

WSU-Lake Campus Bylaws

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A. PURPOSE OF THE LAKE CAMPUS FACULTY SENATE

The Lake Campus Faculty Senate provides a mechanism by which the faculty participates in the governance of the college.

B. MEMBERSHIP

Membership in the Lake Campus Faculty Senate shall include voting and nonvoting individuals. Voting members include all Bargaining Unit Faculty Members (BUFMs). Nonvoting members include the following: Dean or equivalent, Associate Dean, Librarian, Emeritus faculty, a representative of the Western Ohio Educational Foundation (WOEf) Board, and an elected student representative.

All voting members of the Faculty Senate have the right to stand for election as officers and the responsibility to serve on Senate committees. Several exceptions are noted below in the descriptions of the individual committees.

C. OFFICERS

Section 1.

Officers of the Lake Campus Faculty Senate of Wright State University shall include a President, a President-Elect, and a Secretary elected from among voting members of the Senate.

Section 2.

All officers of the Faculty Senate shall be elected by majority vote of the Faculty Senate. Election of officers shall be held during the last half of the spring term of each academic year, and all officers shall serve for a period of one year, ending on the final day of the exam week of the spring term. To ensure representative and competitive elections, each academic unit should attempt to select/elect a nominee(s) for each office.

Section 3.

Any officer may be removed from office by a vote of two-thirds of the full voting

membership of the Faculty Senate.

Section 4.

Vacancy of any office for any reason shall be filled by the same procedure as directed in Section 2 above, except that officers elected to fill vacancies shall serve only the unexpired portion of the predecessor's term.

Section 5.

Duties of the President:

- a. To preside over meetings of the Faculty Senate. (In the president's absence, the president-elect shall preside.)
- b. To draw up an agenda for all meetings of the Faculty Senate.
- c. To notify all members of the Faculty Senate concerning the time, place, and agenda of all meetings of the Faculty Senate at least two (2) working days prior to such meetings.
- d. To call meetings of the Faculty Senate.
- e. To notify all members of the Faculty Senate regarding proposed bylaw amendments.
- f. To serve as an ex-officio non-voting member of all committees except for the TET Promotion and Tenure Committee and the Senior Lecturer Promotion Committee.

Section 6.

Duties of the President-Elect:

- a. To fulfill the duties of the president when the president is absent or unable to fulfill the required duties.
- b. To appoint representatives of each Academic Unit to serve on committees of the Faculty Senate, as outlined in Section E.1.b and E.1.c of these bylaws.

Section 7.

Duties of the Secretary:

- a. To keep the minutes of all meetings of the Faculty Senate and to distribute the minutes to members of the Faculty Senate prior to the next regularly scheduled Faculty Senate meeting.
- b. To complete all correspondence of the Faculty Senate.

Section 8.

The sole qualification for officers shall be that they are voting members of the Faculty Senate

at the time of their election and during their terms of office.

D. WOEF BOARD REPRESENTATIVE

Duties of the WOEF Board Representative shall include:

- a. Attending all WOEF Board monthly meetings.
- b. Solicit relevant faculty information for presentation to the WOEF Board.

E. CREATION AND OPERATION OF

COMMITTEES Section 1.

Rules governing the creation and operation of committees shall consist of the following:

- a. **Composition of the Committees:** There are currently three Academic Units into which full-time faculty are divided: Science, Math, and Engineering (SME); Humanities and Social Sciences (HSS); and Business, Education, Nursing, and Technical Studies (BENT). Each Academic Unit will be led by an Academic Unit Director, who shall be appointed by the Dean in consultation with the Academic Unit's BUFMs as outlined in Section F(1) of these bylaws. The duties, roles, responsibilities, and terms of service of the Academic Unit Directors shall be determined at the discretion of the Dean. Except for the Executive Committee, TET Promotion and Tenure Committee, Senior Lecturer Promotion Committee, and Administrative Search Committees, each Senate Committee shall include at least one BUFM from each academic unit.
- b. **Selection/Election of BUFM Committee Members (TET Promotion and Tenure Committee and Senior Lecturer Promotion Committee not included):** By the end of the tenth week of classes of the Spring term, each Academic Unit will provide the Faculty Senate President-Elect with a list of its BUFM representatives on each Senate standing committee for the upcoming academic year. As much as possible, the Academic Unit Director shall give faculty members the opportunity to indicate personal preferences and shall allow committee assignments to be determined by mutually agreeable selection. Once each Academic Unit has identified which of its BUFMs will serve on each standing committee, the Academic Unit Director will send a list of additional faculty members interested in serving on specific committees to the Faculty Senate President-Elect. Within this time frame, TET BUFMs will elect members of the TET Promotion and Tenure Committee and NTE BUFMs will elect members of the NTE Senior Lecturer Promotion Committee.
- c. **Committee Vacancies:** The Faculty Senate President-Elect is empowered to fill any committee assignments that have not been filled by the Academic Units by the end of the tenth week of classes of the Spring term.

Section 2.

Except as otherwise directed by the Collective Bargaining Agreement (CBA), Standing Committees shall function as follows:

- a. All committees, whether standing or temporary, shall have both a chair and a recording secretary. The chair and the recording secretary shall be members of the committee who are elected by majority vote of the members of the committee, except as otherwise noted in these bylaws.
- b. All committees, whether standing or temporary, shall make reports of their activities, as needed at Faculty Senate meetings and make recommendations regarding affairs within their jurisdiction.
- c. With the exception of the promotion and tenure committee and the senior lecturer promotion committee, chairpersons and members of all committees, whether standing or temporary, may be removed from office and/or removed from committees by a vote of two-thirds of the full voting membership of the Faculty Senate. Removal of the chairs and / or members of the promotion and tenure committee and the senior lecturer promotion committee requires 2/3 vote of the TET BUFMs or the NTE BUFMs, respectively.
- d. Unless otherwise indicated, chairpersons and members of all committees shall serve for a period of one year, from the first day of the summer term to the final day of spring term.
- e. Vacancies for any cause among committee chairpersons or members may be temporarily filled by appointment by the Faculty Senate President, pending approval by the Faculty Senate.
- f. Roberts' Rules of Order shall govern the conduct of all committee meetings. Points of order not resolved at a meeting shall be referred to the Governance and Bylaws Committee.
- g. Committees shall meet at the discretion of the committee chairperson and membership.
- h. All committee meetings not dealing with personnel matters shall be open to all voting members of the Faculty Senate.

F. FACULTY INVOLVEMENT IN SELECTION OF ACADEMIC UNIT DIRECTORS

Section 1.

The procedures by which BUFMS in the respective units give advice regarding the appointment of Academic Unit Directors are as follows:

In the event of a vacancy for an Academic Unit Director or other Director position, a Search Committee shall be created. The majority of the Search Committee shall include BUFMs elected by the Unit BUFMs.

Subject to this restriction, the Search Committee and its chair shall be appointed by the

Dean.

Each candidate's application materials shall be available in full for examination by BUFMs within the Academic Unit. There shall be one or more public fora of sufficient duration to provide BUFMs in the Academic Unit with an opportunity to meet and question the candidate(s).

The Search Committee shall distribute a secret advisory ballot to Faculty in the Academic Unit. The ballot may include any questions chosen by the Search Committee. However, the ballot shall include:

- For each candidate, the question "Is [name of candidate] acceptable to you for appointment to the position of Academic Unit Director?" with answers "Yes" or "No"
- An opportunity to comment upon each candidate
- Clear instructions for the return of the ballot; including where it may be returned, as well as the date and time by which the ballot must be submitted

Along with its recommendations, the Search Committee shall transmit to the Dean the names of all candidates identified as acceptable by a majority of the BUFMs within the Academic Unit who completed and returned the ballot, as well as any other information as appropriate. The Search Committee shall provide to the Dean a summary of the advisory ballot results. The Dean shall consider this information before appointing the Director.

Section 2.

Evaluation of Academic Unit Directors may be undertaken at any time at the discretion of the Dean. Additionally, unit faculty may, by a majority vote, request such an evaluation from the Dean.

G. INDIVIDUAL COMMITTEES

Section 1.

The following shall constitute the standing committees of the Lake Campus Faculty Senate of Wright State University.

a. Faculty Affairs Committee

- i. The Faculty Affairs Committee shall consist of six (6) voting members of the Faculty Senate, selected according to the guidelines provided in Section E of these bylaws.
- ii. The Faculty Affairs Committee will address matters of concern to the faculty, including scholarship and research, teaching, service, assignment of new faculty members, nominations of Lake Campus faculty awards and other

honors, and other such matters as become germane to the faculty.

b. Academic Affairs/Curriculum Committee

- i. The Lake Campus representative to the University Curriculum Committee shall chair and be a non-voting member of the Academic Affairs/Curriculum Committee.
- ii. The Academic Affairs/Curriculum Committee shall consist of at least seven (7) members: the Chair and at least six (6) voting members of the Faculty Senate, selected according to the guidelines provided in Section E of these bylaws.
- iii. The Academic Affairs/Curriculum Committee shall review and make recommendations on all academic matters, including course scheduling, course offerings, registration procedures, advising, student affairs, and graduation.
- iv. The Academic Affairs/Curriculum Committee shall make recommendations about the design of new courses and programs, as well as about current curriculum with a view toward continuous improvement. Recommendations regarding new programs and courses must be approved by the Academic Unit, the Academic Affairs/Curriculum Committee, and the Dean before being forwarded to the university Undergraduate Curriculum & Academic Policy Committee.
- v. The Academic Affairs/Curriculum Committee shall assist the Dean with the campus Academic Scholarship program.

c. Governance and Bylaws Committee

- i. The Governance and Bylaws Committee shall consist of at least six (6) voting members of the Faculty Senate, selected according to the guidelines provided in Section E of these bylaws.
- ii. The Governance and Bylaws Committee shall conduct all elections for Faculty Senate officers, for positions on the Promotion and Tenure Committee, for positions on the Senior Lecturer Promotion Committee, and for faculty representation on the WOEf board.
- iii. The Governance and Bylaws Committee shall review this document at least once each year and make recommendations to the Faculty Senate regarding any amendments deemed necessary.
- iv. The Governance and Bylaws Committee shall be responsible for maintaining the bylaws and shall provide any voting member of the Faculty Senate a current copy (electronic or paper) on demand when changes are made.

- v. The Governance and Bylaws Committee shall prepare in proper form all amendments to this document proposed by members of the Faculty Senate. The committee shall provide a copy of such amendment to each member of the Faculty Senate at least 15 days prior to the date upon which voting on the amendment(s) will begin.
 - vi. All votes by Lake Campus bargaining unit faculty on amendments to the bylaws will be conducted by the Governance and Bylaws Committee. Approval requires a majority approval vote by all the members of the bargaining unit faculty (specifics on voting rights in the CBA) and approval by the Dean and by the university-level Faculty Governance Committee.
 - vii. The Governance and Bylaws Committee shall resolve all procedural problems referred to it by the Faculty Senate or any committee.
- d. Technology and Library Committee
- i. The Technology and Library Committee shall consist of at least six (6) voting members of the Faculty Senate, selected according to the guidelines provided in Section E of these bylaws. A representative of the Library and Technology Center shall be an *ex officio* member of this committee.
 - ii. The Technology and Library Committee shall make recommendations on matters related to library resources and instructional technologies.
 - iii. The Technology and Library Committee shall be charged with maintaining curricular standards, course quality, faculty preparation and support for distance learning.
- e. Undergraduate Petitions Committee
- i. The Undergraduate Petitions Committee shall consist of at least six (6) voting members of the Faculty Senate, selected according to the guidelines provided in Section E of these bylaws.
 - ii. The Undergraduate Petitions Committee shall consider and make recommendations regarding undergraduate petitions by any Lake Campus student who has not declared a major in a Dayton Campus four-year degree program, in accordance with the standard procedures of Wright State University. Petitions of four-year degree students with declared majors in Dayton Campus four-year degree programs will be forwarded to the petitions committee of the appropriate school or college on the Dayton Campus.
- f. Budget/Long-Range Planning Committee
- i. The committee shall consist of at least six (6) voting members of the Faculty

Senate, selected according to the guidelines provided in Section E of these bylaws.

- ii. The Budget/Long-Range Planning Committee shall make recommendations regarding student retention, facilities planning, the annual budget, instructional expenditures, and spending priorities.
- g. Outreach and Diversity Committee
- i. The committee shall consist of at least six (6) voting members who are BUFMs, with the Dean and the Coordinator of Events, Engagement, & Diversity serving as non-voting members.
 - ii. The committee shall coordinate outreach and diversity events, and explore and make recommendations regarding campus inclusivity: this includes K-12 outreach such as the Middle School and High School Scholastic Bowls, the promotion of campus diversity (in collaboration with relevant groups at the Dayton campus, such as the Culture and identity centers), and the organizing of arts outreach such as performances, exhibits, and readings.
 - iii. The committee may divide into subcommittees for planning purposes, such as Musical/Cultural/International events, Scholastic Bowl, and Diversity, each with its of chair(s). Each Outreach and Diversity Committee member, however, shall participate in votes on all committee fundraising and budgetary decisions.
 - iv. The committee shall make recommendations for the use and upgrading of arts-designated spaces at Lake Campus.
- h. Research Initiative Committee
- i. The Research Initiative Committee shall consist of at least five (5) voting members of the Faculty Senate, selected according to the guidelines provided in Section E of these bylaws.
 - ii. The Research Initiative Committee will help provide a campus-wide framework to encourage scholarly activities by faculty and students. When funding is available, this will be accomplished by reviewing and providing internal funding when available for research projects, infrastructure, supplies, conference costs, and publishing fees as well as by sponsoring and coordinating events such as the annual Research Symposium that contribute to the campus's research mission.
 - iii. The Research Initiative Committee shall make recommendations to the administrative structure on matters related to research on campus.
 - iv. The chair of the Research Initiative Committee, or their designee, will represent Lake Campus faculty in university-level discussions regarding scholarship and sponsored research.

- i. TET Promotion and Tenure Committee
 - a. The Lake Campus TET Promotion and Tenure Committee shall consist of five (5) tenured BUFMs who are voting members, as well as the Dean of the Lake Campus and the Associate Dean, who will serve as non-voting members. The voting members of the committee should include the following:
 - 1. Five (5) tenured bargaining unit faculty members who have a minimum of two (2) years of service at the Lake Campus, including at least one Full Professor. These committee members shall be elected by a majority vote of the tenure-eligible and tenured (TET) BUFMs.
 - 2. A tenured Full Professor on the Lake Campus Promotion and Tenure Committee shall be elected from among and by the voting members of the Promotion and Tenure Committee as the chair of the committee and as the Lake Campus representative to the University Promotion and Tenure Committee.
 - ii. The Lake Campus TET Promotion and Tenure Committee shall consist of five (5) tenured BUFMs who are voting members, as well as the Dean of the Lake Campus and the Associate Dean, who will serve as non-voting members. The voting members of the committee should include the following:
 - 1. Five (5) tenured bargaining unit faculty members who have a minimum of two (2) years of service at the Lake Campus, including at least one Full Professor. These committee members shall be elected by a majority vote of the tenure-eligible and tenured (TET) BUFMs.
 - 2. A tenured Full Professor on the Lake Campus Promotion and Tenure Committee shall be elected from among and by the voting members of the Promotion and Tenure Committee as the chair of the committee and as the Lake Campus representative to the University Promotion and Tenure Committee.
 - iii. The Lake Campus Promotion and Tenure Committee has the responsibility to review and to forward to the Lake Campus Dean the names and P&T Files of TET BUFMs being recommended for promotion and/or tenure. Moreover, this committee is charged with conducting annual reviews of cumulative progress toward tenure and promotion for all untenured TET BUFMs, conducting reviews of cumulative progress toward promotion for tenured Associate Professors pursuant to the CBA, and coordinating annual peer evaluations of teaching for all untenured TET BUFMs and for tenured BUFMs who request a peer evaluation of teaching.
 - iv. After reviewing the recommendations of the Faculty Affairs Committee and the

unit leaders, the Lake Campus Promotion and Tenure Committee shall appoint a mentor from among the tenured bargaining unit faculty for each new TET bargaining unit faculty member.

j. **Senior Lecturer Promotion Committee (SLPC)**

- i. The SLPC membership shall be selected in accordance with the provisions of the CBA between Wright State University and the Wright State University Chapter of the American Association of University Professors.
- ii. Meetings shall be called by the Chair as needed. The Dean and Dean's office shall manage the initiating, processing, and disseminating of information and shall be the repository of documents and records of the SLPC.
- iii. Duties. The committee will:
 - a. Consider all recommendations for promotion to Senior Lecturer
 - b. Report to the faculty at least once a semester.
- iv. Operating Procedures
 - a. The Chair shall call committee meetings as needed, preside at the meetings consistent with the responsibilities listed below, and encourage confidentiality in the deliberations of the committee.
 - b. The Chair of the committee shall call meetings consistent with University deadlines for the submission of requests for grants of promotion.
 - c. Procedures for Consideration of Promotion: As specified by the Collective Bargaining Agreement Appendix D.

v. **AD HOC COMMITTEES**

a. **Administrative Search Committees:**

- i. The search committee includes five elected BUFMs, with at least one member representing each of the different Lake Campus units and an administrator appointed by the Provost who serves as committee co-chair.
- ii. The need for a search committee should be announced at a Senate meeting, and the faculty members on that search committee should be presented to the Faculty Senate President before the first Senate meeting after the five BUFM committee members are determined. Any unfilled positions

among the five described in part 1 will then be filled at the discretion of the Faculty Senate President without reference to units.

b. Faculty Search Committees

- i. Search committees for full-time faculty positions shall include four (4) BUFMs. A minimum of **two (2)** of the four search committee members must be drawn from the Academic Unit within which the search is being conducted. An effort will be made to select search committee members from the discipline in which the search is being conducted, or closely-adjacent disciplines.
- ii. The need for a search committee should be announced at a Faculty Senate meeting, and the faculty members on the search committee should be presented to the Faculty Senate President before the first senate meeting after the four BUFM committee members are determined. Any unfilled positions on among the four described in Part 1 will then be filled by the Faculty Senate President, in consultation with the Director of the Academic Unit in which the search is being conducted.
- iii. Other Ad Hoc Committees: other *ad hoc* committees may be formed at the recommendation of the faculty senate when they are deemed necessary and will follow similar makeup guidelines as outlined above.

vi. FACULTY MENTORS

- a. It shall be the role of the Faculty Mentors to guide new faculty in meeting the evaluation standards, as per the Collective Bargaining Agreement(s) and these By-laws, of Teaching, Service, and Scholarship, when appropriate.
- b. Faculty Mentors, for practical purposes, should be from the same academic unit as the new faculty member. Faculty Mentors shall be selected and in place by the midpoint of the new faculty member's first semester of employment with the Lake Campus.
 - i. Faculty Mentors for TET faculty should maintain and demonstrate sustained scholarship.
 - ii. Faculty Mentors for NTE faculty, as much as practical, should be Senior Lecturers. A tenured faculty member from the same Academic Unit may serve as mentor when a Senior Lecturer is not available.
- c. Faculty Mentors for TET faculty shall provide one Peer Review of Teaching per academic year.

vii. MEETINGS OF FACULTY

SENATE Section 1.

Meetings shall be held at least once each month during the academic year at the call of the Faculty Senate President. In addition to regular monthly meetings, special meetings may be called by the Dean, the Faculty Senate President, or upon the request of three (3) voting members of the Faculty Senate.

Section 2.

Roberts' Rules of Order shall govern the conduct of all meetings.

Section 3.

A quorum shall consist of half of the voting membership of the Faculty Senate.

Section 4.

No regular monthly meetings will be held during summer sessions of the Lake Campus of Wright State University. Special meetings may be called during summer sessions as prescribed in Section 1, above.

Section 5.

The President of the Faculty Senate shall be responsible for announcing meetings, as specified in the description of the president's duties in C, Section 5, Part c.

Section 6.

All Faculty Senate meetings shall be open to all members of the university community. By making a request to the President before the meeting is called to order, anyone attending may address the Faculty Senate at the conclusion of all other business of the meeting and before adjournment. Those wishing to address the Faculty Senate shall be recognized by the President in the order in which the requests were received. In the instance of such addresses and/or resulting debate, cloture may be invoked upon the motion and second of any members of the Faculty Senate and a majority vote of the Faculty Senate.

Section 7.

Items of new business will not be voted on until they appear on the agenda as old business, which normally will be at the next regularly scheduled meeting of the Faculty Senate. Exceptions to this rule can be made by a two-thirds majority of Faculty Senate members present and voting, when an immediate vote is needed.

viii. ANNUAL EVALUATION OF BARGAINING UNIT FACULTY

a. Procedures for Annual Evaluation:

- i. Submission of Materials for Annual Evaluation: as specified in the CBA
- ii. The guidelines for the annual evaluation of teaching and service are provided in the CBA.
- iii. Peer Evaluation of Teaching shall be pursuant to the CBA. Peer evaluators, including faculty mentors (who are tenured bargaining unit faculty members), shall be named by the Promotion and Tenure Committee to evaluate the teaching of untenured faculty annually and to evaluate the teaching of tenured faculty upon their request. Peer evaluators will review:
 1. Teaching practices based on direct observation of one or more classes.
 2. The consistency of syllabi presented to students with topics actually covered in the course.
 3. The degree to which exams reflect the topics listed in the syllabi.
 4. The degree to which projects/papers focus on applying topics covered in the course.
 5. Areas from student teaching evaluations that consistently suggest positive teaching practices as indicated by numerical results and/or written comment.
 6. Areas from student teaching evaluations that consistently suggest weaknesses in teaching practices as indicated by numerical results and/or written comments.
 7. Any innovations, specific to the individual, that have been applied to teaching
 8. Any accomplishments, specific to the individual, related to teaching.

Each peer evaluation will include, at a minimum, K.a.iii.1 and two or more items from K.a.ii.2 through K.a.iii.8. Feedback should identify specific accomplishments and positive progress in teaching. It should also identify specific areas in which improvement may be needed. In cases where improvement is recommended, specific recommendations for achieving such improvement must be included. The peer evaluator shall send a written report to the Promotion and Tenure Committee, the Dean, and the faculty member who is evaluated.

In the event an individual appears to be having serious difficulty in the classroom, members of the Promotion and Tenure Committee may observe that individual in one or more classroom situations. These observations may be announced or unannounced.

- iv. **Scholarship:** To count as scholarship, activities and accomplishments must be in the individual's discipline or related pedagogical area. In the case of shared work, the extent of individual contribution shall be considered in the evaluation of each activity. Full credit is normally given to works that are co-authored, and other shared work is credited proportionate to the individual's contribution. A rating will be assigned corresponding to one of the following categories. Note that unless otherwise stated, a faculty member may accrue multiple units from different works that fall under the same listed item (e.g., two peer-reviewed publications would count as two units).

Extraordinary

Documentation of at least four scholarly units from the following list. Note that at least one of these units must be either a peer-reviewed publication in a journal specific to or closely related to the faculty member's discipline, chapter in a scholarly book, receipt of a significant externally funded grant (minimum of \$25,000 including indirect costs), or publication of a book in the faculty member's discipline.

Outstanding

Documentation of three scholarly units from the list below.

Meritorious

Documentation of two scholarly units from the list below.

Adequate

Documentation of one scholarly unit from the list below.

1.

List of Scholarly Units:

- Publication of an article in a peer-reviewed journal or a chapter in a scholarly book
- Publication of a peer-reviewed research monograph or scholarly book (excluding self-published work). Note that a research monograph or scholarly book may count for up to four units as determined by the Lake Campus Dean or equivalent
- Editing a peer-reviewed scholarly collection, journal, translation, monograph, or book
- Receipt of an internal or external research grant or fellowship (minimum of \$1,000)
- Receipt of a book contract from a reputable publisher
- Evidence of ongoing scholarship. This could include continued data

collection, work on a funded project or contract, writing, or editing of an ongoing project that has yet to be formally accepted for publication. Evidence of ongoing scholarship must be submitted as an appendix with the FAR if not already documented. Note that evidence of ongoing scholarship may only count for one unit, regardless of number of projects ongoing

- Publication of comments in professional or trade journals
- Publication of an abstract in peer-review meeting proceedings
- Presentation at a professional conference
- Publication of a book review in a scholarly or professional journal
- Publication of a technical report or non-peer-reviewed trade/petitioner publication
- Six or more peer reviewed entries or articles in general-interest periodicals, newspapers, databases, or encyclopedias
- Published or produced creative work such as short stories, a collection of poems, a novel, a play, or substantive audio/visual production. Note that creative works may count for up to four units as determined by the Lake Campus Dean or equivalent
- Submission of an invention disclosure to the University's Technology Transfer Office
- Any other scholarly activity which is determined by the Lake Campus Dean or equivalent

ix. WSU-LAKE CAMPUS PROMOTION AND TENURE

GENERAL CONSIDERATIONS

As a geographically distinct, regional campus of Wright State University, the Lake Campus maintains a unique position within the University's academic community and structure. The Lake Campus provides pre-baccalaureate, associate-degree, and certificate programs as well as selected baccalaureate and graduate programs, in a number of academic and technical disciplines. The Promotion and Tenure criteria of Wright State University Lake Campus reflect the academic emphasis of the regional campus.

Academic Rank: Tenure and Promotion

Bargaining unit faculty at Wright State University Lake Campus may hold tenure at the ranks of Associate Professor and Professor.

Functioning of the Lake Campus Promotion and Tenure Committee

For the purposes of promotion and tenure, the Lake Campus operates solely on the level of a college within the university, incorporating those procedures found within other colleges at Wright State University.

Promotion and Tenure

- a) Criteria for Promotion from Assistant to Associate with Tenure: To be considered for promotion to the rank of Associate Professor, the faculty member must have a terminal degree and must meet the following minimum requirements:
1. Teaching: The candidate for tenure and promotion to Associate Professor must show that he or she has taught students successfully. A successful teacher will establish and maintain high and appropriate standards of achievements in all classes and will help students acquire the knowledge and skills to meet those standards. Required evidence of teaching effectiveness includes:
 - Student and peer evaluations of teaching that confirm effective teaching
 - Evidence of efforts to continually improve teaching
 - Additional evidence of successful teaching may include documentation of additional contributions such as:
 - integration of technology into teaching methods
 - innovative teaching techniques
 - effective teaching of integrated writing courses
 2. Service: The candidate for promotion to Associate professor with tenure must show that he or she has provided an appropriate level of service by documenting all of the following:
 - Regularly attending Lake Campus Senate meetings
 - Serving effectively on Lake Campus Committees
 - Serving effectively on University Committees
 - Effectively chairing two Lake Campus faculty senate committees or performing an equivalent service function for Lake Campus
 - Serving on a local board or committee in an area of expertise, or actively performing service for professional organizations at the local, regional, or national level, or the equivalent
 3. Scholarship: The candidate for promotion to Associate professor with tenure must show he or she has pursued ongoing scholarship, demonstrated by publication (or in press) of four scholarly units. At least three of these published units must list Wright State University as the candidate's institutional affiliation. At least three of these published units must be in discipline specific outlets. Units are defined as follows:
 - A scholarly article in a peer-refereed journal will equal one unit
 - A chapter in a scholarly book will equal one unit

- A scholarly monograph published by university or other reputable scholarly press may equal up to four units
 - An edited collection or text published by university or other reputable scholarly press will equal one unit
 - An edited edition or scholarly translation (full length) published by university or other reputable scholarly press may equal up to four units
 - Equivalent creative work, if appropriate to the candidate's discipline, will equal one unit
- b) Research Track Criteria for Promotion from Associate to Full Professor: The candidate must show that he or she has been productive at a level beyond that required for promotion to Associate Professor. The candidate must also show leadership in various areas of his or her professional life that has a positive effect on the Lake Campus.
1. Teaching: The candidate for promotion to Full Professor must show evidence of exceptional success in teaching. Beyond the measures of teaching required for promotion to associate professor, the candidate must present evidence of three of the following accomplishments:
 - Taking lead in integrating new approaches and/or new technologies into the classroom
 - Developing original materials to supplement or substitute for packaged course materials
 - Formally sharing teaching innovations with a peer group
 - Developing the curriculum of a new program
 - Acquiring significant grant monies for an initiative related to teaching
 - Receiving a regional, state-wide, or national award for teaching
 - Developing an extracurricular program that enhances the student's success in the classroom or workplace
 - Developing significant innovation in the curriculum to meet targeted needs of organizations or businesses in the service area
 - Developing a sustained community-engagement based course or project
 - Using educational research to evaluate individual teaching, courses, or curriculum systemically and sharing those results with peers
 - Engaging in significant and sustained independent work with students through mentoring, research positions, advising, and/or independent studies

- Demonstrating sustained commitment to improving course quality and teaching practices based on peer evaluation, student evaluations, and educational research
 - Demonstrating an extensive record of participation in, reflection of, and pursuit of knowledge related to teaching and learning through attending pedagogically themed workshops, conferences, and retreats and then integrating that knowledge into relevant courses
 - Demonstrating leadership in program and course level assessment activities including presenting assessment data and integrating the results of assessment into programs and courses to improve student learning
 - Taking a leadership role in a program accreditation process
2. Service: The candidate for promotion to Full Professor must show evidence of exceptional success in service. While continuing to demonstrate the level of service required for promotion to associate professor, the candidate must have at least three (3) of the following:
- Leadership role in a major initiative at Wright State University, either at the college or university level
 - Consultation role on a major academic initiative outside of Wright State University such as serving as an external reviewer for curriculum design, program implementation, or promotion and tenure evaluation
 - Officer of a local, regional or national professional organization or board (related to the profession)
 - Receipt of a regional, state, or national service award
 - Consultation and/or development of a significant program, document, or conference for a school district, organization, business, or professional organization
 - Service as an editor, associate editor, submission referee, or book reviewer for a professional publication(s)
 - The equivalent
3. Scholarship: The candidate for promotion to Full Professor must show he or she has pursued ongoing scholarship beyond the level required for Associate Professor. To meet the scholarship requirements for promotion to Full Professor, the candidate must publish (or have in press) at least eight total scholarly units. To demonstrate sustained scholarship, three of these required units must be published

since the promotion to Associate Professor. Six of the required units must be in discipline specific outlets. Units are defined as follows:

- A scholarly article in a peer referred journal will equal one unit
 - A chapter in a scholarly book will equal one unit
 - A scholarly monograph published by university or other reputable scholarly press may equal up to four units
 - An edited collection or text published by university or other reputable scholarly press will equal one unit
 - An edited edition or scholarly translation (full length) published by university or other reputable scholarly press may equal up to four units
 - Equivalent creative work, if appropriate to the candidate's discipline, will equal one unit
- c) Teaching Track Criteria for Promotion from Associate to Full Professor: The candidate must show that he or she has been productive at a level beyond that required for promotion to Associate Professor. The candidate must also show leadership in various areas of his or her professional life that have a positive effect on the Lake Campus.
- a. Teaching: The candidate for promotion to Full Professor must show evidence of exceptional success in teaching. Beyond the measures of teaching required for promotion to associate professor, the candidate must present evidence of five of the following accomplishments:
- Taking lead in integrating new approaches and/or new technologies into the classroom
 - Developing original materials to supplement or substitute for packaged course materials
 - Formally sharing teaching innovations with a peer group
 - Developing the curriculum of a new program
 - Acquiring significant grant monies for an initiative related to teaching
 - Receiving a regional, state-wide, or national award for teaching
 - Developing an extracurricular program that enhances the student's success in the classroom or workplace
 - Developing significant innovation in the curriculum to meet targeted needs of organizations or businesses in the service area
 - Developing a sustained community-engagement based course or project

- Using educational research to evaluate individual teaching, courses, or curriculum systemically and sharing those results with peers
 - Engaging in significant and sustained independent work with students through mentoring, research positions, advising, and/or independent studies
 - Demonstrating sustained commitment to improving course quality and teaching practices based on peer evaluation, student evaluations, and educational research
 - Demonstrating an extensive record of participation in, reflection of, and pursuit of knowledge related to teaching and learning through attending pedagogically themed workshops, conferences, and retreats and then integrating that knowledge into relevant courses
 - Demonstrating leadership in program and course level assessment activities including presenting assessment data and integrating the results of assessment into programs and courses to improve student learning
 - Taking a leadership role in a program accreditation process
- b. Service: The candidate for promotion to Full Professor must show evidence of exceptional success in service. While continuing to demonstrate the level of service required for promotion to associate professor, the candidate must have at least three (3) of the following:
- Leadership role in a major initiative at Wright State University, either at the college or university level
 - Consultation role on a major academic initiative outside of Wright State University such as serving as an external reviewer for curriculum design, program implementation, or promotion and tenure evaluation
 - Officer of a local, regional or national professional organization or board (related to the profession)
 - Receipt of a regional, state, or national service award
 - Consultation and/or development of a significant program, document, or conference for a school district, organization, business, or professional organization
 - Service as an editor, associate editor, submission referee, or book reviewer for a professional publication(s)
 - The equivalent

- c. Scholarship: The candidate for promotion to Full Professor must show he or she has pursued ongoing scholarship beyond the level required for Associate Professor. To meet the scholarship requirements for promotion to Full Professor, the candidate must publish (or have in press) at least eight total scholarly units. To demonstrate sustained scholarship, three of these required units must be published since the promotion to Associate Professor. Three of the required units must be in teaching/pedagogy specific publications. Units are defined as follows:
- A scholarly article in a peer referred journal will equal one unit
 - A chapter in a scholarly book will equal one unit
 - A scholarly monograph published by university or other reputable scholarly press may equal up to four units
 - An edited collection or text published by university or other reputable scholarly press will equal one unit
 - An edited edition or scholarly translation (full length) published by university or other reputable scholarly press may equal up to four units
 - Equivalent creative work, if appropriate to the candidate's discipline, will equal one unit

Bylaws Approval Form

The Bylaws for Lake Campus of Wright State University, dated 4/1/2021, are amended as follows:

Current Language (Section G.1.g) (Outreach Committee)

- g. Outreach Committee:
 - i. The committee shall consist of at least six (6) voting members who are BUFMs, with the Dean and the Events/Student Activities Director serving as non-voting members.
 - ii. The committee shall coordinate outreach events: for instance, K-12 outreach such as the Middle School and High School Scholastic Bowls and the Junior Scholars programs, and arts outreach such as the performances, exhibits, and readings.
 - iii. The committee shall make recommendations for the use and upgrading of arts-designated spaces at Lake Campus.

Proposed New Language (Section G.1.g)

- g. Outreach and Diversity Committee
 - 1. The committee shall consist of at least six (6) voting members who are BUFMs, with the Dean and the Coordinator of Events, Engagement & Diversity serving as non-voting members.
 - 2. The committee shall coordinate outreach and diversity events, and explore and make recommendations regarding campus inclusivity: this includes K-12 outreach such as the Middle School and High School Scholastic Bowls, the promotion of campus diversity (in collaboration with relevant groups at the Dayton campus, such as the Culture and Identity Centers), and the organizing of arts outreach such as performances, exhibits, and readings.
 - 3. The committee may divide into subcommittees for planning purposes, such as Musical/Cultural/International Events, Scholastic Bowl, and Diversity, each with its own chair(s). Each Outreach and Diversity Committee member, however, shall participate in vote on all committee fundraising and budgetary decisions.
 - 4. The committee shall make recommendations for the use and upgrading of arts-designated spaces at the Lake Campus.

Proposed New Language (Addition of Section G.1.h) (Research Initiative Committee)

h. Research Initiative Committee

1. The Research Initiative Committee shall consist of at least five (5) voting members of the Faculty Senate, selected according to the guidelines provided in Section E of these bylaws.
2. The Research Initiative Committee will help provide a campus-wide framework to encourage scholarly activities by faculty and students. When funding is available, this will be accomplished by reviewing and providing internal funding when available for research projects, infrastructure, supplies, conference costs, and publishing fees as well as by sponsoring and coordinating events such as the annual Research Symposium that contribute to the campus's research mission.
3. The Research Initiative Committee shall make recommendations to the administrative structure on matters related to research on campus.
4. The chair of the Research Initiative Committee will represent Lake Campus faculty in university-level discussions regarding scholarship and sponsored research.

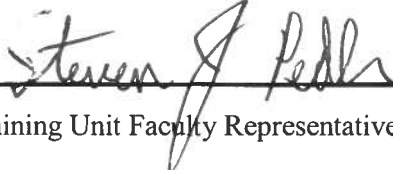
Amendment to existing bylaws: (Sections G.1.h and G.1.i)

To reflect the insertion of Section G.1.h above:

Section G.1.h of the existing bylaws (TET Promotion and Tenure Committee) will be re-numbered as Section G.1.i.


Section G.1.i of the existing bylaws (Senior Lecturer Promotion Committee) will be re-numbered as Section G.1.j.

Bargaining Unit Faculty Approval

 4-11-2022

Bargaining Unit Faculty Representative & Date

Dean Approval

 ~~11/4/22~~ 11/4/22

Dean of College & Date

Faculty Governance Committee Approval

Approved as recommended

Approved pending the following revisions:

DocuSigned by:

Steven J Pedler

12/9/2022

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Co-Chair (AAUP Representative) & Date

DocuSigned by:

Frank E. ...

12/9/2022

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Co-Chair (Administration Representative) & Date

