

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

FACULTY INSTRUCTIONAL WORKLOAD
AND EVALUATION

Effective November 20, 2025

Policy 5-20

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(A) PURPOSE

The Ohio Revised Code (R.C.) requires institutions of higher education to establish a policy approved by the Board of Trustees that addresses topics related to faculty instructional workload standards, annual performance evaluation processes and post-tenure review.

This policy must be reviewed by the Board at least every five years.

(B) INSTRUCTIONAL WORKLOAD STANDARDS

- (1) R.C. Section 3345.45 requires standards for instructional workloads for full-time and part-time faculty in keeping with the institutions' missions and with special emphasis on the undergraduate learning experience.
- (2) Columbus State must adhere to the following standards for faculty workloads that will be consistent across public community colleges in Ohio for faculty whose principal appointment is in associate degree department/program, with no, or limited, baccalaureate activity:
 - (a) Full-time faculty should have undergraduate teaching as their major responsibility. Some faculty may have unique institutionally assigned administrative responsibilities in addition to professional development and service as part of their workload expectations.
 - i. Faculty with institutionally designated responsibilities are expected to devote at least 75 percent of their total workload to teaching related activities.
 - ii. Other faculty are expected to devote at least 80 percent of their total workload to teaching related activities, with the remaining devoted to professional development and service.
 - (b) Part-time faculty include those persons appointed to carry out instructional responsibilities dictated by enrollment demand or by special needs of an academic unit. Because their primary responsibility is teaching, part-time faculty are not usually expected to engage in other duties. Like all faculty, they are expected to fulfill all teaching obligations, including meeting all

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sessions of assigned classes, preparation for the classes, timely grading of assignments and examinations, and maintaining of office hours or another method of permitting students in their classes to meet with them. The actual assignment of instructional responsibilities for a part-time faculty member will be determined by contractual agreement with the College.

- (c) For faculty with responsibilities that differ from those given in the preceding sections — including but not limited to academic administrators, faculty with special institutional assignments, research faculty, and faculty with significant time funded by external grants — teaching assignments should be determined by the appropriate academic officer subject to the approval of the chief academic officer.

(C) ANNUAL PERFORMANCE EVALUATIONS

- (1) R.C. Section 3345.452. requires a faculty annual performance evaluation policy.
- (2) The College shall conduct an annual evaluation for each full-time faculty member who it directly compensates. The College shall provide an appeals process for faculty to appeal the final evaluation.
- (3) The evaluation shall be comprehensive and include standardized, objective, and measurable performance metrics for each of the following areas that the faculty member has spent at least 5 percent of their annual work time on over the preceding year:
 - (a) Teaching;
 - (b) Research;
 - (c) Service;
 - (d) Clinical care;
 - (e) Administration;
 - (f) Other categories, as determined by the College.

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- (4) The evaluation shall include a summary assessment of the performance areas listed in Section (C)(3) including the parameters "exceeds performance expectations," "meets performance expectations," or "does not meet performance expectations."
- (5) Per R.C. Section 3345.451, a written system of student evaluations of faculty members shall account for at least 25 percent of the teaching component of the annual performance evaluation.
 - (a) The College shall include in its student evaluations the minimum set of standard questions developed by the chancellor of higher education.
- (6) Annual performance evaluations shall be conducted by the department chairperson or appropriate administrator, reviewed and approved or disapproved by the dean, and submitted to the chief academic officer for review. If there is disagreement between the chairperson and dean, the chief academic officer shall have final decision authority.

(D) POST-TENURE REVIEW

- (1) R.C. Section 3345.453 requires a post-tenure review policy.
- (2) The College shall conduct a post-tenure review if a tenured faculty member:
 - (a) Receives a "does not meet performance expectations" evaluation within the same evaluative category for a minimum of two of the past three consecutive years on the faculty member's annual performance evaluation; or
 - (b) Maintains tenure after a post-tenure review and then receives an additional "does not meet performance expectations" assessment on any area of the faculty member's annual performance evaluation in the subsequent two years; or
 - (c) Has a documented and sustained record of significant underperformance outside of the faculty member's annual performance evaluation. In such a case, the department chairperson, dean, or chief academic officer may seek an immediate and for cause post-tenure review. For this purpose, for cause

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shall not be based on a faculty member's allowable expression of academic freedom as defined by the College or Ohio law.

- (3) The College's post-tenure review due process period, from beginning to end, shall not exceed six months, except that a one-time two-month extension may be granted by the president.
- (4) The College shall determine, after a post-tenure review, whether administrative action is warranted. Administrative actions may include censure, remedial training, corrective action in accordance with Policy 3-32, or for-cause termination as detailed in Policy 5-19, as well as any other action permitted by the corrective action process contained in the College's collective bargaining agreement with the Columbus State Education Association.
 - (a) The College shall provide an appeals process for tenured faculty whose post-tenure review process results in a recommendation for corrective action, consistent with the College's collective bargaining agreement with the Columbus State Education Association.
- (E) The President may establish procedures to administer this policy.

New Policy: Approved by the Board of Trustees: November 20, 2025