

THE COLLEGE OF ARTS AND SCIENCE

SECTION ONE: STATEMENT ON GOVERNANCE

- 0.1 The Faculty of the College of Arts and Science assembled in the College Meeting and constituted as provided below is the ultimate deliberative and legislative body of the College. The Faculty considers and adopts academic policies and procedures that implement the mission of the College as an academic division of Miami University as set forth in THE MISSION OF THE COLLEGE OF ARTS AND SCIENCE adopted 20 April 1987, subject to such limitations on its prerogatives and authority as may be defined by the University Senate and the Board of Trustees. Therefore, in case of procedure, it is imperative that the MIAMI UNIVERSITY POLICY AND INFORMATION MANUAL (MUPIM) also be consulted.
- 0.11 The Dean, the chief academic officer of the College of Arts and Science, presides over the College Meeting. In the event of the Dean's absence a designated Associate Dean shall preside.
- 0.12 The College Meeting:
- 0.121 Sessions of the College Meeting shall ordinarily be convened at least twice each regular semester of the academic year, and the dates of such sessions shall be announced to the Faculty at least four working days prior to the session, together with an agenda and appropriate explanatory materials.
- 0.122 The Dean may call special sessions of the College Meeting upon advance notice to the Faculty at least four working days prior to the session.
- 0.123 A special session of the College Meeting shall be called by the Dean upon written petition signed by no fewer than twenty-five voting members of the College Meeting. The petition shall specify the topic or topics for consideration and any actions proposed in the form of motions. The agenda shall be limited to discussion and motions pertaining to the topic or topics of the petition. Notice of the special session shall be given by the Dean to the Faculty at least four working days prior to the session.
- 0.124 The Dean shall take care that minutes of the College Meeting are kept and published, and that a copy of the minutes of each session accompanies the agenda of the next session sent to each Faculty member.
- 0.125 Each passed action taken at a College Meeting resulting in a change in policy and/or procedure shall be recorded in the MANUAL OF OPERATIONS within 30 days of the date of action.
- 0.13 Voting eligibility in the College Meeting shall extend to all full-time regular and visiting members of the College Faculty on the Oxford, Hamilton, and Middletown Campuses who hold the rank of instructor or above as defined in

Section 7.6 of MUPIM (www.muohio.edu/mupim/). Only those eligible and present at sessions of the College Meeting may vote; there shall be no proxy voting. Voting eligibility is also extended to faculty with early retirement status.

- 0.14 A quorum to conduct the business of the College Meeting shall consist of one hundred voting members present at the session.
- 0.15 The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED, wherever they are applicable, shall govern the College Meeting in all cases in which they are not inconsistent with this document or with any special rules of order the College Meeting may adopt.
- 0.16 The customary business of the College Meeting is:
- a. to serve as a forum for the discussion of University affairs as they may relate to or affect the College and its mission, programs, faculty, staff, and students.
 - b. to deliberate and adopt academic policies and procedures for the College, such as
 1. approving curricula and new degree programs;
 2. establishing, reviewing, and changing degree program requirements;
 3. establishing and interpreting faculty tenure and promotion criteria and standards;
 4. developing and interpreting faculty and program evaluation policy.
 - c. to deliberate and adopt resolutions on matters deemed by the Dean and the membership to be of importance or concern.
- 0.17 Committees:
- 0.171 The College Meeting shall approve such committees, including "standing" and "program" committees, as are necessary to the orderly conduct of its business, and shall require annual reports from such committees. The College Meeting shall dissolve committees deemed no longer necessary to the orderly conduct of its business.
- 0.172 Ordinarily, appointments to all committees except the Committee on Committees shall be made by the Dean upon the recommendations of the Committee on Committees. These committees shall report to the Dean regarding matters for inclusion on the agenda of the College Meeting.
- 0.173 The Committee on Committees shall ascertain Faculty interest in serving on the several committees of the College, and it shall recommend to the Dean appropriate Faculty members to fill specific committee vacancies as they occur. The Committee on Committees

and the Committee to Review Chairs and Directors are the only elected committees of the College. It shall consist of six Faculty members, with representation apportioned equally among the three area groups of the College as defined in Section 3.1 of this manual -- Humanities (2), Natural Sciences (2), Social Sciences (2). Members shall serve two-year terms that will be staggered so that one representative from each area group of the College is chosen annually. Each spring the committee will solicit nominations from the Faculty and generate a list of three nominees for each vacant seat. The Faculty in each area group will select its own representative by simple majority vote, utilizing the method of the single-transferable vote as necessary. No department shall have more than one representative on the Committee on Committees in a given year. Eligibility for voting in the election and for service on the Committee on Committees shall be limited to those Faculty members with voting rights in the College Meeting. The ballots shall include the names and academic department of the representatives who are continuing on the committee for the coming year, and the academic departments of those being considered for election.

- 0 .18 This STATEMENT ON GOVERNANCE OF THE COLLEGE OF ARTS AND SCIENCE may be amended at any regular session of the College Meeting by two-thirds of those present and voting, provided that the amendment has been submitted in writing at least four working days prior to the meeting.
- 0 .19 For the convenience of the Faculty, the MANUAL OF OPERATIONS OF THE COLLEGE OF ARTS AND SCIENCE serves as a record of policies and procedures, and shall be kept current by the Office of the Dean.

SECTION TWO: MAJOR RESPONSIBILITIES AND POLICY

1.0 THE ROLE OF THE DEAN

- 1.1 Academic Affairs: The Dean is the chief academic officer of the College of Arts and Science and as such is responsible for leadership in the setting and implementation of academic policies and regulations that will ensure the qualitative and developmental goals of the Academic Division. He/She is responsible to the Provost and to the Faculty for the proper functioning and management of the College.
- 1.2 Department Affairs: The Dean has major responsibility in the recruitment and selection of department chairs and must coordinate and direct the efforts of the departments to meet College and University objectives.
- 1.3 Faculty Affairs: Through the departments and chairs, the Dean is instrumental in recruiting and retaining a quality Faculty for the College and provides leadership in interpreting and setting standards for promotion, retention, tenure, and merit salary increments. The role of the Dean involves both protecting the rights and enforcing the responsibilities of the Faculty. The Dean must ensure that specific policies are known to the Faculty and that their application is fair.
- 1.4 Student Affairs: The Dean ensures that appropriate advising, counseling, and record keeping are provided through the College of Arts and Science Advising Office and staff, the chairs, the chief departmental advisers, and the Faculty. The Dean enforces academic policy and regulations as they relate to students and ensures that grievances and complaints are heard in accordance with established University policy.
- 1.5 Budget: The Dean must prepare the College budget and allocate resources to ensure the viability and quality of the services and programs offered by the College.
- 1.6 Communication: The Dean is the chief representative of the College in the internal decision-making process of the University and must also represent the mission, services, and accomplishments of the College to external agencies, professional associations, and the public-at-large. He/She must also communicate effectively with the Faculty and attempt to anticipate long-range and immediate problems/goals.
- 1.7 Management: The Dean is responsible for the appointment, hiring, supervising, and evaluating of the Dean's staff and office personnel. The Dean must ensure the proper security, maintenance, and safety of all buildings and equipment assigned to the College. Additionally, he/she must coordinate schedules, reports, requests, and personnel as appropriate for the efficient and timely operation of the College.
- 1.8 The Dean supervises implementation of the workload policy.

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2.0 COMMITTEES:

See Appendix A for current membership list.

2.1 Standing Committees provide coordination, implementation, and advice on policy development in the College. Except for members of the Committee on Committees and the Committee for Review of Chairs and Program Directors, who are elected by the faculty, committee members are appointed by the Dean upon the recommendation of the Committee on Committees. At the end of each academic year, the chair of each committee is expected to submit to the Dean an annual report of committee activities and actions.

- a. The Committee on Committees will consist of six members elected to rotating two-year terms and will represent the three subdivisions of the College--the Humanities, the Social Sciences, and the Natural Sciences. Its charge includes determining Faculty interest in serving on various committees and recommending to the Dean the names of individuals to fill specific committee vacancies as they occur.
- b. The Committee for Review of Chairs and Program Directors will consist of seven members chosen from the tenured faculty of the College by election of all faculty of the College, to be held prior to the eighth week of the spring semester (for service the following year) and to be overseen by the Committee on Committees. The faculty members will be chosen as follows: two representatives elected by each of the three subdivisions within the College to serve two-year staggered terms with the seventh member being a former department chair elected at-large to serve a one-year term. The committee provides the faculty review of administrators mandated by University Senate Resolutions SR90-14 and SR90-15 and outlined in section 12.6 of the MUPIM (www.muohio.edu/mupim).
- c. The Curriculum Committee will consist of nine appointed members representative of the three subdivisions of the College and serving rotating three year terms. A member of the Dean's staff serves as ex-officio member. The committee reviews all course and degree/non-degree program proposals submitted by the Faculty and makes recommendations for approval to the College Faculty.
- d. The Committee of Advisers will consist of six appointed members who serve rotating four-year terms. A member of the Dean's staff chairs the committee and represents the College as a member of the Interdivisional Committee of Advisers of the University. The committee reviews all petitions submitted by students regarding exceptions to academic regulations and requirements of the College and recommends action to the Interdivisional Committee of Advisers on petitions dealing with University academic requirements and regulations. Actions of the Committee of Advisers may be appealed to the Dean.
- e. The Personnel Committee will consist of six appointed members representative of the subdivisions of the College who serve rotating two-

year terms, and one member from either the Hamilton or Middletown Campus who will serve a two-year term, with the other campus (Hamilton or Middletown) to be represented alternately. The committee advises the Dean on recommendations for promotion, tenure, and retention.

- f. The Governance Committee will consist of six members representing the subdivisions of the College, appointed for rotating two-year terms. A member of the Dean's staff serves as ex-officio. The committee reviews the governance policies and procedures of the College in the context of the University's governance documents and makes recommendations for changes to the Faculty.
- g. The Academic Planning Committee will consist of six members representing the subdivisions of the College, appointed for rotating two-year terms. The committee advises the Dean on long-range planning in academic goals, structure, and procedure.
- h. The Computer Policy Committee will consist of six members representing the subdivisions of the College and appointed to two-year rotating terms, and an additional voting member representing the University Computer Policy Committee who is appointed each year. A member of the Dean's staff serves ex-officio. The committee advises the Dean on College-wide computer policy and planning.
- i. The Committee on Awards and Honors will have six members representing the three subdivisions of the College with former recipients of the Distinguished Educator Award as some of the members. This committee will advise the Dean on such College awards as Distinguished Educator.

2.2 Program Committees coordinate, set goals and policy for, and advise students in interdisciplinary programs. Committee membership generally includes Faculty whose research and teaching interests fall within the area of study associated with the program.

2.21 Program Advisory Committees

- a. American Studies Advisory Committee
- b. Black World Studies Advisory Committee
- c. International Studies Advisory Committee
- d. Latin American Studies Advisory Committee
- e. Women's Studies Advisory Committee
- f. Jewish Studies Advisory Committee

2.22 Interdisciplinary Majors/Minors Advisory Committees

- a. Comparative Literature Committee
- b. East Asian Studies Committee
- c. European Area Studies Committee

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- d. Film Studies Committee
- e. Medieval Studies Committee

2.3 Other Advisory Committees

- a. Mallory-Wilson Advisory Committee
- b. Pre-dentistry Advisory Committee
- c. Ecology Research Center Policy Committee
- d. Pre-Law Advisory Committee

2.4 Academic Appeals Board

Members and alternates are appointed annually by chairs. At least one of the two appointees must have Level A Graduate Faculty status. The Board reviews and makes recommendations on grievances filed for violation of Good Teaching Practices. See Sections 5.5 of the MUPIM (www.muohio.edu/mupim).

2.5 Chief Departmental Advisers and Pre-Professional/Other Program Advisers

These faculty members are responsible for coordinating student academic and career advising on the departmental and program level.

2.6 Departmental Safety and Security Officers

Appointed by department chairs, these officers serve as disseminators of safety and security information or procedures. They bring to the attention of the chairs and the Academic Safety Officer any matters needing corrective action.

3.0 ACADEMIC DEPARTMENTS AND PROGRAMS

Academic departments and programs are the basic structural and administrative units of the College. They are grouped, arbitrarily, into three subdivisions: Humanities, Social Sciences, and Natural Sciences.

3.1 Subdivisions of the College

3.11 Humanities

- American Studies
- Comparative Religion
- Classics
- English
- French and Italian
- German, Russian and East Asian Languages (Arabic, Chinese, Hebrew)
- History
- Journalism
- Latin American Studies
- Philosophy
- Spanish and Portuguese

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Women's Studies

- 3.12 Social Sciences
 - Anthropology
 - Black World Studies
 - Communication
 - Geography
 - International Studies
 - Political Science
 - Psychology
 - Sociology and Gerontology
 - Speech Pathology and Audiology
 - Western

- 3.13 Natural Sciences
 - Aerospace Studies
 - Botany
 - Chemistry
 - Geology
 - Mathematics and Statistics
 - Microbiology
 - Naval Science
 - Physics
 - Zoology

3.2 Department Chairs

The Chair must manage the affairs of the department and provide leadership in long-term planning to maintain and improve the undergraduate, graduate, and research programs of the department. The Chair's authority in all matters is subject to review by the Dean.

- 3.21 The Chair makes teaching assignments, authorizes faculty loads, and makes recommendations regarding salary improvement to the Dean.

- 3.22 The Chair also represents the departmental faculty and staff and serves as a communication link and advocate for their needs to the Dean and Administration. Included in these responsibilities are budget, curriculum, the hiring and supervision of faculty and staff, and recommendations for tenure, promotion, and retention.

- 3.23 Departmental governance documents may prescribe procedures for the execution of Chair responsibilities to the faculty and staff. Governance documents may not limit the right of the Chair to offer an independent or differing opinion or recommendation to the Dean. The Chair is obliged to transmit the majority view and must notify the faculty or committee involved if his/her opinion differs from the majority view.

- 3.24 With the concurrence of the Board of Trustees, Chairs and Program Directors are appointed by the President on the recommendation of the Provost and Dean for a term of five years; however, the Dean may permit as well as encourage three year terms. In all cases, the nominee and the

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length of term for Chair or Program Director must be acceptable to both

the Department (or Program, as in the case of Program Directors) and the Dean. If the Chair or Program Director wishes to continue for a second five-year term, he/she will be evaluated by the Department (or Program, as in the case of Program Directors) and the Dean, with the results shared with the Chair, Department, (or Program, as in the case of Program Directors) and the Provost. Reappointment of an incumbent Chair or Program Director is also subject to the provisions in 3.25.

- 3.25 At the beginning of the final year of a Chair's or Program Director's current term, the Dean will ask the individual if they wish to stand for reappointment. If the answer is no, the Dean will attempt to identify those individuals who wish to stand for the position by notifying all faculty in the affected Department or Program and requesting nominations for Chair or Program Director from those members. People identified as potential candidates will become part of the applicant pool upon affirming in writing their desire to be considered for the position. Where the Dean authorizes an external search, applicants from outside the University will become part of the pool as well. The procedures outlined here must be followed when an incumbent leaves the Chair or Program Directorship position prior to the full completion of the Chair's or Program Director's term.
- 3.26 In the case of a negative evaluation or the resignation of the Chair, search procedures for the Chair's replacement are stated in MUPIM 12.3.
- 3.27 Chairs are appointed for the regular nine month academic year. Each receives a salary commensurate with rank, experience, and merit as do others holding faculty status. In addition to regular salary, Chairs receive a stipend that uses the number of full-time faculty in the department as the basis for the amount of additional compensation, as well as an add-on equal to 10% of their base pay. Chairs are also allocated a summer administrative stipend. The Chair may assign the summer administrative duties and compensation to another faculty member. Chairs also may be compensated for summer teaching or for research supported by internal or external grants.
- 3.28 Chair Responsibilities
- Departmental Affairs: developing and accomplishing departmental missions and objectives within those of the university; establishing departmental policies; conducting departmental meetings; involving faculty members and students in departmental decision making and activities; establishing internal communication; working with regional campuses.
- Academic Affairs: establishing departmental degree programs and curricula; evaluating and improving programs, curricula, and the quality of instruction; enforcing academic standards; preparing term schedules of courses; providing seminars.

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Faculty Affairs: recruiting, hiring, and orienting new faculty members; supporting and encouraging faculty growth and high performance in teaching, research, and other professional activities; enforcing faculty responsibilities and protecting faculty rights; evaluating faculty members and making documented recommendations to the Dean for their retention, tenure, promotion, and annual salary increments.

Student Affairs: curricular and career advising of students; awarding of departmental prizes and scholarships; responding to student grievances and complaints; recruiting graduate students, making graduate awards, and assigning and supervising graduate assistants and teaching fellows; certifying students for graduation.

External Communication: conveying university policies and actions to the department, representing the department in the university and with external agencies (professional associations, government agencies, the public); communicating departmental programs and activities to students.

Budgetary Affairs: preparing annual departmental budget requests; administering budgetary allocations (preparing requisitions, authorizing expenditures, maintaining budget records); promoting department cost effectiveness (income generated from tuition, state subsidy, and grants versus expenditures); allocating faculty travel and research funds.

Office Management: administering departmental facilities; hiring, supervising, and evaluating staff personnel; establishing file and record systems (faculty, students, courses, academic data, correspondence); maintaining equipment and other departmental properties; requisitioning supplies; ordering textbooks.

Personal Professional Performance: providing professional leadership and example in the department; demonstrating competence in teaching, research, and other professional activities; participating in professional associations and community service. The Dean will encourage as well as assist the Chair in performing these responsibilities.

3.29 Associate Deans

For an Associate Dean position, the Dean will attempt to identify those individuals who wish to stand for Associate Dean by notifying all members of the College of the vacancy and requesting nominations from the College membership. People identified as potential candidates will become part of the applicant pool upon affirming in writing their desire to be considered for the position. An Associate Dean will serve at the pleasure of the Dean, with the understanding that his or her appointment will normally be for a term of five years; however, the Dean may permit as well as encourage three year terms. At the beginning of the final year of an Associate Dean's term, the Dean will authorize either

an internal or external search. A current Associate Dean may choose to become an applicant.

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3.30 Internal Searches for Administrative Positions in the College

At the Dean's discretion and with the approval of the Provost, the College may conduct an internal search for various administrative positions in the College, including Chairs, Program Directors, and Associate Deans. All internal searches must be justified and approved by the Office of Equity and Equal Opportunity.

- a. Search committees should be constituted with particular attention to the inclusion of women and minority representation. In the event an affected Department or unit has no women or minority representation, the Dean is encouraged to appoint women or minorities from cognate areas to the search committee.
- b. Prior to initiating formal search procedures for Chair, Program Director or Associate Dean, the Dean must determine the available pool of job eligible minorities or women.
- c. All vacancies must be advertised in strict compliance with established University policy.
- d. All members of the affected unit must be informed of the job opening by way of a general announcement to the College as well as by publication in the MIAMI REPORT.
- e. The Search Committee should make every reasonable effort to establish an applicant pool which reflects or exceeds the minority and gender composition of the unit from which applications are solicited. Reasonable efforts might include personal contacts within the University, designed to solicit the names of potential women and minority applicants early in the search process.
- f. After the job pool has been developed, the Dean will determine if the pool properly comports with the available pool of women and minorities, and if it does not, the Dean must investigate if continuing the search is justified.
- g. Once the pool of applicants has been identified, the search committee will conduct the interview process in keeping with the applicable rules of the unit. The Search Committee must, after consulting with the members in that unit, submit an unranked list of names to the Dean for consideration. The Dean will inform the Search Committee of the number of names the Dean would like submitted to him or her.
- h. During the interview process, time should be reserved to permit women and minority candidates an opportunity, if they desire, to meet with women and minority members of the faculty and the staff.
- i. Efforts to retain qualified women and minority faculty and staff

members must be viewed as the collective responsibility of the Department, College, and University.

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3.31 External Searches for Administrative Positions in the College

At the Dean's discretion and with the approval of the Provost, the College may conduct an external search for various administrative positions in the College. However, in these circumstances, candidates from within the affected unit may apply for the position as well. An affirmative action plan must be presented to and approved by the Office of Equity and Equal Opportunity prior to conducting the search.

- a. Search committees should be constituted with particular attention to the inclusion of women and minority representation. In the event an affected department or unit has no women or minority representation, the Dean is encouraged to appoint women or minorities from cognate areas to the Search Committee.
- b. Prior to initiating formal search procedures these types of positions, the Dean must determine the available pool of job eligible minorities and women. To accomplish this purpose, the Dean must determine the representative character of the national pool for the position in question.
- c. All vacancies must be advertised in strict compliance with established University policy and advertising copy must be approved in advance of publication by the Office of Equity and Equal Opportunity.
- d. The position should be advertised as widely as possible, and, in addition, all members of the University community should be apprised of the position by way of publication in the MIAMI REPORT.
- e. The Search Committee should make reasonable efforts, beyond merely advertising the position as required in section d, to make certain that the applicant pool reflects or exceeds the minority and gender composition of the national pool from which applications are solicited.
- f. After the job pool has been developed, the Dean will determine if the pool properly comports with the national pool of women and minorities, and if it does not, the Dean must investigate if continuing the search is justified.
- g. Once the pool of applicants has been identified, the Search Committee will conduct the interview process in keeping with the applicable rules of the unit. The Search Committee must, after consulting with the members in that unit, submit an unranked list of names to the Dean for consideration. The Dean will inform the Search Committee of the number of names the Dean would like submitted to him or her.

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- h. During the interview process, time should be reserved to permit women and minority candidates an opportunity, if they desire, to meet with women and minority members of the faculty and the staff.
- i. Efforts to retain qualified women and minority faculty and staff members must be viewed as the collective responsibility of the Department, College, and University.

3.4 Evaluation of Teaching

3.41 Responsibilities

- a. It is the responsibility of the Dean of the College of Arts and Science to ensure that the expectations and guidelines stated in Section 7.2 (“Statement on the Evaluation of Teaching”) of the MUPIM (www.muohio.edu/mupim) and in this implementation document concerning departmental teaching evaluation plans are met by departments in the College.
- b. An Associate Dean will review department teaching evaluation plans prior to initial implementation and periodically thereafter. The purpose of this review is to help departments meet the expectations and guidelines and to advise the Dean as to how effectively the departments’ plans meet them.

3.42 Guidelines for Developing Plans

- a. The department plan is to have both formative and summative evaluation activities that are distinct and ongoing. Departments should specify in their plans how the formative and summative purposes of evaluation will be distinguished. Plans must also give a timetable which specifies the frequency with which formative and summative evaluations are to be conducted. Formative evaluations may involve peers or mentors, but need not do so. Collective responsibility for course and teaching development is encouraged, as are exchanges among departments in sharing information and experience, as well as experimentation with and development of new methods of evaluation.
- b. In addition to any student evaluations used, department plans are expected to employ multiple sources of evaluation data and to use these other sources when carrying out evaluations for both formative (improvement of teaching) and summative (annual performance and P&T review) purposes. Evaluation material used for summative purposes should come from peers, students, and the person being evaluated. Plans should be flexible so as to allow the

instructors to participate in selecting the evaluation material and methods to be used in their own cases. Department plans should be explicit as to how that participation will operate.

- c. Evaluation activities should be appropriate for the various models of teaching and goals for learning in the department and should take into account the differences in the types of courses being evaluated. The department plan should state that these differences will be reflected in evaluation activities.

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4.0 PROMOTION AND TENURE: Department Chairs, Department Promotion and Tenure Committees, Program Directors, and Faculty of the College of Arts and Science must refer to and follow the details of the regulations on Evaluation, Promotion, and Tenure in MUPIM (www.muohio.edu/mupim).

4.1 Faculty whose tenure-eligible appointment began on or after July 1, 2005 are subject to the tenure policy approved by the Board of Trustees in 2005 and set out in Section 7 of the 2005-06 edition of MUPIM. Faculty whose tenure-eligible position began before July 1, 2005, may elect to be considered either under the new policy or under the previous policy that is outlined in Appendix A of the 2007-08 MUPIM. These faculty should use the Declaration Form in Appendix B of this manual for this purpose.

4.2 Route

The process involves the individual faculty member, the department Chair or Program Director and Promotion and Tenure Committee, the Arts and Science Personnel Committee [which includes two senior faculty from each cognate area who are appointed by the Dean], the Dean, the University Promotion and Tenure Committee (which consists of the Provost, the Deans of the Academic Divisions, the Deans of the Regional Campuses and three appointed faculty members), the President, and the Board of Trustees.

4.3 Eligibility

Eligibility for promotion and tenure is defined in section 7.3.B of the MUPIM (www.muohio.edu/mupim).

4.4 Criteria and Weightings

4.41 The criteria for tenure are defined in section 7.7 of MUPIM (www.muohio.edu/mupim). The order for emphasis of the various criteria is specified for each rank in section 7.4 of MUPIM.

4.42 Policy on Probationary Reviews when Probationary Period is Extended

The criteria for tenure remain the same, i.e., expectations are the same as for those whose probation period is not extended.

The probationary period is not extended for ARAs; annual reviews are conducted on the normal schedule.

Evaluations are reviewed by the Provost in years three, four, and five of the candidate's probationary period. If granted a one-year extension during the second or third year of the probationary period, the candidate's evaluation is reviewed by the Provost in the candidate's fourth, fifth and sixth year.

If granted a one-year extension because the candidate has taken personal, sick, medical or family leave or other circumstances have necessitated his or her being off campus for the academic year (such as, AY 2007-08), the candidate is not evaluated in the Spring of that year. For example, there is no Spring 2008 evaluation and the candidate's evaluation in Spring 2009 is based on the candidate's Professional Activities Report of work completed since the last evaluation.

If granted a one-year extension because the candidate has taken personal, sick, medical or family leave or other circumstances have necessitated his or her being off campus for the Fall semester (such as, Fall 2007), the candidate is not evaluated in the Spring of that year. For example, there is no Spring 2008 evaluation and the candidate's evaluation in Spring 2009 is based on the candidate's Professional Activities Report of work completed since the last evaluation.

If granted a one-year extension because the candidate has taken personal, sick, medical or family leave or other circumstances have necessitated his or her being off campus for the Spring semester (such as, Spring 2008), the candidate is not evaluated in the Spring of that year. For example, there is no Spring 2008 evaluation and the candidate's evaluation in Spring 2009 is based on the candidate's Professional Activities Report of work completed since the last evaluation.

If the candidate is granted a one-year extension based on a circumstance that occurred during a time when the candidate was on campus, the candidate's evaluation will cover that time period unless there is an agreement by the Chair, Dean and Provost not to do so. The evaluation by the department P&T committee and Chair must contain a qualifying statement indicating that the faculty member had a 1-year extension during the time period covered by the evaluation. The evaluation by the department P&T committee and/or Chair in that particular year can NOT result in a recommendation that the faculty member not be retained.

4.5 External Review of Scholarship

4.51 It is the policy of the College of Arts and Science that the scholarship of candidates for promotion and tenure be reviewed by four reviewers from outside Miami University. External reviews are to be used by the departmental promotion and tenure committee in evaluating the adequacy of a candidate's scholarly achievement. Letters are to be forwarded from the department to the Dean, and to the University Promotion and Tenure Committee. The letters are to be accompanied by a summary statement, limited to two (2) pages, prepared by the department identifying the professional/academic stature of the individuals from whom the letters were sought and why they were selected as reviewers. The summary statement should

- A. identify the institution (including department) of affiliation,
- B. give the rank or other title of the reviewer within the organization,

- C. describe the academic specialization, and
- D. provide other relevant information about the reviewers, which may be useful to those unfamiliar with the field.

Scholarship shall consist of published articles, reports, and books; work accepted for publication but not yet published; conference papers and presentations; or whatever a department deems appropriate to its discipline in this category. Letters from external reviewers are intended to be unbiased evaluations from recognized scholars, artists, and other professionals in the field. External reviewers for candidates for promotion to full professor should hold the rank of full professor or professional equivalent; external reviewers for candidates for tenure should hold the rank of associate or full professor, or professional equivalent. After agreeing to offer evaluations, reviewers shall be sent appropriate materials for consideration, including all or selected reprints of scholarly publications and/or other evidence of scholarly activity. External reviewers shall be asked to render a professional judgment on the quality of a candidate's scholarship or creative endeavor, its originality and importance, and the reputation of the journals and presses that have published the work. Where promotion is being considered, reviewers will also be asked for their judgment of the candidate's standing in the community of scholars in the discipline.

4.52 Letters of evaluation will be solicited by the department Chair in the spring of the academic year prior to the one in which a faculty member is likely to be considered for promotion and/or tenure (see Appendix C for model letter to external reviewers). A list of eight to ten potential reviewers will be compiled by the candidate in consultation with the Chair and the departmental promotion and tenure committee. These letters should not be solicited from individuals with whom a close personal or professional relationship exists, such as the candidate's former teachers, dissertation director, co-author(s), co-workers, or former co-workers. All letters are part of the file and must be forwarded. The names will then be forwarded to the Dean of the College who must approve them and select one reviewer from the list. The Chair and the departmental promotion and tenure committee will select a second reviewer and the candidate a third. A fourth reviewer will be chosen by local department procedures. Where one of the would-be reviewers declines the request, the person or body whose nominee declined will select another from the list. To assure consistency, all departments should use the letter in Appendix C to solicit reviewers.

4.53 All letters are subject to Ohio's Public Records Act.

4.6 The Process (See also: Promotion and Tenure Guidelines)

4.61 Promotion and/or tenure decisions are made on the basis of a faculty member's total professional experience. Although all experience is relevant, the faculty member's experience at Miami will be weighted more heavily. Each candidate for an instructional position in the College will, therefore, be informed by the Dean and the department Chair of the

responsibilities entailed in the position and the criteria and considerations governing tenure and promotion decisions. (See sections 4.41). Once the candidate has accepted a tenure-track position, the promotion and tenure process of the College begins.

- 4.62 A person with a full-time tenure-eligible appointment who has not attained the rank of Associate Professor will be promoted to that rank upon the award of tenure. However, a person with a full-time tenure-eligible appointment may apply for promotion to Associate Professor without making a simultaneous application for tenure. No minimum time in rank is required for promotion to Professor.
- 4.63 The candidate should submit the evidence required to demonstrate a record of success in meeting established criteria in the categories of teaching, scholarship, and service. The more objective the evidence, the stronger the case. For example, average student evaluation scores over several years are more meaningful when put in the context of the number of students in the class, the type or level of the course, the grade point average, and the relationship between the candidate's scores and the departmental average for comparable courses; and when supplemented by peer or Chair review of instructional materials and classroom presentation. Self-selected evaluations, references, etc., carry to some extent the stigma of being less objective and place a correspondingly heavier burden on the faculty member to interpret the evidence in a broader context. Similarly, the candidate's record of scholarship is more meaningful when the list of contributions is accompanied by the published reviews and citations to the work involved, the awards it has received, and the standing of the journals in which it has been published.
- 4.64 The relevant departmental promotion and tenure committee will carefully review each candidate's record in the categories of teaching, scholarship, professional service, and collegiality and compare this record against the criteria and considerations noted in Section 4.41 above. Each candidate will be judged individually, not relative to other candidates. After departmental review, the Chair and the promotion and tenure committee will submit separate or joint recommendations to the Dean and the divisional Personnel Committee. If the Chair's recommendation differs from that of the committee, the nature of the difference must be explained in the documents in accordance with Section 7.8 of MUPIM (www.muohio.edu/mupim).
- 4.65 The Dean and the Personnel Committee read and evaluate all submissions independently. Candidates for both promotion and tenure are presented to the University Promotion and Tenure Committee unranked in alphabetical order.
- 4.66 If the Dean disagrees with the Chair's and/or the departmental promotion and tenure committee's recommendations, the parties involved shall make every effort to resolve the differences through discussion. If after discussion the differences remain unresolved, the Dean will state in

writing to the Chair, the committee, and the candidate the reasons for not supporting the recommendations made at the departmental level.

- 4.67 The final College list is submitted to the University Secretary who duplicates the material and distributes copies to all members of the University Promotion and Tenure Committee for review.
- 4.68 Candidates are to be informed if their credentials for promotion and/or tenure are to be forwarded without a positive recommendation by the Dean to the University Promotion and Tenure Committee. A candidate who is not recommended by the Dean has the right to withdraw his/her credentials or may, in conjunction with his/her department, request reconsideration by filing an appeal with the Dean within ten (10) working days following notification by the Dean. Within ten (10) working days after receipt of the appeal, the Dean, after consultation with the College Personnel Committee, will notify the candidate whether his/her appeal has been accepted or rejected.
- 4.69 Department governance documents are to include procedures for appeals at the department level. The Committee on Faculty Rights and Responsibilities is available to any member of the University faculty who wishes to discuss aspects of faculty rights and responsibilities in general or as related to his/her personal situation, or who wishes to report alleged infractions, or who wishes to file a complaint or appeal. See MUPIM section 2.5.B (www.muohio.edu/mupim).

4.7 Timetable

- a. Early-May/early June, external reviewers solicited by department chair and the candidate's materials are sent to reviewers.
- b. Mid-September, external reviews due and candidate's dossier submitted to department chair for review by the department committee on promotion and tenure.
- c. October 1, dossiers submitted to Dean's Office for distribution to the Personnel Committee.
- d. Early December, candidates being recommended for tenure and/or promotion are submitted to All-University Promotion and Tenure Committee.

4.8 Personnel Files

The faculty may inspect the contents of their personnel files which are kept in the Dean's Office. Letters of recommendation that preceded appointment to the faculty are removed and the file may be reviewed privately or with the Dean in his office.

4.9 Termination of Tenure for Cause and Procedures for Disciplinary Action

Responsibility for overseeing the discharge of College faculty contractual responsibilities resides with the Dean. The first link in the chain of responsibility is the department Chair who should see that contractual obligations are met. When contractual obligations are repeatedly violated or in the instance of a more serious violation, the department Chair should take the matter to the Dean. When warranted, the steps and subsequent appeal rights outlined in the regulations cited above will be implemented (refer to MUPIM, 8.3--www.muohio.edu/mupim).

5.0 ANNUAL EVALUATION OF FACULTY

- 5.1 The Chair and the departmental promotion and tenure committee will evaluate probationary faculty annually in order to guide their professional development and to record part of the evidence upon which future personnel decisions will be based. Typically, the committee's evaluation will occur during the examination of the candidate for retention. A written evaluation, which includes a summary of the probationer's strengths and weaknesses as well as specific recommendations for improvement, will be shared with the probationer and the Chair. If, at this time, the Chair's evaluation differs from the committee's, it also shall be shared with the probationer. In conducting the evaluation, the Chair and the committee will assess the probationer's record in the categories of teaching, scholarship, and service and will compare this record against the departmental, divisional, and university-wide criteria for tenure (see section 4.41 and 4.42). For faculty from the regional campuses, the department also will seek similar evaluations from the Regional Campus Dean and area coordinator for inclusion in the departmental deliberations.

The evaluation written by the Chair late in the academic year will reflect the promotion and tenure committee's evaluation and the comments from the regional campus administrators where applicable. (The Regional Campus Dean and area coordinator should be invited to update their earlier comments after faculty service reports are received.) The chair's evaluation of the probationer will be shared with the probationer and subsequently sent to the Dean. During the first two years of a probationer's term, the chair's evaluation of the probationer will be reviewed by the Dean, and it will be returned to the probationer with the Dean's signature and comments. Subsequent chair evaluations of the probationer will be reviewed by both the Dean and the Provost. The Dean and the Provost will add their comments to the Chair's evaluation of the probationer, and their comments and signoffs are to be returned, along with the original chair evaluation, to the faculty member being evaluated. Whenever the Provost's or the Dean's evaluation differs from what has already been recorded, this judgment, with reasons, will be reported in writing to the faculty member through the evaluation chain. A copy of the complete document, with appended comments, will be shared with the probationer and, together with that person's response and/or a response from the department, will be inserted into his/her personnel file. For regional campus faculty, copies also will be sent to the area coordinator and the Regional Campus Dean.

- 5.2 Chairs are encouraged to prepare annual evaluations for tenured members of the instructional staff. The purposes and procedures for preparing, reviewing, and sharing these letters of evaluation are identical to those stated in section 5.1 above except that evaluations of tenured members of the instructional staff do not require review by the Provost.

6.0 ANNUAL ACTIVITIES REPORTS

All faculty are required to submit an Annual Report of Professional Activities

- 6.1 The information supplied in the report is used
 - a. for the annual salary recommendations and faculty evaluations by Chairs and the Dean,
 - b. and for the Annual Report of the College of Arts and Science.
- 6.2 The report normally covers the period July 1 through June 30. However, any department has the option of using the calendar year or any other 12-month period as the information base. The reporting forms are sent to faculty in March and the reports (excluding the Chairs' evaluations) are normally due in the Dean's Office via the Chairs in mid-April.

7.0 FACULTY WORKLOAD

7.1 Course Loads

See Section 5.6 of the MUPIM (www.muohio.edu/mupim) and the University Workload Policy.

7.2 Overload Teaching

Assignment to overload teaching on one of the regional campuses carries with it additional compensation. Such assignments are subject to regulations set forth in Section 6.5 of MUPIM (www.muohio.edu/mupim).

7.3 Summer Teaching Assignments

Staffing allocations are assigned to individual departments on the basis of weighted credit hours generated by the department in the previous summer. The decision to assign summer credit hours to a particular faculty member for summer instruction varies from department to department and appropriately reflects demand and student or curricular needs.

Faculty receive a percentage of their base annual salary for each credit hour they are assigned up to a maximum of eight credit hours. In practice, six credit hours is the usual maximum assigned to any individual. There is a maximum summer compensation allowed which is 24% of base salary for administrative duties and teaching, and up to one-third of your base salary if grant supported research is involved.

8.0 ASSIGNED RESEARCH APPOINTMENT, FACULTY IMPROVEMENT LEAVES, AND PERSONAL LEAVE

Applicants should notify their department Chair as early as possible. The deadline for receipt of applications by the Dean is published annually and typically occurs in early December. Where applicable, a detailed proposal of preliminary preparations and planned activities apropos of the request should accompany the application. Additionally, all requests for Faculty Improvement Leaves and Personal Leaves should carefully detail all conditions and expectations of the applicant relative to fringe benefits, retirement contributions, and promotion and tenure credit.

8.1 Assigned Research Appointment (MUPIM 6.7)

All faculty holding Senior Instructor rank or higher are eligible. The application must be approved by the Chair, Regional Campus Dean where applicable, the Dean, Provost, and the President. The assignment carries full salary, benefits, retirement, and promotion and tenure credit. An assumption on the part of the university is that the faculty member is engaged full-time in research or improvement activities; therefore, outside employment and other remuneration are restricted. The department ordinarily receives no additional funding for a replacement, and the faculty member agrees to spend one year following the assignment in the employ of the university. This assignment carries relief of teaching duties only, and thus the faculty member's presence on campus is required. A final report of activities is due to the Chair and the Dean within 30 days of return to duty.

8.2 Faculty Improvement Leaves (MUPIM 6.8)

A minimum of seven years of full-time service is required preceding each leave. The application must be approved by the Chair, Regional Campus Dean where applicable, the Dean, Provost, the President, and the Board of Trustees. The term of the leave is usually one semester at full salary or both semesters at two-thirds salary. The leave carries full benefits and promotion and tenure credit. The faculty member must agree to spend one year following the leave in the employ of the university. A final report is due to the department Chair and the Dean within 30 days of return to duty.

8.3 Personal Leave (see MUPIM 4.8)

Any full-time member of the faculty may apply for personal leave. The application requires the same approval path through the Board of Trustees as other leaves. The term of the leave may be up to one year with possible renewal for a second year and carries promotion and tenure credit unless alternate arrangements are made. There are no post-appointment obligations, no salary, and no restrictions on other remuneration or employment. Benefits require individual negotiation and accrue only by action of the Board of Trustees or through individual contributions. No retirement contributions are made unless the Board of Trustees approves and then only upon the individual's return to the university. Employment of a replacement for the faculty member on leave is open to negotiation.

9.0 VACATION. SICK LEAVE. ABSENCE FROM CLASS

See the following MUPIM sections:

- 4.2 Vacation--Unclassified Administrative Staff
- 4.3 Holidays--Administrative Staff
- 4.4 Professional development or Educational Leave--Unclassified Administrative Staff
- 4.5 Sick Leave--Unclassified Administrative and Instructional Staff
- 4.6 Parental Leave
- 4.7 Family and Medical Leave
- 4.9 Other Leaves of Absence
- 5.9 Attendance and Absence of Instructional Staff

10.0 RECRUITMENT, SELECTION, AND APPOINTMENT (see MUPIM 6.1)

10.1 When a vacancy occurs on the faculty, the department Chair notifies the Dean who may then supply authorization to proceed with the "Position Announcement Authorization". Whenever a position is to be filled, the employment process will be initiated by the responsible hiring supervisor, usually the department Chair, who will fill out the "Position Announcement Authorization" form in concert with the Office of Equity and Equal Opportunity.

10.2 Routinely, tenure-track appointments should be filled as early as possible in the second semester to take advantage of a larger applicant pool. Extension of a search beyond June 1 must be authorized by the Dean and the Provost. The possibility exists that the vacancy may have to be filled on a visiting, one-year appointment with the search reopened in the next academic year.

10.3 Statement on the Recruitment of Women and Minority Faculty in the College.

The College of Arts and Science is fully committed to affirmative hiring practices which will encourage the racial and sexual diversity of its faculty and staff. Accordingly, search proceedings for all vacancies will be conducted in strict accordance with the Office of Equity and Equal Opportunity policy. All hiring units within the College of Arts and Science should make every effort to extend the spirit of affirmative action beyond the minimum directive set forth in the university policy.

In order that all hiring units with the College make every effort to extend the spirit of equity and equal opportunity beyond the minimum directive set forth in university policy, the following additional guidelines should be followed:

- a. Search committees should be constituted with particular attention to the

inclusion of women and minority representation.

- b. Prior to initiating formal search proceedings, the chair of a search committee must review with a representative from the Office of Equity and Equal Opportunity current data on the gender and minority composition of the national pool of professionals in the discipline or field and establish recruitment objectives accordingly.
- c. All vacancies must be advertised in strict compliance with established university policy and advertising copy must be approved in advance of publication by the Office of Equity and Equal Opportunity.
- d. Position announcements should state that “Miami University is an EOE/AA employer with smoke-free campuses. Campus Crime and Safety Report – www.muohio.edu/righttoknow. Hard copy upon request.”
- e. A search committee must make every effort to establish a pool of qualified applicants which reflects the minority and gender composition of the national pool of professionals qualified to fill the vacancy.
- f. To the extent possible within established recruitment budgets, advertisements should be placed strategically to attract the greatest number of women and minority applicants. The selection of effective listing services should be reviewed in consultation with a representative of OEEEO.
- g. Personal contacts within and without the university should be employed in soliciting the names of potential minority and women applicants to whom invitations to apply will be made.
- h. The Office of Equity and Equal Opportunity will issue an Applicant Flow Data Report for candidates applying for the position. Refer to MUPIM 6.5.
- i. Once an applicant pool is established and prior to interviewing candidates, the Dean should be informed by the Chair of the search committee of the known gender and minority composition of the pool. If after all reasonable efforts to make the applicant pool proportionately representative of the national pool have failed, the Dean must consider a unit’s or a department’s effort in this regard when deciding whether or not to permit the search to continue.

When screening and interviewing have been completed, the hiring supervisor will complete the “Employment Recommendation” form, which will include equity and equal opportunity data and appropriate required signatures. The form will be forwarded to the appropriate personnel unit. The personnel unit will prepare the appointment letter and “Personnel Data Sheet” for the Provost’s signature and will attach these two items to copies of:

1. the Position Announcement Authorization,
 2. the Applicant Flow Data Summary, and
 3. the Employment Recommendation.
- j. A special fund has been created in the Office of the Provost to provide

extraordinary assistance in recruiting minority and women candidates for on-campus interviews. Additional monies are also provided in this fund for salary supplements. Subject to where vacancies occur, all departments may apply for these funds although preference will be given to those units reflecting underutilization of female candidates and/or the greatest availability of minority candidates. A ranked listing of specially targeted units is available from the Provost.

- k. During on-campus interviews, time should be reserved to permit women and minority candidates an opportunity, if they desire, to meet with women and/or minority members of the faculty and staff.
 - l. Efforts to retain qualified women and minority faculty and staff members must be viewed as the collective responsibility of the department, College, and university.
- 10.4 Before inviting candidates to campus for interviews, the Chair should consult with the Dean about limitations on recruitment funds.
- 10.5 For each opening, at least three candidates are usually invited to interview for the position. Exceptions to this can be made only by authorization from the Dean.
- 10.6 Interview schedules for all full-time positions must include the Dean or the Dean's designate.
- 10.7 Rank and salary may be contingent upon completion of the terminal degree by a certain date.
- 10.8 Temporary staffing and part-time appointments do not involve the Dean in the interview process, although the customary paperwork must be completed by the Chair.
- 10.9 Chair and Program Director Search Committees: When a chair/program director position falls vacant the Dean shall appoint members of a search committee to recommend candidates for the vacancy as charged by the Dean. The Search Committee usually is chaired by a chair from a cognate department. The department may choose to elect up to two members of the committee from faculty within the department. When appropriate, the committee may include an undergraduate and a graduate student from the department.

SECTION THREE: ROUTINE PROCEDURES

11.0 APPOINTMENT OF GRADUATE ASSISTANTS, TEACHING FELLOWS, DOCTORAL ASSOCIATES

Refer to the Graduate School Handbook for details of procedures. Early in the second semester each year a packet on Graduate Awards for the following year is distributed by the Graduate School. This packet provides a complete set of forms and guidelines.

12.0 UNCLASSIFIED STAFF RECRUITMENT AND APPOINTMENTS

See MUPIM 13.0.

13.0 CLASSIFIED STAFF

13.1 In the event of a vacancy, the supervisor or department Chair must receive approval from the Dean to replace that person. Through consultation with Human Resources, a job description is developed (if necessary), eligible applications are reviewed, candidates are selected for interview, and appointment made.

13.2 Requests for additional staffing or change in classification are made through the Dean.

13.3 For further information about procedures, policy, regulation, and review, contact Human Resources or the Dean's Office.

14.0 SOME IMPORTANT REMINDERS ABOUT PROCEDURE FOR FACULTY

14.1 Course Outlines/Syllabi

To avoid student grievances and the potential legal embroilments which are becoming increasingly a concomitant of such actions, you must inform students in writing about the following:

1. Your name, office number, your office hours.
2. List the date and time of the final examination.
3. Textbooks used in the course.
4. Title of the course and credit hour award.
5. A thorough explanation of how the student will be evaluated in the course.
6. The requirements of the course, e.g., readings, oral participation, papers and/or examinations and, if appropriate, an outline of reading assignments with an indication of when major quizzes and examinations will be given.

14.2 Final Examinations

Final examinations are required in every course except where substitute procedures are approved by the department Chair or the Dean. Changes in the examination date and time may only be authorized by the Dean upon the recommendation of the department Chair. No major quizzes or hourly examinations are permitted in the last week of classes prior to the official examination period.

14.3 Evaluations of Faculty Teaching

Faculty should have their teaching performance periodically evaluated, through means such as student evaluations, peer reviews, and other methods. The results of such evaluations should be included in annual evaluations of faculty members, and in recommendations for retention, tenure, promotion, and salary increments.

When the results are used for the above purposes, student evaluations should be conducted in a manner that will ensure credibility and integrity. Faculty members should not administer their own evaluations. In accordance with departmental procedures, a third party should announce the evaluation to the class, distribute and collect the evaluation forms, and submit the forms for processing. The faculty member should not have access to the results until final grades for the semester have been submitted.

15.0 PROCEDURES FOR CURRICULUM CHANGES

Refer to Section 11.0 of MUPIM (www.muohio.edu/mupim). All curricular requests are done through online forms (www.units.muohi.edu/reg/faculty/course_approval/).

15.1 Curriculum Change Requests

15.11 Major Course Changes: All of the following are considered Major Course Changes and require the use of a Major Curriculum Change Request form accompanied by a Course Syllabus form:

1. Proposed new course for permanent approval
2. Increase in credit hours.
3. Course content change.
4. Course number change outside current level.
5. Change in grading status.
6. Increase variable credit hours outside the maximum.
7. Change in concurrent courses.
8. Course instructional type change.

Amended 7/08

- 15.12 Minor Course Changes: All of the following are considered Minor Course Changes and require the use of a Minor Curriculum Change Request form:
1. Title change.
 2. Reduction in credit hours.
 3. Course number change within the current level.
 4. Prerequisite change.
 5. Change of variable credit hours within the maximum.
 6. Cross-listing change.
 7. Change catalog description.
- 15.13 Program Changes: All proposed changes in degree and non-degree (minors) programs are to be submitted on a New and/or Revised Program Proposal Request form. Minors require a minimum of 18 semester hours. Students may not take required courses on a credit/no credit basis and must have earned a 2.000 average on required coursework. New or revised graduate programs should be prepared in close consultation with the Graduate School. Refer to the Graduate School Handbook.
- 15.2 Curriculum changes are transmitted to the College office through the internet link to the Registrar's Office (www.units.muohio.edu/reg/faculty/courseapproval/).
- 15.21 Periodically, a report of proposals approved by the Curriculum Committee is presented to the College for its review. The report will be considered approved by the College after seven class days, unless three faculty members submit in writing a question which they identify as substantive. Any question or issue so identified that cannot be informally resolved shall be referred to the College Meeting for discussion and resolution.
- 15.22 After approval of a proposal by the College faculty, the courses are submitted for approval to the University Senate and COAD, or to the Graduate School and COAD, whichever is relevant.
- 15.23 All proposals must be approved by the Council of Academic Deans and signed by the Provost. The University Secretary records all approved changes in the University Council minutes, notifies the department of the action, and forwards the changes to the Registrar for inclusion in the Permanent Course Mater File. NOTE: changes in the curriculum become operational only after the Registrar's Office has been notified and the changes been entered in the Master File.

Amended 7/08

15.24 Each department should keep a cumulative file of the standard syllabus for each course offering for at least five years.

15.3 Zero-Ending Topics Courses Above 100-Level

Zero-ending topics courses above the 100-level are to be submitted as major curriculum change requests, with a list of sample topics and the syllabus for the first offering included. A syllabus for each subsequent topic to be offered under an approved topics course number is to be kept on file by the department for at least five years.

15.4 One-Time-Only Courses

One time only approval must be submitted to the College Dean for approval.

15.5 Special Course Numbers

For further information on these numbers, see Section 11.1.B of MUPIM (www.muohio.edu/mupim).

15.51 Course Number 300

The number 300 is used for a course offered, one-time-only, in response to student requests.

15.52 Independent Study

The numbers 177, 277, 377, and 477 are normally used for independent study (other than internships). Students may register, with the approval of the department Chair, for one to five hours of independent study each semester (no more than ten hours per year).

15.53 Internships

The numbers 340 and 440 are used for internships. New internship proposals require the department Chair's and the Dean's approval. Proposals should include the following information:

1. Job description for intern.
2. Name of supervisor in the field.
3. Clock hours of work undertaken by the week.
4. Number of weeks.
5. Name of faculty supervisor and number of students currently supervised in 340 or 440.

6. Credit hour award and grading procedures. Full-time work at 40 hours per week for fifteen weeks is equivalent to 16 hours credit.
7. Number and nature of assignments, logs, reports.
8. List of coursework and experience that qualifies the student for the placement. No student on academic probation or whose average is less than 2.000 in the department of major may register for an internship. Departments may set higher standards for registration.
9. Description of some process of regular contact or visitation with the faculty supervisor.

15.54 Credit Workshops

Numbers ending in "99" are used for credit workshops. In case more than one workshop with the same "99" number is offered concurrently by the same department, the Registrar will assign appropriate course modifiers. Course modifiers should not be published until cleared with the Registrar.

Proposal forms and guidelines for workshops are available from the Office of Lifelong Learning. Proposals for all credit workshops require the Dean's approval.

For a workshop previously offered, submit a copy of the proposal to the Dean's Office; upon approval, it will be forwarded to the Office of Lifelong Learning.

15.6 Non-Credit Lifelong Learning Offerings

Courses, workshops, and conferences offering Continuing Education Units (CEUs) require the approval of the Dean and of the Director of Lifelong Learning. Forms and guidelines are available from the Office of Continuing Education.

16.0 BULLETIN COPY

Currently, the Miami Bulletin is published every other year. Proofs are sent to departments via the Dean's Office around mid-October. Revisions and additions are generally due in the Dean's Office by late November. By early December, revised copy is due at the Publications Office.

16.1 Only curricular changes approved through regular channels and reported to the Registrar by the University Secretary may be included in the Bulletin.

16.2 A Bulletin Supplement is published during the two-year Bulletin cycle.

17.0 ACADEMIC ADVISING

The Assistant Dean for Student Academic Affairs coordinates the advising program of the College and directs the efforts of the Advising Office located in Room 146, Upham Hall. For detailed information, faculty should refer to the Advisor's Handbook published

annually by the College and distributed to the faculty in the fall.

Amended 7/08

17.1 Faculty Role

It is the contractual obligation of all faculty to share in the academic and career advising of students. Each department designates a Chief Departmental Adviser who coordinates advising procedures and assignments for the department.

17.2 Services of the College Advising Office

- a. Advise second semester freshmen and upper-class undecided students as well as students who are considering changing their majors.
- b. Coordinate the advising activities for advanced and late registrations, summer freshman orientation, transfer and returning student orientation, and branch campus transfer.
- c. Coordinate the Arts and Science Committee of Advisers.
- d. Represent the College at the University Inter-Divisional Committee of Advisers.
- e. Coordinate the transfer of advising responsibility from the freshman adviser to the faculty adviser.
- f. Assist students by checking progress toward graduation.
- g. Provide current information on majors and minors and refer students to department(s) of interest.
- h. Coordinate graduation certification process for Arts and Science students.
- i. Initiate programs for special student populations, including students on academic probation, transfer students, students with undeclared majors, students who do not meet admission criteria for intended majors, and graduating seniors.
- j. Assist and advise the dean's staff, department chairs, chief departmental advisers, faculty advisers and students in all matters pertaining to student advising.
- k. Serve as liaison to the Division of Student Affairs, Office of Career Planning and Placement, and the Office of the Registrar.

17.3 Petitions and Change of Major

These are prepared or recorded in the Advising Office. Students must consult with a divisional adviser on the proper submission of appropriate forms.

17.4 Change of Grade

Appropriate forms are available in departmental offices or the Dean's Office. A

change of grade requires the signature of the Dean. The forms should be submitted directly by the faculty member and not delivered to the office by a student.

18.0 BUDGET

See THE COLLEGE OF ARTS AND SCIENCE BUDGET INFORMATION AND PROCEDURES, available in the Dean's Office.

19.0 FIELD TRIPS

University regulations require that, prior to taking a class on a field trip, a list of names be sent to the Dean's Office and University Police.

Departments and faculty should be aware that liability in the case of accident, injury, or death is an issue of serious concern. The Dean's Office suggests that students sign a waiver exempting faculty and staff from liability. Additionally, where students are to drive, they should sign a statement that they hold a valid driver's license and are not currently charged with any vehicular offense that might invalidate that license.

APPENDIX A
COLLEGE OF ARTS AND SCIENCE
COMMITTEE MEMBERSHIPS
2008-2009

Advisers Committee

Term - 4 years
Scott-Pavloff, Claudia – Chair (CAS)
Cayton, Mary (HST) (2)
Murphree, Emily (MTH/STA) (2)
Nadler, Larry (COM) (2)
Pactat, Michel (FRE/ITL) (2)
Spielbauer, Judith (ATH) (2)
TBA (0)

Awards and Honors Committee

Term - 1 year
Tuma, Keith - Ex Officio
Fuehrer, Ann (PSY)
Levy, Jonathan (GLG)
Paulson, Susan (LAS)
Winkler, Allan (HST)

Committee on Committees

Term - 2 years
Tuma, Keith - Ex Officio
Brezhneva, Olga (MTH/STA – SCI) (2)
Fuehrer, Ann (PSY) (1)
Gladish, Daniel (BOT-H) (1)
Hodges, Elisabeth (FRE/ITL) (1)
Paulson, Susan (ATH/LAS) (2)
Thurston, Robert (HST) (2)

**Committee for Review of Chairs
and Program Directors**

Term – 2 years
Tuma, Keith - Ex Officio
Houk, William (PHY) (2)
Nimis, Steve, Former Chair-at-Large
(HST) (1)
Haney, Patrick (POL) (1)
De Boer, Wietse (HST) (2)
Diekman, Amanda (HST) (2)
Matteo, Sante (FRE/ITL) (1)
Taylor, Richard (CHM) (1)

Curriculum Committee

Term - 3 years
Tuma, Keith - Ex Officio
Claypool, Heather (PSY) (3)
Carlin, Joe, Chair (MBI) (2)
Domino, Brian (PHL-M) (1)
Donahue, Darcy (SPN/POR) (1)
Goldstein, Claire (FRE/ITL) (3)
Hay-Rollins, Cameron (ATH) (3)
Jaeger, Herbert (PHY) (2)
Killian, Kathleen (ZOO) (1)
McGrew, Kathy (SOC/GTY) – 1st Semester
Nadler, Larry (COM) (2) – 2nd Semester
Scott-Pavloff, Claudia (CAS)

**Ecology Research Center Policy
Committee**

Callahan, Phyllis - Ex Officio
Rypstra, Ann – Director & Chair (ZOO-H)
Berg, David (ZOO-H)
Crist, Thomas (ZOO)
Boardman, Mark (IES)
Bailer, John (MTH/STA)
Johnston, Scott (ARC)
Renwick, William (GEO)
Solomon, Nancy (ZOO)
Stevens, Henry (BOT)

Governance Committee

Term - 2 years
Tuma, Keith - Ex Officio
Barilleaux, Ryan (POL) (2)
Berg, David (ZOO) (2)
Brown, Scott (ATH) (2)
Klasowska, Anna (FRE/ITL) (2)
Nimis, Steve (CLS) (1)
Russo, Philip (POL) (1)

Personnel Committee

Term - 2 years

Tuma, Keith - Ex Officio
Croucher, Sheila (POL) (1)
Klak, Tom (GEO) (1)
Pennock, David (ZOO) (2)
Ronald, Kate (ENG) (1)
Rypstra, Ann (ZOO-H) (2)
Sanders, Ruth (GREAL) (2)

Pre-Dentistry Committee

Term - 4 years

Houk, William (PHY) (4)
Lee, Richard - Chair (ZOO) (4)
Hoffman, Susan (ZOO) (4)

Pre-Medical Advisory Committee

Term - 4 years

Pennock, David - Chair (ZOO)
Bulanda, Jennifer (SOC/GTY) (3)
Cady, Alan (ZOO) (1)
Carlin, Joe (MBI) (1)
Fernandes, Joyce (ZOO) (1)
Houk, William (PHY) (1)
Isaacson, Alan (CHM) (3)
Isaacson, Lori (ZOO) (1)
Jaeger, Herbert (PHY) (1)
Noble, Nicholas (ECO) (1)
Olzak, Lynn (PSY) (3)
Potteiger, Jeffrey (EAP) (3)
Simson, Peter (PSY) (4)
Spillman, Diana (EAP) (3)

PROGRAM COMMITTEES

American Studies Committee

Shaffer, Marguerite, Chair (AMS/HST)
Cayton, Mary (AMS/HST)
Croucher, Sheila (POL)
Ellison, Curtis (AMS/HST)
Hamlin, Kimberly (AMS)
Kulbaga, Theresa (ENG-H)
Jarrett, Shelly Bromberg (SPN/POR-H)
Metcalf, Eugene (IDS)
Quinn, Kelly (AMS)
Sheumaker, Helen (AMS)
Stevens, Charles (AMS/ITS)
Williams, Peter (AMS/REL)

Black World Studies Committee

Daddie, Cyril - Chair (BWS/POL)
Adams Androne, Helane (ENG-M)
Baszile, Denise (EDL)
Camara, Babacar (FRE/ITL/BWS)
Cinnamon, John (ATH-H)
Etter-Lewis, Gwendolyn,
(ENG/BWS/WMS)
Harris, Othello (PHS)
McCoskey, Denise (CLS/BWS)

East Asian Studies Committee

Ono, Mieko - Chair (GREAL)
Brinkman, Stacy (ART LIB)
Haosheng, Yang (GREAL)
Larson, Paul (MTH/STA)
Lee, Sooun - (DSC/MIS)
Leonard, Joseph (MGT)
Lyddon, Paul (TED)
Pan, Yihong (HST)
Reider, Noriko (GREAL)
Shi, Liang (GREAL)
Tai, Heeyong (CHM)
Toops, Stanley (ITS/GEO)
Wicks, Ann (ART)
Wicks, Robert (ART)

European Area Studies Committee

Reynaud, Patricia - Co-Chair (FRE/ITL)
Ziolkowski, Margaret - Co-Chair (GREAL)
Dahlman, Carl
Dawisha, Karen (POL)
De Boer, Wietse (HST)
Donahue, Darcy (SPN/POR)
Fowler, Frances (EDL)
Thesz, Nicole (GREAL)

Film Studies Committee

Norris, Steve, Chair (HST)
Camara, Babacar (FER/ITL)
Chernetsky, Vitaly (GREAL)
Dominguez-Burdalo, Jose (SPN/POR)
Drushel, Bruce (COM)
Dunning, Stephanie (ENG)
Gandara, Paula (SPN/POR)
Ganeva, Mila (GREAL)
Hegarty, Kerry (SPN)
Heyda, John (ENG)
Hodges, Elisabeth (FRE/ITL)
Johnson, Katie (ENG/WMS)
Larson, Paul (MTH/STA)
Martin, R. Pete (ENG)
Matteo, Sante (FRE/ITL)
Rose, Peter (CLS)
Rose, Sven Erik (FRE/ITL)
Sandro, Paul (FRE/ITL)
Schloss, David (ENG)
Sholle, David (COM)
Scott, Ronald (COM)
Shi, Liang (GREAL)
Sloan, S. Kay (ENG)
Strauss, Jonathan (FRE/ITL)
Sutcliffe, Ben (GREAL)
Zinsser, Judith (HST)

International Studies Committee

Term - 1 year
Hey, Jeanne - Chair (ITS/POL)
Anderson, Sheldon (ITS/HST)
Benson, Robert (ARC)
Chase, Melissa (EHS)
Dahlman, Carl (GEO)
Dilek, Yildirim (GLG)
Jeep, John (GREAL)
Keitges, David (INT ED)
Linkow, Benjamin (ITS/ECO)
Peterson, Mark (ITS/ATH)
Sharafutdinova, Gulnaz (ITS/POL)
Stevens, Charles (ITS/AMS)
Toops, Stanley (ITS/GEO)
Ziegler, Melanie (ITS)

Jewish Studies Committee

Biran, Mia (PSY)
Goldy, Charlotte - Interim Director (HST)
Greenbaum, Amy (REL-M)
Hanges, James (REL)
Heckler, Cheryl (JRN)
Mark, Len (PSY)
Miller, Zevi (MTH/STA)
Osterloh, Kevin (HST)
Rose, Sven-Erik (FRE/ITL)
Rubenstein, James (GEO)

Latin American Studies Committee

Paulson, Susan, Chair (ATH/LAS)
Adams Androne, Helane (ENG-M)
Albarrán, Elena J. (HST/LAS)
Albarrán, Juan Carlos (LAS)
Alvarez, Maria (SPN/POR)
Amador de Jesus, José (LAS)
Berman, Mary Jane (ATH)
Bromberg, Shelly (SPN/POR)
Brown-Manrique, Gerardo (ARC)
Daddieh, Cyril (BWS/POL)
Del Carmen, Jacqueline (AWC)
del Rio-Tsonis, Katia (ZOO)
Garcia, Thomas (MUS)
Gnivecki, Perry (ATH-H)
Hegarty, Kerry (SPN/POR)
Huerta, Alfredo (BOT)
Johnson, Kelli, (ENG-H)
Klak, Thomas (GEO)
Minich, Julie (ENG)
Minzenberg, Eric (LAS)
Peguero, Anthony (SOC/GTY)
Pestana, Carla (HST)
Rioja Velarde, Jacqueline (GEO)
Rose, Peter (CLS)
Seijas, Tatiana (HST)
Schaeffer, Paul (ZOO)
Thomasson, Melissa (ECO)
Vanderbush, Walter (POL)
Woy-Hazleton, Sandra (IES)

Medieval Studies Committee

Jeep, John - Chair (GREAL)
Colby, Frederick (REL)
Goldy, Charlotte (HST)
Harwood, Britton (ENG)
Liu, Wenxi, (HST-M)
Malette, Karla - FRE/ITL
Massie, Pascal (PHL)
Pan, Yihong (HST)
Reynaud, Patricia (FRE/ITL)
Roberts, Anna (FRE/ITL)
Sanabria, Sergio (ARC)
Schuller, Peter (PHL)
Shanley-Roberts, Ross (LIB)
Wilson, Anita (ENG)

Women's Studies Committee

Detloff, Madelyn, Director (ENG/WMS)
Ahmed, Fauzia (SOC/WMS)
Blue, Jennifer (PHY)
Cho, Yu-Fang (WMS/ENG)
Donahue, Darcy (WMS/ SPN/POR)
Etter-Lewis, Gwen (ENG/BWS/WMS)
Frederickson, Mary (HST)
Fuehrer, Ann (WMS/PSY)
Goettsch, Jane (Director Women's Center)
Johnson, Katie (ENG)
Lloyd, Sally (WMS/EDL)
McDonald, Mary (PHS)
McLaughlin, Lisa (WMS/COM)
Ornelas, Roxanne (WMS/GEO)
Smith, Whitney Womack (ENG-H)
Snavelly, Kaye (MGT)
Zinsser, Judith (HST)
Ex-Officio Member: Johnson, Cheryl (ENG)

Updated 8/15/08

APPENDIX B

POLICY FOR DECLARATION OF OPTION FOR P&T CONSIDERATION PRIOR TO APPLICATION

As outlined in Section 7 of the 2005-06 edition of MUPIM, Miami University adopted a new policy for promotion and tenure.

Faculty whose tenure-eligible appointment began before July 1, 2005 may elect to be considered either under the new policy or under the previous policy outlined in Appendix A of the 2007-08 MUPIM.

All tenure-eligible faculty who began their appointment before July 1, 2005 need to fill out the following form and send it to their Dean, and Regional Campus Dean if appropriate, to be placed in their Divisional Personnel File, **by February 1, 2006** declaring whether they want to be considered under the new or old policy.

If a tenured Associate Professor plans to ask their departmental P&T committee for a formative review of their status for promotion, the form needs to be completed prior to the review and placed in the faculty member's personnel file in the department.

Name _____

Department _____

Prior to July 1, 2010, you will be considered for

Tenure: Yes _____ No _____

Promotion to: _____

Select the policy that you wish to be used:

___ New policy provided in Section 7 of 2005-06 MUPIM

___ Previous policy provided in Appendix A of 2005-06 MUPIM

Signature _____

Date _____

Department Chair Signature _____

Date _____

APPENDIX C

TEMPLATE FOR LETTER TO EXTERNAL REVIEWERS

(To assure more consistency, all departments should use the following template.)

Dear _____:

The Department of _____ is evaluating the academic and professional record of _____ who is being considered for tenure and advancement in rank to the position of Associate Professor [or advancement in rank to the position of Professor] at Miami University. Miami is a state-assisted university in Ohio. Approximately 15,000 undergraduates and 1,500 graduate students are enrolled at the Oxford campus. Campuses in the nearby cities of Hamilton and Middletown each enroll more than 2,500 students per campus. Miami University is classified in the Carnegie system as a Doctoral-Intensive University, currently offering doctoral programs in 11 fields that award a total of about 50 doctorates a year. **[ADDITIONAL DEPARTMENT-SPECIFIC INFORMATION MAY BE INSERTED HERE]**

We would appreciate your candid assessment of Professor _____'s scholarly or creative achievements to assist our decision-making process. We would like your assessment of these works and your answers to the following:

1. Are you acquainted with Professor _____, and, if so, for how long and under what circumstances?
2. How do you assess the quality of Professor _____'s scholarly or creative works, including the significance and impact of his or her contribution to the literature and to the field, and the quality of the venue or publisher?
3. Which of his or her scholarly or creative accomplishments do you judge to be the most significant and why?
4. How do you assess Professor _____'s development as a scholar or creative artist compared with others in your field who are at a similar stage of their career?

We would be grateful for any additional comments you might have.

Effective teaching and service are critical criteria for tenure and promotion, but our evaluation of teaching and service is being carried out separately. Therefore, we are not asking for an assessment of the candidate's likelihood to achieve promotion and/or tenure at your, or another, institution. We are asking you only for your assessment of the candidate's scholarly or creative accomplishments. The candidate's curriculum vita is enclosed, along with a package of Professor _____'s recent scholarly or creative work.

For your comments to receive full consideration, we will need to receive your letter no later than _____. We will accept a facsimile or email by that date if followed by a letter with your original signature within a few days. Please enclose a copy of your abbreviated curriculum vita or resume (preferably no longer than one page). Under the laws of the State of Ohio, Professor _____ has the right to request to see any materials in his or her general file, including your letter, as your letter is considered a public record. Should you have questions or concerns, please call me at _____.

As faculty members, we realize that a significant amount of time is required to do a thoughtful review. We thank you in advance for your time and effort with this particular matter.

Very truly yours,

Professor and Chair