

# Faculty Handbook

This DAAP Faculty Handbook presents certain pertinent information, procedures, and regulations that are of specific concern to the DAAP Faculty. University faculty information and resources are, in general, not included. General information is available on the UC website; regular publications such as the Faculty/Staff Directory, College Bulletins, and quarterly Learning Opportunities also contain some important information with respect to teaching and other activities at the University of Cincinnati.

The following other resource documents can also be consulted as needed. They are on file in the Dean's office (5470 Aronoff), and some are also available in the School Office:

- Rules of the University
- Faculty Policy and Benefit Handbook of the University of Cincinnati
- UC/AAUP Collective Bargaining Agreement
- University Facilities Handbook
- Material Management Handbook (Purchasing)
- Affirmative Action Program Guidebook

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## 1.01 College of Design, Architecture, Art, and Planning Faculty Bylaws

University rule: 50-3-02

- A. Name: the organization for which these Bylaws are established is the Faculty of the College of Design, Architecture, Art, and Planning.
- B. Purpose: the purpose of the organization is to carry out the mission of the College of Design, Architecture, Art, and Planning.

(Mission Statement November 1, 1983, appendix A).

- C. The Faculty of the College:
  - I. The Faculty of the College of Design, Architecture, Art, and Planning shall consist of the President of the University, the senior vice president and Provost for baccalaureate and graduate education, the Dean of the College, current full-time qualified and unqualified Professors, Associate Professors, Assistant Professors, Instructors, Librarian(s), Emeriti of the College and others of academic or administrative rank as may be elected thereto by the Faculty of the College.
  - II. The Graduate Faculty of the College of Design, Architecture, Art, and Planning shall consist of the Vice President and University Dean for Graduate Studies and Research, and all members of the College faculty.
  - III. Responsibilities:
    - a. The Faculty shall be responsible for exercising those functions and powers vested in them by rule 3361:50-3-01.
    - b. The Faculty is responsible for defining and amending these Bylaws for the governance of the college within the framework of (1.01: C-III-a).
    - c. The Faculty shall be the legislative body of the college.
- D. Meetings:
  - I. Meetings of the Faculty shall be held at least once per quarter when the College is in session. Special meetings may be called by the Dean or upon petition of fifteen or more members of the College Faculty.
  - II. All meetings shall be conducted according to *Robert's Rules of Order* (latest edition), except where they are in conflict with these Bylaws. In that case these Bylaws will govern. A quorum of the Faculty for the purpose of conducting business of the College shall be thirty percent of its eligible voting membership. For the purpose of determining a quorum full-time faculty on leave or quarter off shall not be included in the count of total full-time faculty.
  - III. The presiding officer of the meeting shall be the Dean of the College, or a member of the faculty designated by the Dean. The presiding officer shall vote only in cases where that vote will break a tie.

## DAAP Faculty Handbook

College of Design, Architecture, Art, and Planning  
University of Cincinnati

Section 1.01

College Structure:

Administrative Officers: Dean

- IV. An agenda and supporting documents for each meeting shall be prepared and distributed at least forty-eight hours prior to each meeting. Proposals raised at any meeting shall be referred to the agenda of the next meeting unless a two-thirds majority of those present and voting shall determine that the proposal is of such immediate importance as to suspend the rules or that it is a continuation of a matter before the body and not a new topic.
- E. College Structure:
  - I. The college shall be divided into four schools offering instruction in the following disciplines:
    - a. School of Design
      - i. Fashion Design/Product Development
      - ii. Graphic Design
      - iii. Industrial Design/Transportation
      - iv. Digital Design
    - b. School of Architecture and Interior Design
      - i. Architecture
      - ii. Interior Design
    - c. School of Art
      - i. Art Education
      - ii. Art History
      - iii. Fine Arts
    - d. School of Planning
      - i. Urban Studies
      - ii. Urban Planning
  - II. The faculty of each school may, at its own option, organize its programs of instruction into departments or other organizational units. Each school faculty shall develop its own organizational structure and adopt bylaws to govern itself. These Bylaws shall insure equitable representation and support of all units within the School.
- F. Administrative Officers:

The Administrative Officers of the College shall be the Dean, School Directors, and such other administrators as Associate Deans, Assistant Deans, as are appropriate and consistent with administrative and financial requirements.

  - I. Dean:
    - a. Appointments:
      - i. The Dean of the College of Design, Architecture, Art, and Planning is appointed by the Board of Trustees of the University and serves at its discretion.
      - ii. The initial term of appointment for the Dean of the College of Design, Architecture, Art, and Planning shall be for three to five years.
      - iii. The Dean may be reappointed for additional terms of three to five years if the Dean wishes to continue in office and receives a favorable review by the Decanal Review Committee.



- b. Responsibilities:
  - i. The Dean shall be the administrative head and educational leader of the College and charged with the supervision of all its interests and activities.
  - ii. The Dean shall be responsible for exercising those functions vested in the Dean by the Board of Trustees, the President, and Senior Vice President and Provost for Academic Affairs.
- c. Decanal Searches and/or Reviews:
  - i. Candidates for appointment or reappointment to the Deanship shall be recommended by a committee to be constituted as follows:
    - 1. Chair to be the Senior Vice President and Provost or his/her designee.
    - 2. Two members of the College Faculty elected by the College Faculty at a College Faculty meeting.
    - 3. Two members of the College Faculty appointed by the Senior Vice President and Provost for Academic Affairs.
    - 4. Two full-time students in the College: one undergraduate and one graduate, elected by the respective student bodies of the College.
    - 5. In case of special need (e.g. to give weight to affirmative action, departmental interests in multidepartmental colleges, or to represent off-campus groups) up to two additional members may be added to a search committee by the provost.
  - ii. Early in the fall term of the penultimate year of the Dean's appointment, the decanal review committee shall ascertain if the Dean wishes to serve another term.
    - 1. If the Dean does wish to serve another term, he/she shall be reviewed by the committee using annual assessments, evaluations of progress in the College, and other new materials prepared for that review, to recommend either reappointment of the incumbent for an additional term or that a successor be appointed.
    - 2. The Committee shall establish its own procedures.
    - 3. In the event that the Dean does not wish to continue in office or receives an unfavorable review, a search committee for a successor shall be constituted in the manner prescribed above (1.01:F-I-c).
  - iii. The Search Committees of the College shall be constituted in the same manner as the Review Committee.

Section 1.01

Administrative Officers:

School Directors:

Appointments; Responsibilities;

Searches/Reviews

- II. School Directors:
  - a. Appointments:
    - i. The School Directors are appointed by the Board of Trustees and the nominations are made through the Dean to the Provost to the President. The School Directors serve at the pleasure of the Board of Trustees.
    - ii. The initial term of appointment for School Directors in the College of Design, Architecture, Art, and Planning shall be three to five years.
    - iii. School Directors may be reappointed for additional terms of three to five years if they receive a favorable review.
  - b. Responsibilities:
    - i. The School Director shall be the administrative head and educational leader of the School and charged with the supervision of all its interests and activities.
  - c. Directorial Searches and/or Reviews:
    - i. Candidates for appointment or reappointment as School Director shall be recommended by a committee to be constituted as follows:
      - 1. Chair to be the Dean of the College or his/her designee
      - 2. One faculty member representing each of the disciplines in the School (See E:l:a,b,c,d)
      - 3. Two faculty members, one each from disciplines outside the School in question, elected by the faculty of those disciplines. The two disciplines are to be determined by Faculty of the School whose director is subject to review
      - 4. Two full-time students in the School concerned, including one undergraduate student and one graduate student elected by the respective student bodies of the School
    - ii. Not later than the end of the penultimate year of the School Director's term, the Committee shall ascertain whether the School Director wishes to continue in office, review progress in the School concerned, and recommend to the Dean either reappointment of the incumbent for an additional term or that a successor be appointed. The Committee shall establish its own procedures.
    - iii. If the decision is to seek a successor, a School Director Search Committee may be constituted immediately and if necessary the Dean shall convene the Faculty of the School concerned to recommend to the Dean an Acting Director until the successor has been appointed.
    - iv. The Search Committees of the College shall be constituted in the same manner as the Review Committee.

G. Committees:

I. Standing Committees of the College shall be:

- a. Reappointment, Promotion and Tenure as required by the current AAUP Collective Bargaining Agreement.
- b. Grievance Committee as required by the current AAUP Collective Bargaining Agreement.
- c. Executive Committee shall consist of the Dean and School Directors. The Executive Committee shall carry out executive responsibilities at the Dean's discretion.
- d. All other deemed necessary by the Dean and/or the Faculty of the College of Design, Architecture, Art, and Planning.

II. Membership

- a. All voting members of Standing Committees shall be full-time faculty and elected students in the College of Design, Architecture, Art, and Planning.
- b. Each committee, except the Reappointment, Promotion and Tenure Committee, the Grievance Committee, and the Executive Committee shall select two students, one graduate and one undergraduate, as voting members of the committee.

III. Rules

Except for the Reappointment, Promotion and Tenure Committee, each committee shall determine and publish its own rules for Faculty approval.

IV. Procedures

Recommendations of all committees shall be determined only at meetings of the committee through a formal vote.

V. Ad hoc committee

Ad hoc committees may be formed by the Dean or the College Faculty to address current problems as they arise.

H. Standing Rules which identify specific guidelines and procedures for carrying out the College mission shall be established to complement these Bylaws.

I. Amendments to the Bylaws:

Amendments to these Bylaws must be presented in writing at a meeting of the Faculty. Voting shall be by secret ballot distributed to the Faculty. Approval shall be by a simple majority of the voting Faculty. Amendments shall not be acted upon during Summer Quarter.

J. In the event anything contained in these Bylaws contradicts any provision of the Administrative Code or the AAUP Collective Bargaining Agreement shall prevail.

Approved 4/27/84  
Amended 4/3/85  
Updated 8/15/01

## **Mission Statement of the College**

## **Appendix A**

The College of Design, Architecture, Art, and Planning at the University of Cincinnati is charged with undergraduate and graduate education in design, environmental, and art disciplines. It is committed to responsible change and development in those disciplines. The College is committed to excellence in teaching and learning, research, teaching and learning, research, and creative works. It is committed to share the benefits of these activities with the University, the allied professions, and the general community.

The College shares the universal concerns of higher education: the discovery, identification, preservation and dissemination of knowledge; the education of people in search of a rich and meaningful existence; and the creation, study, integration and interpretation of design and art. These concerns are implemented through works and studies which are academically rigorous, aesthetically superior, technically sound, and socially responsible.

The College is unique in this country. Since the turn of the century, programs have grown in quality and diversity. Today the excellence and range of curriculum, the professional practice (co-op) experiences, the quality of students, and the scholarly and creative achievements of faculty are, and will continue to be, the College's major strengths.

Graduate degrees are offered in Design, Architecture, Art Education, Art History, Fine Arts, Community Planning, and Regional Development Planning. Undergraduate degrees are offered in Digital Design, Fashion Design, Graphic Design, Industrial Design, Architecture, Interior Design, Art History, Fine Arts, Urban Planning, and Urban Studies.

The College anticipates, identifies, and catalyzes change in areas of special concern to the professions with which it is allied. Participation in local, regional, national, and international forums provides an agenda to structure the substantive aspects of teaching, research, and creative endeavors in the College of Design, Architecture, Art, and Planning.

November 1, 1983

Degree updates: 2002

## APPENDIX B

### Faculties of Colleges and Divisions

- A. Each college and division faculty shall consist of the president of the university, the senior vice president and provost for baccalaureate and graduate education or senior vice president and provost for health affairs, as appropriate, the dean, professors, associate professors, assistant professors, instructors, and others of academic or administrative rank as may be elected thereto by the respective faculty with the approval of the dean.
- B. Each faculty may meet at stated times agreed upon by itself and the dean or upon call of the president or dean and shall determine the academic or other qualifications prerequisite for voting at its meetings.
- C. Subject to the approval of the board, each faculty shall make its own regulations governing the admission and exclusion of students, the courses of instruction to be offered, grading policy, recommendations for degrees, honors, and prizes, and such other matters as may be within its jurisdiction. A copy of such regulations shall be maintained and made available for review in the office of the dean or other head of the college or division and the appropriate provost.

Effective: December 16, 1999

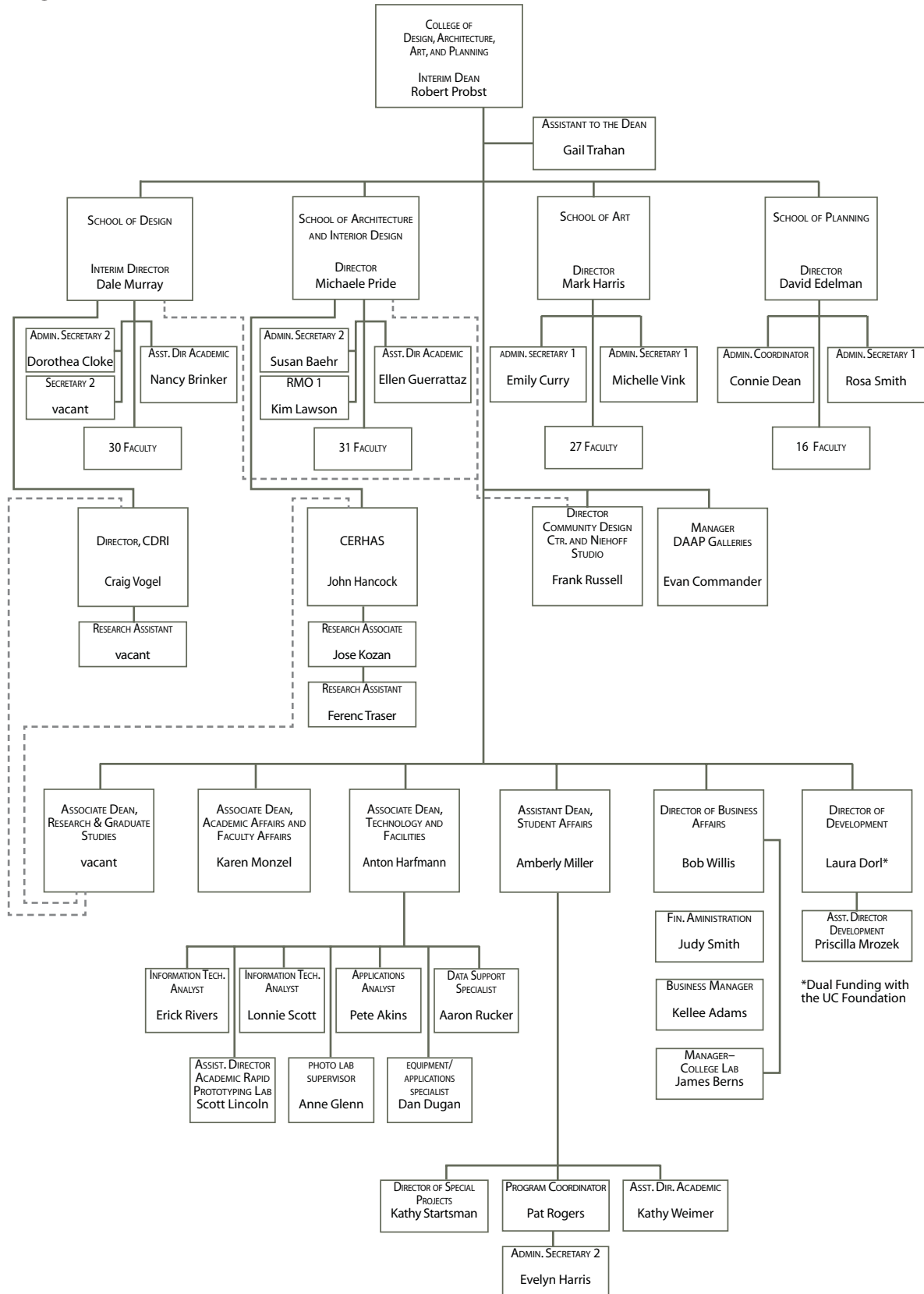
CERTIFICATION: Virginia L. Steiner  
Executive Secretary and Clerk, Board of Trustees  
November 24, 1999

Promulgated under:	R.C. Section 111.15
Rule amplifies:	R.C. 3361.03; R.C. 1713.02; R.C. 3345.06; R.C. 3333.07
Amended:	March 16, 1978*; June 10, 1990

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\* The above is a pre-existing rule at the University of Cincinnati now being filed in accordance with the requirements of Revised code Section 111.15.

**1.02 Organizational Structure**



### 1.03 Duties of College Administrative Staff

As they relate to matters concerning the Faculty, the duties of the College Administrative Staff include:

#### **The Dean**

is the administrative head and educational leader of the College. She/he shall call and preside over meetings of his faculty. The Dean shall, after consulting an elected faculty committee, appoint members of all standing committees of the College. She/he shall represent the College and have responsibility for the welfare of the students of the College. She/he shall be responsible for the enforcement of established policies.

#### **The Associate Dean for Academic Affairs and Faculty Affairs**

is a deputy administrative head of the College with major responsibilities in matters related to curriculum, faculty affairs, graduate programs, and special assignments.

#### **The Associate Dean for Research, Planning, and Technology**

is a deputy administrative head of the College with major responsibilities in matters related to research, resources, corporate projects, grants, and special assignments.

#### **The Assistant Dean for Student Affairs**

is in charge of course and activities scheduling, admission liaison, recruitment, data collection, and student advisement and other services.

#### **The Senior Business Administrator**

is custodian of personnel records of faculty and staff of the College; and is in charge of financial administration of the College budget, payroll, purchasing, grants and contracts; and special assignments.

#### **Director of the Computer Graphics Center**

is in charge of managing all college-based computer facilities and equipment, advancing technological expertise throughout the college, support staffing in all labs, and for the implementation of fair policies and procedures which allow for equitable access to limited resources.

#### **The Coordinator of Promotions and Marketing**

is responsible for generating and disseminating information on the College, the College alumni association, College lectures, and special events and programs.

#### **The Assistant Director of Instructional Technology and Facilities**

oversees the acquisition, maintenance, and distribution of audio / visual equipment which serves classrooms and lecture halls, acts as the liaison between the College and University physical services, coordinates renovation and other matters pertaining to facilities management.

#### **Director of the DAAP Galleries**

is responsible for managing all college-based gallery spaces, including scheduling exhibits, curatorial and custodial activities, gallery event publicity to the Cincinnati arts community, and management of the University art collection.

#### **Director of the Community Design Center and Niehaus Studio**

is responsible for oversight of projects which provide service to the Cincinnati community in the disciplines of the College, utilizing the expertise of the faculty and the learning potential of the students to improve the urban environment both physically and socially.

Section 1.04 – 1.05  
School Administration:  
School Directors;  
Programs, Degrees:  
Undergraduate; Graduate

## 1.04 School Administration

### A. School Directors

School Directors are the educational leaders and administrative heads of the Schools. While each School may have several disciplines and may choose to subdivide into departments, the School is the smallest administrative unit recognized and regulated by the University. School Directors have administrative responsibilities for a full or four-quarter year. These administrative responsibilities are compensated under terms established by the Collective Bargaining Agreement.

Each School is allocated a certain amount of funds annually for operating expenses. It is the responsibility of the School Director to allocate such monies for the academic year.

## 1.05 Programs, Degrees, Accreditation, and Memberships

### A. Undergraduate Degrees and Programs

School	Accreditation	Program	Degree
Design (SOD)	National Assoc. of Schools of Art and Design (NASAD)	Digital Design	BS Des
		Fashion Design	BS Des
		Fashion Design/Product Dev	BS Des
		Graphic Design	BS Des
		Industrial Design	BS Des
		Industrial Design/Transportation	BS Des
Architecture and Interior Design (SAID)	National Architecture Accrediting Board (NAAB) Foundation for Int. Design Ed. and Research (FIDER) National Assoc. of Schools of Art and Design (NASAD)	Architecture	BS Arch
		Interior Design	BSID
Art (SOA) (NASAD)	National Assoc. of Schools of Art and Design (NASAD) National Council for Accreditation of Teacher Ed. (NCATE)	Art History	BA
		Fine Arts	BFA
		Visual Arts K-12	BA <sup>*1</sup>
		Teacher Licensure	
Planning (SOP)	Planning Accreditation Board (PAB)	Urban Planning	BUP
		Urban Studies	BS

### B. Graduate Programs and Degrees

School	Accreditation	Program	Degree
Design (SOD)	National Assoc. of Schools of Art and Design (NASAD)	MS Des	
Architecture and Interior Design (SAID)	National Architecture Accrediting Board (NAAB)	Architecture	MArch
		MS Arch	
Art (SOA)	National Assoc. of Schools of Art and Design (NASAD) National Council for Accreditation of Teacher Ed. (NCATE) National Assoc. of Schools of Art and Design (NASAD)	Art History	MA
		Fine Arts	MFA
		Art Education	MA
Planning (SOP)	Planning Accreditation Board (PAB)	Community Planning	MCP
		Urban Studies	MS



C. Membership

The College holds institutional memberships in the following organizations:

American Institute of Architects  
American Society of Interior Designers  
Association of Collegiate Schools of Architecture  
Association of Collegiate Schools of Planning  
Association of University Programs in Health Administration  
College Art Association  
Designers' Local  
Harris Computer Association  
Interior Designers Educators Council  
Mid-America College Art Association  
Midwest Art History Society  
National Association of Schools of Art and Design  
National Computer Graphics Association  
National Council of Art Administrators  
Ohio Academy of Sciences  
Ohio Art Education Association  
Ohio Planning Commission  
Society of Architectural Historians  
Urban Affairs Association

**1.06 Admission of Students**

All Freshman undergraduate admissions to a college are made by the University's Office of Admissions, not by the individual college in accordance with admission standards developed by the College. Additionally, the College's responsibility includes:

- determining the numbers of applicants that can be accepted with each program on the basis of space and class size,
- establishing the College's entrance requirements,
- admission of transfer and graduate students,
- determining, in the case of undergraduate transfer students, what courses will earn advanced standing.

In order to cut down on delays in the processing of transfer and freshman applications each academic year, the following guidelines are to be followed:

- Specific guidelines have been established by Schools/Programs so Freshman decisions can be made quickly by Admissions with the intervention of the College Office when appropriate.
- The College Office under guidelines established by the Schools/Programs is
- directed to reject transfer applicants with GPA below 2.0 and poor academic records. The College office has also been authorized to use discretion in admitting (i.e. students with excellent high school records, poor college records). This type of application will be discussed with the program.
- At least one person from each School will be directed to work with the College

- Office with respect to admissions.
- A college-wide admissions effort is to be formulated to plan, recruit and have our own recruitment materials.

With respect to confirmations:

- Students who apply and have excellent academic backgrounds should be called by departments and invited on campus for a departmental visit.
- Once a student has confirmed admission, a letter from the College or School
- Offices should be sent to the student welcoming them to the college and directing them to visit the campus and talk with the appropriate department.
- If students meet scholarship qualifications they should be sent applications for these awards. This step should be under the direction of the College Office.

### **1.07 Certification of Graduating Seniors**

In DAAP each Program's faculty determines the prescribed courses required for graduation from that particular program. No one other than the Program coordinator chair (or someone he/she designates) is authorized to alter or substitute these published requirements.

In the Winter Quarter of each year it is the coordinator chair's responsibility to review each senior's records and in early Spring Quarter to certify whether or not a degree candidate has met all requirements.

The College Office will compute cumulative averages and senior year averages and determine that all final requirements identified by the program chair have been met. Both the Program Coordinator and Assistant Dean must sign off to certify seniors for graduation.

### **1.08 Minimum Academic Standards**

All students in the College of Design, Architecture, Art, and Planning must maintain a minimum annual 2.0 cumulative average overall and in designated courses in their area of concentration. A statement appears to this effect in the College bulletin, and designated courses are identified with an asterisk on the pages of listed curricula for each department.

In addition, students must maintain quarterly grade point averages of 2.0 to avoid being placed on academic probation. One exception to this is the protocol for freshmen and sophomores whose grades fall in the 1.75-2.0 range. These students are placed on warning, which does not become part of their official academic record.

## 1.09 Resource Documents

The UC and DAAP websites are good first-stop resources for faculty.

Rules of the University [www.uc.edu/trustees](http://www.uc.edu/trustees)

The rules of the University are those statements of policies and procedures which meet the following definition from the rules to the Legislative Reference Board:

- A. Any rule, regulation, by-law, or standard adopted by the Board of Trustees, or pursuant to rule-making authority specifically delegated by the Board of Trustees; and,
- B. Which has a general and uniform effect when applied to students, faculty, staff or the general public or to any identifiable class of students, faculty, staff or the general public.

UC/AAUP Collective Bargaining Agreement [www.uc.edu/provost/links/](http://www.uc.edu/provost/links/)

Each faculty member is provided with a copy of the current agreement between the University and the AAUP, University of Cincinnati Chapters. Full-time faculty and adjuncts appointed to 66% FTE are represented in collective bargaining by the AAUP chapter.

Registration and Grading Handbook for Faculty [www.uc.edu/registrar/gradebook/](http://www.uc.edu/registrar/gradebook/)

This manual is a thorough guide to procedures and policies governing registration, grading, and student records.

DAAP Undergraduate Student Handbook [www.daap.uc.edu/html/programs/undergraduate.html](http://www.daap.uc.edu/html/programs/undergraduate.html)

Faculty members are expected to be familiar with student rules and regulations. These will be found in the DAAP Student Handbook. Copies are available in the Office of the Assistant Dean for Student Affairs.

University Graduate Handbook [www.daap.uc.edu/html/programs/graduate.html](http://www.daap.uc.edu/html/programs/graduate.html)

This handbook covers policies and procedures governing administration of graduate programs. Faculty teaching graduate courses or advising graduate students should be familiar with its contents.

Where Can I Find It? [www.uc.edu/ucinfo/steger/research.html](http://www.uc.edu/ucinfo/steger/research.html)

This manual provides information on research and scholarship at UC. It is published by the Office of Research and Advanced Studies.

Affirmative Action Guidebook [www.hr.uc.edu/PEIS/manual.pdf](http://www.hr.uc.edu/PEIS/manual.pdf)

This manual, on file with each department and in the Dean's office, serves as a guide for pre-employment procedures, goals, and time tables.

## **2.01 College Faculty**

Faculty members are primarily teacher-scholars, creative and productive members of their separate disciplines and concerned with their School's and their own development. At the same time, a faculty member is involved in the whole academic community and is expected to assist in the life of that community by service on committees. Committee and other administrative assignments are determined by the School Director in consultation with the faculty.

All full-time faculty members are expected to attend scheduled and special faculty meetings called by the Dean. Part-time faculty and emeriti may attend.

All full-time faculty are eligible to vote at faculty meetings. Part-time faculty members are not eligible to vote, and are not required to serve on committees unless they so desire.

Faculty members are encouraged to attend University faculty meetings, special convocations, the UC commencement and DAAP celebration of graduation. The University Bookstore handles gowns and hoods for commencement.

## **2.02 Personnel Records**

The Associate Dean for Faculty Affairs maintains files pertaining to the professional development and contractual status of each faculty member for the Dean of the College. The Senior Business Administrator maintains uniform personnel records pertaining to the business records of all employees of the College for the Dean of the College. Any documents based on significant personnel changes such as reappointment, tenure and promotion are automatically added to the individual faculty files maintained in the college office.

Schools are required to keep records of annual reports and annual reviews for each faculty member. Any other files maintained in the School must be on record with the Dean.

Faculty members may inspect their files by asking the Associate Dean and/or the Senior Business Administrator. Contents may be challenged in writing to the Dean.

There will not be a disclosure of any personnel information without the prior consent of the person involved except by conditions defined by law.

## **2.03 Faculty Addresses**

It is the faculty member's responsibility to advise the Senior Business Administrator of changes of address or phone number so that all necessary University offices may be properly advised.

The College prepares and distributes a DAAP faculty directory.

#### **2.04 Professional Conduct and Ethics**

All employees of the University of Cincinnati, as public servants, must observe the highest ethical standards in discharging their responsibilities. They must avoid any activity or interest that might reflect unfavorably on their own or the university's stewardship of public resources, and must observe those provisions of the Ohio Ethics Laws which apply to them including, but not limited to, its conflict of interest restrictions. It should be understood that conflicts of interest and misuse of public funds and property can be crimes.

In addition to compliance with the applicable provisions of the Ohio Ethics Law, employees engaged in sponsored research must also comply with those regulations such as Office of Budget and Management Circular No. A-21 and conduct such research in a manner to avoid any actual or potential conflict of interest.

#### **2.05 Faculty Recruitment**

All open positions resulting from resignation, retirement or termination of a faculty member shall revert to the Dean of the College to determine if the position should be filled and then to the Provost for authorization to recruit. (A-126 process)

The College has established Search Procedures which have been outlined in a document available from the office of the Associate Dean of Faculty Affairs. All procedures must be followed as established in this document.

A description of the responsibilities and qualifications for a new or replacement line shall be drafted by the School Director and approved by the Dean.

When the A-126 has been approved, the School Director may post a vacancy announcement and proceed to gather information on possible candidates in accordance with Affirmative Action policy.

Recruitment of personnel shall be conducted by the School assigned the faculty or staff line, with the prior approval of the Dean of the College and the Provost. The school will prepare announcements of vacancy in compliance with the policies and procedures outlined in the College Search Procedures and the University's Affirmative Action Plan. Following established guidelines the school will also review applications, document the interview and decision process, and compile the A-900 and an Applicant Flow Log listing all applicants interviewed for the position.

The current [Affirmative Action Guidelines](#) are available in each school office.

The School Director is responsible for assessing the recommendations of the Search Committee and forwarding all pertinent documents (A-900, Applicant Flow Log, rationale, c.v.'s for all applicants interviewed) to the Associate Dean for Faculty Affairs. When the School Director chairs the Search Committee, the Director's assessment and the rationale may be a single document.

## **2.06 Appointment of Faculty**

In considering appointment of new faculty members, the guiding principles shall be:

1. demonstrated competence in their areas of expertise
2. the maintenance of the highest professional standards of teaching and research
3. the preservation of internal harmony among the faculty
4. the provision for adequate career opportunities

In implementing these principles, attention shall be given to securing the distribution of faculty according to age, race, or sex and to providing equitable opportunities for promotion.

The specific policies which govern appointments, reappointments, promotions and tenure are found in the Collective Bargaining Agreement. The table in 2.08, however, may be helpful in assessing the length of appointments and eligibility for tenure.

## **2.07 Appointment of Graduate Students as Adjunct Instructors**

Appointment of graduate assistants is made upon recommendation of the School Directors, concurred by the Dean of the College and approved by the Vice President and University Dean for Graduate Studies and Research.

Under certain circumstances it is in the interest of a department or college to appoint advanced graduate students to teach undergraduate courses on a full time basis. The following criteria should be observed in these appointments.

1. A graduate student who is currently enrolled and actively pursuing a program of graduate studies leading to a doctoral degree or its professional equivalent. Normally, the student will have finished all comprehensive examinations and will have been admitted to candidacy.
2. Because of legitimate prevailing circumstances it is not in the best interests of the student, department, college or unit to appoint the individual as a graduate assistant.
3. It is not the plan of the unit to continue to employ the individual as a member of the faculty upon his or her completion of a degree program.
4. The only responsibilities of the individual will be those related directly to that of teaching specific courses. They will not be assigned advising duties nor committee work or other duties normally expected of faculty holding unqualified or qualified titles.

Such graduate students should be appointed with the title of Adjunct Instructor on a term basis, renewable for not more than six terms. Graduate students with the title of Adjunct Instructor should receive a salary in parity with those holding the title of Instructor in the unqualified title series.

Any time spent by a graduate student in the position of Visiting Instructor shall not be counted as a part of the normal seven-year pre-tenure probationary period.

**2.08 University Regulations on Faculty Appointments, Probationary Periods, and Promotions**

Policies regarding appointment, promotion, and retention at the same rank are determined by the Board upon recommendations of the President.

Rank	Initial Appointment Length	Time in Rank	Tenure
Professor	Usually indefinite, or 3 years under special circumstances	Indefinite (to retirement)	Automatic (usually)
Associate Professor	3 or 5 years	Indefinite	If reappointed after a 5-year term, or a second 3-year term, tenure may be granted prior to expiration of the reappointment term
Assistant Professor	2 or 3 years	Maximum of 7 years	Within 7 years
Instructor	1 year	Maximum of 7 years	Not eligible
Visiting	1 year	Not to exceed 2 years	Not eligible

If reappointed after 5-year term, or second 3-year term tenure may be granted prior to expiration of a term appointment

Specific policies which govern appointments, reappointment, promotion and tenure are found in the Collective Bargaining Agreement.

**2.09 Criteria and Procedures for Determining Salary, Rank, and Tenure**

The faculty of the College of Design, Architecture, Art, and Planning must conform to University objectives. Since all faculty are expected to teach, perform research, and be institutionally useful, all faculty must establish an acceptable record of achievement.

Criteria for rank and tenure are established by the faculty of each School with respect to the specific disciplines. The criteria are subject to the approval by the Dean and the Provost. A copy of each School's current document is maintained in the office of the Associate Dean. Rank for new appointments must be demonstrably related to the criteria established for reappointment, promotion, and tenure.

A general salary level for an open position is established by the A-126 which authorizes the search process. Parameters for negotiation once candidates have been interviewed should be discussed by the School Director with the Dean.

The School Director must weigh the variables and attempt to bring a new faculty member in at a level of compensation which does not exceed peers in the School.

**2.10 Annual Review**

All non-tenured faculty must have at least one review annually. The School Director and the faculty member have the shared responsibility to ensure that such a meeting takes place. If necessary, however, the School Director should follow through to make sure that the review is held.

The faculty member will be responsible for preparing a draft of a written statement for discussion at the meeting. The statement will be corrected so that both parties are in agreement. Both the faculty member and the School Director will co-sign the agreement.

**2.11 Faculty Promotion**

The following sets forth the procedures, guidelines, and policy of the College of Design, Architecture, Art, and Planning relative to promotion in rank.

- A. Applicants for promotion should keep in mind certain basic questions which bear on the decision process:
  - I. Has the applicant shown continuing professional growth without signs of having reached a plateau?
  - II. Has the applicant achieved the level of professional prominence now expected of individuals of comparable rank at the University?
- B. Procedure:
  - I. Department and/or School criteria for promotion shall be clear and understood by all faculty.
  - II. Any Faculty member wishing to be considered for promotion shall indicate this to his/her School Director.
  - III. Candidates for promotion are considered in the College and University RPT process according to deadlines established in the Collective Bargaining Agreement.
  - IV. The AAUP Guidelines specify the method of notification.



## **2.12 Article I: Reappointment, Promotion, and Tenure: Procedural Guidelines**

(approved by DAAP Faculty 4.28.05)

- A. These Procedural Guidelines were developed in the spirit of fairness, collegiality, and mentoring with a clear recognition of the culture of the College.
- B. The purpose of these guidelines is to:
  - provide a consistent, understandable framework for the RPT process
  - to address the procedural issues, allowing faculty to concentrate on the more complex issue of criteria
  - positively and proactively assist faculty in preparation for the RPT process
  - help RPT committees carry out their duties efficiently and effectively
  - streamline the RPT process
  - provide for a system of review that is equitable for all faculty.
- C. The ordering of categories (Teaching, Creative/Scholarly Work/Research, Service) called for in this document does not imply a priority of importance. This will be determined by unit level criteria.

**Article II: RPT Timeline for Penultimate Year** (approved by DAAP Faculty 6.3.04)  
**For Reappointments**

**1. First Level of Review for Reappointment**

- A. The College expects the candidate to provide to the School Director a list of recommended internal and external reviewers no later than:

**November 15**

It is suggested that the candidate provide a preliminary list at the Annual Review with the School Director in the academic year prior to review

- B. The School Director is expected to send request letters to internal and external evaluators no later than:

**December 1**

for return to the committee by **January 1**

- C. The College expects the candidate to submit his/her full dossier<sup>1</sup> to the first level of review (School RPT Committee) no later than<sup>2</sup>:

**January 1** (AAUP contract date is March 1)

<sup>1</sup> Materials to be sent to internal/external reviewers are to be submitted by November 15 so that the School Director can send them with request letters.

<sup>2</sup> AAUP contract requires that candidates be notified 6 months in advance of an earlier due date than the one required by contract; the College expects candidates to meet the above deadlines to provide sufficient time for review at all levels.

- D. It is expected that the School Committee will provide its letter of recommendation to the School Director no later than:

**February 1**

**2. Second Level of Review for Reappointment**

It is expected that the School Director will provide his/her letter of recommendation to the Office of the Dean, for delivery to the College RPT Committee, no later than:

**February 15**

The School Director will provide the candidate and the School Committee members a copy of her/his letter of recommendation at the time the signed letter is forwarded to the College RPT Committee along with the dossier.

The original letter is to be placed in the Candidate's dossier.

**3. Third Level of Review for Reappointment**

It is expected that the College RPT Committee will provide its letter of recommendation to the Dean no later than:

**April 1**

The chair of the College RPT Committee will provide the candidate, School Director, and School Committee Chair a copy of the College RPT Committee's letter of recommendation at the time the signed letter is forwarded to the Dean along with the dossier. The original letter is to be placed in the Candidate's dossier.

**4. Fourth Level of Review for Reappointment**

The Dean will provide her/his letter of recommendation to the Provost Office no later than (Provost Office mandated date):

**May 1**

The Dean will provide the candidate, College Committee Chair, School Director, and School Committee Chair a copy of his/her letter of recommendation at the time the signed letter is forwarded to the Provost along with the dossier. The original letter is to be placed in the Candidate's dossier.

## Article III: For Promotion/Tenure

### 1. First Level of Review for Promotion/Tenure

- A. The College expects the candidate to provide to the School Director a list of recommended internal and external reviewers no later than:

**First day of Autumn Quarter** of the penultimate year

While not required, it would be extremely helpful to the School Director for the list to be submitted by September 1.

- B. The School Director is expected to send request letters to internal and external evaluators no later than:

**October 1** for return to the committee by **November 1**

- C. The College expects the candidate to submit his/her full dossier<sup>1</sup> to the first level of review (School RPT Committee) no later than:

**October 1**<sup>2</sup> (AAUP contract date is November 1)

<sup>1</sup> Materials to be sent to internal/external reviewers are to be submitted by the first day of Autumn quarter so that the School Director can send them with request letters.

<sup>2</sup> AAUP contract requires that candidates be notified 6 months in advance of an earlier due date than the one required by contract; the College expects candidates to meet the above deadlines to provide sufficient time for review at all levels.

- D. It is expected that the School Committee will provide its letter of recommendation to the School Director no later than:

**November 7**

The chair of the School Committee will provide the candidate a copy of the Committee's letter of recommendation at the time the signed letter is forwarded to the School Director along with the dossier. The original letter is to be placed in the Candidate's dossier.

### 2. Second Level of Review for Promotion/Tenure

It is expected that the School Director will provide his/her letter of recommendation to the Office of the Dean, for delivery to the College RPT Committee, no later than:

**November 21**

The School Director will provide the candidate and the School Committee Chair a copy of her/his letter of recommendation at the time the signed letter is forwarded to the College RPT Committee along with the dossier.

The original letter is to be placed in the Candidate's dossier.

### 3. Third Level of Review for Promotion/Tenure

It is expected that the College RPT Committee will provide its letter of recommendation to the Dean no later than:

**January 15**

The chair of the College RPT Committee will provide the candidate, School Director, and School Committee Chair a copy of the College RPT Committee's letter of recommendation at the time the signed letter is forwarded to the Dean along with the dossier. The original letter is to be placed in the Candidate's dossier.

### 4. Fourth Level of Review for Promotion/Tenure

The Dean will provide her/his letter of recommendation to the Provost Office no later than:

**February 1** (Provost Office mandated date)

The Dean will provide the candidate, College Committee Chair, School Director, and School Committee Chair a copy of his/her letter of recommendation at the time the signed letter is forwarded to the Provost along with the dossier. The original letter is to be placed in the Candidate's dossier.

**DAAP Tenure/Promotion Schedule**  
for penultimate year

Revised and approved by College Faculty 6/3/04

Section 2.12  
DAAP RPT: Procedural Guidelines

	Sep 1	Oct 1	Nov 1	Dec 1	Jan 1	Feb 1	Mar 1	Apr 1	May 1	Jun 1	Jul 1	Aug 1	Sep 1
<b>Candidate</b>	Sep 1 First day of class Submit Final List Of Internal and External Reviewers Submit Materials to Send to Internal/External Reviewers	Oct 1 Submit Dossier to School RPT Committee	Nov 1 [Letters to be returned by reviewers]	Dec 1 Submit Dossier To First Level of Review (School RPT Committee) (Date Mandated by AAUP Contract)	Jan 1 Candidate Is To Be Notified By Provost Of Decision (Date Mandated by AAUP Contract)								
<b>School Committee</b>			Nov 1 Submit Recommendation and Dossier to School Director Committee										
<b>School Director</b>	Sep 1 Send Request Letters and Materials to Internal and External Reviewers	Oct 1 Submit Recommendation and Dossier to College RPT Committee	Nov 1 Submit Recommendation and Dossier to School Director Committee	Dec 1 Submit Recommendation and Dossier to College RPT Committee									
<b>College Committee</b>				Dec 1 Submit Recommendation and Dossier to Dean									
<b>Dean</b>													Sep 1 Submit Recommendation and Dossier to Provost (Date mandated by Provost)

**DAAP Reappointment Schedule**  
for penultimate year of appointment term

Revised and approved by College Faculty 6/3/04

	Sep 1	Oct 1	Nov 1	Dec 1	Jan 1	Feb 1	Mar 1	Apr 1	May 1	Jun 1	Jul 1	Aug 1	Sep 1
<b>Candidate</b>		Submit List of Internal and External Reviewers Submit Materials to Send to Internal and External Reviewers		15	Submit Full Dossier to School RPT Committee [Evaluation Letters to be Returned by Reviewers]	Submit Dossier to First Level of Review (School RPT Committee) (Date Mandated by AAUP Contract)				(in year prior to review) Submit Tentative List of Internal and External Reviewers in Annual Review Meeting			Candidate is to Be Notified by Provost of Decision (Date Mandated by AAUP Contract)
<b>School Committee</b>					Submit Recommendation and Dossier to School Director								
<b>School Director</b>			Request Letters and Materials to Internal and External Reviewers			15	Submit Recommendation and Dossier to College RPT Committee						
<b>College Committee</b>								Submit Recommendation and Dossier to Dean					
<b>Dean</b>									Submit Recommendation and Dossier to Provost (Date mandated by Provost)				

**Article IV: Preparation of the Dossier**

(approved by DAAP Faculty 11.4.04)

- A. Preparation of the dossier is primarily the responsibility of the candidate, with guidance as needed from the School Director, School RPT Committee, and other senior faculty.
- B. All information received and considered in making recommendations regarding reappointment, promotion, or tenure, at any level becomes part of the candidate's dossier. New material pertinent to candidacy may be added to the dossier at any time until the Provost renders a recommendation. A copy of any material added shall be provided to the candidate. The candidate may review the material and respond, in writing, within fourteen days of receipt of the copy (AAUP/UC 4.4.3 and 4).
- C. In all steps of the process, each person involved in RPT committee deliberations has the responsibility to maintain confidentiality regarding RPT deliberations.
- D. Responsibilities of the candidate:
  1. The candidate shall familiarize herself/himself with School RPT criteria, DAAP Procedural Guidelines, and the RPT requirements in the current UC/AAUP contract.
  2. The dossier should be clearly and concisely organized, in accordance with the procedural guidelines set forth in this document, as a reflection of the faculty member's comprehensive creative and intellectual accomplishments, teaching, and service.
  3. Quality of dossier documentation is to be emphasized over quantity, including only that which is absolutely necessary to effectively describe one's activities and accomplishments. The binder with a 3-inch maximum spine width is recommended; use of plastic sleeves is recommended.
  4. The binder must be clearly and neatly marked with the candidate's name, current rank, school name, and level of review (reappointment, tenure, promotion) on both the front cover and spine of the dossier binder.
  5. If additional information is requested of the candidate by the School RPT Committee, School Director, College Committee, and/or Dean, the candidate shall review the request and respond if the candidate wishes.
- E. Responsibilities of the School RPT Committee:
  1. The School RPT Committee shall review the dossier upon receipt to determine if it is complete and organized correctly.
  2. Should the Committee find that the dossier is incomplete or requires any organizational modifications, the Committee should notify the candidate and provide sufficient time to make modifications.
  3. The School RPT Committee shall provide the candidate with a copy of its recommendation letter at the same time the letter goes forward to the School Director.

- F. Responsibilities of the School Director:
1. The School Director shall provide a summary of student course evaluations for the candidate, insert it into the dossier prior to the due date for the dossier to be submitted to the School RPT Committee, and shall copy the candidate at same time.
  2. The School Director shall prepare a summary sheet listing for the letters of evaluation, organized into 3 categories: School; UC (outside the candidate's school); external (outside UC). [see Section III, 11.A.]
  3. Should the School Director find that the dossier is incomplete or requires organizational modifications, he/she may return the dossier to the candidate for modification prior to making a final recommendation.
  4. The School Director shall copy the candidate upon receipt of letters of evaluation.
  5. Letters of evaluation submitted by internal and external reviewers are to be admitted to the dossier by the School Director. If materials are received at a later stage in the review process, the School Director will forward them to the appropriate review level and copy the candidate.
  6. The School Director shall provide the candidate and the School RPT Committee with a copy of his/her recommendation letter at the same time the letter goes forward to the College RPT Committee.
- G. Responsibilities of the College RPT Committee:
1. Should the College RPT Committee find that the dossier is incomplete or requires organizational modifications, it may return the dossier to the candidate for modification prior to making a final recommendation.
  2. The College RPT Committee shall provide the candidate, the School Director, and the School RPT Committee with a copy of its recommendation letter at the same time the letter goes forward to the Dean and copy the candidate.
- H. Responsibilities of the Dean:
1. Should the Dean find that the dossier is incomplete or requires organizational modifications, it may return the dossier to the candidate for modification prior to making a final recommendation.
  2. The Dean shall provide the candidate, the College RPT Committee, School Director, and the School RPT Committee with a copy of her/his recommendation letter at the same time the letter goes forward to the Provost and copy the candidate.

**Article V: Content/Format of Dossier**

(approved by DAAP Faculty Through Section 11: 11.4.04, Sections 11-15: 11.23.04)

- A. The dossier is the document that each candidate prepares as evidence documenting performance relative to the RPT criteria established by the candidate's School.
  - B. To assist in the preparation and evaluation of the dossier, it is recommended that candidates in the College of Design, Architecture, Art, and Planning use the following format and include only those sections that are relevant. The first eleven items below are listed in the order required by the Provost office. Should that requirement change, these procedures will change accordingly.
  - C. Unless otherwise specified in the candidate's appointment letter, the dossier should emphasize the time period at the University of Cincinnati as follows:
    - for reappointment, from initial appointment or the last reappointment, whichever is more recent
    - for award of tenure and tenure/promotion, full length of service
    - for award of promotion only, period in current rank
  - D. In all cases, the CV shall document the full range of a candidate's professional and/or academic career. Dates should be provided for all activities and accomplishments, including the means by which reviewers may clearly identify a listed item's relevance to the emphasized time frame.
1. File Cover Sheet

The "File Cover Sheet" provided by the Provost's Office must be the first page of the dossier.

The preparation and completion of the File Cover Sheet with signature and indication of the recommendation at each level is the responsibility successively of:

    - A. School RPT Committee (chair to sign)
    - B. School Director
    - C. College RPT Committee (chair to sign)
    - D. Dean
  2. Copy of the School RPT criteria document
  3. Table of Contents

Sections of the dossier shall be listed and included in the following order, as applicable. In addition, each major section (Teaching, Creative/Scholarly/Research, and Service) will begin with a one-page index or overview of section contents.
  4. Dean's evaluation, rationale and recommendation
  5. College Committee's evaluation, rationale and recommendation
  6. School Director's evaluation, rationale and recommendation
  7. School Committee's evaluation, rationale and recommendation



8. Candidate's Curriculum Vitae (CV), to include in the following order, as applicable. All entries are to be listed in reverse chronological order.

There are five main categories to be included:

- A. Biographical information
- B. Teaching
- C. Creative/Scholarly/Research
- D. Service
- E. Honors/Awards/Recognition

Please include, where appropriate, the following:

- A. Biographical
  - Name, current address, phone number, and e-mail address
  - Post-secondary education, name of institution, degree, field of study, and date of degree
  - Professional history:
    - academic experience, with dates, title, institution, and location for each
    - professional experience, with dates, title, employer, and location for each
    - representative list of clients and/or projects, if relevant for professional work
- B. Teaching activities:
  - areas of expertise
  - range and type of courses taught (not a complete listing)
- C. Creative/scholarly/research:

(list each section in reverse chronological order; the following list does not indicate hierarchy of importance)

  - exhibitions of art or design work (note whether refereed, invited)
  - publications, full citation (note whether refereed, invited)
  - books and monographs authored
  - edited books
  - chapters in edited books
  - bulletins and technical reports
  - peer-reviewed journal articles
  - editor-reviewed journal articles
  - reviews and abstracts (indicate whether peer-reviewed)
  - papers in proceedings (indicate whether peer-reviewed)
  - others as appropriate, including electronic equivalents
  - research funding: list principal investigator, co-principal investigators, granting agency, dates of grant, and dollar amount of grant
  - conference presentations
  - invited lectures

- citations in other publications or media
  - D. Service: (list each section in reverse chronological order)
    - university service: offices held, committee (membership or chair)
    - professional service
    - community service
  - E. Honors, recognition, and outstanding achievements
  - F. Professional membership
9. Candidate's self-evaluation
- In this formative evaluation, the candidate selects, reflects upon, and synthesizes professional development and progress in instructional, scholarly, and service activities, as appropriate to the School's mission and RPT criteria, and in keeping with the mission and goals of the College and the University. This evaluation should be organized in the following order: Teaching, Creative/Scholarly/Research, and Service. The Self Evaluation should be no more than five pages.
10. Copies of the School Director's signed annual review statements (to date, or since the candidate's last RPT review)
11. Copies of review letters
- A. Summary sheet listing, organized into 3 categories: School; UC (outside the candidate's school); external (outside UC):
    - name, title (rank, if in the academy), and institutional affiliation
    - name of person or committee who suggested each evaluator
    - concise summary of the person's qualifications as an evaluator of the candidate
    - evaluator's relationship to the candidate
    - unsolicited letters are to be clearly indicated
  - B. A single representative example of the letters sent to the evaluators. If these letters were not identical, then an example of each must be included, along with an explanation of why the evaluators were treated differently. The letter must list the materials sent to the evaluators.
12. Teaching
- A. Content listing
  - B. Courses: Include only those categories which are applicable, and only for the period under review. List each in reverse chronological order.
    - listing of undergraduate, graduate, and other courses, in reverse chronological order, by quarter and year—including title, course number, number of credit hours, enrollment
    - indicate if course is co-taught and/or if any special responsibilities
    - 2-3 representative samples of course syllabi
    - a statistical analysis of course evaluations: prepared consistent with the unit RPT procedures document, including final enrollment (as determined by registrar's final grade list) and number of evaluations submitted
    - independent studies, by quarter and year—including course content, number of credit hours, enrollment

- special circumstances: sponsored projects, service learning
- C. Undergraduate senior thesis/capstone project responsibilities
  - advisor
  - thesis committee member
  - thesis committee chair
- D. Graduate thesis and dissertation committees and chair responsibilities:  
List the graduate students for whom you were:
  - advisor
  - thesis/dissertation committee member
  - thesis/dissertation committee chair
  - (For thesis/dissertation advisees who have graduated, list name of student, year of graduation, and title of thesis/dissertation).
- E. Curriculum development; list examples of involvement in:
  - curriculum development
  - design and implementation of new or revised courses
  - development of new teaching methods or materials
  - creation of new programs of study
  - collaborative and/or interdisciplinary curriculum development
- F. Academic advising: Identify the number and level of advisees seen on a regular basis.
- G. Describe any noteworthy accomplishments of students working under your direction
- H. Teaching awards, honors, and recognition

### 13. Creative/Scholarly/Research

Provide information about creative/scholarly/research accomplishments. Artwork, books, manuscripts, articles, etc. may be placed with Supplementary Documents as needed.

- A. Content listing
- B. Creative works pertinent to your area of focus:
  - exhibitions (indicate date and whether juried/invited; solo/group; international/national/regional/local, etc.)
  - professional work (indicate whether commissioned/contracted)
- C. Publications: Within each category, place entries in reverse chronological order, and indicate the specifics of your contribution, for each co-authored item, with full citation, including dates and pages. Include co-authorship and degree of contribution where appropriate.

Insert as separate categories:

(the following list does not indicate hierarchy of importance; actual placement should respond to School criteria)

- books and monographs authored, or electronic equivalents
- edited books
- chapters in edited books

- bulletins and technical reports
  - peer-reviewed journal articles
  - editor-reviewed journal articles
  - reference guide entries
  - reviews and abstracts (indicate whether peer-reviewed)
  - papers in proceedings (indicate whether peer-reviewed)
  - others as appropriate
- D. Presentations, lectures, panels (indicate whether invited/refereed, international/national/regional/local).
- E. Creative/scholarly/research: Wherever there is collaboration/collaborators, describe the nature of your intellectual contribution and indicate an approximate percentage of your contribution, in relation to the total effort involved. List the period, sources, and amount of funding if applicable.
- F. Editorships, or contribution as a reviewer, for journals or other learned publications; referee or juror; chair, discussant, or panelist (if appropriate for scholarly activity).
- G. Awards, interviews, citations and other recognition of your creative, scholarly, or research accomplishments.

#### 14. Service

Include only those categories which are applicable, according to School RPT criteria. List each in reverse chronological order.

- A. Content listing
- B. University Service: give dates in reverse chronological order and descriptions of responsibility for:
- program leadership and support; instructional program development
  - School committees
  - College committees
  - University committees
  - mentoring activities
  - administrative positions held
  - student recruitment and retention activities
  - other service to or for the University
  - service awards, honors, and recognition
- C. Professional Service:
- offices held and other service to professional societies: List organization in which office was held or service performed and describe the nature of the organization (elected or open membership, honorary)
  - consultation in support of the profession
  - Editorships, or contribution as a reviewer, for journals or other learned publications; referee or juror; panelist (if appropriate for service activity)
  - other professional service

- service awards, honors, and recognition
- D. Community Service
  - offices held and other service to community organizations: List organization in which office was held or service performed and describe the nature of the organization (elected or open membership, honorary)
  - consultation in support of the community
  - other community service
  - service awards, honors, and recognition

#### 15. Supplementary dossier

This document is optional; it may be recommended by School RPT criteria or included at candidate's discretion. It is intended for review at the School level. This document will remain on file in the School office. Following the Provostal recommendation it will be returned to the candidate along with the primary dossier.

Examples:

- A. Course syllabi
- B. Student work
- C. Professional/creative work
- D. Publications
- E. Other items as necessary

Inserted within the traditional paper dossier, CD-ROMs may be used to document the candidate's own, or student work

**Article VI: Evaluation** (approved by DAAP Faculty 4.28.05)

- A. The AAUP contract provides that the academic unit establishes the specific criteria by which performance will be evaluated. At all levels of review, evaluation will be based on the evidence presented in the dossier and in accordance with the criteria as established in the unit RPT document. The purpose of this section is to recommend an effective and consistent college-wide process for *obtaining* objective evaluation of a candidate's teaching, creative/scholarly/research, and service performance. The School retains the right to adopt, amend and/or augment this procedural recommendation.
- B. The following chart illustrates who may act as reviewers in different capacities. Further descriptions of their roles and important distinctions follow.

<b>Levels of Review</b>	School RPT Committee (Elected)	College RPT Committee (Elected)	Internal Reviewers (Letter)	External Reviewers (Letter)
<b>Who May Serve as Reviewers</b>				
School faculty *	x #	x #	x	
College faculty*		x #	x	
University faculty			x	
Collaborator*			x	x
Professional peers				x
Former students				x
External beneficiaries				x

\* IMPORTANT: reviewers may fill a single role only; for example, a faculty member may not serve on both School and College RPT committees, nor act as an internal reviewer for the candidate if on either committee.

# Untenured faculty may serve only after a first reappointment

- C. There are two categories of reviewers: Internal and External. Definitions of each category follow.

**Internal Reviewers**

Internal reviewers consist of faculty peers within the University of Cincinnati, including School and College RPT Committees as well as individual peer assessors. Internal reviewers may be any Unqualified Faculty with tenure, untenured faculty in at least their second appointment, or Qualified (Field Service) Faculty members of rank equal to or higher than the candidate.

## 1. Membership of RPT Committees

### **School RPT Committee**

The School RPT Committee shall be a standing committee, plus alternates elected democratically by the School faculty, in spring quarter, for service the following year.

The committee's structure, size, and method of selection are determined at the School level (AAUP contract). However, in an effort to provide consistency to the College RPT process, it is suggested that each School to follow these guidelines in determining time of election, term length, and composition of membership:

- A. Membership should be an odd number and broadly representative of the various disciplinary areas in the School.
- B. Untenured faculty may serve after a first reappointment.
- C. Members and alternates shall serve 2-year terms with the membership elected in alternate years, as evenly as possible in numbers (e.g. three members the first year, two the second year).
- D. Alternates, if indicated by the School RPT Procedures, shall be elected and used only to ensure program representation for the faculty member under review or to replace a committee member who is unable to serve.
- E. The committee shall elect a chair from its members who will serve for the year. This person will sign all letters of recommendation as committee chair. Only tenured faculty members may serve as chair. The Committee is to meet once in the spring quarter, to elect a Chair, so that the Chair will be ready to work with the candidate(s) for tenure/promotion beginning September 1.
- F. One committee member, may take responsibility for preparing an initial draft of the committee's letter but in all reviews, the final recommendation is to be determined, and the final letter composed and signed, by the committee as a whole.

### **College RPT Committee**

The DAAP College RPT Committee shall be a standing committee, plus alternates, elected democratically by the College faculty, in spring quarter, for service the following year.

- A. Membership shall be composed of five full-time tenure-track faculty members of the college with at least one member from each school, plus two alternates. Untenured faculty may serve after a first reappointment.
- B. There shall be no more than two members from any school.
- C. At least 3 members must be tenured faculty members, one of whom must be a full professor.
- D. Members and alternates shall serve 2-year terms with the membership elected in alternate years. Three of the members shall be elected in odd

numbered years, two members elected in even numbered years. One alternate shall be elected each year.

- E. Alternates shall be elected and used only to provide the required composition for a case of promotion to full professor, or to replace a committee member who is unable to serve. One alternate must be a full professor from a school other than the school represented at that rank in the Standing Committee.
- F. The committee shall elect a chair from its members who will serve for the year. This person will sign all letters of recommendation as committee chair.
- G. One committee member, may take responsibility for preparing an initial draft of the committee's letter but in all reviews, the final recommendation is to be determined, and the final letter composed and signed, by the committee as a whole.
- H. Evaluation concerning candidates for promotion to full professor should include at least two full professors from two different Schools on the committee performing the initial, in-depth review. All five committee members will finalize the review.

**In addition:**

- A. The RPT committees should be independent across levels; that is, no individual should serve simultaneously on RPT committees at two levels (school or college).
- B. The full Committee must be present and voting for a recommendation to be forwarded. The vote must be a secret ballot and be tabulated and recorded in the committee recommendation.
- C. Faculty who will be reviewed within an academic year may not serve on an RPT Committee in that year.

**Note: examples of conflict of interest**

- A. Close campus collaborators of the candidate (e.g., co-authors)
- B. Faculty with a familial or comparable relationship with a candidate

**2. Internal Reviewer Responsibilities**

**At the School level:**

- A. The quality and significance of the candidate's work and performance are assessed.
- B. The Committee members (peers) perform an in-depth review of the dossier and evaluate the performance of the candidate according to established School RPT criteria.
- C. The School Director is responsible for summarizing each candidate's teaching evaluations and placing them in the dossier for review by the School Committee.
- D. The School Director requests letters and outside reviews on behalf of the candidate as indicated Section 3.B.II.
- E. The Committee's numerical vote and recommendation are to be for-



warded to the School Director.

- F. Following the School RPT Committee review, the School Director evaluates the quality and significance of the candidate's work and performance and how well the case has been made for reappointment or tenure/promotion. This review must be based on the evidence presented in the dossier, and in accordance with the criteria as established in the unit RPT document. If the School Director's assessment is contrary to the School RPT Committee assessment, the bases for differing judgments must be stated in writing by the School Director.

**At the College level:**

- A. The College level committee reviews the dossier and evaluations presented to determine if the evaluation and decision made at previous levels are supported by the documentation in the dossier and in accordance with the School RPT criteria.
- B. The Committee's numerical vote and recommendation are to be forwarded to the Dean. If the College level Committee's assessment is contrary to either the School Director or School RTP Committee assessments, the bases for differing judgments must be stated in writing by the College RPT Committee.
- C. The Dean reviews the dossier and evaluations presented to determine if the evaluation and decision made at previous levels are supported by the documentation in the dossier and in accordance with the School RPT criteria. If the Dean's assessment is contrary to either the College RPT Committee, School Director, or School RPT Committee assessments, the bases for differing judgments must be stated in writing by the Dean.

**3. Solicited Letters of Evaluation From Internal Reviewers**

Letters may not be solicited from any member of either the School or College RPT Committees, nor from Associate Deans.

Internal reviewers are peers within the University, College, and School. External reviewers are peers from outside the University of Cincinnati. Letters of evaluation from external reviewers are expected only in cases of tenure/promotion and promotion from Associate Professor to Professor.

**A. School Peer Letters of Evaluation:**

- I. All Represented Faculty within the School should be invited and have the right to submit a letter of evaluation for any candidate under review. Tenure-track and Field Service faculty with junior rank may submit a letter if they choose, but cannot be required to do so.
- II. Internal reviewers will be provided access to the candidate's dossier for review as soon as it is available to the School Committee. Evaluation letters should be received by the Committee within two weeks of the date by which the dossier is due to the Committee; refer to the Timeline section of this document. [this needs to be stated in the Timeline also]
- III. All solicited letters received must be included in the dossier.

**B. College/University Peer Letters of Evaluation:**

- I. The candidate may provide the School Director with a list of up to

five potential College and/or University peer reviewers.

- II. In consultation with the School RPT Committee and the candidate, the School Director shall choose up to three names from the candidate's list and supplement the list with an equal number of reviewers, not to exceed the number chosen from the candidate's list. When a candidate presents a valid reason for removing a particular person from the list of potential reviewers the School Director shall respect the candidate's wishes and not solicit an evaluation from that person.
- III. College and University peer reviewers will be provided with the candidate's CV, Self Evaluation, examples of creative/scholarly/research work, and any other materials determined by the candidate in consultation with the School Director. Responses are due to the School Director within two weeks of the date by which the dossier is due to the Committee; refer to the Timeline section of this document.
- IV. All letters solicited and received must be included in the dossier.
- V. Unsolicited letters are not to be automatically included in the dossier. If an unsolicited letter is received and the School Director determines in consultation with the candidate that further information is warranted, he or she may request it from the letter's author. Requested clarification, as provided in writing by the author of the original letter, will be included in the dossier and at the same time will be copied to the candidate.

#### **4. External Reviewers (outside the University)**

For tenure and promotion reviews, external reviewers are to provide objective assessment of the quality, importance, relevance of the candidate's creative, research, and scholarly work and stature in the field, relative to the candidate's research, creative, and/or scholarly work and service.

For reappointment reviews of tenure-track faculty, external reviews are optional and not expected.

For reappointment reviews of Field Service appointments, external reviews are encouraged and should provide objective assessment of the candidate's professional activities relevant to the nature of their appointment.

##### **A. Who may serve as an external reviewer**

It is expected that objective peer evaluators will be predominantly of senior rank or significant stature in the candidate's area of expertise.

Letters of evaluation may come from:

- Individuals who have personal knowledge of the candidate's teaching, creative/research/scholarly, and service accomplishments may be asked to write a letter attesting to the quality and impact of the candidate's contributions.
- Individuals with expertise to evaluate the candidate's work in an objective manner.
- Persons who have a relationship with the candidate that could reasonably interfere with objective evaluation will not be solicited as impartial reviewers. However, close collaborators may be

asked to comment on the candidate's contribution to their collaborative work.

- Letters may also be invited from former students of the candidate, and all letters must be identified as such in the dossier. These letters may be solicited for reappointment or promotion reviews.

#### **B. Solicitation of External Reviewers**

- I. Each candidate must be provided an opportunity to nominate external evaluators. The candidate will provide the School Director with a list of up to three potential external reviewers.
- II. In consultation with the School RPT Committee and the candidate, the School Director shall choose up to three names from the candidate's list and supplement the list with an equal number of reviewers, not to exceed the number chosen from the candidate's list. When a candidate presents a valid reason for removing a particular person from the list of potential reviewers the School Director shall respect the candidate's wishes and not solicit an evaluation from that person.
- III. Soliciting external evaluators and providing materials to them is solely the responsibility of the School Director.
- IV. The candidate should under no circumstances contact prospective or actual external evaluators regarding his or her case at any stage of the review process, and should not discuss the case with any evaluator or provide additional materials to any evaluator even if the evaluator initiates the contact, as contact of this nature compromises the integrity of the review process.
- V. The letter of invitation sent to the prospective reviewer should state expectations for the scope and nature of the review, due date for receipt of the completed evaluation, and the realities of the Ohio Public Records Act, which indicates that this correspondence is public information.
- VI. External evaluators who accept the invitation to review the candidate should then be sent all appropriate materials. The reviewers will be provided with a copy of the candidate's CV and the candidate's Self Evaluation Statement, and examples of the candidate's own work (creative, scholarly, professional), in addition to any other materials (such as School RPT criteria) that the candidate and School Director deem necessary.
- VII. All external evaluators for a given candidate should be sent the same materials unless there is a substantive reason for differentiating among evaluators. In a case in which evaluators are sent different materials, the School Director must provide an explanation to be included in the candidate's dossier.
- VIII. All materials are to be sent to the reviewer in a timely fashion, to allow at least thirty days for a response. Responses are due to the School Director no later than the last day for submission of the dossier to the first level of review (refer to Timeline).

- IX. All letters solicited and received must be included in the dossier.
- X. Unsolicited letters are not to be included in the dossier. If an unsolicited letter is received and the School Director determines that further information is warranted, he or she may request, in consultation with the chair of the School RPT Committee and the candidate, an additional letter from the unsolicited letter's author. Requested clarification, as provided in writing by the author of the original letter, will be included in the dossier and at the same time copied to the candidate.
- XI. It is far more likely that a useful letter will be obtained when the evaluator is given sufficient time in which to review the materials, and when the nature of the requested evaluation letter is carefully explained. In most cases, evaluators should be asked only to provide an analysis of the candidate's creative/research/scholarly work (at least partly on the basis of provided materials). Evaluators should specifically be asked NOT to comment on other matters such as whether the candidate should be promoted and tenured at the University of Cincinnati or whether they would be promoted and tenured at their own institution.
- XII. Once letters have been received from evaluators, the School Director should send a letter of thank you to acknowledge the contributor's time and effort.

#### **D. Sample Letter Directed To External Evaluators**

The following format of the sample letter is not required, but is suggested, with modifications to reflect variations across the College in the type of scholarly activity of the candidate.

If a School wishes to use an alternate format or to seek different information, it should fully consider both how evaluators are likely to respond to such a request, given the time provided to respond and the Ohio Public Records Act, and how much information the evaluator has on which to base the requested assessment.

*The School of \_\_\_ is considering Dr. (Assistant Professor, etc) \_\_\_ for promotion to the rank of associate professor with tenure [professor]. At the University of Cincinnati, the criteria for promotion to Associate Professor with tenure include the candidate's performance in teaching, research and university and professional service. The institutional committees and individuals reviewing the candidate's dossiers place considerable emphasis on evaluations provided by relevant experts outside the University. Because of your recognized expertise in the area of scholarly activity of Dr. \_\_\_\_\_, we are seeking your professional opinion.*

*Dr. (Professor)\_\_\_ 's performance in teaching, research and service will be evaluated at the School, College and University levels to determine whether promotion and tenure [promotion] will be granted. I am asking you only to provide a critical assessment of Dr. \_\_\_'s creative/scholarly/research activities.*

*Would you please comment in some detail on the significance of the overall creative/scholarly/research program as well as on individual papers/art-*

*work/design, including the merit of the work, its originality, and its impact on the field of study? For example, you might address any of the following:*

- 1. how long you have known the candidate and in what capacity?*
- 2. the quality of his/her creative/scholarly/research activities,*
- 3. the impact of his/her creative/scholarly/research activities on the field,*
- 4. the level of achievement and recognition in the candidate's field for creative, scholarly and professional activities,*
- 5. the quality of the enclosed artwork/design/publications or other work with which you are familiar,*
- 6. the quality of presentations which you have heard at meetings,*
- 7. the level of productivity as evidenced by funding, publications, exhibitions and citations.*

*To assist you in preparing your evaluative comments, a copy of Dr. (Professor)\_\_\_'s curriculum vitae, self evaluation, and copies of the following artwork/design/publications are enclosed: \_\_\_*

*We do not expect you to comment on whether Dr. (Professor)\_\_\_ should be promoted and tenured [promoted] at the University of Cincinnati or whether he/she would be promoted and tenured [promoted] at your institution. The University's assessment will be based upon the total record and our own criteria and standards. It is understood that you and the candidate should not be discussing this evaluation.*

*Under the Ohio Public Records Act all documents related to Reappointment, Promotion, and Tenure reviews, including letters of evaluation, are public records. The candidate has the right to review the letter upon receipt by the committee. Thus we cannot promise confidentiality.*

#### **E. Sample Letter Directed To Former Students of the Candidate**

The following format of the sample letter is not required, but is suggested, with modifications to reflect variations across the College in the type of teaching activity of the candidate.

If a School wishes to use an alternate format or to seek different information, it should fully consider both how evaluators are likely to respond to such a request, given the time provided to respond and the Ohio Public Records Act.

*The School of \_\_\_ is considering Dr. (Assistant Professor, etc) \_\_\_ for promotion to the rank of associate professor with tenure [professor].*

*Dr. (Professor)\_\_\_'s performance in teaching, research and service will be evaluated at the School, College and University levels to determine whether promotion and tenure [promotion] will be granted. I am asking you only to provide a critical assessment of Dr. \_\_\_'s teaching and/or advising.*

*To assist you in preparing your evaluative comments, a copy of Dr. (Professor)\_\_\_'s curriculum vitae is enclosed.*

*Would you please comment in some detail on the impact Dr. (Professor)\_\_\_ had on you through his/her teaching and/or advising? As applicable, please*

*comment on his/her teaching methods, ability to stimulate learning, knowledge of the subject matter, and any other relevant issues.*

*We do not expect you to comment on whether Dr. (Professor)\_\_\_\_ should be promoted and tenured [promoted] at the University of Cincinnati . We must make this assessment based on the total record, not just on teaching, and on our own criteria and standards.*

*Under the Ohio Public Records Act all documents related to Reappointment, Promotion, and Tenure reviews, including letters of evaluation, are public records. The candidate has the right to review the letter upon receipt by the committee. Thus we cannot promise confidentiality.*

#### **F. Student Evaluation of Teaching**

Student evaluations are necessary as a part of the overall assessment of the instructional process, and shall be conducted for each course taught. While the limitations of the student evaluations are clearly understood, they can be a valuable tool in evaluating technique.

Each School shall determine a consistent student evaluation form and process. Evaluations shall be considered as a whole over a period of time, i.e. individual evaluations are less indicative than is the trend. Comparisons should be made to the historical averages, when available, for the courses.

Faculty shall not administer the evaluations for their own classes nor are they to be in the room while students complete them. A student from the class shall be selected to distribute the evaluations, collect them, and take them to the appropriate School office after they are completed.

The School Director shall be responsible for tabulation of the evaluations and their placement in the dossier as described in Section III. Summaries of teaching evaluations for each course taught during the period under review shall be written by the School Director. These tabulations and summaries are to be completed and placed in the dossier prior to first level of review.

#### **G. Peer Evaluation of Teaching**

Peer review is strongly recommended. Each School is to develop its own methods for peer evaluation and results are to be included in the dossier. This will be in the form of written assessment (solicited by the School Director) or other reports of peer reviews of teaching.

**Article VII: Faculty Appointments** (approved by DAAP Faculty 4.28.05)

- A. In accordance with the AAUP contract, faculty appointments are either Unqualified (tenure-track) or Qualified (field service). While the terms of employment differ, the RPT criteria used to evaluate unqualified and qualified faculty members are the same. As may be specified in school-level RPT documents, the distinction between qualified and unqualified faculty appointments is in the *weight* given to each criterion as reflected in the assignment of responsibilities, e.g., a “field service” faculty member may be assigned a heavier professional service load and as such will be expected to accomplish at a higher level in this area compared to tenure-track faculty members in the same school.
- B. Unqualified faculty members are on a mandatory tenure track, requiring reappointment reviews as indicated in the AAUP contract and following the initial time interval specified by the original appointment letter. The length of time from tenure/promotion to Associate Professor until promotion to Professor is not specified.
- C. Qualified faculty members are appointed for a specified number of years, with a mandatory review for reappointment in the penultimate year. The timing for reviews for promotion is not specified.
- D. It is not allowable under present AAUP contract for a qualified faculty member to transfer into a tenure-track faculty line, nor can an unqualified faculty member move into a qualified appointment without being subject to all normal hiring procedures.

**2.13 Payment of Salaries**

Salaries are paid on an academic year basis - three academic quarters containing a total of thirty-two weeks. Faculty members may elect to receive their salaries on either a ten-month or a twelve-month basis. Requests for a change of payment must be made at the beginning of an academic year to the Senior Business Administrator.

**2.14 Holidays**

The University observes the following paid holidays each calendar year:

Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving	(2 days) fourth Thursday and Friday in November
Christmas	(2 days) around December 25, depending what day of the week Christmas falls on)
New Year's Day	January 1 (or the Friday before/the Monday after)
Martin Luther King's Birthday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4

**2.15 Overload Teaching**

Overload teaching is permitted only in emergency situations. The compensation for overload teaching is stated in the Collective Bargaining Agreement. Overload teaching must be approved in advance by the Dean of the College.

**2.16 Faculty Compensation for Fourth Quarter**

When a faculty member teaches in the fourth quarter he or she shall receive additional compensation in the amount of 30% of his/her established academic year salary for a complete full-time quarter or a pro-ration thereof.

In compliance with the University rule on Four Quarter Operation, full-time appointments on the general funds of the University can be made in only seven of the eight quarters of the biennium. In effect, this means that a faculty member can teach full time only one of the two summers in the biennium - or a half-load both summers. Emergency exceptions to this rule require approval by the Dean and the Senior Vice President and Provost.

All academic bienniums shall start with the normal academic year as of each September 1. For new faculty any quarters of prior service for part of the preceding year shall be considered as having been in an "acting" basis and do not count as any part of a biennium.



### **2.17 Salary Earned on Grants and Contracts**

Faculty drawing extra compensation on a grant or contract cannot do so during the period when the faculty member has full-time obligation to the University (during the thirty-two week instructional period). In fact, government regulations prohibit the payment of extra compensation from federal funds to faculty members during this period.

A Professional Research Payroll Calendar is available in the office of the Senior Business Administrator, which identifies the specific periods when payment can be made.

### **2.18 Unemployment Compensation**

Unemployment Compensation is available to faculty when placed on lay-off status or when terminated and when qualified under the provisions of the Ohio Unemployment Compensation Law. The University pays the full cost of this insurance protection.

### **2.19 Merit Increases**

On May 31, 1988, DAAP Faculty approved the DAAP task force report on the merit process in the College. On May 19, 1989, following a Type B grievance filed by a member of the DAAP faculty, President Steger requested that the merit process document be recast as a final statement.

The following explains the approved DAAP merit process, which took effect September 1, 1989, and establishes the task force report as the permanent merit procedure for the College. The report of the task force is on file in the Dean's office.

#### **A. Philosophy**

- I. A successful merit policy demands a University and College merit philosophy that meets at least three criteria. It must be
  - a. coherent,
  - b. defensible, and
  - c. legitimate.

A merit philosophy must be coherent, i.e., it should be clearly defined, consistent in principle, and widely and commonly understood and supported by Faculty and Administration. It must define as meritorious, not some vague performance somewhere or anywhere above the satisfactory level but, performance that is outstanding and deserving of recognition.

A merit philosophy must be defensible, i.e., its principles must actually be applied and its impacts must be evaluated and shown to have produced expected and desired results. Merit must accomplish the purposes that its proponents claim.

- B. A merit philosophy must be legitimate. To be legitimate, merit policy must meet the following conditions:
  - I. Faculty must have a determining role in the formulation and implementation of a merit philosophy and merit criteria and procedures;
  - II. Administrators must administer the merit process fairly and consistent with

faculty control of merit criteria and procedures;

- III. the University Administration must itself accept the discipline of merit, apply it to all administrators, and distribute merit according to outstanding procedures rather than convenient across-the-board allocation procedures;
- IV. the University must pursue a broad and deep commitment to academic excellence and relate merit policies and initiatives designed to enhance academic quality and the faculty's quality of life. Administration and faculty must work together to develop and implement a fabric of other policies and initiatives to provide a framework to nurture high academic performance and to justify merit.

Merit should be awarded to those whose performance is significantly beyond the satisfactory level and contributes to academic excellence.

C. Guideline

A guideline establishes the percentage of faculty who in any merit period will receive a merit award. Merit awards should recognize outstanding performance in teaching, research, creative work, and/or service. Merit awards, therefore, should distinguish between satisfactory and meritorious performance as long as AAUP/Administration agreements includes an annual across-the-board salary increase which exceeds the percentage allocated to merit.

A guideline of 50% more or less (to mean one more or one less than the number of faculty eligible for merit) will be applied for merit awards beginning with the 1988-1989 merit period. This 50% guideline will remain in effect until the college faculty, using democratic procedures, can agree on a guideline which is consistently applied in all four Schools. The guideline will become null and void when a future contract provides for an annual merit increase that is equal to or greater than the across-the-board increase, and be so indicated in new School merit procedures. The guidelines will be invoked only in academic years and merit periods in which the merit percentage is less than the across-the-board increase.

D. Set Aside

A set aside is defined as a reservation of funds by the Dean of a percentage of the total merit pool. The set-aside allows the dean to recognize outstanding collegiate service as provided by, but not emphasized in, School merit criteria; to recognize differences in levels of performance among Schools; and to provide an additional perspective on individual faculty performances.

A set-aside of 15% of the College merit pool is to be used for the 1988-1989 merit period and beyond. The practice of the set-aside is to be published and communicated to all College faculty within the bargaining unit. The set-aside is to be published and communicated to all College faculty within the bargaining unit. The set-aside is to be awarded in accordance with criteria and procedures. In addition the merit percentage of School Director's base salaries shall be added to the set-aside.

E. School Director's Merit Awards

The merit procedure of School Director's salaries is to be added to the set-aside and their merit increases are to be allocated from the from the set-aside. The dean is to regularly communicate with School Directors about mutual goals, the adequacy of School Directors' administrative performance, and the Dean's evaluation of their performance. School directors are to be evaluated for merit awards by the Dean and, when unit procedures and criteria allow it, by School Faculty, on the basis of outstanding performance in teaching, research, creative work, and/or service (including administrative performance), with the expectation that merit awards will not be evenly distributed.

F. Need for School Consistency

The criteria and procedures for recommending merit pay increases in each unit in the college conform, in their own way, to Article 10.4 of the current Collective Bargaining Agreement and have been administratively approved. The School of Design, The School of Art, and the School of Planning each have only School criteria and procedures. It is recommended that the School of Architecture and Interior Design establish in a democratic manner School criteria and procedures for recommending merit increases and eliminate department based criteria and procedures.

G. Other School and College Merit Procedures

It is recommended that an annual review occur between each faculty member in the bargaining unit and the School Director. This review should not be a necessary prerequisite for merit recognition. School Directors initiate recommendations to the Dean for all merit distributions, including the set-aside.

H. Tiers

Tiers are the establishment of clear and distinct levels of outstanding performance. Two tiers of merit awards will be in effect amounting to \$X and \$2X to be divided among those bargaining unit members recommended for merit awards by their School Directors. The 15% set-aside merit pool will be distributed without regard to the \$X and \$2X tier formula.

CERTIFICATION: Jay Chatterjee (signed)  
July 17, 1990

## **2.20 Faculty Absences**

A faculty member, in the course of a ten-week quarter, may be forced to miss a class due to travel for professional meetings, invited lectures or presentations, or other events outside the University which support the faculty member's research or professional development. This is expected. If any more than one session must be missed, the faculty member should advise the School Director, and should either plan a make-up session at a time agreeable to the students in the class or arrange for a visitor to cover the class.

A faculty member who must be absent for personal reasons from classes as scheduled or during exam week is expected to advise the School Director of the anticipated absence and complete the "Absence from Work" form for AAUP Bargaining Unit members.

Faculty sick leave is reported on the same form under the provisions of the Collective Bargaining Agreement.

## **2.21 Leaves of Absence**

The terms for various forms of leave are governed by the UC/AAUP Agreement. Faculty anticipating the necessity of a leave should consult the contract and discuss it with their School Director and / or the Associate Dean for Faculty Affairs as early as possible. Academic leaves (sabbaticals) must be requested in the Fall Quarter of the year preceding the academic year in which the leave will occur.

Qualifications for academic leaves of absence in the College of Design, Architecture, Art, and Planning are identical to those of the University. In addition to length of service as listed below, the following criteria are proposed as a guide to assisting in filing the leave request.

### **A. Criteria**

The purpose of the academic leave is to facilitate a program of enrichment, revitalization, and reinforcement that would have direct benefit to the University. To these ends, scholarly involvement, professional experience especially in research, investigation of new interests, study including travel, professional employment, and improvement of qualifications are recognized as means of fulfilling sabbatical programs. Academic leaves are supported by the University to continue the income of the faculty during such a special personal program, but not for financial gain. It must also be recognized that in a professional school there may be professional opportunities both locally and elsewhere that offer an extension of experience in the field.

The important activities of travel, rest, and relaxation are regarded as outside the intentions of academic leaves and are aspects of faculty life expected to be accommodated within the breaks of the academic calendar or through leaves of absence without compensation. Academic leaves must not have a negative impact on the teaching, research, or service functions of the College but, have a positive correlation to their functions.

### **B. Purpose**

The purpose of awarding academic leave in the College of Design, Architecture,

Art, and Planning shall be particularly for faculty renewal. An academic leave should be thought of less as a continuation of existing activities and interests and more as an opportunity for constructive new experiences. An academic leave should represent an introduction of new alternatives such as a change of environment, emphasis or direction.

An academic leave proposal should be congruent with the interests of the College as well as those of the individual faculty member. Such interests include, but are not limited to, advancement of academic or professional credentials or other pursuits of mutual benefit to the College and the individual.

C. Procedures

Provisions governing academic leave are defined in the Collective Bargaining Agreement.

A leave applicant must submit the following to his/her School Director:

- I. A plan for the use of the time and rationale that is consistent with the academic interests of the University, defined as promotion of excellence in the production and/or dissemination of knowledge. Statements should clearly detail the activity proposed and its relationship to teaching and professional development and the mission of the School/College. The statement should include efforts to obtain external funding; an itinerary, if travel is involved; bibliography, if appropriate; and any other relevant items.
- II. An indication of the leave option (one or two quarters at full salary, or three quarters at two-thirds salary).
- III. An up-to-date curriculum vitae.

**2.22 Administrative Leave**

In accordance with University Rule 3361:30-31-02 TIME OFF FROM WORK: POLICY FOR ADMINISTRATIVE LEAVE, unclassified exempt, personnel at the rank of assistant dean and above, or its equivalent, as determined by the president and vice-presidents, may apply for leave on the basis of the following minimum terms of service:

- A. After twelve quarters of full-time service, a leave of one quarter at full salary or two consecutive quarters at one-half salary
- B. After eighteen quarters of full-time service, a leave of three consecutive quarters at one-half salary or two consecutive quarters at three-fourths salary
- C. After twenty-four quarters of full-time service, a leave of two consecutive quarters at full salary or three consecutive quarters at two-thirds salary
- D. In determining eligibility for administrative leave only three quarters of full-time service in any one year may be counted. Following completion of an administrative leave, future eligibility shall be determined from the time of return from such leave.

## **2.23 Faculty Travel**

Faculty are encouraged to participate in activities sponsored by professional organizations. This includes presenting papers at meetings; serving as officers; and attending and participating in general meetings, seminars, and workshops.

Faculty members are eligible for travel funds consistent with the general regulations outlined below. Requests for travel funds must be submitted to the School Director on Form A-112 for approval prior to anticipated travel. (Each school has an allocated budget for the fiscal year.) The travel form is processed to the Accounting Office for encumbrance of funds following the approval of the Dean of the College.

Bargaining Unit members receive reimbursement for travel expenses in accordance with procedures and criteria established by the governance structure of the school. Each School establishes in a democratic the criteria and procedures for the allocation of travel funds. These criteria and procedures will be submitted to the Dean for approval and subsequently published and distributed to each member of the School. These approved procedures may include a committee elected from the School to make recommendations to the School Director.

Faculty are also encouraged to apply for assistance from other sources beyond the School's travel budget. They should consult the annotated faculty development resource list published annually by the University Faculty Senate, and that prepared by the Dean's Office.

A Travel Expense Account (A-113) form must be filed within 10 days upon return from a trip. All expenses must be itemized in detail by the categories provided on the Travel Expense Account form, and all receipts which are required should be attached.

University Rules for Reimbursement of Travel Expenses (effective 9/2/85) follow:

A. Travel: Rates and Requirements for Reimbursements of all Travel Expenses

3361:20-53-02

This rule is promulgated pursuant to rule 3361:20-53-01, of the Administrative Code, "Travel: travel policies."

I. Authority for travel

As required by rule 3361:20-53-01 of the Administrative Code, "Travel expenses shall be reimbursable expenses only if the travel shall be for the purpose of conducting official university business, has been authorized in advance, and shall be in accordance with the policies of the Board of Trustees and the policies and procedures promulgated by the President of the University."

These regulations are applicable to all university employees' travel only, regardless of funding source.

The regulations do not apply to guests, speakers, honorees, consultants, job candidates, entertainment claims and field trips.

- a. All authorization for university business travel must be approved by the official responsible for the travel budget to be charged except

for foreign travel.

- b. In instances of foreign travel, approval by the appropriate Vice President responsible for the budget is required and the request for foreign travel must clearly indicate the nature of the university business being conducted. Canada and Mexico are excluded from the foreign travel category.
- c. An approved travel authorization form (form A-112) must be on file in the controller's office before travel expense reimbursement may be made. The travel expense report form (form A-113) should be used to claim reimbursement.
- d. Travel authorization approval signatures imply authorization for trip and approval to incur actual expenses up to the total amount listed on the authorization. The signing of the travel expense report form by the traveler constitutes certification of the propriety of all expenses.

**B. Prepayment**

- I. Prepayment is possible in the following instances:
  - a. Common carrier transportation, as arranged through University authorized travel agencies;
  - b. Registration fee of fifty dollars or more;
  - c. One night's lodging deposit if on travel status for more than one night;
  - d. Prepayment checks shall be made payable only to the vendor.

**C. Allowable transportation expenses**

Travel should be thirty miles from either University office location or home, whichever is most advantageous to the University, to be eligible for travel status; however the thirty mile limitation is not applicable with respect to mileage reimbursements. The traveler will be reimbursed for mileage from either headquarters or home as determined by the person responsible for the travel budget. A mileage chart is attached that should be used as a guide when figuring mileage.

- I. Common Carrier
  - a. Pursuant to rule 3361:20-53-01 of the Administrative Code, all travel by rail, bus, air or other common carrier must be at the lowest available rate. By air the lowest rate is the tourist rate.
  - b. The traveler generally is personally liable for any charges assessed for unused travel reservations which are not released within the time limits specified by the carriers. Specific circumstances will be reviewed by the Accounts Payable office on a case-by-case basis.
  - c. Expenses claimed must be supported by ticket stub, receipt, or similar evidence of expense if the expense is greater than one dollar.

II. Privately owned automobiles

- a. Travel by privately-owned automobiles is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements in section 4509.51 of the Revised Code. Reimbursement is authorized at a rate of \$32.5 per mile. If any specific grant or contract specifies a different mileage rate, reimbursement will be that rate rather than the U.C. rate. Travel vouchers shall indicate all intermediate destinations between the commencement and termination of travel and vicinity mileage after arrival at destination. Reimbursement shall be made to only one of two or more persons traveling in the same privately-owned automobile.
- b. The mileage rates described in these regulations are meant to cover all expenses incurred in using a privately-owned vehicle for official University business except those items claimed under paragraph (C)(5), other transportation expenses.
- c. If renting an automobile, rental charges and actual gasoline expenses will be reimbursable in lieu of mileage. Original itemized receipts from the car rental agency must be submitted with the travel expense form. Personal accident insurance and personal effects waiver claims will not be reimbursed. Collision damage waiver claims will be reimbursed.

III. Travel by University Automobile

Travel by University automobile requires authorization. If service is necessary to ensure the safe and efficient operation of the University automobile, reimbursement for expenses incurred is allowable. Original receipts are required. Mileage is not reimbursable.

IV. Privately Owned Motorcycle

Travel by privately-owned motorcycle is authorized only if the owner thereof is insured under a policy of liability insurance complying with the requirements of section 4509.51 of the Revised Code. Reimbursement is authorized at the rate of \$.085 per mile. Travel vouchers shall indicate all intermediate destinations between the commencement and termination of travel and vicinity mileage after arrival at travel destination.

V. Other Transportation Expense:

- a. Reimbursement may be claimed for parking charges; ferry and taxi fares; and bridge, highway, and tunnel tolls.
- b. Any other out-of-pocket expenses, such as road service and towing charges directly chargeable to the operation of a University-owned vehicle incurred while traveling in such a vehicle, may be reimbursed subject to approval of the official responsible for the travel budget.



- c. The use of private or rented aircraft requires written authorization by the official responsible for the travel budget. Reimbursement will be made on the basis of either a rate of ten cents per air mile or the comparable commercial coach fare, whichever sum is less. The traveler must submit with his travel expense report form a copy of the written authorization to use a private or rented aircraft.
- d. Each item of expense claimed under this paragraph must be listed on the travel expense report form. Original receipts are required for parking and other items of expense greater than one dollar, except ground transportation, and bridge, highway, and tunnel toll for which receipts are not required.

#### D. Living Expenses

Allowable living expenses consist of those direct expenditures made by a traveler in meeting his/her own necessary and reasonable expenses while traveling on university business.

##### I. Lodging

- a. Reimbursement is authorized for actual and reasonable expenses. Although such expenses are authorized by the person responsible for the budget used, periodic reviews will be performed in the Accounts Payable office to test for the reasonableness of expenses.
- b. Itemized hotel receipts are required.
- c. Single room rates, including taxes, will be reimbursed unless sharing a room with another university employee. If this is the case, the respective expense reports should be cross-referenced.

##### II. Meals

Reimbursement of \$30.00 per full day is authorized without receipts. Expenses in excess of this limit will be considered for reimbursement if receipts are provided. Reimbursements will not be made in excess of \$30.00 per day without submission of original receipts.

- a. Time constraints for meal reimbursement per calendar day are as follows:
  - i. Breakfast—Must be on authorized travel status prior to eight A.M. (Maximum of \$6.00 without receipt).
  - ii. Lunch—Must be on authorized travel status prior to twelve noon (Maximum of \$9.00 without receipt).
  - iii. Dinner—Must be on authorized travel status prior to 5 P.M. and must return after 6 P.M. (Maximum of \$15.00 without a receipt).
- b. Alcoholic beverages are not reimbursable.

- E. Miscellaneous expenses
  - I. Expenses incurred for stenographic fees, storage of baggage, telephone calls on official university business, and rental of equipment or temporary meeting or office facilities necessary for the conduct of official university business may be reimbursed. Expenses incurred for entertainment are not reimbursable.
  - II. Expenses incurred for laundry, dry cleaning, and pressing may be reimbursed if the person is in a continuous travel status in excess of one week without returning home during that time. Such expenses may also be reimbursed upon approval by the person responsible for the travel budget for a person on travel status of less than one week.
  - III. Expenses incurred for special purchases essential for the fulfillment of the travel or work assignment may be reimbursed upon approval of the official responsible for the travel budget.
  - IV. Miscellaneous expenses must be itemized separately on the travel expense report form. Original receipts shall be submitted for all miscellaneous expenses if the expense is greater than one dollar.
  - V. Tips should be limited to fifteen per cent of the cost of service rendered and are reimbursable. (Receipts not required).
- F. Conference fees and conference meals
  - I. Expenses incurred for registration fees at meetings or conferences may be reimbursed. Any such expenses must be itemized on a travel expense report form which must be accompanied by a receipt.
  - II. Reimbursement may be made for actual, reasonable expense of meals when such meals are an integral part of a seminar or similar working assembly provided the attendance of the person at such meeting is necessary to the best interest of the university.
  - III. Registration fees must exceed \$50.00 before they may be prepaid directly by the university if such arrangement is agreed to by the vendor.
- G. Reporting and documentation
  - I. Travel expenses should be filed within 10 days after the person returns to his/her headquarters following a trip. Mileage expenses for local travel in personal automobiles should be submitted at the end of each month on a travel expense report form accompanied by a mileage log. All local travel claims must be approved by the Departmental Budget Manager.
  - II. Traveler must sign expense report.
  - III. Reimbursements will generally occur only after a trip has taken place.
  - IV. Original receipts are required for all applicable expenses (lodging, meals, parking and other items of expense greater than one dollar except ground transportation and bridge, highway and tunnel toll). If receipts are not available, approval memos from the Departmental Budget Manager justifying missing receipts are required (excluding meals).

- V. All expenses should be itemized on face of expense report.
- VI. Foreign travel expense claims should be submitted in U.S. dollars and the rate of exchange used must be indicated.

H. Mileage Chart	
(Local points and branches (from main campus) Distance	
Downtown	3 miles
Greater Cincinnati Airport	20 miles
Clermont College	23 miles
Ohio College of Applied	2.5miles
Raymond Walters College	12 miles
Surrounding cities (from Cincinnati, Ohio) Distance	
Akron, Ohio	272 miles
Athens, Ohio	170 miles
Atlanta, Georgia	454 miles
Bowling Green, Ohio	184 miles
Chicago, Illinois	293 miles
Cleveland, Ohio	240 miles
Columbus, Ohio	107 miles
Dayton, Ohio	54 miles
Detroit, Michigan	255 miles
Indianapolis, Indiana	108 miles
Kent, Ohio	264 miles
Lexington, Kentucky	79 miles
Louisville, Kentucky	113 miles
Oxford, Ohio	34 miles
St. Louis, Missouri	338 miles
Toledo, Ohio	210 miles
Wilberforce, Ohio	74 miles
Youngstown, Ohio	281 miles
Xenia, Ohio	68 miles

**2.24 Legal Liability of a Driver**

The University does not carry insurance to provide for the legal liability of a driver operating his own vehicle on University business. When leasing a vehicle while out of town on University business, it is recommended that the insurance package offered by the leasing company be purchased.

**2.25 Resignation**

Notification of resignation by a faculty member should be submitted in a letter addressed to the Dean of the College.

If accepting other employment at the end of the academic year, a faculty member should resign not later than May 15 of that year or thirty days after receiving notification of the terms of continued appointment, whichever date occurs later. In the event of an emergency, this requirement may be waived upon agreement with the Dean of the College.

Faculty who have resigned should follow the University exit policy in order to complete all business with the University prior to leaving.

**2.26 Termination**

Faculty members who hold tenure may be terminated only for adequate causes. In some situations termination may be justified because of retirement age, financial exigency, or elimination of a program. Specific policies are found in the Collective Bargaining Agreement.

Prior to tenure, faculty members must seek reappointment prior to the completion of each appointment period. Recommendations against reappointment may be challenged according to policies stated in the Collective Bargaining Agreement.

**2.27 Retirement**

1. The appointment of members of the faculty will terminate at the end of the year in which they shall have attained the age of seventy.
2. Members of the faculty may voluntarily terminate their appointments at an earlier age with the approval of the President and the Board of Trustees.
3. Professors, Associate Professors, Assistant Professors, and administrative officers through the rank of Assistant Dean or its equivalent as determined by the President shall be eligible for appointment to emeritus rank.

**2.28 Early Retirement**

An Early Retirement Program has been established for the mutual benefit of the University and the Bargaining Unit Members. Individuals retiring in this program elect to receive either a monthly annuity or a lump sum payment from the University in addition to benefits received from any other retirement plan.

The program description in the Collective Bargaining Agreement covers Eligibility, Procedure, University contribution, the Annuity, Medical Benefits, Limitations, and Duration.

Further information can be obtained by contacting the Benefits Office

(M. L. 0099 - Telephone 556-6381).

## 2.29 Collateral Employment

Faculty members may engage in collateral employment consisting of institutional and/or non-institutional effort, including work of a consulting nature, provided information regarding such employment is made known in advance to the dean of the college or division concerned and provided said dean agrees that the collateral employment:

- A. Does not interfere with nor is inconsistent with the performance of the individual's university duties;
- B. Does not raise questions of conflict of interest in connection with other interests or work with which the individual, or the university is involved.

Additionally, "non-institutional effort" is the service faculty members provide outside the University during the normal work week for which they receive non-university compensation, and is permitted by the University to the extent that such activities do not normally exceed an average of one day of the normal work week. Exceptions may be made upon approval of the dean and the appropriate vice president.

Faculty wishing to engage in collateral employment shall complete the collateral employment form [Form A-128(a)] obtained from the office of the Dean and submit for approval. Faculty members are responsible for keeping the Collateral Employment Approval form current. (Rule: 3361:30-21-02)

## 2.30 Research Proposal Submission

### A. College Deadlines

In order to assure adequate time for review before final submission, all research and grant proposals must be submitted to the Office of the Dean (Associate Dean for Research) at least 48 hours in advance of the final submission date.

- B. Grant And Contract Checklist – Office Of University Dean For Research and Advanced Studies Proposals to outside sources for sponsored projects, research, grants, contracts, etc. are to be directed through the appropriate college channels – School office and Dean's office – for review and signature. If there is a transfer of money to the University for the project, then the proposal must go through the Office of the University Dean for Research and Advanced Studies for review and approval. A Grant and Contract Checklist must accompany the completed proposal (copy attached).

The Office of the University Dean publishes proposal submission procedures. This office generally asks for a review time of three working days in advance of a receipt deadline. Draft budgets also need to be reviewed well in advance of the three day review period.

### C. Understanding Of Protocol

An Understanding of Protocol should be completed for all student projects over \$5000 and extending beyond two weeks. Copies are available in the office of the Associate Dean for Research.

D. Corporate Sponsorship Agreement

A Corporate Sponsorship Agreement (270592) form should be completed when a corporation supports a student project. This form should accompany the University's A910 form, Contract Approval Cover Sheet. Both forms are submitted along with the Grant and Contract Checklist and copy of the proposal to the Office of the University Dean for Research and Advanced Studies. Please be advised that faculty cannot sign for the University of Cincinnati on these forms; this must be done by the Office of General Counsel.

E. Collaborative Projects

Academic programs may participate in collaborative efforts with outside organizations. All such activities must have prior authorization of the Dean's office and with the knowledge and consent of the Dean's Office. All interactions or inquiries with the Office of Alumni Affairs and the U.C. Foundation must be funneled through the Dean's office. Gifts that are for undesignated purposes should not be connected with student class projects.

F. CERL Projects

The Dean's office is taking steps to open the College's contract with the U.S. Army to more faculty whose research interests may be relevant to the Army's needs. The Dean is the Project Director for CERL contracts and individual faculty may be designated as P.I. for a particular project. The P.I. will control direct costs in order to carry out the research; indirect costs will be distributed according to the formula presented below.

G. RIA Distribution

The DAAP Executive Committee approved on August 5, 1992, the following distribution of overhead monies returned to the College:

University Unit	Sponsored Projects	Army Contracts
Dean's Office	25%	50%
Academic Unit (School in DAAP)	25%	25%
P.I.	50%	25%

### 2.31 Conduct And Ethics: Policy For Investigation Of Research Misconduct

- A. A major institutional goal of the University of Cincinnati shall be the furthering of research as defined by the University Research Council. Research shall include not only intellectual activity designed to expand knowledge and understanding of the environment, but also activities in any of the creative and performing arts aimed at interpreting and enhancing that environment. The university shall uphold the scientific method in the conduct of research and shall be unequivocally committed to the ethical conduct of research by its personnel. Individuals charged with supervision of research, as well as all individuals directly engaged in research, and collaborators of investigators outside their own laboratories shall bear obligations to pursue their studies in an ethical manner. Supervisors of research shall bear responsibility for the quality of the data emerging from their own laboratories as well as the laboratories of their collaborators. A requirement of valid experimental observation shall be that the data and/or the conditions of obtaining the data can be verified either by scrutiny of accurate records made at the time of experimentation or by repetition of the experiments.
  
- B. Conduct inconsistent with the ethical conduct of research and considered to be misconduct shall include:
  - I. Serious deviation such as fabrication, falsification, misrepresentation, or arbitrary or biased selection of data from commonly accepted practices in proposing or conducting research or in reporting the results of research, and
  - II. Plagiarism or appropriating the data of another individual and presenting it as if it were one's own.
  
- C. Misconduct which has been established may constitute grounds for administrative action including termination of the individual's appointment at the university. It shall be recognized that accusations of falsifying or misrepresenting data or authorship shall be among the most serious charges that can be lodged against an investigator. Any person contemplating such accusations shall fully consider the gravity of the accusation and its consequences and shall make every reasonable effort to avoid lodging charges that shall prove to be devoid of a substantial element of truth. Frivolous or false accusation may also constitute grounds for administrative action. Likewise, it shall be the policy of the University of Cincinnati that no individual who in good faith shall have reported apparent scientific misconduct of research shall be subject to retaliation by the university or any member of the university community. Impermissible retaliation shall be subject to university discipline.

- D. When misconduct shall have been alleged, a sequence of events shall take place within the institution to provide maximal opportunity for reaching valid conclusions. It shall be imperative that due process shall be followed and protection be afforded to the rights and reputation of both accuser and accused, collaborators of the accused, those investigating the allegations, any sponsoring agency, any publisher, and the university. Thus, university legal counsel shall provide advice and counsel throughout the proceedings.
- E. During inquiry into the investigation of allegations, confidentiality shall be observed in the interests of all parties except that the appropriate college Dean (hereafter referred to as Dean) shall inform and keep apprised of the investigation the Vice President and University Dean for Graduate Studies, and Research and the Provost for Health Affairs. The Dean may delegate any authority described herein.
- F. Appropriate administrative action may be taken as necessary to protect sponsoring agency funds and assure that the purposes of the financial assistance are met. All reporting requirements of sponsoring agencies shall be observed.
- G. All proceedings shall be in accordance with applicable rules and contractual obligations of the University of Cincinnati. All individuals meeting with an inquiry or investigating committee may be accompanied by a representative. Each committee may establish its own rules of conduct within these guidelines.
  - I. Allegations:

Charges of misconduct shall be brought to the Director or Head of the Department or unit in which such conduct allegedly occurred. The Director or Head shall immediately inform the Dean of the College. If the person being accused is a department or unit Director or Head, the charge shall be brought directly to the Dean. An initial inquiry shall be instituted.
  - II. Initial Inquiry
    - a. The Dean shall advise the accused of the allegations and appoint an Inquiry Committee of no more than three individuals to conduct an initial inquiry into the allegations. Appointments shall avoid any real or apparent conflict of interest. University legal counsel shall advise the Inquiry Committee. The object of the initial inquiry shall be to determine whether or not there may be substance to the allegations that warrants an investigation and to recommend appropriate action to the dean.
    - b. Private and separate sessions shall be conducted to hear the accuser, the accused, and others determined necessary by the In-



quiry Committee. All relevant evidence that is produced shall be reviewed and secured.

- c. The Inquiry Committee shall make a written report and recommendation to the dean within fifteen working days after the Dean has been informed of the charge. Under exceptional circumstances the Dean was reviewed, a summary of relevant interviews, the reason for any may extend this period. The written report shall state what evidence was reviewed, a summary of relevant interviews, the reason for any delays, and the recommendation of the Inquiry Committee.
- d. Two basic recommendations may follow from this initial inquiry: 1) the allegations are without merit, or 2) the allegations have sufficient substance to warrant further investigation. In either case, subsequent action may be recommended.
- e. The Dean shall review the recommendation of the Inquiry Committee and decide whether to request complete investigation as described below or take any other appropriate action pursuant to university rules or contractual agreements. This decision shall be delivered in writing with the inquiry committee report and recommendation to the accused, accuser, the inquiry committee, the Vice President and University Dean for Graduate Studies and Research and the Provost or Provost for Health Affairs, who in turn shall notify the appropriate senior vice president and the President of the university without unnecessary delay. Any comments submitted by the accused may be added to the record. Records and reports of each inquiry which does not warrant an investigation shall be maintained by the Dean at least three years after the termination of the inquiry.

III. Investigation: (if further investigation is warranted)

- a. The Dean shall determine whether sponsored research is involved and shall so inform the Vice President for Graduate Studies and Research who shall determine if the sponsoring agency shall be notified that an investigation is under way. Any necessary notification shall clearly state that the investigation shall determine the propriety of the conduct or reporting of the research and that the agency shall be apprised of the results.
- b. The Dean shall appoint an Investigating Committee to conduct a complete investigation of the allegations to determine if misconduct has occurred. Appointments shall avoid any real or apparent conflict of interest. The Investigating Committee shall not be excessive in size but shall contain individuals with sufficient expertise and dedication to conduct a thorough and equitable investigation. University legal counsel shall advise the Investigating Committee.
- c. The investigation shall be thorough and timely and shall provide both notice of all allegations to the accused and an opportunity for the subject to fully respond to all allegations and findings. It shall require the dedicated attention of the Investigating Committee. An investigation must begin within thirty days of the comple-

tion of the inquiry and must be completed within one hundred and twenty days of its initiation. Extensions may be approved only by the Vice President and University Dean for Graduate Studies and Research and the Provost or Provost for Health Affairs who shall first secure any necessary approvals from sponsoring agencies.

- d. Necessary support (e.g. clerical, information gathering, witnesses, organizational, security, record keeping and confidentiality) shall be arranged by the Office of the Dean. Private and separate sessions shall be conducted to hear the accuser, the accused, and others as determined necessary by the Investigating Committee. All relevant evidence (including but not limited to research data, publications, correspondence and telephone memoranda) that is produced shall be reviewed and secured. Interviews with any individuals shall be recorded by tape recorder or court reporter unless the Investigating Committee shall otherwise be advised by legal counsel.
- e. The Investigating Committee shall provide a written report of its findings, conclusions and recommendations, together with all pertinent documentation and evidence to the Dean. Each member of the Investigating Committee shall sign the report or submit a signed dissenting report.

IV. External Review:

The Dean may appoint an External Committee of faculty members and/or administrators from another institution or institutions to review and provide written comment on the findings, conclusions and recommendations of the Investigating Committee.

V. Administrative Action:

- a. The Dean shall review the report of the Investigating Committee and the comments of the External Committee, if any, and recommend further action to the Vice President and University Dean for Graduate Studies and Research and the Provost or Provost for Health Affairs. This recommendation shall be delivered in writing together with the committee report and any comments from the external committee to the accused, the accuser, and the investigating committee. Any comments submitted by the accused shall also become part of the record. The Vice President and University Dean for Graduate Studies and Research and the Provost or Provost for Health Affairs shall inform the appropriate senior vice president and the president of the university without necessary delay.
- b. With the advice of the University Legal Counsel, the Vice President and University Dean for Graduate Studies and Research and the Provost or Provost for Health Affairs shall decide how to proceed under applicable university rules and contractual agreements and shall deliver that decision in writing to the accused, the accuser, both committees, the Dean, the appropriate senior Vice President and the President without unnecessary delay. Collaborators of the accused shall be advised of any substantiated misconduct or questions related to their research. The President shall advise the Board of Trustees as necessary.

- c. At any time that misconduct as defined herein or significant errors are substantiated in any sponsored or reported research, the Vice President and University Dean for Graduate Studies and Research and the Provost or Provost for Health Affairs shall notify the sponsoring agency or publisher without delay in writing.

### **3.01 DAAP Workload Policy**

(Approved DAAP Faculty, May 20, 1993)

#### **A. Origin and Scope**

This document was created jointly by the faculty and administration of the College of Design, Architecture, Art, and Planning to provide guidelines for the equitable distribution of the workload of full-time faculty in the college.

These workload guidelines reflect the diversity of faculty, programs, and course formats within the college. These guidelines provide a frame of reference for faculty, academic unit administrators, and college administrators to establish a range of typical workload assignments from quarter to quarter and from year to year. A basic premise of these guidelines is that university teaching is a career chosen by dedicated individuals in programs that have developed a variety of arrangements for formal and informal instruction. At the same time, university educators understand that additional activities are an integral part of their career-long work. These activities include research and creative work, service within the university, service within the community, and service to one's profession or discipline. These workload guidelines establish enough measures to allow members of the college community to achieve greater consistency in formulating typical teaching loads, as well as typical loads for the additional activities expected of all faculty. The further intent of these guidelines is to support a spirit of continuous conscientious effort combined with a spirit of flexibility that together contribute to the vitality of this college and the people who teach here.

The college anticipates its use as guidelines by individual faculty, academic unit administrators, college-wide committees, and college administrators. The college further expects that this document may be used, from time to time, to protect and enhance the quality of full-time work like within DAAP, consistent with the self-generated goals and objectives of the college. It should be recognized that flexibility is necessary to address the various needs of individual faculty, academic units, and the college.

#### **B. Workload Assignments**

Workload assignments in DAAP take into consideration that in the practice of their profession, faculty members' principal academic functions are teaching, discovering, creating, and reporting knowledge, and therefore include teaching, research/creative work, and service. There is an expectation that faculty in DAAP will pursue ongoing activities to stay current with the intellectual and professional status of their field.

These guidelines are also intended to allow for and accommodate faculty workload assignments provided by academic and other leaves and special duty assignments, as established in the prevailing UC-AAUP agreement and in past practices in the college.

### C. Workweek

DAAP faculty members like other independent professionals without prescribed working hours, engaged in work that is relatively independent of place and clock time, faculty members seldom put their work aside. In the DAAP environment, some weeks demand much more time than others, hence the reliance on averages over a quarter or, in some cases, an academic year. The average work week at DAAP consists of:

- I. Twenty to twenty-eight hours of teaching and other normal duties and responsibilities of full-time faculty. Assignments within these hours are usually divided into 18 hours of “teaching” (in DAAP teaching credits) and time allowed for “other normal duties and responsibilities”. The balance of assignments, determined by the appropriate school director, is flexible and should reflect each faculty member’s unique strengths; e.g. a faculty member not assigned advisees and committee work can expect to have an increase in teaching assignments in order to achieve equity among colleagues. The “other normal duties and responsibilities” include but are not limited to:
  - a. student advising and counseling
  - b. committee assignments
- II. Twelve to twenty hours of research, professional development, and service to the field. The hours, which are within the control of each individual faculty member, may include but are not limited to (art and design are used to encompass all aspects of the colleges’ disciplines):
  - a. making art and design: creating, performing, developing new technologies and approaches
  - b. studies in the disciplines represented in DAAP and their influences
  - c. scholarly research and writing leading to publication
  - d. reviewing the work of colleagues
  - e. advancing the pedagogy of fields of inquiry represented in DAAP
  - f. applying art and design and facilitating arts activities
  - g. grant preparation

It is understood that such activities become part of the professional portfolio of the faculty member and are recompensed through advancement in the respective discipline.

Faculty members with research, scholarship, or creative projects extending far beyond the normal in terms of commitments may be granted teaching load reduction particularly if the projects in question involve substantial external funding and/or high visibility reflecting on DAAP.

**D. Teaching**

Teaching in DAAP includes instruction, course preparation, and course development. Levels of teaching include undergraduate only, mixed undergraduate and graduate, graduate only, and continuing professional education and outreach. Types of teaching are studio, lecture, seminar, some combination of the above, intern and co-op supervision, exchanges, and other less structured course formats. Ultimate responsibility for teaching assignments in DAAP rests with the School Director. This follows Article 31.2 of the agreement between the University and the AAUP, which stipulates that academic unit heads are responsible for the management and oversight of class schedules, course offerings, and teaching assignments. Courses are assigned by the School Director after consultation with the faculty member or other designated program faculty as determined by procedures established within the School.

In DAAP the base model for full-time undergraduate instruction is 18 teaching credits per quarter. While this is the standard formula, other considerations are levels and types of teaching, amount of course preparation required, and those assignments weighted more heavily in unit RPT criteria. It is the responsibility of the School Director to establish the weight of other assignments.

**Guidelines for Assigning Teaching Credits**

Classroom Instruction	Contact Hours	Teaching Credit
Lecture and seminar classes	1 contact hour	2 teaching credits
Lecture classes of 50 and over students	1 contact hour	3 teaching credits without GA support
	1 contact hour	2 teaching credits with GA support
Studio classes	1 contact hour	1 teaching credit
Graduate level course only	1 credit hour	2 teaching credits
Supervision of instruction by GA's when GA's teach lab, review, or discussion sessions under the direction of a faculty member (not GA's who have sole responsibility for a class).	1 section	.5 teaching credits
Thesis Supervision	How many	Teaching Credit
Graduate Thesis Chair	1	1.5 teaching credits

**Accountability/Reporting**

The School Director should hold an annual consultation with each faculty member to review and confirm workload expectations for the academic year. Each School Director must submit an annual plan to the Dean's office with the workload assignment of each faculty member in the School for approval by the Dean prior to the beginning of each academic year. This should be a public document. School Directors should justify variances from the policy defined in this document that are greater than 10% for the academic year.

### Bibliography

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*Securing the Future of Higher Education in Ohio*. A Report of the Ohio Board of Regents. Columbus, Ohio. December 1992.

*Faculty Workload Task Force Report*. University of Cincinnati. Cincinnati, Ohio. April 1992.

*Work of Arts Faculties in Higher Education*. Prepared by LAAB, NAAB, NASAD, NASD, NASM, NAST. Reston, Virginia. 1993.

### **3.02 Faculty Responsibilities for Courses**

In order to assist the student in understanding the goals and objectives of each course, and to avoid misunderstanding related to the evaluation of a student's work, on June 6, 1969, the faculty of the College of Design, Architecture, adopted the following recommendations:

#### A. Syllabus

The faculty member\* should develop and present to students, in writing and at the beginning of each quarter, a statement of course content including goals and objectives.

#### B. Criteria for Evaluation

The faculty member should establish standards for student performance and criteria upon which student work will be evaluated, and communicate those criteria to the student at the beginning of each quarter.

#### C. Review

Each student should be given intermittent reviews of progress throughout the quarter.

#### D. Records - It is recommended that the following records be kept:

- I. It is a part of the professional responsibility of each individual faculty member to undertake the most careful possible evaluation of student performance and to keep proper records of each student's progress throughout the quarter.
- II. That, if applicable, the student keep accurate records of academic procedures, design methodology, and/or other relevant material.

\*(The term "faculty member" refers to all full-time faculty, part-time faculty, and graduate teaching assistants).

It is good practice for the faculty member to submit a copy of the syllabus to the School office. Any course which has significant deviations from the scheduled meeting times for special events, trips, or other pedagogically significant opportunities should be brought to the attention of the School Director.

### **3.03 Academic Calendar**

The University operates on a four quarter academic calendar. Annual dates appear on the last two pages of the Bulletin of the University's colleges, as well as on the UC website. Faculty are usually issued a printed calendar before the start of each new academic year. The Division of Professional Practice distributes annually a Professional Practice Calendar. Important dates to note for each quarter: first day of classes, last day of classes, and exam period. Prior to the Autumn Quarter, there is a University Convocation, and at the end of the Spring Quarter, the University Commencement, as well as the DAAP Celebration.

Autumn Quarter:	September to December__
Winter Quarter:	January to March
Spring Quarter:	March to June
Summer Quarter:	June to August

### **3.04 Office Hours**

Every faculty member is expected to maintain and post regular office hours. Office hours should be posted outside the faculty member's office, and can also be announced as part of a greeting in the voice mail.

Every faculty member is expected to hold at least three office hours per week, regularly scheduled each quarter.

Every faculty member should list office hours and phone number on syllabi for each course taught each quarter.

Each School Director will provide the Dean's Office with a copy of posted faculty office hours at the beginning of each quarter.

It is the School Director's responsibility to insure that faculty are maintaining regular office hours.

### **3.05 Student Advising**

Probably second only to formal classroom instruction, the major service a faculty member is responsible for is that of advising students. Advisors, drawing upon a wealth of professional expertise and personal experience, can and should play a major role in the lives of every student under their supervision.

The Assistant Dean for Student Affairs complements faculty advisors.

It is expected that all faculty will be assigned student advising responsibilities. It is the responsibility of the School Director to insure that students are assigned to an advisor and that faculty fulfill their advising responsibilities.

Students are required to have at least one meeting with their advisor each quarter.

At the quarterly meeting of the faculty member and advisee, these are to be accomplished:

- A. the program sheet with program requirements will be reviewed;
- B. the student's progress will be summarized by the faculty advisor on a special progress sheet;



C. both the faculty advisor and the student will initial the progress report.

In addition, advisors should acquaint the student with the many cross-campus academic as well as non-academic services available; and discuss any extra curricular activities, financial, home, or personal problems, or related irregularities that may have undue influence on a student's academic progress. Frequently, value assistance or aid is available in other University offices when it is not at hand in DAAP.

If the student fails to appear for the quarterly meeting this will be so noted in the student's file.

Faculty should consult the DAAP Manual for Faculty Advisors for questions regarding University policy.

### **3.06 Examinations**

Examinations and final crits are to be given during the regularly scheduled examination week. The examination schedule is published each quarter in Learning Opportunities.

All student projects, term papers, etc. are due by the end of the last scheduled meeting for each respective class and should not be extended into the examination period.

In order to prepare for the senior show (DAAPWorks,) all final crits for graduating seniors must take place during the final week of classes during the spring quarter. All final crits should be completed by the time of the scheduled opening for the Show.

### **3.07 Grading**

Evaluation and grading of student work are the responsibility of each instructor. This important work should receive full attention, due process, and deliberate judgment.

University regulations obligate faculty members to file grades in the College Office within 72 hours following the time the examination was given or by noon on the day listed in the cover letter received by the instructor with the grade sheets from the Registrar. There are three copies of the Grade Sheet for each class. After entering grades and signing the Grade Sheet, the original and first carbon copy are returned to the College Office, the second carbon (marked PROFESSOR in upper right hand corner) is retained.

## DAAP Faculty Handbook

College of Design, Architecture, Art, and Planning  
University of Cincinnati

Section 3.05 – 3.07  
Student Advising;  
Examinations; Grading

Grading will be in accordance with the following table:

Grade	Description	Quality Points
A	Excellent	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Satisfactory	2.00
C-		1.67
D+		1.33
D	Poor	1.00
D-		.67
F	Failure	0.00
P	Pass	N/A
U	Unsatisfactory	N/A
T	Audit	N/A
I	Incomplete	0.00*
I/F**	Failure	0.00
W	Withdrawal (Official)	N/A
UW	Unofficial Withdrawal	0.00
IP***	In Progress	N/A
(blank)	No grade reported (See instructor)	N/A

\* No grade quality points (none) during first quarter after the "I" is incurred; thereafter, zero (0.00) grade quality points.

\*\* If the "I" remains on student records at the end of one (1) year after the quarter has ended, the "I" will change to the "I/F" (Failure).

\*\*\* The "IP" is used only for those courses approved by College committees to have an extended grading period beyond the normal quarter ending, due to the nature of the material covered in the courses.

Prior to January 1999, the "N" indicated that no grade was reported or the course was not completed at the time of grading due to the nature of the course material.

### A. Change of Grades:

If an instructor has reason to change a student's grade or a course, the DAAP policy is as follows:

- I. Student completes personal information on Change of Grade form in 5470 Aronoff and leaves it with the Student Records Officer (SRO).
- II. SRO sends form to instructor.
- III. Faculty member completes the form by entering the appropriate grade, signing and dating the form and returns it to SRO who will xerox the form for DAAP records before sending it to the Registrar.

DAAP faculty, by formal vote, subscribed to the thesis that normally, a grade given by a member of the faculty should not be changed by anyone else.

However, under the following circumstances, a faculty member's action may have to be superseded by others:

- a. absence of a grade,
- b. non-valid symbol,
- c. indistinct grade
- d. faculty member deceased,
- e. faculty member no longer employed by the University,
- f. faculty member incapacitated by accident or illness.

In the above circumstances the faculty member's action or inaction will then be superseded by a committee after inspecting relevant student work and records. The committee shall consist of four persons:

1. Associate Dean or Assistant Dean, Student Affairs
2. Chairperson of student's department
3. Student's faculty advisor
4. Any other specified faculty member.

The committee's decision then becomes the student's final grade and is not subject to change by the original faculty member.

**B. Grade Sheets**

Three copies of each student's grades are sent to the College by the Registrar's Office quarterly. One is filed in the student's personnel folder in the College Office. Another is given to the School office for departmental advisors' use. If a student is in the co-op program the third copy is sent to Professional Practice Office. The College Office maintains the permanent record of each student which is confidential and cannot be removed from the College Office. The official record of a student's grades is maintained in the Registrar's Office.

**C. Grade Posting and Student Confidentiality**

In keeping with the requirements of confidentiality of educational information, grades cannot be posted by either students' names or by Social Security numbers. However, grades may be so posted if all students on the list agree ahead of time or if identified only by a random number known only to the student and the professor giving the grade.

The University must comply with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

**D. Retention of Grade Information by Faculty**

College faculty are required to retain a copy of their grades and appropriate supporting information for a minimum of one quarter after the period of instruction for which grades were assigned.

### **3.08 Electives**

The following definitions are to be followed in the DAAP College:

Elective=Free Elective.

Used to indicate absolute free choice of any course offered at the University of Cincinnati.

Elective ( ) = Limited Elective.

Used whenever words are inserted in the parenthesis to limit selection to an area of study, e.g., Elective (Academic), or Elective (Fine Arts), or Elective (Fine Arts), or Elective (Social Sciences).

### **3.09 Independent Study**

- A. Each program lists an Independent Study course in Courses of Instruction with enough course numbers to make it unlikely for one student to be forced to use the same number more than once. The course is described in Courses of Instruction as being offered for credit with the number of credit hours (or range of credit hours) to be determined by the program.
- B. A student eligible to take an independent study must be sophomore or above (or pre-junior or above if policy within a program so dictates). He/she will be permitted to take an independent study course in the spot where a free elective (i.e., one not specified as a Literature Elective, Fine Arts Elective, etc.) is called for in the program for that year, or as an overload subject on the approval of his advisor. Overloads will be approved only when a student has a 2.5 cumulative average. The use of an Independent Study course merely to overcome scheduling conflict between required courses shall be discouraged and resorted to only when it represents the only way to solve the problem.
- C. In an independent study offering a student may work with an individual instructor in any School on a project of mutual interest (assuming the availability and interest of the instructor).
- D. For a student to be registered in an Independent Study course the Independent Study Proposal form (available in the School or College office) must be completed and turned into the DAAP College Office no later than the deadline for Add/Drop forms (end of the third week of the quarter for which the student desires registration). The College Office will make the distribution of copies of the form as listed on the form.
- E. No teaching credit will be given to a faculty member for working with a student on an Independent Study endeavor.
- F. It will be the responsibility of the faculty member involved to submit the grade for the independent study project to his/her (not the student's) program chair at the time grades are due.
- G. The program chair is listed as the instructor on all grade sheets for Independent Study Courses (no teaching credit is given). The program chair records and turns in the grades submitted by the various instructors involved for the students listed on the Independent Study grade sheets.

### 3.10 Pass-Fail Courses

A full-time matriculated pre-junior, junior, pre-senior, or senior DAAP student in good academic standing may elect any elective course open to him within any department in any University of Cincinnati college that honors the Pass-Fail system, provided that:

- he/she has the written permission of his/her program advisor and/or chair and;
- the course in question is acceptable for credit toward DAAP's graduation requirements but is not a required (prescribed) course, nor is in the student's
- field of major concentration ("electives" may be taken on the pass-fail basis);
- the total number of quarter credit hours attempted on a Pass-Fail basis shall not exceed 18.

A qualifying student registers or pre-registers for the class in the conventional manner (i.e., as for any class in which a letter grade - A, B, C, etc. is assigned). The student obtains from the College Office an official Pass-Fail form, completes it as specified, and files it in the College Office not later than Friday of the second week of classes. (There is no fee for this change in registration)

Grades A, B, C, and D are equivalent to "Pass." A grade of "F" is equivalent to "Fail."

A "Pass" grade is not computed in the student's cumulative average. A "Fail" grade is.

### 3.11 Student Appeals

A. Of a Student Affairs Committee Action:

A student may appeal his academic warning, probation, suspension, or dismissal if there is information to substantiate a review. He must appeal, in writing, to the Student Affairs Committee for a reconsideration of this action. In rare and unusual cases, the College Faculty may review the decision of this committee if it so desires.

B. Of an Academic Evaluation (Grade):

The appeal procedure shall apply to all day students who take a course in the College of Design, Architecture, Art, and Planning.

- I. Conference—The student should contact the instructor who shall make himself available for an informal, objective discussion of the evaluation.

- II. **Student Complaint**—The student wishing to continue his appeal must submit a reasonably descriptive written statement of his case to the School Director in which the course is offered by the last day of the first week of classes of the following quarter. Co-op students must present their written appeal by the same time in the first quarter in which they return to school. Students should be made aware that the registrar's deadline for changes in courses occurs after the first full two weeks of classes. Since the outcome of the appeal may affect the new quarter's courses, all reasonable effort should be made to resolve the appeal by the end of this two-week period. A failing student should be allowed to continue in succeeding courses without penalty if the appeal is successful.
- III. **Composition of Faculty/Student Review Committee**—The School Director shall, after consultation with the concerned faculty member, appoint an Ad Hoc Committee consisting of himself, two full-time faculty members in the discipline, and two full-time students in good standing which shall meet during the second full week of school. (In the cases of complaints concerning a School Director, the Dean of the College will appoint the Ad Hoc Committee.) The composition of this committee shall depend upon the nature of the student's complaint.

If the student's complaint is that the instructor graded the entire class, or most of the class, capriciously and in prejudice, the committee shall proceed to hear the complaint.

If the complaint is related to the interpretation of the subject matter, the composition of the committee should be augmented, if necessary, with experts in the subject matter.
- IV. **Investigation and Disposition of Student Complaint**—In all cases, the committee shall first determine whether there is any possible basis to support the student's complaint. A student's complaint shall not be dismissed at this point by the committee unless the committee determines that the complaint is frivolous. If there is any basis to support the student's complaint, then the committee shall proceed with a full investigation. This investigation shall include, at least, a consideration of the views of both the student and instructor, together with a review of a representative amount of all the relevant preliminary and final work and the grading in the class. If the committee determines that the instructor's evaluation is not rationally founded, the grade shall be set aside. The committee, after consultation with the student and the instructor, will then re-evaluate the student's work.
- V. **Appeal**—In extremely rare and unusual cases, where either the student or instructor is dissatisfied, either may appeal the decision of the Ad Hoc Committee to the Dean of the College who will appoint a committee of faculty and students.

### 3.12 Student Organization Advisors

For college-wide organizations it is the Dean's responsibility to name faculty advisors. For professional student organizations based in one discipline this responsibility falls to the appropriate School Director or department chair.

Such appointments are important ones and those named are selected (at times upon the recommendation of officers of the student organizations) because of apparent ability to assume those important roles.

Student Organization Advisors are expected to attend or be represented at every meeting of the groups under their supervision and to give leadership in the activities of the organization they advise.

It is important that student organizations plan, think, and act in the interests of those they represent rather than injecting personal and often unrelated interests in programming their organization's activities.

### 3.13 Tuition Remission Policy

#### A. Full-time Faculty:

1. Remission of an amount up to the cost of six regular credit hours per quarter, semester, or the period between the end of Spring quarter and the beginning of Autumn quarter. In addition, Bargaining Unit members in a clearly defined advanced degree program are eligible for remission of all courses taken within the limits imposed by the School Director, Dean, or Vice President.
2. Full remission may be granted for all courses taken within the limits imposed by the School Director, dean, or vice president for those individuals working on a clearly defined degree program.

#### B. Part-time Faculty who receive regular compensation:

Remission of an amount up to the cost of three regular credit hours per quarter, semester, or the period between the end of Spring quarter and the beginning of Autumn quarter.

#### C. For the purpose of this paragraph "unmarried dependent" shall be defined as follows: Naturally born sons and daughters, stepsons or stepdaughters of the employee, and individuals for whom the employee has been appointed the legal guardian pursuant to court action or by the terms of valid will, who receive primary financial support from the employee. Determination of primary financial support shall exclude consideration of income such as that from co-op program employment.

##### I. The following individuals are eligible for free tuition remission:

- a. Spouses of employees;
- b. Unmarried dependents of employees
- c. Spouses and unmarried dependents of former full-time faculty who retired or received a retirement annuity or became completely disabled while in the service of the University;
- d. Spouses and unmarried dependents of former full-time faculty who died while in the active service of the University.

- II. Unmarried dependents of faculty or former faculty [(C)(1)] above are eligible for remission of twenty-five per cent of the cost of private music lessons taken as electives.
  - III. Unmarried dependents of faculty are entitled to remission of one-half of the instructional fee in the University nursery school.
- D. Non-credit Courses

No remission shall be made for courses not carrying academic credit, with the exception of nursery school and continuing education non-credit courses. Individuals covered by this rule may take continuing education non-credit courses for one-half of the normal course fee, but no person will be allowed to take two or more courses simultaneously at this rate. Registration shall be handled on a first come, first serve basis with no more than twenty per cent of the total available spaces being held for this purpose. A course not being closed on the first day of class may have additional employees covered by this rule admitted at one-half of the normal course fee.

### **3.14 Advanced Degrees**

In accordance with the policy of the Graduate Faculty, a faculty member above the rank of Instructor may not be granted a graduate degree in the college in which he holds full-time appointment.

### **3.15 Faculty and Student Awards**

The following are annual awards given in the Spring Quarter in DAAP. A call for nominations is made in Winter Quarter each year to School Directors, faculty, and students. A committee selects from among the qualified nominations and awards are announced at a faculty meeting in Spring Quarter.

A. DAAP Annual Award for Outstanding Teaching

I. Purpose:

This award recognizes a DAAP faculty member for a high level of achievement and contribution to university teaching. Recipients of this award have demonstrated their ability to communicate a broad and accurate knowledge of their field; to challenge students to think; to counsel students wisely; and to motivate students to perform to their fullest capacity.

II. Criteria:

Candidates must:

- a. be tenure track faculty in DAAP;
- b. have demonstrated superior teaching resulting in a significant impact on students' lives;
- c. have demonstrated creativity and innovation in teaching.



III. Nominations:

Nominations are made by students or faculty members to the Dean. Nominations are due in the Dean's office by April 1.

a. Nominating Material:

A completed nomination must include the following:

1. letter of nomination (1 page);
2. current copy of Curriculum Vitae;
3. one page summary of teaching responsibilities over the past year;
4. one page summary of teaching activities addressing criteria defined above.

IV. Awards:

A committee, comprised of faculty and one student, appointed by the Executive Committee will review nominations and make recommendations to the Dean. The award will be presented at the Spring faculty Meeting.

B. DAAP Annual Award for Outstanding Research, Creative, and/or Professional Work

I. Purpose:

This award recognizes a DAAP faculty member for a high level of achievement and contribution to research, creative and/or professional work. This award is presented for distinguished creative, scholarly, and/or professional works.

II. Criteria:

Candidates must:

- a. be tenure track faculty in DAAP;
- b. have demonstrated a substantial contribution to research, creative, and/or professional work in their field.

III. Nominations:

Nominations are made by a faculty member or School Director to the Dean. Nominations are due in the Dean's office by April 1.

a. Nominating material:

A completed nomination includes:

1. letter of nomination (one page);
2. current copy of Curriculum Vitae;
3. one page summary of nominee's completed research, creative, and/or professional work during the past year;
4. one page summary addressing the value or impact of the nominee's research, creative, and/or professional work;
5. no more than three letters of support.

IV. Awards:

A faculty committee appointed by the Executive Committee will review nominations and make recommendations to the Dean. The award will be presented at the Spring faculty meeting.

C. DAAP Annual Award for Outstanding Service

I. Purpose:

This award recognizes a DAAP faculty member for a high level of achievement and contribution to College, University, Community, or Professional Service.

II. Criteria:

Candidates must:

1. be tenure track faculty in DAAP;
2. have demonstrated a substantial dedication to service in the College, University, Community, or Profession.

III. Nominations:

Nominations are made by a student, faculty member, or School Director to the Dean. Nominations are due in the Dean's office by April 1.

a. Nominating material:

A completed application must include:

1. letter of nomination (one page);
2. current copy of Curriculum Vitae;
3. one page summary of nominee's service activities for the past year;
4. no more than three letters of support.

IV. Awards:

A faculty committee appointed by the Executive Committee will review nominations and make recommendations to the Dean. The award will be presented at the Spring faculty meeting.

D. Special Dean's Awards for DAAP Faculty

I. Purpose:

These awards recognize DAAP faculty for significant contribution to the College, University, Community, or Profession. At least one of these awards will go to a non-tenured faculty member. The other/s is/are left to the discretion of the Dean. In all instances the following procedure is to be followed:

II. Criteria:

Candidates must be full time faculty in DAAP.

III. Nominations:

Nominations should be forwarded to the Dean by April 1 and should indicate areas of contribution to be recognized.

a. Nominating Material:

A completed nomination must include the following:

1. letter of nomination indicating area of contribution to be recognized (one page);
2. current copy of Curriculum Vitae.

IV. Awards:

A faculty committee appointed by the Executive Committee will review nominations and make recommendations to the Dean. Awards will be presented at the Spring faculty meeting.

E. Professor of the Year

Nominations for this very special award are solicited from DAAP's graduating seniors and graduate students. Full-time and adjunct faculty members may be nominated. The recipient(s) will be announced at DAAP's commencement-day program.

I. Criteria:

Excellent service in the form of devotion to teaching, classroom creativity, and the stimulation of meaningful student-faculty relations over a sustained period of time.

II. Submit:

Letters of nomination of no more than two pages in length are submitted to the Dean, 5470 Aronoff.

Deadline: May 1, 20\_\_.

(Approved DAAP Faculty October 12, 1989).

F. Outstanding Senior

I. Nominees are departmental Outstanding Seniors selected by each department's senior students or their designee.

II. The Student Affairs Committee, including a Tribunal representative will select the Outstanding Senior.

III. Criteria include academic achievement, professional activities, and participation in the life of the University through service to department, College, and/or University.

G. Outstanding Graduate Student

I. To be awarded each year in which a minimum of four departments select outstanding graduate students.

II. To be selected by the Student Affairs Committee, including a Tribunal representative.

III. Criteria include academic achievement, professional activities, and participation in departmental, College, or University activities or programs.

IV. To be awarded a medal and a certificate.

H. Honorary Seniors

I. To be selected by the seniors in each department which chooses to do so.

II. Recipient may not be a member of the DAAP community at time of selection.

III. Recipient should be a professional, scholar, or patron who has been supportive an/or made a significant contribution to the program in a manner deserving of recognition.

### **3.16 DAAP Curriculum Procedures**

Responsibility for courses of instruction resides with the faculty of the College (see University rule 3361:50-01-03). The "University Policy on Course Approval Procedures" approved by the Faculty Senate March 1, 1990, and endorsed by the College Liaison Committee and the Council of Deans, is adhered to within the College of DAAP.

The following policies and procedures refer to all undergraduate and graduate courses and curriculum changes:

- A. Discussion of new courses and/or curriculum changes is initiated at the School/Program level. Changes must be approved by two-thirds support of the full-time (bargaining unit) faculty in the School. Total curriculum, individual courses, routine changes, and resource issues (space, faculty staffing, furnishings and equipment) are addressed at this level. The School Director shall participate in these discussions. The School will initiate processing by entering course information into the UNIVERSIS system.
- B. New courses and curriculum changes, upon recommendation of the faculty of the School/Program, are submitted to the School Director for recommendation.
  - I. The Director shall forward, to the College Curriculum Committee the following:
    - a. course number(s)
    - b. course name(s)
    - c. credit hours
    - d. Breadth of Knowledge (BoK) designation
    - e. course description(s)
    - f. required (state degree program) or elective
    - g. prerequisites or corequisites, if any
    - h. the rationale which explains the need for the course
    - i. a description of its place in the context of one or more program of study, including anticipated frequency, anticipated enrollment, and potential technological support required
    - j. affirmation that it does not duplicate any other course
    - k. calendar for implementation of required courses and evidence of notification to students effected by the change
    - l. Director's certification of the accuracy of the information and rationale, and the School faculty's approval.

Note: When a group of related courses are proposed, items i-l need not be repeated.

- C. The College Curriculum Committee assures that proposals are adequately supported and documented, and analyzes curricular changes for their impact on programs and resources of the College.

The committee is comprised of one representative from each School, recommended by the School Director, and chaired by the Associate Dean for

Academic Affairs.

- D. The College Curriculum Committee votes on all undergraduate and graduate courses and curricula and forwards proposals with its recommendation to the College faculty for action.
- E. All new courses and curriculum changes are subject to approval by a majority of the faculty of the College.
- F. Approval of new courses and curriculum changes resides with the faculty of the College. The College Dean, as academic leader of the College, is responsible for all financial and other ramifications of the course (e.g., faculty to teach it, TAs, space, library resources, etc).
- G. The Dean forwards curriculum changes and new courses to the appropriate Provost by entering approval into the UNIVERSIS listing and notifying the Provost's office. Notification should go first to the Research and Advanced Studies Office for courses offered for dual credit or graduate credit.

The text of the College Bulletin is submitted to the printer each year at the end of January for the following academic year. For any change to be reflected in the Bulletin, new courses must be submitted to the College Curriculum Committee two weeks ahead of the scheduled Autumn College Faculty meeting. Any new courses which are required for graduation in a degree program approved at any other time of year must be forwarded to the Assistant Dean for Student Affairs.

The Ohio Board of Regents (OBR) has been charged by the General Assembly to approve or disapprove all new degrees and new degree programs to be offered by state-assisted institutions of higher education in Ohio.

Approved DAAP Executive Committee  
November 29, 2000

### **University Policy on Course Approval Procedures**

The following policies and procedures refer to all undergraduate and graduate courses:

#### **A. Statement of Principle**

The general intent is to put major responsibility for approval of new courses and for changes in existing courses at the level of the college deans and, through them, to the college faculty. They in turn, shall pass much of this responsibility to the department head and, through the head, to the faculty of the originating department. The Provost Offices (East and West Campus) shall not approve anything relative to courses, but rather, shall oversee that:

- I. procedures are carried out correctly in colleges by properly completing the course approval form; and
- II. duplication of courses among colleges is avoided whenever possible.

#### **B. Process**

The approval process shall recognize a distinction between approvals that are academically meaningful and those that are routine. New courses are in the academically meaningful category, while changes in existing courses such as in course number or name or number of credit hours are in the routine category.

For academically meaningful approvals, the college deans are expected to be responsible for all financial and other ramifications of the course (e.g., faculty to teach it, TA's, space, library resources, etc.). They shall also be responsible for articulation requirements between two and four year colleges relative to the new course and whether it represents any duplication of courses within the college.

- I. Routine approvals shall be made at the level of the college dean, and shall not be sent to the Provost Office.
- II. Academically meaningful approvals shall be sent by the college dean to the respective Provost Office (East or West Campus).
- III. All courses offered for dual credit or graduate credit shall go to the Graduate Dean's Office before going to the respective Provost.
- IV. The decision of whether a change is routine or meaningful shall be made by the college dean. When the decision where any approval falls is unclear, the approval form should be sent to the appropriate Provost for signature.

Each college dean, with the approval of the college faculty, shall establish and appropriate mechanism within the college for handling proposed changes in the curriculum. This mechanism shall include a College Faculty Review Committee. Each dean shall inform the appropriate Provost Office of the procedures established.

Approved by Faculty Senate  
Endorsed by College Liaison Committee and Council of Deans  
March 1, 1990

#### 4.01 Scheduling of Rooms and Events

Room Schedules for all regularly scheduled classes are maintained by the Coordinator of Building Services. Any problems with room suitability for a particular class should be taken first to the School secretary and/or the School Director. If necessary, they will bring the problem to a College Room Scheduling Meeting for resolution.

A separate calendar for rooms for special events is also maintained by the Coordinator of Building Services. Each administrative area has a conference room which is scheduled locally. Crit space throughout the College can be reserved directly by calling X61209. Special events (guest speakers, symposia, etc.) in public spaces of the College or in rooms need to be coordinated with the College events calendar, as well as needing to reserve a specific space.

The Campus Calendar office requires registration of special events held on campus (social events, guest speakers, etc.). Scheduling of such events sponsored by DAAP Schools, programs, student organizations, or classes should be done on Campus Calendar forms filed through the office of the Assistant Dean - Student Affairs.

#### 4.02 Instructional Technology

Some lecture and classroom spaces have fixed equipment in the room. The first time a faculty is scheduled to use a particular room, the faculty should visit that room to see what is available. Other equipment is brought on carts from the central storage room at 4423 Aronoff. These deliveries are made on either a quarter-long basis or a one-time basis as needed. To schedule delivery of equipment, work with the School secretary or call X61209. If equipment fails to appear that has been requested, go straight to a School secretary or the College office. Staff will use pagers to locate the equipment as soon as possible.

Equipment and services available for use by DAAP faculty and students include:

- 35 mm Slide Projectors
- Slide Trays for 35 mm Slides
- 16 mm Movie Projectors
- Overhead Projectors
- DATA Projectors with MAC laptops and/or IBM think pads
- (Both with zip drives or CD Roms)
- Tape Recorders (cassette)
- Projection Screens
- Carts
- 5' ladder
- Extension Cords
- Folding Tables

Hours of availability:      8:00 AM – 7:00 PM      Monday – Thursday  
   8:00 AM – 5:00 PM      Friday

### **4.03 Computer Facilities**

University of Cincinnati Information Technology (UCit) provides computing support to the academic, administrative, and medical areas of the University. All faculty and administrative offices of the University may use the UCit facilities. One UCit lab is located in the DAAP complex, at 6275. Students enrolled in computer courses or seminars offered by UCCC and graduate students of the institution also have use of the facilities for their research projects.

Use of computer equipment in School offices and some classrooms and/or labs which are discipline-specific is regulated by the School concerned DAAP maintains a number of computer and technology labs and classrooms for the use of the whole College known jointly as the Computer Graphics Center. Its primary facility is located directly adjacent to the 4<sup>th</sup> floor atrium. The policy for the Computer Graphics Center is established by the Academic Technology Committee, which consists of faculty from each of the four schools of the College, the Director of the CGC, and the Associate Dean for Research and Technology.

It is advisable for new faculty whose coursework will involve computing which exceeds the student expectations for hardware and software (check with School Directors to ascertain what that is) to schedule a meeting with the Director of the CGC in order to see generally what is currently available and what might be possible in meeting certain pedagogical goals. Remember that the possibilities are endless but that the resources have definite limitations.

A faculty member responsible for a specific course that requires the use of any resource of the Computer Graphics Center should work through their School secretary and/or School Director to get the course scheduled into the most appropriate space. The earliest possible notice will facilitate the process and a successful placement for the course in the schedule.

It is the faculty member's responsibility to insure that students are adequately trained on whatever resources they require from the Center. The operational staff of the Center will be alert to misuse of resources, whether intentional or not, and will deny access to anyone whose actions threaten the availability of these facilities to others.

Detailed policies and procedures for use of the facilities and their hours of operation may change over time. Look for postings near the door of each lab.

### **4.04 DAAP Library**

The DAAP Library is a college and departmental library in the U.C. Library system. DAAP holds the primary collections in the fine and applied arts, architecture, and planning disciplines. It is located in 5480 Aronoff, and the phone number is 556-1335. The Library hours are as follows.

<u>Academic Year</u>		<u>Summer Session</u>	
Monday – Thursday	8:00 AM – 10:00 PM	Monday – Thursday	8:00 AM – 9:00 PM
Friday	8:00 AM – 5:00 PM	Friday	8:00 AM – 5:00 PM
Saturday	1:00 PM – 5:00 PM	Saturday	CLOSED
Sunday	1:00 PM – 10:00 PM	Sunday	1:00 AM – 5:00 PM



DAAP Library is staffed by one librarian and three staff members, and by student assistant. Services which are provided include reference, library instruction and orientation, and computer literature searching. Library staff will assist you in finding the information you require:

Jane Carlin	Librarian	556-1319
Adrienne Varady	Visual Resource Curator	556-0279
Nanda Araujo	Reference Services	556-1322
Tina Ruff	Circulation Services	556-1321

Equipment available for use in the library includes a copystand for taking photographs from books and journals, two standard photocopiers, one color copier, and a scanning station. The Library also has a VHS player and a collection of videos on art, architecture, design, and planning. A more detailed description is included in the section on Visual Resources (see section 4.10).

The Library's Print Collection represents all areas of study with publications in fine arts, architecture, fashion design, graphic design, industrial design, interior design, urban and health planning, computer graphics, electronic art and foundation studies. The Library subscribes to over 300 current journals and has an extensive collection of books, slides, and electronic resources to support study and research. Access to the Library Collection is through UCLID Ohio LINK, the University of Cincinnati Library and Information Database System. This system provides access to the online catalog of DAAP and UC library materials, as well to the collections of other state universities and colleges, and access to electronic reference and research databases, and to the Internet. Reference and research guides are available through the University of Cincinnati Libraries WebSite, which is accessible on computers in the Library and Visual Resources Center, as well as computer labs across campus and from your home or office.

The UC Libraries Web address is: <http://www.Libraries.UC.edu> Libraries on all UC campuses supply the information resources and services necessary for research and instruction. The collection includes nearly 2 million books, bound serials, government publications, over 19,500 serial subscriptions, and more than 2.5 million units of microforms. Consult the *University Libraries' Faculty Handbook* for detailed user information and advise. UCLID, the UC Libraries Information Database, contains information on the materials in its collections. UCLID also provides access to a growing number of other resources including journal article citation databases and OhioLINK.

OhioLINK is an information database for academic library collections across the state of Ohio. Users can search the catalog and request materials directly from other OhioLINK institutions. OhioLINK provides access to more than 22 million volumes in the combined collections of its institutions statewide, as well as hundreds of research indexes.

Journals, reference books, and other specified materials do not circulate. All other materials may be checked out to faculty for a quarter loan. Because of the high circulation of materials a recall may be requested before the book is due and renewals are limited.

Materials needed for class reserve should be placed within the first three weeks of the quarter. It is the faculty member's responsibility to complete the reserve forms.

Faculty participation and interest in the library are important. The Library staff are available to assist in classroom instruction, provide library orientations, and one on one research assistance. The DAAP Library Faculty Committee serves as a formal channel for advising the librarian. Other comments and suggestions from faculty are always encouraged.

#### **4.05 DAAP Library Visual Resources Center**

The Visual Resources Center is located within the DAAP Library and operates for the same hours. The VRC houses the Library's visual collection of CD-ROMs, microforms, and over 250,000 slides that cover the histories of art, architecture, design, and photography, including western and eastern civilizations from prehistoric times to the present. The Center has three MAC stations with network access, two scanning stations, a microfilm and microfiche reader/printer, a slide previewing station, as well as a small collection of lantern slides of architecture and industrial design.

The contents of the DAAP Slide Collection of 250,000 slides reflect the College's faculty strong holdings in art and architectural history, planning, and urban design, sculpture, painting, graphic arts, minor or decorative arts (artifacts), manuscripts, photography, and performance art. The collection also has holdings of maps, both ancient and modern, images of cultural history from the medieval period through the feminist revolution, and a small collection of coins which provide collateral research materials.

All faculty of the University of Cincinnati and all students enrolled in classes may borrow slides for class presentations and lectures. The collection is also open to University of Cincinnati staff, faculty from other local universities who hold GCLC cards, and to local museum curators and their educational staff, on a limited basis. Procedures and policies for checking out slides are posted in the Slide Library.

Requests for new slides are welcomed from faculty and graduate students in seminar classes. Slide request order forms are available from the Visual Resources Curator. All slides which are photographed by the VRC become the property of the DAAP Library. All orders are received, reviewed, and classified by the Curator. Persons making requests should allow at least two to three weeks for the photographing and processing of slides.

All materials in the slide collection are subject to copyright restrictions. Copyright legislation restricts the use of copyrighted materials in non-teaching functions. Reproduction of the collection's slides, in any format, including digital conversion, unless for strictly educational purposes, is prohibited without prior written permission from the relevant publisher, vendor or photographer.

#### **4.06 DAAP Galleries**

DAAP Galleries was established in 1993 to administer the exhibition programs in the Tangeman Fine Arts Gallery, the Machine Shop Gallery, and the University of Cincinnati Fine Arts Collection. In 1996, responsibility for a third gallery was added when the Dorothy W. and C. Lawson Reed, Jr. Gallery opened in the Aronoff Center for Design and Art. Subsequently, the Machine Shop Gallery was closed in 1998 to allow renovation of the building in which it was housed, and a new downtown gal-

lery space is currently in the planning stages. The Tangeman Gallery was closed in 2000 when the renovation and expansion of that facility began. A new centrally located gallery will be located in a new building adjacent to the renovated Tangeman Student Center. The Reed Gallery is located on the fifth floor of the Aronoff Center for Design and Art in the DAAP College complex (Suite 5275), immediately adjacent to the central atrium.

DAAP Galleries is staffed by a director. Graduate assistantships provide personnel to assist with management of individual gallery operations and the Fine Arts Collection. Work study students also serve as monitors during gallery hours.

#### A. Exhibition Program

The gallery is open 10 AM–5 PM weekdays for the duration of each exhibition. The exhibition schedule follows the academic calendar, with exhibitions opening during the first few weeks of each quarter and running until exam week. Exhibitions are normally scheduled one to two years in advance in order to allow for necessary budget planning, inclusion in the campus calendar, and preparation of exhibition catalogues and announcements.

The focus of the Tangeman Gallery was campus-wide, and topics addressed in its exhibitions were intended to serve the interests of not only the College of DAAP, but also other colleges and departments throughout the University community. In order to increase the visibility of DAAP and its programs within the UC community, annual faculty and MFA Thesis exhibitions were hosted at the Tangeman Gallery, Exhibitions in the Reed Gallery focus on the four disciplines of the College, with emphasis on current work in those fields of study. The gallery is seen as a means of introducing into the life of the College, the work of artists of regional, national, and international reputation. By bringing in the work of outside artists, the exhibition program seeks to contribute to an exchange of ideas that enhances the educational experience at the College. Every attempt is made to develop a balanced schedule that serves the faculty, students and staff of both DAAP and the UC community, as well as a broader audience drawn from the greater Cincinnati area.

The lobby area outside the entrance to the Reed Gallery has been developed as an exhibition space for more informal displays of the work of faculty and students, as well as the work of architects and designers from firms located in the Cincinnati area. Exhibitions in this space rotate quarterly, and are planned 3 to 6 months in advance.

#### B. Fine Arts Collection

The University of Cincinnati Fine Arts Collection is comprised of approximately 3,950 items that span a range of eras and cultures from several millennia B.C. to the present, and from ancient Greece and pre-Columbian Ecuador to the art of Europe and the United States. Media include paintings, sculpture and drawings, photographs, furniture, ceramics, glass, baskets, and textiles. DAAP Galleries is responsible for the Fine Arts Collection. Storage facilities are maintained through a collaborative project with the Cincinnati Art Museum.

Loans of objects from the Collection have been made to the Taft Museum; the Washington University in St. Louis; the Weston Art Gallery in downtown Cincinnati; the Museums at Stony Brook on Long Island; the Lyman Allyn

Art Museum in New London, CT; and the Frick Art Museum in Pittsburgh. Two catalogues and one brochure were produced in association with exhibitions of the collection, and copies are available through the DAAP Galleries office.

#### **4.07 Wood and Metal Working Shops**

Regulations governing the use of the DAAP Shop are posted prominently in the Shop and are to be adhered to by students and faculty using the Shop.

It is the responsibility of the instructor of each freshman design studio to see that his students take the prescribed shop orientation program. Arrangements are made with the shop technician. Transfer students and graduate students should be scheduled to take the shop orientation program prior to being permitted to use the shop.

A shop technician must be in attendance when the shop and its equipment are available for students and faculty use.

Hours the shop is open are posted outside the shop door. Exceptions by prior arrangement only.

#### **4.08 DAAP Photography Labs**

DAAP Photography Labs:	Suite 4440-4470 Aronoff
Photo Lab Supervisor:	4445 Aronoff; tel. 556-0301
Photo Cage:	4441 Aronoff; tel. 556-4314

DAAP photography labs are operated by the Photo Lab Supervisor to actively support current DAAP photography curriculum. UC I.D. cards are required to gain access to the area. Photography policies and standard operating procedures are distributed in photography classes as well as being available in the lab entry area. All users are expected to fully follow all policies in the photo area. The Photography area is open only when a faculty person, a student monitor, or the lab supervisor is present and on duty. Operational hours are clearly posted on the door of the facility. Photography areas are closed on all official UC holidays and during all of the quarter breaks. Policies can and do change to ensure safety and orderly operation of the labs.

#### **4.09 Exhibiting Student Work**

- A. The School of Art maintains and administers its own exhibition space—the 840 Gallery. For scheduling, please contact the School office.
- B. The College has a large number of secure wall mounted display cases in the corridors, lobbies, and stairwells of the DAAP, Alms, and Wolfson Buildings. Some of the cases are maintained by the individual Schools; the rest are available by signing up in the College office. Faculty are encouraged to

display work from their classes regularly.

- C. The Annual Senior Show, DAAPWorks, occurs during spring quarter examination week immediately prior to graduation. A student/faculty committee plans the exhibit. The Director of Special Projects serves as committee staff.

#### **4.10 Maintenance and Supervision of DAAP**

Alms, DAAP, Wolfson, and Aronoff Buildings and Grounds

- A. Building Hours  
for the DAAP Complex are 7:00 A.M. to 10:30 P.M. every day of the week when school is in session, 8:00 a.m. to 5:00 p.m. between quarters, and none on holidays. Students may work on approved class projects after closing hours with faculty permission.
- B. Routine Maintenance of the buildings  
is performed by Physical Plant using 2nd and/or 3rd shift cleaning crews. Cleaning crews have been instructed not to disturb students' work or materials on top of desks and drafting tables. Faculty shall exert reasonable control of their classes especially in the areas of preventing damage to or defacing of the building or its equipment.
- C. At the end of each quarter  
all class rooms are given a thorough cleaning. Floors are waxed one or two times a year between quarters. At the end of each quarter it is the responsibility of each teacher of studio or lab courses to see that his students remove all work that they want and saved and that they remove their locks from desks and lockers and leave the desks and lockers clean for next quarter (possible exceptions to this are non-co-op students and freshmen where the faculty has ascertained previously that no major changes of room assignment or equipment moves are anticipated at the end of the quarter).
- D. Reports of needed repairs  
or special maintenance tasks should be made to the Coordinator of Building Services who will relay the requests to the appropriate University agency. If budgetary costs are involved he/she will work with the Senior Business Administrator to determine the availability of appropriate resources and prepare a request for improvements. Faculty are encouraged to call Work Control direct (ext 66404) to report routine maintenance or housekeeping
- E. Use of outdoor spaces adjacent to the DAAP complex  
University Building Committee policy adopted in 1976 is quoted in part: "Actual construction of physical projects is a bona fide part of the educational process for many students of design and engineering. This is particularly true in the Colleges of Design, Architecture, Art, and Planning and Ohio College of Applied Science, and to a lesser extent in the College of Engineering.

The University must be concerned, however, with issues surrounding construction, such as liability, environmental impact, operating and maintenance expense, trade unions, and the campus appearance and master plan.

DAAP, OCAS, and Engineering have a significant amount of specific space within and immediately adjacent to their buildings in which to undertake experimental projects. These areas are under the control of the colleges, which in turn are responsible for policy and procedures for using the space.”

As far as DAAP policy and procedures are concerned, erection of any experimental projects on DAAP grounds should be cleared with the Associate Dean. Approval, if granted, carries with it an agreement on the part of the responsible faculty member to see that the project is dismantled and removed when it has served its educational purpose.

Maintenance of the DAAP grounds is a responsibility of the University's Physical Plant but cooperation of the faculty and students is expected in discouraging littering of our exterior environment.

#### **4.11 Smoking**

DAAP is a smoke-free building complex. No smoking is permitted at any time in classrooms, elevators, studios, drafting rooms, library, shop, general offices, special laboratories and all other facilities of the College.

#### **4.12 Policy for Poster and Handbills**

##### **A. Definitions**

##### **I. Notice–**

an official statement for a class or group of students. A notice read in a classroom during a regularly scheduled class meeting shall constitute an official notice to the class and to students registered for that class, whether all students are present or not.

##### **II. Poster–**

any sign or notice that is at least 8 1/4" x 14" and not larger than 18" x 24".

##### **III. Handbill–**

any notice that is not larger than 8 1/4" x 14" and no smaller than 5 1/2" x 8 1/2".

##### **B. Posting**

Notices, posters, and handbills are to be posted on bulletin boards designated for this purpose. Windows, columns, and doors are NOT to be used for such postings. Pushpins or thumbtacks must be used on bulletin board surfaces.

Anything taped or stapled to bulletin boards will be removed.

##### **I. Official Bulletin Board–**

located outside the College office, 5470 Aronoff. Space is reserved for official notices for students or a class.

II. Other boards

located throughout the building are identified for programs and organizations and are used accordingly.

**DAAP assumes no responsibility for posters and handbills. Posters and handbills posted in violation of these regulations will be removed and destroyed. Any damage resulting from disregard of these policies may result in charges to the sponsor.**

**4.13 Publications/News Releases**

A. *DAAP News*

This is the official College newsletter which contains articles about faculty, students, and staff, as well as articles related to programs at the College. An alumni section is also included, highlighting events of the DAAP Alumni Governing Board and recent accomplishments of individual alumni. Notices are distributed to faculty soliciting information and articles. Published quarterly (Autumn, Winter, Spring), the *DAAP News* is produced primarily to keep Alumni abreast of developments at the College and achievements of their classmates. Ten thousand copies are printed of each issue for distribution to more than 9000 alumni plus persons on the College mailing list of faculty, students, staff, support groups, friends, contributors, and professional societies.

Editor: Annette Luebke, 556-5265

B. News Releases

Upon notice from various sources, news releases on current faculty and student activities, are sent to DAAP's Public Information Officer, M.B. Reilly, for media circulation. Other University offices are also provided with this information for possible inclusion in their publications. Any faculty with a newsworthy event must go through University channels for media publicity. Public Information

Officers report to the Office of Information Services (Greg Hand, Director).

**4.14 Solicitation of Outside Assistance**

No solicitation of financial assistance shall be made by faculty without first receiving approval of the Dean of the College. This office, in collaboration with the Provost's and President's Office will assist in determining whether specific needs can be approved for integration into the funding priorities of the respective college or unit and into developmental plans for the University overall. For projects so approved, the UC Foundation will assist in identifying and soliciting private individuals, companies, and foundations potentially interested in providing support. Approaches to specific donors must receive prior clearance from the U.C. Foundation to avoid conflicting appeals from University components.

No contract, agreement, or bank account in the name of the University of Cincinnati shall be made by any student, faculty, or employee on behalf of the college, school, or department unless first authorized through University prescribed procedures. Questions regarding contractual procedures should be directed to the Office of the General Counsel.



**4.15 Use of the Freight Elevator**

Faculty or students needing to move bulky projects or equipment can sign a key out from School secretaries for the freight elevator in Wolfson.

**4.16 Deliveries**

Deliveries of parcel post packages are made at the College Office by the Campus Post Office. United Parcel packages are also delivered to the College Office.

Deliveries or shipment by common carrier or commercial suppliers are made at the 300 level Wolfson Building loading dock and are signed for in the College Office. In all cases the college Office will notify the recipient person or department of the delivery.

In the event of heavy or large objects that are difficult for the recipient to move from the dock, arrangements can be made through the Coordinator of Building Services for assistance from Physical Plant.

**4.17 Long Distance Telephone Calls**

The University uses an INFOSWITCH system for long distance telephone calls. It controls, monitors, and collects college accounting information on long distance call. Each school has an allocation for long distance telephone calls and control of calls made by school faculty rests with the individual School Director. Procedures for placing normal long-distance telephone calls under the Infoswitch system may be obtained in the school office. Individual faculty are assigned Infoswitch numbers by the Staff Service Office.

**4.18 Responsibility for Property of the University**

The School Director and Dean shall take reasonable precautions for the preservation and safekeeping of all equipment and property listed in the inventory. The Coordinator of Building Services is responsible for the college inventory.

The faculty share in the responsibility for the condition of instructional spaces, particularly studios. Faculty must enforce common sense conduct in the production of student projects, and make reasonable efforts to leave the studio at the end of the quarter in a condition which will allow custodial crews to sweep up, remove trash, and place the desks in order for a new quarter.

College property should not be loaned to anyone not associated with the University. Any property taken from the building must be cared for responsibly. New acquisitions such as computers, cameras, or other equipment should be bar coded and inventoried by College staff.

**4.19 Personal Property**

The University does not carry insurance for loss of personal items. One's personal insurance is presumed to cover such a loss. It is the responsibility of each person to protect his/her personal property. In general, offices should not be left open and unattended.



**4.20 Use of University Stationery, Supplies, and Mailing Facilities**

Members of the faculty, student body, administration, or staff shall not use university stationery or supplies for personal letters or statements on matters of public controversy.

Members of the student body, administration, or staff may use the campus mail service at no cost for mail which is official university business. University personnel using the campus mail service for on or off campus delivery of personal letters or statements on matters of public controversy must pay appropriate postage charges. (Rule 3361;10-17-11)