

Office of Academic Affairs

Policies and Procedures Handbook

INTRODUCTION	10
REVISIONS AND EDITS.....	10
RULES OF THE UNIVERSITY FACULTY	10
EXAMPLES	10
MATERIAL UPDATED EFFECTIVE JULY 2009	11
COMMON ABBREVIATIONS USED IN THIS DOCUMENT.....	12
VOLUME 1 ADMINISTRATORS	13
CHAPTER 1 GOVERNANCE DOCUMENTS	13
1.0 PATTERN OF ADMINISTRATION.....	13
1.0.1 REQUIREMENTS	13
1.0.2 COLLEGES.....	14
1.1 SUGGESTED OUTLINE.....	14
1.2 DEPARTMENT MISSION.....	15
1.3 ACADEMIC RIGHTS AND RESPONSIBILITIES	15
1.4 FACULTY	15
1.5 ORGANIZATION OF DEPARTMENT SERVICES AND STAFF	15
1.6 OVERVIEW OF DEPARTMENTAL ADMINISTRATION AND DECISION-MAKING.....	15
1.6.1 CHAIR	16
1.6.2 COMMITTEES	16
1.7 FACULTY MEETINGS.....	17
1.8 DEPARTMENT FACULTY TEACHING LOAD POLICY	17
1.9 POLICY ON FACULTY DUTIES AND RESPONSIBILITIES	17
1.10 COURSE OFFERINGS AND TEACHING SCHEDULES	17
1.11 ALLOCATION OF DEPARTMENTAL RESOURCES	17
1.12 LEAVES AND ABSENCES	17
1.13 SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY	18
1.14 FINANCIAL CONFLICTS OF INTEREST	18
1.15 GRIEVANCE PROCEDURES	18
2.0 APPOINTMENTS, PROMOTION & TENURE DOCUMENT	18
2.0.1 REQUIREMENTS	18
2.0.2 COLLEGE APT DOCUMENTS.....	19
2.1 REQUIRED OUTLINE	20
2.2 PREAMBLE	21
2.3 DEPARTMENT MISSION.....	21
2.4 APPOINTMENTS.....	22
2.4.1 CRITERIA	22
2.4.1.1 TENURE TRACK FACULTY	22
2.4.1.2 TENURE TRACK FACULTY AT A REGIONAL CAMPUS.....	22
2.4.1.3 REGULAR CLINICAL TRACK FACULTY	22
2.4.1.4 REGULAR RESEARCH TRACK FACULTY.....	22
2.4.1.5 AUXILIARY FACULTY	23
2.4.1.6 COURTESY APPOINTMENTS FOR REGULAR FACULTY	23
2.4.2 PROCEDURES	24
2.4.2.1 REGULAR TENURE TRACK FACULTY.....	24
2.4.2.2 REGULAR TENURE TRACK FACULTY AT A REGIONAL CAMPUS.....	24
2.4.2.3 REGULAR CLINICAL TRACK FACULTY	24
2.4.2.4 REGULAR RESEARCH TRACK FACULTY.....	24

2.4.2.5 AUXILIARY FACULTY	24
2.4.2.6 COURTESY APPOINTMENTS FOR REGULAR FACULTY	25
2.5 ANNUAL REVIEWS PROCEDURES	25
2.5.1 PROBATIONARY REGULAR TENURE TRACK FACULTY	25
2.5.1.1 PROBATIONARY REGULAR TENURE TRACK FACULTY AT A REGIONAL CAMPUS	25
2.5.1.2 FOURTH-YEAR REVIEW	25
2.5.1.3 EXCLUSION OF TIME FROM THE PROBATIONARY PERIOD	25
2.5.2 REGULAR TENURED FACULTY	26
2.5.3 REGULAR TENURED FACULTY AT A REGIONAL CAMPUS	26
2.5.4 REGULAR CLINICAL TRACK FACULTY	26
2.5.5 REGULAR RESEARCH TRACK FACULTY.....	26
2.5.6 AUXILIARY FACULTY	26
2.6 MERIT SALARY INCREASES AND OTHER REWARDS	26
2.6.1 CRITERIA	26
2.6.2 PROCEDURES	26
2.6.3 DOCUMENTATION	26
2.7 PROMOTION AND TENURE AND PROMOTION REVIEWS	27
2.7.1 CRITERIA	27
2.7.1.1 CITIZENSHIP, COLLEGIALITY, AND PROFESSIONAL ETHICAL BEHAVIOR.....	27
2.7.1.2 PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE	27
2.7.1.3 PROMOTION TO PROFESSOR.....	27
2.7.1.4 REGIONAL CAMPUS FACULTY	28
2.7.1.5 REGULAR CLINICAL TRACK FACULTY	28
2.7.1.6 REGULAR RESEARCH TRACK FACULTY.....	28
2.7.2 PROCEDURES	28
2.7.2.1 REGIONAL CAMPUS FACULTY	29
2.7.2.2 NON-MANDATORY REVIEWS	29
2.7.2.3 CONFLICT OF INTEREST	29
2.7.2.4 EXTERNAL EVALUATION	29
2.7.2.5 MECHANICS	30
2.7.3 DOCUMENTATION	30
2.7.3.1 TEACHING.....	30
2.7.3.1.1 PEER EVALUATION OF TEACHING	31
2.7.3.1.2 STUDENT EVALUATION OF TEACHING	31
2.7.3.2 RESEARCH AND SCHOLARSHIP.....	31
2.7.3.3 SERVICE.....	32
2.8 APPEALS	32
2.9 SEVENTH-YEAR REVIEW	32
3.0 UPDATING OBSOLETE MATERIAL IN TIU GOVERNANCE DOCUMENTS.....	32
3.1 QUORUM, VOTING, AND ABSTENTIONS.....	33
CHAPTER 2 UNIT ADMINISTRATION.....	34
1.0 TENURE INITIATING UNIT	34
1.1 CHAIRS AND DIRECTORS (TIU HEADS).....	35
1.1.1 DEFINITIONS	35
1.2 ASSOCIATE, ASSISTANT, AND VICE CHAIRS AND DIRECTORS	35
1.3 DEPARTMENT STAFF	36
1.4 DEPARTMENT FACULTY	36
1.4.1 DUTIES AND RESPONSIBILITIES	36
1.4.1.1 TEACHING	38
1.4.1.2 RESEARCH AND SCHOLARSHIP	38
1.4.1.3 SERVICE.....	38
1.4.2 TEACHING WORKLOAD	39
1.4.3 EVALUATION OF INSTRUCTION.....	39
1.4.3.1 PEER EVALUATION.....	39

1.4.3.1.1 REQUIRED	40
1.4.3.1.2 RECOMMENDED	40
1.4.3.1.3 CLASSROOM INSTRUCTION.....	40
1.4.3.1.4 COURSE MATERIALS	40
1.4.3.1.5 GUIDELINES FOR REVISING CURRENT PRACTICES	40
1.4.3.2 STUDENT EVALUATION	41
1.4.3.2.1 REQUIRED	42
1.4.3.2.2 RECOMMENDED	42
1.4.3.3 ADMINISTRATOR EVALUATION	43
1.4.3.4 SELF EVALUATION	43
1.4.3.5 INTEGRATION AND INTERPRETATION	43
1.5 COURSE SCHEDULING	44
1.6 NEW COURSES AND ABOLISHMENT OF COURSES	44
1.7 GRADUATE ASSOCIATES.....	44
2.0 COLLEGE ADMINISTRATION	44
2.1 DEANS	44
2.2 ASSOCIATE AND ASSISTANT DEANS	44
2.2.1 ASSOCIATE DEANS	45
2.2.2 ASSISTANT DEANS	45
2.3 FACULTY TEACHING WORKLOAD	45
3.0 REGIONAL CAMPUSES	46
4.0 UNIVERSITY SENATE	46
5.0 RULES OF THE UNIVERSITY FACULTY.....	46
5.1 BYLAWS OF THE UNIVERSITY SENATE.....	46
5.2 CODE OF STUDENT CONDUCT	47
6.0 FACULTY IN MEMORIAM RESOLUTIONS.....	47
 CHAPTER 3 FACULTY APPOINTMENTS	 47
1.0 APPOINTMENT TYPES	47
1.1 DEFINITIONS AND USE OF FACULTY TITLES	47
1.1.1 UNITS WITH AN APPROVED CLINICAL TRACK	47
1.1.2 UNITS WITH AN APPROVED RESEARCH TRACK.....	48
2.0 REGULAR FACULTY	48
2.1 JOINT APPOINTMENTS	49
2.1.1 APPOINTING NEW FACULTY MEMBERS TO A JOINT POSITION.....	49
2.1.2 FACULTY TRANSFER INTO A JOINT POSITION.....	49
2.2 SHARED POSITION	50
2.3 COURTESY APPOINTMENTS	50
3.0 AUXILIARY FACULTY	50
3.1 COMPENSATED AUXILIARY APPOINTMENTS	50
3.1.1 VISITING FACULTY.....	51
3.1.2 VISITING FACULTY BENEFITS	51
3.1.3 LECTURER.....	52
3.1.4 CLINICAL AUXILIARY.....	52
3.2 UNCOMPENSATED AUXILIARY APPOINTMENTS	52
3.2.1 VISITING FACULTY.....	52
3.2.2 VISITING SCHOLAR.....	52
3.2.3 ADJUNCT AND UNCOMPENSATED CLINICAL AUXILIARY APPOINTMENTS	52
3.2.4 ADJUNCT APPOINTMENTS	53
4.0 EMERITUS FACULTY.....	53
4.1 CRITERIA FOR EMERITUS ELIGIBILITY OF AUXILIARY CLINICAL ASSOCIATE PROFESSORS AND PROFESSORS IN THE HEALTH SCIENCES COLLEGES.....	54
4.2 PERQUISITES	54
4.3 GRADUATE FACULTY STATUS	54
4.4 PROCEDURES FOR FACULTY EMERITUS REQUESTS	54

5.0 REEMPLOYMENT OF RETIRED FACULTY	55
6.0 ENDOWED CHAIRS OR PROFESSORSHIPS	55
6.1 ESTABLISHING AN ENDOWED CHAIR OR PROFESSORSHIP	55
6.2 APPOINTING A FACULTY MEMBER TO AN ENDOWED CHAIR OR PROFESSORSHIP	56
7.0 TEACHING COMPONENT IN UNCLASSIFIED ADMINISTRATIVE & PROFESSIONAL (A&P) STAFF POSITIONS	56
8.0 REEMPLOYMENT OF TENURE TRACK FACULTY FOLLOWING NONRENEWAL OF APPOINTMENT OR DENIAL OF TENURE.....	56
 CHAPTER 4 RECRUITMENT AND HIRING	 57
1.0 RECRUITMENT OF REGULAR TENURE TRACK, CLINICAL TRACK, AND RESEARCH TRACK FACULTY	57
1.1 PLANNING.....	57
1.2 INTERNAL POSTING	57
1.3 NATIONAL SEARCH	57
1.4 ADVERTISEMENT REQUIREMENT FOR HIRING OF FOREIGN NATIONALS	58
1.4.1 OFFICE OF INTERNATIONAL AFFAIRS	58
1.5 DIVERSE POOL OF APPLICANTS.....	58
1.6 SEARCH PROCESS	58
1.7 HIRES OF PROBATIONARY TENURE TRACK FACULTY	59
1.8 NEGOTIATION WITH THE CANDIDATE.....	59
1.9 HIRES OF REGIONAL CAMPUS FACULTY.....	59
2.0 LETTERS OF OFFER	60
2.1 SENIOR RANK OR WITH PRIOR SERVICE CREDIT	60
2.1.1 SENIOR RANK: ASSOCIATE OR FULL PROFESSOR	60
2.1.2 PRIOR SERVICE CREDIT (TENURE TRACK ONLY)	60
3.0 DUAL CAREER HIRING PROGRAM	61
4.0 EMERGENCY LOAN FUND FOR NEW FACULTY	61
5.0 APPOINTMENT OF FOREIGN NATIONALS	61
5.1 TENURE TRACK APPOINTMENTS AT SENIOR RANK (REVIEWED AND APPROVED FOR HIRE WITH TENURE)	62
5.2 TENURE TRACK PROBATIONARY APPOINTMENTS, REGARDLESS OF RANK (HIRE WITHOUT TENURE).....	62
6.0 HIRING FACULTY FROM OTHER INSTITUTIONS AFTER APRIL 30.....	62
7.0 CHANGES IN APPOINTMENT.....	63
7.1 TRANSFER OF TENURE INITIATING UNIT	63
7.2 TRANSFER FROM TENURE TRACK TO REGULAR CLINICAL OR REGULAR RESEARCH TRACK	63
7.3 REDUCTION IN FTE.....	63
7.3.1 REGULAR TENURE TRACK FACULTY.....	63
7.3.1.1 DEFINITIONS	64
7.3.2 PROBATIONARY TENURE TRACK FACULTY	64
7.3.3 REGULAR CLINICAL AND RESEARCH TRACK FACULTY	64
7.4 12- AND 9-MONTH APPOINTMENT CONVERSIONS.....	64
7.4.1 CONVERSION RATIO	64
7.4.2 VACATION TIME.....	65
7.5 TRANSFER OF CAMPUS	65
 CHAPTER 5 COMPENSATION	 65
1.0 PRINCIPLES	65
2.0 FACULTY EXTRA COMPENSATION	66
2.1 REQUIRED APPROVALS.....	66
2.2 OFF-DUTY QUARTER APPOINTMENT FOR 9-MONTH FACULTY	67
2.3 ONE-TIME CASH	67
3.0 ADMINISTRATIVE COMPENSATION	67
3.1 REQUIRED APPROVALS.....	67
3.2 ADMINISTRATIVE ATTACHMENTS	67
3.3 OFF-DUTY QUARTER APPOINTMENT	67
3.4 EXCEPTIONS.....	68

4.0 PAID EXTERNAL CONSULTING	68
4.1 REQUIRED APPROVALS.....	68
4.2 EXTERNAL CONSULTING FEE.....	68
5.0 FACULTY PROFESSIONAL LEAVE	68
5.1 PAID EXTERNAL CONSULTING DURING AN FPL.....	69
6.0 UNPAID LEAVE OF ABSENCE.....	69
7.0 INCOME GENERATING PROGRAMS	69
8.0 COUNTER OFFERS	69
8.1 FUNDING.....	70
8.2 EFFECTIVE DATE.....	70
8.3 PROMOTION	70
9.0 SALARY EQUITY AND MARKET ADJUSTMENTS	70
9.1 REQUIRED APPROVALS.....	70
9.2 PAY RATE CHANGES IN HR SYSTEM.....	71
10.0 MID-YEAR SALARY INCREASES	71
10.1 REQUIRED APPROVALS.....	71
10.2 PAY RATE CHANGES IN HR SYSTEM.....	71
VOLUME 2 FACULTY	72
CHAPTER 1 FACULTY DEVELOPMENT.....	72
1.0 FACULTY PROFESSIONAL LEAVE	72
1.1 REQUIRED APPROVALS.....	72
1.2 TIMING	73
1.3 ELIGIBILITY	73
1.4 COMPENSATION	73
1.5 FACULTY OBLIGATIONS	74
1.6 REPORT.....	74
1.7 CHANGES IN TIMING OR CANCELLATION	74
2.0 SPECIAL RESEARCH ASSIGNMENT	75
2.1 REQUIRED APPROVALS.....	75
2.2 TIMING	75
2.3 ELIGIBILITY	75
2.4 COMPENSATION	76
3.0 UNPAID LEAVES OF ABSENCE.....	76
3.1 REQUIRED APPROVALS.....	77
3.2 TIMING	77
3.3 PROCEDURES	77
3.4 CHANGES	77
3.5 EXTRAORDINARY CIRCUMSTANCES	77
4.0 ENTREPRENEURIAL UNPAID LEAVES OF ABSENCE	78
4.1 REQUIRED APPROVALS.....	78
4.2 TIMING	78
4.3 PROCEDURES	78
4.4 CHANGES IN TIMING OR CANCELLATION	79
5.0 EXCLUSION FROM THE PROBATIONARY PERIOD	79
5.2 ADVERSE EVENTS	79
6.0 EXTENSION OF PROBATIONARY PERIOD FOR PART-TIME FACULTY	80
7.0 EXTRA COMPENSATION.....	80
8.0 PAID EXTERNAL CONSULTING	81
CHAPTER 2 INSTRUCTION	81
1.0 UNIVERSITY REQUIRED COURSES	81
1.1 PRECEDENCE OF SCHEDULED HOURS	81
1.2 CLASS ROSTERS	81

2.0 EXAMINATION AND MARKS	81
2.1 COURSE EXAMINATIONS	81
2.2 SCHEDULES FOR FINAL EXAMINATIONS	81
2.3 MARKS	81
2.4 REPORT OF MARKS	81
2.5 ALTERATION OF MARKS	82
2.6 RETENTION OR DISPOSAL OF MATERIALS SUBMITTED TO MEET COURSE REQUIREMENTS	82
2.7 CREDIT HOURS	82
2.8 ADMISSION TO COURSES AS AN AUDITOR	82
3.0 ABSENCES	82
3.1 GROUP ABSENCES	82
 CHAPTER 3 ANNUAL REVIEW	 82
1.0 ANNUAL REVIEW OF REGULAR FACULTY	82
1.1 DESCRIPTION OF REVIEW PROCESS IN APT DOCUMENT	82
1.2 PURPOSE	83
1.3 RECOMMENDED PROCEDURES	83
1.4 REQUIRED PROCEDURES	83
1.5 CULMINATING LETTER OR OTHER WRITTEN REPORT	84
1.5.1 MINIMUM CONTENT	84
2.0 ANNUAL REVIEW OF PROBATIONARY FACULTY (EXCEPT FOURTH-YEAR REVIEW)	84
2.1 FOURTH-YEAR REVIEW OF PROBATIONARY FACULTY	84
2.1.1 TIMING	84
2.1.2 APPROVAL LEVELS	85
2.1.3 COMMENTS PROCESS	85
2.1.4 NONRENEWAL	86
2.1.5 WITHDRAWING FROM OR DECLINING A REVIEW	86
2.1.6 SUBMISSION DEADLINES	86
3.0 REGULAR CLINICAL TRACK AND REGULAR RESEARCH TRACK FACULTY	86
3.1 ANNUAL REVIEW OF PROBATIONARY FACULTY	87
3.1.1 APPROVALS	87
3.1.2 NONRENEWALS	87
3.1.3 CONTRACT RENEWAL	87
3.1.4 APPROVALS	87
3.1.5 SUBMISSION DEADLINES	88
 CHAPTER 4 APPEALS	 88
1.0 PROMOTION AND TENURE APPEALS	88
1.1 ALLEGATION OF IMPROPER EVALUATION	88
1.2 ALLEGATION OF DISCRIMINATION	89
1.3 SEVENTH-YEAR REVIEWS	89
2.0 FACULTY SALARY EQUITY APPEALS PROCESS	89
2.1 ELIGIBILITY	89
2.2 PARTIES TO THE APPEAL PROCESS	90
2.2.1 ACADEMIC UNIT HEAD	90
2.2.2 DEAN/DEAN-DIRECTOR	90
2.2.3 COLLEGE FACULTY SALARY APPEALS COMMITTEE	90
2.2.4 REGIONAL CAMPUS FACULTY SALARY APPEALS COMMITTEE	90
2.3 TIME FRAME FOR APPEAL	91
2.4 COLLEGE AND REGIONAL CAMPUS SALARY APPEALS POLICIES	91
2.5 DEPARTMENT SALARY APPEALS PROCESS	91
2.6 APPELLANT RESPONSIBILITIES	91
2.7 ACADEMIC HEAD RESPONSIBILITIES	92
2.8 COLLEGE OR REGIONAL CAMPUS FACULTY SALARY APPEALS COMMITTEE RESPONSIBILITIES	92

2.9 DEAN OR DEAN/DIRECTOR RESPONSIBILITIES.....	93
2.10 SALARY EQUITY ADJUSTMENTS PROPOSED UNDER THESE PROCEDURES	93
2.11 DECISIONS THAT CANNOT BE APPEALED	93
2.12 DECISIONS THAT CAN BE APPEALED.....	93
3.0 COMPLAINTS AGAINST REGULAR TENURE TRACK, REGULAR CLINICAL, REGULAR RESEARCH, OR AUXILIARY FACULTY MEMBERS	93
 CHAPTER 5 CONFLICTS OF COMMITMENT AND INTEREST	 94
1.0 CONFLICT OF COMMITMENT POLICY	94
2.0 FINANCIAL CONFLICT OF INTEREST POLICY FOR FACULTY.....	94
2.1 IMPLEMENTATION PROCEDURES	94
2.1.1 REPORTING REQUIREMENTS.....	94
2.1.1.1 DEFINITIONS	95
2.1.3 DETERMINATION AND MANAGEMENT OF CONFLICTS OF INTEREST.....	97
2.1.3.1 CONFLICT OF INTEREST MANAGEMENT PLANS	97
2.1.4 REVIEW AND MANAGEMENT OF CONFLICTS OF INTEREST IN HUMAN SUBJECT RESEARCH	98
2.1.4.1 REVIEW, DETERMINATION, AND MANAGEMENT	98
2.1.5 LEGAL OBLIGATIONS	99
2.1.5.1 PUBLIC HEALTH SERVICE (PHS)/NATIONAL SCIENCE FOUNDATION (NSF).....	99
2.1.5.2 U.S. FOOD AND DRUG ADMINISTRATION (FDA)	99
2.1.5.3 SECURITIES AND EXCHANGE COMMISSION (SEC)	100
2.1.5.4 OTHER SPONSORS	100
2.1.6 APPEALS	100
2.1.7 SANCTIONS FOR FAILURE TO COMPLY	100
 CHAPTER 6 LEGAL MATTERS	 100
1.0 ETHICS LAW, OHIO	100
2.0 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	101
3.0 IMMUNITY, INDEMNIFICATION AND REPRESENTATION	101
4.0 PERSONAL USE OF PUBLIC PROPERTY	101
5.0 PUBLIC RECORDS	101
 CHAPTER 7 SOURCES OF IMPORTANT INFORMATION	 102
1.0 BOARD OF TRUSTEES	102
1.1 RULES OF THE UNIVERSITY FACULTY.....	102
1.1.1 ORGANIZATION AND CONTENTS.....	103
1.1.2 SECTIONS OF PARTICULAR INTEREST TO FACULTY	103
2.0 ACADEMIC MISCONDUCT, COMMITTEE ON AND CODE OF STUDENT CONDUCT	104
3.0 ADVANCEMENT OF TEACHING, UNIVERSITY CENTER FOR THE	104
4.0 AMERICANS WITH DISABILITIES ACT COORDINATOR, OFFICE OF	104
5.0 BUSINESS AND FINANCE, OFFICE OF	104
6.0 CHIEF INFORMATION OFFICER, OFFICE OF.....	104
7.0 COMMITMENT TO SUCCESS PROGRAM.....	105
8.0 DISABILITY SERVICES, OFFICE OF.....	105
9.0 ENVIRONMENTAL HEALTH AND SAFETY, OFFICE OF	105
10.0 HUMAN RESOURCES, OFFICE OF	105
11.0 INSTITUTIONAL RESEARCH AND PLANNING, OFFICE OF	105
12.0 MINORITY AFFAIRS, OFFICE OF	105
13.0 REGISTRAR, OFFICE OF THE UNIVERSITY.....	106
14.0 RESEARCH, OFFICE OF	106
14.1 RESEARCH FOUNDATION, THE OHIO STATE UNIVERSITY	106
14.2 RESPONSIBLE RESEARCH PRACTICES, OFFICE OF.....	106
14.3 TECHNOLOGY LICENSING AND COMMERCIALIZATION, OFFICE OF.....	106

VOLUME 3 PROMOTION AND TENURE REVIEW	108
1.0 TIMETABLE	108
2.0 SUBMISSION TO ACADEMIC AFFAIRS	108
2.1 POSITIVE DOSSIERS FOR SCREENING.....	108
2.2 CASES WITH NEGATIVE RECOMMENDATION	109
2.3 PLACEMENT OF MATERIALS	109
2.3.1 COVER SHEET	109
2.3.2 DOSSIER CHECKLIST	109
2.3.3 P&T SECTION OF THE TIU’S APT DOCUMENT	109
2.3.4 PRESENTATION	110
2.3.5 REPORT ON CANDIDATES CONSIDERED	110
2.3.6 COPIES FOR UNIVERSITY LEVEL COMMITTEE.....	110
3.0 GENERAL CONSIDERATIONS	110
3.1 REVIEW SCHEDULE FOR MID-YEAR HIRES OF PROBATIONARY REGULAR FACULTY	111
3.2 PUBLIC RECORDS ACT	111
3.3 RESIDENCY STATUS	111
3.4 ACADEMIC RIGHTS AND FREEDOMS	111
3.5 UNIVERSITY LEVEL REVIEW COMMITTEE	111
3.5.1 MEMBERS	111
3.6 PROCEDURES FOR REGULAR TENURE TRACK FACULTY	112
3.6.1 VERIFYING RESIDENCY STATUS	112
3.6.2 PROCEDURES OVERSIGHT DESIGNEE	112
3.6.3 INTEGRITY OF REVIEW PROCEDURES	112
3.6.4 VOTING PROCEDURES	113
3.6.5 DOCUMENTATION	113
3.6.5.1 NON-MANDATORY REVIEWS	113
3.6.5.2 MANDATORY REVIEWS	113
3.6.6 VERIFICATION OF CITATIONS	113
3.7 EXTERNAL EVALUATIONS	114
3.8 COMMENTS PROCESS AND INFORMING CANDIDATE OF REVIEW OUTCOMES	115
3.8.1 TENURE INITIATING UNIT LEVEL	115
3.8.2 COLLEGE LEVEL.....	116
3.8.3 USE OF THE COMMENTS PROCESS.....	116
3.9 RECONSIDERATION OF CASE DURING REVIEW PROCESS	116
3.9.1 PROCEDURAL ERROR	116
3.9.2 SIGNIFICANT NEW INFORMATION	116
3.9.3 RECOMMENDED PROCEDURES.....	116
3.10 CONFLICT OF INTEREST ON P&T COMMITTEES	117
3.11 REVIEWS IN RESTRUCTURED TENURE INITIATING UNITS.....	117
3.12 WITHDRAWALS AND NEGATIVE DECISIONS	117
3.12.1 WITHDRAWALS.....	117
3.12.1.1 NON-MANDATORY REVIEW	118
3.12.1.2 MANDATORY REVIEW	118
3.12.2 NEGATIVE DECISIONS	118
4.0 DOSSIER.....	118
4.1 OUTLINE	119
4.1.1 INTRODUCTION	119
4.1.2 CORE DOSSIER	120
4.1.2.1 INSTRUCTIONS FOR THE CANDIDATE	120
4.1.2.1.1 INSTRUCTIONS FOR THE CANDIDATE—OSU:PRO	120
4.1.2.2 TIME FRAME.....	120
4.1.2.4 CORE DOSSIER OUTLINE	121
4.1.3 LETTERS OF EVALUATION.....	126
4.1.3.1 INTERNAL LETTERS OF EVALUATION.....	126
4.1.3.2 ADDITIONS.....	127

4.1.3.3 EXTERNAL LETTERS OF EVALUATION.....	127
4.1.4 STUDENT EVALUATION OF INSTRUCTION.....	128
5.0 PROCEDURES FOR REGULAR CLINICAL AND REGULAR RESEARCH TRACK FACULTY	129
5.1 REGULAR CLINICAL TRACK.....	129
5.1.1 LEVELS OF REVIEW	129
5.1.2 DOCUMENTATION OF TEACHING AND SERVICE	129
5.1.3 DOCUMENTATION OF RESEARCH: EXTERNAL EVALUATION.....	129
5.2 REGULAR RESEARCH TRACK	130
5.2.1 LEVELS OF REVIEW	130
5.2.2 DOCUMENTATION OF TEACHING AND SERVICE	130
5.2.3 DOCUMENTATION OF RESEARCH: EXTERNAL EVALUATION.....	130
6.0 PROCEDURES FOR AUXILIARY FACULTY.....	130
6.1 LEVELS OF REVIEW	131
6.2 DOCUMENTATION OF TEACHING AND SERVICE	131
6.2.1 AUXILIARY CLINICAL FACULTY	131
6.2.2 AUXILIARY WITH REGULAR TITLES BELOW 50% AND ADJUNCT FACULTY.....	131
6.2.3 CLEVELAND CLINIC FACULTY.....	131
6.3 DOCUMENTATION OF RESEARCH: EXTERNAL EVALUATION.....	131
7.0 APPROVED EXCEPTIONS	131
7.1 COLLEGE OF MEDICINE.....	132
7.2 UNIVERSITY LIBRARIES	132
7.3 UNIVERSITY EXTENSION IN COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES	132
INDEX	133