### Program Policies and Procedures

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Respiratory Therapy Technology Program at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time with advanced notice to staff, students, and clinical affiliates.

The university policies cited within this document, and attached in the appendix, are subject to change. It is the responsibility of students, staff, and faculty to consult the university policy register at Policy Register for the most up-to-date versions of university policies.
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1 Introduction

This document has been developed by the Respiratory Therapy Technology Program in order to familiarize employees, students, and clinical sites with information about key policies and procedures of Kent State University and the Respiratory Therapy Technology Program.

1.1 Program Mission Statement

The mission of Kent State University at Ashtabula’s Respiratory Therapy Technology Program is to prepare competent practitioners with the skills, knowledge and ability to become qualified professionals that deliver high quality, culturally diverse care in a global society.

1.2 Program Goal and Outcomes

Goal:
To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Outcomes:
• Students shall demonstrate knowledge of respiratory care principles and current theories and practices required of registered respiratory therapists as defined by nationally accepted guidelines by the National Board of Respiratory Care.
• Students shall professionally and fluently exhibit technical skills and procedures utilized in current practice by registered respiratory therapists.
• Students shall express personal professional ethics and behaviors expected of registered respiratory therapists in practice to obtain and maintain a positive impact in patient care and inter-staff relations.

2 Institutional Responsibilities

Purpose:
To outline the means, by which, Kent State University assures program accreditation standards and the components therein are met.

Institutional and departmental policies along with the direction from the President, Provost, Regional College and Campus Deans, Program Director, Director of Clinical Education and staff through established policies, procedures, and job descriptions assure that all the CoARC Standards are met.

2.1 Appointment of Faculty and Staff

Purpose:
- To assure Kent State University appoints qualified faculty and staff for the Respiratory Therapy Technology Program, which meet University and Program requirements.
- To comply with the CoARC Standards related to Key Program Personnel.

Faculty are appointed in accordance to Kent State University’s Administrative Policy 3342-6-05 and the Collective Bargaining Agreement (NTT) Article X, which also outlines how Kent State University’s appoints employees (Appendix, 6.1, 6.2).

Program staff must also meet the qualifications required by the CoARC Standards for each key position. Job descriptions of all program personnel can be reviewed in Appendix, 6.3.1-7.

2.2 Curriculum Planning and Development

Purpose:
- Outline support available to faculty for curriculum planning, course selection and coordination of instruction.
- To comply with the CoARC Standard 1.04 a

Faculty meetings, Curriculum Services, and the Education Policies Council (EPC) support curriculum planning and development through established administrative policies and procedures. (Appendix, 6.4)

The program’s Advisory Committee, the Educational Policies Council, and Faculty Senate approve all curricular changes before implementation.

2.3 Faculty and Staff Meetings

Purpose:
• To facilitate communication and disseminate information to faculty/instructional staff in order to coordinate course content, review the curriculum and program goals and outcomes.
• To comply with the CoARC Standards 1.04, 2.06 and 3.02

Full time and adjunct faculty review the curriculum yearly for any necessary changes and biannually to coordinate course content. This will be accomplished through faculty meetings held (at a minimum) bi-monthly during spring and fall semesters. The Program Director and Director of Clinical Education update faculty/staff on any necessary programmatic information. Additionally, the Program Director and Director of Clinical Education hold monthly meetings.

2.4 Maintaining Records

Purpose:
• Provide information on how Kent State University and the Respiratory Therapy Program maintain student academic records. Including but not limited to:
  o Student evaluations
  o Records of remediation
  o Records of disciplinary action
  o Admission applications and associated documents
• To comply with the CoARC Standards 5.12

Kent State University’s policy on maintaining records is located in the University Administrative Policy Register Section 3342-5-15. (Appendix, 6.6)

The University Office of General Counsel establishes and maintains policy for records retention. http://www.kent.edu/generalcounsel/educational-student-records

University Registrar's Office maintains academic transcripts. All student transcripts are maintained indefinitely at Kent State University.

All student records are maintained in a secure and safe location. The Program Director instructs faculty/instructors on how to report assignment/exam grades in Blackboard, submit final grades, and where to place student documents for security.

1. Student documents are maintained in locked filing cabinets in locked faculty/staff offices or in the Health and Science Building secured filing room.
   i. Students or student workers do not have access to this student files or the filing room.
2. Faculty/instructors use the Blackboard system to securely post student grades.
3. Faculty/instructors use the Kent State University grade reporting system at the end of the semester to electronically submit final course grades for the student’s academic transcript.
4. Faculty/instructors and staff are expected to abide by the administrative policy (5 – 15) regarding operational procedures and regulations regarding collection, retention and dissemination of information about students. (Appendix, 6.6)

5. Program specific academic records for students are maintained for five (5) years as required per the CoARC policy.
   i. Faculty/instructors keep at least one student sample of each assignment and exam per course.

Student advising is documented in the KSU Advising portal or placed in the student’s program file.

2.5 Managing and Processing Applications for Admission

Purpose:

- To outline how the Respiratory Therapy Technology program manages and processes applications.
- To comply with the CoARC Standard 5.02

All students are required to apply to the University and Respiratory Therapy Technology Program to be eligible for admission.

Kent State University at Ashtabula is an open enrollment campus, accepting all students who demonstrate successful completion of secondary education. Applications are processed on a rolling basis, with students being admitted to the campus upon receipt of application credentials required of their admission type (i.e., freshman or transfer student).

The Respiratory Therapy Program has a capacity to admit twenty students every spring semester. Application deadline is November 1 of each year. Program applications are scored based on criteria specified in the program’s Information and Application Packet (Appendix, 6.30 – Information and Application Packet) then prioritized based on that score for admission. The Program Director admits the top twenty (20) students (those with the highest scores) who are currently enrolled at Kent State University.

2.6 Personal Property

The Allied Health Secretary in HSB room 121 maintains any personal property found on campus. Persons seeking information about found property may do so by contacting 440-964-4231.

Kent State University at Ashtabula assumes no risk for any loss or damage to personal property and recommends that employees and students have personal
insurance policies covering the loss of personal property on campus and at clinical sites.

2.7 Professional Growth

Purpose:
- To provide the means by which Kent State University at Ashtabula supports professional growth of faculty and staff.
- To comply with the CoARC Standard 1.04 b

Support for Professional Development is available for fulltime and adjunct faculty and staff.

Kent State offers various tuition waivers for its employees and programs for staff through the Human Resource Department and Center for Corporate and Professional Development. (Appendix 6.7, University Policy 3342-6-09.1)

Professional development for faculty is provided via the guidelines in ARTICLE XIV of the NTT Collective Bargaining Agreement. (Appendix, 6.2)

For administrative staff, reimbursement is available for outside continuing education activities that enhance the employee’s knowledge base related to respiratory therapy and/or the employee’s job responsibilities. The Program Director and Campus Dean monitor and approve requests relating to professional development and growth.

2.8 Program Records

Purpose:
- To comply with the CoARC Standards 5.12

All program records the CoARC requires are maintained in sufficient detail to document program resources and achievement of goals and outcomes for a minimum of five (5) years.

1. Program records include:
   a) Annual Report of Current Status and supporting documentation;
   b) Course syllabi;
   c) Resource assessment surveys;
   d) Clinical Affiliate Agreements and schedules;
   e) Advisory Committee minutes
   f) Program faculty meeting minutes
g) Current curriculum vitae of program faculty

Hard copies of program records are kept secure and maintained by the Respiratory Therapy Technology Program Director. Electronic records are maintained on a password protected network and system drives not accessible to students.

2.9 Safeguards

Purpose:
- To address health, privacy and safety of patients, students, and faculty associated with the educational activities and learning environment of students.
- To comply with the CoARC Standard 5.02 and 5.08

Students are required to fulfill health requirements (physical exam and immunization requirements) of the program. See Student Handbook section titled Health Requirements. (Appendix 6.31.)

Students are required to follow the procedure on Blood Borne and Other Pathogen Exposures as outlined in the student handbook when on campus or clinical learning environment. See Student Handbook section titled Blood Borne and Other Pathogen Exposures. (Appendix 6.31.)

Clinical affiliate’s policies and procedures for security and personal safety measures supersede any Kent State Policy when students are at the clinical site per clinical affiliation contracts. See Student Handbook section titled Clinical Policies. (Appendix 6.31.)

The Director of Clinical Education visits each clinical site hosting students to observe students and meet with clinical preceptors/instructors twice each semester.

Kent State University Department of Human Resources provides employee training on safety and security, as shown in Appendix, 6.8.

Kent State University employees can access the Employee Resource Manual located on the Human Resources webpage (Appendix, 6.8). The following two forms are available to report a safety hazard (Appendix, 6.9) or occupational illness or injury (Appendix, 6.10).

Faculty and staff are required to abide by the Occupational Safety and Health Policy (6 – 22) for the University. (Appendix, 6.11) The Administrative Policy regarding a drug-free workplace is located in the policy register 6 – 22.1. (Appendix, 6.12)

Kent State University at Ashtabula Emergency Guide is available to all staff through the network hard drive and a hard copy is located in the Respiratory Therapy
Laboratory. The guide provides guidelines to follow in case security or personal safety is threatened. (Appendix, 6.13)

University Administrative Policies that help maintain employee safety and security include: University Policy 3342-6-01 regarding employment section (Appendix 6.14), University policy 5 -16 regarding unlawful discrimination and harassment (Appendix, 6.15), and University Policy 3342-5-16.1 regarding complaints of unlawful discrimination and harassment (Appendix, 6.16). Employees can report unlawful discrimination with the Internal Compliant of Discrimination Form (Appendix, 6.17).

A.L.I.C.E Training (for an active shooter) is available through the Human Resources Department (Appendix, 6.18)

Grievance procedures and conflict resolution for students, staff, and faculty (University Administrative Policy Register: 43342-4-02.102 (just students) Appendix, 6.19; 3342-6-01 (staff) Appendix, 6.20; 8 – 01.4 Appendix, 6.21 (student); and Collective Bargaining Agreement: Article VI, Appendix 6.22 (faculty); 6 - 01 Appendix, 6.14; Code of Student Conduct: Appendix, 6.23; Student Ombuds: Appendix, 6.24.)

University Administrative Policies regarding student privacy include: Code of Student Conduct: Appendix, 6.23.

### 2.10 Supervision of Students

**Purpose:**
- To assure appropriate supervision of students in all locations where instruction occurs
- To comply with the CoARC Standards 2.13, 3.12, 4.08, and 5.09

Faculty, instructors, administrative staff, clinical preceptors or clinical instructors will supervise students regardless of where (required) educational activities occur.

Students have faculty, instructors, or preceptors for all respiratory therapy courses (didactic, laboratory, and clinicals).

Lectures are held in a classroom setting only when faculty or staff is present. (Exception: any online coursework directed by program faculty/instructors) Labs are held in the respiratory therapy lab only when faculty or staff is present.

Methods of supervision for students at clinical sites are outlined in Appendix, 6.28. A dedicated (no assigned workload) clinical instructor is not permitted to take more than four (4) students at a time, and a clinical preceptor (with an assigned workload) is not permitted to take more than two (2) students at a time.
The Program Director reviews the classroom and lab for faculty or instructor evaluations and visits the classroom as required. The Director of Clinical Education visits students and preceptors/instructors at the clinical site.

Student respiratory therapy lab assistants (second year students) or program personnel are available during open lab hours.

3 General Policies

3.1 Faculty – Office Hours

Purpose:

- To present established University guidelines for faculty office hours and required departmental procedures.
- To comply with the CoARC Standard 5.11

Faculty (full-time) are required to offer office hours based on the Faculty Handbook for the Ashtabula Campus (5 hours per week). Adjunct faculty are required to hold at least 1 hour per week while the Respiratory Therapy students are on campus.

Faculty/instructors are required to list their office hours on the course syllabi. See Student Handbook section titled: Tutoring. (Appendix 6.31.)

The Program Director reviews all Respiratory Therapy course syllabi before each semester begins.

3.2 Federal and State Statutes, Rules and Regulations

Purpose:

- To assure program policies and procedures comply with Federal, State, and Local laws and statues.
- To comply with the CoARC Standard 5.04

The Office of General Counsel reviews and approves all policies for consistency with federal and state statues, rules, and regulations. (Appendix, 6.29)
The Student Handbook and Program Policies are reviewed every 3 years by the Office of General Counsel, or as required.

3.3 Grievances

Purpose:

- To reference University Administrative Policies and Program Policies and Procedures for student and faculty grievances.
- To comply with the CoARC Standards 5.05 and 5.06

The Student Handbook section on Chain of Command for Student Concerns (Appendix 6.31 of this document) addresses student complaints, then if the student is not satisfied he or she can continue the process via the University Policy Register 3342-8-01.4 or 3342-4-02.102 with or without the assistance from the Student Ombuds service.

University Policy 3342-4-02.102: nonacademic grievance procedure for students (Appendix, 6.19)

University Policy 3342-8-01.4: student complaints (Appendix, 6.21)

Student Ombuds Office (Appendix, 6.24)

The Collective Bargaining Agreement (CBA) Article VI addresses the grievance procedure for NTT faculty. (Appendix, 6.22)

3.4 Health and Safety

Purpose:

- Reference University policies and procedures related to the health and safety of staff and students
- Cite program policies and procedures, which help maintain a healthy and safe environment for staff, students, and patients.
- To comply with the CoARC Standard 5.11

Faculty, instructors, and administrative staff must follow the occupational safety and security policies listed in the University’s Policy Register. Students must follow the health and safety policies and procedures in the Student Handbook and learn information in courses regarding the health care environment and performing procedures.

2. Students are only permitted to perform procedures at the clinical site after they have satisfactorily completed the corresponding skill competency in
the respiratory therapy lab. See Student Handbook sections on Skill Competencies and Clinical Policies. (Appendix 6.31 of this document.)

3. Students must work in the laboratory under the supervision of a faculty or instructor during class time. Students are expected to follow the rules posted in the respiratory therapy laboratory. Students can practice skills on their own during open lab hours with equipment they have already used in class while program personnel are available to assist. See Student Handbook section titled Open Lab. (Appendix 6.31 of this document.)

4. Students are required to have a physical examination and meet vaccination and health requirements prior to clinical site placement. See Student Handbook section titled Health Requirements. (Appendix 6.31 of this document.)

5. Students will be instructed and demonstrate competency on the proper use of personal protective equipment, maintaining asepsis, infection and biohazard control, and disposal of hazardous waste in the Introduction to Clinical Respiratory Therapy course their first semester.

6. Students will receive HIPAA training in the Introduction to Respiratory Therapy course and students will obtain a certificate of completion. Students are expected to follow the HIPAA & Patient Confidentiality policy found in the Student Handbook. (Appendix 6.31 of this document.)

7. Students are informed of the policy on Latex Exposure in the Student Handbook. (Appendix 6.31 of this document.)

8. Students are informed of the policy on Blood Borne or Other Pathogen Exposures. (Appendix 6.31 of this document.)

9. Students are informed to follow the policies and procedures of the respective clinical sites where they are placed as outlined in the Student Handbook under Clinical Policies. (Appendix 6.31 of this document.)

10. For a scheduled clinical day during inclement weather, students should refer to the Clinical Attendance Policy outlined in the Student Handbook. (Appendix 6.31 of this document.)

11. Faculty and staff are required to complete “Compliance Training” when hired by the University. This training includes a segment on safety and security; additionally, information is available in the Employee Resource Manual. (Appendix 6.8.)

12. Faculty and staff need to abide by the Occupational Safety and Health Policy (3342-6-22) for the University. (Appendix, 6.11.)

13. Kent State University maintains professional and educational liability insurance for program faculty and students. See Student Handbook section titled Liability Insurance. (Appendix 6.31.)

14. Faculty or staff working with students and/or patients at clinical sites are required to maintain vaccination records that comply with the associated clinical affiliation agreement.
Policies will be revised/added as needed/required by the University, College, or Program Director. Any reports related to health or safety will be reviewed by the Program Director to determine if change in policy is warranted.

3.5 Locations and Venues

Purpose:

- To provide guidelines pertaining to the applicability of program policies and procedures regarding location or venue of educational activities.
- To comply with the CoARC Standard 1.06

Program policies and procedures apply to all students and faculty/instructors/preceptors regardless of venue or location of instruction. This policy is addressed in the Student Handbook in the section titled Policies. (Appendix 6.31 of this document.)

Students are made aware of program policies during new student orientation and sign a paper acknowledging they are aware of the policies. See the Student Handbook, sections titled Admission and Statement of Understanding Form. (Appendix 6.31 of this document.)

When hired, faculty and instructors are orientated to all Program Policies and receive a Student Handbook.

3.6 Non-discrimination

Purpose:

- To provide sources of reference, by which, the University and Program demonstrate compliance with Federal, State, Local laws and statues, regarding nondiscrimination
- To comply with the CoARC Standard 5.04

The University Administrative Policy Register includes guidelines regarding nondiscrimination in all activities, including but not limited to hiring, recruitment and admissions.

University Administrative Policy Register, 3342-6-02 University Policy regarding equal opportunity (Appendix, 6.25)

University Policy Register, 3342-5-16 University policy regarding unlawful discrimination and harassment (Appendix, 6.15)
3.7 Personnel Substitutions

Purpose:

- To provide guidelines for instructional staff on and off campus.
- To comply with the CoARC Standard 5.09 and 5.10

The Respiratory Therapy Program does not permit students to substitute for clinical, instructional, or administrative staff. The Program Director will not hire or permit students to take such roles.

Second year Respiratory Therapy students are hired to work in the Respiratory Therapy Laboratory. The Student Laboratory Worker: 1. Prepares respiratory therapy equipment for classes and skill competencies, 2. Inventories supplies, 3. Assists students during open lab hours, and 4. Performs other related duties as assigned. The job description is available in Appendix 6.3.7.

Students provide feedback after each clinical rotation through DataArc evaluation forms.

The Director of Clinical Education visits clinical sites monthly to monitor students’ education during their clinical rotation.

3.8 Student Access for Learning

Purpose:

- To assure all students have equivalent access for didactic, laboratory, and clinical resources and experiences.
- To comply with the CoARC Standard 4.09 and 5.11

Students in the same cohort attend classes together and attend the same lecture and laboratory sessions for on campus coursework. Students have access to the same learning materials on campus. (See the Student Handbook for specific resources available on campus, Appendix 6.31 of this document.)

The Office of Academic Services (440-964-4304) offers tutoring for any course in addition to the following services: disability services, student intervention, ITT
Computer testing, workshops in many life and academic skills, free handouts, handicap parking pass, and more. There are permanent tutoring centers set up in the library for Math and Writing.

DataArc is utilized to determine similar clinical experiences based on the number of procedures completed at different clinical sites and student DataArc evaluations.

The Director of Clinical Education monitors each site for quality and equivalent exposure based on evaluation of DataArc and onsite visits.

3.9 Student Employment and Clinical Requirements

Purpose:
- Establish guidelines for clinical work performed by students at health care facilities.
- To comply with the CoARC Standard 5.09 and 5.10

The Respiratory Therapy Program does not allow students to complete clinical coursework while they are in an employee status at a clinical affiliate.

Students shall not receive any form of remuneration in exchange for work performed during scheduled clinical educational coursework.

Students must not be substituted for paid staff. Students must not be used (or accept a request to be used) as a substitute for staff at a clinical site due to the absence or shortage of paid staff at a clinical rotation. Should students be asked to take an assignment or work in place of paid staff, they should report this to the Director of Clinical Education.

The Director of Clinical Education will monitor the work schedules of any students who are employed at clinical affiliates during scheduled clinical rotations. Information regarding this policy can be accessed:

1. Student Employment Policy found in the Student Handbook section titled: Student Employment. (Appendix 6.31 of this document.)

3.10 Student Guidance

Purpose:
- To provide resources in order to help students understand program policies and procedures, or when outside influences affect their performance in the program.
- To comply with the CoARC Standard 5.11
Students are encouraged to make an appointment with the Program Director or Director of Clinical Education when any questions arise regarding program policies and procedures or when personal/social concerns affect a student’s ability to learn and or complete program requirements.

2. Tutoring: See Student Handbook section titled: Tutoring. (Appendix 6.31 of this document.)

The Program Director explains policies in the Student Handbook during the new student orientation before the program begins.
4 Academic Related Policies

4.1 Admission Requirements

Purpose:

- To outline the Program’s Admission Policy and Procedures
- To comply with the CoARC Standard 5.02

The program’s Advisory Committee approves the following requirements.

1. PROGRAM PRE-ADMISSION PROCESS

   The RT Program admits a new class of 20 students each Spring Semester. Applications should be submitted to the Respiratory Therapy Program Director by November 1. There is no application fee. Students submitting application materials after the November 1 deadline might be eligible for any open seats.

   Complete applications are accepted and reviewed to ensure students have met all pre-admission requirements. The program’s Advisory Committee, the University’s Educational Policy Council and Faculty Senate approve these requirements.

   Students finishing pre-admission requirements during the fall semester can submit an application for the program. These students might receive a provisional admission until all pre-admission criteria are met by the end of fall semester. Student selection is made based on student performance (using a point system) in the following areas:

   ✓ Cumulative GPA in student’s most recent academic experience (If applicable, a student must obtain > 6 semester hours to establish a new GPA from another accredited college or university.)
   ✓ Number of required non-RTT courses completed
   ✓ Grades received in the non-RTT courses completed
   ✓ Completion of at least 4 hours of job shadowing with a respiratory therapist

   Program applications are scored based on these criteria then prioritized based on that score for admission. Applicants will be notified by mail if they are accepted or not within 3 weeks following the application deadline. Information regarding the selection results will not be given over the phone. There is no waiting list, but students who continue to take required courses will have a stronger, more competitive application
the following year.

Pursuant to federal regulations and state law, Kent State University is committed to provide all persons equal access to its programs, facilities, employment, without regard to race, color, religion, age, gender, sexual orientation, national origin, ancestry, disability, genetic information, military status, or identification as a disabled veteran, or veteran of the Vietnam era, recently separated veteran, or protected veteran. Inquiries regarding federal regulations and state law may be directed to the Office of Affirmative Action, Wright Hall, Kent State University, Kent, Ohio 44242-0001.

2. PROGRAM ADMISSION – ACCEPTANCE

Accepting a seat in the program is only for the upcoming spring semester. If a student waits, he or she must reapply next year. Once accepted to the program, students must take each semester consecutively for 2 years due to RT course offerings. If a student fails a class, at the discretion of the RT program director, they will be readmitted to the program the next year, one time only, to retake the failed semester and continue the program.

a. Accepted students must attend a program orientation meeting in early January. Information that is more detailed will be sent when students receive a program acceptance letter.

b. All students accepted into the program are required to complete fingerprinting and a state and federal background check.

*Students should notify the RT program director of any convictions. A past conviction may disqualify him/her from completing clinical rotations, taking credentialing examinations, receiving a state license to practice (Section 4761.04 of the Ohio Revised Code), and/or obtaining employment after graduation.

4.2 Advanced Placement

Purpose:

- To address employment or schooling with regard to accepting or waiving credits for required Respiratory Therapy courses.
- To comply with the CoARC Standards 5.02
The Respiratory Therapy Program does not accept or waive required credit hours based on a student’s previous employment or schooling for Respiratory Therapy coursework; therefore, advanced placement for students is not permitted.

4.3 Pre-Admission Requirements

Purpose:

- To establish criteria for those candidates who will successfully complete the program.
- To outline the program’s pre-admission requirements and provide the rationale for each one
- To comply with the CoARC Standard 5.02

1. Graduate from an accredited high school or receive a passing score on the GED examination.
   i. Rationale: University requirement
2. Completion college Biology (BSCI 11010 or 21010 or higher)
   ii. Rationale: Establish a foundation in biology for anatomy and physiology, which is required the first semester in the program.
3. Completion (or test out) of college Algebra (MATH 00023 or higher)
   iii. Rationale: Establish a suitable foundation of math for required mathematical formulas, which is required the first semester in the program.
4. Completion of college Chemistry (CHEM 10050, or higher)
   iv. Rationale: Establish a foundation in chemistry, which is required for the Cardiopulmonary Anatomy and Physiology course the first semester.
5. A minimum “C” (2.0) grade in required courses
   v. Rationale: Establishes a mastery of subject matter and consistent with other allied health programs at Kent State.
6. A cumulative GPA of $\geq 2.70$
   vi. Rationale: Cumulative GPA is the best predictor for college success and is consistent with other allied health programs at Kent State.
7. Completion of any developmental courses prescribed by the COMPASS assessment test
   vii. Rationale: COMPASS evaluates what basic skills students need in reading, writing, and mathematics to be successful taking college level courses.
   viii. Exceptions:
1. Students can test out of MATH 00023.
2. Transfer students that have taken higher level coursework than the developmental courses in reading writing and math.
8. Complete at least 4 hours of job shadowing with a respiratory therapist.
   (Please refer to the attached job shadowing form.)
   ix. Rationale: Familiarize students with the career before they pursue it. Respiratory therapy is not a well-known profession.

Pursuant to federal regulations and state law, Kent State University is committed to provide all persons equal access to its programs, facilities, employment, without regard to race, color, religion, age, gender, sexual orientation, national origin, ancestry, disability, genetic information, military status, or identification as a disabled veteran, or veteran of the Vietnam era, recently separated veteran, or other protected veteran. Inquiries regarding federal regulations and state law may be directed to the Office of Affirmative Action, Wright Hall, Kent State University, Kent, Ohio 44242-0001.

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4.5 Advisory Committee

Purpose:

- To outline the composition and duties of the Program’s Advisory Committee.
- To comply with the CoARC standard 3.04.

The advisory committee shall include representative members from the communities of interest served by the program including, but not limited to the following:

a) Students
b) Graduates
c) Faculty
d) College Administration
e) Employers
f) Physicians
g) Public

The advisory committee shall meet at least annually to assist program and sponsor personnel in reviewing and evaluating program outcomes, instructional effectiveness and program response to change along with addition of/changes to any optional program goals. In addition, the advisory committee will be asked to review and approve proposed substantive changes as outlined in CoARC Accreditation Policies and Procedures. Advisory committee meetings and recording of minutes will be formatted and recorded to demonstrate compliance with this policy. Program key personnel will participate as non-voting members of the advisory committee. Members will be identified from the communities of interest and terms will last at the discretion of the Program Director.

5 FAIR PRACTICES

5.1 Advertising

Purpose:

- To comply with the CoARC Standard 5.01

The Respiratory Therapy Program accurately reflects the program in web pages, academic catalogs, publications, and advertising.

The Program Director reviews all web pages, academic catalogs, publications and advertising prior to every academic year. If any inconsistencies occur, then the error will be corrected as soon as possible.
5.2 Accessibility of Program Information

Purpose:

- To provide specific program related information that is easily accessible to anyone at anytime
- To comply with the CoARC Standard 5.02

The Respiratory Therapy Program provides information on the program’s website for prospective and currently enrolled students. The Program Director checks the program’s website before each academic year for any necessary updates to ensure all information is accessible and up to date.

Information is readily available to all prospective and enrolled students on the program’s website: http://www.kent.edu/ashtabula/health-degrees/respiratory-therapy, or on the College’s website in the policy register: https://www.kent.edu/policyreg

a) The accreditation status of both the sponsor and the program, along with the name and contact information of the accrediting agencies; (http://www.kent.edu/ashtabula/health-degrees/rtt-application-information)

b) Admissions and transfer policies; (http://www2.kent.edu/catalog/2015/re/ug/rtt)

c) Policies regarding advanced placement; (see policy 4.2)

d) Required academic and technical standards; (http://www2.kent.edu/catalog/2015/re/ug/rtt) (http://www.kent.edu/ashtabula/health-degrees/rtt-about)

e) All graduation requirements; (http://www2.kent.edu/catalog/2015/re/ug/rtt)

f) Academic calendar; (http://www.kent.edu/ashtabula/schedules-calendars)

g) Academic credit required for program completion; (http://www2.kent.edu/catalog/2015/re/ug/rtt?requirement=rtt-AAS-progreq)

h) Estimates of tuition, fees and other costs related to the program; (http://www.kent.edu/ashtabula/health-degrees/rtt-application-information)

i) Policies and procedures for student withdrawal, probation, suspension, and dismissal;

  
  Probation: https://www.kent.edu/policyreg/administrative-policy-regarding-academic-probation
  
  Suspension: http://www.kent.edu/studentconduct/code-student-conduct
j) Policies and procedures for refunds of tuition and fees;  
http://www.kent.edu/bursar/refunds  
k) Policies and procedures for processing student grievances; (See policy 2.9)  
l) Policies addressing student employment in the profession while enrolled in the program (See policy 3.9, and Student Handbook Appendix 6.31)

6 APPENDICES

6.1 University Policy – Employment of Unclassified Personnel (6 – 05)

6 05
UNIVERSITY POLICY REGARDING EMPLOYMENT OF UNCLASSIFIED ADMINISTRATIVE OFFICERS AND STAFF PERSONNEL

(A) The president. The president of the university is appointed by and serves at the pleasure of the board without notice other than that noted in the minutes of the board. The university constitution, paragraph (F)(2) of rule 3342201 of the Administrative Code, requires that "the board shall annually elect a president of the university to hold office at the discretion of the board." Compensation of the president is established by the board and continues unless or until it is changed by the board.

(B) Appointment of other unclassified administrative officers and staff personnel.

(1) All fulltime administrative officers and staff personnel shall be employed by the university upon the positive recommendation of the president and the approval of the board of trustees, serve at the pleasure of the appointing authority, and are subject to the policies, rules, and regulations of the university and to the laws and regulations of the state of Ohio.

(a) During the period of the administrative or staff appointment, an appointee shall render fully the service to the university required by the terms of the appointment and other appropriate policies, rules, and regulations, as published in the Administrative Code and this register.
(b) The university shall make deductions from salary payments to any employee as required by regulations and may make other deductions as requested by the appointee and authorized by the university.

(2) A full-time administrative or staff appointment is ordinarily made on a continuing basis; that is, an appointment is made with the expectation that it will continue until notice is given by either the appointee or the university that it will terminate. However, appointments for part-time positions or for specific periods may be issued with the approval of the appointing authority. With any type of appointment, termination may be initiated by the appointee through resignation or retirement with reasonable notice; it may be initiated by mutual agreement of the appointee and the university for promotion, transfer, or voluntary disability leave; it may be initiated by the university for demotion, involuntary disability leave pursuant to rule 3342-6-11.3 of the Administrative Code and this register, by authority of paragraphs (C), (D)(1), and (D)(2) of this rule or by expiration of the term of an appointment issued for a specific period. An administrative appointee does not acquire tenure in his/her administrative position no matter what the length of service.

(a) An employment agreement, as provided at the "Human Resources Forms Library", to an administrative or staff position is to be signed by the president, provost or appropriate vice president as the division head and appointing authority for the employees within his or her division, the president in the capacity of president of the university and by the appointee and shall, at minimum, contain the following: term of appointment that is, continuing, full or part-time, temporary, or for a specific period; title of position; annual salary and/or salary for the period to be covered; and any special conditions relating to the appointment.

(b) Upon receiving the employment agreement, the prospective appointee shall have ten working days after the date of issuance to sign and return the employment agreement to the president, in the case of the provost, vice presidents and assistants to the president, or, in the cases of all others, to the vice president or provost to whom the appointee reports, unless this period is extended by mutual agreement. If the signed employment agreement is not returned within the time allowed, the university may consider the appointment refused and the tender of appointment voided.

(c) In the case of the termination of an administrative or staff appointee holding rank and tenure in an academic department, that person’s faculty rights and privileges are preserved, except under the provision of paragraph (D)(2) of this rule,
in which case suspension and/or termination proceedings provided for in the university's collective bargaining agreement with the faculty may also be invoked.

(c) Termination of administrative or staff appointees. An administrative appointee not to be continued in his/her administrative position shall be so informed at least ninety days, including weekends and holidays, prior to the date established in the notice as the terminal date of the employee's appointment. The appointing authority of the administrative or staff member shall be the informing agent. In an instance where the appointment was issued for a specified term, no notice is required and the last day to that term shall be the terminal date of the employee's appointment. University policy regarding nonacademic grievance, rule 3342-6-01.1 of the Administrative Code is not applicable in cases of administrative termination.

(D) Suspension and termination of administrative or staff personnel for cause.

(1) The university may terminate the appointment of an administrative or staff employee, with appropriate notice, for these reasons: insufficiency of funds; modification of the university's mission or programs; or changes in the table of organization. At least thirty days' notice will be given, in writing, for a termination under the provisions of this paragraph.

(2) The administrative or staff appointee holding a position covered by this rule shall continue in that position during good behavior and efficient service and no such appointee shall be reduced in pay or position, suspended, or removed, except as provided in paragraphs (C) and (D)(1) of this rule, and for incompetency, inefficiency, dishonesty, drunkenness, possession or use of illegal drugs, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, or any acts of misfeasance, malfeasance, or nonfeasance in office. In the event of immediate suspension leading to possible termination for the reasons stated herein, the administrative or staff appointee shall receive written notice of his/her proposed termination and will be provided an opportunity for a meeting with his/her appointing authority.

Policy Effective Date: Mar. 01, 2015

6.2 NTT Collective Bargaining Agreement

ARTICLE X
Appointments: Terms, Conditions and Renewals

Section 1. Definitions

FTNTT Faculty members covered by this Agreement are full-time faculty of Kent State University who are appointed annually to a limited term of employment with the University. Appointments and offers of employment in this role are made annually at the sole discretion of the University. The normal duration of appointment is nine months, encompassing a full academic year, excluding summer and intersession(s) following the conclusion of one (1) academic year and the inception of the next academic year.

Section 2. Appointing Authority and Process

A. Appointments and renewals of appointment to FTNTT Faculty positions are made at the sole and exclusive discretion of the University, based on its assessment of programmatic and staffing needs, of fiscal and budgetary constraints affecting staffing and, if applicable, of satisfaction with fulfillment of duties and responsibilities of employment for the preceding term(s) of employment. The University's discretion and judgments in these regards are exercised in its behalf by the academic administrative officer of the academic unit or regional campus having need of the services that gives rise to the availability of the faculty position.

B. Appointments are effected annually by issuance of an Offer of Appointment letter to the member of the bargaining unit by the unit administrator, as is appropriate and customary for the academic unit or regional campus offering appointment.

1. The Offer of Appointment letter shall specify the effective dates of the offered appointment, the academic rank at which the appointment is offered, the academic unit and campus of assignment, the anticipated salary for the term of the appointment, and the assignments that shall constitute the fifteen (15) credit hour per semester workload, thirty (30) for the academic year, established by the university workload/teaching load policy referenced in Article IX, Section 1.A. of this Agreement as the normal expectation for FTNTT Faculty members.

2. The Offer of Appointment letter shall also specify the track in which the appointment is offered:

   a. Instructional. FTNTT Faculty members whose primary role is to deliver instruction.

   b. Clinical. FTNTT Faculty members whose primary role is to deliver instruction and/or supervision in a clinical setting (e.g., healthcare facility, agency, workplace, laboratory).

   c. Practitioner. FTNTT Faculty members from academia, industry, and/or other professional fields whose primary role is to deliver instruction or service in professional programs and applied areas (e.g., music, journalism, architecture, librarianship, flight).

   d. Research. FTNTT Faculty members whose primary role is to engage in research activity funded by external sources.

3. The FTNTT Faculty member shall indicate acceptance of the offer by signing and dating a copy of the letter and returning it to the Office of Academic Personnel by the date specified in the letter.

4. A formal employment contract shall be issued to the appointed FTNTT Faculty member for signature and returned when all necessary procedures attendant to the appointment have been
completed and FTNTT Faculty appointments for the academic year have formally been approved by the Board of Trustees.

Section 3. Renewals of Appointment

While it is recognized that appointments for FTNTT Faculty members covered by this Agreement are made annually and that the term of each appointment is limited to a single academic year, a FTNTT Faculty member may be offered an appointment for a subsequent academic year if programmatic need, satisfaction with performance of previous responsibilities, and budgeted resources supporting the position continue in accord with the conditions and provisions of Section 2.A. of this Article and with the procedural expectations detailed in Section 2.B.

A. The provisions of this Section do not, however, create any right to expectation of continuous employment nor do they create a right to renewal of appointment as a regular and routine condition of employment save as the University, at its sole and exclusive discretion and in accord with the provisions of this Article, may deem suitable in accord with the priorities of continuing programmatic need, its assessment of demonstrated satisfactory performance of current and previous responsibilities in a faculty capacity by the FTNTT Faculty member, and its determination of sufficient budgeted resources to continue to sustain the position. In the event of unsatisfactory performance, unit administrators should discuss the performance issue(s) with the FTNTT Faculty member as soon as possible.

B. Academic units, regional campuses and Colleges without departments or schools are encouraged to develop guidelines for the allocation and reallocation of FTNTT Faculty positions and include those guidelines in the unit/regional campus’ section of the Faculty Handbook and/or the handbooks currently in effect or as such handbook(s) may subsequently be modified, amended or otherwise revised for this purpose. The following are a list of suggested considerations:
1. completion of one (1) successful Full Performance Review;
2. completion of more than one (1) successful Full Performance Review;
3. the University’s commitment to affirmative action and its policies adopted there under;
4. quality of the bargaining unit member’s contributions as documented with the accumulated record; or
5. the impact on the academic program resulting from the release of the FTNTT Faculty member, which may be assessed by necessary credentials, experience, and competence to perform the instructional and/or other responsibilities of such a FTNTT Faculty member which are essential to a designated program(s).

Section 4. One-Year Appointments

A. FTNTT Faculty members in year one (1), two (2) or three (3) of employment with the University may expect to be notified by the responsible academic administrative officer as early as possible, but no later than May 1, of opportunities for additional appointment for the subsequent academic year or that an opportunity for additional appointment is not anticipated. Absent written notification prior to May 1 of an academic year that the appointment is not to be renewed for the next academic year, the appointment for the next academic year shall be regarded as renewed. Nothing in the foregoing, however, shall preclude the right of the University to extend an offer of additional appointment, or of the FTNTT Faculty member to accept such offer, later than that date should circumstances create such an opportunity subsequent to May 1.
B. Some academic units, regional campuses or Colleges without departments or schools may elect to require a performance review in the first and/or second year of employment. Information about these reviews will be shared with the FTNTT Faculty member if such a review is required.

Section 5. First Full Performance Review

A FTNTT Faculty member who has received appointments for three (3) consecutive academic years shall be subject to a Full Performance Review during the third year of appointment before a fourth annual appointment can be anticipated or authorized.

A. The Full Performance Review will follow the format, procedures and timelines established by the University, as annually distributed through the Office of Faculty Affairs, concluding with the college or, if applicable, the division of the regional campuses' level of review and determination. The criteria shall be as developed by the academic unit and, if applicable, the regional campus of appointment, based primarily on established instructional and/or professional effectiveness criteria applicable to the renewal of FTNTT Faculty members within the academic unit and/or regional campus. The unit administrator shall notify the FTNTT Faculty member of the review by providing the criteria as developed by the academic unit to the FTNTT Faculty member no later than the end of the spring semester in the academic year prior to the academic year in which the full performance review will be scheduled. The period of performance to be reviewed is the three (3) years of consecutive appointments, including that portion of the third appointment which is subject to evaluation and assessment at the time of the review. For FTNTT Faculty members who are hired at the beginning of the spring semester, the first full academic year will be considered the FTNTT Faculty member’s first year for the purposes of the Full Performance Review as described in this Section 5. Guidelines for the submission of materials for review in the spring semester of the third consecutive year of appointment and for the timely conduct of the review process will be issued annually by the Office of Faculty Affairs. (See, Addendum B, Suggested Documentation Guidelines for Full-Time Non-Tenure Track Faculty Full Performance Reviews.)

B. At the conclusion of the Full Performance Review, the FTNTT Faculty member is to be provided with a written summary of its outcome and conclusions and an indication of whether an additional appointment may be anticipated and, if so, under what programmatic, budgetary and/or anticipated staffing or projected enrollment circumstances. FTNTT Faculty members are encouraged to request a meeting with their unit administrator or regional campus dean, as applicable, at the conclusion of a successful review if they would like to discuss any issues and/or concerns about the review process.

1. In the event that an additional appointment is not indicated, the FTNTT Faculty member is to be provided with an additional explanation of whether lack of adequate satisfaction with performance or the absence of anticipated continuing programmatic need or budgeted resources to support the position is the reason.

2. The FTNTT Faculty member may consult the academic administrative officer and, if desired, seek review by the established Faculty Advisory Committee or Faculty Council.

3. An additional appointment immediately subsequent to the completion of the Full Performance Review normally is expected to be part of a three-year term of renewable annual appointments as defined in Section 6, below, provided that continuing programmatic need and budgeted resources supporting the position can be anticipated for the term in question.
C. The University and the Association encourage academic units and regional campuses to consult with FTNTT Faculty members concerning the review process, the criteria applicable to the renewal of FTNTT Faculty appointments, and to consider including FTNTT Faculty members on review committees. Academic units are encouraged to use signed evaluation forms as part of the review process of FTNTT Faculty members.

Section 6. Three-year Term of Annually-Renewable Appointments

As indicated in Section 5.B.3., above, a FTNTT Faculty member who has successfully completed three (3) consecutive years of employment and one (1) Full Performance Review becomes eligible for appointment to a three-year term of annually renewable appointments which are conditional from year to year only upon continued satisfaction with demonstrated performance, continued programmatic and staffing need within the academic unit, and continued budgetary resources supporting the position. The terms, conditions and expectations for renewal of appointment throughout the three-year term are to be stated in a written Offer of Appointment at the time of appointment to the three-year term. The following special circumstances and expectations pertain to FTNTT Faculty members during the three-year term of annually renewable appointments.

A. FTNTT Faculty members in years four (4) and five (5) of employment with the University may expect to be notified by the responsible academic administrative officer as early as possible, but no later than March 1, of opportunities for additional appointment for the subsequent academic year or that an opportunity for additional appointment is not anticipated. Absent written notification prior to March 1 of a given year that the appointment is not to be renewed, the appointment for the next academic year within the three-year term shall be regarded as renewed. The basis for failure to renew the appointment, which shall be stated in the notification letter, shall be the absence of one or more of continuing satisfactory performance of instructional and/or other faculty responsibilities, of continuing programmatic and/or staffing need within the unit, or of anticipated budgeted resources sufficient to support the position for the coming year.

B. Upon completion of a three-year term of annually renewable appointments, a FTNTT Faculty member in the sixth year of consecutive employment with the University becomes eligible for consideration for another three-year term of annually renewable appointments based upon successful completion of a second Full Performance Review, as provided for in Section 5.A. and B. above; favorable assessment of service and contributions during the initial and most recent three-year term; and anticipated continuation of programmatic and staffing needs and of budgetary resources sufficient to support the position.

C. In the event of notification prior to March 1 that an appointment is not to be renewed for the next year of the uncompleted term or of notification at the conclusion of the second Full Performance Review that appointment to an additional three-year term is not to be offered, the affected FTNTT Faculty member may request the opportunity to have the situation reviewed by the Faculty Advisory Committee of the academic unit, or Faculty Council of a regional campus, and by the College Dean, if applicable, as provided for in Article VII, Section 1. of this Agreement.

D. A FTNTT Faculty member serving a three-year term of annually renewable appointments who desires to resign his or her position within the bargaining unit or from the University during the course of that term shall be expected to notify the academic administrator of the academic unit or regional campus in which appointment is held, in writing, no less than thirty (30) days prior to the conclusion of the semester immediately preceding the desired effective date of the resignation.

E. If a FTNTT Faculty position held by a FTNTT Faculty member serving a three-year term of annually renewable appointments is discontinued for reasons of programmatic need or lack of budgetary resources to continue funding the position, the affected FTNTT Faculty member
normally will be offered the opportunity to continue the appointments only if programmatic need is redefined or only if budgetary resources are rediscovered within the same three-year term of annually renewable appointments so that the position could be made available within the same three-year term. Such an opportunity to continue the same term of three-year term of renewable appointments will be offered in accord with the terms and conditions of such appointment referenced in this Section 6.

Section 7. Additional Three-year Terms of Annually Renewable Appointments

A. FTNTT Faculty members in the first two (2) years of a third, fourth, fifth, et seq. three-year term of annually renewable appointments (e.g., years seven (7) and eight (8); ten (10) and (11); thirteen (13) and fourteen (14), et seq.) of employment with the University may expect to be notified by the responsible academic administrative officer as early as possible, but no later than October 1 of a given year that the appointment is not to be renewed for the next academic year, the appointment for the next academic year within the three-year term shall be regarded as renewed. The basis for failure to renew the appointment, which shall be stated in the notification letter, shall be the absence of one or more of continuing satisfactory performance of instructional and related faculty responsibilities, of continuing programmatic and/or staffing need within the unit, or of anticipated budgeted resources sufficient to support the position for the coming year.

B. Upon completion of two (2) three-year terms of annually renewable appointments, a FTNTT Faculty member in the ninth, twelfth, fifteenth et. seq. year becomes eligible for consideration for another three-year term of annually renewable appointments based upon successful completion of a performance review, as provided for in Section 8 below; favorable assessment of service and contributions during the most recent three-year term; and anticipated continuation of programmatic and staffing needs and of budgetary resources sufficient to support the position.

C. In the event of notification prior to October 1 that an appointment is not to be renewed for the next academic year of the uncompleted term or of notification at the conclusion of the performance review that appointment to an additional three-year term is not to be offered, the affected FTNTT Faculty member may request the opportunity to have the situation reviewed by the Faculty Advisory Committee of the academic unit, or Faculty Council of a regional campus, and College Dean, if applicable, as provided for in Article VII, Section 1 of this Agreement.

D. A FTNTT Faculty member serving a three-year term of renewable appointments who desires to resign his or her position within the bargaining unit or from the University during the course of that term shall be expected to notify the unit administrator of the academic unit or regional campus where the appointment is held, in writing, no less than thirty (30) days prior to the conclusion of the semester immediately preceding the desired effective date of the resignation.

E. If a FTNTT Faculty position held by a FTNTT Faculty member serving a three-year term of annually renewable appointments is discontinued for reasons of programmatic need or lack of budgetary resources to continue funding the position, the affected FTNTT Faculty member of the unit normally will be offered the opportunity to continue the appointments only if programmatic need is redefined or only if budgetary resources are rediscovered within the same three-year term of appointments so that the position could be made available within the same three-year term. Such an opportunity to continue the same term of three-year renewable appointments will be offered in accord with the terms and conditions of such appointment referenced in Section 6 above.

Section 8. Additional Performance Reviews
A. **After nine (9) years of consecutive appointments, and every three (3) years thereafter, FTNTT Faculty members shall undergo a performance review. The performance review will follow the format, procedures and timelines established by the University, as annually distributed through the Office of Faculty Affairs, concluding with the college or, if applicable, the regional campuses' level of review and determination. FTNTT Faculty members will submit to the unit administrator a vitae, summaries of student surveys of instruction, if applicable, and a narrative of up to five (5) pages in which the FTNTT Faculty member describes her/his professional activities during the past three (3) years. A FTNTT Faculty member who successfully completes this performance review is eligible for a three (3) year term of annually renewable appointments which is conditional from year to year only upon continued satisfaction with demonstrated performance, continued programmatic and staffing need within the academic unit, and continued budgetary resources supporting the position.**

B. **At the conclusion of the performance review, the FTNTT Faculty member is to be provided with a written summary of its outcome and conclusions and an indication of whether an additional appointment may be anticipated and, if so, under what programmatic, budgetary and/or anticipated staffing or projected enrollment circumstances. FTNTT Faculty members are encouraged to meet with their unit administrator or regional campus dean, as applicable, at the conclusion of a successful review if they would like to discuss any issues and/or concerns about the review process.**

1. **In the event that an additional appointment is not indicated, the FTNTT Faculty member is to be provided with an additional explanation of whether lack of adequate satisfaction with performance or the absence of anticipated continuing programmatic need or budgeted resources to support the position is the reason.**

2. **The FTNTT Faculty member may consult the academic administrative officer and, if desired, seek review by the established Faculty Advisory Committee or Faculty Council of a regional campus, and by the College Dean, if applicable, as provided for in Article VII, Section 1. of this Agreement.**

3. **An additional appointment immediately subsequent to the completion of the performance review normally is expected to be part of a three-year term of renewable annual appointments as defined in Section 6 above, provided that continuing programmatic need and budgeted resources supporting the position can be anticipated for the term in question.**

C. **The University and the Association encourage academic units and regional campuses to consult with FTNTT Faculty members concerning the review process, the criteria applicable to the renewal of FTNTT Faculty appointments, and to consider including FTNTT Faculty members on review committees. Academic units are encouraged to use signed evaluation forms as part of the review process of FTNTT Faculty members.**

**Section 9. Reduction In Force**

It is recognized that appointments for FTNTT Faculty members covered by this Agreement are made annually and subject to programmatic need, satisfactory performance, and budgeted resources (See Article X, Section 3.A). The University currently has policies and procedures in place which govern a reduction in force (retrenchment) of tenured and tenure-track faculty. The University will determine the need to reduce the number of FTNTT Faculty members within a designated academic unit, including a department or program within an academic unit or department (for these purposes the regional campuses shall be designated as one academic unit), consistent with extant retrenchment policies and procedures.
A. The University first shall attempt to achieve the desired result through the following:

1. Attrition, including voluntary early retirement;

2. A release of faculty who are not FTNTT Faculty members, unless no FTNTT Faculty member has the necessary credentials, experience and competence needed to perform the assigned responsibilities and to teach a course or courses essential to a designated program(s).

B. If, consistent with extant University policies and procedures referenced above, the University makes a final determination that a reduction in force of FTNTT Faculty members is necessary, the following factors shall be used to determine which FTNTT Faculty members within the affected unit(s) will be released:

1. The affected FTNTT Faculty member(s) shall first be placed in the appropriate one (1) of the following categories:
   a. No Full Performance Review completed;
   b. One (1) successful Full Performance Review completed;
   c. Two (2) successful Full Performance Reviews completed; or
   d. Seven (7) or more years of consecutive employment completed.

2. Normally, FTNTT Faculty members with no Full Performance Review completed will be considered for release first. FTNTT Faculty members who have completed one (1) successful Full Performance Review will be considered for release before FTNTT Faculty members who have completed two (2) successful Full Performance Reviews. FTNTT Faculty members who have completed two (2) successful Full Performance Reviews will be considered for release before FTNTT Faculty members who have completed seven (7) or more years of consecutive employment.

3. The following additional factors will be given full consideration in the final determination as to whether a FTNTT Faculty member will be released:
   a. The FTNTT Faculty member’s length of service as a FTNTT Faculty member;
   b. The quality of the FTNTT Faculty member’s contributions as documented with the accumulated record;
   c. The impact on the academic program resulting from the release of the FTNTT Faculty member, which may be assessed by necessary credentials, experience, and competence needed to perform the assigned responsibilities and to teach a course or courses essential to a designated program(s);
   d. The University’s commitment to affirmative action and its policies adopted there under.

Section 10. Academic Ranks

As noted in Article II, Section 1.A., above, FTNTT Faculty members hold appointment at one (1) of the following six (6) academic ranks: Lecturer, Associate Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, or Professor. The academic ranks of Lecturer, Associate Lecturer and Senior Lecturer are reserved for FTNTT Faculty members who have not earned a terminal degree in their
discipline, but whose professional experience and demonstrated performance warrant these ranks. The academic ranks of Assistant Professor, Associate Professor and Professor are reserved for FTNTT Faculty members who have earned the terminal degree in their discipline and whose professional experience and demonstrated performance warrant these ranks.

A. Determination of academic rank is a function of the combination of earned academic credentials and demonstrable experience and achievement appropriate to the level of appointment. Normally, initial appointment as a FTNTT Faculty member will be at the rank of Lecturer unless the appointee possesses the doctoral degree or, in some instances, the highest available earned advanced degree ("terminal degree") appropriate to the academic discipline. In the latter instance, the expectation is that the FTNTT Faculty member will be appointed at the rank of Assistant Professor.

B. When the combination of academic credential and demonstrated appropriate experience and professional contribution would warrant appointment within the academic unit at the rank of Associate Lecturer, Senior Lecturer, Associate Professor or Professor, the University, in its sole discretion, may appoint new FTNTT Faculty members at those ranks.

C. FTNTT Faculty members may request reconsideration of the rank of appointment with each annual renewal of appointment if he/she believes that he/she was hired at an inappropriate rank. To request such a reconsideration of rank, a FTNTT Faculty member should submit a written request to the unit administrator providing a rationale for reconsideration of rank citing earned academic credentials and appropriate professional experience and contributions that would warrant such reconsideration. A change in rank which results from a reconsideration of rank has no impact on salary other than the salary minima, if applicable, as established in Article XI (Salaries and Benefits).

D. A FTNTT Faculty member who receives the doctoral or established appropriate terminal degree that would warrant initial appointment at the rank of Assistant Professor will be appointed at that rank with the renewal of appointment, if offered, for the academic year immediately following receipt of verification of the award of the appropriate advanced degree. A change in rank resulting from the awarding of a doctoral or established appropriate terminal degree has no impact on salary other than the salary minima, if applicable, as established in Article XI (Salaries and Benefits).

E. FTNTT Faculty members who have completed six (6) consecutive years of employment and two (2) successful Full Performance Reviews may apply for promotion at the time of their second Full Performance Review or with any scheduled performance review thereafter. (Guidelines and Procedures for Full-time Non-tenure Track Faculty Promotion – see Addendum C). A change in rank resulting from a successful promotion application has an impact on salary as provided in Article XI (Salaries and Benefits).

Section 11. Promotion

A. FTNTT Faculty members who have completed five (5) consecutive years of employment as a FTNTT Faculty member and one (1) successful Full Performance Review may apply for promotion to the rank of Associate Lecturer/Associate Professor, as applicable, at the time of their second Full Performance Review or with any scheduled performance review thereafter. FTNTT Faculty members who have completed two (2) successful Full Performance Reviews may apply for promotion to the rank of Senior Lecturer/Professor, as applicable, in the seventh year of consecutive employment as a FTNTT Faculty member or any year thereafter.
B. Guidelines for the submission of materials for promotion review and for the timely conduct of the promotion review process will be issued annually by the Office of Faculty Affairs. (See also, Addendum C, Guidelines and Procedures for Full-Time Non-Tenure Track Faculty Promotion.)

Section 12. Access to Tenure-Track Appointments

A. Nothing in this Agreement shall create either special advantage for or detriment to FTNTT Faculty members in seeking appointment to vacancies and appointments in the tenure-track as positions for which they are qualified become available. A FTNTT Faculty member may apply and compete for such opportunities as they become available on the same basis as all other qualified candidates from within or outside the University and without jeopardy to the FTNTT Faculty appointment he/she currently holds.

B. Similarly, nothing in this Agreement shall either guarantee to a FTNTT Faculty member or preclude the University from offering, appointment in the tenure-track to a FTNTT Faculty member during the term of his/her appointment, consistent with fulfillment of the criteria, procedures and policies for making appointments to such positions.

ARTICLE XIV
Professional Development

Section 1. Faculty Professional Development

Consistent with the eligibility criteria and procedures of specific University programs which support the professional development of faculty members, FTNTT Faculty members are eligible to participate in professional development opportunities at the academic unit, college and university levels.

Section 2. Leaves of Absence for Professional Development

The parties to this Agreement recognize the importance and positive nature of continued professional development for the purpose of enhancing the University’s mission as well as the performance and role of FTNTT Faculty members with regard to that mission.

A. Under conditions specified below, FTNTT Faculty members may apply in writing to his/her academic unit administrator (department chair, school director, college dean or regional campus dean, as applicable) for an unpaid leave of absence for the purpose of continued professional development, approval of which shall be at the sole discretion of the University. The parties to this Agreement understand and agree that the University shall accept no responsibility in any instance for offering, securing, or otherwise generating financial support for such a leave. Funding to make possible or to support the leave is the sole responsibility of the FTNTT Faculty member who requests the leave.

B. A FTNTT Faculty member, in the course of a three-year term of annually renewable appointments is eligible to apply and to be considered for an unpaid leave of absence for professional development provided that:

1. Funding for the unpaid professional development leave of absence is secured by the applicant and awarded through external sources for the period of the proposed leave. The FTNTT Faculty member must provide evidence from the funding source of the external support for the period of the proposed leave.

2. The purpose(s) of the proposed leave must be deemed acceptable in terms of the leave’s...
potential for upgrading professional skills, acquiring new skills, and intellectual and professional development that will be of benefit to the individual and the University.

3. The FTNTT Faculty member has served a minimum of two (2) consecutive three-year terms of annually-renewable appointments and completed reviews for each appointment, the results of which would permit the University to continue the person in the position for a third three-year term of annually renewable appointments subject to availability of budgetary resources and programmatic need;

4. The applicant shall provide the University with written assurance that he/she will return in the subsequent academic year to complete the three-year term of annually renewable appointments. The normal duration of the approved unpaid leave of absence for continued professional development shall be one (1) academic year. In its sole discretion, the University may approve such a leave of one (1) semester in duration, but not for a shorter period; and

5. The academic unit or regional campus, as applicable, must be able to support the programmatic and staffing needs of the unit or campus in the absence of the FTNTT Faculty member.

C. After the conditions stated in B. above have been satisfied, the following apply:

1. If approved, the leave takes place within a three-year term of annually renewable appointments.

2. If the leave is approved and taken, the position of the FTNTT Faculty member receiving approval for the leave shall remain available to the FTNTT Faculty member upon completion of the leave;

3. The university shall continue to make available full-time employee benefits to the FTNTT Faculty member during the period of the approved professional development leave of absence;

4. Upon completion of the leave, the FTNTT Faculty member shall provide a brief written summary report of the outcomes of the leave to the Provost or his/her designee. (Copies of this summary should also be sent to the department chair, school director and/or college dean, as applicable, by a FTNTT Faculty member whose appointment is at the Kent Campus and to the campus dean by a FTNTT Faculty member whose appointment at a regional campus.)

Section 3. Professional Development Workload Equivalencies

FTNTT Faculty members may request and be considered for a three (3) credit hour Professional Development Workload Equivalency. Two conditions must be met in order for a FTNTT Faculty member to request consideration of a workload equivalency for the purposes of professional development. The FTNTT Faculty member i) must have successfully completed at least one (1) Full Performance Review; and ii) must be serving at least the first year of a three-year term of annually renewable appointments, as described in Article X, at the time of the submitted request.

A. If these conditions are met, a FTNTT Faculty member may request consideration for a Professional Development Workload Equivalency through the unit administrator (department
chair, school director, college dean or regional campus dean, as applicable). The written request shall state the rationale for the proposed workload equivalency and the work that the bargaining unit member intends to accomplish with the requested workload equivalency, as that work relates to the FTNTT Faculty member’s instructional and/or other professional services within the unit.

B. The approval of any request for a workload equivalency for professional development shall be at the sole discretion of the University through the unit administrator in consultation with the appropriate advisory bodies or college dean, if applicable.

C. The FTNTT Faculty member must request consideration for such workload equivalency no later than November 1 of the academic year preceding the regular academic year for which the workload equivalency would be approved.

D. Limitations. If approved, the following limitations apply to workload equivalencies for professional development:

1. Workload equivalencies for the purposes of professional development can be utilized only during the regular academic year requested.

2. A FTNTT Faculty member may receive no more than one (1) approved workload equivalency under this provision during the course of a three-year term of annually renewable appointments.

3. A FTNTT Faculty member will not be eligible or considered for an overload assignment during the semester in which a workload equivalency granted for professional development would be utilized.

E. The FTNTT Faculty member shall provide a written summary report of the outcomes of the workload equivalency prior to the beginning of the subsequent academic year. This written summary shall be included with the documentation for the next Full Performance Review or performance review, respectively.

Section 4. Instructional and Professional Support

A. Within the context of prevailing policies, procedures and practices, FTNTT Faculty members should expect to have access to adequate instructional and/or professional support services, facilities, and clerical services of the academic unit or regional campus in support of their instructional and/or other professional activities. As consistent with established policies and practices of the unit/campus and within the constraints of resources, budgeted and physical, available for the purpose(s), these normally should be expected to include access to adequate office space, to instructional equipment and supplies, and to clerical support available within the unit.

B. Questions and/or disputes arising under this Section are not subject to the Grievance Procedure in Article VII. FTNTT Faculty members should work with unit administrators to resolve informally questions and/or disputes arising under this Section. FTNTT Faculty members may request that the matter be considered by the established Faculty Advisory Committee (Faculty Council in instances involving faculty assigned to a regional campus) and/or the FTNTT AAUP/KSU Joint Study Committee which body shall offer its advice on the matter in dispute to the unit administrator. That administrative officer shall make a final determination on the matter.
6.3 Program Job Descriptions

6.3.1 Program Director

KENT STATE UNIVERSITY
Regional Campuses - Division of Health Professions
Associate of Applied Science Degree in Respiratory Therapy Technology Program

POSITION DESCRIPTION/PERFORMANCE CRITERIA

I. Title: Program Director

II. Description of Position:
The Director is responsible for all aspects of the Respiratory Therapy Technology program, including the management, administration, continuous review and analysis, planning, development, and general effectiveness of the program. The position is under the administrative supervision of the Senior Program Director for Nursing and Allied Health.

III. Minimum Qualifications:
1. Graduate from an accredited Respiratory Therapy Program
2. Must hold a valid Registered Respiratory Therapist (RRT) credential and hold such professional license as required by the state of Ohio.
3. Must have a Master’s degree from an academic institution accredited by a regional or national accrediting agency that is recognized by the U.S. Department of Education (USDE).
4. Must have a minimum of four (4) years experience as a Registered Respiratory Therapist; of which at least two (2) years must include experience in clinical respiratory care.
5. Must have a minimum of two (2) years experience teaching in an accredited respiratory care program; either as an appointed faculty member or as a clinical preceptor.

IV. Functions and Responsibilities:
1. Supervise and direct the Associate Degree in Respiratory Therapy Technology Program.
2. Plan for space, equipment, and materials for the program.
3. Prepare, review and submit reports and associations for the approval and/or accreditation for the respiratory program to the Ohio Respiratory Care Board and the Commission on Accreditation for Respiratory Care.

4. Chair scheduled program faculty meetings.

5. Initiate and participate in studies and in writing grant proposals for the improvement of the educational program.

6. Actively engage in the recruitment and selection of students.

7. Confer with appropriate campus personnel regarding the respiratory students’ schedules, progress and problems.

8. Validates that each faculty/instructor teaching in the program holds a current valid Ohio license and in the appropriate additional state(s) if providing clinical instruction in another state.

9. Recruit, interview, and offer recommendations in selection of candidates for faculty appointments.

10. Plan teaching assignments according to established policies.

11. Supervise faculty members.

12. Guide faculty in relation to their development as teachers, scholars and members of the profession.

13. Participate in academic advising of students.

14. Participate in professional development, and approve professional development activities for personnel.

15. Ensure that full time faculty are evaluated according to the AAUP Kent State Chapter Collective Bargaining Agreements; ensures that all adjunct faculty and instructional personnel are evaluated according to the established protocols; ensures all faculty and instructional personnel participate in the Student Survey of Instruction process established by the University.

16. Maintains consistency of written material about the program, student information, program website and all other program information at all campus locations.

17. Completes and submits all course and program changes approved by the faculty to the Educational Policy Council of the University; prepares and presents program policy and procedure changes to the faculty for consideration and approval.

18. Provides direction and supervision for the Director of Clinical Education and delegates responsibilities and projects when appropriate.

6/1/2010
6.3.2 Director of Clinical Education

KENT STATE UNIVERSITY
Regional Campuses - Division of Health Professions
Associate of Applied Science Degree in Respiratory Therapy Technology Program

POSITION DESCRIPTION/PERFORMANCE CRITERIA

I. Title: Director of Clinical Education

II. Description of Position:
Under supervision of Program Director, provides significant professional and technical support to administer, organize, review, plan, develop, and ensure effectiveness of clinical experiences for respiratory care students.

III. Minimum Qualifications:
1. Graduate from an accredited Respiratory Therapy Program
2. Must hold a valid Registered Respiratory Therapist (RRT) credential and hold such professional license as required by the state of Ohio.
3. Must have earned at least a baccalaureate degree from an academic institution accredited by a regional or national accrediting agency that is recognized by the U.S. Department of Education (USDE). (Master’s degree preferred)
4. Must have a minimum of four (4) years experience as a Registered Respiratory Therapist; of which at least two (2) years must include experience in clinical respiratory care.
5. Must have a minimum of two (2) years experience teaching in an accredited respiratory care program; either as an appointed faculty member or as a clinical preceptor.

IV. Functions and Responsibilities: may include, but not be limited to, the following:
1. Coordinate student clinical experiences; ensure policies and guidelines are followed.
2. Coordinate facilities used by students:
   - Visit and evaluate clinical sites, train clinical instructors, recruit new clinical sites.
-Assign students to clinical sites for fieldwork education experience; discuss student progress with clinical instructors.

3. May provide academic advising and assist students in scheduling classes.

4. Evaluate clinical portion of program and make recommendations for changes as needed.

5. Coordinate activities for on-campus clinical and computer lab experiences including human patient simulator(s); assess clinical competencies; monitor and maintain lab equipment.

6. Order inventory lab supplies; maintain efficient use of resources.

7. May recruit, train and supervise student lab assistants.

8. Prepare and/or develop program/course materials; distribute materials to appropriate parties.

9. Provide information to students and establish/maintain communication and positive rapport with clinical sites.

10. Prepare and maintain mandatory program documentation and records.

11. Provide ongoing communication with Program Director.

12. Coordinate meetings, conferences, or special activities as assigned.

13. Collaborate with schools, departments, colleges, faculty members, etc., regarding program(s).

14. Teach courses as needed.

15. Perform related duties as assigned.

6/1/2010

6.3.3 Medical Director

KENT STATE UNIVERSITY
Regional Campuses - Division of Health Professions
Associate of Applied Science Degree in Respiratory Therapy Technology Program

POSITION DESCRIPTION/PERFORMANCE CRITERIA

I. Title: Medical Director

II. Description of Position:
The Medical Director provides and ensures direct physician interaction and involvement in student education in both the clinical and non-clinical settings.

III. Minimum Qualifications:
1. Graduate from an accredited Medical School
2. Must be a Board certified
3. Licensed physician in the State of Ohio
4. Credentialed at one of the program’s clinical affiliates
5. Recognized qualifications, by training and/or experience, in the management of respiratory disease and in respiratory care practices

IV. Functions and Responsibilities: may include, but not be limited to, the following:
1. Provide necessary input to ensure the medical components of the curriculum both didactic and supervised clinical practice, meet current standards of medical practice
2. To ensure physician instructional involvement with the training of Respiratory Therapists
3. Review and sign documentation required by the Commission on Accreditation for Respiratory Care
4. Attend one Advisory Committee Meeting per academic year
5. Provide two (2) lectures per calendar year for the respiratory therapy students.

6.3.4 Non Tenure Track Faculty
KENT STATE UNIVERSITY
Regional Campuses - Division of Health Professions
Associate of Applied Science Degree in Respiratory Therapy Technology Program
POSITION DESCRIPTION/PERFORMANCE CRITERIA
I. Title: Non-Tenure Track (NTT) Faculty

II. Description of Position:
Non Tenure Track (NTT) Faculty teaching assignment will include classroom, laboratory, and/or clinical instruction of Respiratory Therapy.
III. Minimum Qualifications:
1. Graduate from an accredited Respiratory Therapy Program
2. Must hold a valid Registered Respiratory Therapist (RRT) credential and hold such professional license as required by the state of Ohio.
3. Must have a Bachelor’s degree from an academic institution accredited by a regional or national accrediting agency that is recognized by the U.S. Department of Education (USDE). (Master’s degree preferred)
4. Must have a minimum of four (4) years experience as a Registered Respiratory Therapist; of which at least two (2) years must include experience in clinical respiratory care.
5. Must have a minimum of two (2) years experience teaching in an accredited respiratory care program; either as an appointed faculty member or as a clinical preceptor.
6. Must pass a security background check.

IV. Functions and Responsibilities:
1. Teaching Responsibilities may include basic and advanced respiratory care equipment, therapy instruction and physical assessment and application to patient case analysis.
2. Provide supervision and timely assessments of student progress in meeting program requirements; Utilize competency-based learning principles that focus on student outcomes; develop accurate assessment measures that help students to demonstrate proficiency
3. Set up and take down of lab activities including participating in student clinical evaluations
4. Discern and demonstrate the difference between proper and improper technique in all aspects of clinical care
5. Supervise, train, and evaluate classroom aides or assistants when applicable; plan, conduct, and/or participate in regularly scheduled meetings with staff, students and lead program coordinator.
6. Timely submittal of assignment grading and the entering grades in online grade book (Blackboard, Moodle, or other technology)
7. Maintain consistent on-campus hours in full compliance of college policies.
8. Demonstrate a thorough understanding of the clinical aspects of respiratory care and specialties; maintain current knowledge of theory and practice; utilize current technology both clinically and didactically

9. Participate as a team member to plan and evaluate curriculum

10. Refer students who are having academic and personal difficulties appropriately

11. Contribute to the update of existing courses and materials to reflect culturally diverse viewpoints and current research.

6/1/2010

6.3.5 Adjunct Faculty

KENT STATE UNIVERSITY
Regional Campuses - Division of Health Professions
Associate of Applied Science Degree in Respiratory Therapy Technology Program

POSITION DESCRIPTION/PERFORMANCE CRITERIA

I. Title: Adjunct Faculty

II. Description of Position:

Adjunct Faculty teaching assignments may include classroom, laboratory, and/or clinical instruction of Respiratory Therapy.

III. Minimum Qualifications:

1. Graduate from an accredited Respiratory Therapy Program

2. Must hold a valid Registered or Certified Respiratory Therapist (RRT or CRT) credential and hold such professional license as required by the state of Ohio. (RRT preferred)

3. Must have a Bachelor’s degree from an academic institution accredited by a regional or national accrediting agency that is recognized by the U.S. Department of Education (USDE). (Master’s degree preferred)

4. Must have a minimum of four (4) years experience as a Registered or Certified Respiratory Therapist; of which at least two (2) years must include experience in clinical respiratory care. (RRT preferred)

5. Preferred: two (2) years experience teaching in an accredited respiratory care program; either as an appointed faculty member or as a clinical preceptor.
6. Preferred: Applicants interested in teaching a specialized area of Respiratory Care should have the corresponding specialty credential from the National Board of Respiratory Care. [i.e. Neonatal and Pediatric Specialist (NPS), Certified or Registered Pulmonary Function Technologist (CPFT, RPFT), and Sleep Disorder Specialist (SDS)]

IV. Functions and Responsibilities:

1. Teaching Responsibilities may include basic and advanced respiratory care equipment, therapy instruction and physical assessment and application to patient case analysis.

2. Provide supervision and timely assessments of student progress in meeting program requirements; Utilize competency-based learning principles that focus on student outcomes; develop accurate assessment measures that help students to demonstrate proficiency

3. Set up and take down of lab activities including participating in student clinical evaluations

4. Discern and demonstrate the difference between proper and improper technique in all aspects of clinical care

5. Plan, conduct, and/or participate in regularly scheduled meetings with staff, students and lead program coordinator.

6. Timely submittal of assignment grading and the entering grades in online grade book (Blackboard, Moodle, or other technology)

7. Maintain consistent on-campus hours in full compliance of department and college policies.

8. Demonstrate a thorough understanding of the clinical aspects of respiratory care and specialties; maintain current knowledge of theory and practice; utilize current technology both clinically and didactically

9. Participate as a team member to plan and evaluate curriculum

10. Refer students who are having academic and personal difficulties appropriately

11. Contribute to the update of existing courses and materials to reflect culturally diverse viewpoints and current research.

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6.3.6 Clinical Instructors & Preceptors

KENT STATE UNIVERSITY

Regional Campuses - Division of Health Professions

Associate of Applied Science Degree in Respiratory Therapy Technology Program
POSITION DESCRIPTION/PERFORMANCE CRITERIA

I. Title: Clinical Preceptor or Instructor

II. Description of Position:
Clinical Preceptor or Instructor may or may not be employed by Kent State University. A clinical instructor/preceptor is responsible for clinical instruction of Respiratory Therapy students and report to the Director of Clinical Education.

III. Minimum Qualifications:
1. Graduate from an accredited Respiratory Therapy Program
2. Must hold a valid Registered Respiratory Therapist (RRT) credential and hold such professional license as required by the state of Ohio. (CRT with specialty credential may be considered for specialty rotations)
3. Must have an Associate’s degree from an academic institution accredited by a regional or national accrediting agency that is recognized by the U.S. Department of Education (USDE). (Bachelor’s degree preferred)
4. Must have a minimum of three (3) years’ experience as a Registered Respiratory Therapist; of which at least two (2) years must include experience in clinical respiratory care.

IV. Functions and Responsibilities:
1. Teaching Responsibilities may include basic and advanced respiratory care equipment, therapy instruction and physical assessment and application to patient care in the clinical setting.
2. Provide supervision and timely assessments of student progress in meeting clinical requirements
3. Demonstrate the difference between proper and improper technique in all aspects of clinical care
4. Demonstrate a thorough understanding of the clinical aspects of respiratory care and specialties; maintain current knowledge of theory and practice; utilize current clinical technology.
5. Refer students who are having academic and personal difficulties appropriately

6.3.7 Student Laboratory Assistant

KENT STATE UNIVERSITY
Regional Campuses - Division of Health Professions
Associate of Applied Science Degree in Respiratory Therapy Technology Program
POSITION DESCRIPTION/PERFORMANCE CRITERIA

I. Title: Student Laboratory Worker

II. Description of Position:
The Student Laboratory Worker assists the program in maintaining the respiratory therapy laboratory.

III. Minimum Qualifications:
Second year respiratory therapy student in good academic and program standing

IV. Functions and Responsibilities:
1. Prepares respiratory therapy equipment for classes and skill competencies
2. Inventories supplies
3. Assists students during open lab hours
4. Other related duties as assigned

6/1/2010

6.4 Educational Policies Council – Policy and Procedures

3342-2-07 ADMINISTRATIVE POLICY AND PROCEDURES REGARDING THE EDUCATIONAL POLICIES COUNCIL

A. Educational policies council. For complete information on this council, see rules 3342-2-05 and 3342-2-06 of the Administrative Code and this register.

B. Responsibility and authority. The responsibilities and authority of the educational policies council shall be as follows:
   1. Long-range academic planning, both conceptually and structurally, for the university. It is understood, of course, that this long-range planning shall reflect the mission and goals of the university as these are defined by the board and the president jointly. A close, coordinated interrelationship is to be presumed between the educational policies council and agencies established by the board and/or the president;
   2. Overall curricular planning and policy guidelines for the university;
   3. Sensitivity to proliferation and duplication of courses and programs;
   4. Arbitration of interdepartmental and intercollegial curricular disputes or misunderstandings;
   5. Monitoring of curricular changes generated by a specific academic unit of the university as they affect other academic departments, majors and colleges;
   6. At its discretion, review of all curricular changes and proposals originating with academic units to assure effective adherence to university-wide policies;
   7. Action on matters referred to it by college curriculum committees specified in preceding paragraphs; and
   8. Approval of new or altered academic programs, policies, operational procedures and regulations and administrative structures e.g., academic department, college.

C. Periodic review of the educational policies council. The responsibility, authority and structure of the educational policies council shall be reviewed each two years or at any time review may be considered appropriate by majority vote of the whole membership of the educational policies council.

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D. Procedures of the educational policies council. All curricular changes whether initiated and determined by department, college or other curricular body shall be reported to and published in agenda of the educational policies council. This publication will give notice to all academic units of proposed curricular changes thereby affording them the opportunity to comment upon the proposals. All curricular bodies and academic units must be mindful of certain time limitations such as deadlines for catalog copy when proposing or commenting upon curricular changes. After a prescribed period of time succeeding the publication of curricular proposals, they will become effective as outlined in the balance of this statement; if any curricular proposal is questioned by any other curricular body or academic unit within the time allowed after publication, the issue will be resolved as outlined in the balance of this statement and upon resolution becomes effective.

1. Curricular matters determined and proposed solely by academic departments shall be as follows:
   a. Changes in course descriptions not involving substantial changes in course content;
   b. Changes in course titles not involving substantial changes in course content;
   c. Changes in course prerequisites not affecting any other academic unit;
   d. Inactivation of courses not affecting any other academic unit; and
   e. Changes in course numbers not affecting level.

2. Curricular changes initiated by academic departments but forwarded to parent college curriculum committees for approval shall be as follows:
   a. Changes in course credit hours;
   b. Changes in course numbers affecting the level of courses;
   c. Inactivation of courses affecting other academic programs or general curricular requirements within the parent college;
   d. New or additional courses;
   e. Substantial changes in course content affecting description and title, constituting essentially new courses; and
   f. Changes in or establishment of major, minor and certificate admission, course and graduation requirements consistent with university-wide policies.

3. Curricular changes initiated by academic departments but forwarded to parent college for approval and to other affected academic units for acknowledgement shall be as follows:
   a. Inactivation of courses specified in degree programs or general curricular requirements of colleges other than the parent college;
   b. Substantial changes in content affecting title and description of courses required in academic programs or other curricular requirements of colleges other than the parent college;
   c. Changes in prerequisite of courses required in academic programs or other curricular requirements of colleges other than the parent college;
   d. Changes in course numbers affecting level of courses required in academic programs or other curricular requirements of colleges other than the parent college; and
   e. Establishment of new or additional courses designed for academic programs or other curricular requirements of colleges other than the parent college.

4. Curricular matters initiated and determined by college curriculum bodies shall be as follows:
   a. Policies for major, minor and certificate programs; proposed departures from university-wide policies shall be approved by the educational policies council; and
   b. General curricular policies and requirements for the college; proposed departures from university-wide policies shall be approved by the educational policies council.

5. Independent schools, honors college, graduate studies, undergraduate studies and university libraries shall function in a fashion parallel to the college curriculum committees.

Effective: December 1, 2012

3342-2-05 FACULTY SENATE CHARTER (EXCERPT)
G. Councils, committees and commissions.

2. Councils of the faculty senate. The educational policies council shall be a body of the faculty senate.
   a. The educational policies council shall consist of two bodies, one responsible for undergraduate education called the undergraduate council and the other for graduate education called the graduate council.
   b. Issues jointly affecting undergraduate and graduate education will be discussed at the semester meeting of the full educational policies council.
   c. The educational policies council and its bodies shall consider curricular matters of concern to the university as a whole, and shall be the faculty senate bodies responsible for long-range academic planning for the university.
   d. The educational policies council and its bodies shall be co-chaired by the provost and the chair of faculty senate.

Effective: May 20, 2009

3342-2-06 FACULTY SENATE BYLAWS (EXCERPT)

F. Councils, committees and commissions.

1. Rights of the faculty senate and definitions. The rights of the faculty senate and definitions are specified in paragraph G1 of rule 3342-2-05 of the Administrative Code and of this register.

2. Educational policies council.
   a. Composition.
      (1) The educational policies council shall consist of two bodies, one responsible for undergraduate education called the undergraduate council and the other responsible for graduate education called the graduate council. Issues jointly affecting undergraduate and graduate education will be discussed at the semester meeting of the full educational policies council.
   b. Function.
      (1) The educational policies council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate.
      (2) The undergraduate council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate related to issues that impact undergraduate education.
      (3) The graduate council shall be concerned with conceptual and structural aspects of long-range academic planning; overall curricular planning; the arbitration of interdepartmental and intercollegial curricular disputes; the conformity of collegial and departmental curricular programs and proposals to university-wide policies; the establishment, discontinuance, or significant alteration of academic programs; the establishment or discontinuance of bodies or agencies which are directly related to academic programs; the standards for admission and graduation of students; library policies and facilities; and such matters as may be referred to it by college curriculum committees or the faculty senate related to issues that impact graduate education.
Division of labor.
(1) All recommendations of the educational policies council related to long-range academic planning or to the establishment, discontinuance, or major alteration of programs or bodies shall be submitted to the faculty senate for approval. Proposals for the discontinuance or major alteration of an academic program shall be preceded by a program review conducted according to established procedures.
(2) Business of the educational policies council, which normally would not come to the faculty senate floor may, at the option of said council or at the request of the faculty senate, be brought to the floor.
(3) All commissions appointed to consider academic planning for the university shall report to the educational policies council.
(4) The co-chairs of the educational policies council shall appoint a University Requirements Curriculum Committee which shall be concerned with the liberal education requirements, the diversity requirements, and the writing intensive requirements. This subcommittee shall report to the undergraduate council.

d. Voting.
(1) “Ex officio” members shall have vote and shall consist of those who are “ex-officio” members of the undergraduate council and/or the graduate council.
(2) “Ex officio” members on the undergraduate council shall have vote and shall be the senior vice president of academic affairs and provost; the dean of undergraduate studies; the dean or his/her designee from each of the academic colleges; the dean of the honors college; the dean or director or his/her designee in each independent school; the dean of university libraries or his/her designee; and the chair of the faculty senate or his/her designee.
(3) “Ex officio” members on the graduate council shall have vote and shall be the senior vice president of academic affairs and provost; the dean of graduate studies; the associate dean for graduate affairs or his/her nominee in each of the academic colleges or independent schools with graduate programs; the dean of university libraries or his/her designee; and the chair of the faculty senate or his/her designee. In any degree-granting unit without an associate dean for graduate affairs, that position on the graduate council shall be filled by the administrator or faculty member with administrative responsibility for graduate affairs in that unit.

e. From the elected representatives on the faculty senate, the chair-elect shall appoint ten senators to membership on the educational policies council with due regard for representation by curricular units of the university. Five senators will be appointed to the undergraduate council and five senators with full graduate faculty status within their respective units will be appointed to the graduate council.

f. One elected member of each college curriculum body shall be elected by these bodies to membership on the undergraduate council.

g. To ensure representation from among the university’s graduate coordinators, one member of each college graduate coordinating body shall be elected by these bodies to membership on the graduate council. The faculty member must be a full member of the graduate faculty within their respective academic unit.

h. The chair-elect shall appoint additional regular faculty to membership on the educational policies council with due regard for representation by curricular units of the university as needed so that the faculty membership equals the “ex officio” membership.

i. One undergraduate student appointed by the undergraduate student senate and one graduate student appointed by the graduate student senate shall serve as observers to the educational policies council with rights of participation but without a vote. The undergraduate student shall also be a member of the undergraduate council and the graduate student shall also be a member of the graduate council.

j. The educational policies council shall meet at least once during each term of the academic year.

k. The undergraduate and graduate councils shall each meet at least three times during each term of the academic year.
1. Agendas, minutes and attachments of the meetings of the educational policies council and its two bodies shall be distributed to each other as well as to members of the faculty senate.

Effective: October 3, 2013

GUIDELINES FOR DETERMINING EPC AGENDA STATUS

A. Action Items: Items reviewed, discussed and voted upon by EPC members.

1. Major or degree – establishment, revision of name, inactivation
2. Minor – establishment
3. Certificate – establishment
4. Unique program (i.e., affects students from more than one academic unit; e.g., Military Studies, Washington Program) – establishment, revision, inactivation
5. Academic unit (college, school, department) – establishment, revision, inactivation
6. Center or institute – establishment, revision, inactivation
7. University academic requirement (e.g., Kent Core) – establishment, revision, inactivation
8. University academic policy – establishment, revision, inactivation
9. University academic operational procedure or regulation – establishment, revision, inactivation

B. Information Items: Items considered notification to the EPC and not voted upon unless a motion to do so is made by an EPC member.

1. Major or degree – letter of intent or program development plan to establish (sent to the Ohio Department of Higher Education for approval before submitting full proposal)
2. Temporary suspension of admissions into an academic program
3. Off-site delivery, including a Kent Campus program at a Regional Campus (more than 50 percent) of an existing degree program – establishment, revision, inactivation
4. Online delivery (more than 50 percent) of an existing degree program – establishment, revision, inactivation
5. Five-year review of certificate programs

C. Lesser Action Items: not discussed or voted upon unless a motion is made by an EPC member to do so; considered approved once meeting is adjourned

1. Major – revision (including new, revised, inactivated concentrations)
2. Minor – revision, inactivation
3. Certificate – revision, inactivation
4. Articulation or consortia agreement with curricular implications – establishment, revision, inactivation
5. Course – establishment, revision, inactivation
6. Course designated a university academic requirement (e.g., Kent Core, diversity, writing-intensive, experiential learning, freshmen orientation) – establishment, revision, inactivation
7. Academic policy or requirement within academic unit – establishment, revision, inactivation

CURRICULUM CALENDAR FALL 2015

<table>
<thead>
<tr>
<th></th>
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<tr>
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<td>Monday</td>
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<td>EPC meeting</td>
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<td>Monday</td>
<td>31</td>
<td>fall term starts</td>
<td>28</td>
<td>submissions due for Sept EPC</td>
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<td>Tuesday</td>
<td>29</td>
<td>27</td>
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<td>Wednesday</td>
<td>30</td>
<td>28</td>
<td>30</td>
<td>KSU closed</td>
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</table>
SUBCOMMITTEES OF THE EDUCATIONAL POLICIES COUNCIL

EPC AD HOC COMMITTEE FOR ACADEMIC POLICIES

The EPC Ad Hoc Committee for Academic Policies is an as-needed committee charged with reviewing Kent State’s academic policies against published research and Kent State data to better understand what needs to be accomplished to support student progress toward graduation.

The committee comprises faculty nominated by Faculty Senate, administrators and staff recommended to the Provost’s Office and students from different campuses. The committee is chaired by the senior associate provost for academic affairs.

UNIVERSITY REQUIREMENTS CURRICULUM COMMITTEE

The University Requirements Curriculum Committee (URCC) oversees university-wide curricular requirements that apply to every undergraduate student. These include the Kent Core (general education requirement), freshmen orientation (US 10097 Destination Kent State: First Year Experience) and the diversity, writing-intensive, experiential learning and Ohio Transfer Module requirements.

The URCC was established in 1999 with the merger of the Liberal Education Requirements Curriculum Committee, the ad hoc Subcommittee on Diversity in the Curriculum and the EPC Subcommittee on Writing.

The URCC is composed of 20 voting members representing faculty and administrators from Kent State’s colleges and independent school(s). Faculty members are nominated by the Committee on Committees of the Faculty Senate and broadly represent the colleges and independent school. A student representative serves as ex officio. The co-chairs of the committee will be a faculty committee member and either the dean of the University College or the dean of the Honors College.

CURRICULUM APPROVAL CHART

Most curricular proposals start at the department, school or regional campus level and then progress through the various offices until they reach the normal level of final approval for that type of curricular proposal. However, any hierarchically higher level may request to review, initiate and/or approve or disapprove any proposal. The normal level of final approval for curricular proposals is shown in the following table outline of the approval sequence.

<table>
<thead>
<tr>
<th>CURRICULUM PROPOSAL</th>
<th>DEPARTMENT OR SCHOOL</th>
<th>COLLEGE OTHER UNITS</th>
<th>URCC</th>
<th>GRADUATE STUDIES</th>
<th>PROVOST</th>
<th>EPC</th>
<th>FACULTY SENATE</th>
<th>PRESIDENT BOARD OF TRUSTEES</th>
<th>OPHE HLC</th>
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<table>
<thead>
<tr>
<th>Change Type</th>
<th>Requires Academic Affairs Approval</th>
<th>Requires Dean Approval</th>
<th>Requires College Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision of course descriptions not involving substantial changes in course content</td>
<td>A</td>
<td>N</td>
<td>A</td>
</tr>
<tr>
<td>Revision of course titles not involving substantial changes in course content</td>
<td>A</td>
<td>N</td>
<td>A</td>
</tr>
<tr>
<td>Revision of course prerequisites not affecting any other academic unit</td>
<td>A</td>
<td>N</td>
<td>A</td>
</tr>
<tr>
<td>Inactivation of courses not affecting any other academic unit</td>
<td>A</td>
<td>N</td>
<td>A</td>
</tr>
<tr>
<td>Changes in course numbers not affecting level</td>
<td>A</td>
<td>N</td>
<td>A</td>
</tr>
<tr>
<td>Revision of course credit hours</td>
<td>A</td>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>Revision of course numbers affecting the level of courses</td>
<td>A</td>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>Inactivation of courses affecting other degree programs or general curricular requirements within the college</td>
<td>A</td>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>New or additional courses</td>
<td>A</td>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>Substantial changes in course content affecting description and title, constituting essentially new courses</td>
<td>A</td>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>Inactivation of courses affecting degree programs or general curricular requirements of colleges other than parent college</td>
<td>A</td>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>Substantial revisions of content affecting title and description of courses required in degree programs or general curricular requirements of colleges other than the parent college</td>
<td>A</td>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>Revision of prerequisite for courses required in degree programs or general curricular requirements of colleges other than parent college</td>
<td>A</td>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>Revision of course numbers affecting level of courses required in degree programs or general curricular requirements of colleges other than the parent college</td>
<td>A</td>
<td>A</td>
<td>N</td>
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<tr>
<td>Establishment of new or additional courses designed for degree programs or general curricular requirements of colleges other than the parent college</td>
<td>A</td>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>Establishment, revision, inactivation of courses designated university academic requirement (e.g., Kent Core, diversity, writing-intensive, experiential learning, orientation)</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Revision of major (including admission, course and other requirements and new, revised, inactivated concentrations)</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Revision or inactivation of a minor</td>
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<tr>
<td>Revision or inactivation of a certificate</td>
<td>A</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Establishment, revision or inactivation of a policy within an academic unit</td>
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<td>A</td>
</tr>
<tr>
<td>Establishment, revision or inactivation of an articulation agreements with other institutions</td>
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<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Temporary suspension of admission into a program</td>
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</tbody>
</table>

The URCC is responsible for periodic review and recommendation of changes in these requirements as well as review and recommendation of action on new course and program proposals. Kent Core, diversity, writing-intensive and experiential learning course proposals are first approved by department/school and
college curriculum committees then forwarded to the URCC. Following review and approval by the URCC, proposals are forwarded to the EPC.

THE UNIVERSITY COUNCIL ON TEACHER EDUCATION

The University Council on Teacher Education (UCTE), which reports to the provost and senior vice president of academic affairs, considers curricular proposals relating to teacher education and licensure, providing advice on these matters to the EPC. It concerns itself especially with those areas of teacher education that involve more than one college or school, and those that are of broad interest to the university community. Before beginning preparation of such proposals, departments should consult the administrative or faculty co-chair of UCTE. The council was established in 1969.

6.5 University Policy – Records Retention (5 – 15)

5 -15

University policy regarding records retention

(A) The board of trustees hereby authorizes the development of a program for the administering of the records of Kent state university pursuant to Ohio Revised Code sections 149.33, 149.35, 149.43, and 149.351. The program created hereunder shall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, responses to public records requests, and disposition of the records of the university.

(B) The board hereby delegates the authority and responsibility for establishing the program and approving retention periods for records to the office of university counsel. The program established shall be consistent with the records retention for public colleges and universities in the Ohio manual developed by the inter-university council of Ohio, and the model public records policy created by the attorney general of the state of Ohio, as they may be amended, or superseded by law.

(C) Responsibility for adhering to the policies and procedures regarding records shall reside with the head of the respective unit where the records are maintained.

Effective: March 5, 2008
6.6 University Policy Regarding Records Retention- Student Information (5 – 15)

UNIVERSITY POLICY REGARDING RECORDS RETENTION

(A) The board of trustees hereby authorizes the development of a program for the administering of the records of Kent state university pursuant to sections 149.33, 149.35, 149.43, and 149.351 of the Revised Code.

(1) The program created hereunder shall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, responses to public records requests, and disposition of the records of the university.

(2) Such records shall be maintained in accordance with the provisions of section 9.01 of the Revised Code. Any record maintained in a physical form can also be maintained in electronic form in accordance with division (J) of section 1306.20 of the Revised Code, except in such instances as a physical form may be required by state or federal regulations as applicable to the university and its operations.

(B) The board hereby delegates the authority and responsibility for establishing the program and approving retention periods for records to the office of general counsel. The program established shall be guided by the records retention for public colleges and universities in the Ohio manual developed by the inter-university council of Ohio.

Any revisions to the retention period shall not be effective until July first of each year.

(C) Responsibility for adhering to the policies and procedures regarding records shall reside with the head of the respective unit where the records are maintained.

(D) The office of general counsel shall provide for an orderly process through which records that have reached the applicable retention period may be discarded.
(1) Before any such records are discarded, the record holder must complete the “record destruction form,” which then must be reviewed and approved by:

(a) The university archivist, who shall review the records for historical significance; and

(b) The office of general counsel.

Policy Effective Date: Jun. 17, 2015

Section 4. Professional Development Excellence Pool

A. In order to support the professional development activities of FTNIT Faculty members and to assist FTNIT Faculty members in preparing for promotion-based advancement, the University will establish a Professional Development Excellence Pool. Funds will be awarded for those professional development activities which have a clear connection to the professional advancement of FTNIT Faculty members and enhance learning and educational excellence.

1. For the duration of this Agreement, the total pool for this purpose shall be $375,000 to be divided equally for AY 2013-14 ($125,000.00), AY 2014-15 ($125,000.00), and AY 2015-16 ($125,000.00).

2. All continuing FTNIT Faculty members who have completed one (1) Full Performance Review are eligible to apply for funds from the Professional Development Excellence Pool.

3. NPAC will establish application procedures and guidelines for the submission and review of proposals which will be distributed to FTNIT Faculty members annually by the Associate Provost for Faculty Affairs.

6.7 University Policy – Tuition Benefits (6 – 09.1)

6 - 09.1
ADMINISTRATIVE POLICY AND PROCEDURES REGARDING TUITION BENEFITS

(A) Policy Statement: It is the policy of the university to support the education of employees and their dependents and to include the costs associated with that education as part of the total compensation package of the employee. Therefore reasonable access shall be given to Kent state university coursework as approved by the supervisor and the administrator for this program. Education access is a
valuable benefit but cannot be transferable, exchanged, or paid for through other
funds of a unit. Access shall be approved, monitored, and audited in accordance
with standard procedure for all other benefits according to (A)(1) and (A)(2) below.

(1) Tuition benefits in the form of fee waivers are granted to full-time university
employees, as defined in paragraph (B)(1) of this rule, and their spouses, domestic
partner and/or dependent children and selected part-time employees, as defined in
paragraph (B)(2) of this rule.

(2) The manager of university benefits shall be the reviewing authority
concerning eligibility requirements.

(B) Definition of employee.

(1) A “full-time employee” for purposes of eligibility regarding this benefit is
defined as one who normally works a minimum of forty hours per week on a
regularly scheduled basis. This includes permanent seasonal employees and
regular, full-time, annual contracted faculty and administrative staff. Military
personnel and their spouses and dependents who are assigned for regular duty as
members of the ROTC staff are eligible, during the duration of their Kent state
university assignment.

(2) A "part-time employee" for purposes of eligibility regarding this benefit is
defined as follows:

(a) An eligible part-time faculty member is one who is appointed to a teaching
position with faculty rank in a department for at least one semester or summer
session.

(b) An eligible part-time classified or unclassified administrative employee is one
who has worked a minimum of one thousand two hundred fifty hours within the
previous twelve months.

(3) Former employees as a result of a separation for any reason other than
recognized retirement must have active service of not less than thirty days within
the semester their termination of employment or reduction of hours become
effective to be eligible for tuition waiver for the complete semester. Any period less
than thirty days will either constitute removal from classes through university exit or
the full semester tuition payment must be made to the bursar's office in order to
continue classes. Persons in temporary layoff or furlough status from a seasonal
position shall continue to be eligible through their layoff or furlough periods.

(C) Benefits for individual employees.

(1) Eligibility.

(a) Tuition benefits are available to eligible employees of the university who
have been employed on a full-time status for one semester or its equivalency of one
hundred twenty days.
(b) Military personnel who are assigned for regular duty as members of the ROTC staff are eligible for tuition benefits during the duration of their Kent State University assignment.

(c) Tuition benefits are available to eligible part-time faculty, classified, or unclassified administrative employees for a maximum of four credit hours per semester.

(d) Retired full-time employees who had at least ten years of continuous full-time service with the university and would satisfy the eligibility requirements for retirement benefits under the OPERS traditional plan or the STRS defined benefit plan are eligible for complete tuition benefits, including employees who retired under an alternative retirement plan.

(e) Disabled inactive employees must have completed a total of five years of full-time employment with the university and be qualified for disability payments from the long term disability plan, OPERS or STRS to be eligible for tuition benefits to continue. Any full-time employee who is on an authorized leave of absence for temporary disability shall be eligible for tuition benefits for the duration of the leave.

(f) Full-time employees as well as spouses, domestic partners, and dependent children of full-time employees on authorized leaves of absence are eligible for tuition benefits if the employee otherwise meets the eligibility requirements in paragraph (C)(1)(a) of this rule.

(2) Utilization.

(a) Each full-time employee may take coursework for which he or she is academically eligible, provided it does not conflict or interfere with normal hours of employment or other university policies or regulations.

(b) Tuition benefits are not available for any coursework in the college of podiatric medicine or podiatric program.

(c) Under special circumstances, such as the unavailability of a required course after normal working hours, an employee may be permitted to take one course per semester or summer session during working hours. However, satisfactory arrangements must be made both to make up the time missed and to adequately cover the employee's responsibilities. Written approval must be obtained from the employee's appropriate supervisor.

(d) Tuition benefits for individual employees are in the form only of a waiver of all instructional and general fees at the university for any credit course or program for which the employee is academically qualified.
(e) These benefits can be used for enrollment in an off-campus or international program for which university academic credit is received and for which tuition and fees are collected and retained by the bursar of Kent State University.

(f) Tuition benefits cannot be transferred or received in any form other than a waiver of fees; for example, a student receiving a tuition benefit from another source may not exchange the benefit provided by this policy for cash or any other consideration.

(g) Part-time faculty members are eligible to use the four-hour waiver during the semester the part-time faculty member teaches or the following semester, with summer terms taken at the option of the part-time faculty member. There will be no carryover of partially used tuition waivers or accumulation of credit hours from one period to another.

(h) Graduate students who have been assigned to a part-time faculty appointment may substitute their four-hour fee waiver for up to fifteen hours of dissertation credit, not to exceed the original cost of the four credit hours, when authorized by the appropriate graduate dean.

(3) Amount of benefit.

(a) The tuition benefit is limited to the waiver of the full amount of instructional and general fees normally charged for any program of studies up to and including eighteen credit hours of study per semester or its equivalent for summer or special sessions. Overload, admission, matriculation, parking, bus, special course fees, and all other fees are excluded from this benefit.

(b) The out-of-state surcharge, if applicable, will be waived.

(D) Benefits for employee's spouse, domestic partner, and dependent children.

(1) Eligibility of dependent children. Dependent eligibility is based on date of hire of the eligible employee.

(a) For full-time faculty hired prior to August 16, 2005, dependent children eligibility is defined in paragraph (D)(1)(h) of this rule.

(b) For full-time faculty hired on or after August 16, 2005, dependent children eligibility is defined in paragraph (D)(1)(i) of this rule.

(c) For full-time represented members of the AFSCME bargaining unit hired prior to May 1, 2007, dependent children eligibility is defined in paragraph (D)(1)(h) of this rule.
(d) For full-time represented members of the AFSCME bargaining unit hired on or after May 1, 2007, dependent children eligibility is defined in paragraph (D)(1)(i) of this rule.

(e) For all other full-time staff employees hired prior to May 1, 2007, dependent children eligibility is defined in paragraph (D)(1)(h) of this rule.

(f) For all full-time staff hired on or after May 1, 2007, dependent children eligibility is defined in paragraph (D)(1)(i) of this rule.

(g) The tuition benefit is only available to spouses, domestic partners, and dependent children, including stepchildren and legally adopted children, of full-time employees upon completion of the employee's eligibility period. This benefit is also applicable to dependent children under the legal guardianship of the employee. Tuition waiver benefits are available to spouses and dependent children of deceased, disabled or retired employees when the employees meet the eligibility requirements defined in this policy. Other relatives, such as father, mother, niece, nephew, sister, brother, and so forth, are not eligible to participate in this program.

(h) Children under twenty-eight years of age who are dependent for more than fifty per cent of their financial support from parents are eligible for tuition waiver. Children who reach their twenty-eighth birthday during the academic semester in which they are currently enrolled will be allowed to complete that semester.

(i) Children under twenty-five years of age who are dependent for more than fifty per cent of their financial support from parents are eligible for tuition waiver. Children who reach their twenty-fifth birthday during the academic semester in which they are currently enrolled will be allowed to complete that semester.

(j) Spouses and dependent children of military personnel who are assigned for regular duty as members of the ROTC staff are eligible for tuition benefits during the duration of the staff member's Kent state university assignment. Dependent children are subject to the limitations of either in paragraph (D)(1)(h) or (D)(1)(i) of this rule based upon the date the staff member's assignment at Kent State University begins.

(k) Tuition benefits will be continued for spouses or dependent children of employees who die while actively employed full-time at the university and have served at least eighteen months of continuous university service and are either eligible for a survivor benefit, or who retired on disability from OPERS or STRS. This applies to the spouse or dependent children who are receiving tuition benefits at the time of the employee's death.

(2) Utilization.
(a) Tuition benefits for spouses, domestic partners, and/or for dependent children of full-time employees are in the form only of a waiver of all instructional and general fees at the university for any credit course or program for which the beneficiary is academically qualified.
(b) Tuition benefits are not available for any coursework in the college of podiatric medicine or podiatric program.
(c) These benefits can be used for enrollment in an off-campus or international program for which university academic credit is received and for which tuition and fees are collected and retained by the bursar of Kent state university.
(d) Tuition benefits cannot be transferred or received in any form other than a waiver of fees; for example, a beneficiary receiving a tuition benefit from another source may not exchange the benefit provided in this policy for cash or any other consideration.
(e) Tuition benefits can be used in conjunction with other forms of financial aid, providing the beneficiary is eligible under federal, state and university laws and regulations for that aid as determined by the director of financial aid.

(3) Amount of benefit.
(a) The tuition benefit is limited to the waiver of the full amount of instructional and general fees normally charged for any program of studies up to and including eighteen credit hours of study per term or its equivalent for summer or special sessions. An employee must initiate an application for tuition waiver in behalf of their spouse, domestic partner, or dependent no later than thirty days after the first day of classes. Refunds of fees which were paid prior to submission of the fee waiver application will be processed only if the fee waiver form was received within the time frame previously stated. Overload, admission, matriculation, parking, bus, special course fees, and all other fees are excluded from this benefit.
(b) The out-of-state surcharge, if applicable, will be waived.

(E) Exclusions
(1) Tuition benefits cannot be used for the spouses, domestic partners, and dependent children of those who have graduate and research assistantships or fellowships. In addition, an employee’s dependent fee waiver cannot be substituted for a tuition scholarship offered by a university department in conjunction with a graduate and research assistantship or fellowship.
(2) Tuition benefits cannot be used for enrollment in non-credit courses or credit courses which are audited.
(3) Any employee who fails to initiate an application for tuition waiver within thirty days after the first day of classes and makes any tuition payments will not receive a refund for that semester or any previous semester.
(F) Application procedures.

(1) Official application forms for these benefits are available from the Benefits office of the human resources department. Applications should normally be completed three weeks prior to the registration date for the semester in which the benefit is to be used and returned to the benefits office for verification of employment and dependent eligibility approval.

(2) For full-time faculty and staff, applications are submitted only once for the entire tenure of employment as long as the employee, spouse, domestic partner, or dependent continues to enroll in active classroom study.

(3) Part-time faculty and staff must apply for tuition benefits prior to each semester or summer session for which tuition benefits are requested.

(4) For full-time faculty and staff, tuition waiver benefits will be automatically canceled following a three-year period where the student does not exercise his or her privilege to attend classes. A renewal of the fee waiver must be reestablished by formally submitting a new application. A verification of eligibility will be made by the benefits office, which will also cancel waivers upon an employee/dependent's ineligibility.

(5) Employees who have completed the one-hundred-twenty-day equivalent period after date of hire may apply for the waiver even after a semester has started. The application process must be completed prior to the end of late registration.

(G) Exceptions.

(1) Exceptions to any provision of this rule will be determined by the president of the university or the president's designee upon submission of appropriate written documentation, establishing the reasons for the request.

(2) Any exception or waiver granted by the president is based on a case-by-case analysis. All decisions will be final and not considered a precedent for future requests.

Policy Effective Date: Mar. 01, 2015
A MESSAGE FROM HUMAN RESOURCES
Welcome to Kent State University! As a university employee, you are part of an eight-campus system that includes more than 42,000 students and 5,000 faculty and staff.

In a large organization, it is often difficult to know where to look for information regarding policies and procedures, employment, and other resources that employees may need. The Division of Human Resources has developed this employee resource manual with general information and guidelines on a variety of topics related to employment at Kent State.

The manual provides an overview of the policies and procedures for employees, but it is not meant to replace or override existing policies. Policies referenced in the manual include a link to the policy; it is the employee’s responsibility to read and understand that information. The entire university policy register can be found at www.kent.edu/policyreg.

The information presented here applies in general to faculty, classified and unclassified employees; however, faculty and classified employees represented by a bargaining unit (AAUP or AFSCME) should refer to their respective collective bargaining agreements for
information on employee-related issues.

DISCLAIMER

All employees are asked to familiarize themselves with the Employee Resource Manual.

This manual is not intended to create any kind of contract with the employee. It is designed for informational purposes only and the provisions are not contractually binding. This manual does not override the at-will employment relationship or term relationship indicated in your original offer of employment. The University has the discretion in making revisions to the manual to remain current and consistent with our current practices or changes in local, state or federal law. Thus, the University retains the right to modify or discontinue any policies, programs or procedures described in the publications unless doing so would conflict with the terms of some other express agreement.

Furthermore, the University reserves all management rights and retains all rights and prerogatives conferred on the University such as the right to take whatever actions are deemed necessary to achieve organizational goals and the right to set productivity and performance standards. The descriptions of benefits provided to you in this manual are not intended to be complete. Benefit plan details are contained in separate documents, and those documents take precedence over any conflicting information in this manual. Any failure to exercise a particular right does not constitute a waiver of the right or preclude the University from exercising it in the future.
ACCESS, SAFETY AND SECURITY

WORKPLACE ACCESS

Kent State strives to provide a safe and secure environment and to meet the educational and professional needs of students and employees. In order to provide maximum privacy and security for individual office space, operational procedures have been established for the use of university buildings. (Policy 3342-5-12.403 (/node/277571))

Open and closed periods for all non-academic buildings are regulated by the building curator. Academic buildings are closed from 11 p.m. to 7 a.m., Monday through Friday, and during the weekend, unless opened by request of the building curator, scheduling office, conference bureau, or other authorized university official. No facilities may be utilized for events after 1:30 a.m.

FOR MORE INFORMATION

Lockshop (/node/259106)
University Facilities Management (UFM) (330)
672-0829
A university or university-contracted employee or student may use a closed building under the following conditions: The employee/student has the permission of the building curator and department/school chair (for students); the university-contracted employee is engaged in the performance of his or her job; the employee/student displays an academic building access authorization card and a valid Kent State ID.

No person may use an assigned office space for other than expressly authorized purposes. Violators will be subject to university discipline and possible criminal charges.

**Keys/Keycards**

Employees who are issued keys and/or key cards are expected to use them in the manner directed and to keep them in a secure area. Keys may not be copied, loaned or otherwise misused. When an employee leaves the university, the key/key card should not be passed down to other employees. Keys should be returned to the employee's supervisor, who will return the key/key card to the Lockshop, where it will be deleted and/or destroyed.

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**WORKPLACE SAFETY**

Safety is a primary concern at Kent State and the university is committed to an employee safety and health program that meets the guidelines established by the state of Ohio. The university accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement and for providing the safeguards required to promote safe conditions. Employees are responsible for genuine adherence to all rules and regulations of the safety and health program and for continuously practicing safety while performing their duties. Employees must conduct their daily work functions in the safest possible manner to ensure and promote the type of working environment that is expected and desired.

No safety rule is a complete substitute for common sense, nor can safety rules be advised to cover every situation encountered on the job. For this reason, good judgment must be used in every work situation. Remember, safety is a primary responsibility of everyone.
The departments of Public Safety (/node/290456), Recreation Services (/node/11016) and University Health Services (/node/77771) offer courses, training and information on workplace safety issues, including support education and instruction. Please contact these departments directly for more information and specific offerings.

ENVIRONMENTAL HEALTH AND SAFETY

The university has implemented numerous programs mirroring standards set forth by Occupational Safety and Health Administration (OSHA) and other safety resources. These programs include Confined Space, Fall Protection, Hazard Communication, Laboratory Safety, Asbestos Management, Lockout and Tagout Procedures, and Respiratory Protection. (Policy 3342-6-22 (/node/277881))

WORKPLACE INCIDENTS AND INJURIES

All injuries should be promptly treated to avoid the possibility of complications. To secure maximum protection, employees should promptly report all on-the-job injuries and illnesses to their immediate supervisor. All non-injury incidents should also be reported immediately, since they indicate potential hazards and allow corrective measures to be taken.

As an option for employees, University Health Services is equipped to treat Workers' Compensation injuries.

Other steps to be taken include:

The supervisor will provide the individual with an “Employee Report of Injury or Occupational Illness” form and complete the accompanying “Statement of Supervisor.” The supervisor will promptly and thoroughly investigate the alleged incident to ensure accuracy of the report and claim. Contact the Benefits office with questions concerning Workers' Compensation.
The supervisor will send the original report to the Environmental Health and Safety office and a copy to Human Resources Benefits Office. A copy should be kept by the department originating the injury report.

Depending on the nature and severity of the injury, someone from Environmental Health and Safety may contact the employee to update information regarding the incident.

WORKERS' COMPENSATION

An employee injured in the performance of their normal job-related duties is entitled to file for benefits under the Ohio Bureau of Workers' Compensation (BWC) Program. Following an initial visit, medical services should be provided by individuals and facilities certified by the BWC. However, no claim will be certified until the “Employee Report of Injury or Occupational Illness” and the accompanying “Safety Officer’s Investigation” forms have been completed and are filed with HR. Prompt follow-up of any injury-related incident will result in more efficient processing of any claim filed.

If an employee is required to miss work due to an occupational injury or illness, it is the employee’s responsibility to keep their department advised of their status. A doctor’s slip and leave form must be submitted. A new doctor’s slip and leave form must be submitted if there is a change in status or return to work date. In some cases, the employee may be required to be absent from work long enough to be eligible for compensation from the BWC.

A Transitional Work Program is available for eligible employees on a workers' compensation leave. Information is online at www.kent.edu/hr/transitional-work-program/(node/158041).

EMERGENCIES

In the case of any type of actual or imminent violent behavior on a Kent State campus, call 911. Policy 3342-5-14.1/(node/276831) governs the university to effectively prepare for, mitigate, respond to and recover from actual or potential emergencies.
Emergency Management Plan

The Kent State University Emergency Management Plan (emergency.plan) is a statement of policy and procedures regarding emergency management and assigns tasks and responsibilities to university officials specifying, and in some cases, redefining their roles during emergency or disaster situations.

Emergency Guide

The Kent State University Emergency Guide (/node/159071) is a companion document to the more comprehensive University Emergency Management Plan. The Emergency Guide provides “quick tips” for the individual response by students, faculty, and staff, to assist them in preparing for, and surviving, the catastrophic effects of those emergencies. Both share the goal of maximizing human safety and survival.

Severe Weather Procedures/Campus Closing

The university makes every effort to keep employees advised of the status of the university during severe weather. When employees are advised that they must come into work during a university closing, this falls under the definition of “essential personnel.”

The President and Regional Campus deans are the only people authorized to close a campus. If this determination is made prior to day shift reporting times, it will be communicated to employees via local radio, television stations, e-mail and on the Kent State website (http://www.kent.edu). If the closing occurs during regular operations, it will be communicated through the same communication channels. In addition, employees may receive emergency notification by registering for Flash ALERTS (/node/4716). Kent State’s official emergency text notification system. Employees registering for Flash ALERTS should refer to their cell phone contract as it relates to text message fees.

When the Kent campus is closed, it will re-open at 6 a.m. the following day. Regional campus employees should check with their respective Dean’s office for re-opening information.

Escort Services

Kent State has a security aide program for students, faculty and staff on the Kent campus. Trained students are
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Employee Resource Manual

COMPLIANCE EQUITY
OPPORTUNITY/AFFIRMATIVE ACTION

EMPLOYEE RESOURCE MANUAL

EMPLOYEE/LABOR RELATIONS

HR FORMS LIBRARY

RECORDS & OPERATIONS

POLICY REGISTER (CH 6 PERSONNEL)
Safety Hazard Report
Please Print

Please Send to Occupational Health and Safety

Date: _______________ Time: ____________

Building: __________________ Room #: __________

Name of Person Reporting: ___________________ Phone #: __________

Supervisor’s Name: ___________________ Phone #: __________

Work Request # (if available): __________________

Narrative (observations, discussions, use separate paper for additional information):

Supervisor Received Form: Date: ____________ Time: ____________ Initials: ____________

Action Taken / Follow-up: Date: ________________

Person(s) Notified: __________________ Date: ________________

Mail To: Dennis Barden, CEO
Name: Safety Hazard Report
Date Created: 01/17/06
Date Revised: 01/23/08
Completion Instructions:

1. Person Reporting: After filling out your information (Top Section and Narrative), give this form to your immediate supervisor. Upon request, the immediate supervisor will provide you with a copy of the form.
2. The supervisor shall resolve/correct the safety hazard.
3. After the hazard has been resolved/corrected, the immediate supervisor will send a copy of the fully completed form to the person reporting and the OHS.

Note: After communicating the issue with their supervisor, the person reporting can totally complete this form and resolve/correct the hazard when it is within their job description.
6.10 Injury or Occupational Illness Report

EMPLOYEE REPORT
OF INJURY OR OCCUPATIONAL ILLNESS

Employee Identification
1. Name
2. Home Mailing Address
3. Department
4. Work Phone
5. Hire Date
7. Birth Date
8. Gender
9. Job Title
10. on University Property? Yes No
   on University Business? Yes No

Part 1 – Injury or Illness Information (To be completed by Employee)
11. Date of incident: Day(s), Month(s), Year(s)
12. Time: A.M. or P.M.
13. Date & Time reported to Supervisor
14. Description of events leading to injury: (where were you, what were you doing, cause of injury, etc., be specific): 

15. Witness(es): Yes No (if yes)
   (1) Name
   (2) Name

   Dept. Phone
   Dept. Phone

16. Part of Body Injured
   Left Right
   Left Right
   Left Right
   Hand
   Thumbs
   Fingers
   Elbow
   Shoulder
   Wrist
   Forearm
   Forearm
   Lower Leg
   Knee
   Ankle

   Sprain
   Strain
   Fracture
   Dislocation
   AV Injuries
   Puncture
   Laceration
   Other - Show in Remarks
   In Case of Back Strain, Abdominal Regions, or Hernia, Answer Items 19 through 22:

18. Approximate weight of object handled: Yes No
19. Was the strain to unusual strain or circumstances? Yes No
20. Did you go to the Doctor? Yes No
21. Did you fall, slip, or strike yourself? Yes No
22. Did you fall, slip, or strike yourself? Yes No

23. Was first aid given? Yes No
   Did you go to the Doctor? Yes No
   Did you report this incident? Yes No
   If yes, give Doctor's name:

24. Have you filed for Workers' Compensation before? Yes No
   Did you report this incident? Yes No
   If yes, where?

25. Nature of previous claim?
26. Is this injury a recurrence or aggravation of an old injury? Yes No

I, the injured employee, hereby certify that the information set forth above is true and correct to the best of my knowledge.

1 Original – Occupational Health and Safety Office
1 Copy - Personnel
1 Copy - Department
Employee’s Signature
Date Signed

Case No.
(To be completed by Safety Office)

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Version 2

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Part II – Statement of Supervisor (To be completed as an INDEPENDENT report from Employee’s Report)

Employee Name: _______________________________ Date of Incident: _______________________________

I personally witnessed this accident: [ ] Yes [ ] No

List exact nature of injury and apparent cause of accident:

Answer the following questions in relation to the cause of the accident.

1. Was the employee using approved methods in performing a duty at the time of the injury? [ ] Yes [ ] No
2. Was the employee required to wear safety equipment? [ ] Yes [ ] No
   Was the employee using safety equipment? [ ] Yes [ ] No
3. If mechanical equipment was involved, was the employee trained in use of equipment and/or procedures related to job functions? [ ] Yes [ ] No
4. Was the equipment faulty? [ ] Yes [ ] No
5. Did the employee commit an unsafe act? [ ] Yes [ ] No
6. Was any immediate corrective action taken? [ ] Yes [ ] No If yes, what?

State any inconsistencies you found while investigating employee’s statements:

I have investigated this incident and agree that the injury did occur while the employee was on duty and as he/she described above. I feel that further investigation of this incident is required.

__________________________________________________________ Date Injury Reported to Supervisor

Supervisor’s Signature

__________________________________________________________ Date Report Completed

Part III – Statement of Witness (if applicable)

Name of Witness:

1. Personally Witnessed: The Incident Involving: (name of Injured Employee)

I believe that a true description of the incident is the following:

(Signature) ____________________________ (Date) ____________________________

Name of Witness:

1. Personally Witnessed: The Incident Involving: (name of Injured Employee)

I believe that a true description of the incident is the following:

(Signature) ____________________________ (Date) ____________________________

IMPORTANT NOTES:

1. Please remember that the purpose of an incident investigation is not to find blame but to prevent future incidents. Investigate each incident fully to identify all underlying causes so that corrective action can be taken to prevent similar incidents in the future.
2. Please provide all information required for both Parts I and II (including witness statements).
3. The completed form should be forwarded to the Occupational Health and Safety Office no later than two (2) business days after the incident occurs.

1 Original - Occupational Health and Safety Office
1 Copy - Personnel
1 Copy - Department

Revised 02/01/2018
6.11 University Policy – Occupational Safety and Health (6 – 22)

6 - 22

University policy regarding occupational safety and health

(A) The university is committed to an employee safety and health program that meets the guidelines established by the division of safety and hygiene of the state of Ohio.

(B) To prevent disabling injuries and illnesses originating on the job, the university will maintain a safety and health program conforming with the best practices of organizations of this type. To be successful such program must embody proper attitudes toward injury and illness prevention on the part of administrators, supervisors, and employees. It also requires cooperation among employees in all safety and health matters. Only through such a cooperative effort can a safety record in the best interest of all be established and preserved.

(C) The university accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to promote safe conditions.

(D) Supervisors are responsible for developing the proper attitude toward safety and health in themselves and in those they supervise and for overseeing that all operations are performed with the utmost regard for the safety and health of all personnel, including themselves.

(E) Employees are responsible for genuine adherence to all rules and regulations of the safety and health program, and for continuously practicing safety while performing their duties.

Policy Effective Date: Mar. 01, 2015

6.12 University Policy – Drug – Free Workplace (6 – 22.1)

6 -22.1

Administrative policy regarding a drug-free workplace

(A) Policy statement. The university is committed to maintaining a workplace free of illegal drugs. Recognizing that illegal drug use poses health and safety hazards to
employees and to the community at large, the university prohibits the possession or use of illegal drugs on all university property and at other locations where employees are conducting university business.

(B) Employees manufacturing, distributing, dispensing, possessing or using illegal drugs on university property and at other locations during the conduct of university business are subject to dismissal.

(C) The university will establish and maintain a drug-free awareness program including the following topics of concern:
(1) Health and safety concerns from drug abuse.
(2) University policy regarding illegal drug use.
(3) Availability of approved drug counseling and rehabilitation services.
(4) Penalties that may be imposed upon employees for drug-free violations.

(D) In compliance with the Drug-Free Workplace Act of 1988, employees engaged in work under a federal grant or contract may be subject to additional requirements to ensure a drug-free workplace.

(E) In accordance with federal regulations, the violation of this policy could result in the suspension, termination or debarment of the individual or the institution from federal grants and/or contracts.

Policy Effective Date: Mar. 01, 2015
Emergency Guide – Ashtabula Campus

Emergency Response Plan

Campus: Ashtabula Campus
Facility: Main Hall
        Robert S. Morrison Hall
        Library
        Bookstore Building
Contents

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Introduction: Emergency Management at Kent State University

It is critically important that Kent State University is prepared for any emergency situation that threatens the well-being of our greater community. Preparation requires the planning and teamwork of internal and external stakeholders, effective communications, and an environment of continuous improvement and leadership in preparing and responding to all emergency events.

The University has an Emergency Management Plan to provide general guidance, organizational structure and specific direction on preparedness and response activities intended to preserve life and protect property in the event of an emergency. This plan organizes a command structure to integrate and coordinate KSU and external services and resources in order to provide the most effective response and recovery to an emergency.

All emergency events begin with an initial level of response and resources from KSU and then escalate in accordance with the requirements of the incident; external assistance will be requested when an emergency exceeds institutional capabilities. If the emergency event is substantial and requires more resources and manpower, an Incident Command System (ICS) may be implemented and utilized by responding safety forces. An Incident Command Post (ICP) will be established and is a temporary physical location where planning and incident management is coordinated. The county EMA may also activate their Emergency Operations Center to support the needs of the ICP. The University’s Departmental Operations Center is comprised of Emergency Response Team (ERT) members and will work with local safety forces and other University staff members in order to effectively deal with the emergency affecting the campus.

It is vitally important that the University community operates within the command structure in order to prioritize and deliver services and resources for the greater good, and we must work within the command structure so that services and resources are provided to affected areas in a timely and efficient manner.

Individuals, departments and facilities shall not attempt to allocate emergency services or resources without the knowledge and permission of the Incident Command Post or the University’s Departmental Operations Center. Although in need of these services and resources, we must be patient and allow the Incident Command Post or the University’s Departmental Operations Center to organize these efforts for the overall benefit of the University.
Overview

Visitors, students, staff and faculty must take appropriate and deliberate action when emergencies occur in University facilities. Careful planning, with an emphasis on safety, can help the University handle crises and emergencies with suitable responses that may save lives. Supervisors are responsible for ensuring all employees are familiar with and are able to follow this emergency response plan (ERP). Where appropriate, staff members may be assigned emergency response duties to assist during an emergency.

Follow these important steps when there is an emergency:

- Confirm the report of an emergency and evaluate its conditions
- Report the incident immediately to the Police
- Follow instructions from emergency first responders

The Emergency Response Plan is an adjunct to the Kent State University Emergency Management Plan.

The primary goals of our Emergency Response Plan are:

- To protect lives, property, and the facility
- To prevent or minimize the impact of emergencies and to maximize an effective response from the campus community
- To provide for the continuity of facility operations

Emergency Occurrence after Hours

There is a significant chance an emergency may occur outside regular Kent State University office hours. While the structure of this plan remains the same, its implementation may vary depending upon available resources and manpower. Until that time, the individual(s) assuming the most responsibility should attempt to follow the guidelines of the plan while making the appropriate notifications.

ERP Management

This plan will be reviewed annually. If the plan is changed, an updated copy of the Emergency Response Plan must be sent to the Department of Public Safety.
Preparing for Emergencies

Training and practice is vital to the success of this response plan and to be properly prepared during an emergency. Staff members are encouraged to train and practice responding to different types of emergency events. Listed below are types of training that can be utilized to better prepare staff members.

Seminar - Is an informal discussion-based exercise used to teach or orientate to new or existing plans, policies or procedures.

Workshop - Is a formal discussion-based exercise used to develop new processes and procedures through coordinated activities, obtain consensus and collect or share information.

Tabletop Exercise - Involves key personnel in an informal group discussion centered on a hypothetical scenario with the goal to identify strengths and weaknesses, and test existing plans and procedures.

Drill - Is a supervised activity that tests a specific operation or function of a single agency or department. Drills test existing or new procedures, practice and maintain skills and prepare for more complex exercises.

Functional Exercise - Is a single or multi-agency activity designed to evaluate capabilities and multiple functions using a simulated response. Functional exercises help to evaluate management of emergency operations centers and command posts, and assess the adequacy of response plans and resources.

Full-Scale Exercise - Is a multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response as if a real incident had occurred. A full-scale exercise is intended to assess plans and procedures, and evaluate coordinated responses under crisis conditions.

Contact Public Safety at 330-672-3070 for help with conducting training.

If a training session is conducted, notify the Assistant Director, Emergency and Special Services, in order to keep an accurate record with Public Safety.

Assistant Director of Police, William Buckbee, wbuckbee@kent.edu
Reporting an Emergency or Crime

Dial 911 or

Police Agency:

The caller should provide Police Services with the following information:

➢ The dispatcher will ask you for the location of the incident. Provide them with information so that first responders can locate the area quickly.
➢ The dispatcher will ask you questions, such as:
  ○ What is the emergency type?
    • Medical, Violence, Disruption
    • The number of people involved any weapons, etc.
    • Any Injuries
    • Description of suspect(s)
    • Direction of travel of suspects

➢ When prompted, provide dispatcher with as much information about emergency as possible
➢ If the dispatcher gives you instructions, follow them to the best of your ability
Campus Emergency Mass Notification

The University employs several systems that may be activated during emergency conditions. There are a number of conditions that may necessitate alerting the University community. These could include occurrences of certain crimes, tornado warnings, evacuations, acts of violence and searches for wanted or missing people. Except for tornado sirens, if an emergency system is activated, an “all clear” message should be broadcast after the emergency condition has subsided.

Mass Notification System (MNS)

University safety officials have the ability to make voice announcements in most University facilities. The MNS is connected to speakers in the buildings so that a voice message can be delivered to the University community in emergency situations.

Tornado Sirens

Tornado Siren Activation:

➢ Sirens are sounded for 9 minutes. If the hazardous condition still exists after 20 minutes, the sirens are activated for another 9 minutes. This will continue until the hazardous condition is over.

Flash ALERTS

Flash ALERTS is Kent State’s official emergency text notification system to alert subscribers of critical information. Flash ALERTS expands the university's ability to send critical news and information to the university community during campus emergencies. KSU Police Services and UCM have dual activation control. During a campus emergency situation, Flash ALERTS can send a text message delivering critical information.

Mass Email: Kent.edu

UCM has the ability to send out mass emails and make changes to the University website to provide updated information during emergency conditions. Emails are sent to all active University emails for faculty, staff and students. Website changes include posting an emergency banner and the placement of announcements describing the emergency condition, instructions and updates.
Definitions and Responsibilities

Emergency Coordinator (EC)
The EC is the person responsible for assuming control and coordination of resources for a facility due to an emergency event in order to protect human life and University property. The EC responsibilities include, but are not limited to:

- Coordinating evacuation, sheltering-in-place, lockdown
- Coordination of the Emergency Response Team
- Coordination of staff members during a threat or hazard
- Liaison with Police and first responders
- Liaison with University administrators

Emergency Response Team (ERT)
The ERT is a team of people organized, trained and equipped to help during an emergency event. They are led by an EC and are able to help evacuate, shelter or lockdown the facility. ERT members are selected based upon their ability to act under stressful conditions, communication skills and ability to react effectively to conditions that emergency events create.

Responders: Predetermined staff members who will actively help with emergency actions during an emergency event.

Resource Members: Staff Members who will help the EC with coordinating emergency actions and have the ability and knowledge to obtain resources when dealing with an emergency event.

Emergency Actions
Emergency actions include:

- Evacuation
- Shelter-in-place
- Lockdown
- Any other actions to protect life and University property

Staff Members
Staff members are comprised of University employees (faculty, staff and possibly students). Staff members are responsible for knowing their responsibilities during an emergency event which are explained in the Emergency Response Plan.
Threat & Hazard Plans

Active Shooter Incident

Before:

➢ Provide training opportunities to staff members with A.L.I.C.E Training
➢ Promote campaigns such as See Something Say Something and Speak Up and Speak Out

During:

Hot Zone: The immediate area of an incident where danger is high and likely

Warm Zone: The area beyond the hot zone where danger is less likely but still a concern

Cold Zone: The area beyond the warm zone where danger is unlikely

Zones are fluid and can change quickly

In the hot zone of the ASI:

1. Evacuate, Barricade, Counter
2. Utilize speaker systems, telephones, portable radios and word of mouth to notify others of the incident
3. Call police at 911

In the Warm Zone of an ASI

1. Secure your area
2. Emergency Actions: Lockdown and Evacuation

Staff Members:

➢ If possible, help evacuate or lockdown
➢ Communicate any observations and other pertinent information to Police

After:

➢ Use first aid supplies to treat possible victims
   o If first aid supplies are not available or are insufficient, treat victims with make-shift supplies to treat bleeding and other major wounds
FOR ANY BOMB THREAT INCIDENT DO NOT:
Evacuate the building
Activate the fire alarm
Share the information with unauthorized people

**Determination of Threat Level:**
LOW LEVEL - The probable motive is to cause disruption: The caller is vague in their threat, merely stating that there is a bomb, they provide no specifics and hang up quickly.

MEDIUM LEVEL - The caller gives details such as the size, location, or type of bomb. The caller stays on the line longer and states a motive for the bomb.

HIGH LEVEL - The caller is very detailed and describes the type, power, location or time of detonation. The caller stays on the line longer or makes multiple calls. The caller may exhibit advanced knowledge of bombs. In addition, the caller may make demands such as publicity, money etc.

**Staff Members:**
- If necessary, help with the appropriate emergency actions
- Communicate any observations and other pertinent information to Police

**After:**
Please notify the appropriate department heads
Fire

Before:

➢ Plan and practice escape routes
➢ Know where fire extinguishers are located throughout the building
➢ Receive training from Fire Safety on the use of fire extinguishers
➢ Pay attention to housekeeping issues. Do not clutter exits, stairways, and storage areas with waste paper, empty boxes, and other fire hazards.
➢ "RACE":
  o R: Remove anyone from immediate danger
  o A: Activate the building fire alarm system and call 911
  o C: Confine the fire by closing all windows and doors
  o E: Evacuate the building
➢ Identify places of refuge for people who cannot evacuate

During:

In the event of a fire or a legitimate report of a fire:

➢ Nine step size-up:
   1. Gather the facts
   2. Assess and communicate the damage
   3. Consider probabilities
   4. Assess your own situation
   5. Establish priorities
   6. Make decisions
   7. Develop plans of action
   8. Take action
   9. Evaluate progress

➢ When leaving the building, staff members will close all windows and doors. This will stop the spread of fire
➢ If you encounter smoke, drop down to the floor and stay low until you reach the exit
➢ When evacuating the building, always use the stairs, never use the elevator, because power could be lost, trapping you on the floor of the fire
Procedures:
If it can be done safely, extinguish the fire
  ➢ If successful, call: X44444 Internally or 440-964-4444 Externally, to alert the ERT

If not successful or the fire is too dangerous:
Pull the nearest fire alarm and call 911

If fire alarm is activated,
  ➢ Evacuate the building following the evacuation procedures
  ➢ Staff members should help coordinate students once they have left the building. People must be moved at least 500 feet from the building and clear from the pathways where first responders will be entering.
  ➢ Staff members will help make sure people do not impede the response of first responder. If safe, staff members should be stationed near exits to ensure no one enters the building.

If the fire alarm ceases to sound, staff members will still not allow people into the building. People will only be allowed to enter the building once it is determined to be safe. The message will be delivered by a police officer or other first responder.

After:
Please notify the appropriate department heads
Hazardous Materials

Before:

A release of hazardous materials could involve chemical, biological or radioactive materials. The ability of an employee or student to respond to a hazardous materials release will depend on many factors, including:

- The amount of material spilled or involved in an incident
- The physical, biological and chemical characteristics of the material
- The material's health and hazard characteristics
- The location of the spill
- The level of response training obtained
- Types of personal protective and spill response equipment available

During:

If a hazardous materials release occurs that cannot be handled by an employee, then:

- Call 911
- Notify the dispatcher if the building needs evacuated due to a hazardous material spill, provide as much information as possible on the hazardous material released, and give any other information that would aid in the evacuation of the building and provide safety to persons and property.
- If available, call Campus ERT X44444 or 440-964-4444
- Staff members or students should alert people in the immediate area of the spill and evacuate the area
- If an explosion hazard is present, do not toggle power switches
- Confine the hazard by closing doors as you leave the area
- Evacuate the building following the evacuation procedures
- Meet with first responders to provide them with information about the location, nature and size of the spill
- Isolate contaminated persons. Avoid cross-contamination or chemical exposure from contaminated persons
- If needed, staff members should follow decontamination procedures
Medical Emergency

Before:
Medical emergencies related to injury and/or illness fall into two categories:

- Life Threatening
- Non-life Threatening

Life Threatening

- Airway and breathing difficulties
- Cardiac emergencies
- Severe traumatic bleeding
- Head injuries with altered level of consciousness
- Spinal trauma
- Compound fractures
- Unconsciousness
- Epilepsy & seizures
- Diabetic emergencies

Non-Life Threatening

- Dislocations
- Fractures
- All other minor injuries (small cuts, bumps and bruises)

Life threatening problems require prompt emergency response, which requires calling emergency medical services (EMS) as quickly as possible. The caller must give quick accurate information to the EMS dispatcher to insure a rapid response.

Non-life threatening injuries may or may not require EMS response. Often, you can ask the victim if they would like an ambulance or EMS. When there is doubt, call for EMS. If a patron requests EMS response on their own, call immediately.

During:

- To the best of your ability, determine whether the medical emergency is life threatening or non-life threatening

Life Threatening

- Size-up the scene for your safety
- Perform an assessment of the victim
- Summons more advanced medical personnel
Calling EMS (911):

- Dial 911 by telephone or cellular telephone.
- The EMS dispatcher will ask you where the emergency is located:
  - State the location of the emergency.
  - The EMS dispatcher will ask questions to ascertain the victim’s medical condition, such as:
    - What is the problem?
    - What is the victim’s level of consciousness?
    - Is the victim having difficulty breathing or not breathing at all?
    - Does the victim show signs of circulation or have a pulse?
    - Is the victim bleeding severely and if so from where?
    - Gender and approximate age of the victim?
- The EMS dispatcher may provide you with instructions on how to help the victim until advanced medical personnel arrive.
- If possible, alert the campus ERT by dialing X44444 or 440-964-4444.

Non-Life Threatening

- Size-up the scene for your safety.
- Perform an assessment of the victim.
- If the victim is conscious and able to communicate, ascertain whether the victim would like your help or EMS.
  - If so, you may summons more advanced medical personnel for the victim or show the victim how they can contact EMS.
- Alert the campus ERT by dialing X44444 or 440-964-4444.

After:

- Complete the appropriate form below:
  - Employee Report of Injury
  - Non-employee Report of Injury
  - Safety Hazard Report
Classroom Disruption

Before:

➢ Class order and discipline is the responsibility of the instructor insofar as possible
➢ Under no circumstance is a staff member expected to take physical action to control a disturbance
➢ Staff members should also make every effort to discourage students from taking physical action against disrupters
➢ Staff members will familiarize themselves with University policies concerning disruptive behavior
➢ Staff members will familiarize themselves with University reporting mechanisms for dealing with disruptive behavior

During:

If a disruptive student is encountered, the instructor should:

(1) The instructor should ask student(s) causing the disruption to cease and desist. Identification of the student(s) involved should be attempted.

(2) The instructor should notify the disrupter(s) of possible suspension and/or dismissal from the class and of further possible actions of the Administrative Code (Code of Student Conduct), or the Ohio Revised Code, or both.

(3) If disruption does not cease, the instructor should order the disrupter(s) out of the classroom and inform those involved that failure to do so will subject the disrupter(s) to student conduct sanction and/or criminal arrest.

(4) If the disruption continues, notify Campus ERT to deal with the subject. If needed, they will contact the local police.

(5) If security is not available, the local police should be notified to resolve the problem.

(6) The instructor should not dismiss the class unless there is reason to believe that physical harm to person(s) or property is possible, or unless by allowing the students to remain, the disruption would increase.

(7) The instructor should subsequently notify the Assistant Dean in the Office of Academic Affairs of the incident to coordinate and facilitate the referral of the student to the Office of Student Conduct at Kent.
Utility Failure

During:

Power Outage

➢ Call: Campus ERT at X44444 or 440-964-4444

➢ If necessary, staff members will assist students and other building occupants with moving to a safe location within the building.

➢ If there is a potential for harm to persons or property in the facility, the EC or designee will coordinate the orderly evacuation of the facility with other staff members.

➢ If able to be done safely, the EC or designee will coordinate staff members to check on areas that could have a potential for danger, such as elevators, particularly dark areas, etc...

➢ Staff members will evaluate their work areas for hazards created by the power outage. If it is safe to do so, secure hazardous materials and shut down hazardous processes, take actions to preserve human and animal safety and health, and take actions to preserve research.

➢ Staff members will turn off and/or unplug non-essential electrical equipment, computer equipment and appliances. Keep refrigerators and freezers closed throughout the outage to help keep them cool.

If it is determined that the power outage may be for a considerable period of time, the EC may decide to close the building. Follow building closure procedures and notify department heads and University administrators.
Phone Outage

During:

1. Contact: Campus ERT at X44444 or 440-964-4444 or use Walkie Talkie *

2. The EC will attempt to notify staff members that the University telephone system is down in the facility and that if they need to report an emergency student, staff and visitors will need to use cellular telephones

3. Staff members will utilize cellular devices or University portable radios for communication until the outage is repaired

4. Once the outage is repaired, the EC or designee will relay the message to staff members inside the facility

After:
Please notify the appropriate department heads

Walkie Talkie's are located in the following locations:

Main Hall
- Student Services

Robert S. Morrison Hall
- East/West Reception Desks

Library
- Circulation Desk

Bookstore Building
- Bookstore Customer Service Desk
Severe Weather

Thunderstorms and Lightning

All thunderstorms produce lightning and are dangerous. Other hazards associated with thunderstorms include tornadoes, strong winds, hail and flash flooding.

Severe Thunderstorm Watch:

The National Weather Service issues a severe thunderstorm watch when severe thunderstorms are likely to occur.

Severe Thunderstorm Warning:

The National Weather Service issues a severe thunderstorm warning when there is imminent danger to life and property of those in the path of a storm.

During a Thunderstorm warning:

➢ If the building has the bathing facilities, staff members should warn occupants and students to avoid showering or bathing as metal bathroom plumbing and fixtures can conduct electricity causing shock or electrocution

➢ Staff members should cease activities in the classroom if the equipment being used or activity could be harmful to participants if the building was struck by lightning

➢ Use a corded phone only for emergencies; cordless and cellular telephones are safe to use

➢ Staff members should unplug appliances and other electrical items such as computers, stereos, televisions and air conditioners; power surges can cause serious damage

Tornadoes

Tornado Watch:

The National Weather Service issues a tornado watch when weather conditions indicate that a tornado is possible.

Tornado Warning:

The National Weather Service issues a tornado warning when a tornado has been sighted or indicated by weather radar.
During a Tornado warning:

➢ Upon notification of a tornado warning (Tornado Sirens), staff members should help coordinate building occupants to tornado shelter areas. Signs on the walls will help direct people to these areas.

➢ People may also go to a pre-designated safe room, or to the center of an interior room on the lowest level (closet, interior hallway)

➢ Staff members should notify building occupants to stay away from corners, windows, doors and outside walls

➢ Sirens are sounded for 9 minutes. If the hazardous condition still exists after 20 minutes, the sirens are activated for another 9 minutes. This will continue until the hazardous condition is over

Do not call the police for verification of the emergency indicated by the siren. They will be busy dealing the emergency calls for service. Use the radio, smartphones and the internet to keep appraised of the weather and possible actions staff members may have to take.

Contact ERT Member, if possible:

X 44444 or 440-964-4444

Seek Designated Shelter Area:

- 1st Floor of your building
- Hallways
- Restrooms
- Offices or Rooms Without Windows
- Locker Rooms (Main Hall)
- Lecture Hall (RSM Hall)
- Circulation Room (Library)
- Mail Room (Bookstore Bldg.)

Await further instructions from Authorities or ERT
Annexes

Evacuation

If in Main Hall – proceed in orderly manner to northeast section of Main Hall parking lot
If in Library, Bookstore Bldg., or RSM Hall – proceed in orderly manner to ball field across W. 13th St.

— Await further instructions from Authorities or ERT ...

if told “All Clear” – return in orderly manner to the buildings
If told “Campus Evacuation” — the Authorities will either allow use of vehicles via primary ogress aortas to exit Campus via Lake Rd. or W. 13th St., or direction will be given to proceed to off Campus rally points:
Main Hall evacuees to Elks Club on Lake Rd.
Library, Bookstore Bldg., RSM Hall evacuees to Ashtabula Arts Center on W. 13th St.

Facility Evacuation
A wide variety of emergencies may require a facility to be evacuated. These emergencies could include: fires, explosions, earthquakes, tornadoes, toxic material releases, civil disturbances and workplace violence. Staff members will have to respond differently but effectively to these different threats or hazards.

Factors that a staff member should consider when evacuating, but are not limited to:

➤ Type of threat or hazard
➤ Potential effects of a threat or hazard in the area
➤ Growth of a threat or hazard in the facility
➤ Location of threat or hazard
➤ Damage to facility

Unplanned Evacuation
An unplanned evacuation of the facility is when patrons leave the facility due to an emergency situation without prompting from staff members. This may include a fire alarm, explosion or facility damage.

Rapid Evacuation
A rapid evacuation of the facility is a planned evacuation by staff members. The evacuation is immediate and done as quickly as possible. Patrons will not be able to retrieve belongings and the facility will be left unsecured.
**Systematic Evacuation**

A systematic evacuation of the facility is a planned evacuation. An evacuation is necessary but allows faculty, staff and students to gather their belongings and allows staff to properly secure the facility.

Staff members will, to the best of their ability, help with the orderly evacuation of the facility. Faculty members must take responsibility for students in their classroom or office. While helping to evacuate a facility, staff members should consider:

- Promoting the use of stairwells; discouraging using the elevator
- Assisting persons with disabilities

Once a staff member exits the facility, they should meet-up with the other staff members at a predetermined location to coordinate further actions. The rally location is listed in the appendix. Once staff members have met, they must determine further actions and coordination of resources, such as:

- Having staff members secure the building by standing at entrance doors so that others may not enter
- Re-entry of the facility to secure critical areas or offices
- Possible evacuation of the area
- The relay of information, such as a student is trapped or unable to leave the facility
- Contact point for first responders
- Other possible needs or responsibilities not listed

**University Evacuation**

In the event that a University evacuation is required, staff members should consider that they will most likely experience issues such as traffic problems, the possibility of having to take alternate roads, and evacuation by foot. When possible and safe, staff members should help students and visitors with the evacuation process. Expect security officers or police to attempt to coordinate an orderly evacuation of the campus with limited resources. The evacuation process may encompass blocked roads, pushing vehicular traffic to unfamiliar routes and other police agency participation. One of the goals of a University evacuation is to get as many people as far away from campus as quickly as possible. The expectation from safety forces is that the general public will cooperate with taking alternate routes and unfamiliar roads in order to accomplish this goal. Once out of the area, evacuees would then have to figure out the route in getting to their new destination, i.e. home. This area provides many different roads and routes for people to reach their destination. Evacuees must comply with safety force’s directions so that they can evacuate an area considered to be in or soon to be in, an emergency condition.
Shelter-in-Place

Shelter-in-place is the use of a structure and its indoor atmosphere to temporarily separate individuals from a hazardous condition. It may entail closing doors, windows and vents, and/or taking immediate shelter in a readily accessible location. Generally, sheltering-in-place is only used for a short period of time, typically a few hours.

Choosing to take shelter is necessary in many emergencies. In the event of an emergency event such as the release of hazardous materials, chemical contaminants or acts of violence, a shelter-in-place order may be given. Taking appropriate shelter is critical, and the type of protection is specific to the emergency condition. It may require the building occupants to move to a lower or higher level, or stay in their current location. It may also require building occupants to close windows and doors, or turn off HVAC units. The length of time you are required to shelter may be short, such as during a tornado warning, or much longer, such as during a winter storm or a pandemic. It is important that you shelter-in-place until safety officials say it is safe to leave.

If a mass notification message is given ordering to shelter-in-place, University officials will provide you with the information that is needed for you to best decide what to do.

In the event that staff members, students and visitors need to seek shelter, staff members should:

- Follow orders from University safety officials or police and other first responders
- If designated and the emergency condition requires, report to a designated shelter-in-place location
- While relocating within the building, provide assistance as you deem reasonable to others
- Report any important information to police
- When applicable, assist with the closure of exterior openings as directed by University safety officials
- Assist with ensuring order is maintained with building occupants
- Lockdown of the facility based upon the emergency event
Lockdown

In the event of an emergency condition, securing a facility, room, or other shelter area by closing and securing entry ways may be required. This may include closing and securing exterior and/or interior windows & doors. A lockdown is used to protect occupants inside a building, room, or other shelter area from denying legal access to those outside of it. A lockdown may require you to barricade a doorway or use other A.L.I.C.E. taught techniques to protect yourself and others. A lockdown message would most likely only come from University safety officials. A lockdown differs from a shelter-in-place order in that most likely, occupants need to protect themselves from a human threat.

If a lockdown order is given, staff members should consider:

- If you have the ability and time, securing the facility
- Secure exterior windows
- Staff members should notify building occupants not to open doors or windows
- Staff members should not let people into the facility
  - Staff members are encouraged to use their discretion if they believe they need to let persons into the building that are in danger or in need of shelter
- If possible, staff members will assist with ensuring order is maintained by building occupants and that the integrity of the facility lockdown is not compromised
Media Relations and Information Sharing

To ensure that the University’s public response to an emergency is quick, accurate and responsible, the University Crisis Communications Response Team will coordinate the creation and dissemination of all messages with internal and external constituents relating to a declared crisis. The University Crisis Communications Response Team will be responsible for every aspect of communication, including information gathering, contact with media outlets and updates to the University website, in order to provide information that will protect the credibility of the institution and its leadership, and encourage accurate news coverage by having one authorized source of consistent information.

In the event of a large scale crisis, an incident involving the threat of injury, illness, and loss of property or services that jeopardizes the normal course of University operations, the Emergency Response Team in collaboration with the University Crisis Communications Response Team will establish the University’s position statement, agree upon what information is to be conveyed to the campus and public, and formulate the next steps in the ongoing crisis response. They will work in tandem to facilitate the dissemination of factual information.

In situations where there are media relations and information sharing concerns, you should contact:

Susan Stockar @ 440-964-4211
Lindsey Myers @ 440-964-4567
Jason Tirotta @ 440-964-4310

Or

Eric Mansfield 330-672-7972 (office) 216-313-8292 (cell), emansfie@kent.edu
Emily Vincent 330-672-8595 (office) 216-832-4491 (cell), evincen2@kent.edu
Considerations for Individuals with Disabilities

Staff members should be aware of occupants with disabilities utilizing their facilities and ensure that they are successfully evacuated or sheltered during an emergency. Appropriate measures and proper procedures should be followed to ensure a safe evacuation or sheltering of those with disabilities.

**Visually Impaired Persons**

- Tell the person the nature of the emergency
- Act as a "sighted guide" by offering an arm for guidance
- Tell the person where you are and where obstacles are located
- Upon reaching a safe location, orient the person to the location and ask if further assistance is needed

**Hearing Impaired Persons**

- Staff members should utilize alternate methods of communication to get the attention of persons with hearing impairment
- Use an effective method to inform the person how to take the appropriate actions
- If the type of emergency requires and if possible, assist the person with evacuation, sheltering-in-place and/or other emergency actions

**Individuals in Wheelchairs and other Non-Ambulatory Persons**

- If a person is unable to evacuate or shelter-in-place due to being non-ambulatory, staff members will assist the person to the best of their ability
- If the non-ambulatory person cannot be evacuated, the staff member should make every effort to shelter the person from the hazard or threat until first responders arrive
- Depending on the hazard, the staff member may choose to stay with the person or leave
  - If the staff member chooses to stay, they must contact first responders to notify them of the their location and the person’s condition
  - If the staff member chooses to leave, they must notify first responders of the location of the person(s) sheltered-in-place and their condition
- Staff members may also seek help from others to help the person to safety
If staff members meet at a rally point, staff members will communicate information about non-ambulatory people in the facility. Staff members will then decide the best course of action to take to protect those persons from danger.

Considerations when dealing with non-ambulatory people:
- Be aware that some people have minimal ability to move and lifting them may be dangerous to their well-being.
- Some individuals have very little upper trunk and neck strength.
- Frequently, non-ambulatory people have respiratory complications; remove them from smoke and vapors immediately.
- Some people who use wheelchairs may have electrical respirators; they should be given priority assistance, as their ability to breathe may be seriously in danger.

Appendix A

Emergency Contact Directory

IMPORTANT TELEPHONE NUMBERS

POLICE, FIRE, MEDICAL EMERGENCIES ................................................. 9-1-1
Campus ERT .................................................................................. X4444 or 440-964-4444
Campus Security Non-Emergency .............................................. 440-964-4227, 440-964-3322
Campus Escort Service .............................................................. 440-964-4227, 440-964-3322, 877-803-3023 (pager)
Counseling Services .................................................................... 440-964-4514
Ashland Police Department Non-Emergency .......................... 440-998-7172
Ashland Sheriff Department Non-Emergency ...................... 440-576-5046
Ashland Fire Department Non-Emergency .............................. 440-998-7192
Poison Control ........................................................................... 800-222-1222
Ohio Highway Patrol ................................................................. 440-969-1155
Appendix B

Emergency Responders

Emergency Coordinators:

Members of Campus ERT

Emergency Response Team:

Stephanie Brown  Main Hall 1st floor A-wing north door
Amanda Dolan  Main Hall 1st floor A-wing west doors
Avi Chanev  Main Hall 1st floor Atrium west doors
Lindsay Myers  Main Hall 1st floor B-wing east doors
Lori Lee  Main Hall 1st floor C-wing south doors
Mike Ball  Main Hall 2nd floor A-wing
Kevin Acierno  Main Hall 2nd floor C-wing
Amy Thomas  Library 1st floor
Carol Jones  Library 2nd floor
Theresa Hootman  HSB West Door
Becki Olmstead  HSB East Door
Gary Misich  HSB 2nd floor
Jodi Nieves  Bookstore Building
Kevin Deemer  Captain @ Northeast Corner Main Hall Parking Lot
Amy Thompson  Captain @ West 13th St. ball field
Jim Kracker  Building Systems & Automation
Dave Schultz  Coordinator

Rally Point #1

Main Hall- NE Corner of Main Hall Parking Lot
RSM/Library/Bookstore - Across West 13th Street at ball field

Rally Point #2

Main Hall- Elks Club (Lake Road)
RSM/Library/Bookstore - Ashtabula Arts Center (West 13th Street)
6.14 University Policy – Employment (6 – 01)

UNIVERSITY POLICY REGARDING EMPLOYMENT

(A) Policy statement. The vice president for human resources is responsible for the development, implementation, and enforcement of the employment policies and practices at Kent state university, as delegated by the president. The vice president may delegate to the appropriate staff the authority to assist in the execution of these responsibilities.

(B) Employee code of conduct. Every employee of Kent state university is required to comply with the policies and guidelines established for employees, as well as applicable local, state, and federal laws. Therefore, the following are expected of each individual employee:

(1) To maintain a professional demeanor. Each Kent state university employee will exhibit a high degree of maturity and self-respect and foster an appreciation for other cultures, one's own cultural background, as well as the cultural matrix from which Kent state university exists. Also, each will adhere to the lawful instructions and orders of their supervisors and other university officials who are performing duties within their official capacities.

(2) To respect the dignity and well being of others. Each employee of Kent state university will demonstrate respect for all campus and external community members. Therefore, to purposely threaten, accost, demean, or to engage in gender, sexual or religious harassment, use vile, obscene or abusive language or exhibit lewd behavior, to be under the influence of alcohol or a drug of abuse while performing employment responsibilities is prohibited. Also, to be involved in the possession, use, distribution of and sale of illegal drugs is strictly prohibited. Deadly weapons, unless authorized by law, are also strictly prohibited.

(3) To respect and safeguard the rights and property of others, and to better provide for the safety and security of each person, each employee of Kent state university will be subject to all applicable local, state and federal laws and to all applicable provisions listed as part of university policy register. Therefore, individuals found in violation of local, state, federal laws or university policies are subject to disciplinary action which could include dismissal from the university.
(4) To prohibit discrimination, while respecting the differences in people, ideas, and opinions. Each employee of Kent State University will support equal rights and opportunities for all.

(5) To practice personal and professional integrity, and to discourage all forms of dishonesty, deceit, and noncompliance to the code of conduct.

Policy Effective Date: Mar. 01, 2015
Policy Prior Effective Dates: 2009/02/25

6.15 University Policy – Unlawful Discrimination & Harassment (5 - 16)

(A) Policy.

(1) This policy sets forth the expectations and responsibilities for maintaining an educational and employment environment free of unlawful discrimination and harassment. This policy, (in accordance with rule 3342-6-02 of the Administrative Code, as well as state and federal law), prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran. Harassment directed toward an individual or a group, through any means, including electronic, and based on any of these categories is a form of unlawful discrimination. The university encourages an atmosphere in which the diversity of its members is understood and appreciated, free of discrimination and harassment based on the above categories. Thus, all members of the university are expected to join in creating a positive atmosphere in which individuals can learn and work in an environment that is respectful and supportive of the dignity of all individuals.

(2) It is the policy of the university to:

(a) Apply the federal and state definitions of unlawful discrimination and harassment in implementing this policy.

(b) Communicate that unlawful discrimination and harassment are unacceptable and will not be tolerated.

(c) Educate the university community regarding individual rights with regard to unlawful discrimination and harassment.

(d) Investigate alleged incidents that are reported in an appropriate and timely manner.

(3) This policy is intended to promote the university's commitment to equal opportunity and diversity. It is not intended to censor first amendment rights to express ideas and
opinions on any topic provided that expression is not in the form of unlawful discrimination or harassment.

(4) In accordance with all applicable state and federal laws including, but not limited to, the Civil Rights Act of 1964 and its amendments, this policy shall apply to all university programs and services including, but not limited to, the following: recruiting, admission, access to programs, financial aid, classroom instruction, academic progress/grading, and social, recreational and health programs.

(5) In accordance with all applicable state and federal laws including, but not limited to, Title VII of the Civil Rights Act in employment this policy shall apply to, but not necessarily be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training.

(6) The "office of equal opportunity/affirmative action", or "EO/AA", is the university department responsible for administering this policy. The office is located within the division of human resources.

(7) Kent state university prohibits retaliation against any individual who makes a complaint of unlawful harassment. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be subject to retaliation. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately reported to the equal opportunity/affirmative action office.

(B) Eligibility. All students, faculty, staff, independent contractors, guests, visitors, applicants, and university recognized student organizations.

(C) Definitions.

(1) Protected category. Kent state university defines a protected category to include race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, and identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.

(2) Unlawful discrimination. An intentional or unintentional act that adversely treats or impacts an individual in a protected category in employment, or in academic or non-academic decision making based on the protected category.

(3) Unlawful harassment. Includes intimidation, ridicule or insults that are sufficiently severe, pervasive or persistent as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the University;
creates an intimidating, hostile or offensive working and/or learning environment; or otherwise adversely affects an individual's work or learning opportunities, and is based on an individual's race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran.

(4) Hostile environment. An hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent, or pervasive so as to interfere with or limit the ability of an individual to participate in or benefit from the university's academic, student, residential, or employment programs or activities and is based on a protected class.

(5) Unlawful conduct. Unlawful verbal or physical conduct may include, but is not limited to, comments focused on physical features, taunts, epithets/slurs, defacing property and/or items that demonstrate hostility to a person's protected class.

(6) Race/color/national origin/ancestry unlawful discrimination and harassment.

(a) Race and color. State and federal law prohibit discrimination on the basis of race or color. Race or color discrimination is defined as unlawful treatment of an individual based on characteristics associated with race.

(b) Racial harassment is defined as any verbal or physical behavior or conduct that has the purpose or effect of:

(i) Creating an intimidating, hostile, or offensive employment, educational or university living environment;

(ii) Interfering with an individual's or group's educational experience, employment, university living environment, personal safety or participation in university sponsored activity; or

(iii) Threatening an individual's or multiple individual's employment or academic opportunities.

(c) National origin/ancestry. National origin or ancestry discrimination is defined as unlawful treatment of an individual based on birthplace, ancestry, culture, or linguistic characteristics common to a specific ethnic group or national origin.

(7) Gender discrimination and harassment

(a) Gender. State and federal law prohibits unlawful discrimination based on gender or sex. Both men and women are protected from discrimination. Gender discrimination
includes, but is not limited to, discrimination based on pregnancy, childbirth and disability due to pregnancy, non-conformance to gender stereotypes, and discrimination based on gender identity, including transgender identity.

(b) Sexual harassment. Sexual harassment is defined as:

(i) Unfavorable or unwelcome treatment; and

(ii) Made without consent; and

(iii) Is severe or pervasive; and

(iv) Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance; or

(v) Creates an intimidating, hostile, or offensive working, academic, or university environment.

(vi) Sexual harassment includes sexual exploitation and sexual misconduct, and is further defined in rule 3342-5-16.2 of the Administrative Code.

(8) Religious discrimination and harassment. State and federal law prohibits unlawful discrimination on the basis of religion, and requires reasonable accommodation for religious practices, unless to do so would cause "undue hardship" on the conduct of business. Religion is broadly defined to include all aspects of religious observance, practice and belief.

(a) The religious beliefs must be sincere to the person seeking protection.

(b) Conduct including, but not limited to, insistence, either implicitly or explicitly, that an individual participate in or not participate in religious activities or hold or not hold particular religious views, may constitute religious harassment.

(9) Disability discrimination and harassment

(a) The Americans with Disabilities Act as Amended (ADAA), sections 503 and 504 of the Rehabilitation Act, and Chapter 4112 of the Revised Code prohibit unlawful discrimination against individuals with disabilities. This includes individuals who:

(i) Have a physical or mental impairment that substantially limits one or more of his/her major life activities;

(ii) Have a record of such an impairment; or
(iii) Are regarded as having such an impairment.

(b) Federal law requires making reasonable accommodations to the known physical or mental limitations of a qualified individual with a disability unless to do so would cause an undue hardship on the operation of the business.

(10) Age Discrimination and harassment

The Age Discrimination in Employment Act of 1967, as well as Chapter 4112, of the Revised Code, prohibits unlawful discrimination on the basis of age with respect to individuals who are at least forty years of age.

(11) Sexual Orientation discrimination and harassment

(a) Kent state university policy prohibits unlawful discrimination based on sexual orientation. This includes gay, lesbian, and bisexual individuals.

(b) Sexual orientation harassment is defined as any verbal or physical behavior or conduct that has the purpose or effect of:

(i) Creating an intimidating, hostile, or offensive employment, educational or university-based living environment;

(ii) Interfering with an individual's or multiple individual's employment or academic opportunities.

(iii) Limiting an individual's access to employment, admission, academic success, or university activities and facilities because of the individual's sexual orientation.

(12) Veterans

The Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits unlawful discrimination and requires affirmative action in all employment practices for special disabled veterans and Vietnam era veterans.

(13) Military status.

Federal and state law prohibits unlawful discrimination on the basis of military status in employment decisions. Military status includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time national guard duty and performances of duty or training by a member of the Ohio organized militia.

(14) Genetic information
Title II of the Genetic Information Nondiscrimination Act of 2008, (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers’ acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

(D) Implementation

(1) The office of equal opportunity/affirmative action and/or the Title IX coordinator (when applicable) is responsible for administering this policy.

(2) To determine the most appropriate complaint and resolution process, anyone who believes that unlawful harassment or discrimination has occurred may contact their immediate supervisor and/or one of the following university offices: the office of equal opportunity/affirmative action, employee relations, dean of students, student ombuds, the student multicultural center, the division of diversity, equity and inclusion, the women’s center, the Title IX coordinator or deputy coordinators, or an appropriate university employee. Anyone who feels physically threatened or has been physically harmed should immediately contact the appropriate law enforcement agency. All offices receiving complaints must notify the office of equal opportunity/affirmative action, or when applicable, the Title IX coordinator or a deputy coordinator, per rules 3342-5-16.1 and 3342-5-16.2 of the Administrative Code.

(3) A violation of this policy should be reported as soon as possible after an incident occurs so appropriate action can be taken according to university policy.

(4) The confidentiality of all parties will be honored to the extent legally protected and which provides for an appropriate investigation. Persons seeking information or guidance concerning potential discrimination or harassment allegations are advised that the university may take action once it is informed of an allegation whether or not the person wants to pursue a complaint. However, Title IX of the Education Amendments of 1972 requires the university investigate all allegations of gender discrimination, sexual harassment, and sexual misconduct. The administrative investigation, addressed in rule 3342-5-16.2 of the Administrative Code, is separate from any other investigations, including investigations by law enforcement.

(E) Violations.
(1) It is a violation of this policy and federal and state laws for anyone to engage in unlawful discrimination and/or harassment as defined in paragraph (C) of this rule.

(2) The university is committed to eliminating unlawful discrimination and harassment, wherever they occur in the university community, by taking corrective action as a result of violations of this policy. Violations may lead to disciplinary action which may include separation from the university.

(3) Retaliation against persons who file complaints or cooperate with the investigation of a complaint of discrimination or harassment is a violation of this policy as well as the law, and is strictly prohibited. Overt or covert acts of reprisal, interference, restraint, penalty or intimidation against any person for exercising rights under this policy will be subject to appropriate and prompt disciplinary and remedial action.

(4) If the office of equal opportunity/affirmative action determines that a complainant intentionally falsely accused another of harassment, appropriate sanctions will be recommended against the complainant.

(F) Sanctions.

If it is found that an individual's conduct violates this policy, sanctions will be recommended. Action may include, but is not limited to, counseling, training, oral or written warning, no-contact orders, transfer, suspension, termination or expulsion. The degree of action may be determined based on the intent and outcome of the behavior. Sanctions shall be based on the nature and severity of the offense and the extent of the findings. Any processes and sanctions will be in accordance with the provisions of the appropriate collective bargaining agreement, student conduct code, employee disciplinary procedure, or other appropriate university policy, and will be provided in writing to both the respondent and complainant.

(G) Responsibilities.

(1) The office of equal opportunity/affirmative action, or the Title IX coordinator or deputy coordinators (when applicable) are responsible for administering this policy.

(2) It is expected that all members of the university community share the responsibility for non-discrimination and harassment prevention and report all instances of discrimination or harassment (rules 3342-5-16.1 and 3342-5-16.2 of the Administrative Code).

Policy Effective Date: Mar. 01, 2015
6.16 Administrative Policy and Procedures Regarding Complaints of Unlawful Discrimination and Harassment With the Exception of Gender-Based (5-16.1)

(A) Policy statement.

(1) It is the policy of the university to provide a mechanism for achieving equitable and expedient resolution to complaints of unlawful discrimination and harassment based on protected categories: race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran. It is a violation of university policy, and federal and state laws for anyone to engage in unlawful discrimination/harassment, as defined by rule 3342-5-16 of the Administrative Code. The university is committed to eliminating unlawful discrimination and harassment, wherever they occur in the university community, by investigating, and when appropriate, taking corrective action as a result of violations of this policy. Violations may lead to disciplinary action, which may include separation from the university.

(a) Retaliation. Retaliation against a person filing a complaint or against others participating in an investigation is prohibited, per rule 3342-5-16 of the Administrative Code.

(b) Complaints are to be made in good faith. If the office of equal opportunity/affirmative action determines that a complainant knowingly falsely accused another of harassment, appropriate sanctions will be recommended against the complainant.

(B) Eligibility. All students, faculty, staff, independent contractors, guests, visitors, applicants, and university recognized student organizations.

(C) Definitions.

(1) The “office of equal opportunity/affirmative action”, or “EO/AA”, is the university department responsible for administering this policy. The office is located within the division of human resources.

(2) A “complaint” of unlawful discrimination/harassment is defined as an allegation of a violation of university policy, “University policy regarding unlawful discrimination and harassment,” rule 3342-5-16 of the Administrative Code.

(3) A “complainant” is defined as any individual who has initiated a complaint for administrative investigation. A university department may also serve as a complainant on behalf of individual(s) or a protected class.

(4) A “respondent” is defined as any individual and/or unit or department who has been accused of unlawful harassment/discrimination.

(5) An “investigator” is an office of equal opportunity/affirmative action staff member and/or facilitator who conducts the investigation.

(6) An “affirmative action facilitator” is a liaison between the administrative unit and office of equal opportunity/affirmative action.
(D) Implementation.

(1) Where to file. Generally, complaints of alleged violations of this policy must be reported to the office of equal opportunity/affirmative action or a designated facilitator.

(a) However, because of the nature of certain offenses and specific regulation under Title IX of the Educational Amendments of 1972, complaints regarding gender discrimination, gender and sexual harassment, and sexual misconduct by staff, students, and visitors will be investigated in accordance with rule 3342-5-16.2 of the Administrative Code.

(b) In the event a complainant files a complaint for unlawful discrimination or harassment based upon multiple protected classes that includes one of the offense specified in paragraph (D)(1)(a) of this rule, the complaint will investigated in accordance with both this rule and rule 3342-5-16.2 of the Administrative Code. The results of both will be included in the findings issued pursuant to paragraph (E) of this rule.

(c) The office of equal opportunity/affirmative action may initiate an investigation without a specific complainant if it is made aware of allegations, or has reason to believe, that rule 3342-5-16 of the Administrative Code has been violated.

(2) Time periods to file. Complaints must be reported to the office of equal opportunity/affirmative action within thirty business days of the alleged act or discovery of the alleged act, with the exception of complaints regarding gender discrimination, gender and sexual harassment, and sexual misconduct which must be submitted to the Title IX coordinator/deputy coordinator in accordance with rule 3342.5-16.2 of the Administrative Code.

(3) Right to file with external agencies. A complainant also has the right to file a complaint against the university with external agencies including the Ohio civil rights commission (employees alleging discrimination; students alleging disability discrimination) within one hundred eighty days, the equal employment opportunity commission (employees alleging discrimination) within three hundred days, and the department of education office for civil rights (employees and students alleging discrimination) within one hundred eighty days. The timeline is based on the alleged act or the discovery of the alleged act. However, it is recommended that the complainant first exhaust these internal complaint procedures described in this policy.

(4) Confidentiality. The university will make every reasonable effort to honor the confidentiality and privacy of all parties involved to the extent legally allowed in accordance with FERPA, the Ohio Public Records Law and other applicable laws.

(5) Timely cooperation is expected of all involved parties throughout the complaint process. All parties are expected to be respectful of one another’s privacy and to discuss the case, only with those who have a need to know.

For employees, reasonable administrative time-off shall be permitted for a complainant, respondent, and fellow employees who are asked to participate in and attend an investigation session. The employee(s) shall notify their supervisor in writing as early as possible. The supervisor will comply with the employee’s request but shall maintain the right to establish a reasonable time to schedule a meeting during the work day. The office of equal opportunity/affirmative action, as well as other units involved in the complaint process, will document the date(s) and time(s) of such meetings.

(E) Complaint procedures. It is important to process a complaint as expeditiously as possible. The number of business days indicated below at each level shall be the intended timeline. The time specified,
however, may be extended by written notice from the investigator to the complainant and respondent. In all cases, a person who (1) reports or complains, (2) participates in an inquiry or investigation, or (3) is accused may be accompanied by an individual of their choice who shall be permitted to attend, but not participate in the proceedings. Respondents represented by legal counsel are to advise the office of equal opportunity/affirmative action in advance of the meeting. Legal counsel may advise their client, but may not participate in the meeting.

(1) Informal resolution/pre-complaint counseling procedure.

(a) The complainant must contact the office of equal opportunity/affirmative action and express a desire to file a complaint with the office. The preferable method is to provide the complaint in writing. The complaint should specify the conduct at issue and the protected class(es) on which the alleged discrimination is believed to be based. A complaint form is available on the office of equal opportunity/affirmative action website.

(b) The office of equal opportunity/affirmative action and/or the area affirmative action facilitator is available to provide information, guidance, and direction to resolve complaints. A complainant shall be provided an opportunity to discuss their complaint and determine if the complaint falls within the scope of the university policy regarding nondiscrimination, rule 3342-5-16 of the Administrative Code.

(c) Informal resolution may first be attempted by a complainant at the unit level by contacting the appropriate supervisor or administrator over the academic unit, residence hall, or administrative office.

(d) If the supervisor or administrator is the alleged harasser, the complainant may attempt resolution with the next level of supervision or contact the office of equal opportunity/affirmative action.

(e) A complainant has the right to report the complaint and pursue informal resolution directly through the office of equal opportunity/affirmative action.

(f) If informal resolution is not reached, complainants may initiate a formal complaint through the appropriate administrative unit and process, which may include the office of equal opportunity/affirmative action or the office of student conduct. Refer to chapter 4 of the policy register for student conduct procedures.

(g) The complainant at all times has the right to concurrently file a report with the university police or appropriate law enforcement agency, and/or utilize additional university policies and processes; for example, the student academic and nonacademic grievance procedures, or the student conduct procedure. If the complainant decides to utilize additional university resources, each process will operate in accordance with its own procedures, separate from the procedure provided in this policy.

(h) The informal resolution process shall be completed within sixty calendar days.

(2) Formal discrimination complaint.

(a) If informal resolution is not reached, or not attempted, the complainant(s) may initiate a formal complaint by notifying the office of equal opportunity/affirmative action of their intent to do so, preferably by submitting the “internal complaint of discrimination form” available through the office of equal opportunity/affirmative action.
Anonymous and indirect reports will be reviewed to determine if enough credible information has been provided to substantiate a complaint. If it is determined that an investigation is appropriate, the office of equal opportunity/affirmative action may initiate an investigation without a specific complainant.

(b) The office of equal opportunity/affirmative action shall notify in writing the appropriate administrative party of the written complaint and the respondent within ten business days from the date of the filing of the complaint.

(i) If a supervisor or administrator is named in the complaint, resolution will be attempted with the next level of supervision or administration.

(ii) The office of equal opportunity/affirmative action shall notify the respondent of the complaint, provide the respondent with a copy of the complaint, and inform them of the right to present their case during the investigation. The respondent shall be given ten business days to provide a statement in response to the complaint.

(iii) Both the complainant and the respondent have the right to be accompanied and advised by an advocate during the complaint process. If the complainant or respondent wishes to exercise this option, they are to provide notice to the office of equal opportunity/affirmative action prior to the scheduled meeting informing the office who they will be accompanied by.

(c) The office of equal opportunity/affirmative action and/or designated facilitator shall have sixty calendar days to investigate the complaint. During this period, and with the consent of both the complainant and respondent, the office of equal opportunity/affirmative action may suspend the investigation in order to initiate and implement a problem resolution strategy. If additional time is needed to complete the investigation, both parties will be notified.

(d) Completion of investigation – employee, university department, or student organization as respondent:

(i) Upon completion of the investigation, the office of equal opportunity/affirmative action will provide the appropriate administrators, the respondent, and the complainant with a written summary of the investigation findings. If a violation of the university discrimination policy is found, the summary will include proposed recommendations to resolve the complaint. The recommendations should include corrective, remedial, and/or preventative action.

(ii) The office of equal opportunity/affirmative action’s written summary will serve as the university’s administrative disposition of the complaint. It is the appropriate administrative unit’s responsibility to accept the proposed recommendations or suggest modifications in conjunction with the office of equal opportunity/affirmative action. The resolution will be documented by the office of equal opportunity/affirmative action and submitted to the vice president of human resources. Such terms of the agreement may then be subject to review by the responding department’s vice president. However, a vice president may review and initiate proposed recommendations at any time during the process.

(iii) The responding department shall, in a timely fashion, advise the office of equal opportunity/affirmative action what sanctions will be implemented and report on the progress of implementing the sanctions.

(e) Completion of investigation – student as respondent:

(i) If the respondent is a student, a formal complaint will initiate an investigation as described above and result in a student conduct hearing. This process is contained in the code of student conduct.
(ii) The complainant and accused will be given equal and timely access to information that will be considered by the hearing panel in making its decision.

(iii) Both the complainant and accused may bring a person of their choosing to accompany them through the disciplinary process. This person may attend the hearing, but may not participate.

(iv) Both the complainant and accused may bring witnesses to provide information during the hearing. The findings of the office of equal opportunity/affirmative action’s investigation will be shared verbally at the hearing. Both parties, as well as the hearing panel, will be able to ask questions of the investigator to clarify the investigation and its results.

(v) The hearing panel will use a preponderance of the evidence standard in making its determination (i.e. it is more likely than not that the offense occurred, based on the evidence presented.)

(vi) The outcome of the hearing, including sanctions if an accused student is found responsible, will be provided in writing to both the accused student and the complainant.

(vii) Sanctions may include, but are not limited to: warning, probation, campus access restrictions, counseling referral, reflection assignment, monetary penalty (two hundred dollars maximum), no contact order, suspension, dismissal, or other as deemed appropriate.

(f) If the accused is not a current student, current employee, university department, or student organization, a determination proceeding may be held pursuant to rule 3342-5-12.7 of the Administrative Code. A decision will be made and shared with the complainant and accused, in writing, within five (5) business days of the completion of the proceeding. Sanctions may include restrictions on the accused’s ability to visit campus, including an order that they are no longer permitted on campus, in accordance with rule 3342-5-12.7 of the Administrative Code.

(3) Appeal process.

(a) Appeal process - employee, university department, or student organization as respondent:

(i) An appeal of the disposition findings may be initiated by submitting a written request to the office of equal opportunity/affirmative action within seven (7) calendar days upon receipt of the findings.

(ii) Upon receipt of the appeal, the office of equal opportunity/affirmative action shall notify the appropriate administrative party. The other party shall be notified, provided a copy of the appeal and given an opportunity to respond in writing.

(iii) The office of equal opportunity/affirmative action shall have ten (10) business days to review the appeal and any appropriate documentation.

(iv) Upon completion of the appeal review, the office of equal opportunity/affirmative action will provide the appropriate administrators, the respondent, and the complainant with a written summary of the appeal determination. If a violation of the university discrimination policy is found, the summary will include a proposed recommendation to resolve the complaint. The recommendation should include corrective, remedial, and/or preventative action.

(v) The office of equal opportunity/affirmative action’s written appeal determination will serve as the university’s administrative disposition of the complaint. It is the appropriate administrative unit’s responsibility to accept the proposed recommendations or suggest modifications in conjunction with the
With the completion of the appeal determination, the internal complaint appeal procedures are exhausted.

(b) Appeal process – student respondent. If the respondent is a student, and a student conduct hearing has been held, the decision may be appealed within seven (7) days by either the complainant or the accused in accordance with the student conduct appeals procedure contained in the code of student conduct.

(c) Appeal process – visitor respondent. If the accused is not a current student, current employee, or university department, a request for review of the determination proceeding decision may be made to vice president of enrollment management and student affairs, or their designee, in accordance with rule 3342-5-12.7 of the Administrative Code. A final decision will be made and shared with the complainant and accused, in writing, within thirty days of receipt of the request for review.

(F) Recommended actions and sanctions. If it is found that an employee’s, university department’s, or student organization’s conduct violates the university policy, action will be recommended by the investigator to the appropriate supervising department. Actions and sanctions may include, but are not limited to, counseling, training, oral or written warning, no contact orders, transfer, activity limitations, campus access restriction, removal of recognition, suspension, termination, or expulsion. The degree of action may be determined based on the intent and outcome of the behavior. Sanctions shall be based on the nature and severity of the offense and the extent of the findings. The university will ensure that all parties are afforded due process in its complaint handling. Any sanctions will be in accordance with the provisions of the appropriate collective bargaining agreement, employee disciplinary procedure, or other appropriate university policy, and will be provided in writing to both the respondent and complainant.

(G) Responsibilities.

(1) The office of equal opportunity/affirmative action is responsible for administering this policy.

(2) All members of the university community share the responsibility for reporting instances of discrimination or harassment.

(3) The office of equal opportunity/affirmative action facilitators are responsible for complaint intake and providing information, guidance, and direction in utilizing the complaint procedure at the regional campuses.

(4) Managers are responsible for providing information, guidance, disseminating policy, advising appropriately, and complying with timely investigative procedures.

(H) The appropriate vice president, or their designee, may, on their own initiative, utilize an expedited resolution process with regard to any aspect of the complaint including any proposed recommendations with the offices of the appropriate vice presidents and/or president. This process in so far as practicable, should take no longer than twenty business days from filing.

(I) Retaliation. Kent state university prohibits retaliation against any individual who makes a participates in a complaint of unlawful harassment, pursuant to rule 3342-5-16 of the Administrative Code.

Policy Effective Date:

Policy Manual RTT Program 2016.docx
Version 2
Mar. 01, 2015
Policy Prior Effective Dates:
6.17 Internal Complaint of Discrimination Form

☐ INFORMAL - Pre-complaint counseling/guidance/informal resolution/mediation
☐ LEVEL I - Formal complaint Investigation conducted by Office of EOAA/AA Facilitator
☐ LEVEL II - Appeal to Level I Investigation-Investigation conducted by Director of Compliance

KENT STATE UNIVERSITY
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION
COMPLAINT FORM

Please print legibly.

COMPLAINANT’S NAME: ____________________________

(TITLE: ____________________________ (Last Name) (First Name) BANNER ID: (ML)

DEPARTMENT: ____________________________

CAMPUS LOCATION: ____________________________

HOME ADDRESS, CITY, STATE & ZIP: ____________________________

OFFICE PHONE NUMBER: ____________________________ HOME PHONE NUMBER: ( ) - ____________________________

EMAIL: ____________________________ CELL PHONE NUMBER: ( ) - ____________________________

COMPLAINANT’S STATUS AT THE UNIVERSITY (Place an “X” in the appropriate box.)

☐ Student ☐ Classified ☐ Unclassified ☐ Faculty ☐ Current ☐ Terminated ☐ Applicant for Employment

Employee Employee

PROTECTED CLASS (Place an “X” in the appropriate box(s) which indicates the basis of your alleged discrimination)

☐ Age (40 yrs. old or older) ☐ Race ☐ Disabled Veteran ☐ Military Status

☐ National Origin ☐ Religion ☐ Disability

☐ Vietnam Era Veteran ☐ Gender ☐ Color

☐ Sexual Orientation ☐ Sexual Harassment ☐ Genetic Information (GINA)

ALLEGED DISCRIMINATORY ACTION AREA (Place an “X” in the appropriate box(s) which best identify the area(s) which you perceive are applicable to your complaint.)

☐ Recruitment ☐ Retaliation ☐ Hostile Environment ☐ Disciplinary Action

☐ Termination ☐ Training ☐ Terms & Conditions ☐ Harassment

☐ Pay ☐ Personal Evaluation ☐ Promotion / Demotion ☐ Failure to Accommodate

☐ Other (Please describe in the space provided below)
DESCRIPTION OF THE ALLEGED DISCRIMINATORY ACTION(S): Please use the following space to describe the discriminatory action which occurred. Be as precise as possible with regard to the names and titles/positions of the involved participants, names of witnesses, locations, times, and dates. Use an additional sheet of paper if necessary.

Who was involved (name & title/Offensive or discriminatory act that occurred) (Use additional plain paper if necessary)


When did it happen (date, one-time occurrence or recurring)?

Where did it happen (location, bldg, room #)?

How did you react/respond?

Were there any witnesses? Yes No
If you answered "Yes", please indicate the name(s) of the witness(es):

Did you tell anyone about this? (Supervisor, Dean, Instructor, Student Ombuds or Department Chair) Yes No
If you answered "Yes", please indicate the name(s) of those you told:

Do you have any physical evidence (i.e. emails, photos, letters, documents, text messages, Facebook/Twitter posts, etc.) of this claim? Yes No
If so, please provide any copies to the Office Equal Opportunity Affirmative Action (EOAA), 535 Loop Rd., Herst Hall, Kent OH 44242-0001.
Has your job or academic status been affected in any way as a result of this alleged incident and if so, please describe below:

______ Yes  ______ No

What proposed resolution and/or remedial action are you seeking:

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Note:
While the Equal Opportunity and Affirmative Action Office uses its best efforts to protect information you provide from disclosure, such information is subject to release under the following circumstances: request for public records, in response to charges filed with the Equal Employment Opportunity Commission (EEOC), the Ohio Civil Rights Commission (OCRC), Department of Education (DOE), Civil Rights section and other administrative agencies or complaints filed in state or federal court, whether filed by you or others.

I have read and understand the contents of this document. All statements and responses are accurate to the best of my knowledge and I declare that this complaint has been made in good faith.

COMPLAINANT SIGNATURE

ACKNOWLEDGED BY COMPLIANCE
DIRECTOR/AA COORDINATOR/
AA FACILITATOR

DATE ______________________ DATE ______________________

(Authorized signature required for processing by Office of EOAA)
6.18 A.L.I.C.E. Training

Public Safety

Training

A.L.I.C.E. Training

Public Safety, in partnership with the division of Human Resources, is conducting ALICE workshops. The 90 minute long A.L.I.C.E. sessions are designed to give participants insight and response options when encountering an active shooter. A.L.I.C.E. — Alert, Lockdown, Information, Counter and Evacuation — is crisis training created by two Texas law enforcement officers.

This highly effective and “common sense” training has been readily adopted by many educational law enforcement institutions in Ohio and throughout the United States. The training is open to everyone but we are encouraging faculty and staff to take the time to attend one of the sessions. Hopefully you will never have to use the information you will learn, but if a situation does arise in a classroom or in an office, you will have an idea of what you can do to increase your survivability.

To register for this workshop go to the KSU HR Online Registration site and search on "A.L.I.C.E." (make sure you include the periods after each letter).

Recognizing and Responding to Threatening Behavior

This 75 minute workshop is sponsored by the Public Safety office. It is taught by officers that are a part of the Kent State Crisis Intervention Team. It is designed to give participants insight and skills around recognizing and responding to unusual, disruptive or threatening behavior.

To register for this workshop go to the KSU HR Online Registration site and search on "threatening behavior".

6.19 University Policy – Nonacademic Grievance Procedure for Students (4 – 02.102)

(A) Purpose. The purpose of the general nonacademic grievance procedure for students is to ensure fair and equitable treatment for all students, eliminate unlawful discrimination and unwarranted dissatisfaction, and resolve problems that occur in the nonacademic area so that constructive educational and developmental relationships can be maintained. This policy does not apply to internal university processes and procedures that already have an established and written grievance or appeal process. However, this policy may be utilized when the student believes that such processes and/or procedures as written were not followed.

(B) Procedural standards.

(1) Level one. The immediate supervisor.

(a) The aggrieved student will bring the situation to the attention of the immediate supervisor of the aggrieving staff member within ten class days of its occurrence, explaining the nature of the problem and proposing a solution.
(b) After being verbally informed of the grievance, the supervisor will investigate and provide a solution or an explanation to the student within five days.
(c) In the event the supervisor fails to respond to the grievance within five class days or if the student is not satisfied with the response, the student may proceed to level two of the grievance process.

(2) Level two. The department/unit director.

(a) If the answer or settlement provided by the supervisor to the student does not resolve the grievance, the student will be allowed five class days to refer the problem in writing to the appropriate department/unit director.
(b) The student may also consult with the student ombuds to obtain advice in preparing the written presentation of the grievance.
(c) The department/unit director will provide a response to the student grievant within five class days of the department/unit director's receipt of the written presentation of the grievance.
(d) In the event the department/unit director fails to respond to the grievance within five days or if the student is not satisfied with the response, the student may proceed to level three of the grievance process.

(3) Level three. The vice president for enrollment management and student affairs.

(a) If the student grievant is dissatisfied with the solution provided by the department/unit director, the student will have an additional five class days to appeal the grievance in writing to the vice president for enrollment management and student affairs. Upon receipt of the written appeal, the vice president for enrollment management and student affairs will determine if levels one and two were appropriately followed and, if so, will:
(i) Seek further clarification of the grievance from the student
(ii) Seek further clarification of the grievance from the department/unit director.
(iii) If necessary, schedule a meeting among the student, the department/unit director, and the vice president for enrollment management and student affairs. The vice president for enrollment management and student affairs will record all proceedings of the meeting and may provide participants with a copy of the meeting summary upon request.
(b) If upon review under paragraph (B)(3)(a) of this rule, the vice president for enrollment management and student affairs determines that levels one and two were not appropriately followed, the vice president for enrollment management and student affairs may remand the matter back to the appropriate level to ensure the correct process is followed.

(4) After careful consideration of all relevant facts and consultation with the appropriate vice president if the grievance involves a department/unit in a division other than enrollment management and student affairs, but within five days of the conclusion of the steps provided for in paragraphs (B)(3)(a)(i) to (B)(3)(a)(iii) of this rule, the vice president for enrollment management and student affairs will render a final and binding decision in writing to the student and department/unit director.

Policy Effective Date: Mar. 01, 2015
6.20 University Policy – Grievances of Nonteaching Unclassified and Unrepresented Classified Staff (6 – 01.1)

(A) Purpose. The purpose of this policy is to secure equitable solutions as quickly as possible to complaints that may arise relative to the working conditions of university employees. Members of the faculty have other grievance resolution machinery available and are excluded from this policy.

(B) Definitions.

(1) Employee. For the purposes of this policy, the term "employees" is defined as unclassified administrative and professional staff members and unrepresented classified civil service appointees.

(2) Grievance. A "grievance" is defined as a claimed violation of a specified university regulation, policy, or procedure. Generally, it is expected that a grievance can be resolved at the point at which it arises. This means that the aggrieved employee and his immediate supervisor should attempt to settle the issue, with the right to appeal to a higher level exercised only after it is determined that mutual satisfaction cannot be reached. Consequently, every effort should be made to settle the grievance on the spot, on its merits, and with minimal delay.

(C) Eligibility. This policy may be utilized by nonteaching unclassified and unrepresented classified staff. Under the Revised Code, certain classified civil service employees may appeal certain actions of the appointing authority to the state personnel board of review. Included are such matters as job abolishment, reduction in pay or position, layoff, suspensions in excess of three working days, discharge, and job classification. Actions which may be appealed to the state personnel board of review are not subject to appeal under this grievance procedure. If, however, an appeal is filed in a timely manner and that board denies jurisdiction, a grievance may be initiated at step three of this local grievance procedure.

(D) Implementation.

(1) General.

(a) It is the right of every employee to use the prescribed grievance machinery without fear of reprisal. The manager of employee relations is available to render guidance and assistance concerning the grievance procedure to be followed.

(b) It is the policy of the university to afford its employees the right to have assistance from a fellow employee in attempting to settle a grievance with a supervisor or department head after the employee and his or her supervisor have failed to reach a satisfactory solution in their initial discussion.

(c) It is further the policy of the university to recognize the right of the employee to have additional representation at conference held at the personnel office level and above.

(d) Reasonable administrative time-off shall be permitted for aggrieved employees of the university and fellow employees who assist in presenting a grievance.

(2) Time limits.

(a) It is important that complaints and grievances be processed as quickly as possible at each administrative level. The number of days indicated herein at each level shall be considered the maximum. Every effort should be made to expedite the process and to render a decision as quickly as possible. The time limits specified may, however, be extended by agreement between the university and the employee. A grievance will be acted upon provided the employee submits it in writing within ten working days of the occurrence or discovery of the complaint or grievance.
(b) The phrase “working days” as used in this policy means days exclusive of holidays and days the employee may be on authorized vacation, sick leave, or absence.

(c) Failure of the grievant to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance and shall bar further action or appeal. Failure of the university to render a decision on a grievance within the specified time limits shall permit its appeal by the grievant to the next step.

(E) Procedural steps.

(1) Employee and immediate supervisor.

(a) The aggrieved employee shall take the matter up with his or her immediate supervisor at the “earliest possible moment,” which is defined herein as not exceeding ten working days from the occurrence or discovery of the complaint or grievance.

(b) In the event the problem is not resolved at this informal level, the employee may prepare a formal written grievance, accurately stating the nature of the grievance and a suggested solution.

(c) The formal grievance as filed by the grievant shall be submitted on the university employee complaint form.

(d) The formal grievance should be signed and presented to the supervisor. This must be done within three working days after the final discussion with the supervisor.

(e) The supervisor shall promptly record the decision which he or she has rendered and sign the form as indicated. Copies of the grievance and the supervisor's decision shall be distributed within three working days in the manner indicated on the form.

(f) In organizational situations where the immediate supervisor and the department head are the same person, the grievance mechanism will begin with paragraph (E)(2) of this rule.

(2) Employee and department head.

(a) If the aggrieved employee is not satisfied with the decision of the immediate supervisor, the employee may, within five working days of such decision, file a written appeal with the department head.

(b) On receipt of the formal written appeal, the department head shall meet within five working days with the grievant to discuss the facts of the grievance in an effort to effect a settlement. After considering the facts presented, the department head shall give his or her decision in writing within three working days of the meeting.

(c) Should a group of employees within a department have a grievance, the department-head phase shall become the first step in the employee grievance procedure.

(d) In the event the grievant is employed in an administrative position at the department-head level or above (including academic chairpersons and directors), the grievance shall be presented to the grievant's immediate superior and is subject to appeal only to the next higher organizational level beyond that superior. Administrative grievances of this type are not subject to the step three and step four provisions of the procedure that provide for personnel department review and impartial arbitration.

(3) Employee and manager of employee relations.
(a) If the aggrieved employee is not satisfied with the decision of the department head, the employee may appeal the grievance to the manager of employee relations within five working days after receipt of the second-step decision. The manager of employee relations or designated representative will make an investigation of the complaint and, if necessary, hold a meeting with the employee and the employee's representative, if any. The manager of employee relations may determine that attendance of the supervisor, department head, or other management officials would be helpful in resolving the complaint. Upon completion of the investigation, the manager of employee relations will give the grievant a written decision.

(b) If a grievance is not appealed within ten working days after receipt of such decision, the grievance will be considered settled and will not be subject to further appeal and/or review.

This policy was previously numbered 3342-6-20.1.

Policy Effective Date: Mar. 01, 2015

6.21 University Policy – Student Complaints (8 – 01.4)

(A) Purpose. This administrative policy and procedures is established to provide an appropriate framework and method to resolve student complaints. This policy is specifically designed to maintain the integrity of the academic environment and to ensure that the rights of students in such matters are clearly ensured and protected. This policy also covers complaints arising from the student's relationship with the university as a student employee.

(B) General guidelines.

(1) During the campus complaint procedure and appeals process, the student may seek the counsel of the campus student complaint advisor to gain information, to clarify the process, and to facilitate communication.

(2) Some complaints may involve one or more policies which, because of either the nature of the complaint or the status of the complainant, may be related to university offices that have separate responsibilities for such policies. For example, an allegation of discrimination or sexual harassment could be reviewed separately by the office of affirmative action. Therefore, the student complaint may be filed simultaneously in more than one area.

(3) The campus student complaint advisor shall monitor the status of all complaints filed under this rule and the Administrative Code.

(C) Definition of terms.
(1) "Student" or means any person enrolled at the university in a course offered for credit.

(2) "Respondent" is defined as that person or persons named by the student in a written complaint.

(3) "Student complaint" is defined as a formal complaint of alleged violations of university policies and procedures including but not limited to academic, student employment, and administrative actions.

(4) "Complaint procedure" is defined as the process by which a student complaint is resolved.

(5) "Campus student complaint advisor"(complaint advisor) is defined as a faculty member or administrator appointed by the campus dean for a one-year term (renewable) beginning on or about the first day of July each year. The advisor will review student complaints and assist the parties in resolving them. This person is also responsible for expediting the complaint procedure, for convening and chairing the campus student complaint review committee as a non-voting member, and for maintaining all records in a confidential file.

(6) "Student complaint review committee" is defined as a standing committee of three faculty and two students appointed by the campus dean. Faculty appointments shall be made from nominations to the dean from the faculty council; student appointments shall be made from nominations from the student body (when applicable student nominations will come from student government officers). Appointments are made annually at the end of the spring semester, with terms beginning the first of July. The duties of the committee are to:

(a) Receive and review information from all parties involved.

(b) Identify possible solutions.

(c) Make recommendations to the campus dean.

(7) "Days" refers to weekdays during periods in which classes are conducted, excluding examination week.

(8) "Regular semester" refers to the fall and spring instructional terms.

(D) Procedure.
(1) All parties are encouraged to resolve complaints on an informal basis. In seeking this resolution, the parties may confer informally with the complaint advisor, the faculty member or administrator involved, student services personnel, the assistant dean, as well as the ombudsman at Kent campus.

(2) If informal resolution is unsatisfactory, the student may make a formal complaint by submitting the complaint, in writing, to the complaint advisor. Where a complaint involves the advisor, the complaint will be submitted to the campus dean who will appoint an ad hoc advisor.

(a) The written complaint submitted by the student should include the nature of the complaint, the facts and circumstances leading to it, supporting documents, and a proposed remedy. The complaint should include any evidence and/or documentation pertinent to the issues identified. The written complaint should also note attempts, if any, that were made at informal resolution. This written statement and documentation becomes the basis for all further consideration of the matter. Verbal complaints will not be considered by the student complaint review committee.

(b) Upon receipt of the written complaint, the complaint advisor will forward a copy of the complaint to the respondent(s) who shall respond in writing to the complaint and include any information/documentation pertinent to the issues involved.

(c) The associate provost/regional college dean and campus dean are notified that the complaint has been filed. This notification contains the names of the complainant, the respondent, the general nature of the complaint (such as a grade dispute), and is signed by the complaint advisor.

(d) The conduct of matters brought before the student complaint committee shall be non-adversarial in nature. The committee shall examine and evaluate fully the written allegation and response, including any supporting documentation submitted by the complainant or respondent. The complainant and the respondent will be invited to appear before the committee. Both parties shall be offered the opportunity to appear alone or with another person, who may serve in an advisory capacity. A person serving in such capacity may not participate in the hearing or address the committee. Neither party is permitted to have an attorney as the advisor in the hearing. The committee may also invite testimony from other persons, who, in the judgment of the committee, may assist in its examination and evaluation of the complaint. All committee matters shall be handled in closed session. Upon
completion of its inquiry, the committee will provide the campus dean with a written summary of its findings and recommendations.

(e) The campus dean's written decision shall be provided to the student, the respondent, the student complaint review committee, and the associate provost/regional college dean. A copy of the committee's findings and recommendation will be provided with this written decision.

(f) The dean's written decision will also advise the parties of their right to appeal. Appeals will be considered only if the appellant believes there was a procedural error or other substantive issue. Appeals must be submitted in writing within the time period allowed and will be received by the campus dean and forwarded to the associate provost/regional college dean.

(g) The appellant shall clearly state in writing to the dean the reasons for the appeal. The appeal must be based on procedural reasons or substantive issues that were not properly dealt with in the original review. In no case will the appeal be a complete rehearing of the original complaint. The associate provost/regional college dean shall notify the campus dean of the final decision.

(h) In the event that the decision requires a change in a student's academic record, and neither party appeals the decision, it is the responsibility of the campus dean to initiate such a change, following established university procedures.

(E) Time limits. All parties will follow the following time limits. If conditions or causes exist requiring a modification of the time limits, the complaint advisor, following consultation with the campus dean, shall make the necessary and appropriate adjustments. All parties involved shall be informed immediately of these changes.

(1) Following an unsuccessful attempt at informal resolution, a written complaint must be submitted within fifteen days (15) after the occurrence of the event.

(2) If the event occurs at the end of a regular semester or during a summer session, a student will have up to fifteen (15) days from the start of the next semester to submit the written complaint to the complaint advisor.

(3) The complaint advisor must provide a copy of the complaint to the respondent within five days of receipt.
(4) The respondent has ten (10) days from the date of the receipt of the complaint to provide a written response to the complaint advisor.

(5) The complaint advisor must provide copies of the complaint and the response to the complaint review committee five (5) days prior to the scheduled meeting date.

(6) The complaint review committee is expected to conduct its review as expeditiously as possible. The committee, through the complaint advisor, must forward a written recommendation to the campus dean within ten (10) days of completion of its review.

(7) The campus dean will normally provide a written decision to the parties involved within ten (10) days of receipt of the recommendation of the committee.

(8) Appeals must be written and received within five (5) days of receipt of the decision of the campus dean.

(9) Unless extensive further review is required, the appellant should receive a written decision regarding the appeal within fifteen (15) days. A copy of the appeal decision shall be sent to the other party and to the complaint advisor.

(F) Student employee complaints. When a grievance arises from the student's relationship with the university as an employee, paragraph (E) of this rule and the Administrative Code will be invoked to provide for timely resolution of the matter. If both parties agree, the grievance will be forwarded to the campus dean for resolution. Appeals of the dean's decision will be to the associate provost/regional college dean for final resolution.

(G) Records. The records and disposition of any complaint, including those appealed to the dean, shall be maintained for a minimum of seven years in the campus complaint advisor's office.

(H) Exceptions. It is recognized that because of organizational structure, the nature of a complaint, or the possibility of persons normally involved in the process being subject to a complaint themselves, exceptions to these procedures maybe required. In any case, the matter should be brought to the attention of the campus dean for disposition, or the associate provost/regional college dean should the campus dean be the respondent.

Policy Effective Date: Mar. 01, 2015
6.22 Grievance Procedure – Collective Bargaining Agreement (Article VI)

ARTICLE VI
Grievance Procedure

Section 1. Informal Resolution.
The University and the Association share a mutual commitment to open communication and efforts to resolve issues of concern or disputes through informal means wherever practicable.

A. The University and the Association encourage bargaining unit members to discuss and to bring to the attention of their department chairperson/school director, regional campus dean, or other University administrator any concern or issue that they may have with regard to their individual terms and conditions of employment.

B. The Association has a formal role in resolving concerns or issues only with regard to the Grievance Procedure defined in Section 2 below; however, bargaining unit members may consult and seek the advice of the Association and/or elect to request the presence of an Association representative during any meeting held pursuant to this Section 1.

C. Inasmuch as the Association does not have a formal role in bargaining unit members’ attempts at informal resolution and may not be aware that bargaining unit members have elected to engage in informal resolution of concerns or issues they may have with regard to their individual terms and conditions of employment, the Association assumes no responsibility for the outcome or consequences of the process as it affects bargaining unit members except as a member may have proceeded in accord with the specific advice or recommendation from the Association.

D. A resolution resulting from this informal resolution process shall not constitute binding precedent for other administrative determinations, including similar or related complaints or potential grievances, nor shall it conflict with any provisions of this Agreement.

E. Whenever practicable, the University and the Association expect bargaining unit members to attempt to resolve issues of concern or disputes informally prior to the initiation of the Grievance Procedure described in Section 2 below. In the event that an issue is not resolved informally to the satisfaction of the bargaining unit member(s), the bargaining unit member(s) may request that the Association consider filing a grievance on the issue pursuant to the Grievance Procedure described in Section 2 below.

Section 2. Grievance Procedure.

A. Definitions:

1. **Grievance.** A grievance is defined as a disagreement, arising under and during the term of this Agreement, concerning the interpretation and application of the specific written provisions of this Agreement.

2. **Scope.** Any grievance a member of the bargaining unit may have in relation to employment with the University arising from the application or interpretation of this Agreement may be filed as stated in this Section 2. Any member of the bargaining unit or group of members of the bargaining unit covered by this Agreement may, in conjunction with and with the approval of the Association, present a grievance to the University and have it adjusted so long as the University and the Association concur that such adjustment is not inconsistent with the terms of this Agreement. A grievance against the University may be presented by the Association in its own name if the
Association believes that any of the terms and conditions of this Agreement or their interpretation, meaning, or application has been violated by the University. Times for hearings and meetings shall be set by mutual agreement of all the parties. No reduction in compensation shall occur for any member of the bargaining unit as a result of participation in any grievance proceedings. No member of the bargaining unit shall be disciplined or discriminated against for participation in the grievance procedure.

B. Step One.

1. If, following unsuccessful efforts informally to resolve a concern through Section 1 above, the Association believes that a specific written provision of the Collective Bargaining Agreement has been violated, the Association may reduce the grievance to writing and submit it to the Associate Provost for Faculty Affairs for referral to the appropriate Administrator. (Normally this will be the college or independent school dean for members of the bargaining unit who are employed at the Kent campus and the Executive Dean for Regional Campuses for members of the bargaining unit who are employed at one or more of the regional campuses.)

2. In order to be considered timely for disposition under this Agreement, a grievance must be submitted in writing, on forms provided by the University, within twenty-one (21) calendar days following completion of efforts informally to resolve a concern through Section 1 of this Article.

3. The grievance form ("Grievance") shall be signed and dated by the affected member(s) of the bargaining unit ("Grievant") and by an authorized representative of the Association and shall set forth the facts and dates, including of efforts at informal resolution, of the conditions or circumstances giving rise to the grievance; the specific provision(s) of the Agreement, with particularity, that are alleged to have been violated; and the remedy or relief desired.

4. At the time the Grievance form is received, the Associate Provost shall sign and date the form, acknowledging its receipt, and forward a copy to the responsible administrative officer ("Administrator") at the college, independent school or division of the regional campuses level, as appropriate, for consideration and disposition. Copies shall also be provided to the grievant, the Association representative designated on the form, and the department chair, school director or regional campus dean against whom the grievance is being brought.

5. Within fifteen (15) calendar days of receipt of the completed Grievance form from the Associate Provost for Faculty Affairs, the Administrator to whom the Grievance has been referred for disposition shall convene a meeting to discuss the Grievance, its alleged bases, and the appropriateness of the desired remedy or relief with the grievant and, if requested by the grievant, the designated Association representative. Whether the administrative officer at the college/school or regional campus level against whom the grievance has been brought shall be included in this meeting, or consulted separately, shall be at the sole discretion of the Administrator to whom the Grievance was referred for disposition.

6. Within fifteen 15 calendar days of the completion of the Step One meeting, the Administrator shall provide a written answer to and disposition of the Grievance on forms provided by the University. Copies of this form are to be sent to the grievant, the
Association representative, the administrative officer against whom the grievance was brought, and the Associate Provost for Faculty Affairs.

7. In the event the answer of the appropriate Administrator is unacceptable to the Association or an answer is not received as set forth in Section 3.B.6., the grievance may be appealed to the next higher step of this grievance procedure. Any grievance not appealed within fifteen (15) calendar days after receipt of such answer shall be considered withdrawn and shall not be subject to further appeal and/or review.

C. **Step Two.**

1. If the Association is not satisfied with the disposition of the grievance at Step One, the Association may appeal the grievance to the Provost or his/her designated representative within fifteen (15) calendar days after receipt of the Step One answer. Such appeal shall be in writing, again upon forms provided by the University, and shall indicate why the Association does not regard the Step One answer as satisfactory and what alleged violation(s) of specific written provisions of this Agreement remain unresolved.

2. Within fifteen (15) calendar days after receipt of such request for appeal, the Provost, or his/her designated representative, shall hold a meeting with the grievant, a representative of the Association and, at the sole discretion of the Provost, the college or independent school dean and/or the dean's representative (or the Executive Dean for Regional Campuses and/or his/her designee) in an attempt to resolve the alleged grievance. Only persons directly related to the grievance shall be present at the meeting. Representatives of the University and the Association (including the grievant) shall not exceed four (4) in number respectively.

3. Within fifteen (15) calendar days following conclusion of such meeting(s), the Provost or his/her designated representative shall provide the grievant and the Association with a written disposition of the grievance. Copies shall be provided to the affected administrative officers.

4. Any grievance not appealed within fifteen (15) calendar days after such answer shall be considered settled on the basis of the written answer of the Provost, or his designated representative, and shall not be subject to further appeal and/or review.

D. **Arbitration.**

In the event of an unsatisfactory decision in Step Two, the Association may submit the grievance to arbitration within twenty-one (21) calendar days after receipt of the Step Two answer.

1. The Association shall serve a demand for arbitration with the American Arbitration Association within twenty-one (21) calendar days of the receipt of the Step Two answer with simultaneous notice to the Provost or his/her designated representative. The selection and assignment of an arbitrator shall proceed under the voluntary rules of the AAA. If the parties are unable to agree upon which of the nominees, from a panel provided by AAA, shall serve as arbitrator, then the arbitrator will be chosen by each party alternately striking names, and the name remaining shall be the arbitrator. Either party shall have the option to completely reject one (1) panel of arbitrators provided by AAA and request another list.
6.23 Code of Student Conduct

Code of Student Conduct

As a student of Kent State University, it's essential that you understand the Code of Student Conduct. Explore its contents below to find out the rules you must follow while attending KSU – and the student discipline procedures.

EFFECTIVE AUGUST 18, 2014

The Code of Student Conduct serves as the document by which the procedures for adjudicating student conduct cases designated through the Office of Student Conduct are upheld.

Kent State University
Office of Student Conduct
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Kent, OH 44242-0001
Phone: 330-672-4054
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INTRODUCTION

Kent State University is a student-centered institution offering a broad array of academic programs to engage students in diverse learning environments that educate them to think critically and to expand their intellectual horizons while attaining the knowledge and skills necessary for responsible citizenship and productive careers. To maintain high standards, the University must furnish an atmosphere conducive to study and educational growth, as well as one that enables and assists students in developing in a positive manner. University rules and regulations form parameters for individual behavior on and off campus, and follow the normative standards of behavior adhered to by the City of Kent and Kent State University communities. By virtue of a student’s enrollment at Kent State University, he/she consents to follow the policies and procedures of the university, including those outlined in this Code of Student Conduct. It is the individual student’s responsibility to be familiar with all applicable conduct-related policies.
A student may access the full University Policy Register, which contains the complete text of all the University's current policies online at: www.kent.edu/policyreg. Other rules and regulations may be found in the Residence Hall Contract and the Hallways Handbook, as well as in publications such as the University Catalog.

The Office of Student Conduct is responsible for the adjudication of cases involving students and student organizations accused of violating campus rules, regulations, or policies; federal or state laws; and/or municipality ordinances. The University’s student conduct-related goals are: to provide students with due process; to make students aware of and able to reasonably navigate through the conduct process; to have students accept responsibility for their actions when it is warranted; to be intentionally educational; to assist students in making responsible decisions; and to apply sanctions designed to assist students in their pursuit of excellence in both the classroom and the community.

The Student Conduct process is not a legal process and is separate from federal, state, and local court proceedings. Instead, the standard of responsibility is based on a preponderance of the evidence. The student conduct process is expected to:

- Determine consequences for behaviors that violate university rules, policies, and federal, state, and local laws or ordinances
- Offer outcomes to assist students in learning about the impact of their actions on themselves and others within their respective communities
- Protect the integrity of students, faculty, staff, the institution, and the University community

SECTION 1: JURISDICTION AND AUTHORITY

A. Jurisdiction. The code of student conduct shall apply to conduct of students and student organizations occurring on university premises, at university-sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives in accordance with University policy regarding administration of student conduct (4-02.D). Behavioral conduct is the responsibility of each student from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The code of student conduct shall apply to a student’s (or student organization’s) conduct even if the student withdraws (or the student organization ceases functioning/loses university-recognized status) from the university while a disciplinary matter is pending. The vice president for student affairs (or designee) maintains discretion to decide, on a case by case basis,
whether the code of student conduct shall be applied to conduct occurring off campus.

B. In accordance with university policy regarding administration of student conduct (4-02.C), the president shall have the responsibility and authority for the discipline of all Kent State University students and student organizations. The authority to impose formal sanctions may be delegated to university officials or hearing panels by the president. Disciplinary action may be taken against a person who has applied for admission as a student to the university, whether or not the individual is registered for classes. The University president (or designee) may review any case which comes within the purview of university policy regarding administration of student conduct (4-02.C). Final authority for student and student organization conduct rests with the president and any interpretations of policy will be in consultation with university general counsel, the vice president for enrollment management and student affairs, and the director of student conduct. Any question(s) of interpretation or application of the Code of Student Conduct shall be referred to the director of student conduct.

C. The vice president for student affairs shall establish such administrative procedures as necessary to fulfill the intent of said policy. The vice president has delegated the responsibility to direct the student conduct process to the director of student conduct in the division of student affairs. It is the responsibility of that official to provide hearing panels and officers with technical advice, training, and clerical support; establish procedures to ensure an ongoing evaluation of student conduct rules; collect and maintain all records of formal disciplinary action; establish means to inform all members of the university community of student conduct policies and issues; and serve as a consultant to students and staff in the administration of the student conduct process.

D. The vice president for student affairs (or designee) shall develop policies and procedures for the administration of the student conduct process, and may uphold, alter or reverse any student conduct decision.

E. The vice president for student affairs (or designee) may, in circumstances involving potential disciplinary suspension or dismissal, require a student or student organization to be adjudicated by a hearing panel even if the student or student organization intends to accept responsibility for alleged action(s)/behavior(s). Such circumstances include but are not limited to: distribution of controlled substances, hazing, physical violence, sexual misconduct, and weapons possession/usage.

F. The Office of Student Conduct is responsible for a review of information contained in an incident report, and reserves the right to adjust or remove accusations prior to issuing a notice of hearing (which includes an incident report and pending accusations) to a student or a student organization.
G. A university-assigned email account shall be an official university means of communication between all students at Kent State University and the Office of Student Conduct. Students are responsible for all information sent to them via their university-assigned email account. Students are expected to stay current and check their university-assigned email account on a frequent and consistent basis recognizing that some communications may be time-critical. See university administrative policy regarding electronic communication for students (9-01.2) for further information.

SECTION 2: DEFINITIONS

University – Kent State University as established in Chapter 3341 of the Ohio Revised Code

Student – any person who has applied to or enrolled at the university in any of its courses, programs, campuses, or offerings, including, but not limited to, cooperative programs or offerings with other institutions for whom a record is made at the university by the registrar or which is submitted to the university for admission or transfer credit

Student Conduct Process – inclusive of all processes for students and student organizations from the time an incident report is referred to student conduct for adjudication through the conclusion of the appeal process in accordance with University policy and this Code of Student Conduct

Accusation – formal allegation of specific conduct violation(s)

Adjudication – the process by which the university conducts disciplinary meetings, hearings, or other actions, bringing matters to resolution

Appeal – the method by which due process or a decision can be challenged; all appeals must be submitted in writing to the Office of Student Conduct, and may only be considered if it is in accordance with the Code of Student Conduct procedures

Complaint – written or electronic statement or report provided from any person to the Office of Student Conduct; not all complaints result in incident reports or adjudication through the student conduct process

Complainant – person providing information in an incident report alleging that a student or student organization violated university rules, regulations, or policies

Code of Student Conduct – document that contains and explains university rules, regulations, policies, and procedures for addressing student and student organization behavior

Conduct Advisor – any person who advises a student or student organization regarding university policies or procedures; a conduct advisor is not permitted to
represent the student at any time (examples of conduct advisors include but are not limited to: Judicial Advocates, parents, attorneys, etc.)

Deliberation – private meeting to determine a finding of responsibility and/or sanction if applicable

Disciplinary Probation – sanction stipulating a specific period of time during which a student or student organization who has been found responsible for any violation is subject to immediate disciplinary suspension and/or dismissal in the event of a subsequent violation

Disciplinary Suspension – sanction stipulating involuntary separation of a student or student organization from the university for a specific period of time (the student may be required to leave the land and/or premises of the university effective the date of suspension)

Disciplinary Dismissal – sanction stipulating involuntary separation of a student or student organization from the university indefinitely (the student may be required to leave the land and/or premises of the university effective the date of dismissal)

Disciplinary Record – the record of a student conduct process and its findings; all disciplinary records are considered educational records based on the Family Educational Rights and Privacy Act (FERPA)

Expunge – elimination of a student disciplinary file, or redaction of a person’s name from a disciplinary file

Hearing Officer – any Kent State University faculty, staff or student who has been appointed to a student conduct decision-making role by the vice president for student affairs and has been trained through the Office of Student Conduct

Hearing Panel – a student conduct process involving at least one Kent State University student hearing officer and at least one Kent State University faculty or staff hearing officer, an accused student(s), a student organization(s), a complainant(s), a student conduct convener, and others as permitted for the purpose of rendering a determination of responsibility and sanctioning (if applicable); see Section 4(L) of this document for further explanation

Incident Report – a complaint that is reviewed by the Office of Student Conduct and may be adjudicated through the student conduct process

Interim Action – an immediate action determined by the vice president for student affairs (or designee) that may limit a student’s or student organization’s specific privileges, including but not limited to no contact order(s), restriction from specific facilities or locations, cease and desist mandates, participation in student organization business or activities, suspension of student status, or loss of university-recognized student organization status, etc.
Law Enforcement/Investigator – University Police, other law enforcement agency representative, or non-law enforcement investigator who may provide information resulting from an investigation

No Contact Order – stipulation that a person or student organization may have no direct or indirect contact with another person or student organization member (including by another person on behalf of the person to whom the order was issued); prohibited contact includes but is not limited to: making a contact by way of personal, physical, phone, and/or electronic means including social media

Persona Non Grata – a person or student organization who has been deemed detrimental to the university community and thus no longer permitted to frequent or be present in any or specified university locations

Preponderance of the Evidence – the standard in determining if a student or student organization is responsible for a violation; the complainant must be able to show that it is "more likely than not" that the alleged behavior occurred and was in violation of university rules, regulations, or policies

Recognized Student Organization – a group of students who go through the process outlined in university administrative policy 4-01.201 and is registered with the Center for Student Involvement; referred to in this Code of Student Conduct as "student organization."

Report of Findings – written decision that explains the outcome of a student conduct hearing or other action

Respondent – a student or student organization that has been accused, informally or through an incident report, of violating university rules, regulations or policies

Sanction – requirements set forth upon a finding or personal or organizational acceptance of responsibility for a violation of university rules, regulations or policies through the student conduct process

Sanction Hearing – a student conduct process involving an accused student(s) and a hearing officer (and student conduct convener), where the accused student(s) has, prior to this hearing, accepted responsibility for accusations, and the hearing officer renders a sanctioning decision; see Section 4(K) of this document for further explanation

Student Conduct Convener – director of student conduct (or designee) responsible for logistics and procedures associated with the student conduct process; the student conduct convener may simultaneously serve as a hearing officer

Warning – sanction stipulating that inappropriate behavior, if repeated, may lead to a more severe sanction

Witness – any person who has direct information regarding an alleged incident
SECTION 3: STUDENT AND STUDENT ORGANIZATION RIGHTS

A. Kent State University is committed to providing all persons equal access to its programs, facilities, and employment without regard to race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran, or other protected veteran. See university policy regarding unlawful discrimination and harassment (5-16) for further details.

B. The university shall provide respondents and complainants (either of whom may be a student or members of a student organization) the following rights:

1. For the respondent to be sent a written notice of accusations including the identity of the complainant(s).

2. To be notified of the scheduled hearing in writing at least 72 hours in advance of the hearing.

3. To have a person or persons of their choice (not to exceed a total of two) accompany them throughout the disciplinary process (individually referred to as a "conduct advisor"). A person serving in an advisory capacity may not participate directly in the hearing or address a hearing officer or panel on behalf of a student or student organization. Judicial advocates, students appointed by the Undergraduate Student Government, may be available to assist students and student organizations in the conduct advisor role. To obtain additional information regarding judicial advocates, call 330-672-3207 or visit the Undergraduate Student Government website: www.kentstateusg.com

4. To participate in person or, upon request, have a logistical accommodation to participate outside of the hearing room (when necessary and/or requested in advance), during the entire proceeding. Note that behavior deemed inappropriate by the student conduct hearing officer or student conduct convener may result in the discontinuance of participation as per university policy 4-02.1(D.11.b) and Section 5(L)(2) of the Code of Student Conduct.

5. To be given an opportunity to present evidence, including witnesses on the student’s or student organization’s behalf.

6. To question the respondent/complainant and witnesses.

7. To be informed of the outcome of the hearing in writing.

8. To appeal, as defined in University policy 4-02.1(F) and Section 7 of the Code of Student Conduct.

C. In addition to Section 3.B 2,3,4,5,6,7, and 8 of the Code of Student Conduct, alleged victims of gender/sexual harassment maintain the following rights:
1. Indirect questioning may be conducted at the discretion of the hearing panel or officer, verbally or in writing, supplying questions to the hearing panel, hearing officer or student conduct convener.

2. To present or submit a "victim impact statement" and to suggest an appropriate sanction for consideration by the hearing panel if the accused is found in violation of the Code of Student Conduct.

3. To be informed of the outcome of the hearing in writing.

4. To appeal, as defined in University policy 4-02.1(F) and Section 7 of the Code of Student Conduct.

D. No counter-accusations regarding the same incident shall be permitted to be filed until the hearing has been completed.

SECTION 4: PROHIBITED CONDUCT

A. Prohibited Conduct. The University attempts to provide for all students a university environment that is conducive to scholarship, social growth and individual self-discipline. See university administrative policy regarding regulations for student behavior (4-02.1) for further details. Students and student organizations are expected to abide by federal, state, and laws and ordinances, as well as to adhere to all university rules and regulations contained in the University Policy Register. Any student or student organization found to have committed or to have attempted to commit the below-specified forms of misconduct is subject to sanctioning outlined in Administrative policy and procedures regarding administration of student conduct (4-02.1) and the Code of Student Conduct. Prohibited conduct accusations are assigned by a complainant(s). Adjustments to assigned prohibited conduct may be made prior to a hearing by the director of student conduct (or designee), with notice to the accused student or student organization (if necessary).

Violations include but are not limited to:

1. ALCOHOL
   A. Use or possession of alcoholic beverages except as expressly permitted by law, university rules, regulations or policies; and/or public intoxication.
   B. Distribution of alcoholic beverages except as expressly permitted by law and/or University rules, regulations or policies.
   C. Violation of Residence Hall polices pertaining to empty alcohol containers.

2. ANIMALS – Possession or accompaniment of animals in any university building at any time. Exceptions include authorized laboratory animals, animals trained to assist persons with disabilities, allowable pets within specific Residence Services guidelines, and any other applicable university rules, regulations, and policies. See
university administrative policy regarding animal care and use (3-03.3) for further information.

3. COMPLICITY - Presence during any violation of university rules, regulations, or policies in such a way as to condone, support, or encourage that (attempted or carried out) violation.

4. COMPUTER MISUSE – including but not limited to electronic materials, equipment, technological resources, email, social media, etc.
   A. Unauthorized access of a file including but not limited to using, reading, transferring, or changing the contents.
   B. Use of another individual's identity, identification and/or password.
   C. Use of computing facilities and/or email to interfere with the work of another student, faculty member or university official.
   D. Use of computing facilities and/or email to send obscene, threatening or abusive messages or images.
   E. Use of computing facilities and/or email to send unsolicited or unauthorized messages with the intention of reaching a mass of recipients.
   F. Violation of the Digital Millennium Copyright Act of 1998. See Kent State University Information Services for further details.

5. CONTROLLED SUBSTANCES - Use, possession, sale, or distribution of narcotics, controlled substances and/or related paraphernalia except as expressly permitted by law.

6. DESTRUCTION/MISUSE OF PROPERTY
   A. Destroying, defacing, tampering with, materially altering or otherwise damaging property not one's own. This includes but is not limited to: doors, windows, elevators, swipe card mechanisms, restroom equipment, vending machines, university vehicles, computer equipment, classroom equipment, etc.
   B. Creating a condition that endangers or threatens property not one's own.

7. DISCRIMINATION – Intentional or unintentional act that treats an individual or group in an adverse manner based on a protected category. Protected categories include, but are not limited to: race, color, religion, gender, sexual orientation, national origin, ancestry, disability, genetic information, age, military status, or identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran or other protected veteran. See University policy regarding unlawful discrimination and harassment (5-16), Administrative policy and procedures regarding complaints of unlawful discrimination and harassment, with the exception of gender-based (5-16.1), and Section 10 below for further details.
A. Gender Identity. Regardless of an individual’s actual or perceived sexual orientation, discrimination and harassment based on a person’s gender identity, or non-conformity to stereotypes associated with a particular gender is prohibited. This includes discrimination based on an individual’s transgender identity.

B. Harassment. Includes intimidation, ridicule or insults that are sufficiently severe, pervasive or persistent as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by the university; creates an intimidating, hostile or offensive working and/or learning environment; or otherwise adversely affects an individual’s work or learning opportunities, and is based on an individual’s race, color, religion, national origin, ancestry, disability, genetic information, age, military status, identity as a disabled veteran or veteran of the Vietnam era, recently separated veteran or other protected veteran. See University policy regarding unlawful discrimination and harassment (5-16) for further details.

8. DISORDERLY CONDUCT – Actions that are disorderly, lewd, or indecent; and/or breach of peace; and/or aiding, abetting, or procuring another person to breach the peace or obstruct teaching, research, administration or university activities or functions.

A. Creating a risk of bodily harm to self/others.

9. FIRE SAFETY

A. Tampering with, or misuse of, fire alarms and/or firefighting equipment, including but not limited to: fire extinguishers, fire hoses, heat and smoke detectors, sprinkler systems or other safety devices.

B. Possession of flammable items, including but not limited to: candles, incense or other items which maintain a purpose of being used in a flammable way.

C. Arson. Causing a fire or explosion or unauthorized use of any potential incendiary device / equipment.

10. GAMBLING – Gaming or betting for money or other possessions on university property or in any university-operated or managed facility in violation of university rules, regulations and policies.

11. GENDER/SEXUAL HARASSMENT –See university policy regarding unlawful discrimination and harassment (5-16) and Administrative policy regarding complaints of unlawful gender discrimination, gender/sexual harassment, sexual misconduct, stalking and intimate partner violence (5-16.2) and Section 14 of this Code for further information. Gender/sexual harassment includes but is not limited to:
A. Sexual Harassment – Sexual harassment is a form of unlawful gender discrimination and is defined as unfavorable or unwelcome treatment, made without consent and based on a person’s gender or sex, that is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual’s employment or academic performance or creates an intimidating, hostile or offensive working, academic or university environment. Sexual harassment includes but is not limited to:

i. Verbal and/or physical behavior including, but not limited to sexually explicit jokes, insults and taunts; obscene gestures; offensive pictorial, written or electronic communications; and unwelcome touching.

ii. Sexual Misconduct

a. Any intentional sexual touching, however slight, with any body part or object, by a person upon a person, that is without consent.

b. Sexual Exploitation – Taking non-consensual or abusive sexual advantage of another for one's own advantage or benefit or to benefit or advantage anyone other than the one being exploited, if that behavior does not otherwise constitute another sexual misconduct offense. Such actions would include, but not be limited to videotaping or recording of a sex act; allowing an observer to a sex act, unknown to one party; or exposing one’s genitals in non-consensual circumstances.

c. Knowingly transmitting a sexually transmitted infection or disease through sexual contact without consent.

B. Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety, fear for the safety of others or suffer substantial emotional distress.

i. Two or more acts, including, but not limited to, acts in which the stalker directly indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, threatens or communicates to or about, a person or interferes with a person’s property.

C. Intimate Partner Violence

i. Domestic Violence – Acts of violence or intimidation committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person’s acts by law.
ii. Dating Violence – Violence or intimidation committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

D. Other Non-Consensual Sexual Acts include, but are not limited to:

i. Physically restraining or detaining a person while another performs sexual contact or intercourse on themselves or with others.

ii. Participating in or facilitating prostitution

12. GENERAL SAFETY – Failure to conform to university safety regulations, including but not limited to: residence hall policies outlined in the Hallways Handbook and campus laboratory guidelines.

13. HARASSMENT – Attempted or completed act(s) that include, but are not limited to:

A. Threatening or intimidating a person thereby creating a rational fear within that person.

B. Engaging in a course of conduct or repeatedly committing acts directed at another person that would seriously annoy a rational person.

C. Creating a condition that endangers or threatens the health, safety or welfare of another person.

D. Physically restraining or detaining another person, or removing any person from any place where the individual is authorized to remain.

14. HAZING - Any action, intended or carried out, that causes or creates a substantial risk including, but not limited to: mental or physical discomfort, embarrassment, personal degradation or ridicule, whether or not the act is voluntarily agreed upon. Actions may be in conjunction with recruitment, initiation or continued membership in any group or recognized student organization. See operational procedure regarding hazing (4-07.101) for further details.

15. IMPAIRED DRIVING - Operating a motor vehicle while under the influence of drugs and/or alcohol.
16. MISREPRESENTATION - Knowingly distorting or altering the truth for personal (or student organization) gain or favor, including but not limited to: falsification of an admission application, possessing false identification, or falsification of documents provided to university faculty or staff.

17. PHYSICAL VIOLENCE – Punching, slapping, kicking or otherwise striking any person(s); and/or other conduct which threatens or endangers the health, safety and/or welfare of any person.

18. REASONABLE REQUEST - Failure to comply with a reasonable request of a university official(s) carrying out assigned duties and responsibilities, including but not limited to a person instructing a class, a librarian or designee in a library, a law enforcement officer or a residence services’ staff member.

19. RECORDING PRIVACY - Using electronic or other means to make an audio, video, or photographic record of any person in a location where there is a reasonable expectation of privacy, without the person's prior knowledge and written consent. The storing, sharing and/or distributing of such unauthorized records by any means are prohibited. This includes but is not limited to taking video or photographic images in showers/locker rooms, residence hall rooms and restrooms.

20. RESIDENCE HALL POLICIES - Failure to comply with residence hall policies outlined in the Hallways Handbook, including but not limited to escort, room capacity, restroom, quiet/courtesy hours, improper room change, illegal appliances and visitation.

21. SMOKING – Failure to comply with smoking prohibition in all university buildings and vehicles, and where posting prohibits.

22. STUDENT CONDUCT PROCESS – Non-compliance with or misuse of the student conduct process, including but not limited to:

A. Falsification, distortion, or misrepresentation of information before a student conduct hearing officer, hearing panel or convener.

B. Disruption or interference with the orderly procedures of a student conduct hearing.

C. Attempting to discourage an individual's or student organization's proper participation in, or use of, the student conduct process.
D. Attempting to influence the impartiality of, or to intimidate, participants in the student conduct process prior to, and/or during the course of, a student conduct proceeding.

E. Retaliation against any individual who participates in a complaint of a violation described in this policy.

F. Failure to comply with the sanction(s) imposed under the Code of Student Conduct.

23. THEFT - Using, taking and/or possessing property or services that are knowingly not one’s own (or owned by a student organization) and/or without permission of the owner.

24. TRESPASSING/UNAUTHORIZED ENTRY - Knowingly entering or remaining in a building, office, residence hall room or any other properties at any time without appropriate permission or authorization.

25. UNIVERSITY GROUNDS

A. Use of university space and grounds by an organization or person without reservation of the space or proper authorization.

B. Operation or use of bicycles, skateboards, rollerblades or other recreational items:

i. In any university building or facility.

ii. On any artificial or specially prepared surface including but not limited to: tennis courts, running tracks and basketball courts.

iii. On a sidewalk, walkway, steps or a stairway that duly interferes with pedestrian traffic and/or demonstrates a lack of necessary caution regarding pedestrian right-of-way.

iv. In a reckless or unsafe manner on university grounds.

26. UNIVERSITY RULES - Violation of university rules, regulations or policies.

27. WEAPONS - Unauthorized possession, storage, or use of firearms, explosives, other weapons or dangerous chemicals.
SECTION 5: PROCEDURES FOR STUDENT CONDUCT HEARINGS

A. Student Conduct hearings are administrative procedures and do not follow the specific steps, methods or standards of proof or evidence used in civil or criminal courts.

B. Any member of the university community may file an incident report accusing a student or student organization (“respondent”) of violating the Code of Student Conduct. Incident reports may be submitted to the director of student conduct in writing. The director of student conduct will determine if the allegations are within the parameters of university policy regarding the administration of student conduct (see university policy regarding administration of student conduct [4-02] for further details) and may assign appropriate accusations based on the information provided (if not already provided by the complainant).

C. Action. Formal disciplinary action shall be instituted against a respondent only after the director of student conduct has determined that such action, rather than medical or counseling services or alternative conflict resolution / mediation referral, is appropriate.

D. Type of hearing. The director of student conduct shall determine the type of conduct hearing that applies to an accused student or student organization based on information in the incident report.

1. Hearing panel. A hearing panel may be assigned when accusations include but are not limited to acts of violence, gender/sexual harassment, theft, hazing and/or repeat offenders. All student organization accusations will be assigned to a hearing panel.

2. Sanction hearing. A sanction hearing may be assigned for violations that, even with a finding of responsibility, may not lead to suspension or dismissal from the university. The Office of Student Conduct sends written notification to the respondent(s) as per university policy for operational procedures regarding the administration of student conduct (4-02.1.D.5) (section 4.E of this code). The respondent(s) may choose to accept or deny responsibility. When a respondent(s) denies responsibility, the Office of Student Conduct facilitates a hearing panel. When the respondent(s) accepts responsibility, the Office of Student Conduct facilitates a sanction hearing. Sanction hearings are facilitated by a student conduct convener and conducted by one hearing officer (who may be the same person).

a. If a respondent, any time prior to deliberation, informs the hearing officer and/or student conduct convener that responsibility for one or more accusations is not
accepted, the sanction hearing is nullified and a hearing panel may be scheduled. The sanction hearing process will immediately cease and the hearing panel process will follow University policy for operational procedures regarding the administration of student conduct 4-02.1.D (section 4.L of this code).

E. Notice. A respondent shall be sent a notice of accusation(s) in writing in addition to a copy of the corresponding incident report containing the identity of the complainant(s). A date and location for a hearing shall be set and sent in writing to the respondent(s) that will be no less than three (3) calendar days (unless authorized by the respondent(s)) and no more than thirty (30) calendar days after the notice of accusation(s) has been sent. Time limits may be extended at the discretion of the director of student conduct (or designee). The notice of accusations shall contain links to access information about the student conduct process, the Code of Student Conduct, and securing the assistance of a conduct advisor.

F. Separate hearings. In proceedings involving more than one respondent, a separate hearing may be requested by a respondent or complainant, and granted at the discretion of the director of student conduct (or designee). Also, upon reasonable request submitted in writing, a delay in the hearing may be granted by the director of student conduct (or designee). In all cases, the proceedings may be delayed no more than two times.

G. Conduct advisor. A respondent and complainant may be accompanied by no more than two conduct advisors during any phase of the student conduct process. A person serving in an advisory capacity may not participate directly in the hearing or address a hearing officer or panel on behalf of a student or student organization. In a situation where English is a second language for a respondent or complainant, a translator may attend a hearing and is not considered a conduct advisor.

H. Impartial hearing. Prior to the start of a hearing, a respondent and complainant may question a member of the hearing panel or hearing officer regarding that person's ability to participate fairly in the hearing. Questions should be directed to the director of student conduct (or designee), who will decide whether or not to remove a hearing officer or hearing panel member. In the event that the director of student conduct (or designee) rules that no changes are warranted and there is not access to other hearing officer(s), the hearing will begin at the scheduled time; if changes are deemed to be warranted, a hearing may be delayed or rescheduled.

I. Standard of review. A hearing officer or panel shall evaluate the points of view presented by the respondent(s) and complainant(s) and shall determine by a
preponderance of the evidence (more likely than not) if the respondent(s) engaged in behavior that is a violation of university rules. The consideration of information presented will be conducted in a closed session(s).

J. Closed hearings. All hearings are closed to the public. Attendees may include: respondent(s), complainant(s), law enforcement/investigator(s), hearing officer(s), student conduct staff and conduct advisor(s). Witnesses will be allowed in the hearing room only for introductions and when the student conduct convener and/or hearing officer authorizes entry.

1. In situations where it is known that the student conduct process is running in addition to a legal process, Kent State University General Counsel may attend the student conduct hearing.

2. For sanction hearings, where the respondent has already accepted responsibility for the accusations, complainant may not be asked to participate in the hearing process.

K. If a respondent(s) fails to appear for a student conduct hearing, the hearing will continue in the respondent’s absence, in accordance with student conduct procedures.

L. Hearing Panels.

1. Composition. Hearing panels are composed of at least one current Kent State University student hearing officer and one Kent State University faculty or staff hearing officer.

2. Decorum. The hearing officer(s) and/or the student conduct convener are responsible for overall decorum of the hearing panel process, and may reasonably:

   a. Remove any person in attendance at a hearing panel if they believe the person to be disruptive, distracting or inhibiting the process in any way.

   b. Limit the time of any person presenting to the hearing panel.

   c. Limit the number of witnesses if it is determined that the information they intend to share is similar in nature to other persons who have presented to the hearing panel.

   d. End statements or questions if he or she determines that no new evidence is being offered.
3. Hearing Panel proceedings:

a. Student conduct convener requests that all persons participating introduce themselves, state the reason for their participation and the accusation(s) against the respondent(s).

i. Witnesses are excused from the hearing.

b. The respondent(s) is provided an opportunity to share a description of the event(s) that brought about the alleged misconduct.

i. Witnesses for the respondent are permitted at the hearing to share information, and then are excused from the hearing.

c. The complainant(s) is provided an opportunity to share a description of the event(s) that brought about the alleged misconduct.

i. Witnesses for the complainant are permitted at the hearing to share information, and then are excused from the hearing.

d. Law enforcement/investigator(s) is provided an opportunity to share investigative reports and a description of the event(s) that brought about the alleged misconduct, including any witness information.

i. Witnesses for law enforcement/investigator(s) are permitted at the hearing to share information, and then are excused from the hearing.

e. Questioning

i. Hearing officers may ask questions of any of the participants at the hearing.

ii. Respondent(s) may ask questions of the complainant(s), witness(es), or law enforcement/investigator(s) (to clarify content of investigative reports).

iii. Complainant(s) may ask questions of the respondent(s) witness(es), or law enforcement/investigator(s) (to clarify content of investigative reports).

iv. In cases involving alleged acts of violence and/or gender/sexual harassment, the hearing officer or hearing panel may permit indirect questions, but because of the nature of the complaint, direct questions may not be permitted.
a. Indirect questioning may be conducted at the discretion of the hearing panel or officer with either party, verbally or in writing, supplying questions to the hearing panel, hearing officer or student conduct convener.

f. Hearing officers may allow for background information to be provided by the complainant(s), law enforcement/investigator(s) and/or respondent(s).

g. Complainant(s) and respondent(s) may be asked to supply an impact statement and sanction recommendation(s) for the hearing panel to consider (only if there is a finding of responsibility).

h. Hearing panel deliberates privately and comes to a decision by a simple majority.

i. The hearing panel will use a preponderance of the evidence standard in making its determination (i.e., it is more likely than not that the offense occurred, based on the evidence presented).

ii. If respondent(s) is found to be not responsible, the case is closed, pending the appeal process.

iii. If respondent(s) is found to be responsible for at least one of the alleged accusations, the hearing panel assigns a sanction(s).

i. Hearing officer informs the respondent(s) of the decision and, if responsible, the sanction(s). Hearing officer and/or student conduct convener informs the respondent(s) of the right to appeal the decision(s) of the hearing panel.

j. Student organization hearings.

i. Due to the coordination of multiple persons’ schedules, hearing panels for student organizations may take place in more than one sitting.

ii. If, during the hearing panel process for a student organization, information suggests that an individual member(s) may have violated the Code of Student Conduct, a separate hearing may be facilitated for the individual member(s) in accordance with the student conduct process.

M. Sanction Hearing proceedings. When the respondent accepts responsibility, the hearing officer shall assign a sanction(s). If the accused student does not accept responsibility for one or more charges, he/she will be scheduled for a hearing panel to complete the student conduct process.
1. The sanction hearing process is consistent with Administrative policy 4-02.1 and Section 4.L.2 and 4.L.3 of the Code of Student Conduct.

N. All student conduct hearing decisions are final, pending the appeal process.

O. Report of findings. A copy of the findings/decisions of the hearing including the procedures for appeal, shall be provided in writing to the respondent(s) (and complainant(s) where appropriate). Members of the University community who are affected by/involved in the sanction may be notified of the final decision, including but not limited to: vice president for student affairs, associate vice president for student affairs and dean of students, academic dean(s), academic advisor(s), university registrar, bursar and representatives from residence services, psychological services, university health services, center for student involvement and university police.

1. If the respondent is not present, the findings may be supplied to the respondent’s official Kent State University email address. If the respondent is a student organization and is not present, the findings may be supplied to a campus mailbox (if one exists) and/or to the official Kent State University email addresses of minimally the president and vice president of the accused student organization.

2. If the respondent is a student organization and is not present, the findings may be supplied to a campus mailbox (if one exists) and/or to the official Kent State University email address of the officers of the accused student organization.

P. Retaliation based on participation in, or outcome of, a student conduct hearing, whether by an individual, a group of individuals or other organization, is expressly prohibited and may be referred for additional student conduct accusations and/or criminal charges.

SECTION 6: SANCTIONS
Sanctions are designed to be educational, restorative, and preventative. Sanctions may include but are not limited to:

• Alcohol / substance education course

• Community service

• Counseling referral

• Disciplinary dismissal

• Disciplinary probation
• Disciplinary suspension

• Educational workshop

• Letter of apology / reflection paper

• Monetary fine (maximum $200)

• No contact order

• Persona Non Grata (PNG) status (campus access restriction)

• Residence hall restriction or room/hall changes

• Revocation of student organization recognition

• Restitution for damages

• Warning

• Other as deemed appropriate

SECTION 7: APPEALS.
A. Appeal of a decision from a student conduct hearing must be submitted by the respondent(s) or complainant(s) in writing to the Office of Student Conduct within seven (7) calendar days from the conclusion of the hearing (or the next available business day after seven calendar days – for example holidays or recesses). An appeal must be submitted using the appeal form available at the Office of Student Conduct, and/or by downloading the appeal form on the Office of Student Conduct website. The Office of Student Conduct compiles the written appeal and documentation from the respondent(s), complainant(s), law enforcement/investigator(s), the student’s or student organization’s disciplinary file(s), the digital recording of the hearing, and any additional information provided by the hearing officer(s) and submits these materials to an appeal panel for a recommendation to the vice president for student affairs (or associate vice president for student affairs and dean of students).

B. Appeals may be made on the basis that:

1. The decision(s) was not in accordance with the evidence presented, and/or
2. The decision(s) was reached through a procedure not in accordance with the Code of Student Conduct, and/or

3. New information is available which may suggest a modification of the decision(s), and/or

4. Sanction(s) imposed were not appropriate for the conduct violation for which the respondent(s) was found responsible.

C. If the Office of Student Conduct receives an appeal that does not meet any of the criteria listed above, it may reject the appeal.

D. The director of student conduct (or designee) has the discretion to extend the date to appeal for extenuating circumstances.

E. An appeal panel is composed of at least two Kent State University faculty, staff, and/or student hearing officers appointed by the vice president for student affairs who are trained by the director of student conduct (or designee). An appeal panel will provide a recommendation in writing to the vice president for enrollment management and student affairs within fifteen (15) days of receipt of the appeal. The vice president for student affairs shall provide a written decision within seven (7) days of receipt from an appeal panel. The decision will be provided to the respondent(s) and complainant(s) via communication from the office of student conduct. The vice president for enrollment management and student affairs may:

1. Accept or deny an appeal depending on the basis of the appeal, and/or

2. Alter an assigned accusation, and/or

3. Alter or reverse a finding of responsibility, and/or

4. Alter or reverse any sanction decision, and/or

5. Remand the case to another hearing. A case may not be remanded more than once.
F. Appeal decisions made by the vice president for student affairs (or associate vice president for student affairs and dean of students) are final.

SECTION 8: INTERIM ACTIONS
When the vice president for student affairs (or designee) has reasonable cause to believe that a student(s) or student organization(s) may pose a risk to the safety or well-being of those involved or others in the University community, the student(s) or student organization(s) may be issued an interim action. Interim actions may include but are not limited to: issuing a no contact order(s); restriction from specific facilities or locations; requirement to secure a psychological evaluation; cease and desist mandates; restriction from facilitating or participating in student organization business or activities; suspension of student status or student organization recognition; etc. An interim action shall remain in effect until removed or altered by the vice president for student affairs (or designee) or as the result of the student conduct process. A student or student organization may challenge an interim action in writing to the vice president for student affairs (or associate vice president for student affairs and dean of students). Failure to comply with an interim action may result in a referral to the Office of Student Conduct and/or the Kent State University Police Department.

A. Interim Suspension. When the vice president for student affairs (or the associate vice president for student affairs and dean of students) has reasonable cause to believe that a student's or student organization's presence on university premises or at university-related or registered student organization activities poses a significant risk of substantial harm to the health or safety of oneself or others, or to the damage of property, a student’s or student organization’s access may be immediately suspended from all or any portion of university premises, university-related activities and/or registered student organization activities. An interim suspension will be confirmed by a written notice and shall remain in effect until the conclusion of an administrative hearing, student conduct hearing, or decision by the vice president for enrollment management and student affairs (or the associate vice president for student affairs and dean of students). Such action may occur in conjunction with, or in lieu of, Ohio Campus Disruption Act (House Bill 1219) proceedings, at the discretion of the vice president for enrollment management and student affairs (or associate vice president of student affairs and dean of students). A student(s) or student organization(s) may challenge an interim suspension in writing to the vice president for enrollment management and student affairs (or associate vice president for student affairs and dean of students). Failure to comply with an interim suspension may result in a referral to the Office of Student Conduct and/or the Kent State University Police Department.
SECTION 9: VOLUNTARY AND INVOLUNTARY WITHDRAWAL
Students claiming an inability to participate in the student conduct process for psychological or emotional reasons may be allowed to voluntarily withdraw from the university. See administrative policy regarding deregistration of students for reasons of mental health (4-02.5) for further details. The university may require documentation from a mental health provider for verification. Voluntary and involuntary withdrawal does not preclude the student conduct process from occurring. In these specific instances, at the discretion of the vice president for enrollment management and student affairs (or designee), the student conduct process may be delayed or held in abeyance and the student will be placed on ineligible hold, thus prohibiting future class registration. If/when the student attempts to re-enter the university, the pending student conduct proceedings may be reinstated.

SECTION 10: STUDENT ORGANIZATIONS REGISTERED WITH THE UNIVERSITY
The university is committed to the belief that students have a right to organize and participate in groups whose purposes center on the interests and goals of the individuals involved. For information on student organizations, see university policy regarding formation of student organizations (4-01) and operational procedures and regulation of student organizations (4-01.201). Resolution of a student organization issue pertaining to an alleged violation of university policy will be addressed through the student conduct process.

A. A student organization and its officers and membership may be held collectively and individually responsible when violations of the Code of Student Conduct by the organization, or its members take place. The associate dean of students may forward a student organization and/or individual members of a student organization alleged to have violated University rules, regulations or policies to the office of student conduct for adjudication. If a student organization is forwarded to the office of student conduct for adjudication, minimally the president and vice president (or equivalent executive positions) are considered representatives of the student organization, and will be provided notice for participation in the student conduct process.

B. Disciplinary hearings for student groups or organizations follow Administrative policy and procedures regarding administration of student conduct (4-02.1.D) and Section 5 of this Code.

SECTION 11: ALL-UNIVERSITY HEARING BOARD
As stated in the university undergraduate student senate charter (2-08), the all university hearing board is established to recommend sanctions regarding the
violation of university rules and regulations. In addition, the all university hearing board is vested with the judicial authority for the Undergraduate Student Government (USG).

A. Jurisdiction. With regard to Undergraduate Student Government, the all university hearing board shall have jurisdiction to hear and decide all cases concerning:

1. Interpretations of the charter of the USG of Kent State University.

2. The legality, with respect to this charter, of all USG resolutions and bills.

3. Charges of fraud, malfeasance, or illegal procedure taking place within any general student election.

4. Disputes between student organizations or between a student or students and any organization or organizations.

SECTION 12: ALTERNATIVE CONFLICT RESOLUTION
A. Alternative conflict resolution (ACR) is an informal option for seeking redress with an issue(s). This may be available for issues pertaining to students or student organizations. If all persons or student organizations personally and directly affected by the conflict agree to attempt resolution through an alternative process (such as mediation, facilitated dialogue, etc.) AND the director of student conduct (or designee) has not already assigned the formal student conduct process, than an ACR process may be available. The nature of some conflicts, especially those involving violence, are not be appropriate or permitted to be reviewed through ACR options.

B. Participation in an ACR process must be voluntary and may or may not result in an agreement or resolution. When a mutually satisfactory resolution is reached, the situation is considered resolved with no disciplinary record being maintained. Resolutions reached through ACR may not be appealed. If a resolution is not achieved through an attempt at ACR and the matter involves a potential violation of university policy, a complainant may initiate the formal disciplinary process from the University policy regarding administration of student conduct (4-02) and Section 4 of this Code.

SECTION 13: UPSTANDING BYSTANDERS
A bystander is a person present at an event but not participating in it. Kent State University encourages proactive action such as seeking medical assistance when a
student’s health or safety may be in jeopardy including when danger arises due to use of alcohol, other drugs, acts of violence including gender/sexual harassment, vandalism, and behaviors that are intended to harm or demean people and the community. Being aware of an incident occurring, interpreting the incident as an emergency, taking responsibility to act, attempting to help are all characteristics of being an upstanding bystander. See the Office of Student Conduct website for tips to be an upstanding bystander.

SECTION 14: DISCRIMINATION, GENDER/SEXUAL HARASSMENT, SEXUAL MISCONDUCT, STALKING AND INTIMATE PARTNER VIOLENCE
Kent State University is committed to establishing and maintaining an environment free from discrimination, gender/sexual harassment, sexual misconduct, stalking and intimate partner violence. This is a university-wide effort with collaboration from numerous offices, including but not limited to: the office of the president, the office of the provost, the division of diversity, equity, and inclusion, the office of sexual and relationship violence support services, the student multicultural center, the LGBTQ student center, the women’s center, the dean of students, the center for student involvement, the Kent student center, psychological services, Title IX deputy and coordinators, the athletic department, student governments, and more. Kent State University’s goals are to provide prevention efforts to increase awareness and knowledge, support services for accusers and accused students (that may or may lead to criminal or campus adjudication), and appropriate due process.

NOTE: following are highlighted excerpts frequently pertaining to student conduct.

A. Consent. Consent is defined as the voluntary, unambiguous agreement to participate in an act, the nature of which is known to and understood by the consenter. Consent may be given verbally or nonverbally and may be withdrawn at any time before completion of the act. See: Administrative policy regarding unlawful complaints of gender discrimination, gender/sexual harassment, sexual misconduct and intimate partner violence (5-16.2).

1. A person may be incapable of giving consent due to physical incapacitation, physical or mental disability, threat, coercion, the influence of alcohol or drugs, or age.

B. Amnesty. All students are expected to report violations described in this policy. If a student who reports or who serves as a witness for such an incident is also in violation of another policy (such as a drug or alcohol offense) in conjunction with the incident, amnesty will be considered by the staff in the office of student conduct, and granted at their discretion, depending on the nature of the offense and the circumstances surrounding the incident.
C. Retaliation. Kent State University prohibits retaliation against any individual who makes a complaint of unlawful harassment. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be subject to retaliation. See university policy regarding unlawful discrimination and harassment (5-16).

D. Discrimination, gender/sexual harassment, sexual misconduct, stalking and intimate partner violence are detailed in: university policy regarding unlawful discrimination and harassment (5-16), Administrative policy and procedures regarding complaints of unlawful discrimination and harassment, with the exception of gender-based (5-16.1), and administrative policy regarding unlawful complaints of gender discrimination, gender/sexual harassment, sexual misconduct and intimate partner violence (5-16.2).

SECTION 15: ACADEMIC CHEATING AND PLAGIARISM
Plagiarism, cheating and other forms of academic misconduct are subject to processes outlined in administrative policy regarding student cheating and plagiarism (3-01.8). The university provost (or designee) holds the authority to resolve academic misconduct, and the Office of Student Conduct may assist with logistical, administrative and/or facilitative actions as necessary.

SECTION 16: OHIO CAMPUS DISRUPTION ACT
The Ohio Campus Disruption Act, passed by the 108th Ohio General Assembly (House Bill 1219), directly affects the operation of state universities in Ohio. The Act has specific ramifications for University students, faculty, and staff. In essence, any individual who commits an act of violence and is arrested for that violation is subject to immediate suspension from the university. The Act reads in part that a student, faculty or staff member, or employee of a college or university which receives any state funds in support thereof who is arrested for any of the so-called “trigger” offenses listed within 2901.01.8.a of the Ohio Revised Code shall be afforded a hearing, as provided in this Act, to determine whether the accused person shall be immediately suspended from that college or university. Such hearings shall be held within not more than five (5) days after an arrest of the accused person, subject to reasonable continuances for good cause shown. Continuances shall not exceed a total of ten (10) days. If at the hearing the referee finds by a preponderance of the evidence that the person whose suspension is being considered committed any of the specified trigger offenses, the referee shall order the person suspended. Except for cases in which the good order and discipline of a college or university will be prejudiced or compromised thereby, the referee may permit the person to return to the college or university on terms of strict disciplinary probation. Subsequent violation of the terms of the probation automatically causes the provisions of the Ohio Campus Disruption Act to go into effect. Based on 3345.23 of the Ohio Revised Code, the conviction of a student, faculty or staff member, or employee is
caused for dismissal or suspension pursuant to section 3345.22 of the Ohio Revised Code.

SECTION 17: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
Kent State University complies with the Family Educational Rights and Privacy Act of 1974 in its maintenance of student educational records. This Act was established to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction or deletion of inaccurate or misleading data through informal and formal hearings. Disciplinary records fit within the purview of FERPA. For further information about FERPA, see the Department of Education’s page on the Family Policy Compliance Office (FPCO) and operational procedures and regulations regarding collection, retention and dissemination of information about students (5-08.101)

A. Parental Notification

The Office of Student Conduct may send written notice to the parents and/or legal guardians of a student under twenty-one (21) years of age who is found to be responsible for violating any state or local laws pertaining to possession or consumption of any alcoholic beverages or controlled substances.

SECTION 18: STUDENT DISCIPLINARY RECORDS
A. All hearings are digitally recorded. Recordings may be listened to or viewed by students wishing to appeal a decision. Recordings will be provided to the student only at the student's expense.

B. Notification of the outcome of the decision will be conveyed to both the accused student and to the complaining party and/or appropriate university officials.

C. All student disciplinary records are maintained by the Office of Student Conduct in accordance with the Family Educational Rights and Privacy Act, all state of Ohio laws, and the Kent State University records retention policy. See University administrative policy regarding public records (5-15.1) for further details.

D. Notation of a disciplinary record in any case shall not appear on a student's official transcript.

SECTION 19: EXPUNCTION
A student (current or former) may request expunction in writing to the Office of Student Conduct regarding a student disciplinary record upon proof of graduation or official notice discontinuing student status. Decisions regarding expunction made by the vice president for student affairs (or designee) are final and not subject to
appeal, and may be based on behavior subsequent to the original violation, the nature of the original violation, and/or other relevant information or factors.

SECTION 20: CODE REVISIONS AND APPLICABILITY
A. Revisions

Throughout any given year, changes to the Code of Student Conduct may be approved. As members of the University community, students are encouraged to be alert for any public announcements concerning changes to the rules and regulations governing student behavior.

1. Updates and other changes to the Code of Student Conduct shall be submitted by the student rights and standards committee and/or the director of student conduct to the vice president for enrollment management and student affairs.

B. Applicability

1. The Code of Student Conduct reflects language found in various University policies and procedures located in the Kent State University Policy Register. Revisions, changes or updates to the Policy Register are considered the authority in situations where conflicting information exists.

2. Although the general provisions in this document are applicable to students on all Kent State University campuses, the specific procedures are applicable to the Kent Campus. Specific procedures for implementing the student conduct process on the Regional Campuses are published by those campuses.

6.24 Student Ombuds

A Message from the Student Ombuds

Dear Students, Faculty and Staff:

As the Student Ombuds, I am here to serve as a resource for students and other members of the university community regarding any complaint, grievance or appeal that may be academic or non-academic in nature. When working with our office, you will receive timely, objective and strategic information in a confidential manner to assist with the interpretation of policies and procedures. Together, we will navigate the appropriate resolution to each individual situation.
Sincerely,

Patricia Dennison
Interim Student Ombuds
To request an appointment with the Student Ombuds, please complete the Student Ombuds Intake Form.

You will be contacted to schedule an appointment, or you may call 330-672-9494.

The primary goal of the Office of the Student Ombuds is to provide students confidential consultation in assisting with the possible resolution of any university-related concern, grievance or appeal. Students work closely with the Student Ombuds in developing both informal and formal strategies that will assist them in resolving their university-related concerns.

The Ombuds Office also works directly with faculty and staff, providing consultation related to university policies and procedures. It has established itself as an objective, nonbiased operation that continues to work towards developing a fair and equitable university community.

The Office of the Student Ombuds has continued to grow in the number of students it serves and this trend is expected to continue in the years ahead. On an annual basis, nearly 1,000 students use the services of the office.

The Office of the Student Ombuds is located on the second floor of the Kent Student Center, Room 250. Patricia Dennison, Interim Student Ombuds, can be reached at ombuds@kent.edu or by calling 330-672-9494.

The Student Ombuds form can be found at: https://student.kent.edu/ombudsman/

6.25 University Policy – Equal Opportunity (6 – 02)

(A) Equal opportunity policy.
(1) In academic and student programs. It is the policy of this university that there shall be no unlawful discrimination against any student or applicant for admission as a student because of race, color, religion, gender, sexual orientation, national origin, disability, military status, or identity as a veteran with a disability or veteran of the Vietnam era. Such policy shall apply to, but not necessarily be limited to, the following: recruiting, admission, access to programs, financial aid, and social, recreational and health programs. This policy shall be applicable to all campuses and units of the university. This policy also shall apply with reference to discrimination on a basis of age insofar as required by law.

(2) In employment. It is the policy of this university that there shall be no unlawful discrimination against any employee or applicant for employment because of age, race, color, religion, gender, sexual orientation, national origin, disability, military status, or identity as a veteran with a disability or veteran of the Vietnam era. Such policy shall apply to, but not necessarily be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship. This policy shall be applicable to all campuses and units of the university. This policy also shall apply with reference to discrimination on the basis of age insofar as required by law.

(B) Implementation of policy with respect to employment.

(1) There shall be promulgated and maintained, under authority of the president of the university and the vice president for human resources and associate provost for faculty affairs and curriculum pursuant to this equal opportunity policy, an affirmative action plan. Full achievement of equal opportunity shall be deemed a major effort of the university, and the affirmative action plan shall be the principal official arrangement, as to organization, methods and procedures, whereby the university shall pursue that effort in employment.

(2) The affirmative action plan shall include, but not necessarily be limited to, nondiscrimination provisions of general application to all employees and applicants for employment, including nondiscrimination provisions applicable to age, race, color, religion, gender, sexual orientation, national origin, disability, military status, or identity as a veteran with a disability or veteran of the Vietnam era. Such provisions of general application shall reflect and pursue the central purposes and provisions of relevant laws and regulations of the United States, of the state of Ohio, and of opportunity. Such provisions of general application shall include, but not necessarily be limited to, the following:

(a) Establishment of responsibilities for conduct and monitoring of the university's affirmative action program.
(b) Internal and external dissemination of the university's equal opportunity policy and affirmative action plan.

(c) Workforce analyses; analyses of major job groups; appraisal of labor force utilization; and annual reports of progress.

(d) Development and pursuit of goals and timetables, which could reasonably be attained through good faith efforts.

(e) Equal opportunity of access by employees to educational and training programs for advancement of occupational and professional qualifications.

(f) Application of the university's equal opportunity policy in all personnel actions.

(g) Design and implementation of appropriate audit and reporting systems.

(h) Provisions for notice, verification and reporting, as may be required by law regarding equal opportunity policies and practices of unions, contractors, and vendors having dealings with the university.

(i) Provisions for resolution of complaints and grievances.

(3) The affirmative action plan shall further include nondiscrimination provisions of special application to those who are disabled, to veterans with disabilities, and to veterans of the Vietnam era. Such provisions of special application shall reflect and pursue the central purposes and provisions of relevant laws and regulations of the United States, of the state of Ohio, and of this university, which have special application to equality of opportunity for those who are disabled, for veterans with disabilities, and for veterans of the Vietnam era. Wherever provisions of general application can have application, they shall apply, provided: that where such provisions of special application exist and are relevant, they shall prevail.

(4) The university shall publish and shall update and republish, from time to time, a publication titled, "Affirmative Action Program of Kent State University." Such publication shall include, but not be limited to, the equal opportunity policy which is in effect; the full text of the affirmative action plan which is in effect; and, for further guidance of all personnel, an appendix. The appendix shall include but not BE limited to, applicable forms and procedures utilized in all elements of the affirmative action plan, paragraphs (B)(2)(a) to (B)(2)(i) of this rule; relevant provisions found elsewhere in the university register and the Administrative Code; unit goals and timetables currently in effect; and forms, examples and processes of
record-keeping and reporting. The office of affirmative action shall have primary responsibility for preparation of this publication and for its dissemination to all unit heads and its availability to employees and applicants for employment.

Policy Effective Date: Mar. 01, 2015


Positions and Appointments Fair Labor Standards Act Employee Classes Employment Status Civil Service Testing New Faculty Institute Learning Opportunities Job Opportunities Employment of Relatives

POSITIONS AND APPOINTMENTS

WEB RESOURCE
Employment Information
The university makes an important distinction between a position and the appointment of an employee to that position.

Position - A specific job title in a specific department, which is also a distinct entry in the department's personnel budget, and has been approved by the appropriate university administrator. Actions taken which affect a position typically include the following: (a) the establishment of a new position, (b) revision or reclassification of an existing position, and (c) search and selection process to fill a vacant position.

Open Position - A vacancy, created by the transfer, promotion, advancement or loss of an employee, or the approval by the appropriate administrator for the addition of a position. (Policy 3342-6-02.101)

Appointment - A formal action taken to assign an individual to a position, which specifies the terms of employment. This action specifies a rate of pay for a specific period of time for one employee. Appointments include the following actions: (a) new hire, (b) transfer, and (c) promotion.

Appointing Authority - The ultimate appointing authority is the Board of Trustees through the president. The president may delegate the authority to make unclassified appointments to appropriate vice presidents. The board has designated the office of the Vice President for Human Resources as appointing authority for nonacademic classified employees. All personnel actions, including appointment and removal, are subject to subsequent approval by the Board of Trustees. (Policy 3342-6-04)

FAIR LABOR STANDARDS ACT (FLSA)

The Fair Labor Standards Act (FLSA) sets minimum hourly wage, overtime pay, equal pay, record keeping and child labor standards for employees covered by the Act. Non-exempt status Kent State employees are covered by FLSA. This Act also addresses which employees are exempt (see definition below) from specific provisions of the act, such as overtime pay. Administration and enforcement of FLSA and related statutes
are the responsibility of the Department of Labor. Kent State must comply with both federal and state wage regulations. (Policy 3342-6-07.4, Policy 3342-6-07.7, Policy 3342-6-07.9)

Non-Exempt Status Employees
Non-exempt status refers to an employee who is paid based on the type of work performed. Non-exempt employees are paid by the hour for all time worked and are required to account for all time worked as well as the use of sick, vacation, and other leave time. Non-exempt employees are entitled to overtime pay at a rate of not less than one-and-one-half times their regular hourly rate of pay after 40 hours of work in a given workweek.

Exempt Status Employees
Exempt status is determined by how an employee is paid, how much an employee is paid, and the kind of work an employee performs. Generally, exempt employees are compensated on a salary basis. The nature of exempt positions may require employees to work more than regularly scheduled hours in a given workweek. Exempt employees are not eligible for overtime pay, not covered by the overtime pay provisions of the federal FLSA, nor subject to a reduction in pay based on quality or quantity of work.

EMPLOYEE CLASSES
Kent State has three primary employee classes for staff based upon the nature of duties and relationship to the university. These employee classes are faculty, classified, and unclassified. Each category may be further differentiated by the duration and status of appointments, funding source, and inclusion in a bargaining unit. Appointments to a position may be temporary or continuing and wages/salaries may be paid from regular operating funds or from a grant or restricted source.

WEB RESOURCE
Tenure Policy
Tenure Track – Tenure Track faculty members are full-time faculty with benefits. Tenure Track faculty are expected to provide classroom instruction, engage in research and scholarship in their professional specialty, participate in academic advising and mentoring functions for undergraduate and graduate students enrolled in the programs of the academic unit and provide university and public service.

Non-Tenure Track – Non-Tenure Track faculty (NTT) are full-time faculty with benefits, whose responsibility is primarily teaching. NTT faculty are generally appointed on an annual basis.

Full-Time Non-Bargaining Unit (Term) – Faculty in this group are hired on a temporary year-to-year basis. The responsibilities are not primarily teaching and can include faculty who administer grants or whose sole funding comes from non-university sources. These faculty are not represented as part of a recognized bargaining unit, but receive the same benefits as other full-time faculty.

Part-Time or Adjunct – Part-time faculty, also known as adjunct, are hired on a yearly or semester basis to teach specific courses or a set of courses. Faculty in this group are not eligible for full-time employee benefits, but receive a sick leave benefit proportionate to their teaching load and a tuition waiver of up to four credit hours for each semester they teach.

Classified
Classified individuals are appointed on an hourly basis, and are subject to the rights and responsibilities afforded to civil service employees in the Ohio Revised Code (ORC), specifically Chapter 124. Within this category, there are three types of employees: (1) classified civil service represented, (2) classified civil
service hourly non-represented, and (3) non-classified civil service hourly. Individuals are non-exempt under FLSA.

Unclassified
Unclassified individuals are appointed on a salaried basis. These individuals are exempt under FLSA. Some administrative appointees may also hold faculty rank and tenure. (Policy 3342-6-05)

EMPLOYMENT STATUS

FOR MORE INFORMATION
Talent Management
(330) 672-2901
employment@kent.edu

Within some categories of employment, the university makes further distinction with respect to the employment relationship. These distinctions are discussed below.

Full or Part-Time Status
Faculty, classified and unclassified staff may be employed on a full- or part-time basis. Full-time employees are those with a 40 hour per week assignment (or its equivalent) for at least nine months. Full-time NTT faculty who are appointed after the start of the academic year and have an appointment of less than nine months will be deemed to have full-time status for the purpose of benefits eligibility, if their offer of appointment explicitly includes a statement of the university's intent to offer a nine-month appointment in the succeeding year. Part-time faculty and staff may be eligible for some university benefits.

Additional Status Designations for Classified Employees
Hourly classified employees are further designated to have one of the following statuses:

Probationary Period – The probationary period constitutes a trial or testing period for the employee at the beginning of an original appointment, or immediately following a promotion. During the probationary period (generally 120 days) an employee may be terminated or reduced in pay grade.

Temporary – An employee who is appointed for a limited time, fixed by the appointing authority, for a period not to exceed four months.

Grant Position – An appointment funded by a grant. The length of the appointment is determined by the duration of grant funding.

CIVIL SERVICE TESTING

Several classifications at Kent State require that individuals pass a Civil Service exam. Applicants will be notified regarding date, time and exact location of the test. All applicants will be required to present photo identification prior to taking the exam.

When an applicant receives a passing score, his/her name is placed on an eligibility list. The list is arranged according to examination scores from highest to lowest and is used to fill vacancies as they occur. When a department has a vacancy, it receives the names of 10 eligible candidates from which to choose. The names of those not chosen within two years are removed from the list. To become eligible after this period of time, a candidate must retake and pass the exam.

Applicants who are residents of Ohio and who have been honorably discharged from active duty in the U.S. military are eligible to receive an additional credit of 20 percent on their exam if they obtain a passing score.
Proof (i.e., copy of the DD-214 showing the type of discharge) must be submitted on or before the exam date or with the job application. No credit is given if proof is submitted after the exam date.

NEW HIRE ORIENTATION

FOR MORE INFORMATION
Training and Development (330) 672-2100
New Hire Orientation is designed to smoothly integrate new employees into the university culture. The orientation features information pertaining to important policies, university structure and organization and a detailed review of health and other benefits. New hires receive a welcome packet that includes information regarding university resources.

New Hire Orientation is offered bi-weekly on Mondays so that new employees have full access to the HR staff. Employees are strongly encouraged to attend orientation as close to their first day of employment as possible.

NEW FACULTY INSTITUTE

FOR MORE INFORMATION
Center for Teaching and Learning
New faculty members are welcomed through a series of events, programs and institutes coordinated by the Center for Teaching and Learning (CTL) at www.kent.edu/ctl.

Pre-Hire - As a means of recruitment, faculty units are encouraged to visit the FPDC with interviewees to learn and share the support resources available for faculty members throughout their career at Kent State. Post-Hire - All new faculty receive information about the FPDC and notice of the New Faculty Series, along with an invitation to utilize the Center's resources prior to the beginning of a semester. Faculty units are asked to schedule pre-semester and semester activities to allow full participation in the program.

LEARNING OPPORTUNITIES

FOR MORE INFORMATION
Training and Development
The university offers a wide range of learning opportunities and workshops for professional development for faculty and staff, including instructor-led and on-line courses. The HR Training and Development website provides a summary of the various types of training, as well as a course catalog featuring a suite of programs in the following categories:

Orientation;
Workplace Climate;
Management Development;
Supervisory;
Diversity;
Recruitment;
Communication Skills;
Teambuilding;
Leadership;
Personal Development; and
Additional Learning Opportunities
Employees can view their training program history at any time by clicking on the My Training link found on the Training homepage. All training information can also be found in FlashLine under the MyHR tab, Learning Opportunities channel. For a complete list of offerings across the university, go to www.kent.edu/hr/register and click the links for facilitator-led or online courses.

JOB OPPORTUNITIES

WEB RESOURCE
Check for career opportunities on our Online Recruitment System
All job opportunities should be filled within a reasonable time period with the best qualified personnel in accordance with the university policy on equal employment opportunity. In general, job vacancies in the university system shall be communicated internally as well as externally to the widest relevant recruitment area. Kent State also advertises in major regional newspapers and other media directed to potential candidates who are minority, female or people with disabilities. (Policy 3342-6-02.101)

EMPLOYMENT OF RELATIVES

Kent State has no objection to the appointment of members of families throughout the university, regardless of relationship, so long as one family member is not in a position to influence a decision in favor of or against the other. (Policy 3342-6-04.2)

RECOGNITION AND SERVICE AWARDS

WEB RESOURCE
Recognition Programs
Kent State sponsors various programs and events annually to recognize the many contributions of its faculty and staff. Some programs are university-wide, while others are sponsored by departments, divisions and regional campuses within the university system. Listed below are some of the major recognition programs for staff. A link to a complete list of recognition programs for faculty and staff is available in the Web Resource box.

President's Excellence Award
The President's Excellence Award recognizes Kent State staff for demonstrating exceptional performance in advancing one of the university's excellence agenda goals during the previous fiscal year (July 1 through June 30). Full-time classified and unclassified employees at all campuses who have been employed by the university for a minimum of one year are eligible to be nominated. For more information, go to www.kent.edu/president/excellenceaward.

Milestone Years of Service
Staff employees are recognized when they reach milestone years of continuous service with the university. Classified employees receive a certificate and a service achievement award — in the form of a cash payment — at every five-year milestone. (Policy 3342-6-07.11) Unclassified employees receive a certificate and a gift at every five-year milestone. Employees receive a gift catalog and instructions for ordering the gift of their choice.

Twenty Year Club
The Twenty Year Club honors classified and unclassified employees who have 20 years of continuous service at Kent State. The dinner program was established in 1966 and is held every year in the spring. More information is available at www.kent.edu/hr/20-year-club.

Office Support Staff Recognition
Each spring Kent State hosts a luncheon and program to recognize employees who provide office support in departments throughout the eight campuses. The program is held in April in conjunction with the national observance of Administrative Professionals Day.

Diversity Trailblazer Award
The Diversity Trailblazer Award is a university-wide award that recognizes faculty, staff or a departmental group for their significant contributions to enhance diversity and inclusive excellence at Kent State. The recipient of the award must have demonstrated outstanding leadership, excellence and accomplishments in the area of inclusive excellence in action. More information is online at www.kent.edu/diversity/diversity-trailblazer-award.
*NOTE: Employees receiving gifts should contact a tax consultant to determine if IRS regulations apply. (Policy 3342-7.02.14)

6.27 Clinical Site Evaluation Form
## Clinical Site Evaluation

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<td>1. Sufficient classroom and laboratory instruction were provided to adequately prepare me for this rotation</td>
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<td>2. The facility provided adequate orientation to all assigned clinical areas</td>
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<td>3. Facility employees were helpful in explaining policies and procedures</td>
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<td>4. The facility afforded students the same privileges as staff with regards to: parking, place to: personal belongings, place for meetings, reading or study space, etc.</td>
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<td>5. The facility personnel (RC Department, Nursing, Physicians, etc.) were cooperative, open and willing to help students pursue their clinical education</td>
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<td>6. The facility provided a satisfactory amount and variety of modern equipment and supplies necessary to administer quality care</td>
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<td>7. The ancillary departments (e.g. OR, Cath Lab, Radiology, Medical Records, Laboratory) were adequate in scope and accessibility to support student learning</td>
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<td>8. Library facilities were available; and reference materials were of sufficient number and scope to facilitate learning</td>
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<td>9. The clinical experience was sufficient in length and provided an adequate number and variety of procedures to enable students to complete their clinical objectives</td>
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<td>10. Patient care followed published guidelines and National Standards of Care (e.g. does not provide concurrent therapy, follows Asthma and COPD treatment guidelines)</td>
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<td>11. The facility provided adequate opportunities for physician/student interaction</td>
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<td>o</td>
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<td>o</td>
</tr>
<tr>
<td><strong>There was adequate staff to support student instruction and students were not left unattended nor expected to replace full time staff</strong></td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>12. Clinical Instructors and Preceptors were knowledgeable and provided sound guidance and medical input to facilitate quality patient care</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>13. I would recommend this clinical affiliate for future rotations</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td><strong>Comments:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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6.28 Methods of Supervising Students during Clinical Rotations
# Respiratory Therapy Technology Program

## Clinical Rotations – Methods of Student Supervision

<table>
<thead>
<tr>
<th>Respiratory Therapy Courses</th>
<th>Methods of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTT 11004</td>
<td>Therapeutics</td>
</tr>
<tr>
<td></td>
<td>Students deliver care under the direct supervision of a dedicated clinical instructor or preceptor. Patient assignments are determined by the clinical instructor or preceptor. Dedicated clinical instructors will be responsible for a maximum of 4 students at one time. Preceptors will be responsible for a maximum of 2 students.</td>
</tr>
<tr>
<td>RTT 21001</td>
<td>Mechanical Ventilation</td>
</tr>
<tr>
<td></td>
<td>Students deliver care under the direct supervision of a dedicated clinical instructor or preceptor. Patient assignments are determined by the instructor or preceptor. Dedicated clinical instructors will be responsible for a maximum of 4 students at one time. Preceptors will be responsible for a maximum of 2 students. Students attending an OR intubation rotation will be supervised by anesthesia physicians or certified registered nurse anesthetists/anesthesia assistants under physician direction. Intubation supervision is limited to a 1 student maximum at any given time.</td>
</tr>
<tr>
<td>RTT 21000</td>
<td>Critical Care</td>
</tr>
<tr>
<td></td>
<td>Students deliver care under the direct supervision of a dedicated clinical instructor or preceptor. Patient assignments are determined by the clinical instructor or preceptor. Dedicated clinical instructors will be responsible for a maximum of 2 students. Pediatric specialty rotation will follow the previously mentioned guidelines. Pulmonary Function Testing specialty rotation will be supervised by an RRT with a maximum of 2 students per technologist. Polysomnography specialty rotation will be supervised by a polysomnography technician / respiratory therapist with a 2 student maximum at any given time.</td>
</tr>
<tr>
<td>RTT 21010</td>
<td>Respiratory Therapy Capstone Course</td>
</tr>
<tr>
<td></td>
<td>Students deliver care under the direct supervision of a dedicated clinical instructor or preceptor. Patient assignments are determined by the clinical instructor or preceptor. Dedicated clinical instructors will be responsible for a maximum of 4 students at one time. Preceptors will be responsible for a maximum of 2 students. Pulmonary Rehabilitation rotation will be supervised by an RRT preceptor with a maximum of 2 students at any given time. Home care specialty rotation will be supervised by a RRT with a maximum of 2 students at any given time.</td>
</tr>
</tbody>
</table>


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6.29 General Counsel Responsibilities

Welcome to the Office of the General Counsel

The Office of the General Counsel (OGC) serves as the legal representative of the university and is also available to provide legal advice and guidance on university-related matters to employees and departments at all campuses. This aligns with the OGC mission to advance the university's strategic goals while preserving the legal, ethical and financial integrity of the institution.

Willis Walker, the General Counsel, is responsible for the day-to-day operations of the office and ensuring that the university remains in legal compliance with numerous state and federal laws and regulations. The attorneys and staff in the office provide many services, including:

- Assist departments with the administration and negotiation of all third-party contracts;
- Provide notary services for university documents;
- Coordinate all public records requests for the Kent and Regional Campuses;
- Assist in the development of university policy, as well as department-specific regulations;
- Provide advice on patent, copyright and technology-transfer information;
- Assist international employees with the permanent residency process; and
- Provide training in regulatory compliance and guidance when new laws go into effect.
Each attorney has several primary areas of responsibility. View the list of attorney responsibilities to know who to contact if a legal issue arises as part of your job at Kent State. If you are not sure who to contact, call the office at 330-672-2962 or send your legal inquiries to legal@kent.edu.

Communications regarding legal matters with the the General Counsel attorneys on behalf of Kent State University are ordinarily protected by attorney-client privilege and are confidential. The GC office is not allowed to provide personal legal advice but can provide referrals if needed. Communications to our office through e-mail are not necessarily secure and hence their confidentiality cannot be guaranteed.

About

RPs

Staff

Contracts Administration

Immigration Services

Legal Resources

Policy Register

Records

Office of

General Counsel

ADDRESS:
Executive Offices, Second Floor,
Library, P.O. Box 5190, Kent, OH
44242

PHONE:
330-672-2962

EMAIL: legal@kent.edu
(mailto: legal@kent.edu)
Respiratory Therapy Technology Program
Associate of Applied Science Degree

Information and Application Packet

http://www.kent.edu/ashtabula/health-degrees/respiratory-therapy

Applications for the RTT program are due November 1.
Applications will be accepted after the due date
if seats are available.

2/19/2016

Program Directory

**Director**
Yvonne George, M. Ed., B.B.A., RRT
Office: 127B (Health and Science Building)
Phone: 440-964-4308
Fax: 440-964-4955
ygeorge@kent.edu

**Director of Clinical Education**
Amy Rodenhausen, BSRC, RRT
Office: 127D (Health & Science Building)
Phone: 440-964-4362
Fax: 440-964-4355
aroenha@kent.edu

**Faculty**
Megan Jacobson, M.E.T, RRT
Office: 127C (Health & Science Building)
Phone: 440-964-4370
Fax: 440-964-4355
mjacob22@kent.edu

**Secretary**
Becky Olmstead
Office: 160B (Health & Science Building)
Phone: 440-964-4231
Fax: 440-964-4355
rolmstea@kent.edu

Ashtabula Campus Departments

**Central Office**
Phone: 440-964-3322
Fax: 440-964-4269
Website: www.ashtabula.kent.edu
Email: info@ashtabula.kent.edu

**Dean’s Office**
440-964-4212
Financial Aid
440-964-4213

**Academic Services**
Disability Services, Math Success Center,
semester Tutoring, Writing Center - 440-964-4304

**Gymnasium and Weight Room**
Hours posted at the start of the

**Bookstore**
440-964-4225

**Library**
440-964-4239

**Cafeteria/Commons**
440-964-4226

**Main Hall Computer Lab Help Desk**
440-964-4357

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THE SCOPE AND PRACTICE OF RESPIRATORY CARE

Respiratory therapists are members of a team of health care professionals working in a wide variety of clinical settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders. As team members, respiratory therapists should exemplify the ethical and professional standards expected of all health care professionals.

Respiratory therapists provide a broad range of patient care which includes clinical decision-making and patient education. The respiratory care scope of practice includes, but is not limited to the following basic competencies:

- acquiring and evaluating clinical data;
- assessing the cardiopulmonary status of patients;
- performing and assisting in the performance of prescribed diagnostic studies such as: obtaining blood samples, blood gas analysis, pulmonary function testing, and polysomnography;
- evaluating data to assess the appropriateness of prescribed respiratory care;
- establishing therapeutic goals for patients with cardiopulmonary disease;
- participating in the development and modification of respiratory care plans;
- case management of patients with cardiopulmonary and related diseases;
- initiating prescribed respiratory care treatments, managing life support activities, evaluating and monitoring patient responses to such therapy and modifying the prescribed therapy to achieve the desired therapeutic objectives;
- initiating and conducting prescribed pulmonary rehabilitation;
- providing patient, family, and community education;
- promoting cardiopulmonary wellness, disease prevention, and disease management;
- promoting evidence-based practice by using established clinical practice guidelines and by evaluating published research for its relevance to patient care.

(Excerpt from: CoARC’s “Accreditation Standards for the Profession of Respiratory Care” 2015)

Additional Information about Respiratory Therapy can be accessed at the American Association of Respiratory Care’s (AARC) website: www.aarc.org.
Prospective Student,

The Associate of Applied Science in Respiratory Therapy gives you the skills to evaluate, treat and care for patients with breathing or other cardiopulmonary disorders. Practicing under the direction of a physician, respiratory therapists assume primary responsibility for all respiratory care therapeutic treatments and diagnostic procedures. Therapists also provide complex therapy requiring considerable independent judgment, such as caring for patients on life support in intensive-care units of hospitals. An associate's degree is earned with successful completion of 70 semester hours of coursework. Graduates are eligible to take the national credentialing examinations administered by the National Board for Respiratory Care (NBRC), which include the Certified and Registered Respiratory Therapist credentials (CRT, RRT), Certified and Registered Pulmonary Function Technologist (CPFT, RPFT) and Neonatal Pediatric Specialist (NPS).

Unlike many fields of study, the State of Ohio offer students the opportunity to obtain jobs as student respiratory therapists with a Limited Permit. Many area hospitals hire student therapists to do routine therapy because it is more cost effective, and it provides an opportunity to get to know the student before they graduate. Typically, these students obtain fulltime employment right after they graduate because their place of employment is already familiar with them. Students are eligible to apply for their limited permit during the second year of the program. (This job is optional and not part of the RT program; additionally, it cannot be used towards required clinical time.)

PROGRAM WEBSITE

http://www.kent.edu/ashtabula/health-degrees/respiratory-therapy

12/21/2015
UNIVERSITY ADMISSION PROCESS

1. Complete and submit the KSU admission application with the $40.00 application fee. *This can be completed online at Kent State University Ashtabula or a paper application can be mailed.*

2. Graduate from an accredited high school or receive a passing score on the GED examination. Contact all high schools and colleges attended and request sealed transcripts sent to KSU-A to be evaluated for transfer credit(s).

3. Attend the Inside Track Program, which is a brief orientation program required following acceptance at KSU. Schedule this with the Central Office (440-964-3322).

4. Schedule and complete the computerized assessment of reading, writing, and math skills (at KSUA library, 440-964-4304) to determine which classes are needed to be successful in other coursework. (Transfer students may be exempt and should check with the Program Director first.)

5. Schedule an appointment with the Program Director by contacting the department secretary, at 440-964-4231. The director will answer questions about the requirements for admission into the RTT program.

PROGRAM PRE-ADMISSION REQUIREMENTS

- Completion of Anatomy and Physiology I (BSCI 11010 or 21010)
- Completion of Chemistry (10050 or 10055 or 10060 or 10061)
- Completion of Algebra (MATH 00023 or MATH 10775 or MATH 11009 or higher)
- A minimum “C” (2.0) grade in all required courses
- A cumulative GPA of \( \geq 2.70 \)
- Complete at least 4 hours of job shadowing with a respiratory therapist. (Please refer to the attached job shadowing form.)

PROGRAM ADMISSION PROCESS

The RT Program admits a new class of 20 students each Spring Semester. Applications should be submitted to the Respiratory Therapy Program Director by November 1 (however, applications will be accepted after the November 1st deadline if there are open seats remaining). There is no application fee. **Students that will complete pre-admission requirements during the fall semester may submit an application.** These students may receive provisional admission until all preadmission criteria are met at the end of fall semester.
STUDENT SELECTION

Student selection is made based on student performance (using a point system) in the following areas:

- Cumulative GPA in student’s most recent academic experience
  - (If applicable, a student must obtain \( \geq 6 \) semester hours to establish a new GPA from another accredited college or university.)
- Number of required non-RTT courses completed
- Grades received in the non-RTT courses completed
- Submission of completed shadowing experience form

Program applications are scored based on these criteria then prioritized based on that score for admission. Applicants will be notified by mail if they are accepted or not within 3 weeks following the application deadline. Information regarding the selection results will not be given over the phone. There is no waiting list, but students who continue to take required courses will have a stronger, more competitive application the following year.

Pursuant to federal regulations and state law, Kent State University is committed to provide all persons equal access to its programs, facilities, employment, without regard to race, color, religion, age, gender, sexual orientation, national origin, ancestry, disability, genetic information, military status, or identification as a disabled veteran, or veteran of the Vietnam era, recently separated veteran, or other protected veteran. Inquiries regarding federal regulations and state law may be directed to the Office of Affirmative Action, Wright Hall, Kent State University, Kent, Ohio 44242-0001.

PROGRAM ADMISSION – ACCEPTANCE

Accepting a seat in the program is only for the upcoming spring semester. If a student waits, he or she must reapply the following year. Once accepted to the program, students must take each semester consecutively for 2 years due to RTT course offerings. If a student fails a class, at the discretion of the RT program director, they will be readmitted to the program the following year, one time only, to retake the failed semester and continue the program.

1. Accepted students must attend a program orientation meeting in early January. The orientation will be from 8:30 am – 2:00 pm (approximate time) prior to the beginning of the first program semester. Additional details including date and location will be provided in acceptance letter.
2. All students accepted into the program are required to complete a state and federal background check. Instructions will be provided during the new student orientation.

*Students should notify the RT program director of any convictions. A past conviction may disqualify him/her from completing clinical rotations, taking credentialing examinations, receiving a state license to practice (Section 4761.04 of the Ohio Revised Code), and/or obtaining employment after graduation.
PROGRAM SCHEDULE

Students will attend lectures and labs for RTT courses at the Ashtabula Campus on Wednesdays and/or Thursdays (Tuesday and Thursday the first semester). Clinical rotations start the first fall semester and will continue each semester until the program ends. The first clinical rotation is eight hours per week, and the last three semesters are 16 hours per week (day or evening shift). Usually, students are notified of their clinical site(s), date(s), and times no later than 1 month prior to the beginning of the rotation.

REQUIRED COURSEWORK

The RT program requires a minimum of 70 semester/credit hours, which can be completed in two calendar years. Respiratory Therapy courses can only be taken following acceptance into the program, and must be taken in the semester offered and in the order shown on the program Roadmap (located on the next page). Some RTT courses include laboratory and clinical components. In these courses, students must demonstrate skill proficiencies in the lab and clinical settings. Students must achieve satisfactory skill competencies in the lab and at the clinical site in order to pass these courses.

It is recommended, not required, that students complete as many of the non-RTT courses prior to entering the program. The program cannot be completed in less than two years, but the workload during the program can be reduced by completing some courses prior to starting the program. Students using financial aid should plan semesters accordingly to fulfill credit hour requirements set by their financial aid plan.
FINANCIAL AID/SCHOLARSHIPS
KSUA Financial Aid
TUITION/FEES/OTHER PROGRAM RELATED COSTS

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Tuition: Information about tuition can be found on the campus tuition webpage: **KSUA Tuition**

Fees: Students enrolled in the RTT Program are assessed a $118 fee, each spring and fall semester.

Books: The costs of textbooks vary, but students can expect to pay approximately $600 per year on textbooks.

Other costs:
- Students will need to purchase uniforms, shoes, and a stethoscope for clinicals. These items can be purchased for an estimated $200.
- Ohio background check and fingerprinting is required for clinicals. The cost is $78.
- Students will need to complete a physical exam and be current on specific immunizations. The cost for this will vary based on the students insurance and the healthcare provider chosen.
- Kent State University at Ashtabula allied health programs utilize a web-based vendor to manage background checks, physical exam and immunization documentation. Students will pay a one-time fee of $36.

Questions about tuition, fees or other costs related to the program should be directed to the program director:

Yvonne George  
ygeorge@kent.edu  
440-964-4308

**COURSES FROM OTHER INSTITUTIONS**

Transfer courses: For a formal evaluation of your transcripts to determine how classes from another institution will transfer, you will need to apply to and have your transcripts sent to KSU-A. It will take at several weeks to complete this process. For an informal assessment of how courses will transfer, you may contact the RT Program Director to discuss probable scenarios. You may also visit **Transfer.org** as a guest to determine probable transfer credits within Ohio. If you are transferring to KSU, you are not required to complete US 10097 First Year Experience course if you transfer 25 or more credit hours of classes.

Transient classes: Students who wish to complete a course at another institution while enrolled at KSU must complete the necessary “transient student” paperwork (available in the Central Office) prior to starting the course. The student taking transient coursework is responsible to make sure that his or her coursework taken at another university is acceptable for transfer and meets the graduation requirements of the RT Program. Students in the program are strongly discouraged from taking transient classes their final semester because of the difficulty in obtaining transcripts from other institutions of higher education in time for graduation.

**HOUSING**

There is no on-campus housing available on the KSUA campus at this time. However, there are students that move to the campus area to complete their education. There are apartments, rental houses, and rental lakeside cabins available to our students at reasonable costs. Please contact the
Ashtabula Area Chamber of Commerce (www.ashtabulachamber.net) at 440-998-6998 for more information on housing in the area. The local newspaper classified section, The Starbeacon, may also have some good alternatives. Some local hotels give our students discounted on daily rates.
To verify awareness of other program requirements, please initial after each statement.

_________ I am aware that a state and federal criminal background check with fingerprinting are required once accepted to the RT Program. (A past conviction may disqualify you from completing clinical rotations, taking credentialing examinations, receiving a state license to practice (Section 4761.04 of the Ohio Revised Code), and/or employment after graduation.)

_________ I am aware that a drug screen is required to participate in clinical rotations.

_________ I am aware that a physical examination must be completed once accepted to the program to verify my ability to perform the physical and emotional job requirements of a Respiratory therapist. Additionally, vaccination and booster records are required, and titers drawn if necessary.

_________ I am aware that an American Heart Association CPR card for Health Care Providers is required.

I attest to the best of my knowledge all the information submitted in this application form and required supplementary documentation is the truth.

Applicant’s Signature: __________________________________________

Date Submitted: __________________

This application and all required materials must be submitted to the RT Program Secretary by November 1. Students will be notified in writing within 3 weeks of the application deadline if they were accepted to the program. Please don’t call us, we’ll notify you.

Please return to: Kent State University at Ashtabula
Respiratory Therapy Program
Attention: Program Director HSB 127B
3300 Lake Road West
Ashtabula, OH 44004

Equal Opportunity

Pursuant to federal regulations and state law, Kent State University is committed to provide all persons equal access to its programs, facilities, employment, without regard to race, color, religion, age, gender, sexual orientation, national origin, ancestry, disability, genetic information, military status, or identification as a disabled veteran. Inquiries regarding federal regulations and state law may be directed to the Office of Affirmative Action, Wright Hall, Kent State University, Kent, Ohio 44242-0001.
Respiratory Therapy Shadowing Form
To be completed by Student

Job shadowing introduces potential respiratory therapy students to the roles and responsibilities of today's respiratory therapists. A minimum of four (4) hours must be completed prior to admission in the Respiratory Therapy Program at KSU. If needed, the program director or clinical coordinator will assist students in determining which hospitals are appropriate for shadowing. (Appropriate attire: dress shirt with khaki pants; no jeans, shorts, or sandals)

Please request a registered respiratory therapist (R.R.T) for your shadowing field experience. Some hospitals may require an orientation and/or paperwork prior to any shadowing. Please plan accordingly. The form below must be completed and submitted to the Program Director when the student applies for the program by November 1.

Prospective Student’s Name: _____________________________

Field Experience:

Hospital Name: _____________________________

What did you observe? ________________________________________________________________

______________________________________________________________________

______________________________________________________________________

______________________________________________________________________

What did you like most about shadowing at this site? ______________________________________

______________________________________________________________________

______________________________________________________________________

What did you like least about shadowing at this site? ________________________________

______________________________________________________________________

______________________________________________________________________

Contact Hours completed_ ______________ Date ________________

Kent State University at Ashtabula
Attention: Respiratory Therapy Program Director
3300 Lake Road West, Room 127B • Ashtabula, Ohio 44004
Phone: 440-964-3322 • Fax: 440-964-4355 • http://www.kent.edu/ashtabula/health-degrees/respiratory-therapy

12/21/201
Respiratory Therapy Technology Program Policies

Respiratory Therapy Job Shadowing Form
To be completed by Respiratory Therapist

***Prospective student***: Please give this form to the Respiratory Therapist you are shadowing. This form must be faxed directly to Kent State University at Ashtabula by the Respiratory Therapist. We cannot accept forms hand delivered by the student.

Prospective Student Name ___________________________ Date ____________

Hospital Name_____________________________ Hours completed (4 minimum)____

Comments ____________________________________________________________

__________________________________________________

RT Name (print) _______________________________________________________

RT Signature________________________________________ Contact number: ____________

Please FAX: 440-964-4355 or mail to Kent State University at Ashtabula, Attn: RTT Program Director, 3300 Lake Road West, Ashtabula, Ohio 44004

Forms must be received by the application deadline of November 1st.
6.31 Student Handbook