5-20-1993

University Faculty Assembly Minutes 5-20-93

Shawnee State University

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UNIVERSITY FACULTY ASSEMBLY

MEETING

Thursday, May 20, 1993
4:00 - 5:00 p.m.
Massie Hall #205

AGENDA

1. CALL TO ORDER

2. AGENDA APPROVAL

3. APPROVAL OF APRIL 22, 1993 MINUTES

4. UNFINISHED BUSINESS:
   A. Establishing a Center
   B. New Course Approvals:
      1. PSCI 251, PSCI 252
      2. MGNT 332
      3. LAST 273
      4. ETIN 251, ETIN 252, ETIN 253, ETIN 261, ETIN 262, ETIN 263

5. NEW BUSINESS:
   A. New Course Approvals: ETCO 101
   B. Future of UFA Committees
   C. Plagiarism Report
   D. Proposed UFA Constitutional Amendment to Section 4.5
   E. Pass/Fail Policy Revisions
   F. Proposed Policy on Discoveries, Inventions, and Patents
   G. Use of Tobacco Products Policy Revision
   H. Administrative Review Instrument
   I. Transfer Evaluation Packets
   J. Guidelines on Student Employment

(Continued on back)
6. ON-GOING BUSINESS

A. Committee Reports
   1. Committee on Committees
   2. Educational Policy and Curriculum
   3. Faculty Affairs
   4. Fiscal Affairs
   5. Student Affairs
   6. Faculty Development/
      Research and Creative Activities

B. Executive Board Reports

C. Communications/Correspondence

7. ADJOURNMENT

*Please refer to the New Course Approval forms attached to the UFA April 22, 1993 Agenda.*
The UFA met on April 22, 1993, at four o'clock in Massie Hall room #205. A quorum was present.

CALL TO ORDER
Hagop Pambookian, president, called the meeting to order at 4:03 p.m.

AGENDA APPROVAL
Ed Scott stated that the motion to vote on the Quarter vs Semester Proposal was on the floor at the last general meeting when the quorum was lost and that that meeting should continue before the new agenda could be approved. Richard Scherer stated that since students interested in the new constitution for publications were present that the revised constitution for publications should be first on the agenda. After considerable discussion, the new agenda was approved. John Kelley made the motion and Jeff Bauer seconded it.

APPROVAL OF MARCH 18, 1993, MINUTES
The minutes were unanimously approved.

UNFINISHED BUSINESS

A. Constitution of the SSU Publications Committee
Ginny Hamilton, chair of the Student Affairs Committee, presented changes in the Constitution for Publications. The revised constitution was unanimously approved by voice vote. [A copy of the Constitution with revisions was attached to the agenda.] Dr. Veri then stated that he would sign it as soon as he received it.

B. Quarter vs. Semester Proposal
Roger Scherer made the motion and Dr. Alex seconded it to limit debate on the proposal to twenty minutes. Thirty-one members voted for the limit and it passed.

Dr. Alex made a motion that the calendar change be adopted by polling all faculty members by secret ballot. After a lengthy discussion, the motion was voted on by show of hands. Twenty-seven voted for and sixteen voted
against. The motion carried, and the Committee on Committees will arrange for the secret ballot.

Ginny Hamilton made a motion that because of the importance of the proposal, that the proposal should be passed with a two-thirds vote of the voting membership. The motion was seconded by Dan Moore. After a discussion on the constitutionality of the motion and a count of the membership to be sure a quorum was still present, the vote was taken by show of hands. Thirty-four voted for the motion and four voted against it. The motion passed.

In the middle of the discussion recorded above, Kay Kress was recognized by Hagop Pambookian for her service to UFA. Dr. Pambookian gave her an inscribed pewter mug and a letter of thanks.

Hagop Pambookian thanked the Executive Board for its work during the past year and stated that he will introduce John Kelley, the new president, at the May meeting.

Bill Penn made a motion to adjourn and Carl Priode seconded it. The meeting was adjourned at 5:02 p.m.
INTRODUCTION

The development of a new center or institute, requires the submission of a preliminary proposal of intent to the appropriate vice president. The proposer must receive authorization from the vice president before a formal detailed proposal is developed for full consideration. Detailed proposals must receive endorsements from other existing organizational units at SSU that interact with the proposed center. The President and Board of Trustees must give approval for the establishment or discontinuance of all centers (or other organizational units).

PURPOSE

A Center is an organizational unit that has some specialized function/mission and may supervise, directly or indirectly, credit and/or non-credit courses and/or degree programs. The appropriate vice president appoints center directors, who are or may be recommended by the immediate supervisor when appropriate. The Center director reports directly to the appropriate vice president or dean.

Each center will have an advisory council that reports to the Center's (unit's) director and dean and/or appropriate vice president/Provost. Any center established within the academic area will have a faculty advisory council which may include practicing professionals.
NEW COURSE APPROVAL FORM

Department  Electrical & Computer E.T.  Abbreviation  ETEC  
Catalog Number  ETCO 101  Title  Applied Technology Systems  
Hrs. Lec/Week  2  Hrs. Lab or Studio/Week  4  
Credit Hours  4  Lab Fee  $25.00  Instructor(s)  Team  
Prerequisite(s)  None  
HEGIS Code  Program Code  
Subsidy Level Code  Projected Enrollment  25  
Effective Date  7/1/93  
(Quarters to be taught for experimental course)  
COURSE DESCRIPTION (copy for course listing)  
An introduction to applied technology through a systems approach. Students will design, develop, and fabricate a product in the Engineering Technologies laboratories under the guidance of faculty and advanced student mentors. A final design report will be required.  
RATIONAL FOR THE COURSE  
This course will provide an introduction to various technologies for those student who have not yet decided upon a particular career.  
MINIMUM QUALIFICATIONS OF THE INSTRUCTOR TO OFFER THIS COURSE  
Bachelor of Science
IMPACT ANALYSIS (Please address the following):

1. Impact on other departments
   Minimal.

2. Effect on teaching loads and staffing
   Team teaching will be performed during the summer with minimal effect on teaching loads or staffing.

3. Need for additional resources and facilities
   None. This course utilizes existing facilities and resources.

4. Library holdings: _____ Strong _____ Adequate _____ Weak _____ Nonexistent
   Recommendations to the Library Staff:

Prepared by: [Signature] (Date)

Approved by Division/Department [Chairperson's Signature] (Date)

Approved by Educational Policy Curriculum Committee [Chairperson's Signature] (Date)

Approved by University Faculty Assembly [UFA President's Signature] (Date)

Approved by the Provost [Provost's Signature] (Date)
"To amend BYLAWS TO ARTICLE 8: COMMITTEES by adding the following words: 'With the exception of the Committee on Committees and the Faculty Affairs Committee all UFA standing committees will suspend operations effective at the end of the 1993 Spring Quarter. Suspended committees may be reactivated by a majority vote of UFA members voting. The Committee on Committees will make no appointments to a standing committee effective during its suspended operation.'

'Chairs of suspended standing committees will transfer all current business to the chairs of their counterpart committees of the University Senate.'"
TO: John L. Kelley  
President, The University Faculty Assembly

FROM: Deborah A. Waterman  
Chairman, UFA Committee on Plagiarism

DATE: May 5, 1993

RE: Reconsideration of "Recommendations of UFA Committee on Plagiarism"

Attached please find the Committee’s revised recommendations.

These revisions include the minor editing by President Veri and the addition of the word administrator to paragraph numbered 4. Please note that the language deleted by Dr. Veri ("or the faculty representative") remains in paragraph 4. The words "faculty representative" fit within a larger phrase; this paragraph provides that a charge of plagiarism may be brought by "the faculty advisor or the faculty representative affiliated or otherwise involved with the organization or activity" within which the plagiarism occurred. The committee’s purpose in using this language was to ensure a broader reading than might otherwise be available if only the term "faculty advisor" were used. For example, if an incident of plagiarism were to occur in the context of a writing contest, there may be no faculty "advisor" in the strict meaning of this term. As paragraph 4 is written, the faculty member involved in the contest would have the authority to bring a charge of plagiarism.

You will also note that the UFA remains as the entity responsible for selecting the faculty members of any hearing panels under paragraphs 8 and 9 of the recommendations. This decision was reached by majority vote of the members of the committee.

As a final note, I wish to mention that these recommendations have an impact on the student handbook and so need to be processed in an expeditious manner.

cc: Robert Forrey  
Dick Howard  
Dane Osborne  
Kevin Schott  
Betty Waller
RECOMMENDATIONS OF UFA COMMITTEE ON PLAGIARISM

1. Plagiarism, whether it occurs in the classroom or anywhere else within the SSU community, is misconduct of an academic nature.

2. Incidents of plagiarism should be specifically excepted from the definition of Dishonest Conduct, as found in Paragraph E on page 54 of the Student Handbook.

3. Plagiarism occurring within the SSU community, but outside the classroom, should be specifically added to the definition of Academic Misconduct, which definition is found on page 64 of the Student Handbook.

4. A statement should be added to the section on Academic Misconduct (page 64 of the Student Handbook) that, "Any charge of plagiarism outside the classroom may be brought by the administrator, faculty advisor or the faculty representative affiliated or otherwise involved with the organization or activity within which the plagiarism allegedly took place."

5. The first sentence of the last paragraph addressing academic misconduct, found on page 64 of the Student Handbook, should be revised by deleting the reference to the program director or coordinator. The initial decision whether to bring a charge of academic misconduct should be made solely by the faculty member.

6. When a faculty member decides to bring a charge of academic misconduct, the faculty member shall notify the chair of his/her department, or if no chair exists, his/her dean, before entering the charge against the student. Such chair or dean shall be available to consult with and advise the faculty member throughout the subsequent proceedings.

7. A student charged with academic misconduct may appeal the decision of the faculty member to a committee which would act in lieu of the Provost as the first level of appeal (as described in the last paragraph on page 64 of the Student Handbook). This committee shall be composed of five faculty members, one from each the College of Arts and Sciences, the College of Business, the College of Engineering Technologies, the College of Health Sciences and the Center for Teacher Education, and shall also include the Provost, or his designee, who would act as chair and who would have tie breaking voting power. The faculty members of this committee shall be drawn from a panel of ten faculty members, two from each of the above identified colleges. Each such college shall be responsible for selecting its two members to serve on the panel, giving consideration to the availability of at least one of the persons so named throughout the year. The next two levels of appeal shall remain unchanged, except as noted in recommendation 8 below.

8. Any Academic Misconduct Hearing Panel shall include two faculty members, both of whom shall be appointed by the UFA. (See page 59 of the Student Handbook.)

9. Any University Disciplinary Panel shall include two faculty members, both of whom shall be appointed by the UFA. (See pages 58-59 of the Student Handbook.)

Note: All references are to the 1992-94 edition of the Student Handbook.
Deborah Waterman
Chairperson, UFA Committee on Plagiarism

Hagop S. Pambookian
President
The University Faculty Assembly

April 26, 1993

RE: RECONSIDERATION OF
"RECOMMENDATIONS OF UFA COMMITTEE ON PLAGIARISM"

Deborah, attached is the "RECOMMENDATIONS OF UFA COMMITTEE ON PLAGIARISM" with minor editing by President Veri. Please make the necessary changes.

Dr. Veri requests also advice/change on Sections 8 and 9 regarding "the UFA." Should "UFA" be changed to "the University Senate"?

The UFA Executive Board discussed the above recently and decided to send the RECOMMENDATIONS to you for further consideration and Committee action. (The Executive Board would suggest the retention of "the UFA.") Let me know if you have any question or need further information. Thanks.

I do indeed appreciate your leadership. And please give my best to the members of the Committee on Plagiarism for a job well done!

pc: Dr. Clive C. Veri
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Note: All references are to the 1992-94 edition of the Student Handbook.
Constitutional Amendment proposed:
A petition with the required 10% of the voting UFA membership's signatures has been filed with the UFA Executive Board. The following is the proposed amendment.

AMENDMENT:

The designated representative to the Chancellor's Faculty Advisory Council is, by current constitution, the elected Member-At-Large. The alternate is to be selected from the remaining four elected officers.

Section 4.5 EXECUTIVE BOARD MEMBER AT-LARGE -- The University Faculty Assembly Executive Board Member at-Large shall represent Shawnee State University on the faculty advising committee to the Ohio Board of Regents and report to UFA on the activities of the committee, and shall participate in all deliberations of the Executive Board. An alternate shall be appointed by the President of UFA from the other four officers to attend in the event the representative is unable to attend a given meeting.

We propose the following change:

Section 4.5 EXECUTIVE BOARD MEMBER AT-LARGE -- The University Faculty Assembly Executive Board Member at-Large shall represent Shawnee State University on the faculty advising committee to the Ohio Board of Regents and report to UFA on the activities of the committee, and shall participate in all deliberations of the Executive Board. An alternate shall be appointed by the President of UFA to attend in the event the representative is unable to attend a given meeting.

This deletes the words from the other four officers.
Rationale for the change: Many of our sister institutions send both the alternate and the representative to attend the Faculty Advisory Council meetings. Most of our sister institutions have representatives that serve for multiple years as that institution’s representative. With our current restriction on holding office no more than two consecutive years and the wording which requires the alternate to be a member of the UFA Executive Board, we do not have this advantage. The proposed amendment would give us the opportunity to do as our sister institutions and have a person continue as a representative (or alternate) for more than the currently prescribed two-year term. In addition, it enables the President of UFA to appoint an interested person as alternate in the event that the members of the UFA Executive Board feel they are too busy to serve as alternate.
PASS FAIL POLICY
May 5, 1993

Offered by the Student Affairs Committee of UFA.

The pass/fail option is designed to encourage students to explore areas of study that they might otherwise hesitate to enter. It must be initiated by the student within the first 14 calendar days of a regular quarter or the first 7 calendar days of a 5-week term. The student’s decision to take a class on a pass/fail basis is NOT subject to change.

To be eligible for the pass/fail option, a student must have earned an accumulative G.P.A. of 2.0 or better. First quarter freshmen will be considered as having met the above requirement.

The pass/fail option is subject to the following restrictions:

1) A student may complete up to 8 quarter hours to be counted towards an associate degree or 16 quarter hours to be counted toward a baccalaureate degree under this option.
2) A student may take only one (1) course pass/fail per quarter.
3) Applicability of courses taken pass/fail toward a student’s major program of study is subject to departmental approval.
4) To receive a grade of P(pass), a student must earn a grade of C or better in the course. If a student does not receive a grade of C or better, a grade of N(nonpass) is awarded.
5) A grade will be turned in at the regular grade-processing time and will be converted to a P or an N on the transcript by the Office of Registrar.
### 1.0 GENERAL

1.1 Research is recognized as an integral part of the educational process to generate new knowledge, to encourage the spirit of inquiry, and to develop scientists, engineers, and other scholars. As a result of such research, new discoveries and inventions (hereinafter collectively referred to as "inventions") may be made by faculty members, staff, and students of the University, which could have material commercial value or potential as revenue producers and which could contribute significantly to scientific, technological, social, and cultural progress. Such inventions may qualify for patent protection. Patents are created by the Constitution and the laws of the United States to recognize the ownership of inventions by individuals in return for publication of the inventions by issued patents and ultimate dedication to the public after the limited period for which the law grants patent protection.

1.2 The faculty members, staff, and students of the University are encouraged to evaluate the results of their research activities in terms of potential commercial value and the public interest, as well as for scholarly significance.

### 2.0 BASIC OBJECTIVES

The basic objectives of Shawnee State University's Policy on Inventions, Discoveries, and Patents (hereinafter referred to as "Policy") are:

2.1 To comply with the public policy of the State of Ohio with respect to the University's right to, and interest in inventions, including patents thereon, mandated by Section 3345.14 of the Ohio Revised Code.

2.2 To make inventions developed in the course of University research available in the public interest under conditions that will promote their effective development and utilization.

2.3 To assure that inventions developed in the course of University research will not be used to the detriment of the public interest by the unnecessary exclusion of any qualified user or otherwise.
2.4 To provide adequate recognition and incentive to inventors and discoverers (hereinafter collectively referred to as "inventors") by assuring them an equitable share in any proceeds from their inventions, since, unlike normal commercial practice, University salary scales are not based on the expectation by the University of income from inventions.

2.5 To advance and encourage research within the University with the proceeds accruing to the University from inventions which are developed in the course of research supported by funds or facilities of, or administered by, the University.

2.6 To recognize the entitlement of any outside sponsor of research conducted by the University to share in the proceeds resulting from inventions developed in the course of such research by making reasonable provisions for the granting of limited patent rights to such sponsor, consistent with the University's other objectives above outlined.

3.0 ADMINISTRATION OF THE PATENT POLICY

3.1 The Board of Trustees shall be responsible for the general supervision of this policy, "Inventions, Discoveries, and Patents."

3.2 An "IDP [Inventions, Discoveries, and Patents]" Committee (one faculty member representing each college, the appropriate Dean/Vice President, and the Provost or his/her designee, hereinafter referred to as the "Committee") chaired by the Provost or his/her designee shall review and make recommendations to the President and the Board of Trustees with respect to:

3.2.1 The management of inventions subject to this Policy, including their processing, development, patenting, and exploitation in accordance with the objectives of this Policy and the best interest of the University. Such recommendations shall be made with all reasonable promptness after an invention is brought to the Committee's attention.

3.2.2 The adoption of regulations and procedures appropriate to implement this Policy; and

3.2.3 The employment of any independent consultants or patent management agents necessary to assist in perfecting or evaluating inventions and securing adequate patent protection.
4.0 OBLIGATION OF UNIVERSITY FACULTY, STAFF, AND STUDENTS; REPORTS AND PROCEDURES

All faculty members, staff, and students, in consideration of their affiliation with the University and the approval of this Policy by the University Faculty Assembly and Trustees of the University, agree to handle all inventions, and patents resulting therefrom, which are developed from research or investigation supported by, or conducted in any facility of the University as follows:

4.1 A faculty member, staff member, or student shall promptly report and refer any such invention in writing to the Provost or his designee, in such form and detail and with such supporting information as the Provost shall from time to time, by general announcement, request.

4.2 When an invention is referred to the Provost, she or he will see to it that the invention together with all necessary supporting information is submitted to the Committee. The Committee will review the merits of the invention and make recommendations to the President and Board of Trustees for the management of the invention including its development, patenting, and exploitation.

4.3 After consultation with the inventor(s), the Committee may suggest that the University return the invention to the inventor(s) to manage on his or her own initiative, subject to the policies of any external sponsor who may have an interest.

4.4 The determination of the Board of Trustees with respect to the management of any invention submitted hereunder shall be binding upon the inventor(s) and the inventor(s) shall execute all documents appropriate for such management.

5.0 RIGHTS TO INVENTIONS AND PATENTS; DISTRIBUTION OF FINANCIAL RETURNS

5.1 All rights with respect to inventions resulting from research activities of faculty members, staff, or students of the University which are supported entirely or predominantly by University resources or facilities shall be assigned to and controlled by the University. Unless in exceptional cases, the Board of Trustees, upon the recommendation of the Committee, awards a large percentage of the net financial returns to the inventor(s), the inventor(s) shall receive fifty percent (50%) of the net financial returns from the exploitation of the invention and the assignment, licensing, or other exploitation of patent and other rights pertaining thereto. In the event the patent is assigned to any outside patent management organization (such as a research/development corporation) the inventor(s) would receive 50% of net revenues received by the University.
5.2 All rights with respect to inventions resulting from research activities of faculty members, staff, or students which are supported, but less than predominantly supported, by University resources or facilities shall be assigned to and controlled by the University. The Committee shall recommend to the President and Board of Trustees the appropriate percentage of the net financial returns from exploitation of the invention, and the assignment, licensing, or other exploitation of patent and other rights pertaining thereto, to be paid to the inventor(s). In no case shall the inventor(s) receive less than fifty percent (50%) of such net financial returns.

5.3 All rights with respect to inventions resulting from the personal and independent research activities of University faculty members, staff, or students, unsupported by University resources or facilities shall be the sole property of the inventor(s). The inventor(s) may assign such inventions to the University under the terms and conditions of Section 5.2.

5.4 Inventions resulting from research carried on by a student in fulfillment of requirements for an academic degree, including the preparation of a thesis or dissertation, shall be construed as having resulted from research activities predominantly supported by University resources and facilities and shall be subject to the provisions of Section 5.1.

5.5 At the request of the Committee, the appropriate University department chairperson or dean shall investigate and report to the Committee upon the extent to which University facilities and resources were used to support research activities resulting in an invention referred to the Provost in accordance with the Policy.

5.6 Determination of net financial returns as used in this Policy shall be made and reported by the University in accordance with generally accepted accounting principles.

5.7 All rights to inventions resulting from sponsored research grants, contracts, fellowships, or other such special arrangements, shall be controlled by terms of those grants, contracts, fellowships, or special arrangements. Faculty members, staff, and students accepting sponsored research grants shall execute such agreements as will enable the University to perform with the mandatory requirements of the sponsoring agencies and shall abide by the provisions of such agreements and Section 6 of this Policy.
5.8 Reasonable diligence will be exercised by the University to ensure the expeditious development, patenting, and exploitation of such inventions.

5.9 The University may within 180 days of the date of an inventor's submission of an adequate disclosure of an invention to the University, elect not to exercise its rights with respect to an invention subject to this Policy. In such event, the University shall promptly notify the inventor(s) in writing of its election. Thereafter, in response to a written request by the inventor(s), the University shall relinquish, reassign, or otherwise transfer all rights with respect to such invention to the inventor(s), subject to the rights and policies of any external sponsor.

6.0 SPONSORED RESEARCH

6.1 When the University and a third party (hereafter referred to as "outside sponsor") enter into an agreement for research to be conducted with funds or facilities provided in whole or in part by such outside sponsor, any faculty, staff member, or student who conducts such research, utilizing such funds or facilities, may be required by the University to enter into an agreement assigning all rights to inventions arising from such research to the University or the outside sponsor or both.

6.2 No agreement, respecting the assignment, licensing, or other exploitation of any patent or other rights to any invention developed in the course of research supported by funds or utilizing facilities administered by the University pursuant to an agreement with an outside sponsor, may be entered into by any faculty, staff member or student without the written consent of the University. Such consent shall be given or withheld in accordance with the objectives set forth in this Policy by the Board of Trustees after consideration of the recommendation of the Committee.

7.0 ADVISORY ARBITRATION

If a dispute should arise between an inventor(s) and the University with respect to the application or interpretation of the provisions of this Policy, the dispute shall be submitted to arbitration in accordance with the rules and regulations of the American Arbitration Association. The award of such arbitrators shall be advisory only and not binding upon the inventor(s) or the University, unless specifically agreed to by the parties.
Shawnee State University recognizes the need to create and maintain an environmental quality which sustains and enhances the general health and well-being of its students, faculty, staff, and visitors. The following is, therefore, the University's policy.

1.0 Buildings

Smoking and the use of smokeless tobacco products shall be prohibited in all buildings and other enclosed structures owned or leased by the University except for rooms within University buildings used primarily as residence of students or other persons affiliated with the University.

2.0 Vehicles

Smoking and the use of smokeless tobacco products shall be prohibited in all vehicles owned or leased by the University or groups and organizations connected with the University.

3.0 Coordinating Responsibility

3.1 Communication

The vice presidents and provost will be responsible for communicating this policy to the academic community. The Facilities Department will be charged with posting appropriate signs and entrance receptacles.

3.2 Enforcement

Vice presidents, provost, deans, chairpersons, administrative officials and supervisors are generally responsible for the implementation and enforcement of this policy.

It is the responsibility of everyone in the academic community, including visitors, to implement this policy. Disputes or complaints should be referred to the appropriate vice president or president and disciplinary action may result.

Adopted June 12, 1992; Revised

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University Policies and Procedures Manual
INTEROFFICE MEMORANDUM

Date: 13-May-1993 01:55pm GMT
From: Sharon Gannon
SGANNON
Dept: Social Science Division
Tel No: 355-2234

TO: See Below

Subject: SEE BELOW

From: Ed Hiner

SUBJECT: RECOMMENDATION FROM THE ADMINISTRATIVE REVIEW COMMITTEE FOR INCLUSION ON THE FA AGENDA

The Administrative Review Committee would like to be place on the FA Agenda for the May 20 meeting. The "Committee" recommends that the UFA send to the President the evaluation instrument currently being used by the University Administrative Assembly for pilot testing by faculty for possible use in faculty evaluation of Administration. The "Committee’s" recommendation is to conduct a random sample of the Deans and to pilot test the instrument beginning in the Fall of 1993.

Distribution:

TO: John Kelley (JKELLEY)

CC: Jessica Jahnke (JJAHNKE)
CC: Pat Lawson (PLAWSON)
CC: Ed Scott (ESCOTT)
CC: Jim Day (JDAY)
CC: A.L. Addington (AADDINGTON)
CC: Clive Veri (CVERI)