

## **3359-20-02    Organization of the university.**

- (A)    The board of trustees (from the bylaws and regulations of the board of trustees as amended).
  - (1)    Number of members; appointments; vacancies. See paragraph (A) of rule 3359-1-01 of the Administrative Code.
  - (2)    Powers. See paragraph (B) of rule 3359-1-01 of the Administrative Code.
  - (3)    The board shall formulate university policy; but under its general supervision, it shall leave the execution of these policies to the president and the administrative and faculty agents as provided in the bylaws and regulations.
  - (4)    The names of those currently serving on the board are listed in the annual general bulletin of the university of Akron.
- (B)    The officers of academic administration.
  - (1)    The president of the university. (Refer to rule 3359-01-05 of the Administrative Code.)
  - (2)    The senior vice president and provost. (Refer to rule 3359-02-01 of the Administrative Code.)
    - (a)    The provost is selected as follows:
      - (i)    A search committee shall be appointed by the president. No committee member shall be a candidate for the position.
      - (ii)    This committee shall select its own chair and establish its own rules and procedures. The committee shall receive from the administration salary range and requirements for the position before commencing the search.
      - (iii)    The search committee shall carry out an extensive search soliciting nominations from the members of the university community and appropriate sources outside the university.
      - (iv)    The search committee shall recommend a list of three candidates to the president.
      - (v)    The president may select one candidate from this list for approval by the board. If no candidate on the list is acceptable or available, the president shall request that the search committee submit

another list of three candidates.

- (b) The senior vice president and provost is an ex-officio member of each faculty and department or school. The senior vice president and provost coordinates the academic offerings of the various colleges and departments, the academic research activities of the institution and the activities of the university libraries, assists in selecting and appointing faculty and staff, recommends promotion, tenure, salary, and dismissal of faculty members, and assists in preparing the annual budget.
  - (c) The senior vice president and provost oversees, the research centers and institutes, and performs such other duties as may be assigned by the president.
  - (d) The senior vice president and provost submits an annual report to the president concerning the activities, problems, and needs of the operations under the senior vice president and provost's jurisdiction.
- (3) The deans of degree-granting colleges and schools.
  - (a) The deans of degree-granting colleges and schools are appointed by the board upon recommendation of the president through the senior vice president and provost. They hold office at the discretion of the president, are responsible to the president through the senior vice president and provost, and are selected as follows:
    - (i) A search committee shall be appointed by the senior vice president and provost. No committee member shall be a candidate for the position.
    - (ii) The search committee recommends a candidate or candidates to the senior vice president and provost.
    - (iii) If the recommended candidate or candidates are not acceptable or available, the search committee may recommend another candidate or candidates. If the search committee does not recommend a candidate who is available or acceptable to the senior vice president and provost, the search shall be closed and the search process repeated.
  - (b) The deans are the administrative heads of their respective colleges and schools. Each dean is charged with the general supervision of the interests of the college or school, in accordance with the policies and rules established by its faculty, the board, and the president.
  - (c) Deans recommend the appointment, salary, tenure, promotion, and

dismissal of their faculty members after consultations with the appropriate department chairs; promote the general welfare of their faculties and students; supervise the curricula, courses, and methods of instruction, and work to improve them; direct the attention of their faculties to trends and changes in educational thought and practice; develop and formulate policies for the improvement of their colleges for consideration of the faculty senate and their faculties; counsel with students; act upon student transfers to their colleges; supervise the registration of their students; administer the rules and regulations established for the academic progress, promotion, and discipline of their students; coordinate work on the graduate level in their colleges with the dean of the graduate school; approve the schedule of courses and examinations as prepared by the registrar; transmit to the senior vice president and provost the budgetary recommendations of their colleges as developed in conference with the department chairs; take reasonable precautions for safekeeping all instructional supplies and equipment of their colleges; call meetings of their faculties from time to time to transact college business; appoint members of such standing and special committees of their faculties as may be established or authorized; administer policies, rules, and regulations as instructed by their faculties;

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

(4) Department chairs and directors of schools (hereinafter referred to as department chairs).

- (a) Department chairs are appointed by the board upon recommendation of the dean of the college, the senior vice president and provost, and the president; chairs shall be appointed for a term recommended by the president; they hold office at the discretion of the president; are responsible to the deans of their colleges; and are the representatives and academic leaders of the departmental faculty. They are the administrative heads of their respective departments, or schools (hereinafter referred to as departments) and are charged with the general supervision of all departmental interests in accordance with policies established by the board, the president, their dean, their faculty, and the faculty senate. Both the administration and the faculty will bear in mind that department chairs have special obligations to build departments strong in teaching, scholarship, research, and service, and which are committed to the mission of the university

- (b) ~~Department chairs are selected and shall hold office as follows:~~ Department chairs and directors are selected by the appropriate dean, who, after consulting with the faculty within the department and the senior vice president and provost, recommends the candidate for approval by the president and board. If the dean or president considers appointment of someone not on the university faculty, that candidate, at the dean's invitation, usually visits the university and is interviewed by members of the department concerned and chairs of related departments so that the candidate's acceptability may be determined.
- (c) In the event that a search committee is utilized, department chairs are selected and shall hold office as follows:
- (i) The search committee is appointed by the dean of the college and may include members from outside the department.
  - (ii) The search committee makes its recommendations to the dean of the college.
  - (iii) If the recommended candidate is not available, the dean requests that the search committee recommend another candidate. If the nominee is not acceptable to the dean, the senior vice president and provost, or the president, an explanation of the objection shall be reported by that administrative officer in a meeting with the search committee, and the search process shall be resumed.
  - (iv) In consultation with the faculty of the department and with the concurrence of the dean, the chair will establish annual goals. The dean shall assess annually the performance of the chair measured against those goals and the standards set forth herein, and shall report the results of that assessment to the chair.
  - (v) As the department's representative and its academic leader, the chair articulates and implements university, college, and departmental policy and goals, and communicates on behalf of the department within the college and, in consultation with the dean, within the university. The chair consults with the departmental faculty and meets regularly with them to shape the department's policies and goals. In consultation with the faculty and the dean, and in accordance with the appropriate guidelines established by the department and college concerned, the chair makes recommendations on appointments, reappointments, promotions, tenure, salaries, and leaves of absence for faculty members in accordance with the procedures outlined in rule 3359-20-03 of the Administrative Code. In making recommendations for dismissal,

the chair shall follow the procedures outlined in paragraph (A)(3) of rule 3359-20-034 of the Administrative Code. The chair works with student affairs to register students within the department and, in discussion with the faculty, arranges teaching schedules and curricular developments so as to ensure quality of instruction. The chair coordinates the process by which the department recommends books, journals, and other materials for purchase by the library. In consultation with the college and consistent with university policies, the chair coordinates the use of departmental laboratories and other facilities. The chair recommends to the dean those persons to be hired as part-time faculty in the department and supervises the non-teaching departmental staff.

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

(6) Dean of the university college.

- (a) The dean of the university college is appointed by the board upon recommendation of the president and holds office at the discretion of the president. The dean is responsible to the president through the senior vice president and provost.
- (b) The dean administers the university college and its students in accordance with policies and rules established by the board, the president, and the faculty senate, and directs and promotes the programs of general education, developmental programs, academic advising services, and other duties as assigned.
- (c) The dean submits an annual report to the senior vice president and provost concerning the activities, problems, and needs of the college, and performs such other duties as may be assigned by the president or the senior vice president and provost.

(7) The dean of university libraries.

- (a) The dean of university libraries is appointed by the board upon recommendation of the president, holds office at the discretion of the president, and is responsible to the president through the senior vice president and provost and is selected as follows:
  - (i) A search committee shall be appointed by the senior vice president and provost. No committee member shall be a candidate for the position.
  - (ii) The search committee recommends a candidate or candidates to the senior vice president and provost.
  - (iii) If the recommended candidate or candidates are not acceptable or available, the search committee may recommend another candidate or candidates. If the search committee does not recommend a candidate who is available or acceptable to the senior vice president and provost, the search shall be closed and the search process repeated.
- (b) The dean of university libraries is administrative head of the university libraries and is charged with the general supervision thereof, has responsibility for the direction of audio-visual services, and other duties. The dean allocates available funds for university libraries' use among the colleges and departments; recommends to the president appointments to, and dismissals from, the staff; purchases, classifies, catalogs, and prepares for circulation all books, periodicals, and other materials; takes reasonable

precautions for the preservation and safeguarding of all books, periodicals, documents, equipment, and other property. The dean budgets and renders an account of the funds allocated to the libraries; supervises the selection, in consultation with the faculty, of the books, periodicals, and other materials to be purchased by the libraries; keeps such records of the use of the libraries as will be helpful in measuring its effectiveness; prepares, in consultation with university libraries faculty and staff, an annual strategic planning update; and offers students and faculty such formal and informal aids in the use of the libraries as occasion requires or warrants.

- (c) The dean of university libraries submits to the president an annual report concerning the activities, conditions, and needs of the university libraries.

(8) Other administrative officers.

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

(C) Officers of student affairs.

Vice president for student affairs.

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

(D) The officers of business and finance.

- (1) Vice president for business and finance. See paragraph (B) of rule 3359-3-01 of the Administrative Code.
- (2) Associate vice president for business and finance. See paragraph (C) of rule 3359-3-01 of the Administrative Code.
- (3) Executive director of human resources. See paragraph (D) of rule 3359-3-01 of the Administrative Code.
- (4) Controller. See paragraph (E) of rule 3359-3-01 of the Administrative

Code.

- (5) The director of purchasing. See paragraph (F) of rule 3359-3-01 of the Administrative Code.
  - (6) Treasurer. See paragraph (G) of rule 3359-3-01 of the Administrative Code.
  - (7) Director of the budget. See paragraph (H) of rule 3359-3-01 of the Administrative Code.
- (E) Officers of university research.
- Vice president for research and dean of the graduate school. See rule 3359-02-10 of the Administrative Code.
- (F) General counsel. See rule 3359-7-01 of the Administrative Code.
- (G) Organization of academic supervision and instruction.
- (1) Colleges and schools, and departments. The university of Akron is a state university operating under the laws of the state of Ohio. It is comprised of the following:
    - (a) The university college admits all freshman students, except for those students academically qualified to directly enter a degree-granting college, the community and technical college and the Wayne college, and provides academic advising and administrative services. University college students take courses in general studies and in preparatory disciplines established by the various degree-granting colleges, as indicated in pertinent sections of the general bulletin.
    - (b) The degree-granting colleges are the Buchtel college of arts and sciences; the college of engineering; the college of education; the college of business administration; the college of fine and applied arts; the college of nursing; the school of law; the college of polymer science and polymer engineering; the community and technical college; and the Wayne college, which is a branch campus at Orrville offering two-year credit programs.
    - (c) In addition, there are the graduate school, the university libraries, research institutes and centers, and various community services. Descriptions of the objectives and organization of these various colleges and departments may be found in the general bulletin.
  - (2) The university faculty, contract professionals.
    - (a) The university faculty consists of the president of the university, who is its



presiding officer, the vice presidents, the deans, all persons giving instruction for college credit in the university, and such members of the administrative staff and contract professionals as may be assigned thereto by the board upon recommendation of the president. The university faculty meets at the beginning of each academic year and at such other times as may seem desirable. Voting rights are confined to full-time administrative officers, distinguished professors, professors, associate professors, assistant professors, and instructors.

- (b) Contract professionals are non-teaching professional personnel of the university to whom the board, on recommendation of the administration, grants recognition and benefits.
- (3) The faculty senate.
  - (a) Duties. See rule 3359-10-02 of the Administrative Code.
  - (b) Membership. See rule 3359-10-02 of the Administrative Code.
- (4) Administrative committee.

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

Each college is governed by a faculty consisting of the president of the university, the senior vice president and provost, the dean, and its full-time distinguished professors, professors, associate professors, assistant professors, and instructors. Each faculty meets upon the call of the dean. Meetings are attended by all faculty members holding faculty rank and administrative staff teaching subjects of instruction offered for credit by the respective colleges.
- (6) Graduate faculty.
  - (a) Graduate faculty consists of the president of the university, the senior vice president and provost, the dean and the associate/assistant dean of the graduate school, deans of colleges offering graduate programs, chairs of departments and schools offering graduate programs, distinguished professors, and other full-time faculty members holding a professorial rank as determined according to the bylaws of the graduate faculty.
  - (b) The graduate faculty meets at regular or special meetings as called by the president or dean of the graduate school or on petition of at least ten

members.

- (c) The graduate faculty encourages and contributes to the advancement of knowledge through instruction and research of the highest quality, fosters a spirit of inquiry, and places a high value on scholarship throughout the university. Among its duties are to: develop curriculum leading to appropriate graduate degrees; participate in research, publication, and professional societies; recruit, encourage, and supervise students in their graduate education; conduct graduate classes and seminars that stimulate creativity, independent thought, and scholarly attitudes and performance; serve on supporting committees, as needed; supervise student research and direct theses and dissertations; help develop a graduate library appropriate to a sound graduate program; elect the members of the graduate council (the executive committee of the graduate faculty); if elected to the council, serve in the best interests of the graduate faculty and the graduate school; and participate in the selection of the dean of the graduate school.

(7) Graduate council.

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

(8) Departmental staff.

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

(9) Individual faculty members.

- (a) Each faculty member is an integral part of the organization of academic supervision and instruction. The faculty member is charged with effectively preparing for, conducting, and administering all classes

assigned, and working to improve instruction in these classes and in the university.

- (b) Faculty members' objectives and professional interests and activities should be compatible with those of the university. In its regulations, the board defines the specific professional obligations of faculty members to include, but not be limited to:
  - (i) Full time service. See rule 3359-9-03 of the Administrative Code.
  - (ii) University research policy. See rule 3359-2-05 of the Administrative Code.
  - (iii) Conflict of interest and conflict of commitment. See rule 3359-11-17 of the Administrative Code.