

Advance Higher Education Act (SB1) - Faculty Related Policies

Approved December 2, 2025, by the Cincinnati State Board of Trustees for submission to the Ohio Department of Higher Education

Polices include:

1. Faculty Annual Performance Evaluation Policy
2. Faculty Workload Policy
3. Tenure Policy
4. Post-Tenure Review Policy
5. Retrenchment Policy

1 - Faculty Annual Performance Evaluation Policy

As part of its commitment to providing excellent technical and general education instruction, Cincinnati State conducts a comprehensive annual evaluation of each full-time faculty member. Faculty are assessed in the areas they have devoted 5% or more of their time over the preceding year, specifically: Teaching; Research; Service; Clinical or Cooperative Education; and/or Administration. Performance in each area is assessed using standardized, objective, and measurable performance metrics. Student evaluations (per ORC 3345.451) account for 25% of the teaching performance assessment. The evaluation provides the faculty member with a summary assessment of each performance area: (1) “exceeds performance expectations”; (2) “meets performance expectations”; or (3) “does not meet performance expectations”.

Faculty evaluations are conducted by the faculty member’s Associate Dean (or equivalent administrator*), reviewed and approved or disapproved by the Dean, and submitted to the Provost for review. If there is disagreement between the Associate Dean and Dean, the Provost shall have final decision authority. A faculty member may appeal the Dean’s evaluation by submitting an appeal to the Provost within 10 work days. The Provost shall render a final evaluation decision within 20 work days of receipt.

The initial evaluation establishes projected work distribution over the faculty member’s performance areas (teaching, research, service; clinical or cooperative education, and/or administration) for the next year's evaluation. The distribution shall be compliant with established workload policies adopted under section 3345.45 of the Ohio Revised Code and shall receive approval from the faculty member’s Academic Dean.

This policy shall be reviewed and updated by the board of trustees every five years.

*Library Director; Associate Dean of Online Learning – After completing their evaluation, Library Director or Associate Dean of Online Learning will submit the evaluation to the Associate Provost to be approved or disapproved and then submitted to the Provost for review.

2 - Faculty Workload Policy

Cincinnati State provides instruction in a variety of formats such as lecture, lab, and experiential learning. These forms of instruction are vital to the College's mission of delivering excellent hands-on technical education, including experiential education in the form of cooperative education or clinical experiences in every curriculum. In addition, faculty play a significant role in making recommendations to the administration, through shared governance, that are essential to the College's continuous improvement and adaptation to the changing needs of students, employers, and community stakeholders. Cincinnati State's workload policy recognizes faculty contributions in a variety of areas, specifically: teaching, clinical and cooperative education, instructional design, library instruction, and writing center instruction.

The minimum workload expectation for faculty is 30 credit hours per year (as defined in 34 C.F.R. 600.2).

Credit hour equivalencies (CHE) for the various instructional types are as follows:

- 1 Lecture Hour = 1 CHE
- 1 Lab Contact Hour = 1 CHE
- Practicum Units = 0.33 CHE per student
- 1 Program/Department Chair Unit = 1 CHE
- 1 CCP Unit = 1 CHE
- Faculty whose work is measured in days: 180 days = 30 CHEs

Instructional faculty have teaching as their major responsibility. Some faculty may have unique institutionally assigned organizational responsibilities in addition to professional development and service as part of their workload expectations. Faculty with institutionally designated responsibilities are expected to devote at least 75 percent of their total workload to teaching related activities. Other faculty are expected to devote at least 80 percent of their total workload to teaching related activities, with the remaining devoted to professional development and service.

A faculty program chair is a faculty member who provides academic oversight of an academic program including curriculum assessment, employer/stakeholder engagement, student advisement, and course staffing recommendations. The program chair shall receive workload units each semester based on the following criteria:

- Annual full-time students in the program
- Credit hours in program courses

A faculty department chair is a faculty member who provides academic oversight to course departments (e.g. English, Biology, Mathematics). The department chair shall receive workload units each semester based on the following criteria:

- Number of sections offered per academic year in the department

Faculty members in a department or program that provides College Credit Plus (CCP) coursework may be assigned workload units to oversee CCP activities, such as orientation and observation of CCP adjunct faculty, maintaining Learning Management System course sites, reviewing course materials, and participating in CCP professional activities.

Certain faculty whose unique role in teaching and learning require responsibilities to span across the work year, including librarians, advisors, cooperative and clinical education coordinators, and instructional designers, have a minimum workload of 180 days annually (the equivalent in days to 30 credit hour/year minimum).

A faculty cooperative education coordinator or clinical coordinator oversees students' placement in their respective field, providing students with formative and summative evaluation, through observation and feedback from the clinical or co-op site.

Some faculty may have institutionally designated responsibilities that differ from those described in the preceding workload policies. For example, faculty may have special institutional assignments, or faculty may have responsibilities associated with externally funded grants. In these cases, the teaching assignment, including the appropriate proportion of time devoted by the faculty member to teaching, should be determined by the dean or appropriate academic officer, subject to the approval of the provost/chief academic officer.

3 - Tenure Policy

Tenure is the status of continuous employment granted by the College to full-time members of the bargaining unit in recognition of demonstrated excellence and consistent contributions to the College community. Tenure may be awarded to a full-time member of the faculty bargaining unit who occupies a position at the College and who has satisfied the criteria for tenure.

Tenure shall not be granted by default, but shall require a positive action by the Board of Trustees based upon the recommendation of the Faculty Tenure Committee, the appropriate Dean or Director, the Academic Vice President/Provost or academic affairs designee, and the President. Tenure is terminated or subject to termination only for adequate cause or as a result of a reduction in force as set forth elsewhere herein.

Only full-time members of the faculty bargaining unit, not including Annually Contracted Faculty, shall be considered eligible for tenure consideration. Members of the faculty bargaining unit, upon completion of five (5) years of full-time service (as defined by the provision for non-renewal of contract in Article 13(C)(1), shall apply for tenure by September 15 of their sixth year by simultaneously providing to the Dean or Director of the applicant's division or department and to the Faculty Tenure Committee the evidence that they meet the following criteria:

1. A recommendation by at least one (1) tenured faculty member within the applicant's division that the applicant be granted tenure. An applicant not located in an academic division should include a recommendation from a tenured faculty member who has

significant knowledge of the applicant's work and contributions to the College.

2. Evidence that the applicant has attained a bachelor's or master's degree or equivalent appropriate certificate relevant to their field or area of expertise.
3. Evidence demonstrating recognizable excellence in the applicant's field or area of expertise. To the extent that such information is available to the applicant, this evidence should include, but not be limited to, student, peer, or administrative evaluations, and information generated through activities of the Peer Mentoring Advisory Committee, members of which are appointed by the Faculty Senate.
4. Additional evidence which should include, but not be limited to, the following:
 - a. evidence of professional growth, including possible scholarly or professional publications;
 - b. evidence of constructive activities in support of professional associations and societies within the applicant's fields of interest or related areas;
 - c. evidence of the faculty member's value to the College, including evidence of performance of professional responsibilities consistent with professional standards and the mission and objectives of the College. Such evidence may include, but not be limited to:
 - student advisement/guidance/recruitment
 - program and curriculum development
 - participation in annual academic self-study and/or the assessment of learning outcomes
 - participation in College committees, at institutional, divisional, and/or program/department levels
 - participation in program or College accreditation activities, including providing significant support for College accreditation requirements
 - participation in relevant business or community affairs
 - participation in other professional and/or service activities relevant to the mission and objectives of the College

The process and basis for Tenure must remain flexible to allow for individual uniqueness and creativity in performance. Applicants need not satisfy all the criteria listed above, but will be expected to have records which demonstrate excellence in the performance of their duties.

The evidence submitted by the applicant should be complete as of the time of submission; however, the applicant may add supplemental material, up to February 1 of the year in which the Board of Trustees acts upon the final recommendation. Such supplements should be based on significant accomplishments achieved subsequent to the applicant's initial submission of their tenure application and should be provided to all persons who have reviewed the application as of that point in the application review process.

The Dean or Director of the applicant's division shall make a written recommendation regarding the applicant's request for tenure, directly to the Academic Vice President/Provost, after

reviewing the application materials.

1. For applicants in Business Technologies, Engineering & Information Technologies, Health and Public Safety, and Humanities and Sciences divisions, the applicable Dean shall make a written recommendation directly to the Academic Vice President/Provost.
2. For applicants in the Library, the Director of the Library shall make a written recommendation directly to the Academic Vice President/Provost.
3. For applicants in other areas of the College, the applicable Dean or Director shall make a written recommendation directly to the Academic Vice President/Provost.

Prior to making such recommendation, the Dean or Director shall evaluate the submitted materials, as well as the applicant's performance, including annual administrative evaluations which have previously been conducted. The Dean's or Director's recommendation shall be made to the Academic Vice President/Provost no later than December 1, with a copy to the applicant.

The chairperson of the Tenure Committee shall notify the Academic Vice President/Provost, the respective Dean or Director, and all applicants of the Committee's recommendation by December 1. Such notification shall be in writing, with copies made available to the President of the Faculty Senate, and the President of the AAUP. In the event of a negative recommendation, the Committee shall submit a written statement of the reasons for the negative recommendations.

Upon receipt of a recommendation by the Faculty Tenure Committee and the applicable Dean or Director, the Academic Vice President/Provost, after reviewing the recommendations and the submitted material, shall, as soon as is reasonably possible, but by no later than February 15 submit to the President a written recommendation regarding the applicant's request for tenure, along with the recommendations of the Dean or Director and the Faculty Tenure Committee.

Upon receipt of the recommendations of the Academic Vice President/Provost, the Faculty Tenure Committee, and the Dean or Director, the President, after reviewing the recommendations and submitted material, shall, as soon as is reasonably possible, but not later than March 15, submit to the Board of Trustees a written recommendation regarding the applicant's request for tenure, along with the recommendations of the Academic Vice President/Provost, the Dean or Director, and the Faculty Tenure Committee. The President shall submit copies of their recommendation to the Faculty Tenure Committee chairperson and to the applicant(s), with copies made available to the President of the Faculty Senate, and the President of the AAUP.

The Tenure Committee, the Dean or Director, the Academic Vice President/Provost, and/or the President may request other pertinent information deemed necessary for a complete review of the applicant's eligibility for tenure. Such requests for information must be in written form and be provided to the applicant and all persons who have reviewed the application as of that point in the application review process, with copies made available to the President of the Faculty Senate, and the President of the AAUP.

The applicant shall be afforded an opportunity to respond in writing to the request for information, no later than ten (10) days after they are given a copy of the information request, or

up to March 1, whichever date is earlier. Such responses will be added to the application materials, with copies made available to all persons who have reviewed the application as of that point in the application review process, and to the President of the Faculty Senate, and the President of the AAUP.

The Board of Trustees shall notify the applicant by March 31 of its decision to award or deny tenure. Such notification shall be in writing. In the event that the decision of the Board of Trustees is contrary to the recommendation of the Faculty Tenure Committee, the Board of Trustees shall put into writing its reasons for such decision.

Following an award of tenure, faculty shall have the title “professor.”

Tenure Extension. A faculty member may request and the College shall consider a delay of one (1) year in the application for tenure due to circumstances that have a demonstrable negative impact on the faculty member’s ability to perform duties required for tenure or to complete the application for tenure. All such requests for a tenure extension shall be submitted within one (1) year of the precipitating circumstance but no later than thirty (30) days prior to the application deadline for tenure. All such requests for tenure extension shall be submitted in writing to the Academic Vice President/Provost with copies sent to the applicant’s Dean or Director, the President of the AAUP, and the President of the Faculty Senate.

In the event tenure is denied by the Board of Trustees, the faculty member shall not be offered a contract for the following academic year.

4 - Post-Tenure Review Policy

Faculty excellence is expected of all faculty. The College’s post-tenure review process is one measure used to ensure continued excellence throughout a faculty member’s career.

A tenured faculty member who receives a "does not meet performance expectations" evaluation within the same evaluative category for a minimum of two of the past three consecutive years of the faculty member's annual performance evaluation shall undergo a post-tenure review conducted by the faculty member’s Academic Dean. A faculty member who, after undergoing a post-tenure review, receives an additional "does not meet performance expectations" assessment on any area of the faculty member's annual performance evaluation in the subsequent two years shall undergo an additional post-tenure review by the faculty member’s Academic Dean.

In addition, a faculty member’s Academic Dean may require an immediate and for cause post-tenure review at any time for a faculty member who has a documented and sustained record of significant underperformance outside of the faculty member's annual performance evaluation. The process for an immediate and for-cause review is set forth in Article 13 in the AAUP Collective Bargaining Agreement. For this purpose, for-cause review shall not be based on a faculty member's allowable expression of academic freedom as defined by the College or Ohio law.

A faculty member may appeal the findings of post-tenure review by submitting an appeal with supporting evidence to the Provost within twenty (20) work days of receiving the Academic Dean's findings. The Provost, after careful review of the Dean's findings and the faculty member's appeal and supporting evidence, shall render a decision regarding the appeal within twenty (20) work days. Once the twenty (20) day appeal period has passed, the Provost shall submit to the President, with a copy to the faculty member, a recommended outcome of the post-tenure review process which may include sanctions, remedial training, or for-cause termination, regardless of tenure status. The faculty member may submit a rebuttal to the President within 10 work days of the Provost's recommendation. The President will make a final decision within 20 work days of the Provost's recommendation.

5 - Retrenchment Policy

To serve the evolving talent needs of employers and stakeholders in the Cincinnati region, the College regularly evaluates and updates its program inventory and curriculums. Key strategies that ensure graduates gain the most current, in-demand knowledge and skills include: advisory board input, employer and co-op employer feedback, annual program self-study reports, and review of programs by the Academic Policy and Curriculum Committee and the Provost.

The College utilizes a "retrenchment" process to reduce programs or services offered to account for a reduction in student population, reduction in funding, a change to institutional mission and/or change in programs, or other fiscal pressures or emergencies facing the College.

ORC (Ohio Revised Code) 3345.454 requires that the College eliminate any undergraduate degree program it offers if the College confers an average of fewer than five degrees in that program annually over any three-year period. A state institution shall not consider any academic year prior to the first academic year in which an undergraduate degree is conferred in determining whether this division applies to the program offering that degree. Programs subject to elimination pursuant to ORC Section 3345.454 must be inactivated by August 15 following the completion of the academic year that triggered the program elimination.

Other exigencies may require that a program be retrenched. In these cases, the decision to formally discontinue a degree-granting or certificate-granting program shall be based upon educational considerations and/or financial considerations. Educational considerations reflect long-range judgments that the College mission and strategic objectives will be enhanced by program discontinuance. Financial considerations are a determination made in good faith by the College Administration that a reduction in the number of programs is required.

The President shall notify the Faculty Senate ninety (90) calendar days in advance of making a recommendation that a program shall be eliminated to the Board of Trustees. The Faculty Senate and the AAUP may offer their advice, recommendations, and alternatives to the President. The President shall consider those and forward them along with their own to the Board of Trustees. Recommendations and alternatives may include consideration of:

1. relevant data such as Key Performance Indicators (KPIs) or other objective measures of program performance;
2. the program's historical role and contributions to the College mission, and those circumstances which may have changed to alter that role and those contributions;
3. the program's role and contributions to College stakeholders including, but not limited to, employers of College students and graduates;
4. the dependence of other programs in the College on the program;
5. possible organizational arrangements which might serve as alternatives to discontinuation, and;
6. other possible factors considered relevant to the program.

In the case of implementation of program retrenchment, the Administration shall take into consideration:

1. arrangements that can be made to allow students enrolled to satisfy degree or certificate requirements via "teach out" or other means;
2. the periods of service and tenure status of faculty bargaining unit members in the program and an estimate of possible alternative responsibilities for these bargaining unit members elsewhere within the College;
3. possible arrangements for planned phasing out of the program as an alternative to abrupt discontinuation;
4. other possible factors considered relevant to the program.

For an academic department, degree program, or certificate program for which suspension of enrollment (as the first step toward a "teach out" or other means to avoid abrupt discontinuation for students) has not been initiated within one (1) year of receiving official retrenchment notice, the President shall notify the Faculty Senate at least ninety (90) days prior to making another retrenchment recommendation to the Board of Trustees for that same department, degree program, or certificate program.

In the event an academic program is inactivated, the Provost's Office shall notify the Ohio Department of Education, the U.S. Department of Education, and the appropriate accrediting bodies.