Section 2

GOVERNANCE

2.1 The Corporation
The Corporation of the University, designated as "The president and trustees of Miami University," was established by legislative enactment, 17 February 1809. Subsequent changes in government are recorded in the Regulations of the Board of Trustees, which provide for and authorize the present system of governance. A copy of these Regulations is on file in the Office of the Secretary of the University. These Regulations are also online at www.muohio.edu/secretary/BOTRegulations.

2.2 The Board of Trustees
The Board of Trustees consists of eleven members - nine voting members and two student nonvoting members. The nine voting members are appointed one each year for a nine-year term by the Governor of Ohio, with the advice and consent of the Ohio Senate. The two student nonvoting members are appointed for a two-year staggered term by the Governor, with the advice and consent of the Ohio Senate. Their names and terms of office are given in both the most recent issues of The Miami Bulletin - General Edition and the University Directory. The Board meets at times established by the Chair of the Board.

2.3 Administrative Organization of the University

2.3.A Office of the President
The following individuals, in addition to the five vice presidents, report directly to the President:
- General Counsel
- Director of Equity and Equal Opportunity
- Director of Intercollegiate Athletics
- Secretary to the Board of Trustees and Executive Assistant to the President
- Senior Director, University Communications
- Assistant to the President for Event Planning
- Executive Secretary to the President

2.3.B Academic Affairs Division
Provost and Executive Vice President for Academic Affairs
- Dean, College of Arts and Science
- Dean, School of Education and Allied Professions
- Dean, Richard T. Farmer School of Business
- Dean, School of Fine Arts
- Dean, School of Engineering and Applied Science
- Dean, School of Interdisciplinary Studies (Western College Program)
- Dean and University Librarian
- Executive Director, Miami University - Hamilton
- Executive Director, Miami University - Middletown
- Executive Director, John E. Dolibois European Center
- Secretary of the University
- Senior Associate Provost and Associate Vice President for Academic Affairs
- Assistant Provost for Personnel (jointly with Provost)
- Director of the Center for the Enhancement of Learning and Teaching
- Assistant Vice President for Institutional Research (joint appointment with Finance and Business Services)

Associate Provost
- Director of Continuing Education and Summer Programs
- Director of International Education
Director of the University Honors and Scholars Program
Director of the Liberal Education Program
Director of the Center for American and World Cultures
Director of the Women’s Center
Director of the Washington Center
Director of the McGuffey Museum
Registrar
Associate Provost
Associate Provost for Research and Dean of the Graduate School
Associate Dean for Research and Scholarship
Director of the Scripps Gerontology Center
Director of the Institute of Environmental Sciences
Director of Admission
Director of Student Financial Assistance
Assistant to the Provost
Administrative Assistant

2.3.C Finance and Business Services Division
Vice President for Finance and Business Services and Treasurer
Senior Associate Vice President for Business Services and Auxiliary Enterprises
Associate Vice President - Facilities
Senior Associate for Executive Initiatives
Assistant Vice President for Recreational Facilities
Senior Director, Human Resources
Controller
Director of Institutional Relations
Assistant Vice President for Institutional Research
Director of Internal Audit and Consulting Services
Director of Safety/Chief of Police
Executive Assistant to the Vice President for Finance and Business Services
Associate Treasurer
Business Manager, Intercollegiate Athletics
Manager for Administrative Services

2.3.D Student Affairs Division
Vice President for Student Affairs
Assistant to the Vice President for Multicultural Student Enrichment
Assistant to the Vice President for Computing and Budget Support
Assistant to the Vice President for Parent Programs and Divisional Initiatives
Director for Divisional Diversity Initiatives
Director of Advancement for Student Affairs
Coordinator of Community Outreach Programs
Director of Divisional Technology Initiatives
Associate Vice President and Dean of Students
Assistant Dean of Students for Retention and Learning Assistance Programs
Director of Residence Life, New Student and Commuter Programs
Director of Judicial Affairs
Director of Orientation
Assistant Vice President for Campus and Community Life
Director of Service Learning and Civic Leadership
Director of Student Activities and Organization Leadership
Director of Greek Affairs
Director of Office of Career Services
Senior Administrative Director for Health Services
Medical Director of the Student Health Service
2.3.E University Advancement Division
Vice President for University Advancement and Executive Director of the Miami University Foundation
Associate Vice President for University Advancement
Assistant Vice President for Alumni Relations
Senior Director of Advancement Services
Director of Stewardship and Donor Relations and Division Budget Administrator
Director of Western College Alumnae Association
Director of Intercollegiate Athletic Fundraising
Coordinator, Foundation Administration
Assistant to the Vice President

2.3.F Information Technology Division
Vice President for Information Technology
Senior Director for Academic Technology Services
Senior Director for Computing and Communication Services
Senior Director for Information Systems and Services
Assistant Director for Support Services
Information Security Officer
Deputy Chief Information Officer
Manager, Administrative and Fiscal Services
Assistant to the Vice President

2.4 Administrative Deliberative Bodies

2.4.A President’s Executive Committee
An advisory body to the President, this group meets on call. It is chaired by the President, and its members are the Provost and Executive Vice President for Academic Affairs, the Vice President for Finance and Business Services and Treasurer, the Vice President for Student Affairs, the Vice President for University Advancement, the Vice President for Information Technology, the General Counsel, the Secretary to the Board of Trustees and Executive Assistant to the President, the Senior Director of University Communications, and the Director of Intercollegiate Athletics.

2.4.B Council of Academic Deans
This Council serves as an advisory body to the Provost and normally meets biweekly. It is chaired by the Provost with membership comprised of the deans of the academic divisions, Graduate Dean, the executive directors of the Hamilton, Middletown and Luxembourg Campuses, the Dean and University Librarian, and others as determined by the Provost.

2.4.C University Promotion and Tenure Committee
The Committee consists of the Provost as chair, the deans of the academic divisions, the Graduate Dean, the executive directors of the Hamilton and Middletown campuses, and five tenured members of the instructional staff appointed by the President as members for staggered three-year terms. The Committee is charged with making promotion and tenure recommendations to the Provost. These recommendations may relate to University-wide promotion and tenure policies and procedures or to individuals being recommended for promotion and/or for the conferral of tenure. The Secretary of the University serves as secretary without vote.
2.5 Faculty Assembly

2.5.A  General
The Faculty Assembly is chaired by the President of the University who has responsibility for the
preparation of the agenda for meetings. The agenda shall be mailed to each member of the Faculty
Assembly at least seven (7) class days prior to the meeting and shall provide sufficient detail for
reasonably clear identification of the nature of the items.

The actions of the University Senate are subject to the authority of the Faculty Assembly to review
and refer actions back to the University Senate and to recommend matters for Senate's consideration.

Faculty Assembly is comprised of all members of the faculty who hold tenure or a tenure-track
position; and all librarians who hold the rank of Assistant Librarian, Associate Librarian, or Principal
Librarian.

The Faculty Assembly hears reports from its committees and from the President, the Chair of Senate,
and other vice presidents. It may propose, debate, and recommend matters for Senate consideration
or for presentation to other officials or administrative bodies. It may also challenge and refer back
any University Senate action. Faculty Assembly has the right of initiative and referendum. Such
action shall be considered as tantamount to University Senate action.

Faculty Assembly may raise questions, offer comments, debate, and forward recommendations based
on votes taken during meetings or by mail ballot. It may discuss matters affecting Miami University
and its environment.

Faculty Assembly normally meets in the fall before classes begin. Additional meetings may be called
upon request of fifty (50) members of Faculty Assembly filed with the Secretary of the University or
upon the call of the President. The exact time and location of the meetings will be determined by the
President.

A quorum must be present in order for the Faculty Assembly to return an action to University
Senate. If a quorum is not present at a duly scheduled or called meeting of the Faculty Assembly for
which a challenged University Senate action is on the agenda, said action by University Senate shall
be deemed to be sustained. A quorum shall be twenty-five (25%) percent of the membership of the
Faculty Assembly. This number shall be determined by the Secretary of the University and
announced at the first meeting of the Assembly each year. The number constituting a quorum shall
be the same for every meeting during an academic year.

Voting in Faculty Assembly is on a motion to refer back to Senate one of its items and to provide
opinions to individuals or groups on issues as Assembly deems appropriate. The usual method of
taking a vote in Faculty Assembly shall be by voice vote or by show of hands. Voting shall be by
secret ballot if requested by at least ten (10) members of the Assembly or by the Presiding Officer
with general consent.

The membership of the Faculty Assembly shall have the right of initiative and referendum according
to the following provisions:

1. A written proposal must be accompanied by a petition signed by at least ten percent of the
membership of the Faculty Assembly and presented to the Secretary of the University before the
proposal shall be considered for initiative or referendum.

2. Following the receipt of the petition and the proposal, the Faculty Assembly must meet within
one calendar month at a regular or called meeting to discuss the proposal. Provided that a quorum
is present, the Faculty Assembly may vote to amend the original written proposal.
3. Following the discussion of the proposal by Faculty Assembly, within ten (10) working days the Secretary of the University shall mail a copy of the written proposal to each member of the Faculty Assembly who shall be asked to vote “yes” or “no” on a ballot to be returned to the Secretary of the University within another ten (10) working days.

An initiative or referendum matter presented to the membership of the Faculty Assembly should be framed and worded in a straightforward manner that makes clear and unambiguous the substance of the issue and the meaning of an affirmative or negative vote (e.g., not worded with a double negative; rather worded so that a "yes" vote means approval of a new or revised policy and a "no" vote means rejection of a new or revised policy).

4. The proposal shall be considered to have passed if it receives an affirmative vote of a simple majority of those voting, provided the said affirmative vote constitutes at least a quorum of the Faculty Assembly. Such action shall be considered as tantamount to University Senate action and shall be subject to the limitations specified in Section 2.6.

Copies of the Enabling Act of University Senate and Faculty Assembly are available from the Office of the Secretary of the University and online at www.muohio.edu/secretary.

2.5.B Committee on Faculty Rights and Responsibilities
The Committee on Faculty Rights and Responsibilities is a standing committee of the Faculty Assembly, composed of eight (8) tenured members of the faculty without official administrative appointment, and may not serve concurrently on the University Senate.

The Committee is charged to do the following:

1. formulate and recommend standards defining the professional rights and responsibilities of the faculty, and propose legislation and/or procedures appropriate to their enforcement;

2. conduct grievance and disciplinary hearings as outlined in Section 8;

3. consider and, at its discretion, report to the President and the Provost alleged infractions of faculty rights and responsibilities;

4. act as a continuing advisory body to the President on matters of University policy and operation that affect the professional rights and responsibilities of the faculty;

5. review the *Miami University Policy and Information Manual* on matters pertaining to faculty rights and responsibilities, and to recommend changes, as appropriate, to the President;

6. review departmental and divisional definitions and elaborations of University promotion and tenure criteria when requested to do so by a faculty member, in order to decide whether those departmental and divisional policies are consistent with all-University policy;

7. report annually to the Faculty Assembly on matters considered by the Committee.

The Chair and individual members of the Committee are available to any member of the University community who wishes to discuss aspects of faculty rights and responsibilities in general or as related to his or her personal situation, or who wishes to report alleged infractions, or to file a grievance or complaint through Section 8 of this manual.

The Faculty Assembly expects all members of the Miami University community to cooperate with the Committee on Faculty Rights and Responsibilities in the discharge of its mandate from the Faculty Assembly and the Board of Trustees, including meeting reasonable requests for information
relevant to general issues and specific cases before the Committee, and meeting with the Committee, at mutually convenient times and places to discuss general issues and specific cases, and to respond to reasonable questions relating to matters before the Committee. Incidents of refusal to cooperate shall be reported by the Committee to the Faculty Assembly for its consideration and action. While reasonable requests for information should be honored, the Committee shall be given access to the relevant contents of faculty personnel files only when such access is necessary to conduct a disciplinary hearing under Section 8, to process a formal grievance under Section 8, or to resolve an informal complaint or problem brought to the Committee.

2.5.C All-University Faculty Committee on Evaluation of Administrators
This Committee is described in Section 12, “Academic Administrators.”

2.6 University Senate
The University Senate is the primary University governance body where students, faculty, staff, and administrators debate University issues and reach conclusions on the policies and actions to be taken by the institution. The University Senate is the legislative body of the University in matters involving educational programs, requirements, and standards; faculty welfare; and student conduct. The Board of Trustees delegates to University Senate primary responsibility for curriculum, programs, and course offerings and advisory responsibility on all matters related to Miami University.

The Board of Trustees reserves the right to consider, approve, modify, or reject actions taken by the University Senate.

Copies of the Enabling Act of University Senate and Faculty Assembly, the Bylaws of University Senate, and the Standing Rules of University Senate are available from the Office of the Secretary of the University or online at www.muohio.edu/secretary.

2.7 Student Affairs Council
The University Senate delegates its authority in the realm of student social conduct rules and regulations to the Student Affairs Council, a semi-autonomous governing body, which also has legislative authority in the general realm of nonacademic student affairs. All actions of Student Affairs Council which have substantial academic content shall be reported to the Executive Committee of University Senate which shall place them on the agenda of the University Senate.

All actions of Student Affairs Council shall be recorded in its minutes to be sent to the Executive Committee of University Senate which shall be alert to the possibility that some items may be of sufficient University-wide import to merit the attention of University Senate under its responsibility to provide recommendations on all matters related to Miami University.

Actions of the Student Affairs Council which do not have substantial academic content are made directly to the President via the Vice President for Student Affairs and need not be acted upon by the University Senate, although the President may desire to consult with this or other groups in deciding to approve, modify, or reject actions taken by the Student Affairs Council.

Matters to be considered by Student Affairs Council will originate from a number of sources, but it is expected that the Associated Student Government will be an important source of suggestions for action by Student Affairs Council.

The chair shall be the Vice President for Student Affairs, who shall serve as an ex officio member, with the Executive Assistant to the Vice President for Student Affairs as secretary, both without vote.

2.8 Graduate Council
The authority to recommend graduate program policy to the University Senate shall reside in the Graduate Council. The Graduate Council shall be composed of twelve (12) elected faculty representatives and three (3) graduate student representatives. Eligibility for faculty service on the
Graduate Council shall be limited to faculty members with Level A graduate faculty status, and representation shall be limited to the college and schools offering graduate degree programs. The three (3) graduate student representatives in the Graduate Council shall be chosen in accordance with the procedures established by the Graduate Student Association. The Associate Provost and Dean of the Graduate School shall serve as chair of the Graduate Council, the Administrative Assistant shall serve as its secretary, and the Associate Dean will serve as acting chair in the absence of the Dean.

2.9 Department and Divisional Governance

Academic departments and divisions are authorized to adopt appropriate rules, policies, and procedures for the discharge of responsibilities and governance of the unit. All departmental and divisional rules, policies, and procedures that define or elaborate University rules, policies, and procedures must be consistent with University rules, policies, and procedures. To the extent that any departmental rule, policy, or procedure conflicts with any divisional or University rule, policy, or procedure, the divisional or University rule, policy, or procedure prevails. To the extent that any divisional rule, policy, or procedure conflicts with any University rule, policy, or procedure, then the University rule, policy, or procedure prevails.

2.10 Honorary Degrees

2.10.A Authority to Grant Honorary Degrees

While it is understood that the authority to grant honorary degrees from Miami University resides solely with the Board of Trustees, the Board grants to the President of the University the discretionary authority to confer an honorary degree upon a speaker at the December or May Commencement exercises and at the Charter Day convocation.

2.10.B Selection of Candidates to Receive Honorary Degrees at Commencement or Charter Day

The following procedures, except in unusual circumstances, will be followed in nominating and electing candidates to receive honorary degrees at commencements or the Charter Day convocation:

1. A Committee on Awards and Recognition, which is advisory to the President, shall be composed of five (5) tenured faculty members, at least one of whom shall be a member of the University Senate. As part of its responsibilities, the Committee shall serve as the nominating committee for honorary degrees. The Secretary of the University shall serve as secretary of the Committee without vote. Nominations for honorary degrees shall be solicited from the entire University community.

2. Candidates may be nominated from the following categories:
   • alumni who have made substantial contributions of one kind or another to the University;
   • other individuals who have made substantial contributions of one kind or another to the University;
   • individuals, including nonalumni, of regional, national, or international reputation.

3. Honorary degrees may be presented at any commencement. Up to four (4) nominations from the Committee in each of the three categories may be submitted for the academic year to be divided between the December and May commencements.

4. Trustees of the University may be candidates for an honorary degree two years following retirement from the Board.

5. Members of the faculty and staff of the University may be candidates for an honorary degree two years after the date of retirement.
6. The standard vita, restricted to not more than one page in length, for each candidate shall be completed by the nominator and forwarded to the President and to the Secretary of the University.

7. Names of candidates shall be submitted to the University Senate according to categories 1, 2, and 3 above. The names of those candidates receiving a majority vote by the University Senate in each of the categories shall be submitted to the President for consideration.

2.10.C University Senate Procedures for Discussion of Candidates
It is understood and agreed upon, as reflected in the Standing Rules of the University Senate, that nominations for honorary degrees following the procedure set forth shall be received, discussed, and voted upon only in an executive session of the University Senate.

2.10.D Selection of Candidates to Receive Honorary Degrees at Times Other than Commencement or Charter Day
The following procedure, except in circumstances otherwise deemed appropriate by the Board of Trustees, will be followed in nominating and recommending candidates to receive honorary degrees other than at commencements or the Charter Day convocation:

1. Recommendations for honorary degrees may be submitted by members of the Board of Trustees, the faculty, staff, students, and alumni to the Secretary of the University.

2. The Committee on Awards and Recognition will constitute the duly authorized committee on honorary degrees and shall consider all recommendations submitted to it by the Secretary.

3. Each recommendation shall be in writing and shall include an appropriate biographical essay for each nominee along with such other supporting material as the nominator or the committee may deem appropriate or necessary.

4. The Committee on Awards and Recognition will review the recommendations and give its advice and consent to the President.

5. Recommendations receiving favorable consideration by the Committee on Awards and Recognition will subsequently be forwarded by the President of the University to the Board of Trustees for further consideration and final approval.

6. President of the University will inform the University community of those individuals who have been approved by the Board for the granting of an honorary degree.

2.11 Naming of Campus Facilities
Over the years, Miami University has honored its men and women whose commitment to the University or contributions to our society have been extraordinary. Through the naming of buildings, rooms, or other campus facilities, Miami has expressed its appreciation for such loyalty, leadership, and generosity.

Looking to the future, the University will review the nominations for the naming of buildings, rooms, and other areas of the campus when such nominations are submitted no earlier than two years following the resignation, retirement, or death of faculty, staff, and others associated with Miami.

Nominations are to be directed to the Vice President for University Advancement for consideration by the Committee for Naming of Campus Facilities, the President, and the Board of Trustees.