

INTRODUCTION

Revised: 05/01/08

Edited: 05/01/08

This handbook contains the policies and procedures promulgated by the Office of Academic Affairs. It is updated every spring or in response to a change to the Rules of the University Faculty and Bylaws of the Board of Trustees.

The handbook is divided into three volumes—one of particular interest to faculty, one for administrators, one on promotion and tenure, and one with policies approved by the University Senate and Board of Trustees. Administrators will find all three volumes useful.

REVISIONS AND EDITS

Each section includes the dates the last time the section was revised and edited. Edits do not represent substantive changes to that section. Thus the information revised 09/01/99 is still current, since no revision has been needed since then.

RULES OF THE UNIVERSITY FACULTY

When referring the reader to specific language in the Rules of the University Faculty, this handbook will provide the web reference for the index housed on the Board of Trustees website (<http://trustees.osu.edu/ChapIndex/index.php>) and the chapter and section numbers that will allow the reader to find the specific reference.

EXAMPLES

Examples, provided in parentheses, are exemplary only. They do not represent an exhaustive list.

MATERIAL UPDATED EFFECTIVE JULY 2009

The handbook has been reformatted so that the prototype documents, sample documents, and forms are separate appendices.

Updated material in this version of the handbook will be highlighted in yellow.

Volume 1	Volume 2	Note: OAA rarely notes deletions; however, a significant deletion was made in Volume 1, Chapter 5, Section 3.4 on administrative attachments.
Chapter 1	Chapter 1	
1.0.2	1.2	
1.4	1.6	
1.6.2	5.1	
1.7		
1.14	Chapter 3	Only in the case of exceptional performance may the administrative attachment be phased out over a period not to exceed two years following the conclusion of the appointment. A chair or other college administrator who has completed two or more consecutive terms or the equivalent, however, would likely be permitted to retain the administrative attachment (not to exceed 10%) in lieu of a raise.
1.15	1.3	
2.4.1.5	1.4	
2.5	1.5.1	
2.7.1.3	2.1	
2.7.2.5	2.1.1	
2.7.3.1.1		
2.7.3.1.2	Chapter 4	
2.7.3.2	2.0	
3.0		
3.1	Chapter 5	
	2.1.1	
Chapter 2	2.1.1.1	
1.4.1	2.1.4.1	
1.4.1.2		
1.4.2	Chapter 7	
1.4.3.1.4	3.0	
1.7		
4.0	Volume 3	
	1.0	
Chapter 3	3.5.1	
1.1.1	3.6.2	
1.1.2	3.7	
2.1.1	4.0	
2.1.2	4.1	
3.1.1	4.1.1	
4.4	4.1.2.1	
5.0	4.1.2.1.1	
8.0	4.1.2.2	
	4.2.2.3	
Chapter 4	4.1.2.4	
2.1	4.1.3	
3.0	4.1.3.1	
5.0	4.1.3.2	
5.2	4.1.3.3	
	4.1.4	
Chapter 5	4.1.4.1	
1.0	4.1.4.2	
4.0	4.1.4.3	
4.2		
8.0		
8.1		

COMMON ABBREVIATIONS USED IN THIS DOCUMENT

APT	Appointments, promotion, and tenure	OSURF	Ohio State University Research Foundation
B&F	Business and Finance, Office of	OTLC	Office of Technology Licensing and Commercialization
BOT	Board of Trustees	P&T	Promotion and tenure
CAFR	Committee on Academic Freedom and Responsibility	POA	Pattern of Administration
CIO	Chief Information Officer	POD	Procedures Oversight Designee
COAM	Committee on Academic Misconduct	RCT	Regular clinical track
DOL	Department of Labor	RRT	Regular research track
EHS	Environmental Health and Safety, Office of	RTT	Regular tenure track
FERPA	Family Educational Rights and Privacy Act	SEI	Student Evaluation of Instruction
FPL	Faculty Professional Leave	SRA	Special Research Assignment
FTAD	Faculty and TA Development, Office of	TIU	Tenure initiating unit
FTE	Full time equivalent		
GL	General Ledger		
IRP	Institutional Research and Planning, Office of		
IUC	Inter-University Council		
LOA	Leave of Absence		
OAA	Office of Academic Affairs		
ODS	Office of Disability Services		
OHR	Office of Human Resources		
OIA	Office of International Affairs		
OMA	Office of Minority Affairs		
ORRP	Office of Responsible Research Practices		