shall create and submit an annual budget request to the UCBA Dean, and the committee shall administer the allocated funds.
- f) This committee shall promote and administer the UCBA study abroad scholarships. In addition, it shall select and recommend recipients who meet the established guidelines for the awards.

3) Membership

a) This committee shall be made up of seven (7) faculty members, four (4) elected and three (3) appointed, and the coordinators of the UCBA international, study abroad and exchange programs.

4) Committee Representation and Procedures

a) Refer to Bylaw Section V: Organization, Section D – Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

3. Committees of Departmental Representatives

a. Academic Assessment (approved 09/18/13)

1) Purpose

a) The Academic Assessment Committee is a proactive committee advocating appropriate methods and tools to assess the quality of programs, to renew and revitalize the curriculum, and maintain continued accreditation of the college.

2) Functions

- a) The committee is charged with the development and maintenance of academic assessment measures deemed necessary for renewal and revitalization of the curriculum and for the continued accreditation of the college.
- b) The committee serves as a resource to the Associate Dean of Academic Affairs.

3) Membership

- a) The Academic Assessment Committee shall be composed of the following members: one faculty representative appointed by each academic department within the college, and the following nonvoting ex officio members: Dean, Associate Dean of Academic Affairs, Director of Institutional Research, English Composition Coordinator, and the directors of academic initiatives.
- b) In the event that a representative is unable to attend a committee meeting, the department representative should designate an alternate representative to attend as a committee member with full rights.
- c) Each department representative shall serve a three-year term. In the fall of their final year, the representative will notify the department that the representative's term is ending. At that time, the department should elect a representative for another three-year term. If a new representative is chosen, both outgoing and incoming representatives should attend all meetings during the spring term to ensure the continuity of the committee's assessment work.
- d) Departments represented by the (Co-) Chair of Academic Assessment should select another temporary representative to the committee to do the work of the department's assessment while their appointed representative serves as chair.

4) Committee Representation and Procedures

- a) Refer to Bylaw Section V: Organization, Section D – Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

b. Curriculum and Academic Affairs Committee (approved 1/23/14)

1) Purpose

- a) The Curriculum and Academic Affairs Committee is a proactive committee advocating for quality and consistency in course and academic program offerings. The committee over sees the implementation of necessary policy and procedures to maintain academic excellence.

2) Functions

- a) To receive and consider proposals made by departments concerning their course offerings and to recommend action on these proposals to the Faculty.
- b) When action related to curriculum is necessary during summer months, the Committee shall receive and consider proposals made by departments concerning course offerings and recommend action on these proposals to the Dean, on behalf of the Faculty. To the extent feasible, department chairs will seek feedback from the department faculty prior to such deliberations. All such recommendations made by the Committee shall continue to be reported to the Faculty at the earliest possible Faculty meeting.

- c) To receive and consider proposals made for general changes in program requirements and for the establishment of new programs, including distance learning programs, and to recommend action on these proposals to the Faculty.
- d) To make recommendations concerning credit and non-credit course offerings.
- e) To request departments to review and report their course offerings.
- f) To receive reports on programs' standards, including items such as program criteria for admission, accreditation issues and minimum grades.
- g) To appoint sub-committees to review programs, to establish boards or committees of special consultants from the university, business, and professional communities which would make recommendations about the programs falling within their special competence.
- h) To formulate and assess a comprehensive, college-wide academic unit head perspective on issues that emerge in the course of conducting the administrative affairs of the academic departments and programs. This committee is to address academic issues such as, but is not limited to, strategic initiatives that require action by academic unit heads, as specified in the college strategic planning document, distance learning and appropriate compliance and reporting to the Higher Learning Commission and the Ohio Board of Regents.
- i) To facilitate communication among academic unit heads and between the heads and the faculty on academic issues.
- j) To report to the faculty and to make recommendations for action to the faculty.

3) Membership

- a) The Curriculum and Academic Affairs Committee shall be composed of the academic unit heads. The Associate Dean of Academic Affairs and the Library Director serve as non-voting members.
- b) In the event that the unit head is unable to attend a committee meeting, the unit head shall designate in writing an alternate representative to attend with full rights as a committee member.

4) Committee Representation and Procedures

- a) Refer to Bylaw Section V: Organization, Section D – Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

c. First Year Experience (FYE) Program Committee (approved 04/23/15)

1) Purpose

- a) The First Year Experience Program Committee is a proactive committee advocating for resources for development and support of first year experience activities and courses.

2) Functions

- a) The committee is charged with the development and maintenance of the FYE Program, including:
 - (1) Development, maintenance, and updating the FYE Program Assessment Plan
 - (2) Development, maintenance, and updating of common resources used in FYE courses.
 - (3) Providing support for faculty teaching FYE courses.
 - (4) Collaboration with eMedia Communications in the development and updating of FYE media modules.
 - (5) Collaboration with UCBA webmaster to develop and maintain FYE web presence.

(6) Continue coordination with Academic Affairs and Student Affairs.

3) Membership

- a) The FYE Program Committee shall be composed of the following members: One faculty representative appointed by each department offering FYE courses, and the following ex officio members: UCBA library faculty representative, the Associate Dean of Academic Affairs, or designee, the Director of Student Life or designee, the Director of Academic Advising or designee, and an eMedia Communications FYE module consultant.
- b) Each department representative shall serve a three-year term. In the fall of their final term, the representative will notify the department that the representative's term is ending. The department will elect a representative for a three-year term. If a new representative is chosen, both outgoing and incoming representatives should attend all meetings during the spring term to ensure the continuity of the committee's work.
- c) In the event that a representative is unable to attend a committee meeting, the department representative should designate an alternate representative to attend as a committee member with full rights.
- d) Departments represented by the Chair of the FYE Committee may select another temporary representative to the committee to do the work of the department's FYE planning and implementation, while their appointed representative serves as chair.

4) Committee Representation and Procedures

- a) Refer to Bylaw Section V: Organization, Section D – Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

F. Multi-Constituent Committees

1. Committees of Elected/Appointed Representatives

a. Building and Grounds (revised 12/1/2016)

1) Purpose

- a) The Building and Grounds Committee is a proactive committee identifying faculty, staff, and student perspectives concerning the impact of facilities and grounds on the teaching mission of the college and advocating for decision making that will optimize quality teaching and learning.

2) Functions

- a) The Building and Grounds Committee functions as an advisory committee to the Dean, faculty, staff and students. In addition, the Committee is responsive to the entire UC Blue Ash College community.
- b) The Committee makes recommendations about College facilities and grounds on matters related to use, maintenance, construction, space allocation and remodeling.
- c) To enable the Committee to fulfill its responsibilities, the Dean and an Administrative Services representative will share with the committee information on changes to the campus buildings and grounds as soon as plans are initiated. The Chair of the Building and Grounds Committee shall invite to meetings appropriate persons from committees/groups whose actions are of significance to the functions of the committee.
- d) The Building and Grounds Committee will maintain a standing subcommittee to make recommendations for assigning faculty office space. The subcommittee will be composed of three (3) faculty members appointed by the chair.

e) The Building and Grounds Committee will convene a subcommittee to adjudicate faculty and staff parking appeals when needed. The committee will consist of three (3) members from the Building and Grounds Committee representing both faculty and staff and appointed by the chair.

f) The Building and Grounds committee will maintain a standing subcommittee to make recommendations for posting on campus. The committee will consist of three (3) members of the Building and Grounds Committee representing both faculty and staff and appointed by the chair.

3) Membership

a) This committee shall be made up of seven (7) full-time faculty members: four (4) elected and three (3) appointed with not more than two (2) from any one department; three (3) representatives from the staff; and one (1) student. The staff members shall be selected by Staff Council, and the student members shall be appointed by the Director of Student Engagement. In addition, the Business Affairs Director or designee and the Facilities Unit Head or designee, the Director of Information Technology or designee, and an Administrative Team representative shall serve on the committee as non-voting, ex officio members.

b) The term of membership for full-time faculty and staff representatives shall be three years; for the representatives appointed by the Director of Student Engagement, one to three years; and for the adjunct faculty member, one academic term to three years.

c) A vacancy on the committee exists if a committee member resigns, takes a leave of absence during which he/she cannot serve actively for more than one academic term, or is otherwise unable to fulfill obligations to the Committee. The Committee will decide by a 2/3 majority that a vacancy exists.

d) In the event a full-time faculty vacancy occurs, a special election will be held as soon as possible to fill the vacancy. In the event a staff, student, or adjunct faculty vacancy occurs, a new member will be appointed following the process above in letter c.

4) Committee Representation and Procedures

a) Refer to Bylaw Section V: Organization, Section D—Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

b. Diversity and Inclusion (approved 3/22/2018)

1) Purpose

a) The Diversity and Inclusion Committee is intended to be a proactive committee advocating for enhanced appreciation of the value of diversity and its integration within the college and society.

2) Functions

a) The committee will develop comprehensive and coordinated programs and events to increase faculty, staff, and student awareness and knowledge of a diversity of cultures, races and ethnic groups, sexual orientations and religious affiliations. The committee will seek to coordinate its work with the Faculty Development Committee, and other groups working in this area, when appropriate.

b) The committee coordinates and collaborates with the Multicultural Council, a membership organization of the college. The MCC is a volunteer organization that provides a representative voice for the diverse interests, needs and concerns

of the multicultural faculty, staff, and students of UCBA. While D&I is responsible for setting policies in relation to diversity and inclusion within the college's shared governance system, the MCC will play a supporting role in implementing those policies. In liaison with D&I, the MCC may initiate its own projects or programs to support the college and university diversity plans. Liaison between the two groups will be coordinated by their respective chairs.

c) The committee will monitor the revision and the implementation of the College's Diversity Plan, as needed.

d) A faculty subcommittee will:

(1) Encourage faculty to develop, and academic departments to sponsor, new courses and to revise existing courses to reflect, as appropriate, the multi-ethnic society in which we live.

(2) Give assistance and support to the Cultural Diversity certificate program.

e) Periodically, the composition and functions of this committee shall be reviewed by the committee itself, the Faculty Executive Committee, and the Faculty, for the purpose of making desired changes.

3) Membership

a) This committee shall be made up of four (4) elected faculty; three (3) appointed faculty; three (3) ex-officio staff – Assistant Director for Inclusion and Involvement, Coordinator for Inclusion and Involvement, and Human Resources Manager; three (3) staff representatives selected by Staff Representative Council; and one student with full voting rights appointed by the UCBA Director of Student Engagement.

b) Terms of membership for the faculty and staff members shall be three years. Terms shall be staggered, with initial appointments of one, two or three years. Thereafter, two faculty members and one staff member shall be appointed each year. Students will serve for one year. Members may be reappointed to any number of consecutive terms.

c) In the case of a vacancy, the Faculty Executive Committee, the Staff Council or the Director of Student Engagement, as appropriate, shall recommend another member to fill the remaining portion of the vacant term.

d) A vacancy shall be considered to exist if the committee member terminates employment, if the member is on leave for more than one consecutive academic term and cannot attend meetings and fulfill committee responsibilities or if a student member fails to register at the University for the academic term or ceases to maintain good academic standing.

4) Committee Representation and Procedures

a) Refer to Bylaw Section V: Organization, Section D – Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

c. Strategic Planning (revised 10/15/19)

1) Purpose

a) The Strategic Planning Committee is a proactive committee providing faculty, staff, student, and community input into formulating goals and developing long-range strategic plans to guide the college in decision-making processes. Committee members should have an interest in the details of budget, academic and administrative planning,

functions, and physical facilities. The committee will meet during the two-year period prior to the expiration of the strategic plan.

2) Functions

- a) The committee shall be responsible for preparing the new strategic plan with input (surveys, open forums, etc.) and approval from all constituencies.

3) Membership

- a) The committee composition will be determined by the Executive Committee in consultation with the Dean. At least two members from each of the following will comprise the membership: department chairs, executive committee appointees, staff council appointees, members of the administration team, as well as one community member, one student member, the Dean (ex-officio, non-voting), and the Associate Dean of Academic Affairs (ex-officio, non-voting).

- b) The term of membership is two (2) years.

4) Committee Representation and Procedures

- a) Refer to Bylaw Section V: Organization, Section D – Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

d. Technology (approved 1/25/2018)

1) Purpose

- a) The Technology Committee is a proactive committee of faculty and staff working to identify, advocate for, and recommend technologies and related resources to support and enhance learning, teaching, and information exchange at the college.

2) Function

- a) The committee makes annual recommendations, with multi-constituent endorsement, to the Dean concerning technology infrastructure and services for instructional needs, academic support, administrative support and student services.
- b) The committee may perform some or all of the functions in its purview in any given year and may form subcommittees including non-committee members to carry out any function.
- c) Specific functions may include, but are not limited to:
 - (1) Review existing college technology policies, recommend to the Dean new policies and programmatic and strategic priorities as needed.
 - (2) Make recommendations to the Dean concerning the priorities to which the student technology fee will be applied.
 - (3) Explore technology grant opportunities; sponsor technology grants.
 - (4) Serve as a forum for discussion on technology issues.
 - (5) Develop guidelines for evaluating resource needs and coordinating requests.

3) Membership

- a) Four (4) faculty members consisting of two (2) elected and two (2) appointed.
- b) Two (2) student members elected or appointed by the Director of Student Engagement.
- c) One representative member from each of the three (3) departments: Electronic Media, Information Technology (IT), and Library. Each department shall determine its representative.
- d) Two (2) staff members selected by Staff Council.
- e) Distance Learning Director or designee.

- f) Terms of Office: Student members serve for one-year, renewable terms. All other members serve for 3-year terms.
 - g) Alternates, with voting rights where applicable, may be designated for any member or liaison as needed.
 - h) No department shall be represented by more than one faculty member on the committee.
 - i) If the committee opts for co-chairs, one must be faculty and one must be staff.
- 4) Committee Representation and Procedures
- a) Refer to Bylaw Section V: Organization, Section D – Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

2. Committees of Appointed Representatives

a) Appeals (approved 4/19/2018)

- 1) Purpose
 - a) The Appeals Committee is a responsive committee that hears appeals from students of UCBA concerning academic suspension and/or dismissal.
- 2) Functions
 - a) This committee shall make recommendations to the Associate Dean of Academic Affairs concerning letters of appeal received from students who have been suspended or dismissed.
- 3) Membership
 - a) This committee shall be made up to four (4) faculty members and the Assistant Dean of Academic Affairs.
 - b) Term of membership of faculty members shall be three (3) years. One or two faculty members will be appointed each year. Members may be reappointed to any number of consecutive terms.
 - c) In the case of a vacancy, the Faculty Executive Committee shall recommend for appointment of another faculty member to fill the remaining portion of the vacant term.
 - d) A vacancy on the Appeals Committee shall be considered to exist if the committee member terminates employment or if the committee member is on leave for one semester and cannot attend Appeals Committee meetings and fulfill committee responsibilities.
- 4) Committee Representation and Procedures
 - a) Refer to Bylaw Section V: Organization, Section D – Committee Representation and Procedures for bylaw articles concerning Eligibility, Elections, Terms of Office and Duties, and Reporting that apply to all committees.

CHAPTER 7

RP&T Procedures



RP&T PROCEDURES

Procedures for Reappointment, Promotion, and Tenure will operate under these guidelines.

1. Each department shall establish RPT guidelines and evaluation procedures.
 - a. Non-tenured members should receive an annual evaluation of their total faculty performance in accordance with the AAUP contract.
 - b. Department chairpersons should receive the same evaluation that other department members receive.
 - c. Those who hold appointments in a department but whose major responsibilities are in the administrative area may also be recommended for promotion in academic rank through the department involved.
2. The candidate shall submit a folder for consideration to his/her department. The candidate will upload all documents comprising the dossier to UC's electronic RPT system. The candidate's department chairperson will receive an automated email notification that the folder has been submitted and he/she must log into the system to finalize the dossier before the review process officially starts. After the department chairperson finalizes the dossier, an automated email will notify the department RPT committee chairperson that the dossier is ready for review.
3. The department RPT committee chairperson shall upload the department committee's written recommendation with rationale to the candidate's electronic dossier. An automated email will notify the candidate and the candidate's department chairperson of the uploaded letter.
4. The department chairperson shall upload his/her written recommendation with rationale to the candidate's electronic dossier. An automated email will notify the candidate, the department RPT committee chairperson, and the college RPT committee chairperson of the uploaded letter.

In the event that the department chairperson is the candidate, the department RPT committee chairperson shall upload the department committee's written recommendation and rationale to the candidate's electronic dossier. An automated email will notify the candidate and the college RPT committee chairperson of the uploaded letter.
5. The College RPT Committee will review the candidate's electronic dossier to determine whether the department criteria have been met.
6. The College RPT Committee will make written recommendations with rationale to the Dean. A copy of the recommendation and rationale will be uploaded to the candidate's electronic dossier. An automated email will notify the candidate, the department RPT committee chairperson, the department chairperson, and the Dean of the uploaded letter.
7. The Dean will make a written recommendation with rationale to the Provost. A copy of the recommendation and rationale will be uploaded to the candidate's electronic dossier. An automated email will notify the candidate, the department RPT committee chairperson, the department chairperson, the college RPT committee chairperson, and the Provost of the uploaded letter.
8. The candidate may withdraw the folder at any level in the procedure.
9. At any point throughout the review process, the candidate, candidate's RPT committee chairperson, the department chairperson, and college RPT committee chairperson may log into UC's electronic RPT system and see the status of the dossier.
10. If procedures violate the Agreement between the University of Cincinnati and the AAUP University of Cincinnati Chapter, the Official University policy shall prevail.