

**Faculty Handbook**  
**version 1.4**  
**Cleveland State University**

**[Version 1.0 approved September 30, 2011 by the Academic Steering Committee of Faculty Senate]**

This document is intended to serve as a general resource for all faculty members in all units at Cleveland State University, bringing together from many different sources information needed to carry out a variety of faculty activities.

It was created in 2011 with the approval of the Faculty Senate, and will be revised periodically as needed. Dr. Christopher A. Mallett assembled this information for the CSU Center for Teaching Excellence, under the supervision of Dr. William Beasley. Please report any errors to Dr. Beasley: [w.beasley@csuohio.edu](mailto:w.beasley@csuohio.edu) .

## Cleveland State University Faculty Handbook

1.	Cleveland State University’s Mission.....	6
2.	Cleveland State University Organization and Structure .....	7
	a. Organization chart	
	b. Colleges/School	
	c. College of Graduate Studies	
	d. Campus map	
3.	Shared Governance .....	9
	a. Faculty Senate	
	b. American Association of University Professors (AAUP)	
4.	Faculty .....	11
	a. Tenured	
	i. Professor	
	ii. Associate Professor	
	iii. Clinical Associate Professor	
	iv. Assistant Professor	
	v. Clinical Assistant Professor	
	b. Non-tenured	
	i. Visiting – Assistant Professor, Associate Professor, and Professor	
	ii. Visiting - Instructors and Clinical Instructors	
	iii. College Lecturers – Lecturer, Associate Lecturer, and Senior Lecturer	
	iv. Research Faculty	
	c. Part-time	
	i. Part-time or Adjunct Professor	
	ii. Part-time or Adjunct Associate Professor	
	iii. Part-time or Adjunct Assistant Professor	
	iv. Part-time or Adjunct Instructor	
5.	Faculty Rights and Responsibilities .....	14
	a. Values	
	b. Duties	
	i. Teaching	
	1. Teaching loads	
	2. Summer teaching	
	3. Teaching responsibilities	
	ii. Research, scholarship, and creative activity	
	iii. Service	
	c. Academic freedom	
	d. Tenure and promotion	
	e. Employee benefits	

- f. Grievance procedures
- g. Professional Development Plans/Faculty Annual Activity Report (FAAR FAAR)
- h. Graduate faculty membership
- i. Travel policies and procedures
- j. Faculty leaves
  - i. Leaves without pay
  - ii. Leaves with pay (sabbaticals)
- k. Outside employment and consulting
- l. Faculty profiles

6. Faculty Development Opportunities.....31

- a. Faculty start-up funds
- b. Research and development funds
- c. Professional development funds
- d. Grant writing support
- e. Graduate assistants

7. Faculty Resources.....34

- a. Libraries
  - i. Subject librarians
  - ii. OhioLink
  - iii. Electronic course reserve
  - iv. Document delivery plus
  - v. Use of instructional material/copyright infringement
- b. Center for Teaching Excellence
- c. Student assistance
  - i. Writing Center
  - ii. Math Learning Center
  - iii. Tutoring and Academic Success Center
  - iv. Counseling Center
  - v. Student Academic Advising
  - vi. Student Petitions Process
- d. International studies (Fulbright Scholars)
- e. CampusNet
- f. Campus directory
- g. Campus mailbag
- h. Email
- i. Information Systems and Technology (IS&T)
- j. Integrated Media Systems and Services (IMMS)
- k. Campus 411 All-in-1 Enrollment Services
- l. Viking Card/Viking Cash
- m. Security and access cards
- n. Commuting/Parking
- o. Recreation Center/Fitness for Life Program

8. University Policies.....	47
a. Intellectual property	
b. Institutional Review Board (IRB)	
c. Addressing student problems	
i. Office of Judicial Affairs	
ii. Referring students in need of assistance	
iii. Ombudsperson	
d. Emergency campus closings (emergency alert system)	
e. Program review and assessment	
f. Family Educational Rights and Privacy Act (FERPA)	
9. Non-traditional Teaching.....	51
a. eLearning (online and hybrid courses)	
b. IVDL/Distance technology	
10. Changes to this handbook after initial distribution.....	52

## **Cleveland State University Faculty Handbook**

This Faculty Handbook is intended for use as a general reference for faculty and is not the official source of University policies or guidelines. Academic policies and guidelines are primarily from two other sources – the Faculty Senate Bylaws and the American Association of University Professors (AAUP) Collective Bargaining Agreement. The Handbook is not intended to be definitive on policy matters, nor does it grant or deny substantive contractual rights to University employees. Nothing contained herein shall negate the right of the University to augment or change its policies applicable to University employees. If you have questions or concerns about a particular issue, consult with your department chair/school director, Dean’s Office, and/or the Human Resources Development and Labor Relations Department. You can obtain from these sources the most recent copy of relevant University policy.

Every faculty member’s situation is unique – different disciplines, different departments, different Colleges – yet there are many commonalities across the University. The purpose here is to present information relevant to faculty across the University and to lead you to further sources of information.

## **Cleveland State University's Mission**

Mission statements define why an organization exists; vision statements tell us what we stand for and where we are headed in the future. These Cleveland State University statements were developed through a thorough, collaborative process with key stakeholders – students, faculty, alumni, administrators, community members, and the Board of Trustees.

### **Mission Statement**

Our mission is to encourage excellence, diversity, and engaged learning by providing a contemporary and accessible education in the arts, sciences, humanities and professions, and by conducting research, scholarship, and creative activity across these branches of knowledge. We endeavor to serve and engage the public and prepare our students to lead productive, responsible, and satisfying lives in the region and global society (<http://www.csuohio.edu/offices/president/statements/>).

### **Vision Statement**

We will be recognized as a student-focused center of scholarly excellence that provides an accessible, engaged, and exceptional education to all. We will be a place of opportunity for those who seek truth, strive toward excellence, and seek a better life for themselves and for their fellow citizens. As a leader in innovative collaboration — both internally and externally — with business, industry, government, educational institutions, and the community, the University will be a critical force in the region's economic development. We will be at the forefront of moral, ethical, social, artistic, and economic leadership for the future and embrace the vitality that comes with risk. We will be the strongest public university in the region and be known for our scholarship and diversity in service to students and to our community.

### **Engaged Learning**

Engaged learning is a phrase used by the University to highlight an expectation that students be more involved with their colleagues, curriculum, and faculty. Engaged learning is a short-hand reference to foster positive institutional communication within the University.

## Cleveland State University Organization and Structure

### *Organizational Chart*

The University is led by the President who oversees the Provost (Senior Vice President for Academic Affairs). The Provost, in turn, leads all academic activities within the University through the supervision of the Vice-Provosts (Faculty Affairs, Academic Planning, Academic Programs, and Student Affairs), Library Director, and Academic and College Deans. There are seven separate Colleges and one school – the Monte Ahuja College of Business, College of Liberal Arts and Social Sciences (CLASS), College of Education and Human Services, Fenn College of Engineering, Cleveland-Marshall College of Law, College of Sciences and Health Professions, Levin College of Urban Affairs, and the School of Nursing (see University organizational chart at <http://www.csuohio.edu/offices/provost/orgchart.pdf>).

### *Colleges/School*

Each of the eight Colleges/School provides distinct academic programming. The Ahuja College of Business includes six departments and offers undergraduate, masters, doctoral, and certificate programs (<http://www.csuohio.edu/business/academics/>); the College of Liberal Arts and Social Sciences includes nineteen schools, departments, and programs that offer undergraduate, masters, doctoral, and certificate programs (<http://www.csuohio.edu/class/depts/>); the College of Education and Human Services includes four academic departments that offer undergraduate, masters, doctoral, and certificate programs (<http://www.csuohio.edu/cehs/departmentpeople/>); the Fenn College of Engineering includes six academic departments that offer undergraduate, graduate, and certificate programs (<http://www.csuohio.edu/engineering/academics/departments.html>); the Cleveland-Marshall College of Law offers Juris Doctor, masters degree/Juris Doctor (in five disciplines), and Master of Law degrees (<https://www.law.csuohio.edu/academics>); the College of Sciences and Health Professions includes six departments that offer undergraduate, masters, and doctoral degrees; the Levin College of Urban Affairs offers undergraduate, masters, and doctoral degrees (<http://urban.csuohio.edu/academics/graduate/>); and the School of Nursing offers undergraduate, graduate, certificate, and doctoral degrees (<http://www.csuohio.edu/nursing/index.html>).

*College of Graduate Studies*

The College of Graduate Studies is the students' gateway to all graduate programs at the University (<http://www.csuohio.edu/gradcollege/>). Students interested in any University graduate program apply to the College of Graduate Studies and this information will be uniformly forwarded to the departments and schools of interest (<http://www.csuohio.edu/gradcollege/programsnapsh.html>). Faculty who teach in their department or school's graduate programs must be designated as a "graduate faculty" member (see "Graduate Faculty Membership").

*Campus Map*

These Colleges, administrative building locations, and all other University locations can be found on the campus map (<http://www.csuohio.edu/aboutcsu/campusmap.pdf>). In recent years the University campus has been steadily growing and serving as a hub for redevelopment within downtown Cleveland. This process is guided by a long-range architectural plan that can be found at <http://www.csuohio.edu/offices/architect/>.



## Shared Governance

The University's academic and faculty affairs are governed primarily through two bodies – the Faculty Senate and the CSU chapter of the American Association of University Professors (AAUP). The primary document pertaining to the Faculty Senate is the Personal Policies and Bylaws (8.0). These Personnel Policies and Bylaws also contain what is commonly referred to as the Green Book, which includes sections 8.1, 8.3, and 8.4 of this document (herein, Bylaws; <http://www.csuohio.edu/organizations/facultysenate/>). The primary document pertaining to the American Association of University Professors local chapter is the collective bargaining agreement with the University (herein, Agreement; <http://csu-aaup.com/contract.html>). The structure of these two bodies is reviewed next, while these two documents will be cited often throughout this Faculty Handbook.

### *Faculty Senate*

The Faculty Senate is the academic governing body for Cleveland State University. The Senate comprises individuals (mostly faculty members) from across the various Colleges, representing many of the Schools and Departments. The Senate creates academic policy for the University, supported by the University's Administration, and in compliance with accrediting bodies (Higher Learning Commission of the North Central Association, Ohio Board of Regents), state laws, and federal regulations.

The Faculty Senate is administratively convened monthly and overseen by the Senate President, Vice-President, and Secretary (<http://www.csuohio.edu/organizations/facultysenate/>). There are voting and non-voting members of the Senate. Voting members, elected from a self-nominating process, include faculty across the Colleges who serve two-year terms. Non-voting members include the University President, Provost, and College Deans, as well as a number of students and ex-officio, designated, and professional members (<http://www.csuohio.edu/organizations/facultysenate/members.html>). Any faculty member may attend meetings of the Faculty Senate, though only Faculty Senators may vote or speak unless called upon directly.

### *Committee Structure*

The Faculty Senate has standing (Bylaws 8.2.3(A-S)), assigned, and *ad hoc* committees focused on a broad range of academic areas. The standing committees' memberships are not limited to those faculty who are Senate voting members. Full-time faculty may serve on the following sixteen standing committees (for full descriptions, see <http://www.csuohio.edu/organizations/facultysenate/standing.html>): Academic Steering;

Faculty Affairs; Curriculum; Athletics; Budget and Finance; Instructional Media Services; Academic Space; Personnel; Computational Services; Admissions and Standards; Student Life; Library; Graduation, Convocation, and Assembly; Minority Affairs; University Petitions; and Environmental Safety and Health Advisory.

Faculty Senate assigned committees include both Senate membership as well as non-Senate faculty membership, with annual elections normally held in spring of the academic year. These members may serve on the following assigned committees (for full descriptions, see <http://www.csuohio.edu/organizations/facultysenate/ucm.html>): Academic Misconduct Review; Distinguished Faculty Awards; Board of Trustees; Board Committee on Honorary Degrees, Citations, and Recognitions; Ohio Faculty Council; University Peer Review; Bookstore Advisory; Childcare Advisory; Parking and Traffic Advisory; General Fee Advisory; Student Grievance Board; University Judicial Board; Recreation Center Advisory; Resident Life Advisory; University Food Service; Viking Card Advisory; Wolstein Center Advisory; Copyright Review; Patent Review; University Strategic Planning; Capital Planning Advisory; and Equal Opportunity Hearing Panel.

### *American Association of University Professors*

Tenured, tenure-track, and high seniority lecturer faculty members are represented by the American Association of University Professors (AAUP), the largest union of higher education faculty nationwide. The National AAUP's purpose "is to advance academic freedom and shared governance, to define fundamental professional values and standards for higher education, and to ensure higher education's contribution to the common good" (<http://www.aaup.org/AAUP/about/>). As a local chapter of the National AAUP, the Cleveland State University AAUP carries out this purpose through contract negotiations, faculty rights representation, and grievance procedures, among other services and duties (<http://csu-aaup.com/index.html>). The AAUP Chapter serves as both a collective bargaining unit and as a faculty advocacy body. This representation culminates with a collective bargaining agreement between the CSU Administration and faculty, which is re-negotiated at regular intervals. The CSU AAUP is led by an Executive Committee, serving two-year terms – President, Vice-President, Secretary, Treasurer, and two at-large members (<http://csu-aaup.com/executive.html>). All tenure-track faculty and some non-tenure-track faculty are members of the "Collective Bargaining Unit" (CBU) represented by AAUP and as a consequence pay "fair share" dues. However, only those faculty who are

members of the CBU and who have also formally signed an AAUP membership card are actually members of the AAUP with voting rights.

## **Faculty**

There are three broad categories of faculty across the Colleges: tenured or tenure-track (full-time); non-tenured (full-time); and part-time/adjunct. Not every College utilizes all faculty titles and roles, and some Colleges call similar positions different names (for example, part-time and adjunct). Faculty are defined as “all persons who have been granted full-time appointments by the Board of Trustees to the rank of professor, associate professor, assistant professor, clinical assistant professor, clinical associate professor, and instructor” (Bylaws 8.1.1(A)). There is a second, more inclusive definition of faculty that is also recognized, “appointments to the University full-time faculty are of six kinds: term, probationary, tenured, research and public service, clinical, and visiting” (Agreement 12.1).

### *a. Tenured (tenure-track) Faculty*

Certain faculty members are entitled to tenure, a status “established by the Board of Trustees granting the prerogative of a faculty member to employment on a continuing basis by the University subject to dismissal only for specific causes [specified in the Collective Bargaining Agreement] and after due process” (Agreement 12.6).

*Professor* – the highest rank awarded by the Board of Trustees. One earning this rank has typically held the rank of Associate Professor first.

*Associate Professor* – normally, but not always, the rank awarding tenure by the Board of Trustees. One earning this rank has typically held the rank of Assistant Professor first. If so, then if promoted to Associate, this promotion comes with tenure. However, if hired as an associate, then the faculty member is not tenured and must go through the tenure-review process.

*Assistant Professor* – a probationary appointment without tenure, for a period not to exceed six years (Agreement 12.5). This appointment without tenure to a full-time faculty position is subject to termination as set forth in the Collective Bargaining Agreement. This appointment is typically an entry-level position for a tenure-track faculty member who holds a terminal degree, and is followed by either promotion to Associate Professor or dismissal from employment after the six-year trial period.

*Clinical Associate Professor* – the rank awarding tenure by the Board of Trustees in the following schools/departments, with individual exceptions made: Nursing; Health Sciences; Speech and Hearing; Social Work; Health, Physical Education, and Recreation; and Counseling, Administration, Supervision, and Adult Learning (CASAL). Faculty member holds at least a masters degree and is considered an expert practitioner in a professional discipline (Agreement 12.4(B)).

*Clinical Assistant Professor* – a probationary appointment without tenure in the following schools/departments, with individual exceptions made: Nursing; Health Sciences, Speech and Hearing, Social Work, HPERD, and CASAL. Faculty member holds at least a masters degree and is considered an expert practitioner in a professional discipline (Agreement 12.4(B)).

b. *Non-tenured Full-time Faculty*

*Visiting Professor/Visiting Associate Professor/Visiting Assistant Professor* – visiting appointments are for one year with a possible renewal of one additional year. Visiting faculty members typically teach up to 16 credit hours per term of instruction, though each department establishes a workload policy (Agreement 12.3; 12.4(B); Bylaws 8.3.1(B)).

*Visiting Instructor/Visiting Clinical Instructor* – visiting appointments are for one year with a possible renewal of one additional year. Visiting faculty members typically teach up to 16 credit hours per term of instruction, though each department establishes a workload policy (Agreement 12.3; 12.4(B)).

*College Lecturer* – full-time teaching appointments made by the Dean, with Provost approval. These appointments are focused on teaching and service, may be renewed indefinitely, become eligible for AAUP membership after six (6) years, and include three ranks (these positions have different historical names including “term faculty”) (Agreement 12.2(A-C)):

*College Lecturer* – without a terminal degree

*College Associate Lecturer* – with a terminal degree

*College Senior Lecturer* - with a terminal degree

*Research Faculty* -- may be appointed to any department/school or college based on external funding. The function of Research Faculty members is to dedicate their full professional commitment to research (and

associated educational activities) in their department and college, under the terms of the grant or contract which provides their support. They are not eligible for tenure, and are not members of the faculty collective bargaining unit. This is a new faculty category as of August 16, 2011.

*c. Part-time/Adjunct Faculty*

These appointments are made at the Department level, based on teaching or clinical knowledge expertise. The appointment titles are not used consistently across the Colleges, with some using “part-time”, others “adjunct”, and others “instructor”. The commonality is that these appointments are made on a continuing basis (term to term), based on the Department’s academic needs, and normally hired by the Chair or Director:

*Part-time or Adjunct Professor*

*Part-time or Adjunct Associate Professor*

*Part-time or Adjunct Assistant Professor*

*Part-time or Adjunct Instructor*

However, the “adjunct” title is earned in some Departments/Schools through recommendations of that units’ Professional Review Committee (PRC) or its equivalent to the Department Chair/School Director, recommended by the College Dean, and appointed by the Provost (Bylaws 8.3.5(A)). Adjunct faculty members may be assigned, upon mutual agreement, teaching and research duties comparable to regular-status faculty, at the convenience of the University. Adjunct faculty members have the same right as regular-status faculty to attend appropriate faculty meetings. They may serve on faculty committees and vote in faculty meetings only if thus provided in relevant department/school/College bylaws (Bylaws 8.3.5(C)).

## Faculty Rights and Responsibilities

### *Values*

“The basic functions of the University are the advancement and dissemination of knowledge, the development of critical intelligence in the young, and the education of citizens and professional workers for the society of which the University is a part.” (Bylaws 8.1.14(A)).

“Membership in the academic community imposes on faculty, administrators, trustees, and students an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus .... To this end, faculty shall devote their energies to developing and improving their scholarly competence. They shall accept the obligations to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They shall practice intellectual honesty and never allow subsidiary interests they may follow to hamper or compromise their freedom of inquiry.” (Agreement 11.2(A)).

### *Duties*

In general, teaching, research, and the provision of service are “together regarded as normal and necessary in fulfilling an academic appointment. Such an appointment implies that faculty members will do their fair share in student advising and serve on departmental, college, and University committees in assisting in the day-to-day operations of the academic enterprise.” (Agreement 13.1). Certain categories of faculty (such as clinical faculty and lecturers) are not expected to engage in research as part of their normal duties.

#### *a. Teaching*

##### *Teaching Load*

A regular tenure-track faculty member’s total workload is 24 hours per academic year, divided among teaching workload hours, research workload hours, and workload hours for documented service or administrative duties. The division of workload hours shall be congruent with a faculty member’s record of performance. Faculty who demonstrate significant participation in productive and assessable scholarship/research/creative activity will be assigned fewer than 24 teaching workload hours per academic year (typically ranging between 6 and 16 teaching workload hours per academic year). Service contributions

constitute an expected component of all faculty members' workloads. Clinical faculty members may be assigned up to 16 credit hours per term; a Dean may reduce this load by up to five credit hours per semester in light of a clinical faculty member's non-classroom contributions. (Agreement 12.4.B.1) Lecturers may be assigned a teaching load of up to 16 credit hours per term.

When the University transitioned from a three-quarter (Summer 1998) to two-semester academic calendar (Fall 1999), departments determined which classes would be three- or four-credit courses. Across departments there is some disparity in some offering all three-credit courses, others four-credit courses, and still others with both three-and four-credit courses. Departments may determine with College approval that a faculty member who teaches five three-credit courses but is expected to teach sixteen (16) credit hours during the academic year be awarded one additional credit because of the increased course obligations. Discussions concerning a faculty member's workload will occur with that faculty member's chairperson/director on or before December 1<sup>st</sup> for the forthcoming academic year (Agreement 13.1(A-D; H)); see also the section elsewhere in this document on FAARs and faculty development plans).

The exact number of courses (credit hours) taught per term is balanced with other professional faculty activities. These other activities may include extended professional service to the University, and/or the public, as well as scholarly/creative pursuits. These duties may include an assessment of the number, size, preparation for, and student work product evaluation of courses; independent study, tutorial, thesis, and graduate student supervision; laboratory supervision; work with performing groups, professional organizations, and other field work; intern and placement supervision to outside organizations; professional associations with community agencies; amount of departmental, college, University, and public service; academic advising; and other important departmental and University activities (Agreement 13.1(E.1-9)).

If faculty members secure outside grant funding above a certain dollar amount, they may be granted a number of course release credit hours for that academic term. Contact your Dean's Office for further specific information.

### *Summer Teaching*

Faculty members are not required, but may volunteer, to teach summer courses. If a faculty member wants to teach summer courses, then reliance is on an equitable departmental/school system of allocating these assignments, with preference given to bargaining unit members over non-bargaining unit members. No faculty member may teach more than eight (8) credit hours of coursework at one time during a summer session, not including independent, thesis, or dissertation studies, with a maximum twelve (12) credit hour teaching load.


These summer teaching assignments are determined by department/school and program needs (Agreement 14.1(A-E)). The compensation rate for teaching summer courses is different from the rate used during the regular academic year, and is higher for the first six credit hours of teaching in a given summer than for hours beyond that point (up to the maximum of twelve credit hours). The current rate may be found in Section 14.3 of the AAUP Collective Bargaining Agreement (<http://csu-aaup.com/contract.html>).

### *Off-Campus Teaching*

Some colleges and programs offer substantial numbers of off-campus courses, and that in such cases the best source of information about relevant policies will be the Dean's office of the college in question. Under some circumstances, letters of hire or employment contracts may specify off-campus teaching duties and responsibilities.

### *Teaching Responsibilities*

### *Syllabus*

Course syllabi should be distributed to all students at, or before, the first class period. Course content should be consistent with the departmental/school course descriptions and expectations found in the undergraduate or the graduate catalogs (<http://catalog.csuohio.edu>). Note that the page opens to the undergraduate catalog; the graduate catalog can be opened through the dropdown menu found in the upper right-hand corner of the page. 

The syllabi are recommended to follow the “Template for CSU Syllabi” (graduate school syllabi should omit the “general education statement”) on the following page:





## Template for Cleveland State University Syllabi

### Heading

1. Identification of the course as a CSU class;
2. Semester/year in which class is being taught;
3. Course number, title, # credit hours;
4. Course prerequisites, if any;
5. Instructor name and contact information (telephone/email/office address/office hours);
6. Course meeting times, classroom location.

### Content

1. Course objectives (e.g., a narrative describing the course content or a list of learning outcomes).
2. General education statement: if appropriate, indicate which general education requirement(s) and Skill Intensive Area the course satisfies and include a brief summary of the guidelines for that requirement. Standard language must be followed, and is available on the web: <http://www.csuohio.edu/academic/gened/index.html#criteriasheets> Click on the appropriate Gen Ed requirement, e.g. Skill Intensive Area; Writing Across the Curriculum; Speaking Across the Curriculum, et al.
3. List of required materials.
4. List of assignments for which students will be graded and weighting of assignments.
5. Schedule of assignments – if unscheduled assignments will be used, this should be indicated on the syllabus.
6. Grading Criteria (i.e., definition of an A grade, B grade, etc.) as applicable.
7. Calendar of topics – it is understood that the calendar is approximate and that instructors frequently modify their plan as the semester progresses. However, students should be given a sense of what topics will be covered and approximately when and in what order.
8. Course policies – plagiarism, attendance, make-up exams, etc.
9. Students with disabilities or those who require special accommodations when taking exams, completing projects, or meeting the attendance/participation requirement should identify themselves to the instructor so that appropriate arrangements may be made. Eligible Students must obtain a letter from the Office of Disability Services and present it to the instructor. Suggested syllabus statement from the Office of Disability Services:

Students with a disability should inform the instructor during the first week so that necessary accommodations can be discussed. Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216) 687-2015. The Office is located in Main Classroom147. Accommodations need to be requested in advance and will not be granted retroactively.

10. Teaching Assistant's name, contact information (if appropriate).

## *Grading*

Grade scales are available from your department or school. While there is not a University-wide scale, the basic “A to F” grading options are used across the Colleges/School. The grading scales are slightly different for undergraduates and graduates. Undergraduates may earn grades of A, A-, B+, B, B-, C+, C, D, or F. Graduate students may only earn grades of A, A-, B+, B, B-, C, or F.

You should be aware that Faculty teaching first year students are required to submit mid-term grades as well as final grades. This mid-term grading allows faculty and advisors to be proactive in assisting students who may be academically struggling in their course work. In addition, students who are on athletic scholarships are monitored by the Athletic Advising Department that requests periodic updates during the term on these students’ course work and progress.

There are a number of additional grading options that are standard across the University. A grade of Incomplete (I) can be given; however, the following conditions must be met: 1. student has the potential to pass the course; 2. student has not completed all assignments for reasons deemed justified by the instructor; and, 3. student has notified the instructor prior to the end of the grading period. If all three conditions listed above are not met, the instructor has the option of assigning an "X" or of assigning a letter grade based on completed work. Please note that an "I" automatically becomes an "F" if not resolved by the last day of instruction of the following semester. The grade of Incomplete is given when the work in a course has been generally passing, but when some specifically required task has not been completed through no fault of the student. The date assigned by the faculty member for completion of the work for undergraduate courses cannot be later than the last day of classes of the next term following the term in which the Incomplete grade was received. (The time limit may extend up to four weeks into the fall semester for Incomplete grades received during the spring semester.) For all cases, the time limit applies whether the student is enrolled or not. If a grade change is not submitted by the end of the time limit, the “I” becomes an “F”.

In addition, the grade of "X" can be assigned by the instructor when an attending/participating student has stopped attending/participating without notification and has not completed all assignments for reasons that cannot be determined by the end of the grading period. An "X" automatically becomes an “F” if not resolved by the last day of instruction of the following semester. Should the faculty member choose not to submit a grade for a student, e.g., student never attended, a grade of "X" will be assigned by the Registrar’s Office (2010-2011 Undergraduate Catalog, p. 99).

### *Disability Services*

The Office of Disability Services is charged with determining who is an eligible person with a disability and coordinating the accommodation needs of students with disabilities who participate in our programs. The office serves students with a variety of disabilities, including, but not limited to learning disabilities, chronic health issues, attention deficit disorders, psychological conditions, visual impairments, mobility impairments, and hearing impairments.

Students requesting accommodations due to a disability are required to make that request through the Office of Disability Services (216-687-2015), located in Main Classroom #147. The student requesting accommodations must obtain a letter from the Office of Disability Services and present it to the course instructor. A statement about Disability Services should be included in the course syllabus. See the Office of Disability Services website for more information (<http://www.csuohio.edu/offices/disability/index.html>). The link to the University Handbook for Students with Disabilities may also be useful (<http://www.csuohio.edu/offices/disability/faculty/index.html>).

### *Academic Calendar*

The Academic Calendar is scheduled and available for up to three future academic years. The Calendar provides all University Holidays that are recognized; course schedule start, end, midterm, and recess days; as well as withdrawal and incomplete dates (<http://www.csuohio.edu/enrollmentservices/registrar/calendar/>). The University recognizes the following holidays: New Year's Day; Martin Luther King Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans' Day; Thanksgiving; and Christmas. It may establish alternative days of observance for the following: Martin Luther King Day; Presidents' Day; and Columbus Day; along with Veterans' Day, which is different from other holidays, as no classes are held, but employees report to work (Agreement 22.1). It should be noted that students have until approximately the 12<sup>th</sup> week of a semester term, earlier for summer terms, to withdraw from a course.

### *Block Scheduling*

Because an individual student may be taking courses in a given semester from multiple departments, and even from multiple Colleges, it is important that classes be scheduled within a standardized framework in order for students to be able to create efficient schedules. This framework is referred to as "block scheduling." Under normal conditions, a class should be scheduled within one or more scheduled blocks, and assigning non-standard course meeting times or days requires special permission. Here are the schedule blocks:

**FALL/SPRING BLOCK SCHEDULE**

<b>4 Credit Hour Classes</b>	<b>3 Credit Hour Classes</b>
<b>Monday/Wednesday/Friday</b>	
8:30 - 9:35 a.m.	8:30 - 9:20a.m.
9:45 - 10:50 a.m.	9:45 - 10:35 a.m.
11:00 a.m. - 12:05 p.m.	11:00 - 11:50 a.m.
12:15 - 1:20 p.m.	12:15 - 1:05 p.m.
1:30 - 2:35 p.m.	1:30 - 2:20 p.m.
2:45 - 3:50 p.m.	2:45 - 3:35 p.m.
4:00 - 5:50 p.m. *	4:00 - 5:15 p.m. *
6:00 - 7:50 p.m. *	6:00 - 7:15 p.m. *
8:00 - 9:50 p.m. *	8:00 - 9:15 p.m. *
<b>Tuesday/Thursday</b>	
8:00 - 9:50 a.m.	8:30 - 9:45 a.m.
10:00 - 11:50 a.m.	10:00 - 11:15 a.m.
12:00 - 1:00p.m. <i>Open period</i>	12:00 - 1:00p.m. <i>Open period</i>
1:00 - 2:50 p.m.	1:00 - 2:15 p.m.
	2:30 - 3:45 p.m.
4:00 - 5:50 p.m.	4:00 - 5:15 p.m.
6:00 - 7:50 p.m.	6:00 - 7:15 p.m.
8:00 - 9:50 p.m.	8:00 - 9:15 p.m.
<b>One Night Per Week Classes</b>	
4:30 - 8:20 p.m.	5:00 - 7:50 p.m.
6:00 - 9:50 p.m.	6:00 - 8:50 p.m.
<b>Two Nights Per Week Classes</b>	
6:00 - 7:50 p.m.	6:30 - 7:45 p.m.
8:00 - 9:50 p.m.	8:00 - 9:15 p.m.

**\*Only meets on Mondays & Wednesdays**

**SUMMER SESSION BLOCK SCHEDULE**

<b>4 Credit Hour Classes</b>	<b>3 Credit Hour Classes</b>
<b>Six Week Session:</b>	
8:00 - 9:40 a.m. (M, T, W, Th, F)	8:00 - 9:30 a.m. (M, T, W, Th)
10:00 - 11:40 a.m. (M, T, W, Th, F)	10:00 - 11:30 a.m. (M, T, W, Th)
12:00 - 1:40 p.m. (M, T, W, Th, F)	12:00- 1:30 p.m. (M, T, W, Th)
2:00 - 3:40 p.m. (M, T, W, Th, F)	2:00 - 3:30 p.m. (M, T, W, Th)
4:00 - 5:40 p.m. (M, T, W, Th, F)	4:00 - 5:30 p.m. (M, T, W, Th)
6:00 - 8:00 p.m. (M, T, W, Th)	6:00 - 7:30 p.m. (M, T, W, Th)
	6:00- 9:00 p.m. (M, W or T, Th)
<b>Eight Week Session:</b>	
8:00 - 9:30 a.m. (M, T, W, Th)	8:00 - 9:30 a.m. (M, W, F)

10:00 – 11:30 a.m. (M, T, W, Th)	10:00 – 11:30 a.m. (M, W, F)
12:00 – 1:30 p.m. (M, T, W, Th)	12:00 – 1:30 p.m. (M, W, F)
2:00 – 3:30 p.m. (M, T, W, Th)	2:00 – 3:30 p.m. (M, W, F)
4:00 – 5:30 p.m. (M, T, W, Th)	4:00 – 5:30 p.m. (M, W, F)
6:00 – 9:00 p.m. (M, W or T, Th)	6:00 – 8:20 p.m. (M, W or T, Th)

The noon hour on Tuesdays and Thursdays during the Fall and Spring semesters is designated as the “Common Hour” in order to provide opportunities for meetings and programs. Ordinarily, no classes are scheduled during these times.

*Textbook Ordering*

Faculty should submit the textbook order for their course(s) to the University Bookstore in a timely fashion each semester. Doing so not only helps the bookstore to fulfill the order, but makes it possible for used copies of many textbooks to be procured by students, which allows them a significant financial savings. You should submit the order online (some departments/schools have an administrative staff member submit orders) at least eight weeks before the start of the spring and summer semesters and by April for fall Semester at [http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore\\_id=2332](http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore_id=2332), or print out the form on the website and submit it to Jim Pauley, Textbook Manager, Cleveland State University Bookstore. You, or your Department/School person who handles book orders may check course enrollments by viewing your class roster and course listings on CampusNet, using your ID# and password (<https://campusnet.csuohio.edu/index.jsp>).

*Finals Week*

The deadline for submitting final course grades is found on the Academic Calendar (<http://www.csuohio.edu/enrollmentservices/registrar/calendar/>). Final examinations must be administered during the period assigned and in the room assigned and must follow the approved time schedule. The Provost’s policies require that any class that does not use a final exam must instead have a scheduled course meeting during the final exam period. The link for the final exam schedule is also found on the Academic Calendar link (see above). Graded examinations and papers should be returned promptly to students.

### *Course Evaluations*

Student feedback on University courses is very important and each academic term all courses are evaluated through a survey. These student surveys evaluate lecture-format, distance learning, and online course formats, though in different ways. Most traditional and some IVDL (interactive video distance learning) format courses are evaluated through a pencil and paper survey distribution, coordinated within the department/school, with data collected one course day during the last two weeks of the term. A few traditional, some IVDL, and all on-line courses are evaluated with a different survey, distributed anonymously within the Blackboard system (<http://mycsu.csuohio.edu/elearning/faculty/courseeval.html>). Students receive an email via their University email account when the survey is released with complete login instructions. It is open for student completion for a two-week time period.

### *Office Hours*

It is important that students have access to faculty members outside of the classroom. For this reason, all faculty members are expected to have regular and posted office hours each term. These office hours should be posted publicly within the department; in addition, syllabi should also include these term office hours. Colleges may determine a weekly minimum number of hours required per faculty member. Under certain circumstances, faculty members who teach online courses may use online office hours to meet part of their requirement for office hours (Agreement 11.3(D)).

#### *b. Research, Scholarship, and Creative Activity*

Research, scholarship, or creative activity is expected of all full-time, tenure-track non-clinical faculty members. “The University obligation for the generation of new knowledge and practices imposes a responsibility for creativity, whether in inquiry and investigation, writing, design and production, or in the performing and fine arts.” (Bylaws 8.1.2(A)(1.b)). Expectations for these activities are department/school and College specific; further discussion can be found under the “Tenure & Promotion” Handbook section.

*c. Service*

“A University faculty member is ‘a citizen, a member of a learned profession, and an officer of an educational institution’. After a period of personal growth in which she or he is encouraged to develop abilities as a teacher and creative scholar, a faculty member may properly be expected to assume increased responsibility, in keeping with his or her professional interest, for the government of the University, the standards of his or her discipline, and the welfare of the civic community.” (Bylaws 8.1.2(A)(1.c)). Expectations for these activities are department/school and College specific; further discussion can be found under the “Tenure & Promotion” Handbook section.

*Academic Freedom*

The University subscribes to the Statement of Principles on Academic Freedom and Tenure (1940) of the AAUP and the Association of American Colleges (the full text is available at <http://www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.htm>).

1. As a principle, the University will operate in such a way that faculty enjoy freedom from arbitrary or discriminatory treatment. Each Dean or faculty body, as appropriate, shall establish reasonable criteria and fair procedures pursuant to which decisions significantly affecting faculty, including the assignment of courses, the scheduling of classes, the participation in summer quarter instructional programs, and the award of promotional and annual salary increments, shall be made.
2. Academic freedom encompasses the freedom of any faculty member and other members of the full time teaching staff to address any matter of institutional policy or action, whether or not that faculty member is or can be a member of any agency of institutional governance. All faculty and all such members of the teaching staff have the freedom to address both the Cleveland State University and broader communities with regard to any social, political, economic, or other interest. Exercise of these freedoms shall not be subject to institutional discipline or restraint, save for statements or actions that constitute disciplinary incompetence, “good cause” for dismissal, violations of professional ethics, and/or are disruptive. Academic responsibility includes the good faith performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that, when one is speaking as a citizen on matters of public interest, one is not speaking for the institution. *Nothing herein diminishes the University's existing powers of selecting, retaining and removing from an administrative*

*position a faculty member who jointly holds that administrative position; in the case of joint faculty-administrative appointments, only the person's faculty status is protected by this section. (Bylaws 8.1.3)*

3. These principles of academic freedom apply to faculty communication via any medium, including speech, writing, and electronic media.

### *Tenure and Promotion*

Tenure is the status established through formal Board of Trustees action that grants faculty members employment on a continuing basis by the University; ensuring academic freedom but also obligating faculty members to maintain high professional standards (Bylaws 8.1.2(D); Agreement 12.6). All Colleges, except the College of Law, follow the tenure and promotion guidelines in the AAUP-CSU Agreement (Agreement 12.9); the College of Law follows the Senate Faculty Bylaws (Bylaws 8.1.2(F)). For specific information, please refer to these guidelines, along with your College Deans Office which coordinates and supervises these promotion processes. In addition to annual reviews (see the *Faculty Annual Activities Report* section), tenure-track faculty members receive a formal review in the fourth and fifth years of teaching, with a final tenure decision made in the sixth year (though it is permissible to seek promotion earlier than the sixth year). For lecturers, the granting of tenure is not available; however, rank promotion is available and the review involves a similar dossier review process to that of tenure-track faculty. Under certain circumstances (e.g. serious illness on the part of the faculty member or an immediate family member; childbirth) this six (6)- year time period may be extended. This extension is referred to as “stopping the tenure clock” and can only be done in close consultation with the Department of Human Resources and Labor Relations and the Provost’s Office.

The Center for Teaching Excellence offers university-wide sessions each year on understanding the promotion & tenure process and on preparing a dossier for promotion. You may also find annual workshops for faculty members offered within some of the Colleges providing teaching, scholarship/creative activity, and service expectations, along with dossier preparation guidelines. In addition, many departments/schools have developed specific and concrete tenure and promotion standards for faculty members to meet regarding scholarship/research/creative activities, teaching, and service. It is, of course, vital that you utilize these department/school tenure and promotion criteria in your efforts and plan to meet and/or exceed these expectations in your professorial activities. A prudent course of action is to begin actively planning your professional activities and collecting appropriate documentation for your dossier during your first year of teaching at the University.



### *Employee Benefits*

The University offers a highly competitive and comprehensive package of benefits (specific information available at <http://www.csuohio.edu/offices/hrd/benefits.html>) Most of these benefits are available to eligible faculty and staff members on the first full day of employment with the University. Available benefits include State of Ohio retirement plan participation (STRS, OPERS & OPERS-LE), comprehensive health insurance coverage (including medical, dental, vision, basic and voluntary life insurance plans and long term disability insurance and medical and dependent daycare flexible spending accounts (FSA). Also, most employee contributions, when required, are taken on a pre-tax basis. You may find the most commonly used Human Resources benefit forms at <http://mycsu.csuohio.edu/offices/hrd/forms.html>.

Additionally, the University provides generous paid time off plans including sick leave and ten paid holidays. You are also immediately eligible for tuition remission benefits, allowing you to take up to eight (8) credit hours of coursework per semester at the University (dependents become eligible for tuition remission after the employee completes two years of continuous service). A confidential Employee Assistance Program (EAP) is available to all benefit eligible employees and their dependents for information and support in personal, mental health, legal, financial, or other issues faced by an employee or member of their household.

### *Grievance Procedures*

Grievance procedures are handled in accordance with the formal AAUP-CSU Agreement and apply to all bargaining unit members of the Colleges. A grievance is a complaint or allegation by a bargaining unit member that an Agreement violation has occurred (Agreement 9.2). Faculty members are encouraged to resolve any grievances through informal means, through their department/school and College. However, if informal resolution is ineffective, notification to the AAUP Chapter and requests for formal involvement may be pursued. This process includes a series of hierarchical procedures (level meetings) that provide thorough due process reviews of the grievance – College, University, Provost, and potentially Arbitration (Agreement 9.3-29). A tenure-track faculty member or post-dossier lecturer need not be a registered member of the AAUP in order to file a formal grievance or seek the assistance of the AAUP.

*Professional Development Plans/Faculty Annual Activities Report*

The Faculty Annual Activities Report (FAAR) is part of faculty members' professional development planning and accountability. In working with department chairs/school directors, faculty members document their professional efforts and activities organized around their teaching, research/scholarship/creative activities, and service. By September 30<sup>th</sup> of each academic year, faculty members will meet with their chair/director to discuss and develop that academic years plan, known as the Faculty Development Plan. Through ongoing consultation these activities are pursued and then documented in the Faculty Annual Activities Report, due April 30<sup>th</sup> of each academic year. Each faculty member completes the FAAR and discusses his/her professional effort accomplishments for that prior year (May 1<sup>st</sup> to April 30<sup>th</sup>). The FAAR is organized around the three expected areas of professional effort – research/scholarship/creative activity, teaching, and service. The FAAR report is available in electronic format and may be accessed from the University website “Computing Resources” link and then the “Electronic online FAAR System” link (<http://myfaar.csuohio.edu/WindAuth/login180.jsp>).

As noted, faculty development plans may include research/scholarship/creative activity, teaching, and service areas. Research/scholarship/creative activities include, but are not limited to, new initiatives, ongoing projects, and external funding pursuit. Teaching activities include, but are not limited to, new course development, ongoing instructional quality, developing course assessment and evaluation methods, assuming important curriculum responsibilities within your department or school, student recruitment, and teaching innovation funding pursuits. Service activities include, but are not limited to, major University tasks, significant professional or community organization involvement, and ongoing or increasing involvement in faculty governance (Agreement 13.2-3).

The information in the FAAR and the faculty development plan inform a faculty member's workload assignment. After a faculty member and his/her chair discuss these materials during Fall semester, the faculty member's workload assignment is finalized in a discussion between the chair and the Dean that occurs by the end of January. This workload plan may include the assignment of additional teaching is a decision is made that the time reassigned for faculty research/creative activity and service has not been used productively.

### *Graduate Faculty Membership*

To teach graduate level courses at the 600/700/800 level, faculty must be members of the graduate faculty. Being hired by the University does not automatically qualify a faculty member for graduate faculty status; application for membership is required (application guidelines and deadlines are available at [http://www.csuohio.edu/gradcollege/faculty/membership/application\\_guidelines.pdf](http://www.csuohio.edu/gradcollege/faculty/membership/application_guidelines.pdf)). Graduate faculty status for faculty members within two (2) years of terminal degree completion is available for an initial three (3)-year period, with subsequent five (5)-year appointment periods (initial three (3)-year appointments are not available for adjunct or part-time faculty members). To qualify for a three (3)-year initial appointment a faculty member must provide evidence of at least one article in a refereed outlet or a formally invited book chapter in print or in press or documentation of at least one article or book chapter currently under review for publication in a refereed outlet. Part-time and other non-tenure-track faculty members are eligible for graduate faculty membership based on the same standards as tenure-track faculty

Each College has established criteria for their faculty to receive the five (5)-year appointments. These criteria assure that members of the graduate faculty have met Graduate College standards of sustained scholarship or creative activity, or alternatively have been recognized for their accomplishments as practitioners in their disciplines. These College standards are available at <http://www.csuohio.edu/gradcollege/faculty/membership/>.

### *Travel Policies and Procedures*

The University will reimburse faculty for travel expenses for University business or professional activity, within budgetary limitations. Each academic year the College Deans will inform the faculty of the amount of travel monies available (in recent years, these often take the form of “Professional Development Funds” awarded to each faculty member on an annual basis). Reimbursement is available for attending professional conferences and meetings, faculty development programs, research/scholarship/creative activities away from campus, and official University business (see *Faculty Development Opportunities – Professional Development Funds* for additional, or cross-over reimbursement options). Application for these funds should be made as early as possible to the chair/director or designees who may authorize the funds; in all cases, travel must be approved prior to the actual event. Faculty must comply with all University rules to receive reimbursement – original sales receipts, use of proper forms, etc. (Agreement 30.1-2). In addition, faculty need to complete the Travel Approval and Expense Report form if they are traveling as a University faculty member even if they will not be seeking University reimbursement; this is to ensure that the faculty member is covered

by the University's insurance policy. Be sure to remember that if traveling during course instruction time faculty need to notify their Chair/Director in writing (email is acceptable) and indicate what coverage or alternative learning experience has been arranged for the students.

### *Faculty Leaves*

Leaves of absences from faculty responsibilities may be for a variety of reasons, for different lengths of time, and with or without pay. An "absence" is considered to last no more than one (1) week and does not impact your regular schedule of teaching; requiring only prior notification to the department chair or school director. A "short leave" lasts more than one (1) week but less than five (5) weeks or requires the cancellation or rescheduling of one's teaching schedule of courses; requiring prior written permission from the department chair or school director. An "extended leave" lasts more than five (5) weeks and is normally considered a leave with pay (Bylaws 8.18).

#### *Leaves without Pay*

##### *Military Service Leave*

A leave for active military service, not active military reserve service (Bylaws 8.1.8(A); B(1)).

##### *Special Leave*

May be granted, normally for up to one (1) year, for study, research, professional employment, public office election or appointment, or other personal reasons (including other non-tenure track academic appointments) (Bylaws 8.1.8(B.2)).

##### *Family and Medical Leaves*

Leaves due to medical or family reasons should be immediately discussed with your department chair or school director, in consultation with the College Dean's Office and the University's Department of Human Resources Development and Labor Relations (<http://www.csuohio.edu/offices/hrd/>). A leave of this type may fall under the Family and Medical Leave Act (see the University's FMLA policy at [http://www.csuohio.edu/offices/hrd/Policies\\_Procedures/2009%20FMLA%20poster%20notice.pdf](http://www.csuohio.edu/offices/hrd/Policies_Procedures/2009%20FMLA%20poster%20notice.pdf)).

Faculty members accrue sick leave at a rate of fifteen (15) days per calendar year (12 months), with no maximum accumulation limit. In addition, as bargaining unit members, they may choose to join the Sick Leave

Bank (available only during the University’s Open Enrollment period), an opportunity to donate up to ten (10) hours of sick leave per year (if the faculty member has a minimum of eighty (80) hours of accrued leave) for others to use if and when necessary (these donated hours are not refundable). The Bank allows other faculty members in need to use these hours for family and medical leave needs (for additional details see the Agreement 20.1-3).

### *Leaves with Pay*

#### *Sabbaticals (also called Professional Leaves of Absence or PLOA)*

A full-time University faculty member with at least seven<sup>1</sup> academic years of teaching service (may be cumulative, summer teaching does not count) and who has been granted tenure by the date of the leave may be granted professional leave (sabbatical) not to exceed one (1) year (100 percent pay for a one-semester leave, 66.7 percent pay for a two-semester leave; except in the College of Law, 11/12ths of pay for a one-semester leave, 66.7 percent for a two-semester leave). This leave may be for further education, research, or other professional program improvement benefits both the faculty member and the University (Bylaws 8.1.8(A3); Agreement 21.1-3).

Applications for professional leave are normally made in the fall term, prior to November 15<sup>th</sup>, and require a written plan that describes in detail the project’s purpose and expected outcomes, semester(s) included, any grant or fellowship connected with the leave, and a current curriculum vitae. Procedural and review steps that follow the submission of a professional leave proposal can be reviewed in the CSU-AAUP Contract (Agreement 21.4) and the Faculty Senate Bylaws (Bylaws 8.1.8(C)), or by consulting with your Dean’s Office.

### *Outside Employment & Consulting*

Faculty members are contractually obligated to the University during their nine (9)-month contract (academic year) and restricted during this time period as to other employment or paid professional capacities. There are specific policies regarding outside employment and consulting that restrict and inform faculty members (Agreement 26; Bylaws 8.1.10). For faculty, not including those in the College of Law, outside employment is designated into three categories. The first category is for activities that have “minimal impact”

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<sup>1</sup> This number was changed from six to seven years effective August 16, 2011 in order to comply with Ohio state law.

on the faculty member's University obligations, and includes, for example, paid reviews of scholarly or creative work, speeches, and tenure review of other University faculty candidates. The second category includes activities that have a "somewhat substantial, one-time" impact on the faculty member's University obligations, and includes, for example, teaching workshops or short courses, project consultation, expert testimony, and self-employment. The third category includes activities that have a "substantial and continuing" impact on the faculty member's University obligations, and includes, for example, long-term project consultation, expert testimony, and self-employment (Agreement 26.1). The first category requires the faculty member to simply include this work in the FAAR report. The second and third categories require prior approval from the department chair/school director and the Dean's Office. These outside employment opportunities should never directly compete with the University for funding opportunities and should not include, with rare exceptions, teaching at other educational institutions (Agreement 26.1-3).

### *Non-contract Time*

These restrictions and pre-approvals described above apply within the faculty member's contractual obligations to the University (from the 2<sup>nd</sup> week of August through the 4<sup>th</sup> week of May, in most academic years). Faculty members may pursue other opportunities for professional development and employment with remuneration during time periods when they are not under full-time contract to the University.

### *Faculty Profiles*

Faculty members have the opportunity to post information on their work and accomplishments. This University Faculty Profile (<http://facultyprofile.csuohio.edu/csufacultyprofile/index.cfm>) is publically available and accessed by many inside and outside the University. At this site you can post your bio, publications, honors/awards, creative activities, research interests, professional experiences, teaching, and service activities. A link to all University courses taught is provided as well as links to your own web page, if desired. To build your profile, you simply use your University name and password to access the site (<https://updatefacultyprofile.csuohio.edu/facultyprofile/index.cfm>). Faculty members are strongly encouraged to establish and maintain a thorough and accurate profile online as their public face to the online world.

## Faculty Development Opportunities

### *Faculty Start-up Funds*

New faculty members are normally provided “start up” funds to assist in and support research/scholarship/creative activity planning and outcomes. The dollar amounts of these funds vary by College though they normally include the first two (2) to three (3) years of pre-tenure professorship. Explicit dollar amounts are provided in a faculty member’s hiring letter of intent. The funds use is flexible and can support a variety of activities, such as the hiring of a research assistant, outside statistical analysis consultation, conference presentation of scholarly and creative efforts, or lab materials. You should consult with the Department Chair or School Director for the most appropriate use of these funds.

### *Research and Development Funds*

#### *Undergraduate Studies Engaged Learning Proposals*

Each year, budget permitting, the Provost’s Office, under the direction of the Vice-Provost for Academic Programs (<http://www.csuohio.edu/offices/undergraduatestudies/>), provides funding for undergraduate student research and creative achievement. A Request for Proposals will be released directing faculty as to how to apply for these grants (for example, <http://www.csuohio.edu/academic/undergradresearch/documents/RFP%20undergradresearch2011.pdf>). The purpose of this program is to provide undergraduate students an engaged learning experience that involves intellectual inquiry and faculty mentoring. Projects from any department or discipline are welcome. Proposed activities must provide a genuine research or creative achievement experience for current undergraduate student(s) and faculty mentors must be active participants in the student experience.

### *Office of Research and Graduate Studies*

The Mission of the Office of Research and Graduate Studies (<http://www.csuohio.edu/research/>; organizational chart available at [http://www.csuohio.edu/research/docs/Organization\\_chart.pdf](http://www.csuohio.edu/research/docs/Organization_chart.pdf)) is to encourage and provide support mechanisms for the acquisition of knowledge, for the dissemination of this knowledge, for the acquisition of extramural funding and for the development of the next generation of scholars. To accomplish that Mission, the Office advocates for research and graduate education oversees graduate programs

(<http://www.csuohio.edu/gradcollege/>), serves faculty in advancing their scholarly pursuits, implements research integrity requirements, and manages the administration of research grants and contracts (Office of Sponsored Programs and Research, <http://www.csuohio.edu/offices/spr/index.html>). This Office provides guidance and resources to faculty, students and administrators, as well as strategic coordination of programs, policies and initiatives across the University. The Office also has oversight of activities related to technology commercialization, along with business and industry outreach.

### *Professional Development Funds*

#### *Teaching Enhancement Awards Program*

Each year, budget permitting, the Center for Teaching Excellence provides funding designed to support course development and to improve instruction and student learning at the University (<http://www.csuohio.edu/offices/teachingexcellence/>). All full-time, tenured or tenure-track faculty are eligible to apply, with preference given to first-time applicants. Application deadlines are normally in November. These awards are to promote specific activities related to student engagement, instructional improvement, and the enhancement of student learning outcomes, thus promoting faculty innovation and creativity in teaching. Funding of new technologies is prioritized, but innovative proposals for utilizing traditional technologies are also encouraged.

#### *Faculty Professional Development Funds*

Each year, depending on Contract agreements, bargaining unit faculty members receive annual professional development funds that can be used for a variety of activities – scholarly or creative activity presentations (including travel, lodging, registration, etc.), conference attendance, research and scholarship development expenses, etc. Bargaining unit faculty members currently receive \$1,250 annually. These funds, however, need not be used during the contract year they are received, for they are cumulative up to a maximum of \$5,000 (in other words, up to \$3,750 can be “rolled over”).



## *Grant Writing Support*

### *Graduate Grant Writing Center*

The Graduate Grant Writing Center (<http://www.csuohio.edu/research/ggwc/>) enhances student and faculty research, collaboration, and learning by providing opportunities, partnership and support services for scholarly writing and for grant and funding prospects. Through individual consultations, workshops/mini-courses, electronic resources, web site links, peer and faculty mentoring, the center provides education and resources to assist student scholars and researchers at all levels of experience to develop competitive grant proposals to fund scholarly and research endeavors. The Center will create interdisciplinary collaborations across the university and the community at large, supporting initiatives pertaining to grant submission and scholarly writing.

### *Office of Sponsored Programs and Research*

The Office of Sponsored Programs and Research (OSPR) assists the CSU academic and administrative communities in meeting the University's research and creative activities goals (<http://www.csuohio.edu/offices/spr/index.html>). While working to foster relationships with Federal, state, foundation, and corporate sponsors, OSPR advances those University research, training, and service activities promulgated by faculty. The Office recommends a number of grant proposal writing supports, including “The Proposal Writer’s Short Course” (<http://foundationcenter.org/getstarted/>), “Grant Writing Suggestions” (<http://www.cpb.org/grants/grantwriting.html>), and the Congressional Research Service’s “How to Develop and Write a Grant Proposal” ([http://assets.opencrs.com/rpts/RL32159\\_20070525.pdf](http://assets.opencrs.com/rpts/RL32159_20070525.pdf)).

### *The Writing Center*

The Writing Center (<http://www.csuohio.edu/academic/writingcenter/>) is available to faculty. The Center offers writing support and editing by experienced professionals, and can offer valuable assistance in writing, organizing, and editing grant proposals and other written works

### *Graduate Assistants*

The University provides two types of graduate assistantships: teaching and research/professional development. Each type provides the student with opportunities to develop professionally while providing service to the University and faculty member. The research/professional graduate assistants assist the faculty and/or staff members in conducting research or performing activities relevant to their degree program. These

are assigned to faculty or staff who are working in a variety of different areas to extend the students' research experience and professional development. The teaching graduate assistants assist departments in carrying out undergraduate instructional programs. Teaching assistants aid faculty members in assembling classroom materials, leading class discussion groups, supervising laboratory sessions, tutoring, evaluating student performance, and carrying out other related instructional activities.

## Faculty Resources

### *Libraries*

#### *Subject Librarians*

The Michael Schwartz library has a librarian assigned to each department. Faculty members who would like discipline-specific assistance from the library may contact their department's librarian for direct support. See <http://app-b.ulib.csuohio.edu/selectors.asp> for a list of subject librarians, and <http://library.csuohio.edu/faculty/index.html> for other library information intended for faculty use.

### *OhioLink*

The OhioLink Library Catalog (<http://www.ohiolink.edu/>) is an excellent resource for faculty members (and students). It provides access to 44 million volumes and more than 100 research databases at more than 85 public and private campuses, at no charge. This consortium was the first of its kind in the United States. Registered borrowers, which include all faculty members with library privileges, have the ability to request items electronically while searching the Central Catalog (<http://olc1.ohiolink.edu/search/>) and may indicate at which University library they wish to pick up the requested items. A delivery service among member institutions speeds the exchange of material, which take not more than three (3) to five (5) days for normal delivery. OhioLink's Electronic Journal Center (<http://journals.ohiolink.edu/ejc/>) provides full text of several thousand journals from major academic publishers, and its Digital Resource Commons (<http://drc.ohiolink.edu/>) provides online access to images, sounds, video, numeric data, and other media information. Due to copyright restrictions, users may need to provide an active University Identification (CSU ID) number and other login information to access the electronic research databases, the EJC, and the DMC from off-campus locations. To set up off-campus access to these services you will need to establish a separate Library pass code (<http://library.csuohio.edu/services/remote.html>).

### *Electronic Course Reserve*

Electronic Course Reserve (ECR; <http://library.csuohio.edu/services/ecr/index.html>) makes reserve materials accessible at all times from computers with Internet access. The library follows all copyright laws and will instruct faculty members on limitations imposed on ECR requests. Faculty guidelines for placing material on ECR are available (<http://library.csuohio.edu/services/ecr/faculty.html>) and allow electronic, hardcopy, and audio-recording material to be made available to your students in a relatively short period of time. If submitting electronic documents or providing citations for articles to be linked from the Library's Electronic Journal Center, you can email them to the appropriate Library contact person submitting your request electronically using the Faculty Request for Article or Book Chapter to be Placed on Reserve form (<http://www.ulib.csuohio.edu/forms/ecr-article.html>). If submitting hardcopy of articles or book chapters for scanning by library staff, faculty should deliver this material to either of the Library's two ECR drop off locations: the User Services Desk on the 1<sup>st</sup> floor or the Digital Production Unit on the 8<sup>th</sup> floor (807) including an ECR Request Form (<http://library.csuohio.edu/services/ecr/form.pdf>) with the material. If submitting audio recording material, faculty delivers this material to the same location(s) along with the ECR Request form for Audio Materials (<http://library.csuohio.edu/services/ecr/ecraudio.pdf>). Two things are important in this process: 1) items should be identified for posting on ECR in the same manner/format as in the syllabus; and, 2) if submitting near the beginning of a semester, be sure to allow additional time for this process completion and availability to students. Faculty may also submit requests for Michael Schwartz Library books or their own personal copies be placed on physical book reserve by submitting an online Faculty Request for a Book to be Placed on Reserve form (<http://www.ulib.csuohio.edu/forms/ecr-book.html>)

### *Document Delivery Plus*

Document Delivery Plus provides faculty members a "library to office door" delivery and retrieval of ordered material, which is available to all faculty who have on-campus offices (<http://library.csuohio.edu/faculty/ddplus.html>). You must first register for this service by completing the online registration form (<http://library.csuohio.edu/forms/ddplus.html>) and then when using the service for the first time create a user profile (<http://access.ulib.csuohio.edu/illiad/firsttime.html>) in the ILLiad (inter-library loan) system. You may have a department/school staff member sign for delivered items when you are not in your office.

### *Use of Instructional Material/Copyright Infringement*

The Michael Schwartz Library and The Center for E-Learning make a number of educational resources available to assist faculty in determining proper use of copyrighted material for their courses. It is the responsibility of the faculty member to comply with U.S. Copyright Law when using book chapters, journal articles, and multimedia posted on the Library's Electronic Course Reserve or University Blackboard systems. The Michael Schwartz Library reserves the right to refuse to copy and/or post any materials that clearly appear to be in violation of the U.S. Copyright Law. Links to sources of relevant copyright law and guidelines are available on the Library's Virtual Reference Desk Copyright Resources page (<http://library.csuohio.edu/research/vrd/copyr.html>).

### *Center for Teaching Excellence*

The University Center for Teaching Excellence (CTE) is located in Room 212 of the Main Classroom building. Its stated purpose is to help the faculty of all levels in all disciplines teach better. It offers a variety of professional development workshops during the academic year, administers a “Teaching Enhancement Award” small grants program, and conducts a teaching portfolio seminar every spring semester. Also, it provides a small quantity of instructional equipment for faculty use. Consultation is available for faculty members who have instructional concerns. For more information about the CTE, contact Dr. William Beasley ([w.beasley@csuohio.edu](mailto:w.beasley@csuohio.edu) or 216-687-5583).

### *Student Assistance*

#### *Writing Center*

The Writing Center (<http://www.csuohio.edu/academic/writingcenter/>) is available to University students. The Center offers writing support and editing by experienced professionals, and can offer valuable assistance in writing, organizing, and editing student work.

#### *Math Learning Center*

The Math Learning Center is available to University students for tutoring of general education math course work. Appointments and walk-ins are welcome ([http://www.csuohio.edu/sciences/dept/mathematics/learning\\_center.html](http://www.csuohio.edu/sciences/dept/mathematics/learning_center.html)).

*Tutoring and Academic Success Center*

The Tutoring and Academic Success Center provides academic assistance to University students in a supportive learning environment. A staff of dedicated peer tutors provides free out-of-class assistance in a wide variety of, though not all, subject areas (<http://www.csuohio.edu/academic/advising/tutoring/>).

*Counseling Center*

The Counseling Center offers academic, career, and personal counseling, consultation and outreach programming, training, group facilitation, and other services aimed at helping individuals and groups who are members of the campus community meet their respective personal and professional goals (<http://www.csuohio.edu/offices/counselingcenter/>).

*Student Academic Advising*

Student academic advising is provided by each of the Colleges/Schools for their declared majors. These College/School advisors meet with students early and often in their academic career to make sure they are on track to meet the General Education course requirements (<http://www.csuohio.edu/academic/gened/>) as well as their specific major course requirements. Faculty members should work with and consult their College Advising Office whenever advising students.

*Student Petitions Process*

It has long been received wisdom at CSU that “anything is petitionable”, meaning that a student may formally request an exception to almost any standing rule or policy (of course, whether or not that exception will be granted in a given case is another issue entirely). The petition process can be complicated, and one into which new faculty members should venture only with care and trepidation. Here are a few basic principles.

In most undergraduate situations, advising offices sponsor petitions, and help students draft language appropriate to the individual case. Each College or School has its own advising office, in addition to the exploratory advisors who assist students who have not yet declared a major. Here’s a list of the undergraduate advising offices, current as of this writing, with contact information:

Ahuja College of Business	Location: BU #219	687-3729
College of Liberal Arts and Social Sciences	Location: CB #279	687-5040
College of Education and Human Services	Location: EB #170	687-4625

Fenn College of Engineering	Location: SH #104	687-2555
College of Sciences and Health Professions	Location: #MC218B	687-9321
Levin College of Urban Affairs	Location: #UB205	687-3884
School of Nursing	Location: #JH238	687-3598

Petitions are filed at levels corresponding to the rule being petitioned. The lowest level petitions are departmental rules (such as rules defining the requirements for a specific major). Requests for exceptions at this level are often resolved informally and may not require an actual petition. If the rule exists at a College level, it requires a College level petition, which will be processed by a College level petitions committee. A good example of this petition is a College requirement that all majors within that College complete a particular course. If the rule exists at a University level, it will require a petition at the University level, and that petition will be processed by a University level petitions committee. A classic example of this situation is a request to waive a General Education (“GenEd”) requirement.

In the case of graduate students, all petitions go through the Graduate College; if you have a student in that situation, contact the graduate program coordinator in your area rather than a student advising office. The Graduate College petitions process includes first petitioning the Graduate Program Committee which acts on such requests and informs the student, the University Registrar, and the Dean of the College of Graduate Studies of its decision. Petitions concerning University and College of Graduate Studies requirements and regulations should be initiated through the graduate program advisor and graduate committee for recommendation. They are then forwarded to the Petitions Committee of the College of Graduate Studies for action. Once the College of Graduate Studies committee makes a decision, the student, the program advisor, and the program director are notified, and a notation is placed on the student’s academic record. Before filing a petition with the College of Graduate Studies, the student should thoroughly review all applicable regulations, so that the presentation is complete and accurate.

**Crucial point:** a petition is a complicated matter. Don’t make promises to students about petitions if you are unsure of the territory. Talk to the advisors in your College, talk to your chair, and talk to the program coordinators in your area before declaring to a student that a particular issue can be resolved with a petition.

*Catalog Rights*

The year a student first enrolls in the University represents the Catalog under which his/her graduation requirements must be met; here are both undergraduate (<http://catalog.csuohio.edu>) and graduate catalogs (<http://catalog.csuohio.edu>). Note that the page opens to the undergraduate catalog; the graduate catalog can be opened through the dropdown menu found in the upper right-hand corner of the page.

While the catalog is updated every two years, reflecting the modifications throughout the Colleges and School, “Catalog rights” (as they are referred to) attach to the student according to his/her first enrolled term. This right means, for example, if a student entered the University (and remained a student in good standing) in fall 2009, then that era Catalog (2009-2010) provides the University and major requirements that must be met. Subsequent Catalog revisions do not amend nor change this student’s course of study requirements.



### *International Studies (Fulbright Scholars)*

The Fulbright Program promotes educational exchanges, primarily for university faculty and students that involve lecturing, research, and graduate study. Over 40,000 United States faculty members have taken up positions abroad for a semester or longer, and an equal number of international faculty have come to the United States. Cleveland State University ranks near the top of national lists for number of Fulbright Scholars.

The program is administered by the Council for the International Exchange of Scholars foundation (CIES; <http://www.cies.org>); with Fulbright programs receiving approximately \$120 million in annual Congressional appropriations. In addition, a number of participating international governments contribute an additional \$30 million or so annually. CIES is assisted in its activities in individual countries either by bi-national commissions or by the Public Affairs Section of the United States embassy in individual countries.

The Fulbright Program ([http://www.cies.org/us\\_scholars/us\\_awards/](http://www.cies.org/us_scholars/us_awards/)) has two faculty options, the Traditional Fulbright Scholars Program and the Fulbright Senior Specialists Program ([http://www.cies.org/us\\_scholars/](http://www.cies.org/us_scholars/)). If you are interested in gathering information on these Programs or applying (<http://www.csuohio.edu/academic/fulbright/apply.html>), contact the University Fulbright Program

Office (<http://www.csuohio.edu/academic/fulbright/>), and in particular George Burke, our faculty Fulbright Representative ([g.burke@csuohio.edu](mailto:g.burke@csuohio.edu)).

### *CampusNet*

CampusNet is a faculty member's access point for many different activities. A faculty member can do the following from this site (<https://campusnet.csuohio.edu/index.jsp>): view scheduled class rosters (including pictures) and process course grades; update personal information and emergency contact information; forward your csuohio.edu email and change passwords; and, if advising students, access necessary student transcript and schedule information. Also, regarding undergraduate student advisement, there is an "Alert" button next to each student's name in your class roster. Whenever you have a concern that a student is in need of assistance because they are not performing up to expectations in your course you can click on this Alert button. A note is then sent to the College Advising Office (and directly to the student's academic counselor) to immediately follow up on and reach out to the student.

### *Campus Directory*

All university faculty and staff can be easily found by using the Campus Directory (<http://phone.csuohio.edu/>). You can search the "University Yellow Pages" by name or department.

### *Campus Mailbag*

Campus Mailbag is an electronic system for sharing information across the University. Faculty members receive on a regular basis an email link to this one-stop location for current event, news, and announcements across the campus. You may also post information to Campus Mailbag that you want shared in this campus-wide fashion. To do so, contact your department chair, school director, or Dean's Office directly.

### *Email*



Every faculty member has an account on the campus e-mail system. Faculty (and students) who prefer to forward their Cleveland State e-mail to another e-mail address can do so in CampusNet or by contacting the Call Center (216-687-5050). For help accessing your e-mail, changing passwords, or other concerns, contact the Call Center or link to <http://www.csuohio.edu/offices/ist/getconnected/email.html>. E-mail is available from any networked PC, anywhere. Access to your e-mail is available from the Campus Email link on the Cleveland State home page or by going directly to <https://webmail.csuohio.edu/>. If you prefer, you can also access your e-mail via Outlook, Outlook Express, Mac Mail, or other e-mail clients. Instructions for using these clients are available from the IS&T University Email resource page at <http://www.csuohio.edu/offices/ist/getconnected/email.html>. Be aware that a professional-looking email return address (e.g. [w.clinton@csuohio.edu](mailto:w.clinton@csuohio.edu) rather than [billyrocks@gmail.com](mailto:billyrocks@gmail.com)) can be an asset in communicating with students.

### *Information Services and Technology*

#### *Information/Answers*

Your answer to all things technology and computer-related should start with the Information Services and Technology Department (<http://www.csuohio.edu/offices/ist/>). Generally, your first step with any technology/computer-related need or problem will be to call the IS&T Call Center to seek initial advice (216-687-5050). IT Services offered also include an online information service, “AskIT Knowledge Base” (<http://askit.csuohio.edu/>) where the Department not only stores frequently asked questions but also makes an attempt to answer any questions you may have with your computer. Answer topics range from computer hardware, software, and network/internet to most any other topic pertaining to your PC or Macintosh.

#### *Teaching Resources*

In addition, pod-casting service is available if you desire to make your course material or lectures available in this format (<http://www.csuohio.edu/offices/ist/facultyresources/podcasting.html>). Also, the TurningPoint Student Response System (the “clicker”) is a wireless system that allows instructors to ask questions of the class and receive responses via hand-held remote devices. Student responses are recorded through a receiver attached to the instructor's workstation, and responses can be graded, summarized, and shown to the class in real-time or saved for later viewing ([http://www.csuohio.edu/offices/ist/facultyresources/student\\_response\\_systems.html](http://www.csuohio.edu/offices/ist/facultyresources/student_response_systems.html)).

### *Computer Service*

It is important to backup and save all your work. IS&T provides to each faculty member, at no cost, a one gigabyte storage space on the University Campus Drive; these files are available anytime and anywhere via the web (<https://campusdrive.csuohio.edu/xythoswfs/webui>). However, this Campus Drive is not appropriate for files containing sensitive information (covered by University policies, Family Education Rights and Privacy Act, Health Insurance Portability Protection act, and other federal and state laws). IS&T can provide backup storage that is secure, often on the V (Viking) Drive. Contact the Call Center at 216-687-5050 to make requests for either of these backup storage options. In addition, if server hardware is necessary for faculty member research purposes, this hardware purchase (though not payment for it) and coordination can be arranged through IS&T.

Faculty member computer needs (desktop or laptop; PC or Macintosh) are provided by the University and serviced through IS&T. This process necessitates that faculty work through their department/school with IS&T to purchase the appropriate computer with the outside vendor who is contracted with the University (see the shopping configurations at <http://www.csuohio.edu/offices/ist/shoppingpcs/standard.html>). Computers are normally replaced every four years. In addition, IS&T manages your desktop computer upgrades and services automatically while you are “plugged into” the University Campus system; this system is called “Managed Desktop.”

### *Integrated Media Systems & Services*

Integrated Media Systems & Services (IMSS) assists faculty with the development, production, and use of media materials and facilities. IMSS is where faculty receive instructional equipment for their classrooms, for example a laptop and projector. Its experienced staff work closely with faculty members to plan and develop quality materials for the enhancement of teaching. IMSS also provides cutting-edge equipment and facilities for the following: video streaming; production services including video, mediasite (<http://mediasite.ulib.csuohio.edu/mediasite/Catalog/pages/catalog.aspx?catalogId=6d22798d-cd6d-4a02-843a-787173299a8e>), graphics, audio, and multi-media options (<http://library.csuohio.edu/ims/production.html>); media equipment loan (<http://library.csuohio.edu/ims/equipment.html>); and distance learning technologies (<http://library.csuohio.edu/ims/ivdl.html>). For assistance with any of these services or technologies contact IMMS directly (<http://library.csuohio.edu/ims/>).

### *Campus 411 All-in-1 Enrollment Services*

Campus411 is an excellent resource for students, and, at times for faculty. It is a one-stop student services center that can assist with any questions regarding admissions, academic records, financial aid, registration, and student accounts. In addition, this office provides referral services to other necessary or requested University offices. An expanded list of these services is available (<http://www.csuohio.edu/enrollmentservices/all-in-1>), and is a useful resource for faculty who are also student advisors. The Campus411 Office is located in the Main Classroom main lobby (Room #116).

### *Viking Card/Viking Cash*

The Viking Card is the official identification card for University students, faculty, and staff. The card is the means to building and lab access, testing centers, sporting events, library privileges, meal plans, Vikingcash, vending machines, and other University activities. Vikingcash is an on-line spending account run through your Viking Card with no interest or transaction fees. It lets you use your University ID like a debit card for convenient, secure purchases at CSU. Vikingcash balances stay in the Viking Card account from semester to semester and year to year while registered at the University. To receive your Viking Card, simply take your Human Resources documentation of faculty hiring status with you, along with a Photo ID (state driver's license, passport, military ID), to Main Classroom Room #112 (main lobby). The process takes just a few moments and you will receive your card at that time (<http://www.csuohio.edu/services/vcard/newcard/>).

### *Security and Access Cards*

Your Viking Card can also serve, once upgraded, as a security and access card to certain University buildings (<http://www.csuohio.edu/services/vcard/prox>). This card is called a Viking Prox Card and requires department or school permission to apply and obtain (<http://www.csuohio.edu/offices/accesssecurity/accessrequest.pdf>). You should coordinate this process with your department or school administrative staff to follow the correct procedure. Once obtained, to enter areas for which you have authorization, just hold up your card to the reader - you may be able to use the card from inside

a holder, wallet or purse without removing it. The light on the proximity reader will turn from red to green signifying that access has been granted and the door will unlock. Use of your Prox Card provides faculty access to offices and laboratory space even when buildings are closed. It is highly recommended that you determine the location of the relevant Prox Card-equipped door(s) and confirm the proper function of your Prox Card before you experience an urgent need for after-hours access.

### *Commuting*

Because the University is located in an urban area, traffic can be heavy at times, and parking is usually in high demand during peak hours. Some members of the campus community use bicycles for their commute, which requires a high tolerance for riding in city environments but eliminates both gasoline and parking costs, works wonders for personal fitness, and reduces an individual's carbon footprint. Faculty bicyclists can make arrangements to shower and change in the gym (through the Fitness for Life program) or the Recreation Center (through membership).

A larger number of individuals use public transit. The University is located immediately next to the Stephanie Tubbs Jones Transit Center that serves as a hub for Cleveland Regional Transit Authority (RTA) busses. Quite a few of the major commuter bus routes pass directly through the campus, including major Park 'N Ride lots that allow commuters to park in satellite lots close to outlying communities. Rapid transit trains all converge on Tower City Center, which is a short ride on the free "E" line trolley from the campus. While not quite as "green" as bicycling, public transit is safer, eliminates the stress of driving in city traffic, and is highly cost-effective in that it does away with the cost of fuel and parking. The trade-off is generally a slightly longer commuting time. More information about Cleveland's Regional Transit Authority can be found at <http://www.riderta.com>, and printed bus schedules may be found in a rack on the plaza level of the University Student Center.

An additional option is the University's ZipCar Program. The Program currently includes a two vehicles that can be rented by the hour or day, with pre-paid convenience, and can be parked and returned to Lot CC on campus (between the Music & Communications Building and Euclid Avenue). This program went live in August 2011, and more information is available at <http://www.zipcar.com/csuohio/>.

### *Parking*

Faculty parking is available throughout the campus (<http://www.csuohio.edu/aboutcsu/campusmap.pdf>), and directions to the campus are straightforward (<http://www.csuohio.edu/aboutcsu/directions/>). While street parking (pay by meter) is available on most streets surrounding the University, reliance on this option is difficult; using the faculty/staff/student parking lots is much more accessible. To do so faculty members must purchase a vehicle hangtag and have it displayed at all times (the parking lot monitors are very efficient in their ticketing process). You may purchase a prepaid hangtag that allows parking without daily pay or a hangtag that requires a daily rate be paid. You may register your vehicle and receive a hangtag from Parking Services located the Chester Building Annex, #128, or online through CampusNet (<https://campusnet.csuohio.edu/index.jsp>). You must have your University ID Number to register your vehicle (<http://www.csuohio.edu/services/parking/registration/>). Rates for hangtags vary depending on need (<http://www.csuohio.edu/services/parking/rates/>). If you lack a campus hangtag, the alternative to metered parking on street is to park at the Wolstein Center parking garage, which does not require a hangtag and will allow you to pay with cash or credit card upon exit. Be aware that campus parking is in short supply during peak times during the week, and that you may need to make alternative arrangements (take the RTA bus, arrive on campus early, carpool) at these times.

### *Recreation Center*

The University built a new recreation center in 2007, offering a large array of fitness-, exercise-, and health-related options for faculty and their families (<http://www.csuohio.edu/services/recreationcenter/>). Membership rates vary depending on your faculty appointment status (full-time, part-time), and spouses/partners qualify for reduced rates (<http://www.csuohio.edu/services/recreationcenter/membership/faculty-staff/index.html>). Locker rentals and other amenity services are available to members (<http://www.csuohio.edu/services/recreationcenter/recreationcenterfacts/lockersequipment/index.html>). If you plan to commute to campus via bicycle, the Recreation Center is recommended as the best place on campus to park your bike, shower, and change.

### *Fitness for Life Program*

The Fitness for Life Program is available to faculty members in support of their physical (and mental) well-being. This year-long program (though you can be involved indefinitely) provides individual exercise program recommendations based on evaluations of physical fitness, safe group exercise tailored to each

individual, and general information about physical fitness. Individuals joining for the first time receive physiological measurements at the beginning and the end of the year. Tests include sub-maximal graded exercise (stress) tests, measurements of body composition, flexibility, muscular strength, lung capacity, appraisal of health risks, and blood analyses. The program has classroom sessions once a month, supervised exercise sessions during the week, and a regular newsletter. For more information, contact Dr. Ken Sparks ([k.sparks@csuohio.edu](mailto:k.sparks@csuohio.edu)).

## University Policies

### *Intellectual Property*

The University has an extensive intellectual property (patents and copyright) policy for faculty members located in Article 27 of the Agreement (<http://csu-aaup.com/newsletters/Cleveland%20State%20AAUP%20Contract.pdf>).

### *Institutional Review Board*

Research conducted by CSU faculty, staff or students involving human subjects must receive the University's Institutional Review Board (IRB) review and approval. The IRB, made up of University institutional reviewers, is responsible for ensuring compliance with all Federal regulations regarding the protection and ethical treatment of human subjects in research. Application for research project approval is submitted through the Office of Sponsored Programs and Research (<http://www.csuohio.edu/offices/spr/irb/index.html>). The first step is to submit an IRB Protocol Submission Form to the IRB/OSPR, following the necessary steps specific to your research proposal (<http://www.csuohio.edu/offices/spr/irb/irbprotocolsubmissionforms/index.html>). Investigators may find it helpful to consult with the IRB staff/chairperson prior to submission to avoid delays in the review process.

### *Addressing Student Problems*

#### *Office of Judicial Affairs*

The University seeks to foster a campus community that provides students with the opportunity reach their educational goals and that protects the health, safety, property and human rights of faculty, staff, and students. The Office of Judicial Affairs serves the University by helping to maintain a safe and secure campus community through administration of the Student Conduct Code. To help carry out the mission of the University, the Judicial Affairs Officer promulgates and enforces the appropriate rules, regulations, and policies and takes action when violations of these rules, regulations, and policies occur. When violations of the Student Conduct Code occur, the accused student is offered a choice of hearing procedures. The student can request an Administrative Hearing that is conducted by the Student Conduct Officer who is appointed by the Provost. Or,

the student can request a University Judicial Board Hearing that is conducted by a board made up of students elected by the student body and faculty appointed by the Faculty Senate. The University Judicial Board is comprised of seven (7) student members and two (2) faculty members.

The Office of Judicial Affairs assists students and the campus community by conducting investigations, holding hearings and protecting the rights of student's rights when they are charged with violations. The Office also assists the campus community by providing the following services: information about the Student Conduct Code and University policies; mediation/alternative dispute resolution; assistance and advice to students to seek redress of grievances; judicial counseling and advisement; campus referrals; and advocacy service to resolve academic and non-academic issues and concerns. The Office of Judicial Affairs maintains a non-threatening environment where confidentiality is honored. It helps to facilitate honest and truthful disclosure, which leads to a more efficient resolution of student issues.

#### *Referring Students in Need of Assistance*

If a faculty member has concerns about a student's conduct, or if a student needs additional information about campus rules and behavior expectations, contact Valerie Hinton Hannah, Student Judicial Affairs Officer via telephone at (216) 687-2048 or email at [v.hintonhannah@csuohio.edu](mailto:v.hintonhannah@csuohio.edu). All information related to student conduct at the University can be found in the Code of Student Conduct at [www.csuohio.edu/studentlife](http://www.csuohio.edu/studentlife).

#### *Ombudsperson*

The University Ombudsperson has the official role of protecting the interests and rights of all members of the University community by being an impartial, trustworthy person to oversee conflict-resolution procedures and assure due process for all parties involved in a conflict. The ombudsperson strives to achieve informal resolutions of disputes; provides informal, confidential mediation; advises complainants of their rights; identifies the correct bodies to which petitions and requests should be addressed; helps complainants prepare supporting paperwork in clear and concise form; and offers an avenue through which persons with grievances can express their concerns and develop a constructive perspective on their situation.

A major goal of the ombudsperson is to serve as a reliable, comprehensive source of information about University rules and procedures at all levels in order to assure that all members of the institution have full knowledge of, and access to, all appropriate conflict-resolution processes. Achieving informal resolutions depends substantially on aiding disputants to appreciate the various factors that affect their situation and to understand the options available to them. The ombudsperson maintains strict confidentiality regarding all



interactions related to the role. The parties involved in a dispute are assured that all disclosures to the ombudsperson are confidential and that they retain control over information shared with the ombudsperson as well as actions taken by the ombudsperson on their behalf. Neither party is obligated to accept either in full or in part the recommendations of the ombudsperson; the parties always retain the right to pursue other options. You can find contact information for the Ombudsperson at <http://www.csuohio.edu/studentlife/conduct/ombudsperson.html>.

### *Emergency Campus Closings*

In case of inclement weather or emergency conditions in the downtown Cleveland area the central administration may make a determination to close the campus. In the case of a closing, day and evening classes are handled separately and provisions are made for students living on-campus. Announcements of campus closures are made via the campus Emergency Alert system and are posted on the main CSU web page ([www.csuohio.edu](http://www.csuohio.edu)). Faculty members should register and keep current their emergency contact information by logging into CampusNet (<https://campusnet.csuohio.edu/login.jsp>) and linking to the CSU Alert “Update” section.

### *Program Review and Assessment*

The Office of Student Learning Assessment coordinates all assessment efforts and initiatives across the University's campuses, with an expressed mission to identify and promote appropriate ways in which to engage the campus community in a transformative and highly participative assessment culture (<http://www.csuohio.edu/offices/assessment/>). One important effort is the annual department and school program reviews. Each department and school has designed a program assessment plan, including regular data collection and analysis of identified student learning outcomes. These department and school reviews are submitted to the Office of Student Learning Assessment at the end of each academic year and the Assessment Council (<http://www.csuohio.edu/offices/assessment/assessmentcouncil.html>) and other faculty experts review the results and provide constructive feedback.

*Family Educational Rights and Privacy Act (FERPA)*

The Family Educational Rights and Privacy Act (commonly called FERPA) is a federal law giving students, and in many circumstances parent(s) of students, certain privacy rights. The University notifies all students of their privacy rights under this law (<http://www.csuohio.edu/enrollmentservices/registrar/privacy/ferpa.html>) and further has developed policies to follow in upholding the law and these student rights. These policies include the following: access to student records; reviewing student records; hearing to challenge content of records; challenges to grades; who has access to student records; public release of student information; and maintenance of student records. It is important to review, understand, and follow these University policies (<http://www.csuohio.edu/enrollmentservices/registrar/privacy/csuprivacy.html>).

## Non-traditional Teaching

### *eLearning (online and hybrid courses)*

The Center for eLearning supports the development of high quality online and blended programs and courses at Cleveland State University. The learning management system (LMS), Blackboard, can be used to supplement traditional courses, in a blended format and for fully online courses. The Center for eLearning is a resource for all faculty interested in using educational technology to enhance learning. Faculty services provided by the Center include: instructional design services and consultations; training in Blackboard and other instructional tools; brown bag discussion series in conjunction with the Center for Teaching Excellence; lecture capture options such as Mediasite and Camtasia Relay; training in web conferencing tools for classroom learning; media digitizing services; technical support; and social media tools (wiki & blogs, etc). The Center provides additional support and customized training upon request. For more information please contact the Center for eLearning at (216) 687-3960 or [elearning@csuohio.edu](mailto:elearning@csuohio.edu).

### *IVDL/Distance Technology*

Some CSU classes are taught synchronously at a distance using Interactive Video Distance Learning (IVDL) technology; which means that both students and instructor are equipped with cameras and microphones and are (virtually) present in the same teaching/learning space at the same time. This technology allows one instructor to teach students in multiple locations simultaneously; in some cases the students are located at considerable distances from the CSU campus. Certain degree programs at CSU rely heavily on this technology, and there are several specially equipped IVDL classrooms located on the main CSU campus. For more information about IVDL in general, contact IMSS (<http://library.csuohio.edu/ims/ivdl.html>). To learn whether or not your department or school uses IVDL technology, check with your chair or Dean. Since teaching in an IVDL setting requires a skill set above and beyond traditional classroom instruction, if you find yourself assigned to teach an IVDL class you should prepare well in advance and make arrangements for practice before beginning the semester. For instruction and assistance with IVDL teaching methodologies, contact Dr. William Beasley in the Center for Teaching Excellence (216-687-5583 or [w.beasley@csuohio.edu](mailto:w.beasley@csuohio.edu)).

## **Changes to this handbook after initial distribution**

### Version 1.1: January 24, 2012

Error correction: There is no grade of “C-“ on the CSU undergraduate grading scale. Sentence on page 18 revised to read “Undergraduates may earn grades of A, A-,B+,B,B-, C+, C, D, or F. Graduate students may only earn grades of A, A-, B+, B, B-, C, or F.”.

### Version 1.2: April 20, 2012

- Added observation that any faculty member may attend Faculty Senate meetings
- “Subject librarians” section added to “faculty resources”

### Version 1.3: May 16, 2012

- Page numbering adjusted in table of contents
- Strikethrough text removed from document
- Link to OhioLink Digital Resource Commons replaced link to OhioLink Digital Media Center, which is being shut down
- Name of “Campus 411” updated to “Campus 411 All-in-1 Enrollment Services”, with corresponding update to URL

### Version 1.4: August 10, 2012

- Catalog URL and text reference in “Teaching Responsibilities: Syllabus” and “Catalog Rights” sections updated, with screenshot added in each case to illustrate procedure for selecting graduate catalog