

3359-20-02 Organization of the university.

- (A) The board of trustees (from the bylaws and regulations of the board of trustees as amended).
 - (1) Number of members; appointments; vacancies. See paragraph (A) of rule 3359-1-01 of the Administrative Code.
 - (2) Powers. See paragraph (B) of rule 3359-1-01 of the Administrative Code.
 - (3) The board shall formulate university policy; but under its general supervision, it shall leave the execution of these policies to the president and the administrative and faculty agents as provided in the bylaws and regulations.
 - (4) The names of those currently serving on the board are listed in the annual general bulletin of the university of Akron.

- (B) The officers of academic administration.
 - (1) The president of the university.
 - (a) The president of the university is elected by the board to hold office at its discretion. The president is the executive head of all university colleges and departments, and is responsible for the general supervision of all the university's interests.
 - (b) Within general policies of the board, the president leads in fostering and promoting education, instruction, research, scholarly activity, and public service as the primary aims of the university. The president is a member of and presides at all meetings of the university faculty and the long-range planning committee, and is an ex-officio member of the long-range planning committee, the budget and planning coordination committee, and of each faculty and divisional group, and it is the president's right and duty to preside at every meeting thereof, should the president choose to do so. The president is responsible for carrying out all measures officially agreed upon by the board for the administration of the university. The president attends all meetings of the board and addresses to them matters of institutional importance, is the official medium of communication between the university and the board and its committees, and possesses the exclusive right to transmit proposals from the faculty and staff - either as a group or as individuals - to the board.

- (c) The president nominates all administrative officers, faculty, and staff to the board for appointment. The president appoints such other administrative officers, with the approval of the board, as necessary, to carry out the operations of the university and may delegate to them certain functions with the authority necessary for their proper discharge. The final authority and responsibility for the administration of the university, however, rests with the president.
 - (d) The president recommends such changes and additions to the colleges and departments, as necessary, for the operation of the university. The president appoints all committees of the university faculty unless membership has been designated by rule, oversees preparation of the annual budget, and advises the board in all financial matters. The president submits an annual report to the board on the activities, plans, current and future needs of the university, and other relevant data. The president has ultimate authority in all matters of student discipline in accordance with the policies and rules of the faculty senate and the board, presides at commencements and other public academic occasions, and confers such degrees, certificates, and honors as are granted by the institution.
- (2) The senior vice president and provost.
- (a) The senior vice president and provost is appointed by the board upon recommendation of the president and holds office at the discretion of the president. The senior vice president and provost is responsible to the president for the supervision and administration of the academic functions of the university, in accordance with the policies and rules established by the president and the faculty senate.
 - (b) The provost is selected as follows:
 - (i) A fifteen member search committee shall consist of regular members of the faculty, one elected by the faculty of each degree-granting college and university libraries; plus two representatives elected by and from the following administrators: the dean of the graduate school, the academic deans (arts and sciences, engineering, education, business administration, fine and applied arts, nursing, law, polymer engineering, community and technical college and Wayne college), the dean of continuing education and evening division, the dean of university libraries, the dean of university college, the chief student

- affairs officer, plus three other administrators designated by the president to complete the group; and two students selected by associated student government. Members of the committee representing the collegiate faculties must be regular members of the faculty as defined in paragraph (A)(1) of rule 3359-20-03 of the Administrative Code and must be elected by their respective collegiate faculties. No committee member shall be a candidate for the position.
- (ii) This committee shall select its own chair and establish its own rules and procedures. The committee shall receive from the administration salary range and requirements for the position before commencing the search.
 - (iii) The search committee shall carry out an extensive search soliciting nominations from the members of the university community and appropriate sources outside the university.
 - (iv) The search committee shall recommend a list of three candidates to the president.
 - (v) The president may select one candidate from this list for approval by the board. If no candidate on the list is acceptable or available, the president shall request that the search committee submit another list of three candidates.
- (c) The senior vice president and provost shall be a member and presiding officer of the budget and planning coordination committee, the long-range planning committee, and is an ex-officio member of each faculty and department or divisional group. The senior vice president and provost coordinates the academic offerings of the various colleges, departments, and divisions, the academic research activities of the institution, assists in selecting and appointing faculty and staff, recommends promotion, tenure, salary, and dismissal of faculty members, and assists in preparing the annual budget.
 - (d) The senior vice president and provost oversees ~~the university libraries,~~ the research centers and institutes, and performs such other duties as may be assigned by the president.
 - (e) The senior vice president and provost submits an annual report to the president concerning the activities, problems, and needs of the operations under the senior vice president and provost's jurisdiction.

- (3) The deans of degree-granting colleges and schools.
- (a) The deans of degree-granting colleges and schools are appointed by the board upon recommendation of the president through the senior vice president and provost. They hold office at the discretion of the president, are responsible to the president through the senior vice president and provost, and are selected as follows:
- (i) A search committee is established consisting of representatives elected by the regular full-time faculty of the college (which representatives may include a part-time faculty member) and a representative from the college student body appointed by the president from recommendations from the college faculty. When authorized by a vote of the college faculty, the search committee shall, in consultation with the senior vice president and provost, add a dean and a community representative as members of the committee.
- (ii) The search committee recommends a candidate or candidates to the senior vice president and provost.
- (iii) If the recommended candidate or candidates are not acceptable or available, the search committee may recommend another candidate or candidates. If the search committee does not recommend a candidate who is available or acceptable to the senior vice president and provost, the search shall be closed and the search process repeated.
- (b) The deans are the administrative heads of their respective colleges and schools. Each dean is charged with the general supervision of the interests of the college or school, in accordance with the policies and rules established by its faculty, the board, and the president.
- (c) Deans recommend the appointment, salary, tenure, promotion, and dismissal of their faculty members after consultations with the appropriate department chairs; promote the general welfare of their faculties and students; supervise the curricula, courses, and methods of instruction, and work to improve them; direct the attention of their faculties to trends and changes in educational thought and practice; develop and formulate policies for the improvement of their colleges for consideration of the faculty senate and their faculties; counsel with students; act upon student transfers to their colleges; supervise the registration of their students; administer the rules and regulations established for the academic progress, promotion, and discipline of their students; coordinate work on the graduate level in their colleges with the dean of the graduate school; approve the schedule of courses and examinations as

prepared by the registrar; transmit to the senior vice president and provost the budgetary recommendations of their colleges as developed in conference with the department chairs; take reasonable precautions for safekeeping all instructional supplies and equipment of their colleges; call meetings of their faculties from time to time to transact college business; appoint members of such standing and special committees of their faculties as may be established or authorized; administer policies, rules, and regulations as instructed by their faculties;

- (d) Submit to the senior vice president and provost at least fifteen working days in advance of each meeting of the board such recommendations concerning their colleges as they may desire for board action; submit an annual report to the president concerning the activities, problems, and needs of their colleges; prepare, in consultation with their faculty, an annual strategic planning update which shall be submitted to the senior vice president and provost; and perform such other duties as may be assigned to them by the senior vice president and provost.

(4) Division chairs.

- (a) The division chairs (except in the community and technical college) are appointed by the board upon recommendation of the dean of the college, the senior vice president and provost, and the president, and hold office at the discretion of the president. They are responsible to the deans of their colleges.
- (b) Each division chair presides at the meetings of the division staff and is responsible for encouraging the improvement of teaching and scholarship within the division. The chair works in close cooperation with the division/department chairs and presents their recommendations to the division staff; supervises the preparation of divisional curricula, curricular changes, requirements for admission, and standards for academic achievements; and represents the division when these matters are presented to the college faculty.

(5) Department chairs, division chairs in the community and technical college, and directors of schools in the college of fine and applied arts and the college of business administration (hereinafter referred to as department chairs).

- (a) Department chairs are appointed by the board upon recommendation of not less than two-thirds of the regular faculty members of the department or division, the dean of the college, the senior vice president and provost, and the president; chairs shall be appointed for a four year term, which may be renewed; they hold office at the discretion of the president; are responsible to

the deans of their colleges; and are the representatives and academic leaders of the departmental faculty. They are the administrative heads of their respective departments, divisions, or schools (hereinafter referred to as departments) and are charged with the general supervision of all departmental interests in accordance with policies established by the board, the president, their dean, their faculty, and the faculty senate. Both the administration and the faculty will bear in mind that department chairs have special obligations to build departments strong in teaching, scholarship, research, and service, and which are committed to the mission of the university.

- (b) Department chairs are selected and shall hold office as follows:
- (i) The search committee is elected by the regular full-time faculty of the department and may include members from outside the department. It shall include a student or students selected by the appropriate student body.
 - (ii) The search committee makes its recommendations to the regular department faculty whom, with the agreement of not less than two-thirds of the regular department faculty, in turn recommend a candidate or candidates to the dean of the college.
 - (iii) If the recommended candidate is not available, the dean requests that the department recommend another candidate. If the nominee is not acceptable to the dean, the senior vice president and provost, or the president, an explanation of the objection shall be reported by that administrative officer in a meeting with the search committee and the regular full-time faculty of the department, and the search process shall be resumed.
 - (iv) In consultation with the faculty of the department and with the concurrence of the dean, the chair will establish annual goals. The dean shall assess annually the performance of the chair measured against those goals and the standards set forth herein, and shall report the results of that assessment to the chair and to the departmental faculty.
 - (v) Every four years, or upon the specific request of a majority of the regular full-time faculty in the department, chairs shall be subject to a mandatory performance review. The review shall include:
 - (a) A faculty review:

An evaluation of the chair's performance as chair shall be

conducted by a committee of not less than three members of the regular full-time faculty of the department, as elected by that faculty.

The evaluation shall be conducted according to the process set forth in the college's guidelines.

The committee shall conclude its evaluation by presenting to the faculty a recommendation. To be continued as a chair requires a majority vote of the entire regular full-time faculty of the department. The committee's evaluation and recommendations and the faculty's recommendation, shall be reported to the dean and communicated to the chair.

(b) A decanal review:

The dean shall conduct an independent evaluation of the chair by a method appropriate to the unit, and including the annual evaluation result. The dean shall review and respond in writing and in a meeting with the faculty to the recommendation of the faculty.

The results of the dean's review shall be communicated to the chair and to the departmental faculty and shall include the dean's decision to continue, continue with recommendations, or not continue the chair as chair.

As the department's representative and its academic leader, the chair articulates and implements university, college, and departmental policy and goals, and communicates on behalf of the department within the college and, in consultation with the dean, within the university. The chair consults with the departmental faculty and meets regularly with them to shape the department's policies and goals. In consultation with the faculty and the dean, and in accordance with the appropriate guidelines established by the department or division and college concerned, the chair makes recommendations on appointments, reappointments, promotions, tenure, salaries, and leaves of absence for faculty members in accordance with the procedures outlined in rule 3359-20-03 of the Administrative Code. In making recommendations for dismissal, the chair shall follow the procedures outlined in paragraph (A)(3) of rule 3359-20-034 of the Administrative Code. The chair works with student affairs to register students within the department and, in consultation with the faculty, arranges teaching schedules and curricular developments so as to ensure quality of instruction. The chair coordinates the process by which the department recommends books, journals, and other materials for purchase by the library. In consultation with

the college and consistent with university policies, the chair coordinates the use of departmental laboratories and other facilities. The chair recommends to the dean those persons to be hired as part-time faculty in the department and supervises the non-teaching departmental staff.

- (c) Nothing in paragraph (B)(5)(c) of this rule is intended to prevent a department from choosing a rotating chair with a fixed term of office. The decision to have a rotating chair must be made by a majority, secret ballot of all tenure-track faculty in the department allowing for absentee votes. This decision may be reconsidered at any time if requested by one-third of the departmental faculty. A change in policy shall not affect the status of a current chair, but shall affect the status of future chairs, subject to approval by the collegiate dean.

(6) ~~vice president~~ Vice President for research ~~Research~~ and Dean of the graduate school.

- (a) The vice president for research and dean of the graduate school heads the graduate school. The vice president for research and dean is appointed by the board upon recommendation of the president, holds office at the discretion of the president, and is responsible to the president.
- (b) The vice president for research and dean of the graduate school encourages the several colleges to develop programs of graduate study; is responsible with the deans of the degree-granting colleges for maintaining a satisfactory standard of instruction at the graduate level; identifies those faculty members who qualify for teaching graduate courses; administers admission procedures, the prerequisites for graduate study, and the requirements for a graduate degree; and supervises the registration and counseling of each graduate student. In addition, the vice president for research and dean encourages the various colleges and divisions to purchase necessary books for the university libraries; administers the final graduate examinations; ~~transmits to the faculty of the division for action the names of candidates proposed for graduate degrees by the deans and faculties of the respective degree-granting colleges; recommends to the faculty senate the award of such degrees as the faculty of the school may approve;~~ and administers the graduate assistantship and fellowship programs.
- (c) The vice president for research and dean convenes and serves as chair of the graduate council. The vice president for research and dean submits an annual report to the president concerning the activities, problems, and needs of the school, and performs such other duties as may be assigned by the president.

(7) Dean of the university college.

- (a) The dean of the university college is appointed by the board upon recommendation of the president and holds office at the discretion of the president. The dean is responsible to the president through the senior vice president and provost.
 - (b) The dean administers the university college and its students in accordance with policies and rules established by the board, the president, and the faculty senate, and directs and promotes the programs of general education, developmental programs, academic advising services, and other duties as assigned.
 - (c) The dean submits an annual report to the senior vice president and provost concerning the activities, problems, and needs of the college, and performs such other duties as may be assigned by the president or the senior vice president and provost.
- (8) The dean of university libraries.
- (a) The dean of university libraries is appointed by the board upon recommendation of the president, holds office at the discretion of the president, and is responsible to the president through the ~~senior vice president and provost~~ vice president for information and instructional technologies, libraries and institutional planning and is selected as follows:
 - (i) A search committee is established consisting of representatives elected by the faculty of the university libraries and a representative from the college student body appointed by the president from recommendations from the library faculty. When authorized by a vote of the library faculty, the search committee shall, in consultation with the ~~senior vice president and provost~~ vice president for information and instructional technologies, libraries and institutional planning, add a dean, a community representative, or both as members of the committee.
 - (ii) The search committee recommends a candidate or candidates to the ~~senior vice president and provost~~ vice president for information and instructional technologies, libraries and institutional planning.
 - (iii) If the recommended candidate or candidates are not acceptable or available, the search committee may recommend another candidate or candidates. If the search committee does not recommend a candidate who is available or acceptable to the ~~senior vice president and provost~~ vice president for information and instructional technologies, libraries and institutional planning, the search shall be closed and the search process repeated.

- (b) The dean of university libraries is administrative head of the university libraries and is charged with the general supervision thereof, has responsibility for the direction of audio-visual services, and other duties. The dean allocates available funds for university libraries' use among the colleges and departments; recommends to the president appointments to, and dismissals from, the staff; purchases, classifies, catalogs, and prepares for circulation all books, periodicals, and other materials; takes reasonable precautions for the preservation and safeguarding of all books, periodicals, documents, equipment, and other property. The dean budgets and renders an account of the funds allocated to the libraries; selects, with the advice of the faculty, the books, periodicals, and other materials to be purchased by the libraries; keeps such records of the use of the libraries as will be helpful in measuring its effectiveness; prepares, in consultation with university libraries faculty and staff, an annual strategic planning update; and offers students and faculty such formal and informal aids in the use of the libraries as occasion requires or warrants.
- (c) The dean of university libraries submits to the president an annual report concerning the activities, conditions, and needs of the university libraries.

~~(9) Associate vice president for research and technology transfer.~~

- ~~(a) The associate vice president for research and technology transfer is appointed by the board upon recommendation of the president through the senior vice president and provost and is responsible to the president through the senior vice president and provost. The associate vice president holds office at the discretion of the president. The associate vice president shall be charged with the general supervision of the office of research services and sponsored programs, in accordance with the policies and rules established by the board, the president, and faculty senate.~~
- ~~(b) Among the duties shall be to conduct programs to encourage basic, applied, and funded research among the faculty; convene and chair the university research council; submit an annual report to the president concerning the activities, problems, and needs of the office; and perform such other duties as may be assigned by the president or the senior vice president and provost.~~

~~(10)~~(9) Other administrative officers.

Other administrative officers and assistants as are needed to carry on effectively the work of the university, including such areas as minority affairs, affirmative action/equal employment opportunity, ROTC, special programs, public services, research centers, etc., may be appointed by the board upon recommendation of the

president, who shall define their duties and responsibilities.

(C) Officers of student affairs.

~~vice~~ Vice president for student affairs.

- (1) The vice president for student affairs is appointed by the board upon recommendation of the president and holds office at the discretion of the president. The vice president for student affairs is responsible to the president for the administration of student support services in accordance with the policies and rules established by the board, the president, and the faculty senate.
- (2) The duties of the vice president: See paragraph (G) of rule 3359-2-01 of the Administrative Code.

(D) The officers of business and finance.

- (1) Vice president for business and finance. See paragraph (B) of rule 3359-3-01 of the Administrative Code.
- (2) ~~associate~~ Associate vice president for business and finance. ~~see~~ See paragraph (C) of rule 3359-3-01 of the ~~administrative code~~ Administrative Code.
- (3) ~~controller~~ Controller. See paragraph (D) of rule 3359-3-01 of the Administrative Code.
- (4) University auditor. See paragraph (E) of rule 3359-3-01 of the Administrative Code.
- (5) The director of purchasing. See paragraph (F) of rule 3359-3-01 of the Administrative Code.
- (6) Treasurer. See paragraph (G) of rule 3359-3-01 of the Administrative Code.
- (7) ~~director~~ Director of the budget. ~~see~~ See paragraph ~~(H)~~ (H) of rule 3359-3-01 of the Administrative Code.

(E) Officers of university research.

~~Associate vice~~ Vice president for ~~university research and dean of the graduate school~~. See ~~paragraph (F) of rule 3359-2-01~~ 3359-02-10 of the Administrative Code.

(F) General counsel. See rule 3359-7-01 of the Administrative Code.

(G) Organization of academic supervision and instruction.

- (1) Colleges, schools, and divisions. The university of Akron is a state university operating under the laws of the state of Ohio. It is comprised of the following:
 - (a) The university college admits all freshman students, except for those students academically qualified to directly enter the community and technical college and the Wayne college, and provides academic advising and administrative services. University college students take courses in general studies and in preparatory disciplines established by the various degree-granting colleges, as indicated in pertinent sections of the general bulletin.
 - (b) The degree-granting colleges are the buchtel college of arts and sciences; the college of engineering; the college of education; the college of business administration; the college of fine and applied arts; the college of nursing; the school of law; the college of polymer science and polymer engineering; the community and technical college; and the Wayne college, which is a branch campus at Orrville offering two-year credit programs.
 - (c) In addition, there are the graduate school, the university libraries, research institutes and centers, and various community services. Descriptions of the objectives and organization of these various colleges and divisions may be found in the general bulletin.
- (2) The university faculty, contract professionals.
 - (a) The university faculty consists of the president of the university, who is its presiding officer, the vice presidents, the deans, all persons giving instruction for college credit in the university, and such members of the administrative staff and contract professionals as may be assigned thereto by the board upon recommendation of the president. The university faculty meets at the beginning of each academic year and at such other times as may seem desirable. Voting rights are confined to full-time administrative officers, distinguished professors, professors, associate professors, assistant professors, and instructors.
 - (b) Contract professionals are non-teaching professional personnel of the university to whom the board, on recommendation of the administration, grants recognition and benefits.
- (3) The faculty senate.
 - (a) Duties. See rule 3359-10-02 of the Administrative Code.
 - (b) Membership. See rule 3359-10-02 of the Administrative Code.

(4) Administrative committee.

Administrative committee of the university, which reports directly to the president, is the committee on residence status. In addition, the president may appoint such other committees as are deemed necessary for the administration of the university.

(5) College faculties.

Each college is governed by a faculty consisting of the president of the university, the senior vice president and provost, the dean, and its full-time distinguished professors, professors, associate professors, assistant professors, and instructors. Each faculty meets upon the call of the dean. Meetings are attended by all faculty members holding faculty rank and administrative staff teaching subjects of instruction offered for credit by the respective colleges.

(6) Graduate faculty.

- (a) Graduate faculty consists of the president of the university, the senior vice president and provost, the dean and the associate/assistant dean of the graduate school, deans of colleges offering graduate programs, chairs of departments and schools offering graduate programs, distinguished professors, and other full-time faculty members holding a professorial rank as determined according to the bylaws of the graduate faculty.
- (b) The graduate faculty meets ~~preceding each commencement and~~ at regular or special meetings as called by the president or dean of the graduate school or on petition of at least ten members.
- (c) The graduate faculty encourages and contributes to the advancement of knowledge through instruction and research of the highest quality, fosters a spirit of inquiry, and places a high value on scholarship throughout the university. Among its duties are to: develop curriculum leading to appropriate graduate degrees; participate in research, publication, and professional societies; recruit, encourage, and supervise students in their graduate education; conduct graduate classes and seminars that stimulate creativity, independent thought, and scholarly attitudes and performance; serve on supporting committees, as needed; supervise student research and direct theses and dissertations; help develop a graduate library appropriate to a sound graduate program; elect the members of the graduate council (the executive committee of the graduate faculty); if elected to the council, serve in the best interests of the graduate faculty and the graduate school; and participate in the selection of the dean of the graduate school; ~~and approve the list of degree candidates before each commencement for recommendation to~~

~~the faculty senate.~~

(7) Graduate council.

The graduate council consists of fourteen elected regular faculty members, one elected graduate student, and the dean of the graduate school. It includes representation from the Buchtel college of arts and sciences, the college of engineering, the college of education, the college of business administration, the college of fine and applied arts, the college of nursing, and the college of polymer science and polymer engineering. The dean of the graduate school serves as chair. The graduate council serves as the executive committee of the graduate faculty in initiating and legislating matters of academic policy and procedures of the graduate school and in the examination of proposed graduate programs and course offerings.

(8) Divisional and departmental staffs.

(a) The divisional staff of a college is composed of all faculty members teaching subjects of instruction allocated to the division. The divisional staff prepares and recommends to the college faculty curriculum, course and curricular changes, requirements for admission, and standards of academic achievement for graduation and encourages the improvement of teaching and scholarship within the division.

(b) The departmental staff is composed of all faculty members teaching subjects of instruction allocated to the department. The departmental staff prepares and recommends to the divisional staff curricular changes, requirements for admission, and desired standards for academic achievement in the department and in the division. The departmental staff encourages the improvement of teaching and scholarship within the department and recommends to the college faculty candidates for degrees.

(9) Individual faculty members.

(a) Each faculty member is an integral part of the organization of academic supervision and instruction. Through the means outlined in the preceding paragraphs of this section of the faculty manual, the faculty member has a definite voice in establishing university rules, regulations, and procedures, and is obligated to use that voice whenever asked to do so or whenever the faculty member sees fit to do so. The faculty member is also charged with effectively preparing for, conducting, and administering all classes assigned, and working to improve instruction in these classes and in the university.

(b) Faculty members' objectives and professional interests and activities should be

compatible with those of the university. In its regulations, rule 3359-8-02 of the Administrative Code, the board defines the specific professional obligations of faculty members as follows:

- (i) Full time service. See rule 3359-9-03 of the Administrative Code.
- (ii) University research policy. See rule 3359-2-05 of the Administrative Code.

Effective: September 20, 2002

Certification:

Ted A. Mallo
Secretary
Board of Trustees

Prom. under: 111.15

Rule amp.: Ch. 3359

Statutory Authority: Ch. 3359

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