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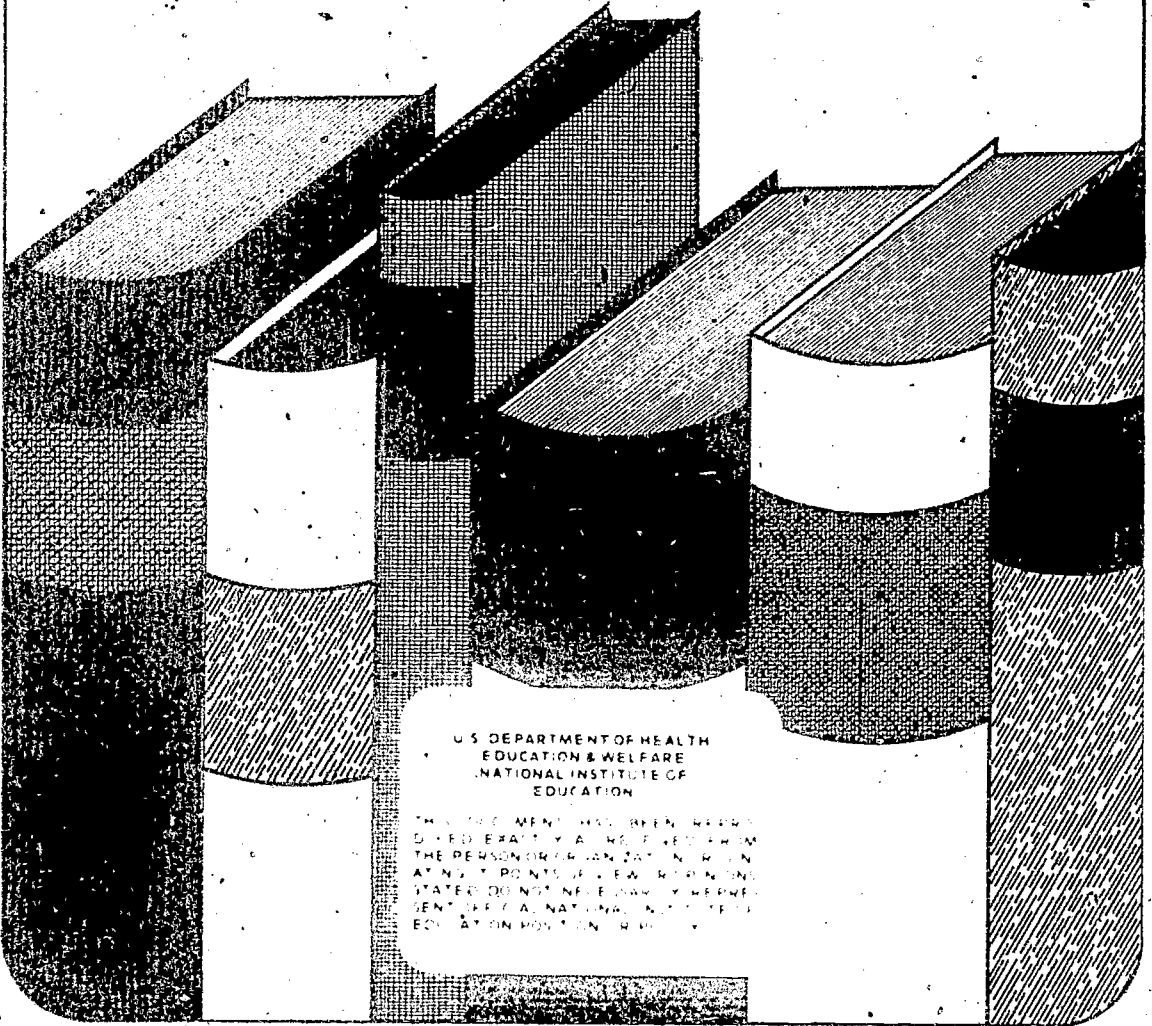
ABSTRACT

This two-part document is both the faculty handbook and faculty personnel manual of Bowling Green State University for 1975-76. The faculty handbook includes: (1) academic responsibilities and rights; (2) ancillary services; (3) teacher responsibility; (4) affirmative action; and (5) tenure. The faculty personnel manual includes: (1) contractual policies and procedures; (2) professional standards; (3) evaluation policies and procedures; and (4) termination policies and procedures. (KE)

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# The Faculty Handbook 1975-76



U.S. DEPARTMENT OF HEALTH  
EDUCATION & WELFARE  
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EDUCATION

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**Bowling Green State University  
and  
Firelands Campus**

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**Faculty  
Handbook  
1975-76**

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**Issued by  
Office of the Provost  
Bowling Green State University**

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## Academic Honesty

The Academic Honesty Committee sets forth the objectives and procedures in its policy statement as follows:

### OBJECTIVES

1. To communicate to all members of the University community the conviction of the University and its faculty that cheating and plagiarism are destructive to the central purposes of the University and are universally disapproved.
2. To state procedures for accomplishing the above objective by students, faculty, academic deans, and the University Academic Honesty Committee.

### PROCEDURES

1. Both students and faculty should initiate discussions which will lead to the elevation of University mores on cheating and plagiarism.
2. Each faculty member should include in his/her introduction to a course:
  - (a) A statement of his/her definitions and policies with regard to cheating and plagiarism,
  - (b) Statements about examinations within the specific course, e.g., frequency, kinds, importance, and
  - (c) The statement that every instance of dishonesty as defined in (a) will be reported as described elsewhere in this policy.
3. Insofar as possible, temptations to potential violators should be removed. Specific suggestions include:
  - (a) Only new tests should be used; samples of course tests may be filed in the University Library. The Library will receive, file, and make available to students through the Closed Reserve System all tests forwarded by the teaching faculty but will not actively procure or permanently retain such tests (unless otherwise requested by a teaching department, the normal retention period will not exceed five years).
  - (b) When test items are similar to those used in the past, strict security should be observed so that copies of such items are not taken from the test area.
  - (c) Testing of large groups should be held in places other than rooms with high density seating.

(d) There should be provision of sufficient proctors for the group being tested. Assistance should be provided by instructors, and, where necessary, by student assistants.

4. Faculty members should exemplify the highest levels of academic honesty at all times.
5. Cases of academic dishonesty shall be reported to the Dean of the College in which the student is enrolled, to the Dean of the College in which the course is taught and to the Coordinator of Student Services either by the instructor or by a student in the class where the incident occurs. A memorandum stating the nature of the report and the disposition of the case shall be sent to the Academic Honesty Committee and to the Coordinator of Student Services by the student's dean. The student shall be informed in writing of the charges made and of his rights of due process in all hearings related to the matter.
6. Penalties for offenses are defined as follows:

Expulsion

Dismissal with no provision for readmission.

Dismissal for a stated period of time

After the time has elapsed the student may apply for readmission on the same basis as any student entering from another school.

Suspension for a stated period of time

May not register again until stated period of time has elapsed. The student is subject to all regulations dealing with his status at the time of suspension, e.g., academic warning.

Suspended Penalty

Where any of the three above stated have been totally or partially suspended, a student who subsequently violates the Academic Honesty Policy is subject not only to the penalty prescribed for that subsequent offense but also to the suspended portion of the previously-imposed penalty.

Failure in course

The student should be withdrawn from the course and a grade of WF assigned.

Failure in part of a course (test paper, etc.)

In accordance with practices of instructor.

Warning

Assigned by academic dean. Facts are recorded in student's record.

Each penalty shall be considered to be a punishment of greater degree than the punishments listed below it (assuming dismissal time is at least as long as suspension time.)



7. Penalties for first offenses shall be in accordance with the following table:

Offenses	Minimum Penalty	Maximum Penalty	Original Jurisdiction
Cheating or plagiarism in tests or other assignments in a course*	Failure on test or assignment	Failure in course	Instructor in course
Stealing, duplicating, or selling examinations or examination books	Suspension for two quarters**	Dismissal for three years** and institution of civil proceedings	Student's academic dean
Substitution in class for a significant period without permission	Warning (for substitute) Failure in course (for enrollee)	Suspension for one year	Student's academic dean
Substitution in an examination	Suspension for two quarters**	Dismissal for one year**	Student's academic dean
Other cheating	Warning	Suspension for two quarters**	Student's academic dean

\*Purchase of research papers or employment of a person or agency to prepare such papers is considered by the Academic Honesty Committee to be equivalent to plagiarism.

\*\*All or part of penalty may be suspended.

For second offenses, the maximum penalty may be increased to a longer period of suspension or dismissal, or to a greater degree of punishment.

One year is defined as four consecutive quarters.

8. In any case in which the penalty for the alleged offense is suspension or expulsion, the academic dean having original jurisdiction shall be required before making a decision to inform the Coordinator of Student Services that the student has been charged with the offense. The Coordinator of Student Services shall supply the academic dean having jurisdiction with any relevant information and may make a recommendation as to the disposition of the case.

The penalty is to be determined by the academic dean having original jurisdiction. The penalty shall begin immediately upon the notification of the student in writing of its assessment unless appealed. If appealed, the assessment is to be withheld until completion of the appeal process. If the original decision is upheld, the penalty will be effective as of the original date of notification. If, during the period of the hearing or the appeal, a quarter or term ends, grades and credits of the student shall be withheld pending final resolution of the case.

9. The University Academic Honesty Committee shall have appellate jurisdiction in cases of academic dishonesty and shall establish its own procedural rules. The academic dean assessing a penalty shall inform the student in writing of his/her right to appeal as described below, and that such appeal must be made within ten days of the date on which the student receives notice of the penalty. An appeal may be based on new evidence or on procedural errors in the proceedings leading to the assessment of the penalty. Appeals are to be sent by the student in written form to the Committee, with copies to be filed with the Dean of the College in which the student is enrolled, and the Dean of the College in which the course is taught. The Committee shall have authority to initiate review of any case, if it so desires, and shall have authority to conduct an investigation of a case de nova. The Academic Honesty Committee shall have the power to suspend a penalty in whole or in part and to impose appropriate conditions as a corollary. This power may be exercised either upon recommendation of the dean who imposed the penalty or in the course of the review of a case by the Committee. Final appeal jurisdiction in any case rests with the President of the University.

10. This statement of policy shall be published whenever possible in all editions of the Student and Faculty Handbooks.

Academic Responsibilities and Rights

There are several statements which establish the guidelines of academic responsibilities and rights. The first of these appears in Article 1 of the Faculty Charter and states:

- (1) Full freedom for the expression of differing opinions and the acceptance of the spirit of criticism are essential to the atmosphere of a great university.



- (2) Academic freedom is indispensable to the University. The freedom of the individual teacher-scholar, however, carries with it unmistakable acceptance of responsibilities with regard to the good of the University and of society;...

The University Policy on Faculty Appointment and Tenure as adopted by the Board of Trustees in May, 1968, and amended May, 1971, is the second of these guidelines.

The third of these is the statement on Freedom of Political Expression adopted by the Faculty Senate in January, 1965, and revised in March, 1969. The complete statement is available from the Senate office; the summary recommendations of the statement are as follows:

- (1) That there be reasonable regulation of the time, place, and manner of conducting political activity on the campus; and
- (2) That there be no university restriction on the content of speech or advocacy.

The fourth guideline was established in March, 1967 when the Board of Trustees adopted a general university policy on student disturbances. The entire statement is available in the President's Office, but its introduction reads as follows:

A university community should be a citadel of free expression, but the extent to which the principle of free expression grows as part of a university's tradition depends upon the wisdom with which that freedom is exercised. In an effort to cultivate maximum freedom and its judicious use on the Bowling Green campus, the University is committed to as little regulation of student political and other group activity as is consistent with honorable, orderly personal conduct and the normal functioning of the institution.

On May 4, 1971, the Faculty Senate adopted a statement formally reaffirming recognition of faculty responsibilities including the following general statement:

Generations of teacher-scholars have recognized that membership in the academic profession carries with it special responsibilities. The nature of the educational process, and the circumstances necessary to the search for truth, and the use, extension, and transmission of knowledge, have resulted in various statements of the concept of academic freedom. Always, this demand for freedom has been accompanied by an awareness of a concomitant responsibility, which has been part of the conduct of reasonable, learned, and humane men and women who practice the worthy and dignified profession of teacher-scholar.

A copy of the full statement is available in the Senate Office. The Ohio Faculty Senate has prepared a statement of faculty rights and responsibilities, a modification of which has been adopted by the Faculty Senate of Bowling Green State University. A copy of this statement may be obtained from the Senate Office.

A Revised Student Code has been approved by the Board of Trustees in May, 1970. A complete copy is available in the Office of the Vice Provost for Student Affairs.

Affirmative Action Policy (See Equal Employment Opportunity Policy)

### Athletic Recreational Facilities

Athletic recreation facilities--pool, handball courts, ice arena, golf course, tennis courts, etc.--are available to the faculty, staff, and members of their families on a priority basis. Physical education classes, intramurals, and scheduled team practices and play take precedence over non-student use. The HPE Department (372-2876) and the PER Department (372-2772) can provide information about the use of these facilities. Handball courts in the Stadium can be reserved by calling 372-2401. Handball courts and facilities in the Men's Gym can be reserved by calling 372-2070. The Ice Arena controls this facility and can be utilized by calling 372-2264. University tennis courts may be reserved in season by calling 372-0302. Faculty, staff and families may utilize recreational swim periods by calling 372-2673 for details. A limited number of permanent lockers are available for assignment in the Men's Gym and Stadium by arrangement with the "cage" attendant in these locker rooms. Full-time staff and dependents may take one regular course in HPE activities each quarter (golf, swimming, skating, etc.) under "fringe benefits" privileges. The Human Performance Laboratory in Room 110, Men's Gym, is available for fitness evaluation of interested persons. Call 372-2192 for an appointment.

### Bonds

Anyone desiring a payroll deduction for U.S. Savings Bonds should complete the necessary authorization card at the University Payroll Office.

## Bookstore

The University Bookstore, located on the main floor in the Student Services Building, carries in addition to textbooks other books and college supplies such as paperbacks, hardcover new releases, greeting cards, and a variety of gift items. Special order service for books is available. University parking is adjacent.

The ID card of a faculty member presented to the cashier prior to ringing of sale will avoid error by alerting the check-out operator that you are eligible for a 10% discount on all purchases of \$1.00 or more for either cash or charge. Charges are made only on a register marked "charges" at the center of the check-out area.

For convenience your spouse or dependents, with proper identification such as their driver's license, may use your card to make a purchase. Identification is needed to cash first party checks.

It is necessary to order textbooks well in advance of a quarter through your department chairperson. By the second meeting of your classes it would be well to check your students to determine if all wanting books are supplied. Call the Bookstore (2-2851) immediately in case additional books are needed.

Publishers require that a faculty member write for his/her own desk copies on forms you may secure from the Bookstore or with the help of your departmental secretary. In an emergency, the Bookstore will lend you a text on a 30-day charge.

Additional information is available in the brochure "About the B.G.S.U. Bookstore".

## Broadcasting Services

Broadcasting Services at the University are provided by WBGU-TV, WBGU-FM, and Closed-Circuit Instructional Television.

WBGU-TV Broadcasting on UHF Channel 57 with 750,000 watts, WBGU-TV is a non-commercial, educational station affiliated with the Public Broadcasting Service Network. It serves

the University community, public and private schools and the public with programming in the areas of instruction, general education, and cultural and public affairs.

In addition to a staff of full-time professional broadcasters, WBGU-TV employs a large number of University students who receive internship experience as part of their education in television program production and operations.

The studio is located on South Campus. The transmitter is near the town of Deshler.

WBGU-FM. The University's FM radio station broadcasts on 88.1 megahertz with 1350 watts. Programming is primarily comprised of national and local news and public affairs and classical music. The station is an affiliate of the National Public Radio Network which provides special music concert features and a broad scope of actuality broadcasts on public issues from such sources as U.S. Senate hearings, National Press Club luncheons, seminars, etc.

WBGU-FM's transmitter and studio are located on the 4th floor of South Hall.

Closed-Circuit Instructional Television. CCTV is virtually a second television station, providing a daily schedule of instructional programs requested by faculty for use by their students. Programs are carried on a dual campus-wide coaxial cable distribution system connecting all academic buildings, residence halls, sorority and fraternity houses, and most non-academic buildings. Four ITV channels are available in academic buildings, one channel in residence halls and sorority and fraternity houses.

In addition to providing programs rented from other sources, the Closed-Circuit Instructional Television Office works with faculty in producing instructional film and video-tape materials using the WBGU-TV studio and mobile unit facilities.

The Director of ITV is also responsible for televised continuing education disseminated both by closed-circuit on the campus and by broadcast on WBGU-TV.

The CCTV Office is located in the Television Building from which point ITV programs are distributed on the campus cable system.

All faculty and staff members receive notices of coming attractions in the campus Artist Series and the campus Film Series. Season tickets are available for athletic events during the academic year. Recital schedules are available from the School of Music, and notices will be sent to faculty and staff regarding the locally-produced opera. BGSU operates a public FM radio station, WBGU-FM, and a public television station, WBGU-TV, Channel 57. New faculty and staff members may wish to look over informational materials distributed by the local Chamber of Commerce.

Career Planning and Placement Services

The Office of Career Planning and Placement is located in the Student Services Building. The five professional staff members provide individualized counseling to all students seeking career guidance and information. They also coordinate job vacancy information and employer recruiting. Qualified candidates for a vacancy are notified and employers are forwarded a listing of those contacted. Students' records and their work-status are continually updated through frequent surveys.

Faculty and staff members are invited to share in the counseling and placement process through luncheons with employer representatives, classroom presentations, and departmental club programs. Assistance in locating qualified faculty and staff through professional association contacts is provided to academic and administrative departments. Statistical information on vacancies reported in the various fields and disciplines are processed, analyzed, and furnished to departments.

The office is open daily from 8:00 a.m. to 5:00 p.m. Mondays through Fridays.

Class Admission Rosters

On the first day of classes, you will receive a roster of students who have registered for each of your courses. Beginning with the second day of classes, each new student who appears in your classes should present an admission card, which

will certify to you that he has registered and paid his fees. On the Tuesday following the first day of classes, you will receive a corrected roster of students for each class. No drop cards will be sent to you for students who have dropped your course; their names will simply be omitted from the corrected roster.

You will be required to mark any revisions needed for accuracy on the second roster mentioned above, and a deadline will be stipulated for the return of the rosters to the Registrar. During the quarter, lists of students who have dropped or added your courses will be sent to you from the Registrar.

Because your corrections on the second IBM roster are used by the Registrar in preparing our University's enrollment report to the Ohio Board of Regents, it is imperative that you return your corrections to the Registrar on the date specified.

### Class Attendance

The following statement was adopted by the Senate in its meeting of April 6, 1971:

The faculty believes that classroom activities are essential to learning and to the application of knowledge.

The student is responsible for knowing and meeting course requirements, including tests, assignments, and class participation, as indicated by the course instructor. The instructor has no obligation to give make-up examinations or to review other class work missed by a student as a result of unauthorized absence.

A student may be authorized to be absent for reasons of University-sponsored activities, personal illness, death in the immediate family, and other genuine emergencies. Absences for illness are authorized: (1) by the Student Medical Center when a student is hospitalized in the Center; or (2) by the Coordinator of Student Services or College Dean when the student presents a certificate that he/she has been undergoing medical treatment at home. Absences for University-sponsored activities are authorized by the office of the appropriate dean; absences for other just causes



are authorized by the Coordinator of Student Services. Such authorizations are certified by the Registrar, and the student may obtain such certification to show instructors upon returning to class.

An instructor may accept a student's excuse for an unauthorized absence as a basis for making up major tests and examinations. He/she must accept an absence certified by the Registrar as grounds for allowing a student to make up major tests and examinations. The responsibility, however, for making up work missed during absences rests with the student.

### Classroom Environment, Responsibility and Authority of Instructor

Effective May 17, 1966, the Academic Council approved the following statement, which has been endorsed by the President of the University:

" . . . reaffirms the present practice which places the primary responsibility for the classroom environment with the instructor. It is assumed that the administration will support this position providing that the instructor conducts himself/herself in a professional manner and in accordance with the University policies and regulations. . .

In this context the use of recording devices in the classroom is the prerogative of the instructor, providing that the use of recording devices be consistent with the educational aims of the class and not be used for any other purpose except by permission of the instructor."

### Computational Services

The Office of Computational Services is a service facility for faculty, administrative staff, and students. It may be used for research, test-scoring, class demonstrations, etc. The primary responsibility for programming, keypunching of input cards, and operation of equipment rests with the user, though members of the staff are available for consultation and assistance.

There is no charge for use of computer equipment for class work or for unsponsored research. For research sponsored by outside agencies which allow budget allotments for computer use, charges are made in accordance with a schedule available from the Office of Computational Services.

The majority of raw computing resource is purchased by Bowling Green State University from the J. Preston Levis Regional Computer Center. All terminals (interactive and batch) on the BGSU campus are owned or rented by Bowling Green and operated by Bowling Green State University Office of Computational Services staff.

The Computer Advisory Committee, a University standing committee, advises the Office of Computational Services on matters relating to policy and operation.

### Counseling Center

The Counseling Center, located in 320 Student Services Building, is staffed by persons whose training is in Counseling and Clinical Psychology. The staff's function is that of working with students seeking help in handling personal, social, vocational and educational problems and helping such students find other sources of aid where such are appropriate. In the latter sense, close communication is maintained with other areas but not in the sense of communication with other areas as to the identity of students who seek help or the problems which they bring.

In the area of vocational and educational choice, various tests may be used where appropriate, but actually a large part of the work with students involves aid in the area of personal-social adjustment where such tests often may not be of any great value. Any reporting of information to others is not routine and would be at the request of the student. Counseling with any student in the Counseling Center is basically a confidential relationship under control of the student. Brochures having to do with vocations and a tape library describing Bowling Green programs and department majors and minors are maintained in the Center. For additional information concerning services of the Center, contact Frank C. Arnold, Director.

### Credit Union (BGSU Employees)

A credit union operated by members of the University community is available to all full-time members of the faculty and staff. The credit union provides its members with an opportunity to save money through a shares account system and to obtain loans at the low interest rate of 1% per month on the unpaid balance of the loan, 12% per year on the total note. A payroll deduction plan allows members to have shares or loan payments automatically deducted from their regular checks.

In order to be a member of the credit union with full loan and share privileges, a minimum of one share, worth \$5.00, is required. A service fee of \$.25 is charged for each signature on the account.

The credit union office is located in Room 231-A Shatzel Hall, second floor, north wing, phone 372-2194, office hours 1:00-3:00 p.m., Monday through Friday, except regular University holidays.

### Developmental Education

The Developmental Education Program (372-2101), located in the Library, is a service as well as a research unit. Major services offered by the program include courses designed to provide alternatives to conventional teacher-centered instruction, academic counseling and tutoring. Program staff are also conducting research designed to ferret out the variables which affect student achievement and teaching effectiveness.

The majority of students who take courses in the Developmental Education Program come to the University through the Student Development Program. Since the classes are relatively small, the students receive much more individual attention than they normally would. Their academic achievement is also closely monitored by both faculty and staff. Questions concerning the program should be directed to Dr. John F. Newby, Program Director.

### Employment (Extramural Gainful)

Full-time employees may not accept employment with any other educational institution without permission of the department chairperson, dean and Provost. The employee will advise his/her department chairperson and dean of any activities in which said employee may engage which will or may result in rendering less than designated contract time to the University.

### Equal Employment Opportunity Policy Statement and Affirmative Action Program

Bowling Green State University affirms, through its Equal Employment Opportunity Policy Statement and Affirmative Action Program, its commitment and dedicated efforts to provide equal employment opportunity as prescribed by such laws as Federal

Executive Orders 11246 as amended by 11375, the Equal Employment Opportunity Act of 1972, and the laws of the State of Ohio. Bowling Green State University will not discriminate against any person because of race; religion, color, national origin, sex, or age, and it will not knowingly cooperate with, support, or employ the services of other organizations which discriminate against persons on such grounds.

The Equal Employment Opportunity Policy Statement and Affirmative Action Program is designed to establish the action of Bowling Green State University, its President, Trustees, Faculty, and Administrative Officers to provide equal employment opportunity to all qualified persons without regard to race, religion, color, national origin, sex, or age, and to take affirmative action in instances where such opportunity may be limited. Further, the policy establishes administrative procedures for both a periodic review of employment practices, and for correction procedures in cases which do not insure equal employment opportunities.

You may direct any remarks you may have concerning discriminatory practices to: The Coordinator of Human Resources, 231 Administration Building, Bowling Green State University.

### Faculty Appointment and Tenure

Present University Policy on Faculty Appointment and Tenure was adopted by the Board of Trustees November 28, 1953, amended in January 1964, January 1965, May 1968, and May 1971. Each faculty member should have a copy of the appointment and tenure statement. Additional copies are available upon request from the Office of the Provost.

### Fee Waivers

BGSU has three policies regarding fee waivers: (1) for full-time employees themselves, (2) for dependents of full-time faculty and non-academic employees, and (3) for full-time employees attending classes at the University of Toledo.

The following fee waiver policies were adopted by the Board of Trustees on March 18, 1972:

POLICIES FOR PAYMENT OF FEES AS A FRINGE BENEFIT FOR AN EMPLOYEE OF BOWLING GREEN STATE UNIVERSITY AND/OR HIS OR HER COHABITANT SPOUSE, CHILD AND CHILDREN

The policy governing these staff benefits shall be as follows:

#### EMPLOYEE

A full-time employee of the University, including an individual employee full-time at the University but compensated by another agency (i.e., ROTC, research agency, etc.), and one who has emeritus status, who desired either to audit a course or to take a course for credit, may do so without payment of the instructional or general fee if

- (1) his/her area administrator certifies that the individual's enrollment will not interfere with the discharge of his/her duties as a University employee;
- (2) his/her enrollment in the section of the subject is recommended by his/her academic dean or his/her area administrator and approved by the University Provost;
- (3) his/her enrollment will not prevent a regularly registered student from attending the class section; and
- (4) he/she enrolls for the course in the Office of the Registrar.

An employee who is enrolled and who receives a fee waiver fringe benefit for such enrollment is classified as an employee for purposes of automobile registration, special university fees, and other charges or privileges which may be applied differentially among students, staff, and the general public. Such an employee does not qualify for special student fee privileges by virtue of his or her enrollment for coursework.

#### SPOUSE/CHILD

The cohabitant spouse, and/or child or children of a full-time employee, including faculty and Civil Service (or local equivalent of Civil Service), and employees of the Departments of Aerospace Studies and Military Science, who has completed five years of full-time service at Bowling Green State University, may enroll without payment of the instructional fee either as a full-time or as a part-time student at the University, on the campus or at an off-campus branch or center, provided that the individual is eligible to be considered a personal exemption under the provisions of Section 151 of the Internal Revenue Code. The general fee and any other course fees or charges will be paid by the student.

The cohabitant spouse and/or child or children of a full-time academic employee who was employed prior to March 1, 1972, and has attained the status of permanent tenure or has attained the rank of associate or full professor if not on tenure, including members of the Departments of Aerospace Studies, Military Science, and emeritus staff members, may enroll without payment of the instructional fee either as a full-time or part-time student on campus or at an off-campus branch or center, provided that the individual is eligible to be considered as a personal exemption under the provisions of Section 151 of the Internal Revenue Code. The general fee and any other course fees or charges will be paid by the student.

A full-time non-academic employee is one who works 40 hours a week on a regular schedule and is employed full-time for a minimum of nine months a year--such eligibility to be determined by appropriate authorities.

A full-time academic employee is one who is appointed (including leave of absence) for a minimum of three quarters of the same fiscal year and whose teaching assignments and/or other assignments are determined by appropriate authorities to constitute a full load.

Please note that fee waiver requests for full-time employees must be approved by the Provost, but that fee waiver requests for dependents need be approved only by the dean of the college or the area head. Forms are available in the offices of area heads and departments and need to be processed through the Office of the Provost.

In 1971 the Boards of Trustees of BGSU and the University of Toledo approved a reciprocal agreement whereby full-time employees of one university may take courses at the other university with a waiver of fees. This agreement covers full-time employees only and does not include waivers for dependents.

BG employees receive the same benefits at the University of Toledo as on our campus, and our rules and limitations under the present policy for employees apply for taking courses at the University of Toledo.

Procedures for securing a fee waiver for courses at UT are as follows:

1. It is necessary to be properly admitted as a student (either undergraduate or graduate) at UT before enrolling for courses.
2. Fee waiver forms are available in the Office of the Provost (238 Administration Building) as well as a registration card for parking permit.
3. Additional information will be given to the employee when he/she picks up a form.

#### Final Examination Schedule

The official policy of the University on final examinations as provided by the Faculty Senate on October 18, 1966, and authorized by the President on November 30, 1966 reads:

"... that all classes meet according to the calendar in the catalogue, that final examinations for all students be held at the hours officially scheduled, except with specific permission of the Provost, and that all grades be reported at the appropriate time after the final examination period."

Permission of the Office of the Provost may be secured by providing a memorandum in writing stating the time for which the examination is scheduled, the time at which it is desired to offer it, and the reason for the change. Provision for make up or specification that no conflicts with other examinations are involved must be included. This memorandum, endorsed by the Chairman of the department and Dean of the college involved, should be forwarded to the Provost's Office. An immediate response by telephone will be confirmed in writing by the next day. Permission will not be granted to schedule examinations during the last week of classes at times other than the regular meeting time of the class involved. No permission from the Provost's Office is required in order to provide a make up examination for one or two students on the grounds of conflict or other urgent reasons for being absent from the final examination.

NOTE: There is no University requirement that a final examination be given. The requirement is that should one be given, it be given at the scheduled time. Make-up examinations for individual students may be arranged by the instructor at his/her discretion.

### Grades and Grade Reporting

Once your grades are turned in at the Registrar's Office we do not change them unless a suitable request should be sent to the dean who will notify the Registrar if the change-of-grade is approved. It is advisable that all instructors retain a record of grades and attendance in their courses. Grade books may be obtained through your department office.

It is necessary that you deliver your grade sheets personally to the Office of the Registrar. With deadlines for grade reports to students on "scholastic warning," reports to parents, and grade records in the various deans' office, we cannot rely on any mode of communication other than your personally taking your sheets to the Registrar's Office.

Under the quarter system, our University requires that grades be recorded for each student at the end of each quarter only. No mid-quarter grades are required. Final examination schedules are announced every quarter by the Office of the Provost in time for you to prepare your examinations for each course, and special rosters will be sent to you by the Office of the Registrar for your grade reports.

The grade "I" (incomplete) may be used where the student has been granted extra time to complete the work of the course for good and sufficient reasons. Dates by which undergraduates must remove their incompletes are listed below; any extension of these dates must be obtained by petition by the student from his academic dean.

Fall quarter . . . . .	February 15, 1976
Winter quarter . . . . .	May 15, 1976
Spring quarter . . . . .	August 15, 1976
Summer quarter . . . . .	November 15, 1976

For graduate students the following "removal of incompletes" regulations are effective:



For the Summer, Fall and Winter quarters the maximum allowable time to remove an "Incomplete" is the last day of regular classes in the quarter following the one in which the "Incomplete" was acquired. For an "Incomplete" given in the Spring quarter, a student will have until the end of the fifth week of the Fall quarter to remove the grade.

A form will be provided for the instructor by the Office of the Registrar for the purpose of removing incomplete grades.

Most courses are graded using the A - F system. Special letters are used to indicate grades in specific courses. For example, the letters P/U (pass/unsatisfactory) are used for graduate students enrolled in undergraduate courses. S or U grades are used for undergraduate students enrolled on a Pass-No Pass basis. I/S (incomplete/satisfactory) are used for thesis and dissertation courses. Only a few graduate courses have been approved to carry S/U (satisfactory/unsatisfactory) grades. Check with the Graduate College before you attempt to record an "S" or "U" grade at the graduate level. A grade review policy was recommended by the Faculty Senate on February 6, 1973 and is now in effect. Each department has designated a person to conduct grade appeal procedures. Consult your department chairperson or designated grade review officer for department procedures.

### Hospital

The University Health Service is available to students only--except in case of emergency. This ruling is necessary because of the large daily volume of students in the out-patient service, and because of the shortage of staff physicians. It is requested that all University personnel except students contact an area physician for medical service. University employees may obtain vaccination against influenza or any other diseases as may be needed. Any University employees who are undergoing treatment for allergies and need injections on a regular basis can obtain these at the Health Service.

### Housing

There is no provision for housing guests of a department or guests of individual faculty members at University expense. Hotel rooms are available at the University Union.

In the event that you go on leave of absence or terminate your employment with the University, you may want to list your residence with our University Housing Office, which publishes lists of apartments and homes available for rent.

### Identification Cards

Each contract employee in the academic area should check with the Office of the Provost for an ID card.

### Injury

Injuries sustained in the course of employment must be reported to the Office of Personnel Services on a Bowling Green State University Accident Report Form as soon as practicable. The Accident Report Form is the basis for payment of professional medical services and prescriptions. Regardless whether immediate professional medical services were utilized for any injury as a result of the accident, an accident report shall be submitted. Experience has proven many times that medical help may be required subsequently. Job-related accidents resulting in injury that occur off campus as well as on campus should be reported.

A University Safety Officer will investigate those accidents that require amplification or clarification. The University Safety Investigators are members of the University Police located in West Commons Dining Hall.

All University employees (faculty, staff, student) are covered by Workmen's Compensation for medical expenses and compensation for industrial injuries.

### Instructional Media Center

The University Instructional Media Center provides equipment, materials, and equipment operators to assist faculty in the instructional program of the University as well as a production service of graphics, photography, transparencies, etc. The Center also provides a consultant service in the utilization of materials, will make recommendations, and will provide source and price information for individual or departmental purchases. Production and/or procurement of audio-visual materials usually takes from several days to several weeks; thus your requests to the Center should be scheduled as far ahead as possible. For more specific details regarding services call Mr. Howard Cotrell, Acting Director of the Center, 372-2881.

## Insurance

Questions regarding Health Insurance and/or claims should be referred to R. H. Meister, Room 322, Administration Bldg.

All insurance deductions are made on the same basis as the number of paychecks received (i.e. 9 or 12 checks), except the Educator Income Protection Plan premium which is always deducted in nine payments. All programs are based on an October 1 through September 30 insurance year, and the deductions provide coverage for that period, with the exception of the Hospital-Surgical plan. As the University pays all but the family cost of the Hospital coverage, the Hospital-Surgical plan is canceled at the end of the month in which the contract terminates. In the case of the faculty member, this will be the end of June. Any advance payment for family coverage will be refunded.

A Travel Risk Insurance Plan is provided by the University at no cost. If an employee should suffer accidental death or dismemberment during travel while on university business, the program will pay a maximum of \$50,000.

The University makes available a Student Travel Policy which provides accidental death and dismemberment coverage plus indemnity for physician, surgeon, hospital and nurse expenses when due to accidental injury. All students may be insured while traveling to or from and while participating in activities sponsored and approved by the University except for the play or practice of competitive athletics.

Prior to a trip the director or person in charge should contact Mr. Meister for further details, completion of proper forms, etc.

## Key Regulations

To secure a key a faculty member will contact his/her departmental chairperson and make arrangements to receive a key to certain rooms or buildings. The departmental secretary will then fill out the key authorization card and call the Physical Plant Department, 372-2251, to order the key. After 48 hours, the recipient of the key can present his/her card to the secretary in the Physical Plant Department office, Central Services Building, sign for the key, and receive it. When keys are no longer needed, please return them to the Physical Plant Office, Central Services Building.

## Library Service

Your students should be notified that a special Library Handbook is available to them free at the Library, giving instructions and directions for the use of library facilities.

Library services are offered at the Main Library and also the Science Library, located in the Math-Science Building. These services are described in the faculty edition of the Library Handbook which is available on request from the Library. Information regarding reserve books, microfilms/microprints, interlibrary loan, stack privileges, loan periods, etc., is included in this handbook. For further information inquire at the library by phone or in person.

A course (A&S 150) is now offered during the fall, winter and spring quarters for one credit hour - C/U credit only. It is an introduction to basic research techniques including information retrieval, use of basic reference sources and materials.

Your ID card is needed for charging out library materials. If a secretary or student assistant is to pick up library materials for you, be sure to send along your ID card. Requests for books and other materials to be purchased should be made on book-order cards provided through your department Chairperson or your department library representative (appointed by the chairperson).

Upon request to the Director's Office, the Library will send you its weekly Booklist, showing books and other materials which have been catalogued the preceding week.

A monthly publication, Imprint, is sent to all members of the faculty in order to let them know what is going on in the Library, what services are available, and any changes that have been made. If you are not receiving your copy of Imprint, call the Director's Office, 2-2856.

The Library receives a large percent of the newly-published books through an approval (or gathering) plan. This is a procedure whereby a dealer sends us one copy of each new title published in the U. S. or Canada that fall within the subject profile established by us. These books are kept in the Bibliography area (Room 232) for a time so they may be examined by the faculty. If not desired by anyone they are returned to the dealer at no cost to the Library. For further details about this operation see your Departmental Library Representative or a member of the Library staff.

### News and Photography Service

The News and Photography Service is the official agency designated for the dissemination of University news and information to the various news media.

The News Service covers news and feature stories about University-sponsored events, research programs, academic accomplishments, student achievements and Bowling Green's continued efforts to provide a quality education.

Because of University expansion and staff limitations, it is difficult for the News Service to keep in constant contact with all campus news sources. Therefore, it is helpful if each faculty and staff member can keep the News Service fully informed of significant activities. New projects, particularly those of service to students and the public, academic achievements and honors, and research are of special interest to the News Service.

The University Photography Service provides high quality services to fulfill official staff and departmental needs. Photography Service will provide without charge portrait photographs of faculty and staff members for publicity purposes such as newspapers, magazines and printed programs. Facilities are available on a time-and-materials charge basis. Requests for photographic services for classroom instruction, research, etc. should be directed, however, to the University Instructional Media Center.

The News Service may be contacted through writing, telephoning (2-2616) or personal visits. Offices are located in 806 Administration Building.

Three offices are available to provide mimeographing and spirit duplicating services and issuance of office supplies. They are located in 318 Student Services Building, 111 University Hall and 611 Administration Building. The offices are open 8:00 to 12:00 and 1:00 to 5:00 Monday through Friday.

Xerox copying service is available in the Student Services and Administration Building offices and offset printing may be obtained in the Ad. Bldg. Office.

Office supplies are available at all locations and will be issued to any member of the faculty and charged to the department's budget upon request.

Extension Overload/Course Assignment Policy

1. The ultimate goal of the University is to staff all classes, including resident credit and extension, in-load with regular faculty. In-load assignments can be made at the discretion of the Department/College; however, compensation from Extension Programs remains as presented in six below.
2. Overload teaching or any other form of extra compensation may not be used as an inducement in the recruitment of faculty.
3. Overload teaching, when needed, is available to all members of a department irrespective of rank and tenure. Department chairpersons must recommend/approve of all assignments and courses offered through their departments.
- 4.- Overload assignments are limited to two regular extension class assignments per academic year and these may not be made in successive quarters, nor in the quarter following compensation for non-teaching overload assignment. Successive quarter overloads may not be assigned without written approval by the College Dean, and in no case, shall extension class assignments exceed two during an academic year.

5. Overload teaching is not available to faculty who have been released part or fulltime from teaching duties to engage in personal research or other personal scholarly endeavor. In other words, overload assignments are normally made to faculty already involved fulltime in teaching assignments unless that noninstructional assignment is required by a program, department or BGSU.
6. Compensation for faculty engaged in overload teaching during the academic year will be according to the following schedule:

Regular faculty overload:

Part-time faculty:\*

Professor	\$480 per credit hour	\$400 per credit hour
Asso. Prof.	375 per credit hour	350 per credit hour
Asst. Prof.	315 per credit hour	300 per credit hour
Instructor	260 per credit hour	250 per credit hour
Lecturer	230 per credit hour	200 per credit hour

\*When recommended at an equivalent rank by a department chairperson.

7. Each and every course and faculty member assigned to such course in extension must be selected, evaluated, monitored, and conducted in accord with the sponsoring department's practices and standards as they exist on main campus.
8. All extension instructional assignments for 300 through graduate level courses must be to individuals holding faculty status in the baccalaureate or graduate school of the parent institution.
9. All chairpersons are encouraged to adhere to the OBOR guidelines related to these matters (available in Extension office).

Parking Services

The Parking Services Office is located at 104 Commons and is responsible for the maintenance of parking lots, signs, and parking meters on campus. This office is also responsible for enforcing the University Motor Vehicle/Bicycle Regulations which cover registration and parking. It is the driver's responsibility to contact the Parking Services Office within 48 hours after arriving on campus and register the motor vehicle. A Motor Vehicle Regulations booklet is furnished at the time of registration.

The following items are necessary in order to register an auto; drivers license with social security number, auto registration certificate, and student validation card or faculty-staff parking fee waiver. These waivers can be obtained from department budget administrator.

This office also registers bicycles for the City of Bowling Green, assisting students and faculty-staff in complying with a city ordinance which requires bike registration. Personal identification, make and serial number of the bicycle must be presented in order to register. The bike registration fee is \$1.00.

The Parking Services Office is open Monday through Friday from 8 a.m. to 5 p.m. During the first week of each quarter, the office is open until 7 p.m. for the convenience of evening students. The Parking Services phone number is 2-2776.

### Payrolls

All wages are subject to the State of Ohio income tax and the Bowling Green 1½% City income tax.

### FACULTY AND STAFF

Personnel on 12-month fiscal year contracts (both faculty and non-faculty) will be paid on the last day of each month--or on a Friday preceding the Saturday or Sunday last day of the month.

Faculty on full-time academic year contracts will be paid on the 15th day of each month. These people and these people only have the option of a 9-pay or a 12-pay basis; new faculty indicate preference when they sign their contracts. Once a pay-option is chosen, it cannot be changed during the year of the option. A request for change of option must be made to the Payroll Office by August 31.

Please be advised that the 12-pay option has the 10th, 11th and 12th checks paid in July, August, and September of the summer following the academic year. If a faculty member has a summer school contract and is on the 12-pay option, these salary payments are issued in a separate check. Current tax regulations require our withholding of taxes at a flat rate on any supplemental wages paid during a regular pay period. These flat rates would therefore be applicable to the summer contracts. The flat rate withholdings will be 20% for Federal purposes and 2% for the State income tax.



All faculty and staff employed part-time or for less than the entire academic year are paid on the 15th of each month. The first check is issued October 15.

#### GRADUATE ASSISTANTS AND TEACHING FELLOWS

All graduate assistants and teaching fellows on academic year contracts are paid on the 9-pay basis, October through June. The pay dates are the 15th of each month or on a Friday preceding the 15th, if it falls on a Saturday or Sunday.

#### STUDENT ASSISTANTS

All student assistants (undergraduates) are paid on hourly payrolls under the supervision of the Office of Student Financial Aids.

All paychecks are available on the first floor of the Administration Building (cashier's window). Checks are processed locally, and every effort will be made to have them available on the above stipulated dates. By written request, the Payroll Office will deposit your check in a checking account at a local bank for you (your checking account number is required). If you would like your check released to another person, please give written authorization to the Payroll Office.

**NOTE:** It is against state regulations to issue advance payment on salaries. It is suggested financial aid be sought from local financial institutions or the BGSU Credit Union.

#### Personnel Files

The Office of the Provost maintains a confidential personnel file on each faculty and staff member in the academic area. Faculty/Staff Employment Record forms, transcripts of academic records, and other documents are kept in this file. When you publish a scholarly article or monograph, when you present a paper before a learned society, receive an important award or otherwise distinguish yourself in a professional or scholarly manner, please file the information in this office. A complete curriculum vita should be on file; you may submit an updated vita at any time. Biographical information which you wish to make publicly available should be placed on file with the University News Service.

The Office of the Provost is responsible for updating information in personnel files. Any changes of home address, home phone number, campus address and campus phone number should be reported to this office.

Placement (see Career Planning and Placement Services)

Plagiarism (see Academic Honesty)

Post Office

The Post Office is located at the south end of the first floor, University Hall, and may be used for either federal or campus mail. The office window opens after the morning mail has been sorted at 9:30 a.m. and remains open until 4:50 p.m. except during the lunch hour, 12 noon to 1:00 p.m. The window closes at 11:30 a.m. on Saturday during Fall, Winter and Spring quarters. During the summer the window is closed on Saturdays.

Stamps may be purchased and packages mailed at the University Post Office. Money orders may be purchased up to 3:30 p.m. Money orders may not, however, be cashed at the Post Office. Mail may be registered or certified.

All official university mail is to be delivered to the Post Office unsealed. The Post Office has been directed not to accept any sealed mail for metering unless prior approval has been given. Official university envelopes must indicate your return address (both your name and your department) as well as "Bowling Green State University, Bowling Green, Ohio 43403." This requirement is necessary for accurate departmental budget charges and for delivery of returned mail.

Please inform everyone with whom you correspond to address your mail as follows: Name, Department Name, Bowling Green State University, Bowling Green, Ohio 43403. Mail not properly addressed will be returned to sender.

Campus mail is delivered without charge and its use is encouraged for mailings to faculty and staff.

ONLY MAGAZINES AND PERIODICALS PURCHASED FROM UNIVERSITY FUNDS SHOULD BE ADDRESSED TO THE UNIVERSITY. For several years, the University has followed the policy of requesting that all personal magazines be mailed to the employees' home addresses. This expedites the delivery of all other mail and eliminates forwarding or storing mail and/or magazines during the summer months.

### Psychological Services Center

The Psychological Services Center was established for the purpose of training graduate students in the area of Clinical Psychology and to provide needed psychological services to individuals and agencies in Bowling Green and nearby communities. The Center is staffed by twelve psychologists all holding Ph.D.'s from accredited institutions, as well as by a number of advanced graduate students who work directly under staff supervision. The services provided include diagnostic evaluations of intelligence, learning disorders, personality, and work potential; individual and group treatment of children and adults; family therapy; consultation with teachers, judges, welfare workers, and other representatives of agencies regarding the treatment or management of individuals under their care and supervision; and research consultation relative to design or data analysis. The fees for psychological services are dependent on the nature of the services rendered, the annual income of the family and family size. For further information contact Dr. Donald F. Kausch, Director, phone 372-2540.

### Reading Clinic

The University Reading Clinic has three functions:

- (1) Competency based teacher education in diagnostic, prescriptive, and individualized reading techniques;
- (2) Providing diagnostic and reading improvement services to the University, schools, and communities; and
- (3) Stimulating and pursuing reading research.

The competency-teacher education function is accomplished by the fifth and sixth year graduate reading programs. Diagnostic and reading improvement services are available to University faculty and students within scheduled classes, 091 Reading Improvement, and on a self or faculty referral basis. The diagnostic and reading improvement service function is accomplished by providing services for pupils in surrounding schools within the context of a Saturday program during the academic year and a four week summer program. There is a fee for reading clinic services. The reading research function is accomplished by faculty and graduate students. For full information call Dr. Joseph S. Nemeth, Director of the Reading Clinic at (419) 372-0151, Ext. 349.

### Recreational Facilities (see Athletic Recreational Facilities)

### Reservations for Physical Facilities

University-sponsored groups that desire to schedule on-campus events may make arrangements in the Office of Space Assignments. Dates, hours, room reservations, etc., should be cleared through this office for all meetings, help sessions, conferences, and social functions.

Groups not sponsored by the University may schedule, with the permission of the Coordinator of Space Assignments, campus facilities if the facilities have not been previously reserved for campus activities. Local chapters of fraternities and sororities are "sponsored" and may use facilities without charge if approval is secured through the Coordinator of Space Assignments.

Charges for the use of various rooms, assembly halls, and auditoriums can be determined by calling the Office of Space Assignments. Such charges do not include fees for pianos, special lights, and podiums; additional charges are made when extraordinary equipment is requested.

### Retirement System

The deduction for Ohio State Teachers Retirement amounts to 8% per month. For non-academic personnel, the deduction for Public Employees Retirement amounts to 8% per month. If you desire further information concerning the retirement system, call R. H. Meister, Room 322 Ad. Bldg.

### Senate Membership

There are sixty Senators elected by and from the faculties of the degree-granting undergraduate colleges. Schools, not within colleges, and the Library faculty of the University Library, shall have representation based upon one representative for each twenty-five faculty members or fraction thereof. Any tenured or probationary member of the full-time faculty is eligible for election to the Senate, provided his term of office begins after two full years of service at Bowling Green State University. The term of office for elected Senate members is three years, approximately one-third of the members to be elected annually. For full information about Senate membership and election procedures, see Article III of your Faculty Charter.

### Smoking Regulations

In academic buildings, smoking is permitted in offices and in other areas where ash receptacles are provided. The following regulations, however, adopted by the Board of Trustees May 9, 1959, apply particularly to classrooms:

"There shall be no smoking in any classroom, laboratory, or other instructional room in any University building at any time. All persons entering any classroom building or the Library shall confine their smoking to the areas in the respective buildings in which smoking is permitted as clearly indicated by official University signs posted in the buildings, and shall refrain from smoking in all other areas of such building."

### Speech and Hearing Clinic

The University maintains a Speech and Hearing Clinic to assist students who have deficiencies in these areas. The Clinic facilities are available also, on a limited basis, to personnel in the University and Bowling Green community who have speech or hearing problems. For full information, call Dr. William Hinkle, Clinical Coordinator.

## Student Affairs

Offices engaged in support of both academic and non-academic related student programs are located in the Student Services Building. Offices of the Vice Provost for Student Affairs, the Coordinator of Student Services, the Coordinator of Academic Liaison, the Coordinator of Student Activities and Organizations, the Coordinator of Residence Programs, the Student Counseling Center, Student Financial Aids, Student Employment, Career Planning and Placement, the Student Court, the University Bookstore, various student organization offices, and other related student affairs offices are in this building.

The University maintains a professional student affairs staff in connection with the Office of the Vice Provost for Student Affairs. Questions concerning student life should be referred to this office. The Vice Provost for Student Affairs, Dr. Richard R. Eakin, oversees the student affairs area.

The Office of the Vice Provost for Student Affairs operates under a concept that is supportive of student rights and interests. Faculty and students should be aware that the following basic procedures of due process of law, established for the protection of student rights on our campus, are operative for the Office of the Vice Provost for Student Affairs:

- (1) A proper charge under a stated rule or regulation properly promulgated.
- (2) The right to be heard in any adversary proceeding and to present testimony.
- (3) The right to appeal to a higher body or authority of a different composition than the initial authority.

## Student Development Program

The Student Development Program (372-2642), located in Room 424 of Student Services, was established to recruit minority students, provide supportive services for them once they reached campus, and retain as many of these students as possible so they might benefit from the University environment.

The increasing number of minority students on the Bowling Green campus with varying needs has led to the reorganization of the Student Development Program into 2 major units: (1) the Educational Opportunity Programs, consisting of Upward Bound and Bridge Programs, Project Search, general recruitment, financial aid and student assistance. Each program is designed to aid the minority student in gaining admittance to the University and providing the necessary financial support; (2) the Personal Development Programs comprised of Career and Personal Counseling, Hispanic Affairs, Peer Counseling, Social and Cultural Activities, provide the necessary personal and social support services for minority students.

The two components of the Student Development Program are moving in concert to help the minority students reach their desired outcomes, such as a bachelor's degree, saleable vocational skills and the ability to effectively survive within the environment in which he or she finds himself/herself. The specific goals of the program are:

1. To identify high school students in Ohio who, because of educational deficiencies, cultural differences, and financial restraints would ordinarily not consider a post-secondary education.
2. To identify and recruit minority applicants who meet the regular Graduate College.
3. To provide financial aid liaison services to the University financial aid office in providing financial assistance to each Student Development Program student.
4. To provide counseling services to assist students in their academic, emotional, personal, and social adjustments in the University community.
5. To assess students' academic needs and to provide academic advisement that will assist students in the successful achievement of career goals.

The mission of Upward Bound Program (372-0151), located in Room 550 of the Education Building; is to design and implement a program with continuous and intensive academic and social-cultural support for 100 students who meet the guidelines established by the U. S. Office of Education; to raise the skill levels of the

students; to improve high school performance; and to provide for the motivation that is deemed necessary to attain success in postsecondary educational experiences.

Project Search (372-2642), located in Room 424 of Student Services, is a consulting and recruiting program which actively recruits minority graduate students. This affirmative program of effective minority recruitment involves organization, identification, communication, and persuasive encouragement of candidates to apply for announced openings.

### Summer Session Appointments

Summer session teaching assignments are offered to faculty members in accordance with departmental policies and subject to the approval of the dean. Summer employment is based on anticipated summer enrollment, and limited by budget decisions. No faculty member should expect employment in any given summer, unless he or she is on a fiscal year (rather than academic) contract.

Summer session teaching is compensated at a fixed rate per credit hour of instruction;  $1/45$  of the preceding academic year salary is paid for each credit hour of instruction in a five-week term, and  $1/36$  of the base salary for each credit hour in the ten-week summer quarter. No faculty member may earn more than  $1/3$  of the contract salary for the preceding academic year during any one summer.

Assignments to non-instructional duties are paid according to the weight of the assignment, usually by evaluating the number of credit hours of instruction to which it is equivalent. The Faculty Research Committee makes research grants for the summer session, usually obtained from the Office of Research Services.

### Transportation

The University maintains a fleet of rental vehicles. If you need a car, bus, truck or van, call Transportation Services at 2-2251, Ext. 225. Transportation Services is also responsible for arranging long-term leases and vehicle purchases; call 2-2251, Ext. 235.



### Travel

Travel on University business and to professional meetings may sometimes be reimbursed in part or in full depending on departmental policies and available funds. All reimbursement is subject to University regulations, a copy of which may be obtained from the Business Office.

### Unemployment Compensation

Your employment at Bowling Green State University is covered under the Unemployment Compensation Act which may provide income if you should become unemployed through no fault of your own. Should you become unemployed for any reason, contact the local Bureau of Employment Services. If suitable work is unavailable, you may qualify for unemployment compensation.

Faculty members who have a contract for employment in the following fall are not eligible for unemployment compensation during the summer. Furthermore, student employees who are regularly enrolled in classes are not covered by the Unemployment Compensation Act.

Further information may be obtained from the Office of the Provost.

### University Police

The University Police Department is located at 104 Commons. The Police telephone is 2-2346.

The University Police Department is responsible for all law enforcement matters on campus. Their primary duties include preventing crime and maintaining order by conducting car and foot patrols of the campus. Persons found violating a state law or a city ordinance are processed through the Bowling Green Municipal Court as provided for by state law. The Police Department is open 24 hours per day, seven days per week and all incidents reported to the department are assigned to an officer for investigation.

University Police provide several service type functions such as unlocking vehicles, lending jumper cables for stalled vehicles, and rendering assistance to visitors. Also, a lost and found counter is maintained which is open Monday through Friday from 8 a.m. to 4 p.m.

Fires should be first reported directly to the City Fire Department, telephone 352-3111, and then to the University Police Department, -2-2346.

### University Union

The University Union offers a variety of services and facilities to the campus community; dining areas, guest rooms, meeting rooms, catering services throughout campus, including banquet programs, a bowling/billiards area, art exhibit and browsing room.

Personal and departmental charges are available in the Pheasant Room and the "Little-Shop" - a special little gift store.

Reservations for the use of rooms by University sponsored organizations or departments may be made in the Conference and Arrangments Office located on the first floor. Arrangements and information on Guest Room facilities and rates are available at the Information Desk in the main lobby.

## FIRELANDS CAMPUS

This section is added for the convenience of faculty at the Firelands Campus and is designed to answer questions particular to that campus' operations.

Archives (See Library)Bonds

Anyone desiring a payroll deduction for U. S. Savings Bonds should complete the necessary authorization card at the Business Office, Firelands Campus.

Bookstore

An attendant will be present from 8:30 a.m. until 12:00 noon and 1:00 p.m. until 5:00 p.m. daily. The bookstore will be open until 7:00 p.m. during the first week of each quarter for your convenience.

## DESK COPIES OF TEXTBOOKS

Desk copies of textbooks cannot be purchased with University funds.

Complimentary desk copies usually may be obtained from publishers upon filing a written request. Forms for this purpose are available in the Business Office or Bookstore.

In the event requested desk copies are late in arriving, required textbooks are available from the Bookstore on a 30-day loan basis. Loan copies will be charged to the instructor's account through the Office of the Bursar. Upon receipt of free desk copies from publisher, the borrowed textbooks may be returned to the Bookstore for credit.

One word of caution: Make certain borrowed textbooks do not contain writing or other marks. Bookstore personnel are not permitted to accept return of such textbooks. Also, complimentary desk copies of textbooks usually are identified as such by the publisher. Therefore, no exchange of them for borrowed copies is possible.

Career Planning Services (See Counseling Services)

## Class Rosters

On the first day of classes you will receive a roster of students who have registered for each of your courses. Beginning with the second day of classes, students whose names do not appear on the class roster must obtain a TEMPORARY CLASS ADMIT card from the Registrar's Office prior to the next class meeting. This card then authorizes you to add them to your roster. Students not on the roster and who do not possess this card should not be added to the roster.

This procedure is vital in that a report of our enrollment (which determines state subsidy funding) must be made to the Ohio Board of Regents by the 14th calendar day following the first day of classes. Students not shown on this report for your classes are also not shown on your Faculty Service Report.

An updated second roster will be distributed during the second week of classes.

During the quarter, roster updates will be sent to you by the Registrar's Office.

## Classroom Facilities

Allowing for the fact that some instructors prefer classroom arrangements different from those of their colleagues (e.g., circular arrangement of chairs, clean chalkboards, etc.) the approach on our campus always has been to leave the classroom as it was found (chairs reasonably aligned, chalkboard erased, etc.). Instructors are expected to erase the chalkboards before leaving the room.

Should you prefer an arrangement different from that of the classroom you enter, feel free to arrange it accordingly. However, at the conclusion you should restore the classroom to the condition in which you found it (allowing, of course, for the normal discarding of papers, etc.).

We would be grateful if you would turn off the lights as you leave the room.

## Computational Services - Main Campus and Firelands Campus

The Office of Computational Services is a service facility for faculty, administrative staff, and students. It may be used for research, test-scoring, class demonstrations, etc. The primary responsibility for programming, keypunching of input cards, and operation of equipment rests with the user, though members of the staff are available for consultation and assistance.

There is no charge for use of computer equipment for class work or for unsponsored research. For research sponsored by outside agencies which allow budget allotments for computer use, charges are made in accordance with a schedule available from the Office of Computational Services.

At Firelands, remote terminal facilities are available by contacting the Office of the Administrative Assistant or through the Computer Science faculty.

The majority of raw computing resource is purchased by Bowling Green State University from the J. Preston Levis Regional Computer Center. All terminals (interactive and batch) on the BGSU campus are owned or rented by Bowling Green and operated by Bowling Green State University Office of Computational Services staff.

The Computer Advisory Committee, a University standing committee, advises the Office of Computational Services on matters relating to policy and operation.

### Copying Machine

In the interest of conserving funds, and to allow for extenuating circumstances, the following guidelines pertain to the use of the electrostatic copying machine:

1. Secretarial and clerical personnel are to operate the machines. However, in an emergency situation, it may occasionally be necessary for others to do their own copying. In that case, the number of copies made is to be reported to the secretary.
2. All copying of materials for classroom instruction is to be referred to the Faculty Secretary to determine the most economical multi-copying process to be used: ditto, mimeograph, or offset.

3. All copying of materials pertaining to personal matters is to be done on the xerographic copier located in the library. The cost is 10¢ per copy.

With regard to Item 3, and in an effort to lessen the financial burden on individuals, and to encourage the dissemination of scholarly works which will benefit the entire University community and its public, permission for copying personal materials on the xerographic copier located in the Library at a lesser charge of 6¢ per copy can be obtained from the Dean of Firelands Campus. Each faculty and staff member is encouraged to contact the Dean at their earliest convenience; and, review with him any copying requests of this nature.

Additionally, it is fully recognized that extenuating circumstances occasionally make it necessary to produce copies by means which are uneconomical. However, prior approval for copying of the materials in an extenuating circumstance must be obtained from either the Assistant Dean or the Business Manager.

### Counseling Services

The Counseling Office is located in Room 138, West Building, as part of Student Services, and is staffed by a professionally trained Counseling Psychologist. The counseling services are available to all personnel of the Firelands Campus; student, faculty, and staff. The counselor's main function is that of working with students needing help in personal, social, educational, vocational, and inter-personal problems. Persons seeking counseling enter into a confidential relationship with the counselor who subscribes to the ethical standards of counseling as explicated by the American Personnel and Guidance Association and the American Psychological Association.

### TESTING SERVICES

Administration and interpretation of the ACT testing services and the ACT Career Planning Profile is one of the responsibilities of the Firelands Campus Counselor. Other standardized tests which are available to members of the Firelands Campus include: intelligence aptitude, personality, vocational interest inventories, study skill analysis, value clarification. Standardized tests are used to facilitate the counseling process and test results are considered confidential material.

## TUTORING SERVICES

The Firelands Campus Counselor coordinates the tutoring services available to students in need of special assistance in attaining satisfactory classroom achievement. Student-tutors are selected through specific recommendation of faculty, and work in cooperation with both the Counselor and the instructor. Students needing tutoring help are referred to the Counseling Office by the instructor of the course in which they are experiencing difficulty.

## CAREER PLANNING SERVICES

Some of the developmental tasks facing a college student during his first two years at college include: (a) an awareness of career resources and programs; (b) self-assessment of the student's career interests, aptitudes, and values; (c) an awareness of specific requirements for specific careers; (d) establishment of tentative career goals and the academic plan of study necessary to achieve those goals.

To facilitate the achievement of these developmental tasks requires the cooperation of the faculty, the student's academic advisor, and the school counselor.

The Career Planning Profile, a requirement for all students planning to enroll in the career-education programs at Firelands, is designed to help students develop realistic career goals. Career development seminars and workshops are offered each quarter. The Strong-Campbell Interest Inventory provides students with data on specific career interests. Faculty and staff members are invited to share in the career planning services by classroom presentations by representatives of various careers. Literature on specific requirements for various careers is available through the Counseling Office.

For additional information concerning the services of the Counseling Office, contact Dr. Robert F. Marrer, Coordinator of Counseling Services.

## Emergencies

This sets forth emergency procedures to be followed in the event of accident, fire, illness, or physical plant problem. Members of the plant operation and maintenance staff are on

duty 24 hours a day, seven days a week, and have been instructed to assist in all emergency situations.

## TELEPHONE

The Firelands Campus telephone switchboard is open during regular office hours (8:00 a.m. to 5:00 p.m., Monday through Friday, except for holidays). Limited telephone service is available from 5:00 p.m. through 9:00 p.m. (Monday through Thursday, except for holidays) during those periods of regularly scheduled classes.

Off-campus telephone calls after the above hours may be made from pay telephones located in the West Building (first floor lounge), the East Building (Student Lounge), and the North Building (first floor foyer).

## FIRE

1. During regular office hours:
  - a. Sound the nearest fire alarm.
  - b. Dial "0" for the switchboard operator and state the location of the fire.
  - c. The operator will call the Huron City Fire Department (433-4114) stating the location of the fire.
  - d. The operator will notify the Business Manager.
  
2. Outside regular office hours:
  - a. Sound the nearest fire alarm.
  - b. Proceed to the nearest pay telephone and dial "0" for the off-campus operator. State the location of the fire and ask that the Huron City Fire Department (433-4114) be notified immediately. This does not require the deposit of money.
  - c. Inform the plant operation and maintenance personnel of the fire, and proceed to a position outside the building to await the arrival of the Fire Department.

**NOTE:** Any fire extinguished by an individual should be called to the attention of the Business Manager.



## MISCELLANEOUS

Generally physical plant problems (mechanical failures, roof leaks, broken pipes, vandalism, broken windows, etc.) should be reported to the switchboard. Dial "0".

In the event that the switchboard is closed, inform a member of the plant operation and maintenance staff.

## EMERGENCY ALARMS

Firelands Campus buildings are equipped with many avenues of egress. Accordingly, when the alarm bell sounds, students are to proceed as quickly and in as orderly manner as possible through the nearest exit.

### West Building

- a. Persons leaving via the west doors of the West Building should proceed in a westerly direction until they reach the lawn boundaries.
- b. Those using the southeast doors of the West Building in an emergency should turn to the right (south) as they leave the building and proceed to the extreme edge of the lawn area.

### East Building

- a. Persons leaving the East Building via the west doors of that building should turn left (south) and proceed to the end of the lawn area.
- b. Individuals leaving via any other doors of the East Building should continue straight ahead until they have reached a point at least 200 feet from the building.

### North Building

- a. Persons leaving through exits of the North Building should proceed in straight lines away from the building until they reach distances of at least 200 feet from the building.

It is mandatory that all faculty members and students leave the building immediately upon hearing the emergency alarm bells--no exceptions. A signal for re-entry will be given following all drills.

## FIRST AID -- ILLNESS

In addition to those emergency procedures discussed elsewhere, attention is directed to facilities located in each building to temporarily accommodate persons suffering from minor illnesses or injuries:

East Building: Room 101-B located just off the lobby contains two (2) beds, a first-aid kit, and lavatory.

West Building: Room 329-A contains a bed and wheeled stretcher. Room 335 (Faculty Secretary Office) contains a first-aid kit.

North Building: West Building location.

In case of apparent major illness or injury, the person so afflicted should not be moved until competent medical aid (rescue squad, doctor, etc.) is available. In such instance the area should be cleared of all unnecessary personnel and the person made as comfortable as possible.

## AMBULANCE SERVICE

All accidents or other emergencies requiring rescue, ambulance, or first-aid service should be reported as follows:

1. During regular office hours:
  - a. Dial "0" for the switchboard operator and state the location and nature of the emergency.
  - b. The switchboard operator will notify the Huron City Rescue Squad (433-4114)..
2. Outside regular office hours:
  - a. Proceed to the nearest pay telephone and dial "0" for the off-campus operator.
  - b. Briefly state the nature of the emergency and request the Huron City Rescue Squad (433-4114) be notified to send an ambulance to the campus. No money is needed to place the call.

## Faculty Secretary Guidelines

In order to facilitate the most efficient operation of the Faculty Secretary's Office, the Firelands Faculty formally adopts the following procedural roles.

The Faculty recognizes that these procedural rules are necessary to provide the Secretaries ample time to plan and prepare the effective use of staff and equipment.

The Faculty, therefore, deems it necessary to establish the following rules of priority to govern the Secretary's work schedule, in the following order:

1. Urgent administrative work as authorized by the Dean only.
2. Preparation of class assignments and examinations.
3. Reproduction of faculty-prepared stencils (or dittos) designed for class work.
4. Professional correspondence for faculty.
5. Assisting the administration in preparation of officially sanctioned university material.

In conformance with the above priorities the following procedures are established:

All reproductive and secretarial work is to be given only to the Faculty Secretary, do not give it to a clerk. If the Secretary is not in the office, place the material on her desk. This applies even when the Secretary is absent for the day. Requests routed in any other way will not be processed.

24 hours is the minimum time required for short assignments to be gotten out; whenever possible allow more time.

Final exam work or exams of over three pages should be in at least one week before the date required.

Indicate on the material the number of copies, date, and time needed, or any special instructions (assembled, stapled, etc.).

Completed work will be placed in the Room 335 file drawer which bears the instructor's number.

The Faculty Secretary's office will be available for make-up tests between 8:30 and 10:30 a.m. and between 1:00 and 3:30 p.m. Special arrangements for other times may be made the day before.

Personal work done on the copying machine will be charged at the rate of 10¢ per copy, unless prior approval is obtained from the Dean of Firelands Campus or the Business Manager. Requests for personal reproductive work will be considered; however, such work will be done only after all Firelands Faculty class work is out and will be interrupted at any time that regular work is received. Cost of all material used will be charged to the faculty member requesting the work.

Use copy machine in East Building whenever possible.

The facilities of the Faculty Secretary's Office (telephone, etc.) are not to be used when the office is closed for lunch hour or night time hours. Do not ask a custodial member to unlock the office for your use.

Since the Faculty Secretary's Office has been established primarily for the assistance of the faculty, purely administrative work should only be assigned to the Faculty Secretaries when it cannot be performed by other secretarial staff and then only in conformance with the rules and priorities set forth above.

#### Final Examination Schedule.

The official policy of the University on final examinations as provided by the Faculty Senate on October 18, 1966, and authorized by the President on November 30, 1966, reads:

"...that all classes meet according to the calendar in the catalogue, that final examinations for all students be held at the hours officially scheduled, except with specific permission of the Office of the Dean of Firelands Campus, and that all grades be reported at the appropriate time after the final examination period."

Permission of the Office of the Dean at Firelands may be secured by providing a memorandum in writing stating the time for which the examination is scheduled, that time at which it is desired to offer it, and the reason for the change. Provision

for make up or specification that no conflicts with other examinations are involved must be included. This memorandum, endorsed by the Dean of Firelands Campus, should be forwarded by the Dean to the Provost's Office. An immediate response by telephone will be confirmed in writing by the next day. Permission will not be granted to schedule examinations during the last week of classes at times other than the regular meeting time of the class involved. No permission from the Provost's Office is required in order to provide a make up examination for one or two students on the grounds of conflict or other urgent reasons for being absent from the final examination.

NOTE: There is no University requirement that a final examination be given. The requirement is that should one be given, it be given at the scheduled time. Make-up examinations for individual students may be arranged by the instructor at his/her discretion.

#### Guidelines for Faculty Appointment at Firelands Campus

1. The procedures for faculty appointment to Firelands Campus is the same as for the Bowling Green State University Campus PLUS two additional steps. The approval of the Dean of the Firelands Campus, who actually offers the contract, is required in addition to recommendations from the main campus departmental committee and a committee of peers at Firelands Campus.
2. A faculty member's load will be 36 quarter hours per academic year or approximately 12 quarter hours (or 18 contact hours) for each of three quarters.
3. It may be necessary to assign classes in the Fremont Resident Credit Center to Firelands Campus faculty members. Necessary travel expenses will be reimbursed according to the Travel Reimbursement Policy of Firelands Campus.
4. The Dean of Firelands Campus approves matters affecting faculty conditions of employment; such as, sick leave, travel authorization, absences from class, assignment of teaching loads, etc.
5. Faculty members are responsible for placing textbook orders through the Bookstore or the Business Manager.
6. Faculty members are expected to live within commuting distance of the Firelands Campus.
7. Tenure is in Bowling Green State University upon recommendation by the department with assignment at Firelands Campus. Faculty contracts specify that the assignment is to Firelands Campus.

## Identification Cards

Each contract employee in the academic area should check with the Office of the Dean for an ID card.

## Instructional Media Services

### AUDIO-VISUAL EQUIPMENT

The following equipment is available for instructional use: reel-to-reel and cassette tape recorders, overhead projectors; opaque projectors; 16mm movie projectors, 8mm loop projectors, black and white 1" video tape equipment, 35mm slide projectors, filmstrip projectors, filmstrip/cassette projectors, slide/cassette projectors, and 35mm camera.

The listening center is available for classroom or individual use at all times. There are three (3) tape recorders and one (1) turntable included in the center's console. Ten of the booths are equipped with recorders.

To request audio-visual equipment, notify Margaret Weiker, Library Secretary, in advance of the date of use. Notification can either be done by phone (Ext. 211) or by using an equipment request form available in the Library Office. The equipment will be placed in the classroom and removed when use is completed. Requests for regular usage (i.e., every Monday night from 6:00-9:00 p.m.) need only be made once per quarter. Most overhead projectors are permanently assigned to classrooms by faculty request.

### INSTRUCTIONAL SUPPORT SERVICES

A variety of services are provided to facilitate instruction. Equipment and staff are available to laminate and/or mount visuals, prepare transparencies, duplicate tapes, photograph materials and develop sound slide programs. Requests for production services should be made as far in advance as possible.

### FILM RENTALS

Film catalogs are available for use in selecting films for classroom showing. Film orders must be placed as early as possible to insure availability of films on the date scheduled. Place orders in the Business Office.

## SHUTTLE SERVICE

There is a shuttle service several times weekly between the Library in Bowling Green and the Firelands Campus. Books may be checked out for the quarter and journal articles photocopied. The Firelands Library has a complete listing of main campus periodicals. As time permits subject bibliographies of Bowling Green holdings will be done at the request of faculty members.

### Insurance (Student Travel Risk)

Faculty members are advised that students should be encouraged to participate in the University's insurance program when engaged in official activities (such as field trips) which require that they leave Firelands Campus--unless they have signed official Waiver forms (available from the Business Office). The charge to the student is 15¢ per day. The instructor should collect the money from students and give it, in addition to the names and social security numbers of participants, to the Dean's secretary. Waiver forms, when signed, should be sent to the Office of the Dean.

This procedure should be completed at least 48 hours (2 days) before the trip is scheduled to be made.

### DESCRIPTION OF HAZARDS

The hazards against which insurance is provided under this policy are injuries sustained by an insured person while traveling to and from and while participating in all activities, except the play or practice of competitive athletic activities, approved and sponsored by the University away from the campus. This policy provides 24-hour coverage for such activities.

### BENEFITS AND COST

When injury results in death or requires medical treatment by a legally qualified physician or surgeon, confinement within a hospital, employment of a licensed nurse, X-ray examination, or ambulance use, the benefits are as follows:

<u>For Death</u>	<u>Maximum Medical</u>	<u>Cost per Day</u>
\$5,000	\$5,000	15¢

## WAIVER OF RESPONSIBILITY

Students not desiring travel risk insurance must sign a waiver to that effect. Forms are available in the Office of the Business Manager.

### Keys

It is the function of the Office of the Business Manager to assign keys to all personnel, including occasional persons to whom keys may be given for temporary and specific use. All keys, except those charged to individuals remain in the custody of the office.

It is directed that all who know they have building and equipment keys not registered in the Office of the Business Manager report the fact at once and take immediate steps to have the key(s) registered.

It is not the intent of this action to deprive any person of the convenience of having a key or keys if his/her position justifies same. The purpose is to account strictly for all keys and maintain a centralized office where keys may be obtained by those who have legitimate need for them. Also, this plan will remove from all, except the Business Manager, the necessity to make what is inevitably an unpopular decision on occasions when keys may be denied individuals.

In the event University keys are lost or stolen, the office should be notified, in writing, of the circumstance as soon as possible.

### Library

For complete information concerning library hours, services available and procedures for book orders, reserves, and instruction in library use, refer to the latest edition of Library Information for Faculty.

## SELECTION OF MATERIAL

Faculty and staff participation in the selection of books, periodicals, and audio-visual software helps to assure that the collections will be most useful for supplementing the curriculum and operation of the campus.



Active participation in the selection process in the area of faculty and staff members' specialization is expected since they are best informed relative to publication in their fields.

Suggestions should be submitted to the Library on request cards that can become a record of the action taken. Suggestions should include as much information as is available about the work requested. Complete information reduces the time required for processing and, therefore, speeds acquisition of a desired title.

Request cards are available at the Library. The Library staff will gladly assist the faculty and staff members in the location of books, book reviews, bibliographies, and other aids to book selection.

## ARCHIVES

The Firelands Campus Library has the responsibility of collecting the materials concerning the educational and administrative policies of the campus, as well as publications by and about administrative officers, faculty members, students, and others connected with the campus. Minutes, papers, correspondence, committee records, histories or descriptions of the campus, catalogs and registers, photographs of and descriptions of student activities, programs, biographical materials, student newspapers and magazines, and other publications should be collected and preserved in the archives.

The Firelands Campus Library also acts as a collection agent for the Archives of Bowling Green and forwards materials to the University Library for inclusion in the Archives.

All faculty and staff members are requested to send copies of any of the above kinds of materials to the Firelands Library for inclusion in the Archives. It is desirable to have at least two copies for the Firelands Archives and two for the University Archives. Please send at least four (4) copies of all publications to the Firelands Library. If you are in doubt about the value of materials, please request an evaluation of them before disposal. Revisions are counted as new publications even if no significant changes are made.

Advisors are requested to remind student groups that the Library needs to preserve the records of their activities.

### Lockers

University officials must have immediate access to all lockers. Only University-approved locks, as sold in the Bookstore, may be placed on lockers in the North and West Buildings. Other kinds of locks will be cut and removed 72 hours after notification of intent.

### Mail (Outgoing)

No personal mail will be posted unless stamps are affixed or unless the Dean's secretary is paid for stamps. University funds may be expended only for OFFICIAL MAIL. Official mail must be unsealed when given to the Dean's secretary for mailing. It is then run through the postage meter--in contrast to the use of stamps for personal, or non-official mail.

If a first class letter is to be sent with material otherwise eligible to be sent third class, please inform the secretary of that fact so advantage may be taken of "split-class" rates.

Routine correspondence with offices or persons on the Bowling Green campus should be noted as such by affixing the initials "C.M." (campus mail) on the upper right-hand corner of the envelope.

Personal mail should be sealed and stamped.

### Office of News Services

The Office of News Services is the official agency designated for the dissemination of Firelands Campus news and information to the various news media.

The Office of News Services covers news and feature stories about University-sponsored events, research programs, academic accomplishment, student achievements and Bowling Green-Firelands Campus' continued efforts to provide a quality education to the community.

Because of Campus growth and staff limitations, it is difficult for the News Services to keep in constant contact with all campus news sources. Therefore, it is helpful if each faculty and staff member can keep the News Services fully informed of significant activities. New projects, particularly those of service to students and the public, academic achievement and honors, and research are of special interest to News Services.

The Office of News Services may be contacted through writing, telephoning or personal visits. Offices are located in the East Building.

### Office Supplies

Although we furnish some office supplies, our limited resources will not permit our supplying you with some less essential items on an individual basis. Thus, you may have to do a little sharing (or provide your own) when you need a desk stapler, a three-hole punch, or tape dispenser. We have had some of these items and we have issued them on a limited basis. Some also are available for use in the office of the Faculty Secretary.

Supplies usually available for your official use include blotters, gradebooks, thumb tacks, rulers, paper clips, scratch pads, grading pencils, lead pencils, ball point pens, file folders, file guides, stationery, legal pads, index cards, ditto masters, and loose leaf binders. These are dispensed at the Office of the Faculty Secretary.

### Personnel Files

The Office of the Dean maintains a confidential personnel file on each faculty and staff member in the academic area. Faculty/Staff Employment Record forms, transcripts of academic records, and other documents are kept in this file. When you publish a scholarly article or monograph, when you present a paper before a learned society, receive an important award or otherwise distinguish yourself in a professional or scholarly manner, please file the information in this office. A complete curriculum vita should be on file; you may submit an updated vita at any time. Biographical information which you wish to make publicly available should be placed on file with the Office of News Services.

### Posting of Notices

Experience has taught that the use of Scotch Tape (or any cellophane-type tape) on painted or varnished surfaces results in pulling off the finish when the tape is removed. We have had to do some repainting in the buildings every summer because of this.

Use masking tape when it is necessary to post notices on painted or varnished surfaces--which we hope will not be often. Actually, it seldom is permissible to post notices on painted or varnished surfaces and doing so without authorization can result in removal without prior notification. Authorization can be obtained from the Business Manager, Room 114, East Building.

Generally speaking, notices should be confined to bulletin boards provided in the buildings for the express purpose.

No notices should be posted on doors and/or glass surfaces at any time.

### Purchasing

Firelands Campus organizes and administers purchasing in accordance with responsibility and authority delegated by the Vice-President for Operations of Bowling Green State University.

No individual has authority to enter into purchase contracts, or to obligate Firelands Campus for indebtedness, unless specifically authorized to do so by the Dean of Firelands Campus or the Business Manager. The term "purchase contracts" also includes all rental agreements for any and all purposes--physical education classes, intramural sports, pageants, plays, etc. Any such negotiations are considered unauthorized purchases and the individual may incur personal obligation to the vendor.

All purchase requests are to be forwarded to the Office of the Business Manager for processing.

In the event you have questions, please contact the Business Manager, (Ext: 238).

### Retirement System

The deduction for Ohio State Teachers Retirement amounts to 8% per month. For non-academic personnel, the deduction for Public Employees Retirement amounts to 8% per month. If you desire further information concerning the retirement system, contact the Business Manager or call R. H. Meister, Room 322, Main Campus, Administration Building.

### Schedule Changes (Student)

Students must attend the sections for which they enrolled. A student desiring to change his/her schedule must complete a drop/add form, have his/her advisor sign the form, and return it to the Registrar's Office at Firelands Campus. Instructors will receive notification of schedule updates during the quarter.

### Smoking Regulations

In academic buildings, smoking is permitted in offices and in other areas where ash receptacles are provided. The following regulations, however, adopted by the Board of Trustees May 9, 1959, apply particularly to classrooms:

"There shall be no smoking in any classroom, laboratory, or other instructional room in any University building at any time. All persons entering any classroom building or the Library shall confine their smoking to the areas in the respective buildings in which smoking is permitted as clearly indicated by official University signs posted in the buildings, and shall refrain from smoking in all other areas of such building."

In conformity with University regulations, there is No Smoking in Classrooms, Laboratories, Restrooms, Elevators or other areas that may be designated from time-to-time. Firelands buildings are equipped with strategically placed urns and ash trays. Please use them and help preserve our facilities.

### Space Assignments

Requests for space assignments by students, student organizations, faculty and non-university groups are made on a form which may be obtained from the Business Office, Room 114, East Building. This form should be completed, returned to Room 114 for approval prior to the expected date of use.

Approved assignments are signed by the Business Manager and the Administrative Assistant (for the Dean) and entered on the campus-wide calendar in the North Building lounge area. The calendar is available to anyone wishing information regarding meeting places and times.

Conflicts and disappointments can be avoided by strict observance of the space assignment and calendar regulations. No event should be announced prior to receiving approval, in writing, from the Business Manager and the Administrative Assistant.

### Student Records

A copy of all student registrations is retained in the Registrar's Office at Firelands Campus. If a student's name does not appear on the class roster, or if the student is unsure as to his correct section number, refer him to the Registrar's Office at Firelands Campus.

Information concerning a student's high school record and American College Test results are available for many students. Instructors interested in this information should visit the Registrar's Office at Firelands.

### Telephone Toll Calls

There are two kinds of calls--personal and business. The former should be identified when you ask the PABX operator to place the calls. She will then make a record, our bills will be scanned when they arrive, and you will be notified of the charge. Also, it is possible for you (and we prefer) to have the operator charge your personal long distance calls to your home phone bill.

Long distance calls for business purposes should be made only after you decide that the urgency of the matter requires a call. Letters have the advantage of providing a record of your requests, etc. Also, if it is not a personal matter, perhaps you can tell the PABX operator or Dean's Secretary what you want to know and one of them can include your inquiry on one of the other calls we may have to that same office on that same day. This doubling up often saves the charge of a separate phone call.

### Testing Services (See Counseling Services)

### Travel Regulations

The following are travel regulations applicable to all full-time Firelands Campus instructional and administrative personnel.

Please note that travel (to conferences, conventions, etc.) which would result in an instructor not meeting scheduled classes must be approved by the Dean of Firelands Campus from two-four weeks in advance of the event. Travel request trip authorization forms are available from the Dean's secretary.

Each full-time faculty member is allowed a maximum of \$75.00 per year for reimbursement of approved travel expenses between Firelands and the Bowling Green campus on official business, and/or expenses in connection with attendance at professional meetings, etc.

Travel expense reimbursement forms may be obtained from the Business Office (Room 114 in the East Building) or the Faculty Secretary's Office (Room 335 in the West Building).

If you desire clarification of the regulations, contact the Business Manager (Ext. 238).

#### PERSONAL AUTOMOBILE

1. 13¢ per mile allowance, to include all expenses incurred except parking and tolls.
  2. Only one person may claim mileage when two or more travel together.
  3. Driver is responsible for liability insurance. However, the University carries a Travel Risk Policy for employees while traveling on official University business and a policy for University-owned vehicles.
  4. No mileage is allowed for travel between home and Firelands Campus.
- 
5. Allowable round-trip mileage between Firelands and the Bowling Green Campus is 124 miles.

#### OTHER TRANSPORTATION EXPENSES

1. Turnpike tolls and taxi fares are reimbursable (no receipt is required).
2. Parking expenses may be reimbursed provided receipts are submitted for cost exceeding five dollars.

#### TRANSPORTATION BY AIR, RAIL, OR OTHER COMMON CARRIER

1. Travel should be at the lowest available convenient rate.
2. Receipts are required for reimbursement.

#### LODGING GUIDELINES

1. Receipts for lodging are required, and the actual cost will be reimbursed. If receipts are not provided, the assumption will be that the traveler obtained accommodations at no cost to the University. Travelers are encouraged to obtain reasonable accommodations. If the room is shared with others, the rate should be reduced accordingly. In the event an employee's spouse accompanies him (her) on a trip and no evidence is furnished indicating the room rate for single occupancy, the employee will be reimbursed at no more than two-thirds (2/3) of the lodging charge for double occupancy.

#### MEAL GUIDELINES

1. When overnight travel is involved, the actual and reasonable cost for all meals will be reimbursed.
2. Reasonable time: If no overnight travel is involved, meals will be reimbursed provided travel is required outside a 20 mile radius of Huron, Ohio, and:
  - a. Breakfast: If the traveler departs prior to 7:00 a.m.
  - b. Lunch: If the traveler departs prior to 11:00 a.m. and returns after 2:00 p.m.
  - c. Dinner: If the traveler departs prior to 5:00 p.m. and returns after 7:00 p.m.
3. Meal expenses incurred during routine trips to and from Bowling Green, Ohio, are excluded from reimbursement.
4. Reasonable allowances: The policy intends to defray the actual and reasonable costs for meals, (no receipts are required). Questions will undoubtedly arise concerning the maximum cost which is considered reasonable. Therefore, the following guidelines may be helpful:



a. A reasonable allowance for meals is as follows:

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$2.00	\$2.50
Lunch	3.00	3.50
Dinner	6.00	7.00

b. The actual cost for meals at conferences and other meetings will be reimbursed if the amount is in excess of the maximum rates suggested above. Conference literature containing quoted rates or actual receipts should be furnished to justify full reimbursement.

Other exceptions may be authorized by the President, the Provost, or a Vice-President through the Dean of Firelands Campus.

#### REGISTRATION FEE GUIDELINES

1. Registration fees often include the costs for meals and lodging.
2. Registration fees can be reimbursed in full provided a receipt is submitted and provided written evidence clarifies what meals and lodging are included (or excluded). The printed program, receipt, printed literature, or letter from the organization indicating such explanation will be acceptable.

#### OUT-OF-STATE TRAVEL

If travel is by car, the maximum mileage reimbursement allowed shall not exceed the total equivalent cost of the lowest rated airline fares for the number of employees traveling together.

#### MISCELLANEOUS EXPENSES

Rental of equipment, meeting rooms, state car expenses and other necessary and reasonable expenses may be reimbursed (if receipts are submitted for items costing \$5 or more).

## TRAVEL POLICY APPLICATIONS

This policy is applicable to all University related travel, including all operating budgets, construction funds, and Federal, private and other grants (unless grantor specifically authorized in writing that a different policy shall apply).

## TRAVEL EXPENSE EXCLUSIONS

1. Expenses for guests, tips, entertainment, flight insurance, alcoholic beverages, and State sales tax.
2. Travel expenses for "field trips" involving student groups such as music activities, debate teams, athletic teams, etc. are reimbursed on the basis of actual expense subject to budget limitations. The Dean's Office is to be informed forty-eight hours before a field trip is made.

## PROCEDURES FOR PREPARING TRAVEL EXPENSE REPORT

1. The original and two (2) signed copies of the travel expense report should be submitted to the Office of the Dean of Firelands Campus for approval and subsequent processing.
2. A traveler's signature on a travel expense report constitutes certification on the propriety of all expenses while on official University business. Expense reports should be submitted monthly or, at least by the end of each quarter.
3. Travel expenses are not paid in advance.
4. Expense checks will normally be mailed to the traveler's home address within approximately five (5) days after the expense report is received in the Office of the Dean of Firelands Campus (provided the report is accurate and complete. Errors such as lack of receipts, insufficient information, etc. will delay reimbursement until clarified).
5. Trips of two (2) or more days duration may be grouped on a single travel form to avoid using a separate line for each day.

6. Travel expense report forms may be obtained from either the Firelands Campus Business Office located in the East Building, Room 114, or the Faculty Secretary's Office located in the West Building, Room 335.
7. Questions should be referred to the Business Manager, (Ext. 238).

#### UNIVERSITY-OWNED AUTOMOBILES

1. The following is an excerpt from the State Department of Finance Travel Regulations:

"State-Owned Automobiles

Automobiles which are the property of the State of Ohio may be used only for official business of the State and shall be operated at all times to comply with the provisions of the law and rules of the road. It shall be the duty of the operator of each State-owned motor vehicle to render every assistance and courtesy to all other travelers on the highway. When involved in any accident, the reports required by law shall be made immediately together with a written report to the employee's immediate superior. If any person other than a State employee is conveyed in a State-owned vehicle, it shall be the duty of the employee to notify such person that he shall be conveyed only at his own risk."

In addition to the above, the following guidelines have been developed to assist us with regard to our vehicles:

2. When involved in any accident, a written report is to be submitted to the Dean of Firelands Campus.
3. Out-of-State travel is not permissible.
4. Routine visits to the Bowling Green campus to attend departmental meetings, etc. will be charged to the travel allowance of a full-time faculty member at the rate of 10¢ per mile.
5. Students traveling in a University-owned motor vehicle must be insured (see Insurance-Student Travel Risk). Arrangements for University insurance coverage must be made 48 hours in advance of the trip through the Dean's secretary.

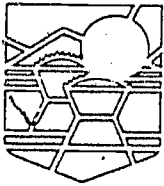
6. Arrangements to use University-owned vehicles should be made with the Business Manager 48 hours in advance of the planned travel to assure you of their availability.

Tutoring Services (see Counseling Services)

Vehicle Regulations

Faculty members and students are to read and comply with Firelands Campus Motor Vehicle Regulations for 1975-76. Decals are to be attached to the rear bumper as specified. Regulations and decals may be obtained at the Business Office, Room 114, East Building.

Parking regulations are enforced during daylight and evening hours. Do not park on main drive, ramp-loading dock, service circle, or service court behind North Building. The entire area from Rye Beach Road to our buildings is designated a Fire Lane-- as is the ring road on the perimeter of the parking lots. Visitor parking (15 minutes) is permitted around the outer edge of the service circle--except for an area at the fire hydrant. You are advised to become familiar with penalties for violations as enumerated in the Motor Vehicle Regulations. Fines are paid at the Firelands Business Office or to the University Bursar. Grades of students are withheld at the conclusion of the quarter for those who have fines due.



Bowling Green State University

Office of The Provost  
Bowling Green, Ohio 43403

October 6, 1975

MEMORANDUM

TO: Cabinet, Deans, Department Chairpersons, SEC  
FROM: Sheldon Halpern, Vice Provost for Faculty Affairs SH  
RE: FACULTY PERSONNEL MANUAL

Attached for your use (and comment) is a draft policy and procedures manual in the area of Faculty Personnel. Eventually, it will be revised and integrated into a University-wide manual being compiled by Resource Planning.

The Academic Charter, when finally approved, will be attached and cross-referenced throughout. In the meantime, the Faculty Charter should be used as a companion document to this.

Although I have tried to make the manual as inclusive as possible, I cannot guarantee that there are not important omissions. Please do not consider this draft as the last word on anything.

SH/ec  
Encl:

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BOWLING GREEN STATE UNIVERSITY  
FACULTY PERSONNEL MANUAL

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LIST OF ABBREVIATIONS

A. & S.	College of Arts & Sciences
Acad. C.	Academic Council
B.A.	College of Business Administration
Board	Board of Trustees
CAB	Co-ordinator of Academic Budgets
CHR	Co-ordinator, Human Resources
CMA	College of Musical Arts
Deans	Council of Deans
Educ.	Collegé of Education
Grad. C.	Graduate College
HCS	College of Health and Community Services
SEC	Senate Executive Committee
Senate	Faculty Senate
VPAS	Vice Provost for Academic Services
VPFA	Vice Provost for Faculty Affairs
VPMA	Vice Provost for Minority Affairs
VPOP	Vice President for Operations
VPPS	Vice President for Public Service
VPR	Vice Provost for Research
VPRP	Vice President for Resource Planning
VPSA	Vice Provost for Student Affairs

SUBJECT: University Policy on Faculty  
Appointment and Tenure

DOCUMENT NO: I-A-10

PAGE 1 OF 5

SUBMITTED BY: Senate

APPROVED BY: Board

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: May 10, 1968;  
May 20, 1971; August 27, 1975.

EFFECTIVE DATE OF POLICY/PROCEDURE: August 27, 1975

I. General Policy. In order to insure instructional service of high quality in an atmosphere of academic integrity and mutual confidence, it is the policy of Bowling Green State University to provide stable employment to every faculty member during the period of his contractual service to the University and to provide assurance of opportunity for continuous employment to every qualified faculty member who has attained permanent tenure as described in the following paragraphs.

II. Kinds of Appointment. Appointments to the teaching faculty of the University shall be of two kinds:

- A. A regular appointment shall be for tenure or for a probationary period of service leading to permanent tenure on the teaching faculty. A regular faculty appointee while on probation shall be evaluated each year. The appointment may be terminated by action of the appointee or by action of the University as hereinafter provided.
- B. A temporary appointment may be full-time or part-time.
  1. Full-time temporary appointment shall be by annually renewable agreement and may continue for a period no longer than six years for an Instructor, five years for an Assistant Professor or Associate Professor. This maximum period shall be reduced by one year for one year of prior full-time teaching experience at an accredited college or university, and by two years for two or more years of such experience. Temporary appointment may be terminated by action of the appointee or by action of the University as hereinafter provided.
  2. Part-time temporary appointment shall be for service less than full-time during a given period and/or for any period shorter than an academic year. All part-time appointments shall terminate at the conclusion of the appointment period without further notification.

III. Terms in Writing. The type and status of appointment or changes in the type and/or status of appointment shall be in writing and in a form approved and executed by the University and the employee. Faculty rank (appointment), change in status (promotion) and tenure in an academic department shall not be granted without the consent of the department affected. In the event consent is not granted,

SUBJECT: University Policy on Faculty  
(Continued) Appointment and Tenure.

DOCUMENT NO: I-A-10

PAGE 2 OF 5

the academic department involved shall file a complete explanatory report with the Academic Council stating the reasons for not granting the consent in the specific case involved. The Academic Council shall be the final authority to sustain or reverse the original decision of the academic department. Failure of an academic department to file a complete explanatory report as herein required within fifteen (15) days from the date of written notification that a specific candidate is nominated for appointment with rank in the department affected shall constitute consent, except that when classes are suspended for more than three days the waiting period shall be thirty (30) days. The Academic Council may extend the time periods noted above for an additional period of fifteen (15) days in those instances where in its judgment such extension of time is deemed advisable.

IV. Probationary Period. The period of probationary service on a regular appointment to the teaching faculty shall be six years for an Instructor, five years for an Assistant Professor or an Associate Professor. Appointment at the rank of Professor (except Visiting Professor) shall carry immediate tenure. All years of prior full-time teaching service at Bowling Green State University and in other accredited colleges and universities, and/or all prior years of other kinds of full-time employment deemed by the University to be directly applicable to teaching service shall count in meeting the probationary period requirement; provided, however, that in any case the probationary period shall include full-time service on the faculty of Bowling Green State University of four years for an Instructor, three years for an Assistant Professor and three years for an Associate Professor. Part-time service and time spent on leave of absence, excepting for the time spent on leave of absence for scholarly activity (excluding study for advanced degrees), shall not be counted as part of the probationary period. When a faculty member is promoted from within the University, his total probationary period shall be the number of years indicated herein for the rank to which he is promoted. The probationary period for new appointments to the faculty made after the start of any semester, quarter or other established unit of an academic year shall begin with the first day of that period provided, however, that the appointee served one-half or more of that unit. If the time of service was less than one-half, then the probationary period shall commence with the beginning of the next academic period.

V. Termination of Appointment Prior to Acquisition of Tenure. A full-time appointment to the teaching faculty may be terminated at the close of any academic year during the appointee's temporary or probationary period by written notice of the University's intention not to re-employ him/her. Such notice must be given before March 1 preceding the close of the first academic year of his/her services at this University and before December 1 preceding the close of the second academic year of his/her services, and at least twelve

SUBJECT: University Policy on Faculty  
(Continued) Appointment and Tenure

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months in advance after two or more years in the institution. Should the University continue to re-employ a person on full-time temporary or probationary faculty appointment for a period longer than that defined in Section II, subsection B above, such re-employment shall be understood to constitute an award of tenure status. For teaching faculty appointed during an academic year, notices of termination shall be given at least three months prior to the first anniversary of employment, as defined in Section IV, at least six months in advance of the anniversary date of original appointment in the second year and twelve months in advance of the anniversary date after two or more years in the institution.

VI. Attainment of Permanent Tenure. A faculty member continuing to serve under regular appointment to the teaching faculty after the expiration of his probationary period shall have permanent tenure. Promotion to the rank of Professor during the probationary period shall constitute immediate tenure. Promotion to the rank of Associate Professor during the probationary period may be made with immediate tenure. All faculty members serving under tenure appointment indicated by their contracts with the University prior to the adoption of this statement shall continue on permanent tenure.

VII. Meaning of Permanent Tenure. Permanent tenure on the teaching faculty of the University shall mean the opportunity to accept full-time employment in duties appropriate to his training and experience as a member of the teaching faculty through each successive academic year at a salary appropriate to the appointee's rank. The permanent tenure of a member of the teaching faculty shall continue until death, resignation, retirement because of age or disability, discontinuance of his teaching position as a consequence of a University-wide financial exigency or for any other reason which discontinues or reduces a segment of the university's research or educational program, termination of his appointment for adequate cause, or his failure to accept within sixty (60) days a written assignment for the ensuing academic year of duties appropriate to his training and experience as a member of the teaching and research faculty. Should a faculty member on tenure challenge a written assignment and be actively pursuing his challenge under University procedures, the President may extend this time limit for an additional thirty (30) day period to provide adequate time for such challenge. If requested, a hearing as prescribed in Paragraph VIII below will be provided in all cases of termination of tenure appointment. A teaching faculty member may be offered and may accept an assignment to administrative duties and position without interrupting or impairing his tenure status, but tenure shall apply only to his rank and service in the teaching faculty; an administrative assignment is subject to change at any time by action of the President.

VIII. Termination of Appointment for Cause. In any case of dismissal for cause, a teaching faculty member on tenure shall receive

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: University Policy on Faculty  
(Continued) Appointment and Tenure

DOCUMENT NO: I-A-10

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a written notice that his dismissal is being considered. Such notice shall contain a statement of the reasons therefore, and a statement as to the rights of the faculty member to a formal hearing before the Faculty Senate's Committee on Faculty Personnel and Conciliation. Within ten (10) days after the receipt of such written notice, the faculty member may request in writing a formal hearing by the Faculty Senate Committee on Faculty Personnel and Conciliation. A formal hearing shall be held within thirty (30) days after the receipt of such request except that prior to the formal hearing a member of the faculty not a member of the Committee on Faculty Personnel and Conciliation (appointed by the chairperson of said committee) may proceed informally and in confidence to attempt conciliation. Such appointed faculty member shall not subsequently serve on the committee in any formal hearing which may be held in the case. At the formal hearing the faculty member shall be permitted to have an adviser of his own choosing who may act as counsel, shall have the right to call witnesses on his own behalf, and shall be able to confront and cross-examine those making charges and offering evidence against him. A full stenographic record of the hearing shall be made available to all parties concerned. Upon conclusion of the hearing, the Faculty Senate Committee on Faculty Personnel and Conciliation shall present its report and recommendations directly to the Provost or President within thirty (30) days. The Provost or President shall accept the report and recommendations as constituting the judgment of a faculty member by his peers in the case. If no hearing is requested in accordance with the above provisions, or after a hearing has been held and the report and recommendations made, a decision in the case shall be made by the President within thirty (30) days. A written appeal from such decision may be made within fifteen (15) days thereafter to the Board of Trustees who shall review the complete record of the case and make a final decision thereon. The Board of Trustees, however, and prior to making a final decision, may require a further hearing, in which event the same hearing rights as stated above shall apply. The employment of a teaching faculty member on permanent tenure shall be terminated as of the date of the final decision of dismissal. Said faculty member shall receive his full salary up to and including the date of dismissal and for one academic year thereafter to be paid in accordance with the terms of the then existing employment contract of the terminated faculty member. The salary for one academic year shall mean the total consideration that the faculty member would have received under the then existing employment contract and shall not be more than the equivalent salary for one calendar year. In the event that such dismissed faculty member becomes engaged in other employment during the time he is receiving compensation from the University, the total remuneration from substitute employment shall be deducted from the financial obligation of the University. As a condition precedent to payment, the dismissed

SUBJECT: University Policy on Faculty  
(Continued) Appointment and Tenure

DOCUMENT NO: I-A-10

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faculty member must inform the President of the University in writing as to a change in his home address or employment status.

IX. Obligation of Faculty Member. A faculty member having rights and privileges of permanent tenure shall have the continuing professional responsibility to keep informed in his discipline, to render efficient service to the University, and to abide by the known regulations and procedures of the University. A teaching faculty member serving in an administrative capacity has a similar obligation of remaining familiar with the developments in his academic discipline. If a member of the faculty desires to terminate an existing appointment, or to decline a renewal in the absence of notice of non-renewal, he shall give notice of not less than three (3) months if an Instructor or Assistant Professor and of four (4) months if an Associate Professor or Professor before the end of his contract period. He may request a waiver of this provision.

X. Library Staff Member with Faculty Rank. The policies and provisions described in the preceding paragraphs with respect to a member of the teaching faculty shall apply to a faculty member engaged in full-time professional library service on the staff of the University Library, professional library service on an academic-year basis being substituted for teaching service wherever mentioned.

XI. Administrative Tenure by Special Action of Trustees. (Note: The Board of Trustees agreed with Senate recommendations concerning the removal of this section from this particular document.)

XII. Sanction of the Board of Trustees. The applicable provisions of the foregoing paragraphs are subordinate to and subject to the limitations, restrictions, prohibitions or regulations that exist, or are imposed upon the Board of Trustees by the Constitution or by the statutes of the United States or of the State of Ohio including but not limited to the rulings and interpretations by the several agencies thereof or by limitations in funds of the University as judged solely by the Board. The terms and conditions are subordinate to and subject to the powers vested in the Board of Regents.

The provisions of this policy statement shall be deemed part of the University's employment agreement with each faculty member in consideration of his adherence to his own contractual commitments to the University. The President of the University or other designated officers shall employ faculty members and enter into binding contracts with them on this basis, with the full power and authority of the Board of Trustees.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

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SUBJECT: Permanent and Temporary Faculty

DOCUMENT NO: I-A-20

PAGE 1 OF 1

SUBMITTED BY: VPFA

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: January 10, 1975

EFFECTIVE DATE OF POLICY/PROCEDURE: Academic Year 1975-76

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Permanent Faculty. The tenured faculty of the University should comprise those faculty members who have been certified by peer judgment to be both qualified and competent to render high-quality professional service to a range of programs sufficiently broad so as to reasonably assure a continued need for their services, barring University-wide financial exigency or discontinuation of an academic program. Each unit of the University should have sufficient permanent faculty to provide the range of knowledge and specialized competencies necessarily called for by the nature of the discipline and the undergraduate and graduate degree programs offered. Probationary appointments are made when the tenured faculty members of a unit are fewer than its needed number of permanent faculty.

Temporary Faculty. Every unit, some more than others, contributes services to programs whose centers are elsewhere, usually through general studies offerings. Although every faculty member is expected to participate in such service activities to some extent, the existence of service activities, in and of themselves, does not create a need for permanent faculty. Therefore, to the degree that a unit engages in service activities, it will have a varying number of staff on temporary, adjunct, graduate assistant, doctoral fellow, or other non-regular contract status. Such temporary staff should be highly qualified to render the service they perform, but should not be led to expect appointment to the permanent faculty or for more than a brief period.

SUBJECT: Faculty Staff Allocations

DOCUMENT NO: I-A-30

PAGE 1 OF 2

SUBMITTED BY: Provost

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: November, 1973;  
December 13, 1974

EFFECTIVE DATE OF POLICY/PROCEDURE: Academic Year 1975-76

1. Staff allocations (faculty and graduate assistants) are to be made by program. Within a department, program refers to the segment of the department's activity devoted to a given "program level" of instruction: General Studies, Baccalaureate General, Baccalaureate Professional, Masters', or Doctoral. In interdisciplinary programs, the scope of a program is usually obvious.
2. To qualify for staff increases, a program must meet the following conditions:
  - a. Show an overall increase in enrollment greater than 16 per cent from 69-70 to 73-74.
  - b. AND have an average FTE staff/100 students not more than 20 per cent above the mean comparable programs in the other state universities of Ohio.
  - c. AND show a continuing increasing enrollment trend for the three years 1971-72 to 1973-74 greater than or equal to 5.69%.
  - d. AND exceed the Ohio Board of Regents "standard" for faculty productivity of student credit hours per FTE faculty member at the time the position is authorized.
  - e. AND show no decline in total fall enrollments between Fall 1973 and Fall 1974.
3. If all conditions are met, a program is eligible for staff increases, providing the quality of the program justifies such an increase and funds can be made available from reallocation of faculty salary budgets or from other sources.
4. Programs are open to staff reduction (by non-replacement, reduction of number of tenured positions available below number of eligible probationers, termination of temporary appointments, etc.) if
  - a. FTE faculty/100 students exceeds the average for comparable programs in the state by more than 30 per cent.



BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

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SUBJECT: Faculty Staff Allocations.  
(Continued)

DOCUMENT NO: I-A-30

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- b. OR FTE faculty/100 students is greater than the average for the state and enrollment growth 1969-70 to 1973-74 is less than 8 per cent.
  - c. OR evaluation reveals that the quality of the program does not warrant continuation at existing levels.
5. Among programs open to consideration for staff reduction, the urgency of reduction is greater if enrollment growth since 71-72 is less than 5.69% OR the present staff fails to equal or exceed the OBOR standard of credit hour productivity per FTE faculty member OR there has been a decline in enrollment from the fall quarter 1973 to the fall quarter 1974.
  6. Reallocation of positions within a college may be made as the salary budget for the college permits. Where program reallocations result in a change in the total size of the faculty of a college, adjustments to the total salary budget for the college will be made by the Provost.
  7. These standards will not be rigorously applied to programs established after July 1971.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Faculty Position Fund Transfer

DOCUMENT NO: I-A-40

PAGE 1 OF 1

SUBMITTED BY: VPFA

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: September 6, 1974

EFFECTIVE DATE OF POLICY/PROCEDURE: September 6, 1974

1. Positions added to or subtracted from a college or school's total authorization on the basis of allocation formulae will be transferred at the average salary level of the college or school.
2. Replacements for reasons other than retirement within the authorization of a school or college will not involve transfer of funds to or from the school or college.
3. Funds released by retirements will be negotiable as line items between the Provost and the Dean on a case-by-case basis.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Probationary Appointments

DOCUMENT NO: I-A-50

PAGE 1 OF 1

SUBMITTED BY: Provost

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: December 26, 1974

EFFECTIVE DATE OF POLICY/PROCEDURE: Academic Year 1975-76

The following policy will govern initial appointments on faculty contracts for this year and the foreseeable future.

1. Normally, appointments will be by temporary contracts with total service not to exceed three years.
2. Probationary appointment will be authorized only when
  - a. There is a demonstrated need to create or add to the permanent faculty of a department or program, and
  - b. The state of the market precludes finding a qualified candidate to serve on temporary appointment.
3. Probationary appointment will be made only when
  - a. The candidate has completed all requirements for the appropriate terminal credential; or
  - b. The candidate has been informed in writing that failure to complete the appropriate terminal credential will result in automatic termination after two years of service.
4. If a probationary appointment is authorized, but not made, it must be re-authorized the following year.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

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SUBJECT: Inter-College Appointments

DOCUMENT NO: I-A-60

PAGE 1 OF 2

SUBMITTED BY: VPFA

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: March 8, 1974;  
December 6, 1974, October 3, 1975.

EFFECTIVE DATE OF POLICY/PROCEDURE: December 6, 1974

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Full-time faculty members (on tenure, term or probationary appointment) may be appointed and assigned in several ways. These are identified in terms of the:

- (1) Budgeting of salary by one or more colleges\*, in which the faculty member is said to hold a salary.
- (2) Granting of faculty rank by a department in each of one or more colleges, in which the faculty member is said to hold rank.
- (3) Teaching or programming assignments in one or more colleges in which the faculty member is said to hold assignment.

Regular appointments are those in which the faculty member holds rank and salary in a single college.

Inter-college appointments are those in which the faculty member on regular appointment occasionally or regularly accepts assignment in a second college, and are normally made on an ad hoc basis without alteration of the contract.

Joint appointments are those in which the faculty member holds a salary in one college, and holds rank and assignment in more than one college; rank and assignments in both colleges are to be shown on the annual contract.

Dual appointments are those in which the faculty member holds a salary and rank in more than one college; proportional budgeting and assignment are to be shown on the annual contract, which is signed by both deans.

A dual or joint appointment should be made only when the faculty member will be rendering distinct services in each college (e.g., teaching or advising majors in a specialized professional program) and should not be made for services which are appropriate to regular appointment (e.g., teaching courses or advising in programs enrolling students from more than one college).

Faculty members on dual or joint appointment should expect the evaluation of every department and college in which they hold rank to be involved in the decisions concerning tenure, promotion, or salary advancement.

SUBJECT: Inter-College Appointments  
(Continued)

DOCUMENT NO: I-A-60

PAGE 2 OF 2

In joint appointments, it is the responsibility of the dean of the college in which no salary is held to supply information to the department and dean of the salary college; it is the responsibility of the dean of the salary college to see to it that due account is taken of performance and achievement in programs of the non-salary college.

In dual appointments, in order to preserve percentage proportions of time and salary between the colleges, promotions and salary advancement must be agreed upon by both deans. (A primary assignment should be identified in one of the colleges.)

Faculty members on dual and joint appointments may participate fully in the governance of each department and college in which they hold rank. Participation in the governance of the university will be mediated by the salary college in joint appointments. In dual appointment, one college will be designated for this purpose at the time of appointment.

\*All statements concerning colleges and deans apply equally to independent schools and their directors.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Administrative Relationships of  
Programs and Program Directors

DOCUMENT NO: I-A-70

PAGE 1 OF 2

SUBMITTED BY: Dean, HCS

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: July 26, 1974

EFFECTIVE DATE OF POLICY/PROCEDURE: July 26, 1974

1. Some program specializations function within the confines of the offerings of a single department, although in more than one college of the University. Program directors are responsible for maintaining communication with the department chairman, and with the deans of all colleges in which the program may function.
2. In the case of a program housed within a single department, the program director reports to the department chairman who in turn reports to the appropriate dean(s). Direct communication between the program directors and a dean may take place as necessary. In all cases, the program director has an obligation to keep the chairman informed of such communication.
3. Staff needs, requests for new staff, and recruiting and employment for program faculty should take place through normal departmental procedures.
4. Although staff authorizations are made by the college(s), recruitment is a matter of negotiation between program directors and the department chairman. The appointment is finalized by the appropriate dean(s).
5. The supervision of staff activities which are directly involved in program specialization should be a joint effort involving both the program director and the department chairman.
6. If the staff authorization for a particular program specialization is not consistent with prescribed departmental standards, it may be necessary to adjudicate such differences among the program director, chairman and the appropriate dean(s) of the college(s).
7. Recommendations involving salary increments, promotion and tenure considerations for those persons participating in a programmatically-oriented college, may be initiated in all relevant cases by the program director, and subsequently, finalized through the chairman and the department. If there are unresolved differences, such differences may be resolved by the appropriate dean(s) of the college(s).

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Administrative Relationships of  
(Continued) Programs and Program Directors

DOCUMENT NO: I-A-70

PAGE 2 OF 2

8. Curriculum changes, although originating within program specialization, must be processed through the regular departmental channels before final adoption by the appropriate college(s).
9. Scheduling of classes, determining class enrollments, teaching loads, etc., is a joint matter of discussion between the program director and the department chairman. If there are unresolved differences, such differences may be adjudicated by the appropriate dean(s) of the college(s).
10. If there are other differences in policy between the program director and the department chairman, it may be necessary for purposes of adjudication to involve the appropriate dean(s) of the college(s).
11. Program directors in the College of Health and Community Services will be appointed by the dean of the College of Health and Community Services with joint concurrence by the dean and chairman of any other department and college involved. The chairman of the department does not have a final veto over such appointment, but either of the deans involved does. Eventually, formal procedures for the involvement of faculty in the selection and evaluation of program directors will be worked out within the faculty of the College of Health and Community Services.
12. Appointment of program directors will be made for an initial two year term. At the end of this term, evaluation will take place. The reappointment is possible but not required. The evaluation will involve the chairman and staff of the home department, as well as the deans of contract and program colleges involved.
13. Program directors appointed for 1974-75 will meet with the dean of the College of Health and Community Services and the dean of the college in which the home department is located before the beginning of the academic year to clarify inter-collegiate relationships, curricula and advising procedures.
14. There are some interdepartmental programs which are entirely housed within a college, and which normally report to the dean of the college, such as the program in Graduate Business Administration, and the program of Study Abroad. The guidelines in this document do not affect the relationship between the directors of such programs and the deans and councils of their colleges.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Titles of Adjunct Faculty

DOCUMENT NO: I-A-80

PAGE 1 OF 1

SUBMITTED BY: Provost

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: January 11, 1974;  
September 26, 1975;

EFFECTIVE DATE OF POLICY/PROCEDURE: September 26, 1975

Deans' Council approved the following titles for faculty members who are not regularly and continuously on the staff of Bowling Green State University:

1. Adjunct Professor. Title reserved for those who receive no BGSU salary. Furthermore, the title of Adjunct Professor should normally be granted to someone who holds professorial rank at another institution.
2. Lecturer or Senior Lecturer. These titles may be used for persons who are occasionally employed part-time, or for less than one year at a time, but who regularly serve the university in this way. The title of Lecturer may be held during the period when the faculty member is not on contract and may be continued during the contract period. The title should be customarily expressed as Lecturer in \_\_\_\_\_, indicating the department or discipline. The choice between Lecturer and Senior Lecturer should correspond roughly to the choice between assistant and associate professor.
3. Professional Associate. This title may be granted in a department or college, and may serve two purposes. First, for people who do not have professorial qualifications, it may be used to represent the kind of continuing relationship which would bear the title of Adjunct Professor if qualifications permitted it. Second, it may be used for a position comparable to the Lecturership which does not involve assignment to credit courses to periodic employment by the university.

Recommendation for these titles may be initiated by a department or dean. In either case, the dean of the College in which the appointee is to hold rank approves and transmits the recommendation to the Provost, who will approve or refer the recommendation back to the dean for discussion.



BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

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SUBJECT: University Professorships

DOCUMENT NO: I-A-85

PAGE 1 OF 1

SUBMITTED BY: VPFA, Honorary Degrees Comm.

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: June 21, 1974;  
March 4, 1975;

EFFECTIVE DATE OF POLICY/PROCEDURE: March 4, 1975

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1. The title of University Professor shall be conferred upon members of the faculty already holding the rank of Professor, whose creative professional achievements are such as to have won them national distinction and recognition beyond the limitations of a narrow field of interest.
2. Nominations should originate with departments, and should be accompanied by a list of names of persons with national reputations in the general field of the nominee's interest; e.g., scientists, rather than botanists; humanists, rather than philosophers; musicians, rather than violinists; etc.
3. All University Professors and Regents Professors, active and emeritus, shall constitute a committee to receive and review nominations. This committee shall solicit the opinions of the persons listed as references, and make recommendations to the Provost on each nomination.
4. The Provost, in consultation with the Council of Deans, shall consider the recommendations of the committee and forward his/her recommendations to the President and Board of Trustees for approval.
5. Award of the title of University Professor will be by special resolution of the Board of Trustees. No more than one or two such awards should be made in any year; none need be made in any year.
6. Conferral of the title of University Professor shall be made by the President at a special convocation, at which the Professor so honored will be invited to deliver an address to the University community and community at large.
7. University Professors shall be so identified in all official publications, shall be given precedence in all academic processions and convocations, and shall be accorded whatever other honors and privileges the President and Board of Trustees deem appropriate. The title, however, will carry no special stipend or other remuneration.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Compensation for Overload  
Assignment/Faculty

DOCUMENT NO: I-A-90

PAGE 1 OF 1

SUBMITTED BY: Provost

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: Spring, 1973

EFFECTIVE DATE OF POLICY/PROCEDURE: Academic Year, 1973-74

1. The ultimate goal of the University is to staff all classes, including resident credit and extension, in-load with regular faculty.
2. Overload teaching or any other form of extra compensation may not be used as a inducement in the recruitment of faculty.
3. Overload teaching, when needed, is available to all members of a department irrespective of rank and tenure.
4. Overload assignments are limited to two regular classes per academic year and these may not be made in successive quarters, nor in the quarter following compensation for non-teaching overload assignment.
5. Overload teaching is not available to faculty who have been released part or full-time from teaching duties to engage in research or other scholarly endeavor. In other words, overload assignments are normally made to faculty already involved full-time in teaching assignments. Similarly, no compensation for overload teaching may be made to administrative staff.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

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SUBJECT: Compensation for Overload  
Assignment/Administrators

DOCUMENT NO: I-A-91

PAGE 1 OF 1

SUBMITTED BY: VPFA

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: March 19, 1974

EFFECTIVE DATE OF POLICY/PROCEDURE: Academic Year, 1974-75

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No compensation for overload teaching may be paid to administrators with executive responsibility. Administrative staff may be compensated if the appropriate supervisor has testified in writing that work on the full-time administrative position will not be reduced to allow time for teaching or preparation.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

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SUBJECT: Affirmative Action/Faculty Hiring

DOCUMENT NO: I-B-10

PAGE 1 OF 1

SUBMITTED BY: Ad Hoc Comm., Status of Women

APPROVED BY: Senate

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: October 17, 1972

EFFECTIVE DATE OF POLICY/PROCEDURE: Academic Year 1972-73

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In those divisions of the University which have in the past employed few or no women, deliberate and aggressive efforts to recruit and hire qualified women should be made.

Within the course of the next three years, every department and program within the University should be able to demonstrate that good faith efforts have been made to bring the ratio of women faculty in line with the ratio of women Ph.D's available in the national pool of qualified graduates of each profession.

All new positions and unfilled positions must be posted, announced publicly, and advertised in the major professional publications and other appropriate bulletins before candidates can be considered. Lists of available qualified women candidates currently being published by professional organizations must be consulted, with no prior assumption concerning mobility, marital status, etc.

There must be an increase in the representation of women faculty in policy-making bodies at all levels of University operation. Administrators should actively seek out and appoint women to policy-making positions and committees.

There must be an increase in the number of women appointed to the most responsible administrative positions, including highest salaried categories.

SUBJECT: Advertising for University Positions  
Faculty/Contract Support Staff

DOCUMENT NO: I-B-15

PAGE 1 OF 1

SUBMITTED BY: CHR

APPROVED BY: Affirmative Action Committee

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES:

EFFECTIVE DATE OF POLICY/PROCEDURE:

In order for present University employees to be made aware of opportunities for advancement and to have an increased amount of applicant flow for employment positions, the following procedures must be adhered to by each department chairman and area supervisor.

1. Upon receiving authorization to fill a contract position, the department chairman or area supervisor will send notification to the Coordinator of Human Resources.
2. Notification will include:
  - a. job description
  - b. salary range
  - c. name of person to whom application should be made
  - d. deadline for applications and/or credentials
  - e. amount of preparation and experience
  - f. date position is available
  - g. include the names of professional organizations and/or publications with whom the position is listed.
3. An announcement of available positions will be made in the Monitor or some University publication on a regular basis by the Coordinator of Human Resources. The positions must remain open for at least ten days after posting.

All applicants for the position must be considered based upon qualifications to perform the job. All criteria for employment must be related to the job to be performed.

4. When professional organizations, local agencies, and media are contacted the statement of equal opportunity employment must be included--(An Equal Opportunity Employer).
5. When a contract is to be offered, an Appointment Activity Record will be submitted to the Coordinator of Human Resources, serving as notification that compliance with all recruitment regulations has been accomplished.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

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SUBJECT: Information and Control Procedures  
Faculty/Staff Appointments

DOCUMENT NO: I-B-20

PAGE 1 OF 2

SUBMITTED BY: Provost, CHR

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: September 11, 1974

EFFECTIVE DATE OF POLICY/PROCEDURE: September 11, 1974

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1. As soon as authorizations for new faculty/staff positions and/or replacements are provided to the Deans/Directors by the Provost, a deadline shall be set for position information to be reported to the Coordinator of Academic Budgets on the enclosed form with a copy to the Coordinator of Human Resources.
2. Position descriptions are to be sent to the Office of the Coordinator of Human Resources for appropriate advertising, with a copy to the Vice Provost for Faculty Affairs. The Coordinator of Human Resources shall provide the Vice Provost and College/School office with information on date(s) and publication(s) of position advertisement.
3. A set of full credentials prior to an appointment is to be provided to the Provost for only those candidates to be interviewed by the Provost or the Vice Provost for Faculty Affairs.
4. A copy of Notice of Appointment together with the Appointment Activity Record should be sent to the Coordinator of Human Resources. The Coordinator of Human Resources will notify the Office of the Provost and the College/School office that all Equal Opportunity and Affirmative Action guidelines have been met.
5. Credentials for appointed faculty/staff shall accompany the signed contract and Notice of Appointment when submitted to the Office of the Provost. Credentials will be reviewed by the Vice Provost for Faculty Affairs to ascertain if guidelines issued for appointments are being followed.

AUTHORIZED FACULTY/STAFF POSITIONS FOR \_\_\_\_\_

(year) \_\_\_\_\_

College/School/Area \_\_\_\_\_

Department/ Office	Suggested Rank/Title	Type of Contract (term, prob.)	Length of contract a.y., f.y.	Salary Range	N-new R-replacement (name of person being replaced)	Appt. Act. Rec- ord Rec'd.



BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Emergency Search and Screening  
Procedures (Contract Staff)

DOCUMENT NO: I-B-25

PAGE 1 OF 2

SUBMITTED BY: CHR, VPFA

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: October 25, 1974

EFFECTIVE DATE OF POLICY/PROCEDURE: October 25, 1974

1. An emergency recruiting situation exists only when both of the following conditions exist:
  - a) A vacancy must be filled by a particular date and no temporary arrangements are possible; i.e., to cover classes or staff residence halls.
  - b) Information that the vacancy exists or will exist is received by the appointing person or agency thirty days or less before the necessary date.
2. If at least fifteen days' notice is given, the following steps will be taken:
  - a) Local advertising through whatever media are available
  - b) Telephone calls to regional institutions to locate candidates for possible interviewing
  - c) Search of back files of unsolicited applications or applications solicited by prior searches for similar vacancies.
3. If fewer than fifteen days' notice is given, immediate notification of the ~~Coordinator~~ of Human Resources can be substituted for step 2a; but steps 2b and 2c must be followed.
4. A documented record of the search procedure, including all applicants considered and all contacts made, will be submitted to the Office of Human Resources, following the format of the Appointment Activity Record wherever possible.
5. Contracts issued under emergency procedures will be term only, non-renewable at the end of the current contract period. If the position is to continue beyond that time, regular recruitment procedures will be followed. The person appointed through emergency procedures may be an applicant in that process, and on-the-job experience gained during emergency appointment may be considered as a qualification but not as a necessary one for all applicants.



SUBJECT: Emergency Search and Screening  
(Continued) Procedures (Contract Staff)

DOCUMENT NO: I-B-25

PAGE 2 OF 2

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6. Every contract issued under emergency procedures will be accompanied by a cover letter containing the following statement:

This appointment was made on short notice, under circumstances not allowing for maximum utilization of equal opportunity and affirmative action procedures. Therefore, this contract will not be renewed beyond the stated termination date. If the position is to be continued beyond that date, you may be invited to apply for regular appointment.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Policy Governing New Appointments  
to Chairmanships

DOCUMENT NO: I-C-10

PAGE 1 OF 2

SUBMITTED BY: VPFA, Provost

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: July 12, 1973

EFFECTIVE DATE OF POLICY/PROCEDURE: Academic Year 1973-74

- (1) New chairmen and chairmen appointed to new terms may be appointed to their positions on a fiscal year or academic year basis. In addition to a base salary, each chairman will receive an administrative stipend based on departmental size as listed below:

<u>Size of Department</u> (full-time head count including Firelands)	<u>Stipend</u>
One to five members	\$ 500.00
Six to ten members	1,000.00
Eleven to twenty members	1,500.00
Departments larger than twenty members	2,000.00

- (2) In the case of fiscal year appointment, the standard vacation period offered will be one month. This does not preclude attendance at meetings of a scholarly nature or other meetings which would enhance the performance of the chairman's duties.
- (3) The administrative stipend is intended to compensate the chairman for the extra responsibilities and obligations which he or she assumes upon accepting the chairmanship. It does not imply that he may not receive a reduction in teaching load in order to permit him to carry out those duties adequately and completely. It is expected that every chairman will devote some part of his working year to the teaching of courses within his department, including half-time summer teaching for one summer term in non-doctoral departments. (Chairmen on fiscal year contracts who wish to take more than one month of vacation may be granted a leave without pay during the summer session, the funds conserved in this way being used to compensate an acting chairman). Regardless of the nature of the contract the chairman is responsible at all times for the direct supervision of his department.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Policy Governing New Appointments  
(Continued). to Chairmanships

DOCUMENT NO: I-C-10

PAGE 2 OF 2

- (4) When a chairman leaves the chairmanship either by resignation or non-reappointment, he will receive his next contract at his base faculty salary for the academic year plus an increment for merit where appropriate. Merit increases to the base faculty salary will be made as justified on the basis of performance in teaching, research, and administration of the department. The administrative stipend will be increased only as required by growth of the department, but the table of stipends will be reviewed and adjusted at regular intervals.
- (5) Should those chairmen currently in office who are not on fiscal year contracts wish to convert to such, they may do so in consultation with their Dean with the concurrence of the Dean and Provost. Otherwise their contracts will remain on the present basis until the end of their present terms of appointment as chairmen.

SUBJECT: Summer Salaries

DOCUMENT NO: I-C-20

PAGE 1 OF 2

SUBMITTED BY: Provost

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: Spring, 1973;

EFFECTIVE DATE OF POLICY/PROCEDURE: Academic year, 1973-74

Chairperson Compensation

Summer salaries for chairpersons/directors are computed on the basis of  $9/45$  of the academic year salary. If the department/school is non-doctoral, the chairperson/director is expected to teach one course during one term of the summer session.

If the chairperson/director chooses not to be on duty or not to be available for departmental responsibilities, he/she is entitled to delegate these responsibilities to an acting chairperson who will receive the chairperson's compensation. When the chairperson/director elects to be away for one term of the summer session, for example, an acting chairperson/director appointed for the alternate term shares a portion ( $2/45$  or  $3/45$ ) of the administrative compensation. Regardless of teaching or administrative arrangements, it should be understood that chairpersons may be called upon to meet his/her responsibilities at all times (Charter, Article VIII., Section 6).

Faculty Compensation

For determining salaries of faculty for one term of summer school instruction, the academic year salary is divided by  $1/45 \times$  hours of instruction for regular lecture or lecture lab courses. Example  $(\frac{3, 4, 5}{45})$

For full quarter compensation the academic year salary is divided by  $1/36 \times$  hours of instruction for regular lecture or lecture/lab courses. Example:  $(\frac{3, 4, 5}{36})$

No faculty member will be compensated for more than  $9/45$  of the academic year salary during one term of the summer session nor for more than  $1/3$  of the regular academic year salary for the full quarter.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Summer Salaries  
(Continued)

DOCUMENT NO: I-C-20

PAGE 2 OF 2

Non-regular faculty contracts are computed on the base salary of \$8,400.\* In other words, no salary is calculated on a base salary lower than this amount. Salaries for visiting professors from other universities are determined on the same basis as Bowling Green regular, full-time faculty unless the department chooses to offer a lesser amount.

FACULTY WITH SUMMER RESEARCH GRANTS WHO ARE TO RECEIVE SUMMER CONTRACTS UNDER THE GRANT SHOULD FORWARD THE PERTINENT INFORMATION TO THE COLLEGE OFFICE IMMEDIATELY FOLLOWING AWARD OF THE GRANT, BUT NO LATER THAN THE TIME SUMMER CONTRACTS ARE PREPARED.

\* See I-C-25, Part-Time and Overload Faculty Salaries, for currently updated figures.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Part-Time and Overload Faculty Salaries

DOCUMENT NO: I-C-25

PAGE 1 OF 1

SUBMITTED BY: Dean Educ., CAB, VPFA

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: Spring, 1973;  
September 9, 1974; July 10, 1975.

EFFECTIVE DATE OF POLICY/PROCEDURE: Academic year, 1975-76.

Per Credit Hour Rates for Full-Time Faculty Overloads on Campus

Professor	\$480
Associate	375
Assistant	315
Instructor	260
Lecturer	230

Approved (4-1)

Per Credit Hour Rates for All Other Part-Time or Overload Teaching

Professor	\$400
Associate	350
Assistant	300
Instructor	250

Approved (4-1)

SUBJECT: Payroll Procedures

DOCUMENT NO: I-C-30

PAGE 1 OF 4

SUBMITTED BY: WPOP

APPROVED BY:

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES:

EFFECTIVE DATE OF POLICY/PROCEDURE: Academic year 1974-75

1. EMPLOYMENT

All contract employees are to be employed through the area Vice President or other area head.

Payroll authorization forms are to be submitted for all contract payroll changes to the payroll office at least two weeks prior to issuing such checks.

2. CONSULTANT FEES

- (a) Any payment for consultant fees and/or services to a University employee will be processed through the payroll department and will be subject to Federal, State, and City income taxes and retirement benefit deductions. Payment will be included with your regular University payroll check.

3. PAYDATES

- (a) Faculty salaries for the academic year may be divided into either nine or twelve equal installments as individually selected (option cards must be submitted with other payroll forms approximately two weeks prior to the first payroll). Anyone failing to submit an option card will be included with the nine-installment group. Choices may be changes ONLY at the conclusion of any option period by submitting a new card to the Payroll Department prior to September 1. Checks are available on the 15th of each month.
- (b) Graduate Assistant, Teaching Fellow, Resident Hall Assistant and Assistant Hall Director checks will be issued in nine installments. The first quarter is divided into four (4) equal checks and the second and third quarters into three (3) equal checks. Checks are available the last working day of each month. Each quarter is divided into three equal checks, available on the 1st of the month.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Payroll Procedures  
(Continued)

DOCUMENT NO: I-C-30

PAGE 2 OF 4

- (c) Checks for Administrative Personnel will be available on the last day of each month (or the last working day prior to vacation periods).

4. CHECKS MAY BE SECURED BY ANY OF THE FOLLOWING PROCEDURES:

- (a) At the Bursar's Office Cashier Window, First floor, Administration Building in person, or by any messenger designated in writing, or
- (b) Department secretaries may secure departmental checks; however, security and prompt distribution should be provided. Designation should be for the academic year, and the list submitted to the Payroll Office two weeks preceding payday, or
- (c) By signing a Payroll Office authorization card to deposit checks at a local bank (deposit receipts and earnings statements will be forwarded a few days later by campus mail), or
- (d) By written authorization to the Payroll Office checks will be mailed to the home addresses.
- (e) Payroll checks for employees at Firelands Campus and the branches are automatically mailed to their home address.

5. CITY INCOME TAX

The preceding salaries are subject to the one and one-half percent Bowling Green City Income Tax. The city income tax will be deducted for the City of Bowling Green unless the employee notifies the Payroll Office otherwise.

6. PAYMENT DATES FOR STUDENT STIPENDS FOR RESEARCH GRANTS AND INSTITUTES

Payment dates for student stipends for research grants and institutes should be cleared in advance by the grant director with the Director of Restricted Fund Accounting in the Business Office, Room 322, Adm. Bldg.



SUBJECT: Payroll Procedures  
(Continued)

DOCUMENT NO: I-C-30

PAGE 3 OF 4

7. INSURANCE

Blue Cross, Surgical, Group Life Insurance (John Hancock Insurance Company) and Educators Mutual Insurance. All questions should be referred to Office of Vice President for Operations, Room 205, Adm. Bldg., Ext. 22126.

All insurance deductions (except those for Educators Mutual Life Insurance) are made on the same basis as the individual's pay basis, i.e. 10 paychecks = 12 equal deductions. Educator Mutual Life Insurance deductions are made on a 10-month basis, but cover 12 months.

The Group Life Insurance premiums covering term life insurance and major medical insurance are currently ruled nontaxable income for both Federal Income Tax and City Income Tax. The gross earnings listed on the annual W-2 Federal Income Tax earnings statement has been reduced by this amount.

8. TAX DEFERRED ANNUITIES

For information on tax deferred annuities, contact Mr. Russell Meister, Insurance, Administration Building, Room 322.

9. SICK PAY EXCLUSION FOR FEDERAL INCOME TAX

If you are entitled to a sick pay exclusion for Federal Income Tax purposes, notify your supervisor so that each Vice President or Area Head may file your absence record with the Business Office prior to the end of the year. You will then receive a statement of such entitlement which should be attached to your Federal Tax Return.

10. BONDS

Anyone desiring a payroll deduction for U. S. Savings Bonds should complete the necessary authorization card at the Payroll Office, Room 325, Adm. Bldg.

11. STUDENT TIMESHEETS

Hourly student employees are to be employed via the Student Personnel Office in accordance with the approved wage scale. Students are paid at two-week intervals--every other Friday. Each payroll period begins on Monday (on Sunday for certain areas). Time-sheets for each two-week period are to be submitted to the Payroll Office by 5:00 p.m. on the Tuesday following each payroll period. Payroll checks are available on the second Friday morning thereafter, at the Bursar's Office Cashier Window, First Floor, Adm. Bldg.

SUBJECT: Payroll Procedures  
(Continued)

DOCUMENT NO: I-C-30

PAGE 4 OF 4

12. NONACADEMIC PERSONNEL

All research, office, maintenance and other nonstudent personnel (excluding faculty and administrative) are to be employed through the Nonacademic Personnel Office, Shatzel Hall, in accordance with the approved wage scale. Payroll rates, hours of employment, et cetera, are to be determined by that office. Nonstudent timesheets for hourly employees are to be submitted on a biweekly basis by five o'clock on Tuesday to the Nonacademic Personnel Office.

Departments using timecards are to submit them each Monday morning (for the previous week) to the Timekeeping Office, Room 315, Adm. Bldg.

SUBJECT: University Policy on Federal Tax  
Withholding from Payroll

DOCUMENT NO: I-G-35

PAGE 1 OF 2

SUBMITTED BY: VPOP

APPROVED BY:

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: No date available

EFFECTIVE DATE OF POLICY/PROCEDURE: No date available

The University has followed a policy of not interfering with personal Federal Income tax matters of faculty or staff members. Because several questions have been raised by faculty members concerning larger Federal tax withholdings an explanation may be helpful in your financial planning.

First, it should be noted that the University is required by law to adhere to the withholding requirements of the Internal Revenue Code. This requirement seems clear with little if any possibility for University or individual option.

Secondly, provision of paragraph 31.3402 (g)-1 of the Internal Revenue Code require that all wages paid concurrently within a payroll period shall be aggregated and the amount of tax determined as if the aggregate constituted a single wage payment for the regular payroll period. Thus, if a faculty member has elected to be paid on a twelve check basis and he teaches summer school, the above regulation will result in a substantial increase in withholding tax for either or both of the eleventh and twelfth summer checks. However, the net annual income tax liability would be approximately the same as compared with payments spread evenly during the calendar year. Any over-withholding which may occur as a result of these uneven wage payments is refundable at the time of filing individual annual Federal tax returns. Similarly, any tax due is payable at that time.

The following statements summarize the tax calculations listed on the following table. Each example reflects the amount of tax withheld for selected salary levels on both the ten and twelve-month pay options. The table reflects calendar year earnings, not the academic year salary. Also, other sources of income may change individual tax situations.

1. The federal withholding tax tables are calculated on the assumption that earnings will be relatively consistent throughout the year. Any month for which there is no income may result in "under-withholding"; any check which pyramids earnings for two pay periods may result in "over-withholding".
2. For faculty employed during the academic year but not during the summer:
  - (a) Based upon the same salary, more federal tax will be withheld under the ten-pay option (as compared with the twelve-pay option).
  - (b) The difference will range from approximately \$100 - \$350 per year, depending upon the salary earned.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: University Policy on Federal Tax  
(Continued) Withholding from Payroll

DOCUMENT NO: I-C-35

PAGE 2 OF 2

3. For faculty employed both during the summer and the academic year:

- (a) If the academic year salary is paid in ten (10) equal checks, the summer tax withheld will be computed at the normal rate.
- (b) However, if the academic year salary is paid in twelve (12) equal checks, the summer earnings will be added to your eleventh and/or twelfth check, so that a much larger amount is deducted for summer tax. Please note that the tax deducted from this one summer check may be \$250 - \$550 higher than might be anticipated.
- (c) More tax is withheld under the twelve-month pay option.

If you should have further questions, do not hesitate to contact the Payroll Office or the Business Office.

8/26/75

BOWLING GREEN STATE UNIVERSITY  
INSURANCE PROGRAM

I. John Hancock Group Insurance Plan

Participation in this plan is part of your salary contract and an amount equal to your contribution is included in, and will be deducted from your pay. Coverage consists of Life, Accidental Death and Dismemberment, Long-Term Disability and Major Medical insurance on eligible employees and Major Medical insurance on eligible dependents. The Life, Accidental Death and Dismemberment and Major Medical coverages become effective on the date the employee assumes active employment and the Major Medical on the dependents of the employee becomes effective at the same time. Long-Term Disability coverage becomes effective for the eligible employee one year following the first day the employee assumes active employment. Details concerning benefits, costs, beneficiary selection and claim filing are described in the John Hancock booklet and on the attached sheets.

NOTE: Please complete the John Hancock enrollment (Blue) card.

II. John Hancock Dependent Life Insurance

Employees eligible for the John Hancock Group Plan (Item I) may insure their spouse and children for life insurance. As a new employee, you may enroll your dependents at this time, with the coverage becoming effective on the date the employee assumes active employment. If you do not make application during this period but decide to at a later date, the John Hancock Insurance Company will ask for evidence of insurability on your dependents. The application for this plan is on a voluntary basis and the laws of the State of Ohio require that the employee pay the full cost of the coverage. Costs, coverages and eligibility of dependents are described in the enclosed (green) folder and cost information sheet.

NOTE: Please complete the Dependent Life Insurance enrollment (Yellow) card, if you wish this coverage.

III. Hospital-Surgical-Anesthesia-Medical Insurances

The University pays the cost for the employee portion of Hospitalization insurance and for the employee and family Surgical-Anesthesia-In Hospital Medical insurance. Should the employee wish family Hospital coverage, he must pay the difference between the single and family rate. The coverage for our Hospital-Surgical program is with two carriers. Blue Cross provides Hospital benefits and John Hancock provides the Surgical-Anesthesia-In Hospital Medical benefits. As a new employee, you may enroll in Blue Cross at this time or if you presently are a member of Blue Cross, you may transfer to our group. Your Blue Cross coverage will become effective on the first of the month following your date of hire providing you enroll or transfer within 15 days from your employment date. Also, participation in the Blue Cross plan will reduce the deductible required by the John Hancock Major Medical from \$400 to \$100. If you wish the Blue Cross insurance, complete the enclosed enrollment (white) card. If you do not want either the single or family coverage, please sign the waiver on the reverse side of the card. It is not necessary to complete a separate enrollment card for the John Hancock Surgical-Anesthesia-In Hospital Medical coverage.

The enrollment card (Blue) that you completed for the John Hancock Group Insurance (see paragraph #I) also serves as your Surgical-Anesthesia-In Hospital Medical enrollment card. Benefits of the hospital plan are explained in the Blue Cross folder, and the surgical plan benefits are stated in the John Hancock booklet. Family cost is shown on the attached Cost Information Sheet.

IMPORTANT: If you are presently a member of "Blue Cross and are transferring to this program, it is essential that you complete the section, "Are you enrolled in a Blue Cross Plan now?" on the enrollment card.

#### IV. Educators Insurance Company Income Protection Plan

Monthly benefits are provided by this program for total disability due to illness or injury. Two plans are offered: Plan I - benefits up to one year, and Plan II - benefits up to 26 weeks. These plans coincide with the John Hancock Long-Term Disability program. Plan I provides protection for the first year when the new employee is not eligible for Long-Term Disability coverage, and Plan II provides coverage during the six (6) month waiting period after the new employee becomes eligible for Long-Term Disability. New employees enrolling in Plan I automatically change to Plan II at the end of the year. The enclosed brochures describe the various income plans available and the costs. You may select the amount of monthly benefits best suited to your needs, but in no instance can it be more than 80% of your income. The application for the Educator Plan is on a voluntary basis. If you desire this insurance, application forms are available in the Insurance Office, Room 322, Administration Building.

#### V. Travel Risk Insurance

This accidental death and dismemberment insurance covers all active full-time administrative personnel and faculty members, part-time faculty members, graduate assistants and teaching fellows, while traveling on the business of, and by assignment of, or with authorization of, the University. This coverage is provided at no cost to the individual and details of the insurance are explained in the attached Travel Risk Insurance sheet. A card for designating a beneficiary for this insurance is also enclosed.

#### VI. Premium Payments

Premium payments for insurances will be made by payroll deduction. The John Hancock Group Plan, the John Hancock Dependent Life Insurance, and the Blue Cross family premiums will be deducted in nine payments for those individuals receiving nine checks, and twelve payments for individuals receiving twelve checks. Deductions provide coverage for twelve months. In all instances, the premiums for the Educator's Income Protection Plan are based on nine deductions for twelve months' coverage. (See attached Cost Information Sheet for insurance costs).

VII. Enrollment Cards

Please complete all enrollment cards and return to R. H. Meister, Insurance Office, Administration Building, Room 322 within 5 days. Should you desire assistance, contact Mr. Meister at extension 2-2203.

VIII. Insurance claims

To collect benefits for Surgical-Anesthesia or In-Hospital Medical claims, it is necessary to complete a John Hancock claim form. These forms are available from Mr. Meister, Room 322, Administration Building, Extension 2-2203.

Also, claim information on Death, Major Medical, and Long-Term Disability insurance, and information regarding the status of your insurance in the event of leave of absence, disability, change of beneficiary, termination or retirement, may also be obtained from the same office. Please feel free to avail yourself of our services at any time.

JOHN HANCOCK GROUP INSURANCE PLAN

Class of Employees by Annual Salary	Life Insurance	Accidental Death & Dismemberment	Long-Term Disability	Employees & Dependents Major Medical	Annual Contrib.	Twelve Ded.	Nine Ded.
Less than \$7,000	\$17,000	\$17,000	Effective 1 year from date employee commences active work. Benefits are 60% of monthly salary to maximum \$1,000 payable to the earlier of death or age 60.	No-Limit maximum per insured per-son. Benefits increased from 80% to 100% after \$1,000 out of pocket expenses incurred.	\$120	\$10.00	\$13.33
\$7,000 Less than \$9,000	\$22,000	\$22,000			\$180	\$15.00	\$20.00
\$9,000 Less than \$12,000	\$30,000	\$30,000			\$225	\$18.75	\$25.00
\$12,000 Less than \$17,000	\$40,000	\$40,000			\$270	\$22.50	\$30.00
\$17,000 Less than \$22,000	2½ Times Ann. Sal.	2½ Times Ann. Sal.			\$375	\$31.25	\$41.66
\$22,000 Less than \$27,000	2½ Times Ann. Sal.	2½ Times Ann. Sal.			\$450	\$37.50	\$50.00
\$27,000 and Over	2½ Times Ann. Sal. to a max. of \$75,000	2½ Times Ann. Sal. to a max. of \$75,000			\$600	\$50.00	\$66.66

JOHN HANCOCK DEPENDENT GROUP LIFE INSURANCE PROGRAM

Life Insurance	Amount	Annual Contribution	Twelve Deductions	Nine Deductions
Spouse	\$2,000.00			
Each child	\$ 500.00			
15 days to 6 months	\$1,000.00	\$10.08	\$ .84	\$1.12
6 months to age 21				

HOSPITAL (BLUE CROSS) - SURGICAL, ANESTHESIA, MEDICAL (JOHN HANCOCK) PLAN

	Blue Cross		John Hancock		Annual Cost	
	University Pays	Employee Pays	University Pays	Employee Pays	Twelve Ded.	Nine Ded.
Single	\$15.39	-0-	\$ 4.52	-0-	-0-	-0-
Family Sponsored	\$15.39	\$21.44	\$14.58	\$257.28	\$21.44	\$28.59
Dependents	-0-	\$15.39	-0-	\$238.92	\$19.91	\$26.55

EDUCATORS INSURANCE COMPANY INCOME PROTECTION PLAN - Costs of the various plans are listed in the Educator's Brochure.





BOWLING GREEN STATE UNIVERSITY TAX-DEFERRED ANNUITY PROGRAM

Federal legislation enables employees of educational institutions to invest money and to reduce their taxes at the same time through a Tax-Deferred Annuity Program. The Board of Trustees approved the AETNA Variable Annuity Life Insurance Company (formerly the Participating Annuity Life Insurance Company - PALIC), Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF), and the State Teachers Retirement System (STRS) as carriers for the plan. For further information concerning Tax-Deferred Annuities, contact R. H. Meister, Insurance Administrator, Room 322, Administration Building, Phone 2-2203.

General Information Concerning Tax-Deferred Annuities

1. Employees of non-profit organizations may invest in a tax-deferred annuity with certain potential tax advantages.
2. If a voluntary salary reduction is chosen for purposes of a tax-deferred annuity program, such reduction must be authorized in writing and the amount of the reduction be contributed to a tax deferred annuity. The amount of the reduction and earnings on that amount are excluded from federal income tax in that taxable year.
3. Amounts received under a tax-deferred annuity either in monthly payments or a lump sum are taxable during the year in which they are received.
4. The maximum salary reduction that may be made is determined by a formula called "Exclusion Allowance". An explanation of this allowance will be made by the insurance representative.
5. Contributions may be increased or decreased once during the tax year and may be discontinued at any time.
6. The tax-deferred annuity contract shall not contain provision for any type of insurance other than annuity.
7. The voluntary salary reduction affects the amount of taxable income for Federal and State Income tax. City Income tax, contributions for the State Teachers Retirement System and the Public Employees Retirement System are based upon salary prior to the reduction.

Below is a list of types of beneficiaries  
and the standard wording for each type

<u>Type of Beneficiary</u>	<u>Standard Wording</u>
I. Insured's Estate	My Estate
2. One Beneficiary	Leslie R. Lindstrom, Wife
3. One Beneficiary	Bowling Green State University Foundation, Inc.
4. One Beneficiary and Children	Leslie R. Lindstrom, Wife, if living; otherwise to any children born of the marriage of myself and said wife, Leslie
5. Two Beneficiaries	George Lindstrom, Father, and Emily Lindstrom, Mother, equally or to the survivor.
6. Three or More Beneficiaries	George Lindstrom, Father, Emily Lindstrom, Mother, and Christopher Lindstrom, Son, equally or to the survivors or survivor.
7. One Beneficiary and One Contingent Beneficiary	Leslie R. Lindstrom, Wife, if living; otherwise, to Christopher Lindstrom, Son
8. One Beneficiary and Two Contingent Beneficiaries	Leslie R. Lindstrom, Wife, if living; otherwise, to Christopher Lindstrom, Son; and Maria Lindstrom, Daughter, equally or to the survivor
9. One Beneficiary and Three or More Contingent Beneficiaries	Leslie R. Lindstrom, Wife, if living; otherwise, to Christopher Lindstrom, Maria Lindstrom, and Jennifer Lindstrom, Children equally or to the survivors or survivor
10. Two Beneficiaries and One Contingent Beneficiary	George Lindstrom, Father, and Emily Lindstrom, Mother, equally or to the survivor; otherwise, to Leslie Lindstrom, Wife
II. Two Beneficiaries to Unequal Portions	George Lindstrom, Father, to receive three-quarters (3/4) of the proceeds of the Certificate and the remaining one- quarter (1/4) to Emily Lindstrom, Mother, the share of any deceased beneficiary to be paid to the survivor:
12. Trustee Beneficiary to an Individual of a Bank	Bradley Collins and John Swenson--or-- Jamestown Bank & Trust Company, Trustee(s) under a Deed of Trust dated _____
13. One Beneficiary and <u>Per</u> <u>Stirpes</u> Representation for	Leslie R. Lindstrom, Wife, if she survives the insured; otherwise, to John Lindstrom, Maria Lindstrom, and Jennifer Lindstrom, Children, in equal shares with <u>per stirpes</u> representation to the surviving children of any deceased child

TRAVEL RISK INSURANCE

The University was concerned with the fact that many employees traveled on University business, but had no supplemental accidental death coverage. We are pleased to inform you that all active full-time or part-time administrative personnel, full or part-time faculty members, graduate assistants and teaching fellows under contract with Bowling Green State University are insured for loss of life or dismemberment resulting from an accident while traveling on University business. When death or injury shall result in any of the following losses within 100 days after the date of the accident, the insurance will pay as follows:

Life.....	\$50,000
Both Hands or Both Feet or Entire Sight of Both Eyes.....	50,000
One Hand and One Foot.....	50,000
One Hand and the Entire Sight of One Eye.....	50,000
One Foot and the Entire Sight of One Eye.....	50,000
One Hand or One Foot.....	25,000
Entire Sight of One Eye.....	25,000

Coverages under this policy in effect while the insured person is on the business of the University (excluding everyday travel to and from work and bona fide vacations) are as follows:

1. Riding as a passenger or operator in or on, boarding or alighting from, or being struck by, any land or water conveyance, other than as an operator or member of the crew in any conveyance operated for the carriage of passengers for hire; or
2. Riding as a passenger, and not as an operator or member of the crew, in or on, boarding or alighting from, or being struck by, any previously tried, tested and approved civilian or military aircraft which is being used at the time for the transportation of passengers and is being piloted by a properly licensed pilot.
3. Riding as a pilot, not as a passenger or member of the crew, on the Business of the Holder, in any aircraft having a valid and current "standard" airworthiness certificate issued by the Federal Aviation Administration, and for which the pilot then holds a current and valid certificate of competency of a rating authorizing him to pilot such aircraft.

The term "on the business of the University" means on assignment by or with the authorization of the University for the purpose of furthering the business of the University. Authorized travel means travel at the request of, or on behalf of and for the purpose of furthering the interest of the Policyholder for which the insured person receives reimbursement totally or in part for such expenses as the insured person incurs as a result of making such a trip. Where authorized travel is a usual and normal part of an insured person's particular job requirements and reimbursement for such travel is part of his regular compensation, he/she is also considered covered under this policy. Territorial limits under this policy are worldwide.

A beneficiary under this policy will be a person, or persons, specifically designated in writing by the insured; otherwise, the beneficiary will be the estate of the insured. A form is provided for designating a beneficiary if you so desire.

The cost of this policy will be paid by Bowling Green State University - this coverage is in addition to our group program. Any questions that you might have concerning this insurance should be directed to R. H. Meister, Insurance Administrator, Room 322, Administration Building, Phone 2-2203.

djk

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Fee Waiver Policy - Bowling Green State University Employee and/or His or Her Cohabitant Spouse, Child and Children

DOCUMENT NO: I-D-20

PAGE 1 OF 2

SUBMITTED BY: President; Resident Examiner

APPROVED BY: Board

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: January 7, 1966; May 1, 1970; July 1, 1971; March 18, 1972; April 18, 1974;

EFFECTIVE DATE OF POLICY/PROCEDURE: September 1, 1973;

The policy governing these staff benefits shall be as follows:

Employee

A full-time employee of the University, including an individual employed full time at the University but compensated by another agency (i.e., ROTC, research agency, etc.), and one who has emeritus status, who desired either to audit a course or to take a course for credit may do so without payment of the instructional or general fee, if

- (1) his area administrator certifies that the individual's enrollment will not interfere with the discharge of his duties as a University employee;
- (2) his enrollment in the section of the subject is recommended by his academic dean or his area administrator and approved by the University Provost;
- (3) his enrollment will not prevent a regularly registered student from attending the class section; and
- (4) he enrolls for the course in the Office of the Registrar.

Spouse/Child

The cohabitant spouse, and/or child or children of a full-time employee, including faculty and Civil Service (or local equivalent of Civil Service), and employees of the Departments of Aerospace Studies and Military Science, who has completed five years of full-time service at Bowling Green State University, may enroll without payment of the instructional fee either as a full-time or as a part-time student at the University, on the campus or at an off-campus branch or center, provided that the individual is eligible to be considered a personal exemption under the provision of Section 151 of the Internal Revenue Code. The general fee and any other course fees or charges will be paid by the student.

The cohabitant spouse, and/or child or children of a full-time academic employee who, prior to March 1, 1972, had attained the status of permanent tenure or had attained the rank of associate or full professor if not on tenure, including members of the Department of Aerospace Studies, Military Science, and emeritus staff members, may enroll without payment of the instructional fee either as a full-time or part-time student on campus or at an off-campus branch or center, provided that the individual is eligible to be considered as a personal exemption under the provisions of Section 151 of the Internal Revenue Code. The general fee and any other course fees or charges will be paid by the student.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Fee Waiver Policy)- BGSU Employee and/or  
(Continued) His or Her Cohabitant Spouse, Child  
and Children

DOCUMENT NO: I-D-20

PAGE 2 OF 2

A full-time nonacademic employee is one who works 40 hours a week on a regular schedule and is employed full time for a minimum of nine months a year--such eligibility to be determined by appropriate authorities.

A full-time academic employee is one who is appointed (including leave of absence) for a minimum of three quarters of the same fiscal year and whose teaching assignments and/or other assignments are determined by appropriate authorities to constitute a full load.

The President of the University is authorized, effective as of September 1, 1973, to waive the instructional fee for a cohabitant spouse, and/or child or children of a full-time employee, including faculty and civil service, if the employee was employed prior to March 1, 1972, and would have become eligible for this fringe benefit under the policy which was in effect at the time of his employment.

Fee Waivers Agreement between BGSU and UT.

The Board of Trustees of BGSU and UT approved a reciprocal agreement whereby full-time employees of one university may take courses at the other university with a waiver of fees. This covers full-time employees only and does not include waivers for dependents.

The agreement is effective immediately and procedures are outlined below. BG employees will receive the same benefits at the University of Toledo as on our campus. Our rules and limitations under the present policy for employees will apply for taking courses at UT:

1. It will be necessary to be properly admitted as a student (either undergraduate or graduate) at UT before enrolling for courses.
2. Fee waiver forms are available in this office (235 Administration Building) as well as a registration card for parking permit.
3. Additional information will be given to you when you pick up a form.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Freedom of Political Expression

DOCUMENT NO: II-A-10

PAGE 1 OF 2

SUBMITTED BY:

APPROVED BY: Senate

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: January 20, 1965; March 4, 1969;

EFFECTIVE DATE OF POLICY/PROCEDURE: January 20, 1965

The purpose of this statement is to promote public understanding and support of the political aspect of academic freedom.

- (1) The university in a democracy must be devoted to acts of free inquiry and free commitment in the spheres of teaching, learning and research. Freedom in research is fundamental to the advancement of knowledge. Academic freedom in teaching and learning is fundamental to the protection of the rights of both the teacher and the student. Any university which fails to foster such freedoms, but remains neutral, inevitably casts a silent vote for the demise of those conditions on which the survival of the democratic way of life depends.

There is nothing more dangerous to the activity of free inquiry in a democracy than the view that the world must be always that which it is now. The university is an agent of cultural transformation and as such presents a variety of choices to its students for alternative commitments and courses of action. It must therefore follow that a university will oppose anything or anyone who acts to create fear or condemnation of the students, faculty, or administrators, for the exercise of such choice. The freedom to think flexibly, to explore any and all belief systems, and to choose from among them, whether they conflict with present ideas or institutions or not, must always be fostered by the university in a democracy.

- (2) To this end it is imperative that the university must recognize the right of political expression which is exercised within constitutional boundaries. No democracy can survive as a democracy without the continued exercise of free political activity and free political expression by its members. This is the self-evident basis for the Bill of Rights, including the first amendment which guarantees freedom of speech, freedom of religion, a free press, and freedom of peaceable assembly. Groups from on or off campus should not be subjected to exceptional requirements to obtain permission to give lectures, sell or distribute publications of political, religious or educational import, circulate petitions, or carry out orderly demonstrations, as long as these activities do not interfere with classroom or study hall activity.
- (3) Statements of political matters within the classroom, including student-teacher interactions, are to be confined only by the relevance of the subject-matter to the discipline involved. Judgment of such relevance can be made most properly by those academically qualified in the discipline.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Freedom of Political Expression  
(Continued)

DOCUMENT NO: II-A-10

PAGE 2 OF 2

- (4) Security regulations beyond ordinary protection against illegal actions have no place in a university. Any further concern with security regulations or with political security checks (which make use, for example, of such methods as photographic or monitoring devices) establishes a condition of suspicion and fear quite inimical to free expression, and quite adverse to the tradition that a university shall be a center of innovative and challenging thought in both the arts and the sciences.

Any regulations or security precautions which, in the absence of legal evidence, presume or imply the guilt of any individuals or groups, destroy the entire fabric of mutual confidence within the university community.

- (5) The members of the university community may speak, write, demonstrate, or picket as citizens without fear of institutional censorship or discipline. The special position of university personnel, however, does impose special obligations. It is incumbent upon them to remember that the public may judge their institution by their utterances. They should, therefore, at all times be accurate, exercise appropriate restraint, and show respect for the opinions of others, and should make every effort to indicate that they act within their rights as private citizens and not as spokesmen for the institution.

In conclusion, it should be remembered that the gadflies of political action (demonstrators, pamphleteers, agitators, students, faculty or administrators), maintain the frontier of political freedom for all persons. Although some might regard such political expressions as irritating or lamentable, while others see them as contributing importantly, all must concede that their activity serves to keep constantly explicit the limits of authority over the lives of all of us. It is the testament of recent European history that, unless such boundaries are vigilantly maintained, they become increasingly confining, and those persons who are accustomed to living comfortably within a lesser degree of freedom should find that they also have none.

It is therefore recommended by this Senate:

- (1) That there be reasonable regulation of the time, place, and manner of conducting political activity on the campus; and
- (2) That there be no University restriction on the content of speech or advocacy.



BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Freedom of Political Expression

DOCUMENT NO: II-A-20

PAGE 1 OF 2

SUBMITTED BY: Senate

APPROVED BY: Board

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: July 22, 1965

EFFECTIVE DATE OF POLICY/PROCEDURE: July 22, 1965

WHEREAS, A Policy Statement on Freedom of Political Expression (the stated purpose of which was to promote public understanding and support of the political aspect of academic freedom), as adopted by the Bowling Green State University Faculty Senate January 20, 1965, was presented by the President to the Board of Trustees for consideration on March 5, 1965, and

WHEREAS, The Board of Trustees on March 6, 1964, had amended the Charter of the University Faculty, said amended Charter containing in Article I, thereof, a list of Basic Principles (which are the guiding principles upon which the Faculty Charter is based), among which Items a and b read as follows:

- a. Full freedom for the expression of differing opinions and the acceptance of the spirit of criticism are essential to the atmosphere of a great university;
- b. Academic freedom is indispensable to the University. The freedom of the individual teacher-scholar, however, carries with it unmistakable acceptance of responsibilities with regard to the good of the University and of society.

WHEREAS, The Board of Trustees is of the unanimous opinion that consideration of the political aspect of academic freedom is already implicit in the above stated Principles;

NOW THEREFORE BE IT RESOLVED, That the Board of Trustees reaffirms the aforesaid Principles pertaining to academic freedom;

AND BE IT FURTHER RESOLVED, The University, through its President, shall prepare and submit to the Board of Trustees for its consideration rules and regulations applicable to the political aspects of academic freedom which are deemed advisable by the Administration and/or the Bowling Green State University Faculty Senate, provided that any such rules and regulations (1) shall be consistent with the Charter of the University Faculty, (2) shall acknowledge the rights of a citizen, (3) shall not detract from the academic development of the student and the University, (4) shall recognize the overall intent of the Policy statement on Freedom of Political Expression, which was adopted by the Bowling Green State University Faculty Senate, on January 20, 1965,

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL.

SUBJECT: Freedom of Political Expression  
(Continued)

DOCUMENT NO: II-A-20

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(5) shall identify the responsibilities of the student, faculty and the University which must be met in order to maintain academic freedom and the political aspects thereof, and (6) shall vest ultimate control on all matters relating to academic freedom and the political aspects thereof in the President and the Board of Trustees;

AND BE IT STILL FURTHER RESOLVED, That the Faculty Senate be asked to submit a resolution to the Board of Trustees, providing for an amendment to Article IV (President's Advisory Council) of the Charter of the University Faculty (as amended March 6, 1964) adding under Section 3, thereof, as an additional function the consideration of any alleged infraction of such above-mentioned rules and regulations as may be adopted by the Board of Trustees pertaining to academic freedom and the political aspects thereof;

AND BE IT STILL FURTHER RESOLVED, That in the event a student is involved in any alleged infraction of such above-mentioned rules and regulations pertaining to academic freedom and the political aspects thereof, as is referred to and considered by the President's Advisory Council, said Council shall become an ad hoc committee and shall include, in addition to its regular members, the Dean of Students, the President of the Student Council and a representative of the Student Body, (the latter to be appointed by the President of the University).

SUBJECT: Teaching Responsibility

DOCUMENT NO: II-B-10

PAGE 1 OF 2

SUBMITTED BY: Senate

APPROVED BY: Senate

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: May 4, 1971

EFFECTIVE DATE OF POLICY/PROCEDURE: May 4, 1971

### Introduction

Generations of teacher-scholars have recognized that membership in the academic profession carries with it special responsibilities. The nature of the educational process, and the circumstances necessary to the search for truth, and the use, extension, and transmission of knowledge, have resulted in various statements of the concept of academic freedom. Always, this demand for freedom has been accompanied by an awareness of a concomitant responsibility, which has been part of the conduct of reasonable, learned, and humane men and women who practice the worthy and dignified profession of teacher-scholar.

Although many aspects of this sense of responsibility have been and will remain, unwritten and understood, the faculty of Bowling Green State University wishes to reaffirm in a formal way its recognition of its special responsibilities as set forth in the following statement.

### Statement

The faculty of Bowling Green State University reaffirm that the following are an accepted part of their responsibilities as teacher-scholars:

1. The responsibility to assure the student's freedom to learn, through maintaining an atmosphere conducive to free inquiry, the respect of the student as an individual, and the evaluation of students based on professionally judged academic performance without regard to personal or political matters irrelevant to that performance.
2. The Responsibility to exercise intellectual honesty, through the development and improvement of his scholarly competence, the exercise of critical self-discipline and judgement, and the avoidance of subsidiary interests which compromise or hamper his freedom of inquiry.
3. The responsibility to state clearly the objectives of the courses he teaches, to direct his instruction toward the fulfillment of these objectives, and to avoid the persistent intrusion of material irrelevant to the established course definition or apart from his area of scholarly competence.

SUBJECT: Teaching Responsibility  
(Continued)

DOCUMENT NO: II-B-10

PAGE 2 OF 2

4. The responsibility to participate meaningfully and constructively in the governance of the institution, and the maintenance of high professional standards in the objective evaluation of his colleagues.

5. The responsibility to meet classes and other academic obligations regularly and at scheduled times, to assist in arrangement when emergencies intervene, to maintain reasonable opportunities for student contact and conference, and to provide information on progress and evaluation as part of student learning experience.

6. The responsibility to determine the amount and character of the work he does outside the institution with due regard to his paramount responsibility within it.

7. The responsibility, while acting as a private citizen with the rights and obligations of any citizen, to avoid creating the impression that he speaks or acts for the University.

8. The responsibility to observe the stated regulations of the institution, but to guard his right to criticize and seek revision peacefully.

SUBJECT: Professional Responsibilities

DOCUMENT NO: II-B-20

PAGE 1 OF 4

SUBMITTED BY: Ohio Faculty Senate

APPROVED BY: Senate (Adapted in Principle) March 6, 1973

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: March 6, 1973

EFFECTIVE DATE OF POLICY/PROCEDURE:

I. To his students

A. In Course

1. Grading

- a. In-course grading criteria should be clearly formulated by the instructor, and these criteria should be explained to each class at the beginning of the course.
- b. All work performed by students in the course (including oral participation where appropriate) should be seriously considered and evaluated; written work should be returned promptly.
- c. The instructor should provide opportunities for review of grades in order that students may understand the reasons for particular grades and obtain guidance toward improvement.

2. Office hours

- a. Hours should be reasonable in quantity, time of day, and campus location.
- b. Hours should be posted near the instructor's office, and listed with the appropriate secretary.
- c. Provision should be made for special appointments wherever hardship or difficulty arises.
- d. Scheduled office hours should be observed conscientiously.

3. Classes

- a. The instructor should prepare conscientiously for each class session (including arrangements for teaching aids, guests, etc., whenever applicable).

SUBJECT: Professional Responsibilities  
(Continued)

DOCUMENT NO: II-B-20

PAGE 2 OF 4

- b. The instructor should meet classes promptly and should, out of consideration for both students and colleagues, dismiss not later than scheduled time.
- c. Whenever any change is anticipated in scheduled time or place of meeting, the instructor should provide adequate notice to the class. Where appropriate (e.g., small classes, evening classes which frequently involve considerable travel for some students), some procedure should be established for emergency notice to students.
- d. The instructor should provide for and conscientiously consider valid means for course evaluation by students.
- e. The instructor should strive continuously and conscientiously to improve the effectiveness of his teaching, and to this end should seek counsel and constructive criticism from colleagues.

#### 4. Tests and examinations

- a. The instructor should make clear in advance the areas (lecture, text chapters, other) to be covered on any test or examination.
- b. He should, by explicit word and implicit classroom conduct, make clear to his students what emphasis he places upon facts or data and what upon synthesis or thought.
- c. It is the instructor's responsibility to promote adequate standards of linguistic expression (e.g., spelling, general grammatical and syntactical clarity, organization, and form).
- d. The instructor must, both in fairness to those students who conscientiously prepare and to prevent those who do not from taking advantage of others, assure during tests an atmosphere conducive to the highest standards of honesty.

#### 5. Counseling and advising

- a. While the University provides both general and specific counseling services as a discreet function, the instructor will often have more intimate knowledge of his own college, department, and field; such knowledge provides him with unique insights, and he has, therefore, a right and an obligation to counsel and advise students within his area of competence.

SUBJECT: Professional Responsibilities  
(Continued)

DOCUMENT NO: II-B-20

PAGE 3 OF 4

- b. In general, the instructor is obligated to respect each student as a human being, to recognize that he has the feelings and inadequacies common to the human condition, and to recognize that he has both human and civil rights.

II. To the University and his colleagues

A. Records

1. The instructor is responsible for maintaining adequate records of student performance in course.
2. He is responsible for keeping adequate records of course content and assignments.

B. The professional should endeavor to maintain and develop awareness and understanding of areas impinging upon his own field.

C. He should willingly serve on a reasonable number of committees concerned with curricular development and general University governance at departmental, collegiate, and university levels.

D. He should contribute to the continuance and improvement of educational quality within the University through strong and active participation in selection of new faculty, and in decisions on promotion, tenure, and other recognitions of merit.

E. The professional is obligated to promote by precept and example a general atmosphere within the University of respect for knowledge, thought, and inquiry, even when - indeed especially when - such may be at variance with his own ideas.

1. He respects his colleagues and his students, without reservation or favor because of race, national origin, religion, sex, degree or rank, discipline, or political sentiments.

2. He contributes positively to reasonable orderliness within the University community.

SUBJECT: Professional Responsibilities  
(Continued)

DOCUMENT NO: II-B-20

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III. To his discipline

- A. He continues his growth within his field and related areas.
- B. He shares matured concepts with others through his teaching, and through creative endeavors, research and attendance at and participation in professional associations and meetings.

IV. To self

- A. The professional seeks continuously to improve his own value as a teacher and as a citizen.
- B. He seeks diligently to improve the teaching-working environment within the University structure
  1. by promoting a general atmosphere of intellectual and social growth, and
  2. by seeking just and equitable compensation - including the concept of released time for professional growth.
- C. He actively contributes to the education and development of persons and groups outside the University proper, in order to promote improved reciprocal understanding and acceptance of the roles of education, the University itself, his own discipline, and his profession in American and world society.



SUBJECT: Statement of Professional Responsibilities

DOCUMENT NO: II-B-22

PAGE 1 OF 4

SUBMITTED BY: Ad Hoc Committee of Senate

APPROVED BY: SEC

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: May 9, 1974;

EFFECTIVE DATE OF POLICY/PROCEDURE: Pending

Preamble

The professional responsibilities of Bowling Green State University Faculty Members should be of concern to students, Faculty members, university officials and citizens of the state.

This statement is presented not as a legal document but rather as a guide to responsible thought and action relative to one's students, colleagues, university, discipline and self.

D. To students

A. Grading

The instructor should:

1. formulate in-course grading criteria and present these to each class at the beginning of the course.
2. evaluate student work and return written work promptly (ordinarily within two weeks).
3. provide opportunities for review of grades and offer guidance toward improvement in course work.

B. Office hours

The instructor should:

1. specify, communicate and post office hours at the beginning of each term.
2. observe office hours as scheduled.
3. provide time for special appointments.

C. Classes

The instructor should:

1. be prepared for each class session (including arrangements for teaching aids, guests, etc.).

SUBJECT: Statement of Professional  
(Continued) Responsibilities

DOCUMENT NO: II-B-22

PAGE 2 OF 4

2. meet classes promptly and dismiss classes no later than scheduled time.
3. notify a class if the time or place of meeting is to be changed.
4. establish procedure, when appropriate, for notifying commuting students of class changes.
5. provide valid means for course evaluation by students.
6. strive to improve teaching effectiveness by utilizing the constructive criticism of students and counseled colleagues.

D. Tests and examinations

The instructor should:

1. announce in advance the date of and the content area to be covered on a test or examination.
2. convey to students what emphasis will be placed upon facts or data and what upon synthesis, expression or thought.
3. assure an atmosphere conducive to the highest standards of honesty during a test.

E. Counseling and advising

The instructor should:

1. advise and counsel students within the ascribed area of professional competency.
2. recognize that both the student's civil and human rights have need to be respected.

II. To colleagues

A. Records

The instructor should:

1. maintain complete records of student performance in course.
2. keep records of course content and assignments.

B. The instructor should endeavor to maintain and develop awareness and understanding of areas impinging upon her/his own field.

C. The instructor should serve on committees concerned with curricular development and general governance at any or all university levels.

SUBJECT: Statement of Professional  
(Continued) Responsibilities

DOCUMENT NO: II-B-22

PAGE 3 OF 4

- D. The instructor should contribute to the continuance and improvement of educational quality within the University through participation in selection of new faculty and in decisions on promotion, tenure, and other recognitions of merit.
- E. The instructor should promote by precept and example an atmosphere within the University of respect for knowledge, thought and inquiry even when - indeed, especially when - such may be at variance with personal ideas.
- The instructor should:
1. respect colleagues and students without reservation or favor because of race, national origin, religion, sex, degree or rank, discipline or political sentiments;
  2. avoid abusing her/his position as an instructor to preach personal moral, political, social or religious values or to intrude material irrelevant to the subject;
  3. contribute positively to reasonable orderliness within the University community.
- F. The instructor should request a leave of absence and/or resign her/his position from the University if direct attention to obligations outside the University precludes or is in conflict with the fulfillment of academic obligations.

III. To one's discipline

- A. The instructor should continue professional growth within the professed field and related areas.
- B. The instructor should share matured concepts with others through teaching and through creative endeavors, research and attendance at, and participation in professional associations and meetings.

SUBJECT: Statement of Professional  
(Continued) Responsibilities

DOCUMENT NO: II-B-22

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IV. To self

- A. The instructor should seek to improve professional and personal values as a teacher and as a citizen.
- B. The instructor should seek to improve the teaching-working environment within the University structure by:
  1. promoting an atmosphere of intellectual and social growth.
  2. seeking just and equitable compensation - including the concept of released time for professional growth.
- C. The instructor should contribute to the education and development of persons and groups outside the University proper in order to promote improved reciprocal understanding and acceptance of the roles of education, the University itself, one's personal discipline and the profession in American and world society.

SUBJECT: Policy Statement on Conflicts of Interest

DOCUMENT NO: II-C-10

PAGE 1 OF 3

SUBMITTED BY: Research Advisory Committee

APPROVED BY: President

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: March 1970;

EFFECTIVE DATE OF POLICY/PROCEDURE: Academic Year, 1970-71;

A. Conflict Situations

1. Favoring of outside interests. When a university staff member (administrator faculty member, professional staff member, or employee) engaging in externally-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts of interest between his externally-sponsored university research obligations and his outside interests or obligations. Such conflicts of interest may arise by;

a. Orientation of the staff member's university research to serve the needs of the private firm without disclosure of such undertaking to the university and to the sponsoring agency;

b. Purchase of major equipment, instruments, materials, or other items for university research from the private firm in which the staff member has an interest without disclosure of such interest;

c. Transmission to the private firm, or other use for personal gain, of externally-sponsored work products, results, material, records, or information that are not made generally available. (This would not preclude appropriate licensing arrangements for inventions or consulting on the basis of externally-sponsored research results where there is significant work by the staff member independent of his externally-sponsored research.);

d. Use for personal gain or other unauthorized use of privileged information acquired in connection with the staff member's externally-sponsored activities. (The term "privileged information" includes medical, requirements or price actions; possible new sites for Government operations; and knowledge of forthcoming programs or of selection of contractors or subcontractors in advance of official announcements.);

e. Negotiation or influence upon the negotiation of contracts relating to the staff member's externally-sponsored research between the university and private organizations with which he has consulting or other significant relationships;

f. Acceptance of gratuities or special favors from private organizations with which the university does or may conduct business in connection with an externally-sponsored research project, or extension of gratuities or special favors to employees of the sponsoring Government agency, under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.

SUBJECT: Policy Statement on Conflicts of Interest  
(Continued)

DOCUMENT NO: II-C-10

PAGE 2 OF 3

2. Consulting for Government agencies or their contractors. When the staff member engaged in Government-sponsored research also serves as a consultant to a Federal agency, his conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and the President's Memorandum of May 2, 1963, Preventing Conflicts of Interest on the Part of Special Government Employees. When he consults for one or more Government contractors, or prospective contractors, in the same technical field as his research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on his other interest. In undertaking and performing consulting services, he should make full disclosure of interests to the university and to the contractor insofar as they may appear to relate to the work at the university and to the contractor. Conflict of interest problems could arise, for example, in the participation of a staff member of the university in an evaluation for the Government agency or its contractor of some technical aspect of the work of another organization with which he has a consulting or employment relationship or a significant financial interest, or in an evaluation of a competitor to such other organization.

#### B. University Procedures

1. Reporting of outside employment or interests. A faculty member is permitted to engage in a reasonable amount of consultation or other work, or to have business interests outside the University, provided that such activities do not interfere with his University responsibilities.

a. Established policy is that, on the average, no more than one day per week be contributed to outside interests. Sporadic or short-term arrangements shall be reported to the member's departmental chairman. Contractual relationships also shall be endorsed by the Dean of the Candidate's College.

2. Distribution of effort. There are competing demands on the energies of a faculty member (for example, research, teaching, committee work, outside consulting). The way in which he divides his effort among these various functions does not raise ethical questions unless the agency supporting his research is misled in its understanding of the amount of intellectual effort he is actually devoting to the research in question. A system of precise time accounting is incompatible with the inherent character of the work of a faculty member, since the various functions he performs are closely interrelated and do not conform to any meaningful division of a standard work week. On the other hand, if the research agreement contemplates that a staff member will devote a certain fraction of his effort to the externally-sponsored research, or he agrees to assume responsibility in relation to such research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of his involvement is to be expected.

b. The quarterly Faculty Service Report serves to document the time devoted to any contractual responsibility. Consequently, both the individual and the department chairman must determine the accuracy of these data and maintain teaching loads and other assignments so that the research time commitment be met.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Policy Statement on Conflicts of Interest  
(Continued)

DOCUMENT NO: II-C-10

PAGE 3 OF 3

3. Reporting of inventions. Inventions made by University staff members usually involve contributions by, and consequent interests of, the inventor, the University, and an outside research sponsor. To protect the rights of all three parties, prompt reporting and action are necessary. Any staff member who conceives an invention in the course of research conducted at the University shall report the invention to the Assistant Dean of the Graduate School for Research. He in turn will appoint an Advisory Committee to study the report and decide whether the University shall submit a patent application. The allocation of patent rights and division of proceeds, if any, shall be consistent with the Patent Policy laid down by the Research Advisory Council, the Board of Trustees, and the terms of any relevant research grant or contract.

4. Production of films or instructional materials. The development and sale or rental of audio-visual or other instructional materials produced by individuals while under University contracts or developmental grants shall be reported and appropriate agreements made to respect the mutual interests of all parties.

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Conflict of Interest Teaching

DOCUMENT NO: II-C-15

PAGE 1 OF 1

SUBMITTED BY: Board of Regents Advisory Committee on Graduate Study

APPROVED BY: Grad. C., Deans, Senate, Board

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: August 27, 1975

EFFECTIVE DATE OF POLICY/PROCEDURE: August 27, 1975

It is recognized that professional consulting and overload teaching by full-time members of the faculty are established practices within universities. Consulting activities are non-competitive to a university when they do not deprive a university of students who would otherwise be enrolled. Overload teaching traditionally involves the use of a faculty member's services for evening or extension teaching within the same university. We recognize, also, that formal interuniversity arrangements exist through which faculty members are exchanged or otherwise employed in ways that are mutually beneficial for the institutions. Such regional consortia are not problematic in the conflict of interest sense. However, educational operations by some accredited universities, proprietary institutions, and entrepreneurial private organizations provide opportunities for faculty members to become employed in teaching that is in direct conflict of interest with their home institution.

The basic question involved is the following: is it legal or ethical for a teacher who is employed full-time by one university or college to do competitive freelance teaching for other institutions? The integrity and viability of a university's degree programs are directly dependent upon the faculty members who are paid to develop and implement them and on the numbers of students involved. Circumstances of conflict of interest teaching are described below for the guidance of faculty members of State universities of Ohio.

It is inappropriate in most circumstances for full-time faculty members to become employed by neighboring or other external organizations to teach courses. Full-time faculty members who teach in programs offered by colleges and universities whose principal campuses are outside the State but which are offering degree programs or courses inside the State are in potential violation of their primary appointments or contracts of employment. Similarly, teaching for nonaccredited organizations that offer local or regional courses for credit through arrangements with accredited institutions is in conflict with the interests of the home institution. Teaching courses to local or regional students for external organizations on weekends and between quarters is a conflict of interest action.

The use of classroom materials, library, audio-visual equipment and other resources from the home institution to support external teaching is an extension of the conflict of interest activity. Course content and materials developed during the tenure of a faculty member and then used in whole or in part to teach an external course while he/she is concurrently employed at the home institution is a conflict of interest situation.

Faculty members are cautioned to study fully any offer to teach for an external institution. Before agreeing to do so, it is strongly recommended that prior approval be obtained from the Provost or Vice President for Academic Affairs of the institution wherein the faculty member holds a full-time appointment.



BOWLING GREEN STATE UNIVERSITY

BOWLING GREEN, OHIO

43401

THE FACULTY SENATE

August 26, 1975

To: The Board of Trustees

I want to place officially on the record of the Board of Trustees the following statement. While the Faculty Senate at its meeting of June 3, 1975, did endorse the Statement on Conflict of Interest Teaching, it did qualify the vote by adding that it had a "strong reservation" concerning the next to last paragraph of the statement. That paragraph reads:

The use of classroom materials, library, audio-visual equipment and other resources from the home institution to support external teaching is (an extension of the conflict of interest activity. Course content and materials developed during the tenure of a faculty member and then used in whole or in part to teach an external course while he/she is concurrently employed at the home institution is a conflict of interest situation.

The Faculty Senate is concerned about the question of, as one Senator phrased it, "who owns my creative work?" This concern stands behind the reservation placed by the Senate on that paragraph.

The Senate fully intends to continue to explore the whole subject of professional ethics as it applies to many facets of the University of which the question of conflict of interest is only one.

*Stuart R. Givens*

Stuart R. Givens, Chairman  
Faculty Senate

jm

BOWLING GREEN STATE UNIVERSITY FACULTY PERSONNEL MANUAL

SUBJECT: Extramural Gainful Employment

DOCUMENT NO: II-C-20

PAGE 1 OF 1

SUBMITTED BY: VPFA, Chairperson, Senate;

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: July 17, 1975

EFFECTIVE DATE OF POLICY/PROCEDURE: Academic year 1975-76

1. "Employment with any other educational institutions" shall mean contracted (written or oral) teaching for any school, college, or university on more than one day over a specified period of time. Any teaching for college or university credit shall fall into this category, regardless of the amount of time or nature of contract. Before entering into any such contract (written or oral), the faculty member must secure the permission of the Provost; for the period covered by the 1975-76 contract, such approval will be given routinely only upon written statement of the chairperson and dean that the duties to be contracted for will not interfere with the faculty member's contractual obligations to Bowling Green State University. Depending on the frequency and distribution of such requests during 1975-76, this procedure will be reconsidered next spring and may be changed for 1976-77.
2. Occasional and/or irregular consulting, whether for educational institutions or not, shall fall into the category of activities requiring notification of the chairperson and dean only. Such notification should be in writing, and should be sufficiently specific in describing the nature, scheduling, and time demanded to enable the chairperson and dean to advise the faculty member on possible interference with his/her contractual obligations to Bowling Green State University. The chairperson and dean shall respond to each notification in writing, and may ask for further information if needed.
3. Engaging in extramural activities without required permission and/or notification, or refusal to provide relevant information to the chairperson, dean, or Provost when requested, may be considered as non-performance of contractual obligations. Engaging in activities which the chairperson and/or dean have advised may interfere with contractual obligations to Bowling Green State University may be considered as evidence of less than satisfactory performance.

SUBJECT: Faculty Access to University Attorney DOCUMENT NO: II-C-30

PAGE 1 OF 1

SUBMITTED BY: VPFA

APPROVED BY: Provost

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: August 5, 1974

EFFECTIVE DATE OF POLICY/PROCEDURE: August 5, 1974

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The University attorney is retained to provide counsel on legal matters involving the University as an institution, but not to represent members of the staff. Members of the faculty and administrators within the academic area may be authorized by the Provost to consult with the University attorney for the following:

- 1) Examination of documents of a legal or quasi-legal nature; e.g., contracts, personnel procedures.
- 2) Advice concerning compliance and non-compliance with the law in carrying out official University duties.
- 3) Advice on possible civil liability rising from actions taken in carrying out official University duties.

Faculty members, including department chairpersons, officers of Faculty Senate, and others involved in University governance, should seek authorization to consult the University attorney through the Vice Provost for Faculty Affairs.

SUBJECT: Evaluation of Probationary Faculty  
(Continued) for Tenure

DOCUMENT NO: III-A-20

PAGE 3 OF 3

C. Recommendations approved by the dean are then forwarded to the Provost, usually in late winter, and reviewed by the Council of Deans, to determine whether the candidates meet the following criteria:

1. They have earned the appropriate terminal credential.
2. They have demonstrated sufficient professional development to assure reasonable expectancy of continued capability to serve ongoing and changing needs.
3. They have performed above average in all three areas of faculty activity (teaching, research/creativity, and service), and have made significant contributions in two of the areas or outstanding and superlative contributions in one.

Departments will be afforded an opportunity to provide additional information to support recommendations that do not initially meet these criteria, and such recommendations will again be reviewed by the Council of Deans.

The Provost shall then approve or disapprove each recommendation, and shall recommend to the President and Board of Trustees that those probationary faculty members approved for tenure be granted final year probationary contracts for the next academic year and tenure contracts in subsequent years. Those not approved for tenure shall be so informed in writing, and shall receive terminal contracts for the following academic year.

SUBJECT: Evaluation of Probationary Faculty  
(Continued) for Tenure

DOCUMENT NO: III-A-20

PAGE 2 OF 3

Evaluation of Probationary Faculty. The periodic departmental evaluations called for by the Charter must be carried out with scrupulous fairness to both the faculty member and the University. Attention should be given to all teaching, research, creative, and service activities, and appraisal made not only of the adequacy of the faculty member's performance of assigned duties but of the extent of professional development towards the appropriate breadth and depth of competence to justify award of tenure. The results of the evaluation should be transmitted in writing by the department Chairperson to the faculty member, with a copy to the dean.

Recommendation to grant or deny tenure. The University Policy on Faculty Appointment and Tenure is silent on the criteria and procedures for granting or denial of tenure; the Faculty Charter says a little, and the revision of Charter Article XI currently proposed by COUGAR says a little more. The fullest guidelines are those established over a period of time by departmental, collegiate, and University practices, consistent with what is stated in the above documents.

- A. Early in the next-to-last year of the faculty member's probationary period, a thorough evaluation is made by the department chairperson or by the appropriate departmental committee, which then reports to the entire tenured faculty of the department. Consideration should be given to evaluations from previous years as well as the current one. A recommendation to award tenure requires a two-thirds vote of the tenured faculty of the department.
- B. Recommendations to award tenure are forwarded to the Dean, usually by early winter, accompanied by such documentation as is required in the college or school. Each college or independent school has a faculty review committee to establish the criteria and format for departmental recommendations, and to advise the dean on whether or not each recommendation meets those criteria. Recommendations to the Dean of Firelands Campus shall be routed through the appropriate main campus review committee, which shall judge them against the same criteria as would apply to recommendations to the dean of the college or school. The dean shall then approve or disapprove the recommendation.

SUBJECT: Evaluation of Probationary Faculty  
for Tenure

DOCUMENT NO: III-A-20

PAGE 1 OF 3

SUBMITTED BY: VPFA

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: January 10, 1975;

EFFECTIVE DATE OF POLICY/PROCEDURE: January 10, 1975;

The following statements articulate and codify those principles and procedures of evaluation which have been developed over the past year in frequent consultation with the Council of Deans, the Senate Executive Committee, and others. They are consistent with the University Policy on Faculty Appointment and Tenure, the Faculty Charter, and the best practices of the past and are intended to inform all faculty members of the expectations which will govern decisions on tenure for the foreseeable future.

- I. Permanent Faculty. The tenured faculty of the University should comprise those faculty members who have been certified by peer judgment to be both qualified and competent to render high-quality professional service to a range of programs sufficiently broad so as to reasonably assure a continued need for their services, barring University-wide financial exigency or discontinuation of an academic program. Each unit of the University should have sufficient permanent faculty to provide the range of knowledge and specialized competencies necessarily called for by the nature of the discipline and the undergraduate and graduate degree programs offered. Probationary appointments are made when the tenured faculty members of a unit are fewer than its needed number of permanent faculty.
- II. Temporary Faculty. Every unit, some more than others, contributes services to programs whose centers are elsewhere, usually through general studies offerings. Although every faculty member is expected to participate in such service activities to some extent, the existence of service activities, in and of themselves, does not create a need for permanent faculty. Therefore, to the degree that a unit engages in service activities, it will have a varying number of staff on temporary, adjunct, graduate assistant, doctoral fellow, or other non-regular contract status. Such temporary staff should be highly qualified to render the service they perform, but should not be led to expect appointment to the permanent faculty or for more than a brief period.

SUBJECT: Format for Academic Vita

DOCUMENT NO: III-B-10

PAGE 1 OF 4

SUBMITTED BY:

APPROVED BY: Provost

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: October 31, 1972;

EFFECTIVE DATE OF POLICY/PROCEDURE: October 31, 1972;

PROFESSIONAL RESUME

of

(Your name in capital letters)

Date:

A. Academic Degrees and Positions

1. Degrees:

- a. A.B., Lehigh University, 1946, History.
- b. M.A., Cornell University, 1948, International Affairs.
- c. Ph.D., Stanford University, 1952, Public Administration

2. Positions:

a. Teaching Appointments (from most recent)

- 1) Professor of Political Science, Ohio State Univ., Columbus, Ohio, 1963-present.
- 2) Associate Professor of Political Science, Drake Univ., Des Moines, Iowa, 1959-1963.
- 3) Visiting Associate Professor of Political Science, Ohio State Univ., Columbus, Ohio, 1957-1958.
- 4) Assistant Professor of Political Science, Wichita State College, Wichita, Kansas, 1953-1957.
- 5) Instructor of History, Stanford University, Stanford, California, 1950-1952.

b. Research Appointments (from most recent)

- 1) Fulbright Fellow, Kings College, London, England, 1967-1968.
- 2) Research Associate, Rockefeller Institute, Princeton, New Jersey, 1958-1959.
- 3) Summertime Research Fellow at the Hall Institute of International Studies, Stanford, Conn., 1954, 1955, 1956.
- 4) Post-doctoral Fellow in Political Science, Ohio State Univ., 1952-1953.

c. Administrative Appointments (from most recent)

- 1) Chairman, Department of Political Science, Ohio State Univ., 1970-present.
- 2) Assistant Dean, College of Arts and Sciences, Drake Univ., Des Moines, Iowa, 1961-1963.

SUBJECT: Format for Academic Vita  
(Continued)

DOCUMENT NO: III-B-10

PAGE 2 OF 4

B. Non-academic Positions.

(List here salaried positions of consequence in business, industry or government. Do not list minor political offices or appointments to head fund-drives, or church offices, etc.)

C. Research Consultantships.

(List here the company, industry or governmental agency for which you were formally appointed or hired as a consultant. Give dates and nature of consultantship.)

D. Research Interests.

(Give the specialty or specialties within your discipline in which you have high competence(s) and with which you prefer to be identified.)

E. Teaching Experiences (Summarize the courses you have taught and the number of years of experience with each course. Do not list "Problems" or "Readings" courses.)

1. Undergraduate Courses, American History (2 years), English History (4 years).
2. Undergraduate-Graduate Courses. The American Revolution (2 years), International Affairs (6 years).
3. Formal Graduate Courses. The English Parliament (4 years) Gladstone (1 year). British Foreign Policy Since WW II (1 year).
4. Graduate Seminar Courses. (Give courses you teach on demand or on occasion to small (3-8) groups of students.)
5. Other teaching. (List here courses or programs conducted to teach graduate assistants to teach, or special extension classes, or other unusual kinds of teaching peculiar to a college or university setting.)
6. Thesis and Dissertation Students. (List here those students for whom you served as the major research advisor and as chairman of the thesis or examining committee.)

<u>Name</u>	<u>Degree</u>	<u>Year</u>	<u>Thesis/Dissertation Title</u>	<u>University</u>
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F. Research Projects and Grants. (List, from most recent, the funding agency, the agency project number if known, the dates, the dollar amount of support, and the title of the project. Example: NEH project: CF 1001 Dates: 1968-1969, \$5,000. Give projects, conferences, programs, etc. that have been funded. Do not list pending or unsuccessful applications. List projects, in order, that have been supported by federal agencies, national private foundations, state agencies, regional private foundations, local agencies, and agencies such as the Faculty Research Committee within the university. Any special research equipment or travel grants should be included under this heading.)



SUBJECT: Format for Academic Vita  
(Continued)

DOCUMENT NO: III-B-10

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## G. Publications

### BOOKS (from most recent)

Give complete bibliographic information on each published book. Be sure to include the title, the publisher, year of publication of each edition or revision, total pages, coauthors. You should claim the book if you were the sole or a principal author, or if you were the editor and an author. However, do not list the book as yours if you contributed only a chapter; list such writing as an article. Do not list here books that are in press, or under contract to be written.

### ARTICLES (from most recent)

Include complete bibliographic data. Do not list here articles in press or accepted by a publisher, progress reports or final reports on research projects, or other reports not appearing in the generally available professional literature. The criteria to apply here are whether or not the article is published in a professional journal that employs anonymous evaluators or referees. Give complete title, Abbreviated Journal Identification, Volume No.: , First and Last pages, Year. (Coauthors)

### BOOK REVIEWS (from most recent)

List here the book reviews you have presented in standard professional publications.

## H. Persons working in the performing or creative arts should list in a separate category PERFORMING OR CREATIVE ARTS such things as

1. One person art shows, or invited showings of several creations (other than local or private showings).
2. Plays written and/or directed.
3. Major performances as an actor on stage or theatre.
4. Special commissions to do creative work.
5. Major musical compositions.
6. Performances of special noteworthiness.

1. Research Reports. List here articles or books that are in press if you have received a letter from the editor of the journal or publishing house saying that the manuscript has been accepted and will be published. Include here, also, research reports prepared for governmental or private agencies or published in "house organs" of limited distribution. Give complete bibliographic data. It is not appropriate to list here merely work that is in progress or in the formative stages.

SUBJECT: Format for Academic Vita  
(Continued)

DOCUMENT NO: III-B-10

PAGE 4 OF 4

J. Papers Read to Professional Societies.

K. Professional Societies.

L. Honors and Awards.

M. Personal Data. (Optional)

Born:

Primary and Secondary Schooling:

Marital status, spouse, children

N. References. (List the names and addresses of persons (3 to 5)  
who are able to evaluate you as a teacher, scholar or administrator  
in your professional field.)

SUBJECT: Grievance Arbitration Procedure

DOCUMENT NO: III-B-15

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SUBMITTED BY: Ad Hoc Committee of Senate

APPROVED BY: Senate, Board

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: March 5, 1974; May 6, 1975;  
June 3, 1975;

EFFECTIVE DATE OF POLICY/PROCEDURE: June 26, 1975

Procedure for Arbitration of Faculty Grievances by the Faculty Personnel and Conciliation Committee (FPC).

I. Types of Grievances to be Considered

A. Nature of grievance:

1. Termination of probationary contract or denial of tenure
2. Prolonged denial of promotion
3. Inequitable treatment regarding salary, departmental responsibilities, or other professional assignments

B. Grounds for petition may be any or all of the following:

1. Failure to observe due process in decisions at the departmental, school, college, or higher administrative level (including failure to meet Charter provisions for evaluation of probationary faculty)
2. Denial of academic freedom
3. Inadequate or inequitable consideration of professional competence

NOTE: Initial complaints regarding unlawful discrimination because of race, creed, color, national origin, sex, age, or handicap should be referred to the Equal Opportunity Review Board. If it finds "probable cause" in a case involving a faculty member, the case will be referred to FPC.

II. Content of Appeal Petition

- A. Specific statement of the nature of the grievance and the grounds for the grievance, including all available supporting evidence deemed relevant by the appellant. (The FPC may require that the charges be revised to sharpen specificity).
- B. Identification of respondent. (The FPC reserves the right to determine the appropriate respondent on the basis of the charges and evidence)

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1. If the grievance results from an unreversed departmental decision or recommendation, the respondent shall be the department chairperson or his/her representative.
  2. If the grievance results from a reversal or alteration of a departmental decision or recommendation by the school or college, the respondent shall be the director or dean or his/her representative.
  3. If the grievance results from a reversal or alteration of a departmental, school or college decision by the University, the respondent shall be the provost or his/her representative.
- C. Evidence that all established review and appeal procedures within the department, school, college, and/or University administration have been exhausted or that they have not been concluded within a reasonable time.

### III. Procedures for Petition and Conciliation

- A. Appellant is to send the petition, in writing, to the Chairperson of FPC within thirty days after being informed, in writing, of the decision of the final review or appeal committee or board (see II, C, above).
- B. The Chairperson of FPC, within one week of receiving the petition, will:
  1. Appoint a sub-committee of two FPC members, one of whom will be chairperson, to attempt conciliation.
  2. Inform appellant and respondent of the appointment of the sub-committee and forward a copy of the petition to the respondent.
  3. Request appellant's department chairperson to send to the sub-committee copies of standard department criteria and procedures for faculty evaluation and a report of how such criteria and procedures were applied in the case in question. If reviews and/or appeals were conducted by the school, college, and/or department, the Chairperson of FPC will make a similar request of the director, dean, and/or provost.
- C. Within thirty days of its appointment, the chairperson of the sub-committee will report to the Chairperson of FPC that conciliation has been achieved or that the appellant has requested a formal hearing.

NOTE: The time elements stated in A, B, and C above are approximate and may vary somewhat according to the particular needs/demands of individual cases. The central intention is that appeal petitions shall be processed as promptly, efficiently, and systematically as circumstances permit.

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IV. Procedures for a Formal Hearing

- A. Within one week after being informed by the subcommittee that a formal hearing has been requested, the Chairperson of FPC will:
  1. Appoint a hearing board of five persons, one of whom shall serve as chairperson. Those eligible for appointment shall include the members of FPC (excluding the two who have served as the subcommittee) and those persons newly elected to FPC who have not yet begun their terms of office; an appointee shall remain a member of the hearing board for the duration of its existence.
  2. Inform appellant, respondent, the provost, and the Chairperson of Faculty Senate of the composition of the hearing board.
- B. Within one week after being informed by the Chairperson of FPC of the composition of the hearing board, appellant or respondent may challenge any members of the hearing board for good cause. The Chairperson of FPC will decide each challenge on its merits and may replace any member of the hearing board.
- C. Normally, hearings will be held at a date within four to six weeks after the appointment of the hearing board. The date will be set by the Chairperson of FPC, after consultation with appellant, respondent, and members of the hearing board. He/she will notify the appellant, respondent, hearing board members, provost, and Chairperson of Faculty Senate of the date of the hearing.
- D. Should the appellant be offered and sign an annual contract during the time that the petition is under consideration, such signature shall not be considered as evidence that the appellant is satisfied and that the grievance has been redressed; nor shall such contract preclude an adjustment of terms of employment as a result of these procedures.
- E. General procedures:
  1. The hearing board expects that all known written evidence pertinent to the case will be presented by the appellant and respondent in the first round of contacts with FPC. It reserves the right to limit the submission of new written evidence at any time thereafter.
  2. The Chairperson of FPC shall make certain that both appellant and respondent have seen all the written evidence submitted to the hearing board before a case comes to a hearing.
  3. Both appellant and respondent may request the aid of FPC in securing documents or the attendance of persons who possess information relative to the case.

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4. The appellant and respondent each may have, and be represented by, an academic adviser of his/her own choosing. Any faculty member may serve as an academic adviser.
5. The appellant and respondent each may have legal counsel of his/her own choosing to attend the hearing and advise him/her; but such counsel shall not conduct the case or otherwise participate in the proceedings.
6. The hearing board may establish such procedures as it deems necessary in order to ensure substantial justice. The fundamental objective of all procedures followed by the hearing board is that of due process and fairness, but it is not the intention of the hearing board that its procedures follow those used in a courtroom.
7. The hearing shall be in closed session. However, the appellant/respondent shall have the right to an open hearing if he/she requests the same in writing at least one week prior to the scheduled time of the hearing; except that the hearing board reserves the right to require a hearing be held in closed session if such is deemed necessary for the orderly conduct of the hearing.
8. The appellant and respondent shall have the right to testify in their behalves and to present witnesses relevant to their cases. The names of witnesses must be given in writing to the Chairperson of FPC five days in advance of the hearing. The hearing board may choose to accept, and read aloud, at the hearing, written statements from witnesses who cannot be present at the hearing.
9. The witnesses shall be present only to testify. However, the advisers to the appellant and respondent, even though also witnesses, shall be permitted to be present throughout the hearing.
10. The appellant, respondent, and their advisers shall have the right to question all persons who make statements before the hearing board.

F. Findings and disposition:

1. After all evidence has been presented, the hearing board shall recess for closed deliberations. All decisions of the hearing board shall be by majority vote, the chairperson voting only in case of a tie. The hearing board shall make explicit findings and write an opinion or opinions with respect of each grievance charged in appellant's petition on the grounds cited therein. Wherever the hearing board finds for the appellant it shall make an explicit recommendation to the provost as to what action should be taken to redress the grievance.

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2. The findings, opinions, and recommendations, if any, of the hearing board shall be transmitted in writing to the provost, with copies to the appellant and the respondent, within one week after the close of the formal hearing.
  3. The provost will inform the President and Board of Trustees in writing of his/her recommendations on the case, with copies to the appellant, the respondent, and the chairperson of the hearing board within one week of receiving the findings, opinions, and recommendations of the hearing board.
  4. If the provost is a party to the case, the President shall receive the documents and perform the functions described in IV, F, 2 and 3 above in place of the provost.
- G. By written agreement of appellant and respondent the hearing board may make its decision solely on the basis of the written evidence without a formal hearing.
- V. Procedures for petitions alleging denial of equal opportunity:
- A. Any petition alleging violation of Federal or Ohio law or University policy on equal opportunity shall be referred to the Equal Opportunity Review Board for investigation, before further action by FPC.
  - B. The finding of a court of law, a government agency, or the Equal Opportunity Review Board that Federal or Ohio law or University Policy on equal opportunity has been violated shall be considered sufficient evidence of inadequate or inequitable consideration of professional competence. The petition shall then be handled as in the above procedures except that the requirements of II, C, above for review shall not apply.
- VI. The University Policy on Faculty Appointment and Tenure shall apply to all cases of dismissal of tenured faculty.

SUBJECT: Processing Faculty Application for  
Unemployment Compensation

DOCUMENT NO: IV-B-20

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SUBMITTED BY: VPFA, Director of Personnel Services

APPROVED BY: Deans

DATE OF ORIGINAL DOCUMENT AND AMENDMENT DATES: October 25, 1974

EFFECTIVE DATE OF POLICY/PROCEDURE: October 25, 1974

1. When an application is made by a former faculty member for unemployment insurance and the Director of Personnel Services is notified by the Bureau of Employment Services, he/she will inform the Office of the Provost via the Coordinator of Academic Budgets, who will check the record. The Director of Personnel Services will also seek information from the former faculty member's department concerning his/her current employment status. If the Coordinator of Academic Budgets discovers that the faculty member in question has always been on a term or temporary appointment, he/she will inform the Director of Personnel Services that the termination of employment is due to the lack of availability of further work. Under these circumstances, we will not contest the decision to offer unemployment compensation.
2. Where the personnel records of the Provost's Office do not clearly indicate the reason for termination of a faculty member formally on probation, the Coordinator of Academic Budgets will inquire of the Dean's Office to discover whether there is a letter of resignation. If such a letter shows that the termination of employment was voluntary on the part of the faculty member, he/she will so inform the Director of Personnel Services who will use the document in question to appeal the decision to pay unemployment compensation.
3. Where the appointment was probationary, intended to be permanent, and there is no record of resignation, the Coordinator of Academic Budgets will bring the situation to the attention of the Vice Provost for Faculty Affairs. He/she will examine the record, consult with the Dean as necessary, and make a determination as to the circumstances of termination. If he/she finds that the termination is related to attrition, faculty reduction, or other undoubted cause in which the faculty member has no responsibility for the outcome, he/she will so inform the Director of Personnel Services and no objection will be raised to the payment of unemployment compensation.



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4. If termination for cause of either a probationary or a tenured faculty member is involved, and the documenting of cause for dismissal is satisfactory, the Vice Provost for Faculty Affairs will consult with the University legal counsel and the Director of Personnel Services to reach a decision whether or not to object to the payment of unemployment compensation.
5. In the case of termination of probation as a result of a decision not to grant tenure, but not involving voluntary resignation by the faculty member, a determination of the nature of the decision will be made by the Vice Provost for Faculty Affairs in consultation with the Provost. If in the opinion of those officers the faculty member might at another time, or with equal qualifications in another department, have been continued, no objection will be made to the payment of unemployment compensation. A report that work suitable to the qualifications of the faculty member was not available in the department at the time in question will be made. If, on the other hand, a failure to meet stated criteria of performance by professional advancement or otherwise is involved, a decision to state that the performance of the employee was unsatisfactory and to object to the payment of unemployment compensation will be communicated to the Director of Personnel Services. In this case, as in that of dismissal for cause, consultation with the University's legal counsel to determine whether the documents are sufficient to handle the possible appeals will precede the decision whether or not to raise objections to the payment of compensation.
6. In all cases in which the decision of the Provost's Office is to accede to the payment of unemployment compensation, the Director of Personnel Services, in the light of his/her primary responsibility for the management of the Unemployment Compensation Program, may appeal that decision by a brief written statement directly to the Provost and the Vice President for Operations. These two officers will confer, review the circumstances of the case, hear the reason for the concern of the Director of Personnel Services and whatever other facts of the case they wish from other officers involved. They will then make the determination as to what the University's posture should be, with such advice from legal counsel as may to them seem appropriate and necessary.