Chapter Two:
General Institutional Requirements

MISSION

1. The University of Akron has a mission statement, formally adopted by the governing board and made public, declaring that it is an institution of higher education.

The mission statement of The University of Akron (UA), approved by the Board of Trustees in January 1996, defines the essential character and scope of the institution. In September 1997, the Board of Trustees voted to amend the mission statement by changing the word “urban” to “metropolitan” to reflect a declaration of principles outlined in Johnson and Bell’s *Metropolitan Universities: Models for the Twenty-first Century* (1995). For many, this declaration and the designation it supports identifies what The University of Akron has become – an institution located in an urban area but serving a metropolitan region.

2. The University of Akron is a degree granting college.

The University of Akron meets the needs of the State and region by providing undergraduate and graduate programs in the liberal arts, sciences, business, education, engineering, fine and applied arts, law, nursing, and polymer science. Degrees are authorized at the associate, baccalaureate, masters, education specialist, and doctoral levels.

AUTHORIZATION

3. The University of Akron has legal authorization to grant its degrees and it meets all the legal requirements to operate as an institution of higher education wherever it conducts its activities.

The University of Akron has legal authorization to grant its degrees through Ohio Revised Code §3359. Furthermore the University meets all legal requirements to offer its educational programs, and appropriate authorizations are also held for each of its programs.
4. The University of Akron has the legal documents to confirm its status as a public institution.

The University of Akron is organized as a public institution under the laws of the State of Ohio.

GOVERNANCE

5. The University of Akron has a governing board that possesses and exercises necessary legal power to establish and review basic policies that govern the institution.

Ohio Revised Code §3359 established The University of Akron and vested the governance of The University of Akron in a Board of Trustees and §3345 sets forth express powers of Boards of Trustees for all state universities. The University of Akron Board of Trustees, as empowered by Ohio law, serves as the legal “guardian” of the institution and has final authority on everything significant that occurs. The 2001 Session Laws of Ohio provide the following: “...The authority of government vested by law in the boards of trustees of state-assisted institutions of higher education shall in fact be exercised by those boards. Boards of trustees may consult extensively with appropriate student and faculty groups. Administrative decisions about the utilization of available resources, about organizational structure, about disciplinary procedure, about the operation and staffing of all auxiliary facilities, and about administrative personnel shall be exclusive prerogative of boards of trustees. Any delegation of authority by a board of trustees in other areas of responsibility shall be accompanied by appropriate standards of guidance concerning expected objectives in the exercise of such delegated authority and shall be accompanied by periodic review of the exercise of this delegated authority to the end that the public interest, in contrast to any institutional or special interest, shall be served...”

The Bylaws of the Board of Trustees describe and outline the operational structure of the Board. The Regulations of the Board identify the organizational structure and the responsibilities of each major division of the university. Additionally Faculty Senate Bylaws further illustrate the faculty’s role in reviewing and making recommendations with respect to basic policies that govern the University.
6. The University of Akron’s governing board includes public members and is sufficiently autonomous from the administration and ownership to assure the integrity of the institution.

The University of Akron is governed by its Board of Trustees. The Governor, with the advice and consent of the Ohio Senate, appoints nine of the members who function as officers of the State of Ohio. Each member makes a nine-year voluntary commitment to accept the fiduciary and legal responsibility for the governance of the institution. This distinguished group brings both a wealth of personal and professional experience in business, education and community service as well as a commitment to higher education to their duties.

In addition to the nine Trustees, the Board includes two nonvoting student members, who are appointed to two-year terms. The Board annually elects officers of the Board, currently including two who are not members of the Board, but upon their election, become employees of the Board. The Board meets regularly to review and approve policies that govern UA.

Brief résumés for each Board member are located at http://www2.uakron.edu/bot/.

7. The University of Akron has an executive officer designated by the governing board to provide administrative leadership for the institution.

Dr. Luis M. Proenza is the President of The University of Akron. He is the chief administrative officer for the University and reports to the Board of Trustees. Dr. Proenza is the fifteenth president of the University of Akron and assumed his position in 1999.

8. The University of Akron’s governing board authorizes the institution’s affiliation with the Commission.

The University of Akron, through the Board of Trustees, authorized the University’s affiliation with the Higher Learning Commission in 1914. This valued relationship and commitment to ongoing membership with the Commission continues to the present day.
FACULTY

9. The University of Akron employs a faculty that has earned from accredited institutions the degrees appropriate to the level of instruction offered by the institution.

University faculty possess masters and/or doctoral degrees earned from regionally accredited institutions. Some departments utilize professional practitioners. These faculty combine appropriate academic credentials with substantial practical experience. All faculty qualifications and appointments are reviewed and approved by the full-time faculty of the University according to a formal approval process as defined in University Rule 3359-20-03.7.

Full and part-time faculty vitae are available in the University's Department of Human Resources.

10. A sufficient number of faculty are full-time employees at The University of Akron.

During Fall Semester, 2001, 812 of the 1768 faculty (45.9%) were full-time employees.

11. The University of Akron's faculty has a significant role in developing and evaluating all of the institution's educational programs.

Curricula are developed by the members of the faculty and approved by various bodies primarily consisting of faculty. In addition to department and college review committees, curricular proposals are available for university-wide review, and are reviewed by the Executive Committee of the Faculty Senate and the Office of the Senior Vice President and Provost. New programs, certificates and program options must be approved by the Board of Trustees; new degrees are further approved by the Ohio Board of Regents. The Faculty Senate rules establish a Curriculum Review Committee consisting of nine faculty members and a General Education Advisory Committee. The Graduate Council, which is the principal legislative body of the Graduate School, must also approve graduate-level requests.

Evidence of GIR # 9

Percentage as of Fall 2001
- Fact Book 2002, Page 4-38
79.3% tenured/tenure track full-time faculty @ doctoral
20.3% @ master
.4% @ other
71.9% total @ doctoral
26.5% total @ masters
1.6% total @ other

University Rules and Regulations http://www2.uakron.edu/ogc/Rules

Evidence of GIR # 10

Fact Book 2002, Page 4-1

Evidence of GIR # 11

University Rules and Regulations §3359-20-05.2
<table>
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<th>EDUCATIONAL PROGRAMS</th>
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<td><strong>12. The University of Akron confers degrees.</strong></td>
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<td>The University of Akron was established as Buchtel College by the Ohio Universalist Convention in 1870. Miss Susie Chamberlain became Buchtel College’s first graduate in 1873. She later joined the faculty. The first master’s degree was awarded in 1880 to William D. Shipman who became the first librarian of Bierce Library.</td>
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<td>For FY 2001, the University awarded 587 associate degrees, 2063 baccalaureate degrees, 960 masters degrees, 80 doctorates and 157 juris doctorates.</td>
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<td><strong>13. The University of Akron has degree programs in operation, with students enrolled in them.</strong></td>
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<td>The University of Akron offers a broad range of associate, baccalaureate, and graduate degree programs. The undergraduate and graduate bulletins describe all degree programs, majors, course curricula and other requirements. Student enrollments are maintained in all programs.</td>
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<td><strong>14. The University of Akron’s degree programs are compatible with the institution’s mission and are based on recognized fields of study at the higher education level.</strong></td>
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<tr>
<td>The University of Akron offers programs that are compatible with its mission to provide comprehensive programs of instruction from associate through doctoral levels. The University of Akron offers undergraduate programs and graduate programs in arts and sciences, business, education, engineering, fine and applied arts, and nursing; graduate programs in law, polymer science and polymer engineering; associate programs in allied health, associate studies, business technology, engineering and science technology, and public service technology. These programs are accessible to a diverse student body that includes both traditional and nontraditional students. The content, length and delivery of these programs are consistent with the University’s mission. In addition to on-campus programs, UA offers off-campus and distance education courses.</td>
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**Evidence for GIR # 12**
- IPEDS Completions Survey 2001
- Fact Book 2002, Page 2-40
- University Registrar

**Evidence for GIR # 13**
- Fact Book 2002, Pages 2-41 through 2-51
- Undergraduate Bulletin 2002-2003
- Graduate Bulletin 2002-2003
- Student Viewbook

**Evidence for GIR # 14**
- Undergraduate Bulletin 2002-2003
- Graduate Bulletin 2002-2003
- Student Viewbook
15. The University of Akron’s degrees are appropriately named, following practice common to institutions of higher education in terms of both length and content of programs.

The University of Akron offers curricula leading to the baccalaureate, masters, law, and doctoral degrees. These degree programs are appropriately named and meet the requirements for length and content as established and approved by the Ohio Board of Regents. At least 64 non-remedial semester hours must be successfully completed for an associate’s degree and at least 128 non-remedial semester hours must be successfully completed for a bachelor’s degree. At the graduate level, program variations do exist with regard to the semester hour requirements for degree completion; however, there are graduate school requirements that must be met by all programs. For example, a minimum of 30 semester credits is required of all master’s degree programs, including thesis credit. At least two-thirds of the total graduate credits required in any master’s program must be completed at The University of Akron. It is entirely within the purview of the departments to assign additional credits or coursework, or other requirements, in the interest of graduating a fully qualified student.

Many schools and departments within the University have received separate accreditation from their appropriate professional organizations. These accrediting agencies provide further verification that the degrees being offered are appropriate in terms of both length and content of the programs. (See Appendix B.)

16. The University of Akron’s undergraduate degree programs include a coherent general education requirement consistent with the institution’s mission and designed to ensure breadth of knowledge and to promote intellectual inquiry.

The General Education Program at The University of Akron represents the core of courses that provide the skills and knowledge considered essential for all graduates of the University. Students pursuing a baccalaureate degree must complete 42 general education credits distributed among eight categories: English composition, mathematics, natural science, oral communication, social science, humanities, area studies and cultural diversity, and physical education/wellness.
The General Education Program is designed to ensure that our graduates have the capacity for critical, independent thought; a personal sense of values tempered by tolerance and a regard for the rights of others; the ability to use language effectively as a medium of both thought and expression; the analytical skills necessary to make sound qualitative and quantitative judgments; the ability to describe and explain differences in civilizations and cultures; an understanding of the conditions that affect them as individuals and as members of society; the capacity to evaluate intellectual and artistic endeavors; a knowledge of science, technology and mathematics, and their effects on human activities; and a knowledge of positive mental and physical health practices.

17. The University of Akron has admission policies and practices that are consistent with the institution’s mission and appropriate to its educational programs.

The University of Akron is an equal opportunity educational institution, committed to providing all students with the opportunity to obtain a quality education without regard to race, sex, national origin, age, handicap or other legally protected classifications. Appropriate admission policies have been established for all of the University’s educational programs and admission practices conform to published policies. These admission policies and practices are consistent with the university’s mission to provide excellence in undergraduate and graduate education.

In addition to University admission requirements, applicants are also required to fulfill any special requirements of the school or college in which they intend to enroll. For example, specialized programs may use entrance exams, placement exams, auditions, portfolios and/or interviews as admission tools. Admission policies are outlined in the Student Handbook and in the appropriate university catalogs.

18. The University of Akron provides its students access to those learning resources and support services requisite for its degree programs.

The University of Akron provides availability to appropriate learning resources and academic support services to all students, including the off-campus programs. Library services are available

Evidence of GIR # 17
Undergraduate Bulletin 2002-2003, Pages 36-37
Graduate Bulletin 2002-2003, Pages 17-18, 22
A-Book (student handbook)
Office of Undergraduate Admissions
http://www.uakron.edu/admissions/
Office of Graduate Admissions
http://www.uakron.edu/gradsch/

Evidence for GIR # 18
UA web page
Bierce Library
Office of Student Affairs
Undergraduate Bulletin 2002-2003
to all students at Bierce Library, the Science Library, and the Law Library or on-line at http://www.uakron.edu/library. Access is provided to OhioLINK, on-line databases, many full-text journal articles, inter-library loan, document delivery services, special collections and other resources.

The Office of Developmental Programs provides free tutoring, writing, math and study skills centers on the main campus and in the Community and Technical College.

The Office of Student Affairs provides students with a variety of services including admission, career development, counseling, financial aid, international student advising, registration, residential life, student health and student support services.

Academic advising services are provided to all students, in all degree programs. The University is committed to providing assistance and accommodation for qualified students with specific disabilities or needs. Services for these students are provided through the Office of Accessibility. Computing Services administers the wireless laptop program and computer labs on campus.

FINANCES

19. The University of Akron has an external financial audit by a certified public accountant or a public audit agency at least every two years.

The University’s books and records are audited annually to ensure the integrity of our financial balances and processes. Since becoming a state university in 1967, the University has never failed to achieve an unqualified opinion.

For the last eight years, Ernst and Young have served as our external audit agency. They are concluding their services with the audit year ending June 30, 2002. A proposal request is being developed for a new independent auditor to be approved by the Board of Trustees early in the spring of 2003.

20. The University of Akron’s financial documents demonstrate the appropriate allocation and use of resources to support its educational programs.

The University of Akron’s budget structure is based on the Governmental Accounting Standards Board (GASB) requirements,
and the University’s financial statements provide an overview of the allocation of resources. An annual operating budget breaks down the allocation of resources by program, department and activity.

A number of accounting reports and management reports are utilized to monitor the University’s overall financial situation and to track the detailed transactions. Accounting reports provide and track information down to the lowest level of responsibility, the account supervisor. Through the PeopleSoft financial package, account supervisors can access several reports that assist them in monitoring activity of their accounts. The reports are based on the type of account, local or budgeted. Budgeted accounts are those accounts in which the University allocates resources such as state general funds, tuition, and university support fees.

Local accounts are those in which the department manages within the funds available from the revenues of grants, contracts and other local revenue sources such as auxiliary enterprises.

Administrative and department managers may also access summary information for all accounts in their area. Specifically, Deans and Directors can access executive management reports that identify budget balances, revenues, expenses, encumbrances and cash balances. These reports are also available to the appropriate Vice President and institution-wide to the Vice President of Business and Finance as well as to the Controller and the President.

The Controller’s and Budget Offices are responsible for maintaining all accounts and fiscal reporting. Several different reports are available and used by the institution’s administrators to monitor aggregate level activity.

21. The University of Akron’s financial practices, records, and reports demonstrate fiscal viability.

The University of Akron uses a budget process that incorporates the perspectives of faculty, students, instructional administrators, staff and the executive committee.

A number of centralized functions provide fiscal and internal controls. All activities, from purchasing to travel, require approvals at appropriate levels. Purchasing activities are centralized and require strict adherence to state bid laws and the Board of Trustees’ policy. The accounts payable division within the Controller’s Office handles all expenditure/payment activity. All
expenditures must meet state and University rules and regulations before payments are made. All documents are pre-audited for appropriate-ness of expenditure, signature and departmental approval. Payment activity is also subject to state post-audit review.

Any department accepting funds on behalf of the University must be pre-approved and must adhere to University cash handling procedures. All funds are deposited and disbursed centrally. No department is allowed to have checking accounts or to deposit funds with a bank. All student tuition and fees are collected centrally. Petty cash in the departments is held at a minimum and can only be used to make change for transactions.

PUBLIC INFORMATION

22. The University of Akron’s catalog or other official document includes its mission statement along with accurate descriptions of its:
   o Educational programs and degree requirements
   o Academic calendars
   o Learning resources
   o Admissions policies and practices
   o Academic and non-academic policies and procedures directly affecting students
   o Charges and refund policies
   o Academic credentials of faculty and administration

The University of Akron provides the public information outlined above through a variety of official documents. Each of the listed items will be addressed separately:

Mission Statement: The University of Akron Mission statement appears in both the Undergraduate and Graduate Bulletins, the A-Book (Student Handbook), and the UA Fact Book.

Educational programs and degree requirements: Undergraduate educational programs, degree requirements, and general education core requirements are detailed in the Undergraduate Bulletin. Graduate educational programs, degree requirements, and programs are detailed in the Graduate Bulletin. Specific requirements are located throughout the relevant Bulletin in the appropriate college and departmental sections. Both are available in web-based versions.

Academic calendars: The academic calendar is recommended to Faculty Senate by the Academic Policies and Calendar Evidence for GIR # 22

Undergraduate Bulletin 2002-2003
Graduate Bulletin 2002-2003
Schedule of Classes
Fact Book 2002-2003
A-Book (Student Handbook)
International Student Handbook
http://www3w.uakron.edu/oip/
Committee. Senate then recommends to the President for presentation to the Board of Trustees. The approved calendar appears in the Undergraduate and Graduate Bulletin, the Schedule of Classes, and on the university webpage.

Learning resources: Available learning resources are detailed in GIR #18.

Admission policies and procedures: Admission policies and procedures are detailed in GIR #17.

Academic and non-academic policies and procedures directly affecting students: Academic and non-academic policies and procedures directly affecting student are published annually in the A-Book (Student Handbook). In addition, there is a separate web-based handbook for international students. That handbook is updated regularly.

Charges and refund policies: Information about tuition and fees, as well as all other charges, are available in the Undergraduate and Graduate Bulletins and the Schedule of Classes. The dates for tuition and fee collections are reported in the Schedule of Classes each semester.

Academic credentials of faculty and administrators: The credentials of undergraduate faculty, including date-of-hire, faculty rank and/or title, all degrees earned with date and place awarded, date of retirement if applicable, are found in the Undergraduate Bulletin 2002-2003, beginning on page 276. Similar information for the graduate faculty is found in the Graduate Bulletin beginning on page 122.

23. The University of Akron accurately discloses its standing with accrediting bodies with which it is affiliated.

The University provides North Central Association accreditation information as well as individual school and departmental accreditation information in both the Undergraduate and Graduate Bulletins. Both are available on the university web page.

Accreditation Team Reports are available through the separately accredited schools and departments.

Evidence for GIR # 23

Undergraduate Bulletin 2002-2003, Pages 7-8
Graduate Bulletin 2002-2003, Pages 5-6
UA Accreditation Status Report (Appendix C)
Accreditation Team Reports
24. The University of Akron makes available upon request information that accurately describes its financial condition.

The operating budgets, budget request documents and the audit report are available to the public in Bierce Library, the main university library. The audit report is also available from the Ohio Board of Regents and the Auditor of the State of Ohio. Financial statements are provided to the University Planning and Budget Committee; members of the committee are listed on the Faculty Senate web page. In addition, financial statements are provided to all constituent groups requiring such information and are available upon request.

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<th>Evidence for GIR # 24</th>
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<td>Monthly and quarterly financial reports presented to the Board of Trustees</td>
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