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The University of Akron Faculty Senate Chronicle

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## Faculty Senate Chronicle February 1, 2024

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February 1, 2024

34 pages

SENATE ACTIONS

1. Approved the list of courses and programs brought by the Curriculum Review Committee (Appendix B).
2. Approved changes to 3359-60-06.6 – Graduate Student Assistantships (Appendix C).
3. Approved the Graduate Assistant Contract (Appendix E)

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## MINUTES OF THE FACULTY SENATE MEETING OF

February 1, 2024

The meeting of the Faculty Senate took place Thursday, February 1, 2024, in Law School Room 180 and in Teams. Senate Chair Kate Budd called the meeting to order at 3:40 pm.

Of the current roster of 44 senators, 38 attended the meeting. Senators Bisconti, Gong, Pachnowski and Thomas were absent with notice. Senators Buldum and Yi were absent without notice.

### *I. Adoption of Agenda*

The agenda was adopted by unanimous consent.

### *II. Adoption of minutes of December 7, 2023 meeting*

The minutes were adopted by unanimous consent.

### *III. Remarks of the Chair*

Welcome to the February meeting of senate, and the Spring semester 2024. It even feels a bit like spring today. Senators who wish to be recognized should hold up their name card. Be sure to hold it facing me and above the head of the person sitting in front of you. Use the mics on the tables when you speak, you will need to press the button to turn on the mic and then press the button again to shut the mic off when you are finished. Those attending virtually should type “request” into the chat window and wait to be recognized. When we vote, I’ll ask those present to say “aye” and those online to raise their virtual “hands” to be counted. Don’t forget to sign in on one of the attendance sheets circulating the room before you leave. If I mispronounce your name, let me know the correct pronunciation so I can do better next time.

Please be aware that both senate meetings and minutes are part of the public record.

I welcome Mr. Mark Lerner, with us from the Board of Trustees.

As we begin a new semester, I want to share a few reminders around student success.

As faculty, you are often the first one to see signs that a student is struggling. They may miss class, be late turning in assignments, have below average grades or seem isolated from the other students - or they may come directly to you for help. At UA, we have many resources to help students, so many that it can be difficult to navigate them all. Referring a student to the Help a Zip program is the best way to match a student to the resource they need. Links to the referral page are found at the bottom of every daily Digest, at the bottom of UA's home page, and in My Akron.

If a student begins missing class, sometimes a friendly email from you to see if they are doing okay will get them back in the classroom. If it doesn't, and you have a dedicated academic adviser, please alert them so they can find out if the student is having problems across multiple classes and intervene if necessary.

All of you know this, but please continue to do your best to get feedback and grades to students as promptly as you can. It should go without saying, but students need to know their grades to be successful. OAA has shared with us that students are urgently requesting that faculty utilize the grade books in Brightspace. It's very easy to use, is highly adaptable to your personal grading methods, and there are training modules available for anything you're not sure of. Even if you aren't using Brightspace, please make sure to communicate feedback promptly in some other way, while being careful to maintain privacy.

I am continuously impressed by the dedication and depth of care that the faculty of the University of Akron show their students. Thank you for everything you are doing to ensure the success of our students.

The activity at the statehouse around Senate Bill 83 has gone quiet and it has been referred to the House Rules and Reference committee. We will, of course, continue to monitor it closely and keep you posted on how you can help influence its outcome should it move forward.

This concludes the remarks of the chair.

*IV. Special Announcements*

None.

*V. Report of the Executive Committee*

The Senate-EC met with Provost Wiencek and Senior Vice Provost Price. We discussed enrollment, vacant leadership positions, and goals for the upcoming year.

The Senate-EC has also updated the senate by-laws and bring those for your review with a planned vote at the March senate meeting.

Chair Budd reviewed the changes to the bylaws and invited discussion (Appendix A). Senator Evans pointed out that the bylaws don't refer to the provost consistently. Changes will be brought to the March senate meeting.

For more information on these discussions, please contact Angela Hartsock.

**XII. Remarks of the Provost**

Provost Wiencek greeted senators and pointed toward great strides in shared governance since 2020.

Workday Student: Implementation of WorkDay Student is progressing and hitting milestones. A mock semester event will take place on February 7, 2024. A soft launch is planned for mid-March with a full go-live on April 1<sup>st</sup>. The provost is pleased with IT responsiveness and will have Enrollment Management and the Registrar helping as well. He invited senators to contact OAA if issues are not being resolved through normal avenues.

Eclipse Day: With millions of people anticipated to converge on NE Ohio, the university is anticipating disruptions. UA classes will go remote for that day; additional clarification will be forthcoming for staff opportunities to work remote.

Enrollment: Everyone is concerned about FAFSA delays and the impact on student decisions. This is anticipated to have cascading effects on institutions. For confirmations to date, numbers are up several percent. The provost expressed optimism. The provost extended gratitude to the enrollment

management team and IT for the attention given to data and software packages during the enrollment cycle. Slate is a big advantage and provides us with a state-of-the-art customizable enrollment management approach. The license allows access to anyone, with appropriate training, faculty can track recruits.

AIC: The annual budget process is moving forward. Funding requests have been received; the committee is reviewing benchmark data. The amount of money for reallocation is modest compared to last year and will result in a more modest approach considering the higher investment last year. The provost reminded senators that this budget process is reallocating existing resources (this is not new money). This is money from all units that report to provost; needs will be prioritized, and some positions will not get filled.

Workgroups: The provost noted current workgroups focused on part-time faculty and course evaluations; he looks forward to the output from those groups.

Chair Budd invited questions for the provost.

Senator Rochester asked for an update on Polsky renovations and specifically referenced no working elevators.

The provost acknowledged this as a fair observation and that VP Operations Jill Bautista is aware of issues with sporadic elevator access. He assured senators he would pass the comment on to President Miller and VP Operations Bautista.

Senator Rochester asked about updates to occupancy.

Provost Wiencek deferred to President Miller and Chief of Staff Levy and noted that the Myers School of Art is in discussions for use of the space.

### XIII. Committee Reports

Curriculum Review Committee – Linda Saliga

With WorkDay changes, there will be a change in how special topic courses are scheduled. Additional information will be shared with senators and chairs.

CRC brought 22 program proposals and 29 course proposals for approval (Appendix B). With no debate, the motion was approved unanimously.

XIV. Akron AAUP Report – Senator Bisconti

(report given by Senator Schulze)

Senator Bisconti will be reaching out to arrange the day in the life of a faculty member for a Trustee guest on campus. Senator Schulze invited Senator Evans to provide information from LMPC, Senator Evans explained that the LMPC continues to work on workload policies and hopes to finish the shared governance MOU. OAA has posted all workload policies on the OAA website.

IX. Graduate Council Report – Senator Srinivasan

Senator Srinivasan presented three documents to the senate.

**Item 1: Graduate student assistantship, 3359-60-06.6** (Appendix C)

Changes include clarification of the terminology around graduate assistantships, English proficiency, the impact of outside fellowships on assistantship eligibility, and what is covered by tuition remission.

Language was included to clarify that for graduate students who take classes not required for their degree, those classes and associated fees will not be covered by tuition remission.

Chair Budd called for debate on the motion to approve the changes to the rule for graduate student assistantships.

Senator Klein and Senator Triece asked for clarification on whether non-graduate level courses that contribute to the student's development or progress could be counted in the tuition remission. Senator Klein requested to explore the possibility of a petition to cover needed undergraduate coursework for graduate programs. Dean Bausch indicated there was not currently a policy allowing that. For future consideration, Senator Klein wished to state for the record the need for graduate students to, in some circumstances, take undergraduate courses and that those courses should be



covered by tuition remission or scholarships. SVP Price has some ideas for ways to address this and invited Senator Klein to continue the conversation outside of the senate.

Senator Abousena asked about the possibility of a student who has graduated with a bachelor's degree to then take additional coursework as a graduate student that would contribute toward completion of an undergraduate minor. SVP Price and Dean Bausch indicated that was not possible. SVP Price stated she would check into the rules and possible flexibility.

Senator Sterns spoke to the need for graduate certificates and support of graduate certificates that encourage multidisciplinary.

### **Item 2: Grievance procedure for graduate students, 3359-24-02 (Appendix D)**

Senator Srinivasan detailed the proposed changes, Chair Budd called for debate on the motion.

Senator Sterns and Senator Triece spoke to the value of having a grievance committee. Dean Bausch clarified that the intent was not to remove the grievance committee but to make the process flexible. Provost Wiencek suggested adding language to allow formation of a grievance committee at the provost's discretion. Dean Bausch pointed out that a grievance committee in some cases would not be allowed (HR-related matters, etc.) and that would be explained to the student. Senator Srinivasan made a motion to amend the language around formation of a grievance committee and finality of the provost's decision. Senator Lee motioned the rule be referred to the executive committee to finalize the language to be brought forward at the next meeting. The motion passed.

### **Item 3: Graduate assistantship contract (Appendix E)**

Dean Bausch explained that the contract language previously appeared in multiple locations and the document under consideration is an attempt to consolidate the language into one document that is consistent with the board rule. The motion passed.

## **X. GSG – Senator Currie**

GSG has been very busy during the first few weeks of the spring semester. Last week, we held our January meeting with all of our members. Two highlights from this include, swearing in our

Senator for the College of Engineering and Polymer Sciences, Julia Wood, and welcoming Dr. Bausch to introduce herself and the Graduate School to our members.

In the coming weeks, GSG will be rolling out two Taskforces that will be open to all currently registered graduate students, these include Student Engagement & Success and Mental Health. The purpose of these Taskforces is to continue our work across campus and serving the needs of our constituents more efficiently by collecting student input.

Upcoming, we will be working on our spring elections and collaborating with USG on programming.

#### XI. USG – Senator Baig

Senator Baig reminded everyone of the USG platform “YouAkron” with three pillars focused on Elevating Campus Experience, Encouraging Student Excellence, and Developing a Lasting Community.

Senator Baig noted upcoming programming and the election cycle.

#### XII. Report of University Council Representative – Senator Evans

(report given by Senator Lee)

UC-EC is involved in strategic planning. UC endorsed the strategic plan and a youth protection policy presented by VP Operations Bautista.

#### XIII. *New Business*

None.

#### XIV. *Good of the Order*

None.

*XV. Adjournment*

Chair Budd adjourned the meeting at 4:58 pm.

—Angela Hartsock, Secretary.

Questions and comments about the minutes can be emailed to [ahartsock1@uakron.edu](mailto:ahartsock1@uakron.edu).

**APPENDIX A**

(A) Name. The name of this body is the faculty senate of the university of Akron.

(B) Duties. As delegated by the board of trustees of the university, the faculty senate is the legislative body of the faculty regarding its academic mission and is empowered to:

- (1) Formulate suitable rules, requirements, and procedures for the admission, government, management, and control of the students, courses of study, granting of degrees and certificates, and other internal affairs of the institution necessary to meet the objectives of the university, subject to the approval of the board of trustees, in accordance with the established policies of the board.
- (2) Review and offer recommendations concerning proposals for the creation, abolition, or rearrangement of colleges, departments, schools, or divisions of instruction, proposals from university-wide committees, and such other matters as may be referred to the senate by the president of the university. Such proposals shall be forwarded to the executive committee for inclusion on the agenda of senate meetings.
- (3) University-wide committees created by the senate shall report to the senate unless otherwise indicated by the senate.
  - (a) Committee recommendations for senate action shall be distributed to the members of the senate at least seven days before the senate meeting at which the recommendation is to be considered. All messages shall include a statement of the rationale for the recommendation.
  - (b) No committee recommendation that was not distributed in accordance with the foregoing requirement shall be considered by the senate unless the senate consents to its consideration by majority vote.
- (4) All legislation introduced in the faculty senate shall be designated as such; and if passed, shall be forwarded to the president, with the exception of changes to curriculum. Within forty-five days of receipt of the legislation, the president shall:
  - (a) Forward the legislation to the board of trustees, or
  - (b) Forward the legislation to the appropriate vice president; or
  - (c) Put the legislation into effect if the president deems it unnecessary to send the matter to the board, or
  - (d) Disapprove and return the legislation to the senate with explanation for the president's rejection; and
  - (e) Notify the senate of the disposition of the legislation, indicating whether the legislation has been approved, referred to the board of trustees, referred to the appropriate vice president, or returned to the senate for reconsideration or amendment. In the event that the president refers legislation to the board of trustees, the president shall notify the faculty senate of the board of trustees' eventual disposition of the legislation.

(5) Curriculum change proposals that are approved by the faculty senate shall be forwarded to the office of academic affairs. The executive vice president and provost or his or her designee shall, within two weeks, approve or disapprove any curriculum change proposals forwarded to it by the faculty senate and shall inform the originator of the proposal and the faculty senate of is or her decision. If a proposal is disapproved, a statement of the reason(s) for the disapproval shall be included.

(65) The senate shall elect a representative to the Ohio faculty council, who serves in that capacity along with the chair of the senate.

(a) Senate members who are full-time teaching members of the faculties of the colleges are electors of the senate representative. Any full-time faculty member may be elected.

(b) The election shall be conducted by secret ballot.

(c) The representative shall be elected annually by ~~at the May meeting of~~ the senate. The term of office shall be for two years. There shall be no limit on the number of terms a person may serve.

(d) The representative, if not already a member of the senate, shall become an **ex officio**, non-voting member.

(C) Officers and executive committee.

(1) Officers. The faculty senate shall elect a chair, vice chair, and secretary biennially from among the membership of the faculty senate. The election shall be by majority vote using a secret ballot. Except for the ex-chair serving pursuant to paragraph (C)(2) of this rule, members of the executive committee shall serve for two years.

(2) Duties of the chair. The chair of the senate presides over regular meetings of the senate, calls special meetings of the faculty senate, acts as or designates the official spokesperson for the faculty senate in all of its external communications, serves on the Ohio faculty council, administers the budget of the senate, serves as chairperson of the executive committee of the senate, forwards to the president all legislation and recommendations passed by the senate, supervises (jointly with the secretary) the clerical staff of the senate, and undertakes such tasks as are directed by the senate. Upon the expiration of the chair's term of office, the ex-chair shall for one year be a voting member ex officio of the senate if he or she otherwise would not be a member. During that period, the ex-chair shall also be a voting member ex officio of the executive committee.

(3) Duties of the vice chair. Assists the chair in such ways as the latter may request; and in the absence of the chair, the vice chair presides over the meetings of the senate.

(4) Duties of the secretary. The secretary of the senate prepares and posts the minutes of the senate meetings; assists the chair in such ways as the latter may request; has custody (jointly with the chair) of the books, records, physical facilities, and tangible property of the senate; supervises (jointly with the chair) the clerical staff of the senate; and arranges for the orderly conduct of the business of the senate. In the absence of the chair and the vice chair, the secretary presides over meetings of the senate.

- (5) Executive committee. The chair, vice chair, secretary, and four elected members of the senate will serve as the executive committee of the senate. The executive committee of the senate will have the following responsibilities:
  - (a) Appoint members to appropriate faculty senate committees.
  - (b) Prepare the agenda for each meeting.
  - (c) Serve as an advisory committee to the executive vice president and provost on governance matters affecting the academic mission of the university.
  - (d) Ensure that the business of permanent and ad hoc committees is completed in a timely fashion.
  - (e) Bring matters to the senate or assign matters to committees.
  - (f) Consider any questions and complaints regarding elections of members to the senate and make recommendations concerning these complaints to the senate. The executive committee shall further certify the validity of all senate elections.
  - (g) When necessary, act on behalf of the senate during the period between the end of the spring semester and the beginning of the fall semester. Such actions shall be reported to the faculty senate for ratification at its next regular meeting.
  - (h) Act on behalf of the senate to approve the degree candidate lists for the fall and spring semesters. The approvals will be reported to the faculty senate for ratification at its next regular meeting.

(D) Committee structure.

- (1) The faculty senate shall create such committees as it deems appropriate to the conduct of its business.
- (2) The executive committee, at its discretion, may invite non-members of the senate to serve on senate committees.
- (3) In special cases, the senate may choose to make part or all of the membership on a committee elective rather than appointed by the executive committee.
- (4) The senate committees shall yearly elect their own chairs, who, if not otherwise members of the faculty senate, shall become ex officio, non-voting members.
- (5) For organizational purposes, the committees of the senate will have either of two forms:
  - (a) University committees, the members of which shall be elected from specified constituencies, or
  - (b) Permanent committees, the members of which shall be appointed by the executive committee of the faculty senate.

## (E) University committees.

## (1) The faculty rights and responsibilities committee ("FRRC").

- (a) This committee shall concern itself with grievances relating to faculty assessment or evaluation, appointment, retention, tenure, and promotion. This committee shall be composed of one member from the tenured faculty of each **degree-granting** college, elected by its full-time faculty and one full-time faculty member from the university libraries, elected by its full-time faculty.
- (b) For each grievance case submitted by a part-time faculty member three members of the part-time grievance pool shall be selected to be members of the faculty rights and responsibilities committee ("FRRC") for the duration of that case. These members will only participate in FRRC business involving the grievance case in question. These members will be selected by lot by the chair of the FRRC, but part-time faculty members from the same department as the grievant shall not be eligible to serve.
- (c) A part-time faculty grievance pool shall be established by each college every fall. The pool will consist of part-time faculty members who have taught at least four semesters at the university of Akron and who have been nominated by the parttime faculty members of that college and who have subsequently confirmed to the college dean their willingness to serve.
- (d) Any persons in an administrative position, including interim positions, at or above the decanal rank (deans, associate deans, and persons of similar rank) are ineligible to serve on the committee. Members shall serve overlapping three-year terms so that during two years, three are elected, while four are elected during the third year. The committee shall elect its own chair who, if not already a member of the faculty senate, shall become an ex officio, non-voting member.

(2) Graduate council. The faculty senate delegates to the graduate council operational responsibility over all matters concerning graduate education, but reserves to itself the right to take up any matters it deems necessary. ~~All~~ action taken by **the** graduate council **that requires faculty senate approval** shall be reported to the senate for final approval. Graduate council shall be composed of two members of the faculty senate who have category two or three graduate faculty status and the elected members of the graduate council.

## (F) Permanent committees.

- (1) Permanent committees of the senate shall be **academic investment**; academic policies; curriculum review; athletics; university libraries; **reference**; **faculty** research; **student affairs**; computing and communication technologies; accessibility; part-time faculty; and program review.
- (2) Members of the executive committee shall, in May, and after considering preferences of senate members and then non-senate members, appoint all permanent and ad hoc committees of the senate. To provide some continuity of membership for each committee, the executive committee shall appoint committee members so that, if possible, only one-third of the

membership of any committee is terminated each year and members serve a three-year term. At the first meeting of each committee, the committee shall elect its chair.

- (3) If not already a member of the senate, the chair of each permanent committee shall become an ex officio, non-voting member for reporting purposes only. Ex officio members of permanent committees shall be non-voting unless they are members of the senate.
- (4) Academic investment committee.
  - (a) Reviews and makes recommendations on the criteria to be used by the administration in its development of the yearly academic budget.
  - (b) Engages with the provost, office of academic affairs and other relevant stakeholders throughout the process of academic budget development.
  - (c) Reviews recommendations made by the provost for academic investment.
  - (d) Reports on the process and final recommendations for academic investment to faculty senate for review and discussion. The discussion will be documented and considered by the Academic investment committee in the following year's investment process.
  - (e) One non-voting, ex officio committee member is designated by the provost.
- (5) Academic policies committee.
  - (a) Recommends and interprets academic policy on university-wide matters such as admission, retention, graduation, and dismissal requirements.
  - (b) Recommends changes for the improvement of the academic program of the university.
  - (c) Makes recommendation for the reorganization or renaming of academic units.
  - (d) The executive vice president and provost or said person's designee, the university registrar or said person's designee, and the chief admissions officer or said person's designee shall be ex officio members of the academic policies committee.
- (6) Athletics committee.
  - a. Advises faculty senate on all university activities relating to intercollegiate athletics including, but not limited to, conference affiliations and the national collegiate athletic association.
  - b. Coordinates with other faculty senate committees matters of joint concern relating to intercollegiate athletics.
  - c. Provides advice and counsel to the director of athletics concerning individual player eligibility, interpretation of policy, and other matters relating to the athletic program.
  - d. The registrar decides questions of academic eligibility of student athletes. If conflicts arise between the registrar, student athlete, and/or athletic department, the following procedures shall be made by any of the grieved parties to the athletics committee:



Upon reviewing the facts, the committee would make a recommendation to the executive vice president and provost.

- e. Promotes academic achievement among student athletes.
  - f. The director of athletics or said person's designee and the "NCAA" faculty representative (appointed by the president) shall be ex officio members of the athletics committee.
- (7) University libraries committee.
- a. Serves as an advisory group to the dean of university libraries to express the faculty will in the growth and development of the academic support which the libraries supply.
  - b. Provides the dean of university libraries with guidelines and advice on acquisitions, budget, policy, and other matters affecting academic areas.
  - c. The dean of university libraries or said person's designee shall be an ex officio member of the university libraries committee.
- (8) ~~Reference committee.~~
- ~~Reviews legislation referred to it by faculty senate to ascertain if it is drafted properly and does not conflict with existing rules and regulations or practices.~~
- (9) (8) Research committee (faculty projects).
- a. Reviews research proposals submitted by faculty members.
  - b. Recommends the budgeting of sums of the university's support of faculty research proposals to be funded by this committee.
  - c. Establishes policies for funding proposals and guidelines for expenditures of those funded.
  - d. The chief research officer or said person's designee shall be an ex-officio member of the research committee.
- (10) ~~Student affairs committee.~~
- ~~a. Recommends policy, subject to approval of faculty senate, regarding the granting of scholarships, awards, grants, and loans to university students.~~
  - ~~b. Proposes regulations concerning all extracurricular activities (except athletics) to faculty senate.~~
  - ~~c. The dean of students or said person's designee shall be an ex-officio member of the student affairs committee.~~
- (11) (9) Computer and communications technologies committee.
- a. Provides recommendations to the senate on policy matters concerning utilization of information technology related to the academic functions of the university.

- b. Provides advice and counsel to the vice president and chief information officer on information technology needs related to the academic functions of the university.
  - c. The chief information officer or said person's designee shall be an ex officio member of the computer and communications technologies committee.
- (12) (10) Curriculum review committee.
- a. Reviews curricula and course recommendations of the several colleges and divisions and, when necessary, submits them to faculty senate for action.
  - b. Considers the mechanics of the academic programs of the several colleges and divisions, such as adjustments in admission, retention and dismissal requirements, and changes in general bulletin descriptions.
  - c. Reviews proposals for changes to courses and academic programs, and for new courses and academic programs, and recommends same for inclusion in the general bulletin.
  - d. The executive vice president and provost or said person's designee and the university registrar or said person's designee shall be ex officio members of the curriculum review committee.
- (13) (11) Accessibility committee.
- a. Reviews and recommends policies regarding disability and accessibility issues that relate to the academic function of the university, including academic policies which apply to faculty or students, and reports these to the senate for action.
  - b. At the request of the curriculum review committee of the faculty senate, considers the mechanics of the academic programs of the several colleges and divisions, such as adjustments in admission, retention and dismissal requirements, and changes in general bulletin descriptions, as they may relate to accessibility/disability issues, and reports such to the curriculum review committee for action.
  - c. At the request of the curriculum review committee or the faculty senate, reviews proposals for new courses, course changes, and new programs as they may relate to accessibility/disability issues, recommends such proposals for inclusion in the general bulletin, and reports such to the curriculum review committee for action.
  - d. The director of the office of accessibility or said person's designee shall be an ex officio member of the accessibility committee.
- (14) (12) Part-time faculty committee.
- (a) Gathers information about matters of concern to part-time faculty.
  - (b) Proposes policies concerning part-time faculty.
  - (c) Advises the executive vice president and provost on matters related to part-time faculty.

(15) (13) Program review committee.

- (a) Reviews the self-studies submitted by program faculty, providing formative assessment to the program faculty.
- (b) Establishes the template and guidelines for the program review self-studies.
- (c) Modifies the timeline for the program review process and the program review schedule as needed.
- (d) The dean of the graduate school or said person's designee shall be an ex officio member of the program review committee.

(16) (14) Subcommittees. Each committee may establish subcommittees as it sees fit and having established a subcommittee, may abolish it. No person who is not a member of a standing (permanent) committee may serve as a member of its subcommittees except by appointment of the executive committee. It is each committee chair's responsibility to maintain minutes and pass them on to the incoming chair.

(G) Meetings.

(1) The number of meetings of the faculty senate shall be determined by the faculty senate as appropriate for the conduct of its business, but at least two general meetings will be held each semester. All reasonable efforts will be made to schedule regular meetings at a standard time and day to permit coordination of senators' teaching schedules with meeting times.

(2) All meetings of the faculty senate shall be open to members of the university community. Non-members of the senate may make a request to address the senate. Such requests to speak will be granted subject to a vote of the senate.

(3) All meetings of the senate will be announced at least two weeks prior to the scheduled meeting unless the senate declares itself to be meeting in emergency session.

(4) Requests to have items placed on the agenda of the senate must be submitted in writing to the secretary of the senate at least two weeks prior to the scheduled meeting of the senate.

(5) Items referred to the senate by the president of the university, or the president's designee,

for the good of the university, will be automatically placed on the agenda of the senate.

(6) A petition of ten members of the senate may force an item on the agenda of the senate.

(7) A detailed agenda will be distributed one week before the meeting.

(8) A majority of the members of the senate shall constitute a quorum.

(9) A roll call vote will be conducted if requested by any senator.

(10) One permanent item on the agenda shall be presidential remarks.

(11) Special meetings may be called at any time by the chair, or by the executive committee, or upon petition by any seven senate members who present their request in writing to the chair. Announcements of special meetings will contain an agenda for the meeting.

(12) Senate members are expected to regard attendance at all meetings as a primary obligation to their colleagues and to the university. When conflicting professional duties, imperative personal affairs, or illness make attendance at a given meeting impossible, senate members are expected to notify the secretary in advance of the meetings. Such absence will be separately listed in the minutes as absences with notice. Senators are expected to attend meetings in person. When a virtual meeting option is available, those with a compelling reason to attend remotely should request permission by contacting the chair prior to the meeting.

(H) Membership.

(1) Eligibility. Members of the faculty senate shall be elected from the members of the fulltime faculty of the university of Akron, excluding deans, department chairs, and other primarily administrative officers with faculty rank; from the part-time faculty; from students; from full-time academic advisors; and from retired faculty.

(2) Apportionment.

(a) The full-time faculty of the individual degree-granting colleges, the branch campuses, and the university libraries shall elect representatives from their membership, excluding deans and other primarily administrative officers with faculty rank, apportioned on the basis of the number of full-time faculty within the electorate and appointed to the units during the semester of the election; one senator for each fifteen full-time faculty members or fraction thereof. For purposes of these bylaws the terms full-time faculty includes all full-time distinguished professors, professors, associate professors, assistant professors, professors of instruction, associate professors of instruction, assistant professors of instruction, professors of practice, associate professors of practice, and assistant professors of practice, excluding visiting faculty members.

(b) The part-time faculty shall elect two representatives from their membership.

(c) The full-time academic advisors shall elect one representative from their membership.

(d) There shall be three student representatives as follows:

(i) The president of the undergraduate student government;

(ii) One student appointed by the president of the undergraduate government whose term shall coincide with the president's term;

(iii) One graduate/professional student elected by that constituency.

- (e) The association of the university of Akron retirees shall elect two senators from its dues-paying membership who are retired faculty members. Senators representing the university of Akron retirees association may not be elected to the executive committee nor serve as chair or vice-chair of any senate committee on which they sit.
- (3) Diversity. To insure the representation of diverse views, all reasonable efforts should be made by the various electing units to elect members of underrepresented groups to the senate. The senate may appoint up to three additional members from full-time faculty to increase diversity.
- (4) Electorate.
- (a) The eligible electorate, for the full-time faculty membership on the faculty senate, consists of all full-time faculty of the University of Akron. For the purposes of election to the faculty senate, academic deans, department and division chairs, directors of schools, and administrative officers holding full-time faculty appointments will be considered part of the electorate.
- (b) The eligible electorate for the part-time faculty membership on the faculty senate consists of all part-time faculty of the university of Akron.
- (c) The eligible electorate for the full-time academic advisors consists of all full-time academic advisors of the university of Akron.
- (d) The eligible electorate for the graduate/professional student membership on the faculty senate consists of all graduate and professional students currently enrolled at the university of Akron.
- (5) Terms of office.
- (a) The terms of office for members of the senate shall be three years, with the exception of student government representatives and part-time faculty senators who shall serve one-year terms.
- (b) New members shall take office at the first senate meeting of the fall semester.
- (c) Should any elected member of the senate become an administrative officer on either an acting or a permanent basis during the term for which the member was elected to the senate, the person's seat shall be deemed vacant.
- (d) A full-time faculty member who, before the expiration of his or her term of office as a senator, retires but continues to be employed part-time as a faculty member while participating in a university-approved program for transition from active employment to retirement may complete his or her term of office as a senator and may serve as an officer of the senate.
- (e) Should a member of the senate be unable to discharge the duties of the office, the senate may declare the member's seat vacant.
- (f) Senators who are on professional, medical, or administrative leave for one semester or less will retain their seats. If the leave extends past one semester, the senate may declare

that seat vacant. The senate may declare vacant the seat of any senator who becomes unable to regularly attend meetings.

- (g) The senate may expel any senator who is absent without notice from more than three meetings during an academic year. In such event, the senator's seat shall be deemed vacant.
- (h) Should a vacancy occur, the senate shall notify the appropriate unit to conduct a special election to fill the vacant seat.

(6) Elections.

- (a) Elections to the senate shall be subject to the following requirements and to the bylaws and rules of the electing unit except to the extent that they are inconsistent with these requirements:
  - (i) General elections shall be conducted and election reports of the individual units shall be submitted to the faculty senate office by the Friday of the twelfth week of the spring semester.
  - (ii) All elections shall be by secret mail or electronic ballot.
  - (iii) Elections may be conducted using the ranked-choice (i.e., instant-runoff) method.
  - (iv) In elections with only one seat at stake, when the ranked-choice method is not used, each winning candidate must secure a majority of the votes cast. In the event no candidate receives a majority, there shall be a run-off election between the two highest vote-getters.
  - (v) In elections with more than one seat at stake, when the ranked-choice method is not used, each winning candidate must receive a number of votes exceeding half of the total number of ballots cast. In the event there are seats unfilled and the remaining candidates did not achieve a sufficient number of votes, there shall be a run-off election among the highest vote-getters (two per unfilled seat).
  - (vi) When the ranked-choice method is not used, all run-off elections are subject to the same procedural requirements as the general elections.
  - (vii) All special elections are subject to the same procedural requirements as are general elections.
- (b) Conduct of nominations and elections to the senate from the degree-granting colleges and the university libraries will be the responsibility of the respective deans.
- (c) Conduct of nominations and elections to the senate from the part-time faculty will be the responsibility of the continuing part-time faculty senator, the faculty senate office, and the office of the executive vice president and provost.

(d) Conduct of nominations and elections to the senate from the graduate/professional students will be the responsibility of the graduate student council and the student bar association.

(I) Amendments.

- (1) Proposal. Proposed amendments to this rule may be placed on the agenda of a regular or special meeting of the faculty senate by a member of the senate or by petition of twenty per cent of the voting members of the faculty.
- (2) Procedure. A vote by the senate on a proposed amendment may be taken only after at least twenty-seven days have elapsed from the date on which the proposal was formally presented to the senate.
- (3) Majority. Prior to submission to the board of trustees, a proposed amendment requires the concurrence of sixty per cent of the votes cast by members of the faculty senate.

(J) Support.

- (1) Material support. The faculty senate shall have suitable office space, a budget for appropriate expenditures, and at least one full-time secretary for support of its activities.
- (2) Assigned time. The officers of the senate will receive at least one three-credit course equivalent per semester assigned time for support of their service.
- (3) Schedules. Collegiate deans, department and division chairs, and directors of schools are to use all reasonable efforts to provide members of the senate with course schedules permitting attendance at regular meetings of the senate.
- (4) Records. All inactive documentary material and related records of the senate will be deposited in and catalogued by the university archives.

(K) Rules. The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the faculty senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the senate may adopt. A person who is not a member of the faculty senate may be appointed parliamentarian by the chair of the faculty senate.

Effective: 05/03/2021

Certification:

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M. Celeste Cook  
Secretary  
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359.01

Rule Amplifies: 3359.01

Prior Effective Dates: 09/28/1997, 07/07/1999, 02/14/2000, 08/06/2001, 11/24/2001,  
05/23/2002, 09/20/2002, 06/09/2003,  
09/30/2003, 11/21/2003, 06/25/2007, 03/24/2008,  
10/03/2008, 06/30/2011, 10/01/2012, 11/15/2012, 05/23/2013,  
07/05/2013, 12/26/2013, 02/01/2015.  
10/23/2017, 09/16/2019



## APPENDIX B

CRC Report  
February 2024

CRC brings twenty-two program proposals and twenty-nine course proposals for the Senate's approval.

### **Edited Programs**

[299103BS](#) [299103BS: Construction Engineering Technology](#)  
[300110C](#) [300110C: Women's Studies](#)  
[300110M](#) [300110M: Women's Studies](#)  
[315000BA](#) [315000BA: Chemistry](#)  
[325000MS](#) [325000MS: Economics](#)  
[325005BS](#) [325005BS: Business Data Analytics](#)  
[325005M](#) [325005M: Business Data Analytics](#)  
[385000C](#) [385000C: Research Methods for the Social Sciences](#)  
[390006BA](#) [390006BA: Social Sciences, Divisional PSP Track](#)  
[420000BS](#) [420000BS: Chemical Engineering](#)  
[555235BS](#) [555235BS: Sport Coaching and Athletics Leadership](#)  
[620000BS](#) [620000BS: Accounting](#)  
[620002MT](#) [620002MT: Taxation, MTax](#)  
[620004MS](#)  
 A [Accounting, MSA](#)  
[650203BS](#) [650203BS: Supply Chain/Operations Management](#)  
[660100BS](#) [660100BS: Marketing](#)  
[660101BS](#) [660101BS: Sales Management](#)  
[660101M](#) [660101M: Professional Selling](#)  
[820303MS](#)  
 N [820303MSN: Adult Gerontology Primary Care Nurse Practitioner](#)  
[987001BS](#) [987001BS: Polymer Science and Polymer Engineering](#)  
[C10009BFA](#) [C10009BFA: Ceramics](#)  
[6400003BS](#) [Risk Management and Insurance](#)

### **Program Inactivation**

[602003GC](#) [602003GC: Business Dual Enrollment, Certificate](#)  
[650107GC](#) [650107GC: Global Innovation and Technology Management, Certificate](#)

**New Courses**

[BIOL:432](#) [BIOL:432: Restoration Ecology](#)  
[CHFD:415](#) [CHFD:415: General Mediation](#)  
[CHFD:416](#) [CHFD:416: Divorce Mediation](#)  
[CHFD:417](#) [CHFD:417: Domestic Abuse and Mediation](#)  
[SPRT:210](#) [SPRT:210: Navigating Social Issues in Sport](#)

**Edited Courses**

[ACCT:662](#) [ACCT:662: S Corp Taxation](#)  
[BIOL:131](#) [BIOL:131: The Biology of Monsters](#)  
[CHFD:616](#) [CHFD:616: Divorce Mediation](#)  
[CIVE:401](#) [CIVE:401: Steel Design](#)  
[COET:468](#) [COET:468: Construction Management](#)  
[ECON:496](#) [ECON:496: Capstone Project in Economics](#)  
[EDCI:575](#) [EDCI:575: Coding in the Classroom](#)  
[EDFN:200](#) [EDFN:200: Introduction to Education](#)  
[EDFN:220](#) [EDFN:220: Educational Psychology](#)  
[EEET:120](#) [EEET:120: Circuit Fundamentals](#)  
[EEET:121](#) [EEET:121: Introduction to Electronics and Computers](#)  
[EEET:210](#) [EEET:210: Industrial Control Panel Fabrication](#)  
[EEET:350](#) [EEET:350: Advanced Circuit Theory](#)  
[EEET:354](#) [EEET:354: Advanced Circuits Applications](#)  
[EEET:400](#) [EEET:400: Computer Simulations in Technology](#)  
[EEET:455](#) [EEET:455: Senior Project](#)  
[MGMT:678](#) [MGMT:678: Project Management](#)  
[PHYS:261](#) [PHYS:261: College Physics I](#)  
[PHYS:262](#) [PHYS:262: College Physics II](#)  
[SPRT:160](#) [SPRT:160: Introduction to Coaching](#)  
[SPRT:462](#) [SPRT:462: Legal Aspects and Ethics in Sport](#)

**Course Inactivation**

[AESE:490](#) [AESE:490: Aerospace Design Project](#)

**APPENDIX C****3359-60-06.6 Graduate student assistantships.****(A) Financial assistance.**

- (1) The office of academic affairs (OAA) and/or the graduate school award teaching and research assistantships to qualified graduate students to render service to the university through undergraduate teaching and research, respectively. OAA/graduate school funded assistantships are awarded for up to two years of master's study, up to five years of doctoral degree study, and up to five years of master's/doctoral degree study. No student should expect to receive a university-funded teaching or research assistantship for more than five years. Individual university units may fully fund and award administrative graduate assistantships to perform other duties. For information and/or applications, the student should contact the head of the department. Tuition scholarships are also available on a limited basis in some departments.
- (2) Section 3345.281 of the Revised Code requires that each state university establish a program to assess oral English language proficiency of teaching assistants providing classroom instruction to students. The University of Akron has adopted such a program, to ensure that students are not appointed as teaching assistants until they document oral proficiency in the English language. For further information with regard to this program, applicants are advised to contact the graduate school of the University of Akron.
- (3) Fellowships sponsored by external entities may impact assistantship eligibility, the number of hours a student can work on an assistantship, and/or the level of financial assistance a student is eligible to receive. Information on fellowships can be obtained from the department headed.
- (4) Financial assistance through graduate assistantships may impact the level of financial aid eligibility. Information about student loans and other forms of financial aid can be obtained from the office of student financial aid.

**(B) Remission for tuition and fees.**

The university shall provide remission for graduate tuition and non-resident surcharge, for up to the amount or number of credits stated on the assistantship contract during each semester of award period. Remission is not provided for audited courses, undergraduate courses, graduate courses not required for the graduate degree, repeated courses, or any fees.

Teaching and research assistantships (stipend and/or tuition remission) will not be awarded after the 14th day of any semester.

**(C) Repayment of graduate assistantships upon resignation.**

Recurring payment of an assistantship stipend will stop upon resignation or termination of an assistantship. The graduate assistantship recipient is not required to repay any tuition remission if they withdraw from all classes at the time of resignation. However, if they continue as an enrolled graduate student at the University of Akron after resignation from the assistantship,

then they must repay the tuition remission based on a percentage of the number of weeks remaining in the semester or summer session.

Example:

- (1) If the student resigns in the ninth week of a sixteen-week semester, the repayment will be seven-sixteenths or forty-four per cent of the tuition required in that semester.
- (2) If the student resigns in the second week of a five-week summer session, the repayment will be three-fifths or sixty per cent of the tuition required in that summer session.

(D) Important stipulations:

- (1) If the graduate assistantship recipient drops below the minimum required graduate credits at any time during the contract period for services, the assistantship is forfeited.
- (2) No refunds will be made to any student for tuition paid for terms prior to the beginning of the assistantship.

Effective: 08/27/2017

Certification:

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M. Celeste Cook  
Secretary  
Board of Trustees

Promulgated Under: 111.15

Statutory Authority: 3359

Rule Amplifies: 3359

Prior Effective Dates: Prior to 11/04/77, 08/30/79, 01/30/81, 12/31/86,  
05/22/91, 11/24/01, 01/31/15, 08/27/2017

## **APPENDIX D**

### **3359-24-02 Grievance procedure for graduate students.**

#### **(A) Purpose.**

The procedures set forth in this document are intended to provide graduate students with a formal channel of appeal and redress of grievances arising out of their academic and/or employment relationship with the university.

#### **(B) Procedures.**

- (1) Any graduate student who believes that they have valid grounds for a complaint shall attempt to resolve the problem through a conference with the faculty member involved, the department head, and/or the graduate advisor. Following that, the student may attempt to resolve the problem with the assistance of the academic dean. A graduate student presenting a case to the academic dean must provide a full written statement of the grievance, together with all appropriate supporting material. When or if the problem has not been adequately

solved at that level or the student wishes to appeal that decision, the student shall prepare a written statement of the complaint setting forth clearly and specifically the allegations and shall hand deliver or email the written complaint to the dean of the graduate school. The dean of the graduate school shall notify the complainant confirming receipt of the complaint and shall request all materials from the dean of the complainant's college.

- (2) The dean of the graduate school shall review the relevant materials and gather any additional information through documents or interviews to make a decision on the grievance. The burden of proof is on the graduate student to show that there has been a violation of the graduate student's rights. The dean of the graduate school shall issue a written decision on the grievance.
- (3) A written appeal may be filed with the senior vice president and provost if the student does not agree with the decision of the dean of the graduate school. The senior vice president and provost will assess each case on an individual basis and their decision shall be considered final.

Replaces:	3359-24-02
Effective:	01/31/2015
Certification:	<hr/> M. Celeste Cook Secretary Board of Trustees
Promulgated Under:	111.15
Statutory Authority:	3359
Rule Amplifies:	3359
Prior Effective Dates:	03/13/2000; 01/31/2015

## APPENDIX E

### ACCEPTANCE AGREEMENT FOR GRADUATE ASSISTANTSHIP AT THE UNIVERSITY OF AKRON

#### TERMS AND CONDITIONS OF APPOINTMENT

- (1) This agreement is entered into between The University of Akron, hereinafter called UNIVERSITY, and the Appointee named on page 1, subject to the approval by the Board of Trustees of the UNIVERSITY, as follows:
  - a. The appointee is fully admitted to a graduate program at the UNIVERSITY,
  - b. The appointee agrees that the term of this appointment is limited to the semesters/dates specified on page 1.
- (2) The Appointee understands that:
  - Other employment, on a full-time basis, is prohibited during the period the assistantship is in effect;
  - Other employment, on a part-time basis at the UNIVERSITY, is prohibited during the period the assistantship is in effect;
  - The Appointee shall obtain written approval from their department chair/school director (with a copy sent to the Graduate School Dean) before accepting any part-time employment outside the UNIVERSITY, and;
  - Any part-time employment outside the UNIVERSITY, may not exceed eight (8) hours per week while the UNIVERSITY is in session.
  - The terms and conditions below apply to graduate students serving as Teaching (TA), Research (RA) or Administrative Graduate (AGA) Assistants. However, the Graduate School does not provide financial support for Administrative Graduate Assistants (AGA).
- (3) The Appointee understands that all compensation paid is subject to local, state, and federal laws and regulation respecting withholding, or any other provisions of the law. Appointee recognizes and assumes all responsibility for complying with all applicable tax laws and regulations.
- (4) The Appointee shall enroll in nine (9) graduate credits per each Fall and Spring semester (full-time graduate study at the UNIVERSITY) unless more hours are required for the degree.
- (5) Appointee understands and agrees that their acceptance of an assistantship position does not qualify the Appointee for any employment fringe benefits, except as may be adopted by the Board of Trustees or required by law.
- (6) Appointee understands that they do not earn vacation hours or accrue sick time. All TAs, RAs and AGAs may observe the UNIVERSITY holiday schedule when offices are closed. Appointees of academic year contracts will work while classes are in session, including exam weeks. Appointees of all other contracts will work from the start date to the end date of the contract, except for spring break. TAs, RAs and AGAs, with either an academic year contract or other dates (with prior written agreement from their supervisors) may be required to work during break weeks. Variations from this working schedule must be noted on the front of the contract in the contingencies or conditions section as a contingency. The supervisor will be required to monitor the total hours worked to be equivalent to the total hours required per week, as stated on page 1, during the semester(s).
- (7) It is expressly agreed and understood that this agreement creates no expectancy of employment, other than that set forth herein, upon which Appointee may rely; and, that nothing hereunder can be counted or used by Appointee toward any system of tenure or expectancy of employment at the UNIVERSITY, even if the Appointee subsequently becomes a member of the full-time faculty or staff at the UNIVERSITY.
- (8) Appointee agrees to devote their best efforts to perform such duties as are assigned faithfully, without neglect and in a diligent manner to the satisfaction of the UNIVERSITY. Appointee agrees to abide by all UNIVERSITY regulations which, may in the judgment of the UNIVERSITY, affect the duties performed by the Appointee.
- (9) Appointee understands that Ohio law now requires that all graduate students appointed as TAs be assessed for oral English proficiency. Students for whom English is the first language are assessed by departmental procedures. Students for whom English is a second language must submit the internet based TOEFL before being approved as teaching assistants. A score of 23 or higher is required, on the speaking portion, to be appointed as a TA (or a 7 on the IELTS or High Pass on the U-ADEPT). Proof of oral English proficiency is not required for RAs or AGAs; admissions English proficiency requirements satisfy the proficiency for these latter positions.
- (10) Appointee shall provide the UNIVERSITY with all information required by the United States Immigration and Naturalization Service for employment eligibility verification (Form I-9).
- (11) This Agreement/Appointment shall remain in effect for the specified period, unless:
  - a. Appointee fails to perform services satisfactorily or violates laws or UNIVERSITY regulations which, in the judgment of UNIVERSITY affect duties or services performed by the Appointee, or
  - b. Appointee fails to maintain good academic standing (3.00 minimum grade point average), or
  - c. Appointee violates the provisions of this Agreement and Appointment, or
  - d. UNIVERSITY funds become unavailable for support of graduate assistants, or
  - e. Appointee graduates with the degree for which appointment was intended, or
  - f. Appointee accumulates two years of Academic Affairs stipend and/or Graduate School tuition remission funding for master's students, five years of funding for doctoral students, or five years of TA funding for master's/doctoral students. No student should expect to receive funding for an assistantship stipend from Academic Affairs or assistantship tuition remission from the Graduate School for more than five years, or
  - g. Appointee materially breaches any provision or requirement of this contract as determined by the University.

#### TERMS AND CONDITIONS OF TUITION REMISSION

The University of Akron shall provide tuition remission and non-resident surcharge, for up to the amount or number of credits stated on the contract during each semester of the award period. Tuition remission is not provided for audit, undergraduate courses, graduate courses not required for the graduate degree or repeated graduate courses, all associated fees, or payment of fees at another University.

Repayment of Graduate Tuition Remission upon Resignation/Termination pursuant to University Rule 3359-60-06.6:

- (1) The TA, RA or AGA is **NOT** required to repay any tuition remission if they withdraw from all classes at the time of resignation.
- (2) The TA, RA or AGA **IS** required to repay the tuition remission if they do not withdraw from courses and continue enrollment after resignation. The repayment amount is based upon Census date as follows:

**Prior to Census date:** The student is required to repay the tuition remission, in full. **After the Census date:** The student is required to repay the tuition remission based on a percentage of the number of weeks remaining in the semester.

Example:

If the student resigns in the ninth week of a 16-week semester, the repayment will be 9/16 or 56% of the tuition required in that semester.

**Important Stipulations:** If the Assistantship Recipient drops below the minimum required graduate credits at any time during the contract period for services, the assistantship is forfeited. Repayment of the tuition will use the same Census date approach outlined for resignation repayment. No refunds will be made to any student for tuition paid for terms prior to the beginning of the assistantship.

**IMPORTANT:**

- (1) Assistantships (stipend and/or tuition remission) will not be awarded after the 14th day of any semester.
- (2) Assistantships (stipend and/or tuition remission) will be immediately terminated should the student fall below full-time status (generally 9 graduate credit hours for any fall/spring semester). Students are eligible to be considered for an assistantship for subsequent contract periods.
- (3) Assistantships (stipend and/or tuition remission) terminate at the end of the semester or contract period (whichever is earliest) for which the graduate degree is conferred.
- (4) Assistantships (TA and RA stipend and/or tuition remission) should be expected to terminate upon the accumulation of two years of funding for master's students, five years of funding for doctoral students, and five years of funding for master's/doctoral students.
- (5) Assistantship recipients must adhere to University's Refund Dates - Refer to the Registrars' Office <http://www.uakron.edu/registrar/>.
- (6) The misuse of the Graduate Assistantship program may result in the denial of future assistantships. The Graduate School retains the exclusive right to award or deny the tuition remission for assistantships.

THE UNIVERSITY OF AKRON IS AN EQUAL OPPORTUNITY/AFFIRMATION ACTION EMPLOYER. APPLICANTS FOR GRADUATE ASSISTANTSHIP/ FELLOWSHIPS SHALL NOT BE DISCRIMINATED AGAINST ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, RELIGION, SEX, AGE, HANDICAP, OR SEXUAL ORIENTATION