I. INTRODUCTION

This document provides a brief description of the School of Allied Medical Professions, as well as a description of its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the University to which the School and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed upon appointment or reappointment of the School Director. However, revisions may be made at any time, subject to the approval of the College of Medicine and the Office of Academic Affairs. Changes made in consultation with School faculty will be disseminated to faculty in memos, until sufficient changes have accumulated to warrant printing and distributing a completely new document.

II. MISSION

The School has as its mission “to improve the lives of people and create the future of health professions through innovation, education, and service in support of its vision to be nationally acknowledged as among the finest and most distinguished for its excellence in education, research, and service”

To support this mission and vision, the School maintains an environment in which research and scholarship inspire and inform teaching. The School strives to be recognized as a national leader
in the education of allied health professionals. Curricula are structured to foster learning, nurture individual growth and creativity, and support the goals of professional health care practice, administration, teaching, and research, at both the undergraduate and graduate level.

Fundamental to the School's mission is to also engage in research and other scholarly activity that enhances the knowledge base of the allied health professions. This knowledge base forms a vital link in the improvement of human health, and keeps the School at the forefront of education and research in the health professions. In addition, students must be prepared to interpret the ideas and innovations, derived from scholarship, so as to make them accessible to the citizens of the State of Ohio and the world. In keeping with the land grant heritage of The Ohio State University, the School's mission, additionally, includes service to the professions, the University, and the community.

III. FACULTY

Within the School of Allied Medical Professions, the core faculty is comprised of tenure-track (both tenured and probationary), and clinical track faculty at the ranks of Instructor, Assistant Professor, Associate Professor, and Professor. Faculty with primary appointments (50% or greater) in the School essentially form the key consultative body of the School and vote on issues related to governance procedure and policy. Auxiliary faculty members may participate in governance of the School at the discretion of their Division Director and the School Director.

Those faculty who have been granted graduate level status comprise the primary consultative group for purposes of graduate curriculum and policy issues.

IV. ORGANIZATION OF SCHOOL SERVICES AND STAFF
The School is comprised of nine academic divisions, one interdisciplinary program, a graduate program (MS, PhD) and an AV-TV service unit. Each academic division/program is comprised of a Director plus faculty and support personnel relevant to the operation of the Division/program. Each Division has responsibility for undergraduate and graduate curricula, research, and service activities. Directors meet regularly with their faculty to discuss matters concerning the School and divisional/program matters that include curriculum, faculty support, and other support issues (a full description of Division Directors' responsibility is included in section VI, B of this document).

All Divisions contribute to the MS and PhD programs, which are coordinated by the Graduate Studies Chair, the PhD Director, and the Graduate Program Manager.

V. OVERVIEW OF SCHOOL ADMINISTRATION AND DECISION-MAKING

Policy and program decisions are made in a number of ways: by the School faculty as a whole (Faculty Council), by the Division Directors in collaboration with the School Director (Executive Committee), and by the School Director. The nature and importance of any individual matter determines how it is addressed. Most major decisions related to the School are addressed within the governance structure of the Executive Committee or the Faculty Council.

A. Executive Committee

The Executive Committee is composed of Division Directors, the Health Sciences program director, the chair of the Graduate Program, and the School Director who serves as chair of the Committee. The Committee meets twice a month during the academic year and, as need arises during Summer Quarter. The agenda is set by the School Director, with input from Committee members, other committees, or Faculty Council. Duties and responsibilities are as follows:

1. Approve students for graduation.

2. Act on student disenrollments and disciplinary matters.
3. Hear appeals by students.


5. Review and act on University-designated administrative policies; communicate and convey information to faculty where appropriate.

6. Make relevant administrative policies for the School.

7. Function as liaison between the School Director and School faculty by:
   7.1 discussing concerns of the faculty;
   7.2 reporting to the faculty on administrative actions which affect them;
   7.3 advising faculty of communications received by the Committee.

8. Prepare and present agenda items to the Steering Committee of the Faculty Council.

9. Respond to charges or tasks requested by the Faculty Council and the standing committees.

10. Report actions of the Committee to the faculty through verbal or written means.

B. Faculty Council

The Faculty Council is comprised of all regular faculty as defined by Faculty Rule 3335-5-19 within the School of Allied Medical Professions. Auxiliary faculty may also participate in the council at the discretion of their Division Director and the School Director. The Council functions with a Steering Committee comprised of a chair, chair elect / vice chairman, secretary, and members-at-large. Officers and members of the Steering Committee are elected from the ranks of the faculty of the School and serve for a term of two years. The Steering Committee establishes the agenda for each Council meeting and serves as the coordinating body for Council matters. Meetings are held two times each quarter during the Autumn, Winter, and Spring Quarters of the academic year. Emergency meetings are called, if necessary. A full description of the organizational structure of the
Faculty Council, including a description of the roles of the officers and committees, is included as Appendix B of this document. The responsibilities of the Faculty Council are to:

1. Establish the educational and academic policies of the School.
2. Recommend the establishment, abolition, and alteration of educational units and programs of study.
3. Make recommendations concerning matters relating to rights, responsibilities and concerns of students, faculty and administrators that affect academic programs.
4. Make recommendations concerning the allocation of resources within the School.

B.1. Faculty Council Committees

Nine standing faculty committees assist with the work of the Faculty Council. Committees prepare and present agenda items to the Steering Committee of the Faculty Council and respond to tasks or charges requested by the Faculty Council or Administration. Additionally, committees report their actions to the Faculty Council through verbal or written means. The standing committees of the council are:

1) Steering committee
2) Appointments, Promotion & Tenure committee
3) Curriculum Committee
4) Faculty Affairs
5) Graduate Studies
6) Honors and Research Committee
7) Instructional Technology
8) Recruitment
9) Student Affairs
VI. SCHOOL ADMINISTRATION

A. School Director

The School Director is responsible for the overall daily operation and administration of the School and serves as its representative in dealing with the College of Medicine, OSU Medical Center, University as well as alumni and public at large. Additional responsibilities of the School Director are as follows:

1. Develops a Pattern of Administration in consultation with the faculty that shall be made available to all present and prospective members of the School faculty with a copy maintained in the School administration office, office of the Dean of the College of Medicine and Office of the Provost.

2. Prepares in accordance with the Pattern of Administration and the AP&T criteria, and in conjunction with the faculty, the procedure by which recommendations are made concerning appointments, dismissals, salary adjustments, promotions in rank, and matters affecting the tenure of the faculty. The procedure shall be made available to all present and prospective members of the School faculty, and a copy shall be deposited in the office of the Dean of the College of Medicine and in the office of the Executive Vice President and Provost. At the beginning of each four-year term of the School Director, the procedure will be evaluated in conjunction with School faculty for revision or reaffirmation and deposited in the office of the Dean of the College of Medicine, and the office of the Executive Vice President and Provost.

3. Engages in strategic planning in conjunction with Division Directors and Faculty
Council to offer efficient, quality academic programs within fiscal capability.

4. Evaluates instructional and administrative processes and leads in the study of methods of improving them.

5. Evaluates faculty members annually in collaboration with Division Directors and in accordance with criteria approved by the Board of Trustees and subject to instructions from the Provost, and also according to such supplemental criteria as may be set by the School.

6. Informs faculty members when they receive their annual review, of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation comment or other material contained in the file.

7. Recommends to the Dean of the College of Medicine after consultation with the AP&T committee, appointments, promotions, dismissals, and matters affecting the tenure of members of the School faculty.

8. Encourage research and educational investigations.

9. Oversees efforts to assure faculty are offered the School privileges and responsibilities appropriate to their rank.

10. Oversees that adequate supervision and training are given to those members of the faculty and staff who may benefit by such assistance.

11. Prepares annual budget recommendations for consideration of the Dean of the College of Medicine.

12. Promotes improvement of instruction via a variety of methods, including written evaluations by students of the course and instructors for each course offering, peer
evaluations of instructors, and periodic course review by the faculty.

B. Division Directors

The Division Directors are delegated responsibility for the overall daily operation and administration of their respective division and academic program. They represent their division in the School’s Executive Committee and in dealing with the School Director, University, alumni and professional communities. Additional responsibilities include but are not limited to the following:

1. Manages the fiscal and human resources of the division including preparation and administration of operating, personnel, workload and project budgets.

2. Develops, implements and evaluates curriculum, including determination of teaching assignments, in conjunction with division faculty to meet professional program accreditation and/or other educational standards.

3. Selects, manages and evaluates division personnel (faculty, staff, and student employees) in consultation with the School Director.

4. Coordinates services for enrolled students including student advisement and support activities in conjunction with divisional faculty, Office of Student Affairs, and the University Admissions Office.

5. Coordinates student recruitment and selection activities with the Division faculty, Office of Student Affairs, and University Admissions Office and/or the Graduate School.

6. Maintains administrative, personnel and student records as well as the office suite, laboratories, and equipment.
VII. GENERAL POLICY ADOPTION

The Executive Committee and the Faculty Council of the School are the primary governance structures through which faculty are involved in the decision-making process. Through these governance bodies, important issues affecting the School are debated and major policies adopted.

A. Scheduling of Meetings

Executive Committee meetings are held approximately twice monthly during the academic year and agendas are disseminated to the Division Directors prior to the meetings. The Faculty Council meetings are scheduled by the faculty officers and agendas are disseminated to all regular and participating faculty in the School.

B. Minutes of Meetings

The minutes of the meetings of the Executive Committee are distributed to the academic divisions. All minutes of the meetings are permanently on file in the School Director's office. The minutes of the Faculty Council meetings are distributed to all faculty in the School and are also on file in the School Director's office.

C. Consultation with Faculty

The School Director consults with the faculty on all policy matters, as appropriate. This is done either through the Executive Committee or through the Faculty Council, whichever is most appropriate.

D. Majority Rule

Within the governance structure of the School, the principle of majority rule is applied when voting decisions are required. Whenever this principle is not followed, the School Director shall explain the reason for the departure to enhance communication and to facilitate understanding within the School. This explanation shall be communicated to the faculty in writing, where possible, or in a faculty meeting with appropriate opportunity provided for faculty to comment.
E. Faculty Involvement and New Faculty Hiring

As new faculty are hired within the various divisions, the faculty of each division should be consulted in the initiation and in the review and selection of these new faculty members for appointment. At the School level, these faculty are appointed after a thorough national search to insure the highest quality pool of applicants. Search committees are composed of faculty and, if appropriate, from administration within the School. An affirmative action officer is appointed by the School Director and is a member of each search committee.

New Division Directors are appointed as a result of a national search through a representative committee of both faculty and administration within the School. If a vacant faculty position does not exist, as in the case of a Division Director relinquishing administrative duties, a Division Director may be selected through an internal search process.

F. Faculty Involvement in Promotion and Tenure

The Appointments, Promotion and Tenure Committee of the School is responsible for creating and maintaining a document for review of faculty for appointment, promotion and tenure. This document is prepared after consultation with the faculty and potential changes are debated and faculty are informed and involved in the process. Any changes to the Appointment, Promotion and Tenure Criteria and Procedures for Regular and Auxiliary Faculty must be approved through the Faculty Council by the regular faculty.

VIII. SCHOOL FACULTY TEACHING LOAD POLICY

The mission of the School reflects a balance of effort in teaching, research/creative activity, and service. The University defines teaching workload assignments in terms of three kinds of teaching
units; 1) baccalaureate departments, 2) baccalaureate/masters departments, and 3) baccalaureate/masters/doctoral units. The School of Allied Medical Professions falls into the category of baccalaureate/masters/doctoral units with nine baccalaureate level programs, two masters degree programs (MOT, MS), one entry-level doctoral program (DPT) and a PhD program. The University’s recommended norm for teaching activities for baccalaureate/master’s units is at least 60% of the total departmental workload with the remainder devoted to research/creative activity, service, and other professional activities consistent with the unit’s mission. The University’s recommended norm for teaching activities for baccalaureate/master’s/doctoral units is at least 50% of the total departmental workload with the remainder devoted to research/creative activity, service, and other professional activities. As some units within the School are currently not involved in doctoral education, their workload will be more consistent with the baccalaureate/master’s expectations; other units will be more aligned with the baccalaureate/ master’s/doctoral unit expectations due to their involvement in doctoral education.

The School fulfills a unique mission in the University, preparing students for distinct health professions. All programs are highly selective and require extensive amounts of didactic, laboratory, and clinical time commitments from faculty. Overall, the School directs approximately 55-60% of the total resources toward instructional activities of the School. The remainder of the time is split between research and service.

Responsibilities for teaching, research, and service, will vary among the faculty. Some faculty support research programs and may be assigned lighter teaching loads. Other faculty with heavier teaching loads may have lighter research responsibilities.
IX. FACULTY DUTIES AND RESPONSIBILITIES

The School Director has overall responsibility for assuring that each faculty member has appropriate duties and responsibilities assigned commensurate with the faculty appointment and that faculty workload is distributed equitably among all in the School. Much of this responsibility for faculty assignments is delegated to the directors of the divisions and the programs of the School. In making assignments, Division/Program Directors must balance the needs of the academic program’s obligations with the preferences, skills and expertise of the faculty member. Some faculty members will voluntarily take on a variety of professional activities that fall outside the School’s policy on faculty duties and responsibilities. These activities often benefit the School or the University and, to the extent possible, should be taken into account in considering a faculty member’s total workload. On occasion, a faculty member may seek relief from departmental obligations to devote time to personal/professional interests. If these activities do not contribute to School or divisional goals, the Division Director may decline to approve such requests.

During on-duty quarters, faculty members are expected to be available for interaction with students, service assignments, and other responsibilities, even if there is no formal course assignment that quarter. On-duty faculty members should not be away from campus for extended period times unless on an approved Special Research Assignment (SRA).

X. COURSE OFFERINGS AND TEACHING SCHEDULES

A. Course Scheduling

While consideration must be given to the teaching specialties and preferences of the faculty, the primary consideration in scheduling classes must be to provide for the needs of students, both the
School's own students, and those from other departments who need specific courses to meet their degree requirements. Every effort should be made to assure the regular availability of required courses. It is the Division Directors' responsibility to assure that the schedule of course offerings each quarter makes the most effective use of the School's instructional resources.

B. Instructional Activity

All faculty are expected to contribute to the instruction of the School. In general, all faculty will teach between sixteen and twenty-one credit hours per year, taking into account course format, class size, and graduate student advisement. Course load may vary among faculty members with heavy graduate education, clinical, laboratory, or research responsibilities. Instructional responsibility also includes advisement of undergraduate and graduate students, curriculum development, maintenance of accreditation standards, and other such activities in support of the academic program.

XI. ALLOCATION OF SCHOOL RESOURCES

The School Director has responsibility for establishing and implementing the budget for the School of Allied Medical Professions. The divisions each receive funds for faculty and staff positions in support of the academic program and an operating budget. Each of the Division Directors has responsibility for allocating funds for travel and other instructional support activities. The School Director has responsibility for equitably allocating space designated to the School. This will include office space within the divisions of the School and the classroom pool in Atwell Hall.

XII. LEAVES AND ABSENCES

A. Discretionary Absences:

Faculty are expected to submit an Application for Leave form well in advance of a planned absence (vacation, professional meeting). Discretionary absence from duty is not a right and the
School Director/Division Director retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Faculty Rules require that the Office of Academic Affairs approve any discretionary leave of 10 or more days.

B. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the Division Director/School Director know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. See OHR Policy 6.27 for

C. Unpaid Leave of Absence

An unpaid leave of absence (LOA) may be requested by faculty for personal or professional reasons, according to OAA rules (see the OAA website at http://oaa.osu.edu).

Personal reasons may include family difficulties or other matters that prevent a faculty member from carrying out duties for a relatively short period of time or illness that continues after a faculty member has used up sick leave. Paid sick leave should always be used before a leave of absence is granted for illness. In the event that the illness turns out to be long term and disability retirement becomes necessary, STRS will not consider disability retirement until paid sick leave has been exhausted.

Professional reasons include the opportunity to take a temporary paid position outside the
University that will enhance professional development and increase the faculty member’s value to the academic unit on his/her return. In requesting a LOA for professional reasons, a copy of the letter to the faculty member setting forth the terms and goals of the temporary appointment must be attached to the faculty member’s request for approval. The process of approval includes review and approval by the School Director, Dean of the College of Medicine, Office of Academic Affairs, and The Ohio State University Board of Trustees.

Leaves of absence are not granted to: 1) untenured faculty in their terminal year of employment, or 2) to faculty who have accepted a new position. A LOA will be granted for no more than one year at a time and may not exceed two consecutive years. Further, an unpaid LOA does not automatically stop the tenure clock for probationary tenure track faculty. A request to exclude the period of leave must be submitted under the terms of Section (D)(2) of Faculty Rule 3335-47-03. Faculty on unpaid LOA will not be compensated by the School during the period of the leave nor granted any supplemental compensation.

In requesting an unpaid LOA, the faculty member will write a letter to the Director of the School explaining the reason for the request, the timing of the leave, and suggest arrangements for covering his or her teaching responsibilities. If the request for LOA is to take a temporary paid position outside the School that will enhance professional development, the faculty member must attach to the request a copy of the letter of offer setting forth the terms and goals of the temporary appointment. Upon approval by the School Director, the request will be forwarded to the other offices for review. Approval will be based upon the reasonableness of the request, the availability of suitable instructional staff to cover the faculty member’s teaching responsibilities and, in the case of leave for professional purposes, the potential value of the proposed leave to the tenure
D. Faculty Professional Leave (http://oaa.osu.edu/handbook/ix_fpl.html)

In accordance with University policy, faculty may request a faculty professional leave (FPL) to pursue a period of intensive study or research that will assist the faculty member with his or her academic responsibilities in the School. A FPL can be granted in accordance to University rules, which state that it should not exceed one academic year and must be for a continuous period, but may bridge an off duty quarter.

In accordance with University policy, only tenured faculty with at least seven years of service as a regular faculty member of Ohio State are eligible for a faculty professional leave in the School. Years of service at another university and years served in auxiliary appointments can not be credited toward the seven year requirement. Proposals for a FPL may encompass professional development in either teaching or research or both. Faculty may not use the FPL program to teach at another institution. Approval for a FPL will have no salary rate reduction for two quarter of leave, and 33% reduction over three or four quarters. The FPL application should describe any non-Ohio State compensation that the faculty member will receive during the period of the FPL. Faculty may receive non-Ohio State compensation for FPLs of longer than one quarter, provided that: 1) the activity to be compensated supports the purposes of the FPL and, 2) the combined leave stipend and external support do not exceed the level of regular annual salary.

Faculty applying for a FPL are required to follow procedures outlined in the Office of Academic Affairs Policies and Procedures Handbook. The approval process includes submitting a completed application, including: 1) letters of support, and 2) Continuation of Service Statement signed by the faculty member, School Director, and Dean of the College of Medicine. Application review
and approval should occur at least two months prior to the beginning of the proposed leave. Approval must be gained from the Director of the School, Dean of the College of Medicine, Office of Academic Affairs, and The Ohio State University Board of Trustees. Cancellation or changes to the timing of the leave must be submitted as a written request through the same levels of approval.

XIII. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

A. External Consulting

Faculty in the School may engage in paid external consulting to the extent that these activities are related to the mission of the School, College, and the University; however, faculty are expected to carry out the duties associated with their primary appointment with the University at a high level of competence before seeking other income-enhancing opportunities. Appropriate consulting arrangements should be within the expertise of the faculty member and provide direct and indirect benefits to the University and must not entail a conflict of interest, as defined by the University Conflict of Interest Policy. In general, faculty members with consulting relationships should not exceed one business day per week in these activities. Faculty must complete the paid external consulting approval form for each consulting arrangement. All paid external consulting related to one’s area of expertise requires prior approval. Paid external consulting must be approved by the Director of the School, in consultation with the Division/program Director, and the Dean of the College of Medicine. Absences associated with consulting that result in absence from duty of one full business day or a missed commitment, such as a class, require prior approval of the Director of the School.

XIV. FINANCIAL CONFLICTS OF INTEREST (http://oaa.osu.edu/handbook/coipolicy.html)
Faculty members must abide by the University’s policy on financial conflicts of interest (Resolution No. 99-4), which states “a conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university duty or responsibility, including designing, conducting or reporting research”. Faculty must submit an annual conflict of interest form, identifying any potential conflict of interest activity.

XV. GRIVANCE PROCEDURES

A. Faculty Appeals: Salary Equity Appeals Process

A process is in place to address salary appeals based on the belief that a faculty member’s salary is lower than comparable faculty within an academic unit and that the disparity can not be explained by factors that appropriately affect salary levels. Faculty may obtain information from:

http://oaa.osu.edu/handbook/xii_equityincrease.html The faculty member should meet with the School Director and provide documentation to support the complaint. Faculty members who are not satisfied with the outcome of the discussion with the School Director and wish to pursue the matter may be eligible to file a more formal salary appeal (http://oaa.osu.edu/handbook/xii_salaryprocess.html).

Staff members who are not satisfied with the outcome of the discussion with the School Director and wish to pursue the matter should contact Consulting Services (http://hr.osu.edu/dir/Director.htm#Consult) in the Office of Human Resources

1. Faculty Misconduct:

Faculty misconduct/incompetence: complaints alleging faculty misconduct or incompetence
should follow the procedures set forth in Faculty Rule 3335-5-04 (http://trustees.osu.edu).

2. Faculty Promotion & Tenure Appeals:

Promotion and tenure appeal procedures are set forth in Faculty Rule 3335-5-05 (http://trustees.osu.edu).

3. Sexual Harassment:

The University’s policy and procedures related to sexual harassment are set forth in OHR Policy 1.15 (http://hr.osu.edu/).

B. Student Conduct / Academic Misconduct -

Faculty complaints regarding students must always be handled strictly in accordance with University rules and policies. Faculty should seek the advice and assistance of the Division Director and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct http://oaa.osu.edu and http://senate.osu.edu

The Code of Student Conduct is Faculty Rule 3335-23 http://trustees.osu.edu

C. Student Grievances

Student grievances that may require a formal review process relate to: 1) a challenge to an admission decision of the School, 2) a challenge to a grade received in class, or 3) a challenge to
academic or professional warning, probation, disenrollment or dismissal actions. Students should submit their written petition within 30 days of their notice of decision/action or grade posting. A response to the petition should be generated within 30 days of its receipt.

**Challenge to Admissions**

1. An initial response to an inquiry concerning an unfavorable admissions decision requires that the student applicant meet with a representative of the Office of Student Affairs of the School to receive an explanation of the process and an assessment of the student’s strengths and limitations in light of the criteria used for the selection.

2. Applicants not satisfied following their initial contact with the Office of Student Affairs are then encouraged to meet with a representative of the division to which they applied.

3. Once these previously mentioned steps have been completed, if the student still feels that the decision should be challenged, an appointment should be made with the School Director to discuss the challenge. The applicant will be required to submit a written request for an appeal which would only be considered if the request is based on a lack of due process.

4. Upon receipt of the written request for appeal, the School Director will form a committee consisting of three members, two members from divisions within the School but not from the division involved in the review, and one member preferably from outside of the School.

5. The committee will receive information from the division involved in the review concerning the criteria used in the selection process and how it impacted on the applicant in question. The committee will also have access to information collected during the previous portions of the appeals process, as well as counsel concerning legal implications. The committee will produce a written document with recommendations at the completion of their deliberations. Copies of the report should be distributed to the School Director and
6. The School Director will be responsible for responding to the applicant following completion of the committee's activities.

Challenge Related to a Grade

1. A student may challenge a grade only for procedural reasons. If a student believes that a procedural error in grading was made, the student should follow Rule 3335-7-23 in making an appeal.

2. The student should first meet with the instructor of the course and if the instructor does not agree that a procedural error was made, the student must meet with the Division Director to discuss the grade grievance. The Division Director shall respond to the student in writing no later than thirty days after the student has requested a review by the Division Director.

3. Upon receipt of the Division Director's response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing a grade appeal to the School Director.

4. The School Director will form a faculty committee comprised of three faculty within the School but not from the specific division in which the student has enrolled. The faculty committee will gather evidence related to the appeal, receiving information from the faculty member involved, as well as additional information from the student if needed.

5. The faculty committee will produce a written document with recommendations at the completion of their deliberations. Copies of the report will be distributed to the School and to the Division Director and instructor involved in the review process.

6. The School Director will be responsible for responding to the student, following completion of the committee's activities.

7. If the student is not satisfied with the response from the School Director, the student may
seek further review through the Associate Dean of the College of Medicine where College rules for appeal will apply.

**Challenge to Academic Warning, Probation, or Dismissal Actions:**

1. The student wishing to appeal the School’s Decision for academic sanctions (warning, probation or dismissal) should provide written rationale for the appeal to the School Director.

2. The School Director will appoint a faculty committee comprised of three Division Directors within the School but not from the specific division in which the student has enrolled. The faculty committee will gather evidence related to the appeal, receiving information from the Division involved, as well as additional information from the student if needed.

5. The faculty committee will produce a written document with recommendations at the completion of their deliberations. Copies of the report will be distributed to the School and to the Division Director of the respective Division.

6. The School Director will be responsible for responding to the applicant, following completion of the committee’s activities.

7. If the student is not satisfied with the response from the School Director, the student may pursue further appeal based on Rule 3335-7-23.

PATADMN

05-07
January 17, 2008

Carole A. Anderson
Vice Provost for Academic Policy and Faculty Resources
Office of Academic Affairs
203 Bricker Hall
CAMPUS

Dear Dr. Anderson:

Attached you will find the corrected copy of the School of Allied Medical Professions’ Patterns of Administration, per your memorandum of 10/29/07. The following changes were made:

- P. 6, Section 2: The title of Executive Vice President and Provost replaced the former Senior Vice President and Provost within the paragraph
- P. 16, 2nd paragraph: The salary reduction description was changed to match current Faculty Rules for Professional Leave

Thanks you for your review of our document. Please let me know if any additional changes are needed.

Sincerely,

Deborah S. Larsen, PhD
Director, School of Allied Medical Professions
Associate Dean, College of Medicine