

3357:13-12-093 Governance (CBA)

Governance constitutes Article VII of the Agreement between North Central State College and the chapter of the North Central State Faculty Association-American Association of University Professors (NCSFA-AAUP)

Article VII. Governance

Section 7.01 Shared Governance

(a) It is recognized that the faculty can provide valuable contributions to all levels of the College administration. It is also recognized that faculty are uniquely qualified to participate in the governance of the College with respect to academic matters.

(b) The Administration and the NCSFA-AAUP value the significant contributions the Faculty make to the College, and recognize that the Faculty has significant responsibility for making recommendations on such areas as curriculum, academic advising, subject matter, methods of instruction and student recruitment. Additionally, the involvement of faculty in the selection of the President, Chief Academic Officer, Academic Deans, Assistant Deans and Faculty is crucial to this governance process. Other than the position of President, the final recommendation to the Board of Trustees shall be the responsibility of the President. Such recommendations shall be made in consultation with and participation of the appropriate faculty as set forth below.

(c) On all such matters of governance, final decisions are the responsibility of the Board of Trustees, which authority it has delegated to the President and the Administration. In light of this delegation, both Administration and the NCSFA-AAUP agree that a collegial system of academic governance be maintained so that faculty has a mechanism and procedures, independent of collective bargaining, for participation.

Section 7.02 Acknowledgement of Faculty Caucus

(a) The College and the NCSFA-AAUP recognize the Faculty Caucus as the current primary means through which the faculty is engaged in governance with respect to academic matters.

(b) This engagement will happen through the establishment of and faculty appointment to committees.

(c) The Faculty Caucus shall have the right to act independently of the Staff Caucus in what it deems as the best interests of the College and the Faculty.

(d) The NCSFA-AAUP in no way relinquishes its responsibility to represent faculty.

Section 7.03 Selection Procedures

When a vacancy occurs in a position held by a bargaining unit member, the Division Dean and/or Assistant Dean will confer with the department or program faculty to assess the need to fill the position.

(a) Faculty Members of the Bargaining Unit

(i) A search committee will be assembled by the Division Dean and/or Assistant Dean. At least three (3) full-time faculty shall be appointed by the Faculty Caucus, preferably from the affected program/department/division. Additional staff and/or administrators may be invited by the Dean and/or Assistant Dean to participate, with the total number of participants not to exceed six (6) voting members. The Human Resources representative may participate as a non-voting member.

(ii) Applications will be reviewed by Human Resources and a designated faculty member of the search committee to determine if the applicants meet the required qualifications.

(iii) Each internal candidate will be notified by Human Resources as to whether or not they meet the position qualifications. Non-qualified internal candidates will be advised of possible professional development opportunities to obtain required qualifications for future consideration. The applications of qualified candidates will be forwarded to the search committee for consideration.

(iv) The search committee shall review applications of qualified candidates, determine a pool of qualified candidates to consider, interview candidates and make a recommendation to the Chief Academic Officer. If the candidate(s) is/are rejected, the committee may re-open the search process or recommend a previously interviewed candidate.

(v) All faculty hires will meet either Higher Learning Commission or Ohio Board of Regents, whichever is most stringent, or program-specific accreditation requirements. Any exception would require approval of the Chief Academic Officer and must be accompanied by a development plan attached to the probationary contract.

(b) Assistant Dean

(i) A search committee will be assembled by the Division Dean. At least three (3) full-time faculty shall be appointed by the Faculty Caucus, preferably from the affected department/division. Additional staff and/or administration (that are full-time employees of the College) may be invited by the Dean to participate, with the total number of participants not to exceed six (6) voting members. Additional non-voting members may include the Human Resources representative, an adjunct, and a student from the affected area.

(ii) Applications will be reviewed by Human Resources and representatives of the search committee to determine if applicants meet the required qualifications. One representative must be one of the three full-time faculty members currently serving on the search committee.

(iii) Each internal candidate will be notified by Human Resources as to whether or not they meet the position qualifications. Non-qualified internal candidates will be advised of

possible professional development opportunities to obtain required qualifications for future consideration. The applications of qualified candidates will be forwarded to the search committee for consideration.

(iv) The search committee shall review applications of qualified candidates, determine a pool of qualified candidates to consider, interview candidates and make recommendations to the Chief Academic Officer. If the candidate(s) is/are rejected, the committee may re-open the search process or recommend a previously interviewed candidate.

(c) Academic Division Dean

(i) A search committee will be assembled by the Chief Academic Officer. At least three (3) full-time faculty shall be appointed by the Faculty Caucus. Additional staff and administrators may be invited by the Chief Academic Officer to participate, with the total number of participants not to exceed eight (8) voting members. The Human Resources representative may participate as a non-voting member. The Chief Academic Officer or designee may lead the search process and may engage an external search firm to assist.

(ii) Applications will be reviewed by Human Resources and representatives of the search committee to determine if the applicants meet the required qualifications. One representative must be a faculty member assigned by the Faculty Caucus.

(iii) Each internal candidate will be notified by Human Resources as to whether or not they meet the position qualifications. Non-qualified internal candidates will be advised of possible professional development opportunities to obtain required qualifications for future consideration. The applications of qualified candidates will be forwarded to the search committee for consideration.

(iv) The search committee shall review applications of qualified candidates, determine a pool of qualified candidates to consider, interview candidates and will make recommendations to the President. If the candidate(s) is/are rejected, the committee may re-open the search process or recommend a previously interviewed candidate.

(d) Chief Academic Officer

(i) A search committee will be assembled by the President. At least four (4) full-time faculty shall be appointed by the Faculty Caucus. Additional staff, administrators or external constituents may be invited by the President to participate with the total number of participants not to exceed nine (9) voting members. The Human Resources representative may participate as a non-voting member. The President may engage an external search firm to assist or lead the search process.

(ii) If an external search firm is engaged, all applications will be reviewed by that firm to determine qualified applicants; otherwise, applications will be reviewed by Human Resources and representatives of the search committee to determine if the applicants meet

the required qualifications. One representative must be a faculty member assigned by the Faculty Caucus.

(iii) Each internal candidate will be notified by Human Resources as to whether or not they meet the position qualifications. Non-qualified internal candidates will be advised of possible professional development opportunities to obtain required qualifications for future consideration. The applications of qualified candidates will be forwarded to the search committee for consideration.

(iv) The search committee shall review applications of qualified candidates, determine a pool of qualified candidates to consider, interview candidates and make recommendations to the President. If the candidate(s) is/are rejected, the committee may re-open the search process or recommend a previously interviewed candidate.

(e) President

(i) A search committee will be assembled by the Board of Trustees. At least four (4) full-time faculty shall be appointed by the Faculty Caucus. Additional staff, administrators or external constituents may be invited by the Board of Trustees to participate. The Board of Trustees may engage an external search firm to assist or lead the search process.

(ii) If an external search firm is engaged, all applications will be reviewed by that firm to determine qualified applicants; otherwise, applications will be reviewed by Human Resources and representatives of the search committee to determine if the applicants meet the required qualifications. One representative must be a faculty member assigned by the Faculty Caucus.

(iii) Each internal candidate will be notified by Human Resources as to whether or not they meet the position qualifications. Non-qualified internal candidates will be advised of possible professional development opportunities to obtain required qualifications for future consideration. The applications of qualified candidates will be forwarded to the search committee for consideration.

(iv) The search committee shall review applications of qualified candidates, determine a pool of qualified candidates to consider, interview candidates and make a recommendation to the Board of Trustees. If the candidate is rejected, the committee may re-open the search process or recommend a previously interviewed candidate.

Section 7.04 Association-Management Committee

(a) The Association-Management Committee shall have equal representation and may be comprised of up to five (5) members from the College and up to (5) members from the NCSFA-AAUP unless agreed otherwise. During the first ten (10) days of fall term the tentative meeting dates for that academic year will be scheduled. The responsibility of chairing the meeting shall alternate from meeting to meeting between an Association representative and administration representative.

(b) The parties agree to meet at least once each term to address issues related to administration of this Agreement and matters of concern to either party in order to maintain a harmonious relationship. The parties shall jointly develop and distribute to the Committee members an agenda for any Association- Management Committee meeting no less than three (3) working days (days upon which the College administration offices are open for business) prior to the meeting. The agenda will include a description of the interest or concern on issues to be reviewed and include as part of the agenda any background information. Topics not contained in the agenda shall not be discussed unless the item is of immediate concern and could not be raised prior to the development of the agenda.

(c) Additional meetings shall be scheduled upon the mutual agreement of either party. The meeting will be held within ten (10) working days (days upon which the College administration offices are open for business) from the day of the request unless an extended date is agreed to by both parties.

(d) This Committee shall not be used as a substitute for the Grievance Procedure.

(e) Unless the parties mutually agree, any concern or issue needs to be addressed to the lowest level of management that may resolve the issue (for example, Assistant Deans and Deans) prior to the matter being brought to the Association-Management Committee. The primary purpose of the Association- Management Committee is to address institutional matters of concern, that would adversely impact the effective relationship between the parties.

#### Section 7.05 Curriculum

Prior to any decisions being rendered, faculty within a program will be provided the opportunity to provide input regarding the development of, changes to, delivery of, or discontinuance of curriculum in the affected program.

#### Section 7.06 Class Assignment Request

Faculty may request thirty (30) days prior to the start of the term, their class assignments, based on qualifications, and seniority. If there is a need for a faculty member's schedule to change, communication with faculty will take place as soon as possible.

#### Section 7.07 Grade Changes

Barring faculty malfeasance and excluding the College's Grade Appeal Policy, grade changes are not permitted without the permission of the faculty member that taught the class.

Effective: January 16, 2024

Next Review: May 14, 2027

Review Dates: 12/17/08, 10/26/11, 8/27/14, 8/23/17, 8/25/21, 01/16/24