I. INTRODUCTION

This document and its appendices provide a description of the policies and procedures of the College of Veterinary Medicine. They supplement the Rules of the University Faculty, and other policies and procedures of the university to which the college 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 on appointment or reappointment of the dean. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college and the Office of Academic Affairs.

II. COLLEGE MISSION

The mission of the College of Veterinary Medicine is to benefit society through the education of veterinarians and the protection of animal health. This mission includes the diagnosis, treatment, prevention, and understanding of animal diseases; the conservation of livestock resources; the promotion of public health; and, the advancement of medical knowledge through professional and graduate education, research, and service in the broad discipline of veterinary medicine. The college is an important resource for the biomedical and agricultural communities, contributing to the development of new knowledge and the training of future scientists. In keeping with the land-grant mission, the college is committed to disseminating new knowledge to the public, providing advanced and continuing education to veterinarians, and providing access to specialized veterinary medical services. The college is a vital part of The Ohio State University and embraces the combined mission of advancing and disseminating knowledge as described in the university mission and vision statement.

III. ACADEMIC RIGHTS AND RESPONSIBILITIES

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement can be found on the Office of Academic Affairs website, http://oaa.osu.edu/rightsandresponsibilities.html.

IV. FACULTY

Faculty Rule 3335-5-19, http://trustees.osu.edu/rules5/ru5-19.php defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this college include regular faculty with compensated FTEs of at least 50% in the college. Auxiliary faculty, emeritus faculty, and regular faculty joint appointees with FTEs below 50% in the college are invited to participate in discussions on non-personnel matters, but
may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

The College of Veterinary Medicine has regular tenure track, clinical track, and research track appointments. Regular tenure track faculty titles are instructor, assistant professor, associate professor, and professor. Regular clinical track faculty titles are instructor – clinical, assistant professor – clinical, associate professor – clinical, and professor – clinical. Regular clinical track faculty may vote in all matters of department governance except promotion and tenure decisions of tenure track faculty. The college also has a regular research track. Regular research track faculty titles are research assistant professor, research associate professor, and research professor. Regular research track faculty may vote in all matters of department governance except promotion and tenure decisions of tenure track faculty.

The college is committed to the concept of faculty governance. College faculty have primary responsibility for the professional and graduate curricula, methods of instruction, research, and aspects of student life that relate to the educational process.

Faculty roles and responsibilities are defined by the chair of each academic department in accordance with university rules. These roles and responsibilities include teaching in the professional program, teaching in the graduate program, research activities, clinical service responsibilities, outreach, extension, continuing education, administration, curriculum development, committee assignments, student advising and other activities deemed appropriate for the departments and college. Faculty assignments are described in the initial letter of offer and updated during the annual review process based on departmental needs as well as faculty productivity and career development. The curriculum of the veterinary professional program crosses departments, and teaching assignments will be coordinated among the department chairs with input of the associate dean of administration and curriculum and the associate dean of academic and student affairs.

Faculty will adhere to the policies of the college and university in the conduct of their academic and professional activities including outside consultation and professional practice. Faculty will comply with the requirements of the Ohio Ethics Law (http://www.ethics.ohio.gov/ethicslawrevisedcode.pdf) and will maintain licensure by the Ohio Veterinary Medical Board (http://ovmlb.ohio.gov/) as appropriate.

Faculty are evaluated at least annually for progression in the promotion and tenure process, for compensation increases, and to update their job responsibilities and distribution of effort. Staff also are evaluated annually. In addition to professional accomplishments, collegiality, civility and mutual respect are strongly held values. The college supports a diversity of beliefs and opinions, and the free exchange of ideas and opinions. Faculty, staff, and students are expected to demonstrate these values in a professional manner and promote a workplace atmosphere conducive to effective learning, scholarly achievement and a high level of job satisfaction. The college is
committed to supporting these values through annual faculty and staff performance evaluations.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this college is provided in a separate document, “Appointments, Promotion, and Tenure Criteria and Procedures for the College of Veterinary Medicine.”

V. ORGANIZATION OF COLLEGE SERVICES AND STAFF

The college is organized into three academic departments and two administrative units. The academic departments are Veterinary Biosciences, Veterinary Clinical Sciences, and Veterinary Preventive Medicine. The Department of Veterinary Preventive Medicine includes faculty administratively and fiscally associated with OSU Extension and the Food Animal Health Research Program at the Ohio Agricultural Research and Development Center (OARDC) in Wooster. The administrative units include Veterinary Medicine Administration, which incorporates the Dean’s Office, Office of Academic and Student Affairs, Office of Administration and Curriculum, Office of Research and Graduate Studies, human resources, fiscal affairs, as well as other central college services (e.g., Alumni Affairs and Professional Student Development, Communications and Marketing, Development) and the Veterinary Medical Center (VMC) and Office of Clinical Programs and Outreach which encompass the majority of patient services provided by the college.

The dean may establish administrative and advisory committees comprised of faculty and staff representing various areas of activity within the college. The dean may establish and charge these committees and other ad hoc committees to address specific needs and priorities within the college. Examples include but are not limited to:

- Admissions Committee
- Alumni Advisory Committee
- College Biosecurity Committee
- Continuing Education Faculty Steering Committee
- Deans and Chairs Committee
- Development Advisory Committee
- Diversity Advisory Committee
- Honors and Awards Committee
- Investigations and Salary Appeals Committee
- Library Committee
- Professional and Graduate Student Advisory Committees
- Quality of Life Committee
- Space Advisory Committee
- Staff Advisory Committee
- Strategic Planning Committee
- Technology Advisory Committee
The Investigations and Salary Appeals Committee may be appointed by the Dean on an as needed basis and will consist of tenured associate or full professors from each academic department. Members may include faculty with administrative roles as long as there is no conflict with the specific investigation or salary appeal under consideration. A faculty member may not serve on a committee if he or she has a personal or professional relationship with the respondent or complainant. In certain cases, it may be appropriate to appoint committee members from outside of the College.

The Investigations Committee will receive formal complaints made against regular and auxiliary faculty members, doing so in accordance with Faculty Rule 3335-5-04 (http://trustees.osu.edu/rules5/ru5-04.php). At the conclusion of the investigation, the committee will report its findings to the Dean, including a recommendation concerning the merits of the complaint and, if the complaint is judged meritorious, a proposed sanction. When committee members disagree on findings, recommendations, or proposed sanctions, the committee report may include dissenting views.

Reviews of faculty salary appeals are conducted in accordance with the Faculty Salary Equity Appeals Process (http://oaa.osu.edu/handbook.html, Volume 2: Faculty, Chapter 4: Appeals, 2.0 Faculty Salary Equity Appeals Process). The appeals process begins with a request from a faculty member to his or her department chair.

Faculty members wishing to put forward grievances not related to salary should first contact his or her department chair. If the grievance concerns the department chair, or if the department chair is not the appropriate contact for some other reason, the faculty member should bring the matter to the attention of the College Human Resources Director or the Dean. Procedures to be followed will be determined by university rules, depending on the nature of the grievance.

The dean may create assistant and associate dean positions as well as VMC director and other staff director positions as needed to provide the services and support required by faculty, staff and students. Examples include but are not limited to:

- Academic and Student Affairs
- Administration and Curriculum
- Alumni Affairs and Professional Student Development
- Clinical Programs and Outreach
- College Fiscal and Personnel Offices
- Communications and Marketing
- Continuing Education
- Development and Communications
- Educational Design and Systems
- Global Health Programs
- Instructional Technology and Biomedical Media
- Research and Graduate Studies
- Veterinary Information Systems
The college is administered by the dean in accordance with the authority and responsibilities outlined in faculty rule 3335-3-29, http://trustees.osu.edu/rules3/ru3-29.php. This rule requires the dean to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6, http://trustees.osu.edu/rules6/index.php, also requires the dean to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure.

The dean shall establish policies that support the mission, goals, academic programs and service programs of the college in consultation with the department chairs, college executive committee and faculty. Day-to-day responsibility for specific matters may be delegated to others, but the dean retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the Office of Academic Affairs and Board of Trustees.

Operational efficiency requires that the dean exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of college academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance.

Much of the development and implementation of the college's policies and programs is carried out by standing and ad hoc committees. The dean is an ex officio member of all college committees and may vote as a member on all committees except the Promotion and Tenure Committee.

The college has six standing councils or committees: college executive committee, VMC (hospital) executive committee, college promotion and tenure committee, council on education, council for research, and the council for graduate studies. The council on academic standards functions as a subcommittee of the college executive committee.

The administrative structure of the college is shown in the organizational chart included at the end of this document (September 2010).

A. College executive committee

The college executive committee serves as the primary mechanism for faculty input into the decision-making processes of the college and is advisory to the dean. It meets once per month and a quorum is a simple majority (six of the 10 voting members). College faculty and students may submit items for inclusion on the agenda. The council on academic standards functions as a subcommittee of the college executive committee. The charter of the council on academic standards is found in Appendix A.
1. Membership

   a. Regular voting members consist of two regular faculty representatives from each of the three academic departments (elected to staggered two-year terms) or their alternates, the chairs of the academic departments or their alternates, and the dean who serves as chair.

   b. *Ex officio* (non-voting) members consist of the associate deans, the VMC director, the college senior fiscal officer, the director of any academic center who is appointed by and reports to the dean, the head of the food animal health research program at OARDC, one professional student (designated by student council for a one-year term), one graduate student, and the secretary of the college (the associate dean of academic and student affairs).

2. Functions

   a. Advises the dean on the strategic direction of the college and assists in the formulation and dissemination of policies and procedures affecting the governance and operation of the college

   b. Acts on petitions for readmission or reinstatement of students in the college as submitted by the council on academic standards

   c. Receives and acts on recommendations of the student council concerning violations of the student honor code and other matters pertaining to student affairs

   d. Functions as the budget advisory committee to the dean, and, as such, receives regular reports related to the financial position of the college and participates in tuition decisions, compensation policies and business strategies

   e. Receives regular reports from faculty serving as senators to the university faculty senate

B. VMC (hospital) executive committee

The VMC (hospital) executive committee advises the VMC director and associate dean for clinical programs and outreach on establishment of VMC policies and procedures related to the educational and the clinical service missions of the VMC.

1. Membership

   a. Regular voting members consist of the dean, VMC director, associate dean for clinical programs and outreach, chairs of the three academic departments or their faculty designees, service heads of each clinical service, assistant director of patient care, VMC technician representative (elected), one veterinary student representative (fourth-year class president), and one clinical house officer representative (elected)
b. *Ex officio* (non-voting) members consist of the college senior fiscal officer, the VMC fiscal officer, assistant to the VMC director, assistant director of facilities, administrative manager of Veterinary Clinical Sciences, director of information technology, director of development, and the laboratory animal veterinarian for the college.

2. Functions

   a. Provides strategic planning for the VMC
   b. Reviews financial activities of the VMC
   c. Considers VMC facilities management issues
   d. Considers input from the finance committee regarding investment in capital equipment and technology
   e. Considers input from the finance committee regarding VMC fee policies and fees
   f. Considers input from the medical records committee regarding medical records policies and procedures
   g. Reviews and approves animal use policies for clinical research involving client-owned animals and previously approved by the clinical trials advisory committee
   h. Reviews policies and procedures regarding customer service and patient care

C. Council on education

The council on education is responsible for oversight and coordination of the college’s professional education program. It provides leadership in curriculum change and serves as an open forum for faculty initiatives to improve the program. The council meets at least once quarterly and a quorum is 30% of the membership. It includes two standing subcommittees: the curriculum committee and the electives committee. Procedures and criteria related to the council on education and its subcommittees are found in Appendix B.

1. Membership

   a. Regular voting members consists of all core professional course team leaders or their alternates, one representative from each department not represented by a core professional course team leader, chairs of the academic departments or their alternates, the dean, two student representatives appointed by student council, the associate dean for academic and student affairs or designated alternate, the associate dean for administration and curriculum or designated alternate, the program coordinator for academic studies, and the chairs of the curriculum and electives subcommittees if not already members by virtue of their roles as core professional course team leaders.
b. The secretary of the council on education serves as an *ex officio* non-voting member

2. Functions

a. Initiates and promotes communication regarding the professional curriculum among the course teaching teams and college departments
b. Reviews new program proposals and makes recommendations regarding the professional curriculum
c. Establishes and implements evaluation of the professional program
d. Improves the curriculum through the activities of its standing subcommittees (curriculum, electives, and advisory committees)
e. Advises the college executive committee on curricular matters

D. Council for research

As members of the university community, college faculty are responsible for fostering excellence in research. The council for research formulates policies and procedures to promote development of research programs within the college, communicates these policies to the faculty for approval, and implements approved policies. Procedures and criteria related to the council for research can be found in Appendix C.

1. Membership

a. Regular voting members consist of three regular faculty members from each academic department elected by the faculty of that department for two-year terms
b. *Ex officio* non-voting members consist of the associate dean for research and graduate studies and the program coordinator for the office of research who acts as secretary of the council for research

2. Functions

a. Identifies research funds available to college faculty
b. Maintains a research calendar with proposal submission deadlines and funding limitations
c. Makes recommendations to the dean for the allocation of intramural research funds based on a competitive review process that evaluates the scientific merit of submitted proposals
d. Reports yearly activities to the college executive committee
e. Makes recommendations to the dean for changes in the college’s research space allocation policy
f. Recommends individuals or committees for appointment by the dean as college liaisons with research bodies established within the university

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Appendices approved, 10/30/13
g. Reviews applications and makes recommendations to the dean for individuals to be considered for college or university research awards

E. Council for graduate studies

Education in the fundamentals of research leading to MSc and PhD degrees is an important mission of the college. The council for graduate studies is responsible for administration of the combined graduate program. Members must be graduate faculty of the college who currently are active in graduate student training as evidenced by membership on MSc or PhD student committees and mentoring of graduate students. Procedures and criteria related to the council for graduate studies can be found in Appendix D.

1. Membership
   a. Regular voting members consist of three graduate faculty members from each academic department appointed by the department chair or elected by the regular faculty of the department to serve three-year terms as well as one graduate student elected by majority vote of graduate students in the college to serve a one-year term
   b. Ex officio non-voting members consist of the associate dean for research and graduate studies and the program coordinator for the office of graduate studies who acts as secretary of the council

2. Functions
   a. Promotes and develops extramural funding resources to support graduate studies in the college
   b. Maintains the college’s graduate student space allocation policy and recommends changes to the dean as necessary
   c. Creates and maintains the college graduate studies handbook
   d. Prepares and maintains an annual graduate studies calendar with important deadlines
   e. Establishes and implements academic standards for the college’s graduate program
   f. Oversees admissions, advising and progress of graduate students in the program
   g. Reports yearly activities of the council to the college executive committee
   h. Considers and recommends action on courses proposed for graduate credit
   i. Appoints faculty for category M status on graduate faculty and nominates faculty for category P status

F. Promotion and tenure committee

The college promotion and tenure committee reviews the promotion, tenure and reappointment or renewal of faculty and makes recommendations to the dean. The
The committee determines whether the department has conducted its review and reached a recommendation in a manner consistent with university, college and department standards, criteria, policies and rules and determines where the weight of evidence lies in cases in which there is not a clear or consistent recommendation from lower levels of review. The responsibilities and membership of the college promotion and tenure committee are described in a separate document, “Appointments, Promotion, and Tenure Criteria and Procedures for the College of Veterinary Medicine.”

VII. FACULTY MEETINGS

The dean will preside over meetings of the faculty. Faculty meetings may be conducted three times per year at the discretion of the dean with an annual update of the college normally presented at the winter meeting. In the absence of the dean, the duties of presiding officer will be assigned by the dean to an associate dean or department chair. Special meetings or forums can be called by the dean or requested by the faculty.

Thirty percent of the total regular faculty membership of the college shall constitute a quorum for the transaction of business. A simple majority of those voting is required for all business. In the event that a quorum is not achieved voting will be conducted by mail, e-mail, or other electronic ballot format. A vote will be considered positive if at least 30% of the faculty members return ballots by the announced deadline, and half of those returning ballots vote in the affirmative. Where procedural rules are needed, “Roberts Rules of Order” shall be followed.

The secretary of the college will be appointed by the dean and will announce all meetings of the faculty and of the college executive committee. The secretary shall keep or cause to be kept records of all meetings of the faculty and of the college executive committee.

VIII. COLLEGE FACULTY TEACHING LOAD POLICY

The university's policy with respect to faculty teaching load is set forth in the Office of Academic Affairs Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.2, http://oaa.osu.edu/handbook.html

IX. POLICY ON FACULTY DUTIES AND RESPONSIBILITIES

The university's policy with respect to faculty duties and responsibilities is set forth in the Office of Academic Affairs Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.1, http://oaa.osu.edu/handbook.html

During on-duty quarters, faculty members are expected to be available for interaction with students, service responsibilities and other responsibilities even if they have no formal course assignment that quarter. On-duty faculty members should not be away from campus for extended periods of time unless on an approved Special Research Assignment or other approved leaves (see section XIII).
X. COURSE OFFERINGS AND TEACHING SCHEDULES

Development and implementation of the core professional curriculum is the responsibility of the associate dean of administration and curriculum and the associate dean of academic and student affairs, respectively. These responsibilities are carried out through the Council on Education and its subcommittees (curriculum and electives committees). Professional course offerings and teaching schedules are developed through the Office of Educational Design and Systems which reports to the associate dean of academic and student affairs.

XI. ALLOCATION OF COLLEGE RESOURCES

The dean is responsible for the fiscal and academic health of the college and for assuring that all resources – fiscal, human, and physical – are allocated in a manner that will optimize achievement of college goals. The dean will allocate resources in support of the mission of the college after appropriate consultation with the associate deans, department chairs, VMC director, senior fiscal officer and executive committee.

Research space shall be allocated on the basis of research productivity including external funding and will be reallocated periodically as these faculty-specific variables change.

The allocation of office space will include considerations such as achieving proximity of faculty in disciplines, and productivity and grouping staff functions to maximize efficiency.

The allocation of salary funds is discussed in the Appointments, Promotion and Tenure document.

XII. LEAVES AND ABSENCES

The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook [http://oaa.osu.edu/handbook.html](http://oaa.osu.edu/handbook.html) and Office of Human Resources Policies and Procedures website [www.hr.osu.edu/policy/policyhome.htm](http://www.hr.osu.edu/policy/policyhome.htm). The information provided below supplements these policies.

A. Discretionary Absence

Faculty and staff members are expected to complete an Application for Leave form well in advance of a planned absence to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the department chairs retain the authority to disapprove a proposed absence when it will interfere with instructional or other commitments. Such an occurrence is most likely when the number of absences in a particular quarter is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence of ten or more days.
B. Abnormal for Medical Reasons

When absences for medical reasons are anticipated, faculty and staff 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 relevant department chair 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 (e.g., personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used as needed—not banked. For additional details see OHR Policy 6.27, www.hr.osu.edu/policy/index.aspx.

C. Unpaid Leaves of Absence


D. Special Research Assignments


Untenured faculty may be provided an SRA during their probationary period. Reasonable efforts will be made to provide SRA opportunities to all productive faculty on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the college, and the need to assure that sufficient faculty are always present to carry out college work.

E. Faculty Professional Leave


The department chair's recommendation to the dean regarding a FPL proposal will be based on the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

XIII. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY
The university’s policies with respect to supplemental compensation and paid external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook, http://oaa.osu.edu/handbook.html

The college adheres to these policies in every respect. In particular, it expects faculty 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. All activities providing supplemental compensation must be approved by the relevant department chair regardless of the source of compensation. External consulting also must be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the department and college. In addition, it is university policy that faculty may not spend more than one business day per week on supplementally-compensated activities and external consulting combined. Faculty who fail to adhere to the university's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

The college’s policies on supplemental compensation and paid external consulting activity are described in the document, “Guidelines for Faculty Seeking External Activities” (2007), and posted on the college’s intranet site: https://mycvm.vet.ohio-state.edu/assets/pdf/administration/committees/conflict/CCICCPolicy.pdf

XIV. FINANCIAL CONFLICTS OF INTEREST

The university's policy with respect to financial conflicts of interest is set forth in the Office of Academic Affairs Policies and Procedures Handbook, http://oaa.osu.edu/handbook.html. 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 members are required to file conflict of interest screening forms annually and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with university officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

XV. GRIEVANCE PROCEDURES

Members of the college with grievances should discuss them with the relevant department chair who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. If the grievance concerns the department chair, or if the department chair is not the appropriate contact for some other reason, the faculty member should bring the matter to the attention of the college human resources director.
or the dean. Content below describes procedures for the review of specific types of complaints and grievances.

A. Salary Grievances

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the relevant department chair. The faculty or staff member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the department chair and wish to pursue the matter may be eligible to file a more formal salary appeal (see Office of Academic Affairs Policies and Procedures Handbook, http://oaa.osu.edu/handbook.html, Volume 2, Chapter 4, Section 2.0).

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact Consulting Services in the Office of Human Resources (www.hr.osu.edu/).

B. Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04, http://trustees.osu.edu/rules5/ru5-04.php

The college investigation committee may include faculty with administrative roles provided no conflict exists with the specific investigation or salary appeal under consideration. A faculty member may not serve on a committee if he or she has a personal or professional relationship with the complainant or respondent. If the college investigation committee members disagree on the findings, recommendations, or proposed sanctions, the committee report may include dissenting views.

C. Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05, http://trustees.osu.edu/rules5/ru5-05.php

D. Sexual Harassment


E. Student Complaints

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint.
and provide a considered response. When students bring complaints about courses
and instructors to the associate dean of academic and student affairs, the associate
dean will first ascertain whether or not the students require confidentiality. If
confidentiality is not required, the associate dean will investigate the matter as fully
and fairly as possible and provide a response to both the students and any affected
faculty. If confidentiality is required, the associate dean will explain that it is not
possible to fully investigate a complaint in such circumstances and will advise the
student(s) on options to pursue without prejudice as to whether the complaint is valid
or not.

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 associate dean of academic and student affairs 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 (see http://oaa.osu.edu/coam.html and
http://senate.osu.edu/committees/COAM/COAM.html).

The Code of Student Conduct is Faculty Rule 3335-23,

The veterinary code of conduct and honor code are distributed to students in the
veterinary student handbook and available on-line: http://vet.osu.edu/education/veterinary-code-conduct. The associate dean of academic
and student affairs serves in an advisory capacity for the college’s student council.
The judicial board is a standing committee of student council and holds hearings for
allegations of honor code violations. The associate dean of academic and student
affairs and a non-voting faculty advisor also attend these hearings. All proceedings
are strictly confidential. Students are urged to communicate with student council
representatives on questions of college policy or honor code.

XVI. APPENDICES

A. Council on Academic Standards
B. Council on Education
C. Council for Research
D. Council for Graduate Studies
APPENDIX A: CHARTER OF THE COUNCIL ON ACADEMIC STANDARDS

A. TITLE

The body described in this document will be titled the Council on Academic Standards.

B. MISSION OF THE COUNCIL ON ACADEMIC STANDARDS

The College Council on Academic Standards serves to uphold the academic standards of the College and advise the Executive Committee on student petitions for readmission due to academic failure. Students may be dismissed if, after due consideration and due process, they have failed to maintain a satisfactory level of academic performance and proficiency.

C. DEFINITION OF THE COUNCIL ON ACADEMIC STANDARDS

The Council on Academic Standards is a standing committee of the Executive Committee that represents the regular faculty of the College of Veterinary Medicine as defined by University Rule 3335-5-19, http://trustees.osu.edu/rules/university-rules/rules5/ru5-19.html. It is composed of six faculty members, two from each academic department. The Associate Deans for Academic and Student Affairs will serve as non-voting ex-officio members.

D. MODIFICATIONS OF THE CHARTER OF THE COUNCIL ON ACADEMIC STANDARDS

Modifications to the rules stated herein will be initiated by the members of the Academic Standards Council with the approval of the Executive Committee.

E. MEMBERSHIP OF THE COUNCIL ON ACADEMIC STANDARDS

1. Method of selection

   a. The department chairs, in consultation with the Dean, will appoint six faculty members to the Council, two from each academic department. The Associate Dean for Student Affairs, who also functions as the College Secretary, will serve as a non-voting ex officio member.

      i. The Council Chair will be selected from among the members.

         (A) The Chair will serve for three years. The Chair may succeed himself or herself for as many terms as the membership approves.

   b. Members will serve in such a way as to uphold the academic performance standards of the College (see section F below).
2. Quorum
   a. A quorum will consist of four voting members.
   b. The chair will not vote except in cases in which his or her vote is required to make a quorum or break a tie vote.

3. Terms of service
   a. Members will serve three-year terms.
   b. Members are eligible to succeed themselves at the conclusion of their terms if so desired. Terms will be staggered such that two members will be appointed or reappointed each year.
   c. The committee year will coincide with the academic year.

F. ACADEMIC RESPONSIBILITIES OF THE COUNCIL

   a. Only grades of core and elective courses required in the curriculum of the College of Veterinary Medicine will be used in computing the point-hour ratios of students. Once students have scheduled approved elective courses, these courses become part of the required veterinary medical curriculum for the student in question. In order to be eligible for graduation, a student must maintain a minimum cumulative point-hour ratio of 2.50 and fulfill all other requirements.

b. Probation
   i. If at any time in the first semester a student achieves a cumulative point-hour ratio of less than 2.25 but at least 1.75, he or she will be warned and placed on probation.
   ii. At the conclusion of Spring Semester of the first year and thereafter, a student who achieves a cumulative point-hour ratio of less than 2.50 but at least 2.00, will be warned and placed on probation.
   iii. A student who earns a final grade of E in an approved elective course will be placed on probation for the following semester.
   iv. At the conclusion of any semester during which a student is on probation, that student must schedule a meeting with assigned probation advisors before being allowed to begin the next semester. The probation advisors (Associate Dean of Student Affairs and one member of the Academic Standards Council) will review the student’s academic progress and, as needed, provide advice on improving his or her progress. Students on
probation may schedule electives only upon approval of the probation advisors.

v. A student on probation at the conclusion of Semester Six will not be permitted to proceed to Semester Seven and clinics. Such a student must begin a program of remediation and achieve a cumulative GPA of at least 2.50 in order to advance to Semester Seven. Courses for remediation will be selected in consultation with and approval by the probation advisors. A student earning a grade of less than B- in a remediated course will be dismissed from the college. A grade of B- or better in any course that is retaken will be averaged with the original grade with the exception of first year courses, in which the repeated grade or grades will replace the original grade for up to 10 semester hours. Elective courses cannot be used to achieve the required GPA. A student entering remediation will be allowed a maximum of four semesters to attain a cumulative GPA of at least 2.50 or will be dismissed from the College.

vi. Students who are placed on probation during semesters 7 through 9 will be required to meet with their assigned probation advisors and may be required to repeat selected clinical rotations. Students who are on probation at the end of semester 9 will be allowed a maximum of two semesters to attain a cumulative GPA of at least 2.50 or will be dismissed from the College.

c. Dismissal

i. If at any time in the first semester a student achieves a cumulative point-hour ratio of less than 1.75, he or she will be dismissed from the College.

ii. At the conclusion of Spring Semester of the first year and thereafter, a student who fails to maintain a cumulative point-hour ratio of at least 2.00 will be dismissed from the College.

iii. A student on probation receiving a grade of C- or less in a core course will be dismissed from the College. A student who earns a final grade of E in a core course at any time during the program will be dismissed from the College. If a core course has individual sections that are combined under one course number, students must receive a passing grade in all portions of the core course, even if the final grade for the course is the composite or average of grades from multiple portions of the course. Failure of an individual section of a core course will result in dismissal. This rule does not pertain to individual assessments within a core course.

(A) Students are responsible for knowing their own standing scholastically in reference to the published regulations and standards of the University and of their college or school. A posted grade (including electronic posting) will be considered sufficient notification, provided that an explanation of how grades are determined is documented in the course syllabus. If grades are not posted for the course, or if there are no guidelines on grading provided in the syllabus, the failing student
will be notified by the course team leader or a member of the teaching team. This notification should be written and provided as soon as academic difficulty is recognized so as to provide an opportunity for remediation.

iv. Due to the design of the first three years of the professional curriculum, mastery of the material at each stage is required for successful completion of the next stage. Thus, dismissal from the College for any reason during the first three years requires that the student discontinue his or her program of study and, if readmitted, return at the class rank indicated in his or her readmission approval.

v. Because the structure of the curriculum changes from sequential to concurrent in the fourth year, a fourth-year student who earns a grade of E in a core course may petition the Council to continue in the curriculum.

(A) Fourth-year courses are taught concurrently and therefore successful completion of one course is not necessarily required for completion of another course in the curriculum.

(B) A fourth-year student who earns a grade of E in a such a course can petition for continuation provided he or she meets the following conditions:

(1) The student has not previously been on academic probation,
(2) The student has not earned a grade of D or E in any other course, and
(3) The student has not previously been dismissed for poor academic performance.

(C) A student who earns a grade of E in a clinical rotation will be required to repeat the rotation at a time that is mutually acceptable to all parties and determined to be in the best interest of both the student and the clinic schedule.

(D) A student allowed to continue under these conditions who does not earn a grade of B- or better in the repeated courses will be dismissed from the College.

(E) A student who receives a C+, C or C- for a graded clinical rotation or an unsatisfactory in a satisfactory/unsatisfactory clinical rotation will be flagged as having marginal clinical performance for that rotation. This will trigger the following steps:

(1) The rotation team leader or designated clinician(s) along with Student Affairs will meet with the student to provide feedback.
(2) For graded rotations, the team leader for the rotation has the option of asking the student to repeat the rotation. Both the original and the repeat grade will appear on the official transcript. A grade of B- or better is required for the repeat rotation to be considered passing. The original marginal performance will still count as one
of the 3 marginal grades in determination of dismissal as described in (F) below.

(3) For satisfactory/uns satisfactory rotations, the student must repeat the rotation and receive a satisfactory grade. The original rotation grade will be replaced by the new grade on the transcript. The original rotation grade will still count as one of the 3 grades in determination of dismissal as described in (F) below.

(F) A student who receives 3 marginal performance grades as defined in (E) above or who receive 2 marginal performance grades in the same rotation will be dismissed from the College and can petition for continuation as described in (B) above. If appropriate, Student Affairs in consultation with the faculty from the rotations who gave marginal performance grades will submit a remediation plan to the Academic Standards Committee to assist with their decision.

vi. Training students in professional behavior and patient care is an essential part of the veterinary education program. The professional assessment and reporting by a clinician of patient endangerment or neglect on the part of a veterinary student may result in the student being suspended from clinical obligations pending an investigation of the allegations by the Judiciary Council.

vii. A student may be dismissed from the College if he or she violates the Honor Code with sufficient malice according to the findings of the Judiciary Council. All findings of the Judiciary Council must be approved by the Executive Committee before recommended sanctions are implemented.

viii. A student who requests readmission after dismissal for any of the above reasons must have his or her request approved by the Executive Committee.

2. The Council reviews student petitions for readmission or reinstatement and makes recommendations to the College Executive Committee.

a. Readmission

i. A student who has been dismissed from the College of Veterinary Medicine for poor academic performance may petition the Council on Academic Standards for readmission. Petition forms are available in the College’s Office of Student Affairs.

ii. A student who has been readmitted to the College by the Executive Committee may be subject to special requirements as deemed appropriate by the Executive Committee.

iii. A student who has been dismissed as the result of earning a grade of E in a core course will be required to repeat that course with a grade of C or better in order in a pre-clinical course and a grade of B- or better in a clinical rotation to advance in the program upon readmission.
iv. A student who has been dismissed due to low academic performance resulting in a cumulative point-hour ratio below the accepted threshold will be required to retake any course in which he or she earned a grade lower than C and earn a grade of C or higher before course completion will be accepted and the student allowed to progress in the professional program.

v. If a first-year course must be repeated, the grade earned, if C or higher, will replace the original grade for the purpose of calculating the cumulative point-hour ratio (up to a maximum of 10 credit hours). If readmission requirements stipulate that any course other than a first-year course must be repeated (or greater than 10 credit hours), the grade earned in the repeated course, if C or higher for pre-clinical courses and B- or better for clinical rotations, will be averaged with the original grade to establish a new cumulative point-hour ratio. In either case, any repeated course grade will appear on the student’s permanent record along with the original grade. The credit hours in repeated courses will not count toward graduation. This grade criterion only relates to courses the readmitted student is required to repeat as a condition of readmission. The readmitted student is held to the same standards as are all other students for all other courses.

vi. A student who is readmitted will sign a Readmission Acceptance Form indicating that he or she agrees, in full, to the conditions of readmission. A student who fails to comply with the conditions of his or her readmission will be dismissed from the College.

b. Reinstatement: A student who voluntarily withdraws from the College may petition for reinstatement through the Council on Academic Standards to the Executive Committee.

3. The Council reports on its activities to the College Executive Committee.
4. The Council maintains appropriate records of its activities and actions and provides the Dean with a brief summary upon request.
APPENDIX B: CHARTER OF THE COUNCIL ON EDUCATION

A. TITLE

The body chartered by this document will be titled the Council on Education (COE)

B. DEFINITION

The COE is a standing committee of the Executive Committee and is responsible for oversight and coordination of the College’s professional education program. It provides leadership in curriculum development and serves as an open forum for faculty initiatives to improve the program. It facilitates communication among the various course teaching teams (CTTs) and College departments, reviews new program proposals, carries out evaluation of the professional program, and strives to improve the curriculum through the activities of its standing subcommittees (Curriculum and Electives Committees). The COE serves as an advisory body to the Dean through the Executive Committee on decisions related to the professional education program.

C. MISSION

The mission of the COE is to insure a high quality professional education curriculum for students of the College by providing a mechanism for oversight, coordination, and evaluation of the professional education program as well as a mechanism for implementing substantive improvements in the program.

D. MODIFICATION

The Charter is approved by the faculty of the College and is the official document on which operation of the professional educational program is based. Amendments to the Charter can be brought forth by any regular faculty member in the College, as defined by University Rule 3335-5-19, http://trustees.osu.edu/rules5/ru5-19.php.

E. MEMBERSHIP

1. Voting members will consist of the following:

   a. Core professional course team leaders (CTLs) or their designated alternates
   b. One representative from each department not represented by a core professional CTL
   c. Chairs of the academic departments or their alternates
   d. Dean
   e. Two student representatives designated by student council
   f. Associate Dean for Academic Affairs and Student Affairs or alternate designated by the Dean
   g. Associate Dean for Administration and Curriculum or alternate designated by the Dean
h. Program Coordinator for Academic Studies
i. Chairs of the Curriculum and Electives Committees if not already members by
   virtue of their roles as core professional CTLs

2. Non-voting members, who will be accorded all other rights and responsibilities of
   membership, will consist of the following:
   a. Secretary of the College (if different from the Associate Dean for Academic
      and Student Affairs)
   b. Director of Educational Design and Systems (EDS) or alternate designated by
      the Associate Dean for Academic and Student Affairs

3. Officers will consist of the following:
   a. The Chair of the COE will be the Associate Dean for Academic and Student
      Affairs or alternate designated by the Dean and will be responsible for:
      i. chairing COE meetings
      ii. functioning as liaison with the College Administration
      iii. making operational decisions, such decisions being subject to review and
           change by vote of the COE
   b. The vice-Chair will be the Associate Dean for Administration and Curriculum
      or alternate designated by the COE Chair and will be responsible for:
      i. conducting meetings and other business in the absence of, or at the request
         of, the COE Chair
      ii. being the administrative contact for the COE standing committees
      iii. appointing chairs for the Curriculum Committee and the Electives
           Committee
   c. The secretary will be a member of the Educational Design and Systems (EDS)
      staff designated by the COE Chair and will be responsible for:
      i. scheduling, distributing agendas for, and taking minutes of the COE
         meetings
      ii. maintaining COE records
      iii. performing other duties as requested by the COE

F. OPERATION OF THE COE

1. Meetings
   a. Meetings of the COE will be held at least quarterly as a mechanism for
      discussions of program oversight and coordination
b. Additional meetings may be called by the Chair as deemed necessary or within seven days after receiving a request from at least 10% of the voting members.

c. A meeting agenda will be sent by the secretary to all COE members and each department office one week in advance of each meeting.

d. All meetings will be open and properly announced.

e. Conducting business requires a quorum, which will be 30% of the COE membership.

f. A two-thirds affirmative vote of members present at a meeting is necessary to carry a motion.

g. Only resolutions approved by vote at COE meetings at which a quorum was present will be official actions of the COE.

h. The minutes of all meetings at which votes were taken will contain the names of persons attending the meeting.

i. Occasionally, a change will be deemed by the COE to be significant enough to require a vote of the regular faculty. In such cases, the quorum and vote required to carry a motion will be as described above.

j. Actions and activities of the COE will be reported to the Executive Committee and departments, and will be available to faculty and students through minutes of COE meetings.

k. Robert's Rules of Order will govern the conduct of COE meetings.

2. Standing committees

a. Curriculum Committee

   i. Membership

      (A) The Curriculum Committee will consist of at least seven members: six faculty members, two from each of the three departments who will be appointed by the COE Chair in consultation with the relevant department chairs, and one veterinary student member who will be designated by the Student Council.

      (B) The Associate Dean for Administration and Curriculum will serve as the administrative contact for the Curriculum Committee.

      (C) The Associate Dean for Administration and Curriculum will appoint the Chair of the Curriculum Committee.

      (D) The appointed members of the Curriculum Committee and the appointment of the Chair will be approved by the COE.

   ii. Functions and responsibilities

      (A) Reviews core courses in the professional education curriculum

      (B) Considers proposals for changes in the professional education curriculum
(C) Serves as a venue for discussion of educational principles and best practices
(D) Reports its activities to the COE at least once a year.

b. Electives Committee

i. Membership

(A) The Electives Committee will consist of at least seven members: six faculty members who will be appointed by the COE chair in consultation with the relevant department chairs and one veterinary student member who will be designated by the Student Council.
(B) Faculty members will be appointed by the COE chair from the active instructional faculty; half of the members of the Electives Committee must be members of COE.
(C) The Associate Dean for Administration and Curriculum will serve as the administrative contact for the Electives Committee.
(D) The Associate Dean for Administration and Curriculum will appoint the Chair of the Electives Committee.
(E) The appointed members and the appointment of the Chair will be approved by the COE.

ii. Functions and responsibilities

(A) Approves and coordinates elective courses in the professional curriculum, including off-site externship experiences.
(B) Works with the COE to establish policies relating to the elective curriculum when necessary
(C) Reports its activities to the COE at least once a year, including providing a summary report of all elective course evaluations and a listing of all newly approved elective courses.

c. Ad hoc committees

i. Membership

(A) The Chair of the COE will appoint faculty members, including members of the COE, and veterinary students to ad hoc committees as necessary.

ii. Functions and responsibilities

(A) Completes special assignments as deemed necessary by the Chair of the COE
(B) Provides progress reports to the COE
(C) Completes final summary reports with recommendations to the COE
3. Membership terms
   a. Faculty members appointed to standing committees will have three-year terms of service.
   b. Students appointed to standing committees will have one-year terms of service.
   c. Committee members may be reappointed for consecutive terms.

G. RESPONSIBILITIES

1. Program oversight

The established operating rules of the COE govern the conduct and management of the professional curriculum according to standards set by the College and the Council on Education of the American Veterinary Medical Association, which serves as the accrediting body for the College. These policies and procedures provide guidelines for assembling teams of faculty members (course implementation teams or CITs) who prepare, implement, and evaluate professional courses and for the selection of faculty CTLs for core professional courses who will coordinate the activities of the CTTs and who will represent the teams by membership on the COE. The Operating Rules of the Professional Education Program will serve as an addendum to this charter.

   a. Core professional courses will be the responsibility of the College and will be developed and taught by the combined efforts of the CIT, members of the CTT, and the CTL.

   i. The course implementation team (CIT)

   (A) is responsible for planning and updating the course so that teaching methods follow established educational principles and best practices (B) will consist of faculty members assigned by their department chairs to participate in the planning and/or teaching of a core course. (C) will include at least one representative from each department. If a department is not represented by a faculty member on the CTT based on the nature of course content, the CTL will ask the department chair to appoint a faculty member from that department to serve on the CIT for advisory purposes. (D) will submit plans for teaching a course (e.g. syllabus, course goals, learning objectives, content topics, scheduling times) to the COE through EDS every year.

   ii. The course teaching team (CTT)

   (A) will consist of faculty members responsible for teaching the course. Faculty members on the CTT may overlap with members of the CIT
(B) will work closely with the CTL to assure the best possible delivery of course materials to the students

iii. The course team leader (CTL)

(A) is the faculty member responsible for coordinating CIT and CTT activities and serving as the liaison among the CTT, support services (e.g. EDS, Office of Instructional Technology and Biomedical Media) of the College, and the students enrolled in the course
(B) will be a member of either the CIT or the CTT or both
(C) will be a member of and report annually to the COE
(D) will serve a three-year term that may be renewed if agreeable to the CIT and approved by the COE

b. Elective professional courses will be the responsibility of the departments

i. Elective courses may be taught by individual faculty members or may be team taught, depending on the amount and breadth of the subject material taught

ii. Procedures for course proposals

(A) Proposals for new elective courses will be submitted to the COE through the College Electives Committee, using the course request form of the Office of Academic Affairs. The request must include a course syllabus.
(B) The Electives Committee will review the proposed course for overlap with existing elective courses and for relevance to the College’s programs, and then will approve or disapprove the proposed course.
(C) If approved by the Electives Committee, course requests will be forwarded to the COE for approval and, if approved, to the College secretary for processing at the university level.
(D) Proposed elective courses offered jointly by more than one department also must be submitted to the Electives Committee in the manner described by the University for interdepartmental courses.
(E) The COE, through the Electives Committee, will have the authority to approve all elective courses for inclusion in the professional curriculum.
(F) Approved courses will be included in the College’s course offerings bulletin.

2. Program evaluation

a. The COE regularly evaluates and seeks to improve the veterinary professional education program by means of teaching team reports, standing committee activities, and discussions at its quarterly meetings.
b. CT Ts, through the CTL, will submit proposed solutions for identified problems to the COE for consideration. If some correction is not agreed upon by the COE, the matter will be referred to the Deans and Chairs group for discussion and then to the Executive Committee for a decision in a manner consistent with the principles of academic freedom and responsibility.

c. The COE will evaluate the professional core and elective curriculum.

i. Core Curriculum

(A) Each professional core course will be evaluated annually by the COE by consideration of team reports submitted by the CTL within one quarter after completion of the course. Team reports should include summaries of student performance and results of student evaluations using the College-approved course evaluation instrument. A standard team report form is available for use by faculty.

(B) CTLs and CTT members may use additional instruments to evaluate individual courses if they so choose.

ii. Elective Curriculum

(A) Each professional elective course will be evaluated using the College-approved course evaluation instrument, each time the course is taught.

(B) CTLs and CTT of elective courses may use additional instruments to evaluate individual courses if they so choose.

3. Improvement of existing programs

a. The COE will consider all proposals for changes in existing programs and courses in the curriculum.

b. Proposals will be forwarded to the Curriculum Committee for consideration as deemed necessary by the COE.

c. The Curriculum Committee, after thorough evaluation of the proposal, will return it to the COE with a recommendation.

d. The recommended change will be voted on and approved by the COE.

4. Development of new programs

a. The COE will consider all proposals for the creation of new programs and courses in the curriculum.

b. Proposals will be forwarded to the Curriculum Committee for consideration as deemed necessary by the COE.

c. The Curriculum Committee, after thorough evaluation of the proposal, will return it to the COE with a recommendation.

d. The recommended change will be voted on and approved by the COE.

5. Program coordination
a. The COE will coordinate the professional educational program by review, scheduling and evaluation of all core courses.
b. It will initiate and promote communication among the various CTT and College departments so that all are aware of their relationships to the others.
c. The quarterly COE meetings will serve as the basis for discussions of program coordination.
APPENDIX C: CHARTER OF THE COUNCIL FOR RESEARCH

A. TITLE

The body chartered by the document will be titled the Council for Research

B. MISSION OF THE COUNCIL FOR RESEARCH

1. Definition of the Council for Research

The Council for Research is a standing committee of the Executive Committee, which represents the regular faculty of the College of Veterinary Medicine. As defined by University Rule 3335-5-19, http://trustees.osu.edu/rules5/ru5-19.php, regular faculty includes tenure-track, clinical and research faculty appointments. The Council is composed of three regular faculty members from each academic department elected by the regular faculty of that department. Two ex-officio members also serve the Council for Research as advisory, non-voting members (See section D-2-b and D-2-d of this document). The regular faculty of the College of Veterinary Medicine establish the Council for Research by the powers granted them in Chapter 3335-1-04, Sections B and D, of the Bylaws of the Board of Trustees of The Ohio State University, http://trustees.osu.edu/bylaws/documents/3335-1-04_000.pdf


Research is the pursuit of fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to extend healthy life and reduce the burdens of illness and disability (http://www.nih.gov/about/mission.htm – NIH Mission Statement). Research has been a traditional mission of The Ohio State University since its charter as a Land Grant Institution under the Land Grant College Act of 1862. The Rules of the University Faculty, under Chapter 3335-5-01, Section C, http://trustees.osu.edu/rules5/ru5-01.php delineate research as one of the responsibilities of the faculty. The faculty of the College of Veterinary Medicine, as members of the university community, are responsible for fostering excellence in research.

This charter, established by the regular faculty of the College, empowers the Council for Research in the College of Veterinary Medicine to formulate policies and procedures to promote the development of research programs within the college, to communicate these policies to the faculty for their approval and to implement these approved policies. This council will not abridge the right of the individual faculty member to pursue his or her area of investigation in a manner of his or her choosing that is in keeping with accepted standards of research, or abridge his or her academic freedom to publish the results of such research, pursuant to University Rule 3335-5, http://trustees.osu.edu/rules5/ru5-01.php

C. MODIFICATION OF THE CHARTER OF THE COUNCIL FOR RESEARCH

OAA Approval, 11/02/10
Appendices approved, 10/30/13
1. The Charter of the Council for Research can only be modified by a simple majority vote of the regular faculty of the College of Veterinary Medicine participating in a ballot vote according to the procedures of the College. A quorum for the vote will require that at least two-thirds of the regular faculty vote.

   a. Amendments to the charter can be brought forth by any regular faculty member of the college. Amendments will be made available in writing to each faculty member. The proposed amendments will be open for comments for at least four weeks before presentation to the regular faculty for ballot vote.

D. MEMBERSHIP OF THE COUNCIL FOR RESEARCH

1. Qualifications

   a. Members must be regular faculty with demonstrated research expertise. Council members are not to act as advocates for specific grant applicants, but rather are to determine the scientific merit of all grants submitted in each competition and thereby foster high quality research programs within the College.

2. Methods of Selection

   a. Three regular faculty members from each academic department in the College will be elected by the regular faculty of that department. Untenured faculty members nominated for election will be approved by the department chair before the election. One or two new member(s) from each department will be elected each year for new terms on the Council to complete the department quota of members on the Council. The term of service for all members will be for two consecutive years beginning September 1 and ending August 31. Elections will occur in the spring and will be conducted by the office of each Department Chair. The Council for Research will be notified of newly elected members by August 1 (i.e., one month before the start of their term of service). Those elected will be referred to as "members" in this document. Members who cannot attend a meeting of the Council for Research will not be permitted to send a substitute.

   b. The Dean or his or her designated representative (typically the Associate Dean for Research, unless otherwise determined by the Dean) will be an advisory ex officio member of the Council for Research.

   c. A Chairperson and a Vice-Chairperson of the Council will be elected at the first meeting of the year from among the elected members of the
Council for Research. The Vice-Chairperson will lead all meetings in the absence of the Chairperson.

d. The Program Coordinator for the Office for Research will act as the Secretary of the Council for Research. The Secretary will complete and maintain records of meetings and move for their review and acceptance at the following meeting. The Secretary will prepare official correspondence and retain copies for Council records.

E. RIGHTS AND RESPONSIBILITIES OF THE COUNCIL FOR RESEARCH

The mission of this Council is to establish and implement policies and procedures for the promotion of research within the College. The specific areas of responsibility of the Council are to:

1. Promote research, including the development of new faculty-initiated programs and the promotion of collaborative efforts within the College, the University, its Centers, Institutes, and the community.

2. Create and maintain documents describing the procedures by which the Council for Research operates (i.e., Procedures of the Council for Research). These documents will be made available to the faculty on the College’s web site and also in the Office for Research. The documents will include, but are not limited to, descriptions of the following:

   a. The sources of funds, an approximation of total funds in each source, and funding limits per grant.

   b. The format for grant applications.

   c. The procedures for submission and evaluation of grants applications.

   d. The method of notification of results of review of applications and awards.

   e. The method of communication of the activities and actions of the Council for Research to the Dean and faculty.

   f. The time limits of awards and methods for accounting of funds.

3. Prepare and maintain an annual research calendar which contains proposal submission deadlines and funding limitations (total, equipment, salaries) which will be available to the regular faculty in the Office for Research and on the College’s website.
4. Serve as an advisory body to the Dean and his or her representative regarding the acquisition and utilization of research resources and the development of College research programs.

5. Identify funds available to the College faculty with which to perform research and associated endeavors, such as research training of graduate students, and assure that these resources are used according to the stated intentions of the benefactor. The Council for Research will be informed of the stated intentions of the benefactor by the Dean or his or her representative. The Council for Research, through the Secretary, will inform the faculty of the sources of available research funds, provide an approximation of total money available in each of these funds and list any restrictions. The Council for Research will establish fund limitations for each funding source and these limits will be included in the annual research calendar. Finally, the Council for Research will notify the faculty of the availability of new, special or dedicated funding opportunities as they occur throughout the year.

6. Recommend the distribution of research funds through a competitive grant-in-aid procedure. Proposals will be solicited from eligible faculty. An individual designated as the principal investigator may submit a proposal. This individual is responsible for the scientific and technical direction of the proposed project and for the submission of annual and final reports. There may be only one principal investigator per application. Each faculty member may be principal investigator of a maximum of two active intramurally-funded grants at any one time. Grants are considered active until a final report has been submitted to the Office for Research. The principal investigator must be a regular faculty member in the College of Veterinary Medicine. Potential applicants who are not regular faculty members of the College may petition the Council for principal investigator status, which Council approves by majority vote. Other individuals associated with the proposed research may be included as co-investigators, collaborators, technical personnel, or consultants. Each faculty member may only be principal investigator on one proposal for each funding cycle from each funding source.

7. Determine the scientific merit of all proposals submitted for funding by an impartial and objective review and provide prioritized recommendations for funding to the Dean. A written critique will be returned to all applicants and a final report describing the projects funded will be forwarded to the Executive Committee of the College.

8. The primary objective is to fund high quality scientific investigations. Council accomplishes this task by making recommendations to the Dean (or his or her designated representative) on allocating intramural funds, including USDA Formula Funds, Equine Funds, Canine Funds, Paladin Funds, Barber Funds and other funding sources that may arise. The Council strives to fund as many projects and as many faculty as possible. The funds may be used for both basic and clinically-relevant research projects. The projects may be well designed pilot
investigations, small projects with defined objectives, or partial funding for larger projects with documentation of receipt of additional funds providing complete funding for the proposed study. The funds also may be used to support graduate student research projects, projects that have a limited availability for funding by other sources, or projects that assist faculty members to change their focus of research. Projects should lead to publications in peer-reviewed journals. Priority will be given to projects that support endeavors of junior faculty and projects that have the potential to attract future extramural support.

Council has not strictly ranked funding priorities beyond the top priority of funding high quality scientific research, because each member of Council must make an independent assessment of the academic merits and relevance of proposals submitted for review, as well as their interpretation of the importance of funding junior faculty and other priorities. These guidelines serve to emphasize the general direction in which Council wishes to proceed in the allocation of limited dollars. Careful consideration of each grant and the circumstances of each funding cycle will dictate final decisions on funding priority scores.

9. Define the accounting requirements for research funds. Research proposals are to be funded for a defined period of time. Annual progress reports, final reports and requests for extension of the time of funding must be made as defined and requested in the document Procedures of the Council for Research. The principal investigator is responsible for accurate and complete accounting records.

10. Maintain and make recommendations to the Dean for amendment of the College’s Research Space Allocation Policy. The Council will recommend to the Dean potential members for the Research Space Oversight Committee which is charged with maintaining and reviewing guidelines and policy recommendations, maintaining inventory, ensuring form compliance with the Office for Research, and distributing information to faculty regarding process and forms.

11. The Secretary will compile a yearly compendium of all grants (both intramural and extramural) awarded to investigators with appointments in the College of Veterinary Medicine, inform the faculty in a timely manner of this document's availability and ensure its distribution on request and availability on the College’s web site. The compendium listing will include principal investigators (grouped according to the tenure initiating unit of the college), title of study, funding source, duration of funding and amount funded.

12. The Secretary will maintain and update a reference document to be placed in each department office containing the charter and procedures document of the Council for Research.

13. Recommend that individuals or committees be appointed by the Dean as College liaisons with Centers, Institutes, and other research bodies established within the University.
14. Acknowledge the research achievements of the College and its faculty on a regular basis.

15. Report the yearly activities of the Council for Research to the Executive Committee so that the faculty can evaluate the performance of the Council. The report will be completed in August each year.

16. Review applications for individuals to be considered for research awards granted by the College or University and forward their recommendations to the Dean (or his or her designated representative) for approval. Examples of such awards are the Pfizer Animal Health Award for research excellence, The David White Research Award, and the Gertrude Hoeger Biomedical Research Awards.

F. RELATIONSHIP OF THE COUNCIL FOR RESEARCH AND THE COLLEGE ADMINISTRATION

1. The faculty and the Dean share a common desire and responsibility to enhance the research activities and related endeavors in the College. A partnership to achieve this goal requires that each party possess specific rights and responsibilities.

2. Rights and Responsibilities of the Faculty

   The faculty, as represented by the Council for Research, will be vested with the rights and responsibilities described in Section E of this Charter and will be responsible for implementing and evaluating the procedures of the Council for Research.

3. Rights and Responsibilities of the Dean

   a. The Dean will appoint his or her representative (typically the Associate Dean for Research) as a permanent ex-officio member of the Council for Research.

   b. The Dean or his or her representative will be responsible for seeing that the policies and procedures established by the Council for Research are carried out.

   c. The Dean will report his or her funding actions in writing to the Chairperson of the Councils for Research and explain any deviation from the recommendations of the Council for Research.

   d. The Dean or his or her representative will chair any faculty meetings dealing with modifications to the Charter of the Council for Research.
e. The Dean and his or her representative will approve and administer the
   grants and disburse the funds to investigators whose projects are
   recommended for funding.

f. The Dean may enlist help from the Council for Research in preparation of
   appropriate grants and progress reports.

g. The Dean may enlist help from the Council for Research in the evaluation,
   formation, and acquisition of research facilities and programs within the
   College of Veterinary Medicine.
APPENDIX D: CHARTER OF THE COUNCIL FOR GRADUATE STUDIES

A. TITLE

The body chartered by the document will be titled the Council for Graduate Studies.

B. MISSION OF THE COUNCIL FOR GRADUATE STUDIES

1. Definition of the Council for Graduate Studies

The Council for Graduate Studies is a standing committee representing the regular faculty of the College of Veterinary Medicine. The Council is composed of three graduate faculty members from each academic department, and one graduate student in the College graduate program (See Section D-2-a and D-2-b of this document). Council members will be elected by the regular faculty of their respective departments or be appointed by the department chair, depending on the rules of the department. Two ex-officio members also serve on the Council as advisory, non-voting members (See section D-2-b and D-2-d of this document).

2. Mission of the Council for Graduate Studies

Education in the fundamentals of research leading to Master’s and Doctor of Philosophy Degrees has been an important mission of the College of Veterinary Medicine and The Ohio State University since its charter as a Land Grant Institution under the Land Grant College Act of 1862.

This charter, established by the regular faculty of the College, empowers the Council for Graduate Studies in the College of Veterinary Medicine to formulate policies and procedures to promote graduate training in research within the college leading to advanced degrees, to communicate these policies to the faculty for their approval and to implement approved policies. Council will not abridge the right of the individual faculty member to pursue his or her area of investigation in a manner of his or her choosing that is in keeping with accepted standards of research, or abridge his or her academic freedom to publish the results of such research.

C. MODIFICATION OF THE CHARTER OF THE COUNCIL FOR GRADUATE STUDIES

1. The Charter of the Council for Graduate Studies can be modified by a simple majority vote of the regular faculty of the College of Veterinary Medicine participating in a ballot vote according to the procedures of the College. A quorum for the vote will require that at least one-half of the regular faculty vote.

   a. Amendments to the Charter can be brought forth by any regular
faculty member of the College. Amendments will be made available to each faculty member. The proposed amendments will be open for comments for at least four weeks before presentation to the regular faculty for ballot vote.

D. MEMBERSHIP OF THE COUNCIL FOR GRADUATE STUDIES

1. Qualifications
   a. Members must be Graduate Faculty of the College of Veterinary Medicine who currently are active in the graduate training program as evidenced by membership on MS or PhD student committees or mentoring of graduate students.

2. Methods of Selection
   a. Three Graduate Faculty members from each academic department in the College will be appointed by their department chairs or elected by the regular faculty of that department according to the rules of the department. One or two new member(s) from each department will be elected each year for new terms on the Council to complete the department quota of members on the Council. The term of service for all members will be for three consecutive years beginning April 1 and ending March 31. Elections will occur in the winter and will be conducted by the office of each department chair. The Council for Graduate Studies will be notified of newly elected members by March 1 (i.e., one month before the start of their term of service). Those elected will be referred to as "members" in this document. Members who cannot attend a meeting of the Council for Graduate Studies will not be permitted to send a substitute.

   b. The graduate student representative (voting member) on the Council for Graduate Studies will be elected by a majority vote of the graduate students in the College graduate program to serve a one-year term. The elected graduate student representative must have spent at least three consecutive quarters in the College graduate program. The College Graduate Student Association will conduct elections by ballot during Spring Semester. A call for nominations will be announced by written communication at least two weeks before the election. The term of office becomes effective the first day of Summer Semester.

   c. The Dean or his or her designated representative (henceforth identified as the Associate Dean for Research and Graduate Studies, unless otherwise stated) will be an advisory ex-officio member of the Council for Graduate Studies.
d. A Chairperson of the Council will be elected at the first meeting of the year (in April) from among the elected members of the Council for Graduate Studies. With the approval of the Council, the Chair may appoint a Co-chair among the CfGS members. The Co-chair will lead the meetings in the absence of the Chair and may assume a role of one the subarea designees listed in D 2-e.

e. To improve the efficiency of the Council, the Chair may also appoint the following subarea designees among the members of the CfGS.

i. **Fellowship/Awards Designee**: advises and assists the Chair on fellowship and award nominations.

ii. **Admissions Designee**: reviews application materials compiled and provides recommendations to the Chair and the Program Coordinator on the admission of the applicants.

iii. **Curriculum/Graduate Course Designee**: reviews materials related to new courses and areas of specialization and provides recommendations to the Chair.

iv. **Academic review designee**: reviews student annual reports and advises the Program Coordinator and the Chair on related issues and concerns.

v. Additional ad hoc designees (appointed as needed):

   **Program Assessment Designee**: Coordinates the process for CfGS to develop standards for initial and continuing graduate faculty membership in the program. Designs survey material with assistance of the Program Coordinator to answer university assessments, 5-year review of program faculty and recommendations concerning continuing membership.

   **Policy Assessment Designee**: advises and develops action items to address issues related to the handbook, policies, and templates for the development of the program. Reviews documents and proposals, executes the revisions requested by CfGS to produce the finalized document.

   **Recruitment designee**: Makes recommendations to CfGS to coordinate student recruitment (including underrepresented minority student recruitment) efforts with the assistance of the Program Coordinator; makes recommendations on funding opportunities (grants, fellowships, etc.)

Each Designee may lead the discussion in her/his specific area during the CfGS meetings, when input from the entire CfGS related to any particular fellowships, candidates, courses and/or areas of specialization is considered necessary.

f. The Program Coordinator for the Office of Graduate Studies will be an *ex-officio* member of, and act as the Secretary of the Council. The Secretary will complete and maintain records of meetings and move for their review and acceptance at the following meeting. The Secretary will prepare official correspondence and retain copies for Council records.
E. RIGHTS AND RESPONSIBILITIES OF THE COUNCIL FOR GRADUATE STUDIES

The purpose of Council is to establish and implement policies and procedures regarding the graduate studies program within the College. This Committee serves as the administrative unit of the graduate faculty for most matters concerning graduate students and graduate courses in the College including admission, transfer, dismissal, program approval, waivers, etc. Actions taken by the committee are subject to approval, modification, or reversal by a majority vote of all the voting Graduate Faculty members. The specific areas of responsibility of the Council are to:

1. Create and maintain the College Graduate Studies Handbook. Changes in the Graduate Studies Handbook may be proposed by any active member of the Council for Graduate Studies. Proposals for change should be submitted to the current Chair of Council for action. Changes in the Graduate Studies Handbook require approval by a simple majority of all active members of the Council for Graduate Studies. The Graduate Handbook will be made available to the faculty on the College’s web site and also in the Office of Research and Graduate Studies. The Graduate Handbook will include, but is not limited to, descriptions of the following:

   a. Program Overview and General Information
   b. Admissions Procedures and Requirements
   c. Graduate Studies Guidelines
   d. Master’s Degree Program
   e. Doctor of Philosophy Program
   f. Combined Degree Program
   g. Transferring into the CVM Graduate Program

2. Prepare and maintain an annual graduate studies calendar that contains specific due dates for all documents relating to enrollment, thesis and dissertation, fellowships, graduation, candidacy examination and course requirements (add, drop, etc) which will be available to the regular faculty in the Office of Research and on the College’s web site.

3. Serve as an advisory body to the Dean and his or her representative regarding the promotion and advancement of graduate studies in the College.

4. Develop extramural funding resources for support of graduate studies, such as training grants, endowments, and private sector fellowships to perform research and associated endeavors, such as research training of graduate students, and assure that these resources are used according to the stated intentions of the benefactor. The Council for Graduate Studies will be informed of the stated intentions of the benefactor by the Dean or his or her representative. The Council for Graduate Studies, through the Secretary, will inform the faculty of the sources
of available graduate funding, provide an approximation of total money available in each of these funds and list any restrictions.

5. Be responsible for developing, implementing and monitoring the procedures for the fair distribution of funds to support graduate studies in the College. The Council will provide an annual report on graduate funding that will include source of funds, current numbers of students in MS and PhD programs, number of students graduating, time to degree, budget information.

6. Maintain the College’s Graduate Student Space Allocation Policy and make recommendations to the Dean for amendment of that document. The Council will develop and implement a procedure for assigning space to graduate, students, post doctoral fellows using space currently assigned as graduate student office space.

7. Direct the Graduate Studies Coordinator to compile a yearly compendium of graduate students in the program, their progress, space assignment, mentor, and progress.

8. Direct the Graduate Studies Coordinator to maintain and update a reference document to be placed in each department office containing the Charter and Graduate Studies Handbook of the Council for Graduate Studies.

9. Report the yearly activities (from April 1 to March 31) of the Council for Graduate Studies to the Executive Committee so that faculty can evaluate the performance of Council. The report will be completed in July of each year.

10. Formulate rules and procedures relevant to the Graduate Program according to the policies established by the Council for Research and the Council for Graduate Studies.

11. Consider and recommend action on courses and curricula proposed for graduate credit to the Council for Research and the Council for Graduate Studies.

12. Establish procedures for assigning and changing graduate advisors.

13. Consider and act on student petitions that pertain to its rules, and consider and recommend actions to the Council on Research and the Council for Graduate Studies.

14. Appoint faculty for Category M membership on the Graduate Faculty and nominate faculty for Category P membership to the Council for Research and the Council for Graduate Studies.

15. Specify admission criteria and credentials that are in addition to those required by the Graduate School.
16. Establish College requirements for admission to graduate programs in agreement with the rules and policies of the Graduate School and OSU Admissions Department and make admission recommendations.

17. Specify and monitor conditions that must be satisfied by students admitted in the conditional classifications.

18. Approve intra-University transfers and consider and act upon requests from students to transfer into the College’s graduate program.

19. Recommend approval of graduate courses to be transferred from another university.

20. Review the academic performance of graduate students and determine reasonable progress in collaboration with the advisor and advisory committee and recommend action if necessary to alleviate problems or deficiencies in a graduate student’s academic progress.


22. Establish rules and procedures for selecting the Dissertation Committee and may establish rules and procedures for selecting the Final Oral Examination Committee.

23. Determine if students are eligible to hold Graduate Associate appointments.

F. RELATIONSHIP OF THE COUNCIL FOR GRADUATE STUDIES AND THE DEPARTMENT AND COLLEGE ADMINISTRATIONS

1. The faculty and the Dean share a common desire and responsibility to enhance graduate study activities and related endeavors in the College. A partnership to achieve this goal requires that each party possess specific rights and responsibilities.

2. Rights and Responsibilities of the Faculty

The faculty, as represented by the Council for Graduate Studies, will be vested with the rights and responsibilities described in Section E of this Charter and will be responsible for implementing and evaluating the procedures of the Council for Graduate Studies.

3. Rights and Responsibilities of the Department Chairs
a. The three department chairs will have the right of consultation with the Council for Graduate Studies in all matters relating to distribution of resources.

b. The department chairs will meet with the Council for Graduate Studies annually to discuss graduate program development.

4. Rights and Responsibilities of the Dean

a. The Dean will appoint his or her representative (typically the Associate Dean for Research and Graduate Studies) as a permanent *ex-officio* member of the Council for Graduate Studies.

b. The Dean or his or her representative will be responsible for seeing that the policies and procedures established by the Council for Graduate Studies are carried out.

c. The Dean or his or her representative will chair any faculty meetings dealing with modifications to the Charter of the Council for Graduate Studies.

d. The Dean or his or her representative will approve and administer funds designated for graduate studies.

e. The Dean may enlist help from the Council for Graduate Studies in preparation of appropriate grants and progress reports.