

COLLEGE OF DENTISTRY

PATTERN OF

ADMINISTRATION

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TABLE OF CONTENTS

	<u>Page</u>
I. Introduction	1
II. College Mission and Goals.....	1
III. Academic Rights and Responsibilities	1
IV. Faculty	1
V. Organization of College Services and Staff	2
VI. Overview of College Administration and Decision Making.....	2
VII. College Administration	3
A. The Dean.....	3
B. Associate/Assistant Deans	3
C. Division Chairs	4
D. Directors.....	5
E. Committees	6
VIII. Faculty Meetings	7
IX. College Faculty Teaching Load Policy	7
X. Policy on Faculty Duties and Responsibilities	8
XI. Course Offerings and Teaching Schedules.....	8
XII. Allocation of College Resources	9
XIII. Leaves and Absences.....	9
A. Discretionary Absence	9
B. Absence for Medical Reasons.....	10
C. Unpaid Leaves of Absence.....	10
D. Special Research Assignments.....	10
E. Faculty Professional Leave	10
XIV. Supplemental Compensation and Paid External Consulting Activity.....	11
XV. Financial Conflicts of Interest	11

XVI.	Grievance Procedures	11
A.	Salary Grievances.....	12
B.	Faculty Misconduct.....	12
C.	Faculty Promotion and Tenure Appeals.....	12
D.	Sexual Harassment	12
E.	Student Complaints	12

APPENDICES

- A. Criteria and Procedures for Appointments, Promotion and Tenure
- B. Faculty Governance Constitution
- C. Organizational Chart
- D. Committees Charges
- E. Intramural Practice Plan

PATTERN OF ADMINISTRATION FOR THE COLLEGE OF DENTISTRY

I. INTRODUCTION

This document provides a brief description of the College of Dentistry as well as a description of its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the University to which the 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 University Office of Academic Affairs (OAA).

II. COLLEGE MISSION AND GOALS

The Mission of the College of Dentistry is to produce dental professionals who are prepared for entry into practice, advanced education, or specialized practice. The Goals of the College are to graduate students who are prepared to meet the oral health care needs of the citizens of Ohio and the nation, to conduct research that will expand the scientific base upon which dentistry is practiced and to provide service to the profession.

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 at http://oaa.osu.edu/acad_rts_respons.php.

IV. FACULTY

Faculty Rule 3335-5-19, <http://trustees.osu.edu/ChapIndex/index.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 the College include regular faculty with compensated FTEs of at least 50% in the College. Auxiliary faculty, emeritus faculty and regular faculty having joint appointments with FTEs below 50% in the College may be 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 Dentistry has a regular clinical track. Regular clinical track faculty titles will be assistant, associate or full professor of clinical dentistry. Regular clinical track faculty may comprise no more than 40% of the total regular tenure track faculty. Regular clinical track faculty may vote in all matters of college governance except tenure track promotion and tenure decisions.

The College has a regular research track. Regular research track faculty titles will be research assistant, associate or professor of dentistry. Regular research track faculty may vote in all matters of college governance except tenure track promotion and tenure decisions and clinical track promotion decisions.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this College is provided in the Appointments, Promotion and Tenure document.

The right of faculties to carry out the duties and functions delegated to them by the Board of Trustees is recognized in the Faculty Rules of The Ohio State University.

The College has an elected Faculty Council whose purpose is to provide the means for formal representation of the faculty in the College. The overall goal is to promote faculty interests and responsibilities in accordance with the Statutes, Bylaws, and Rules of The University. It is designed to represent the faculty as a whole, crossing divisional, educational and committee interests. Faculty Council will represent the faculty, give advice and work with administration without usurping administrative privilege as provided in Appendix B.

V. ORGANIZATION OF COLLEGE SERVICES AND STAFF

The College has nine divisions: Pediatric Dentistry, Orthodontics, Primary Care, Restorative and Prosthetic Dentistry, Oral and Maxillofacial Surgery, Endodontics, Periodontology, Oral Biology and Dental Hygiene. Each division has a chair appointed to a four year term which is renewable. Faculty are assigned to one division and are responsible to the chair for their overall performance.

The Office of Academic Affairs is led by an Associate Dean. The staff includes the registrar, financial aid director, director of student affairs and an educational consultant. The Director of the DDS Program works in collaboration with the Associate Dean.

In addition, there is an Associate Dean for Clinical Affairs who is responsible for all student clinic operations including the dental laboratories and an Associate Dean for Research who oversees the research mission of the college including the allocation of research space.

The Assistant Dean for Administration is also the senior fiscal officer and responsible for all building related functions.

There is also an intramural clinical practice plan, Dental Faculty Practice, (Appendix E) that is a 501C3. Every full-time faculty member has the opportunity to join the practice and receive additional compensation for the clinical care that is delivered according to the terms of the contract between the practitioner and the DFP.

VI. OVERVIEW OF COLLEGE ADMINISTRATION AND DECISION MAKING

Policy and program decisions are made in a number of ways: by the faculty as a whole, by standing or special committees or task forces, by the Assistant/Associate Deans, Division Chairs

or Dean. The nature and importance of any individual matter determines how it is addressed. College governance proceeds on the general principle that the more important the matter to be decided, the more inclusive participation in decision making needs to be. Open discussion, both formal and informal, at the committee, division or college level constitute the primary means of reaching decisions of central importance.

VII. COLLEGE ADMINISTRATION

A. The Dean

The primary responsibilities of the Dean are found in Faculty Rule 3335-3-29. The Dean will:

- Have general administrative and oversight responsibility for all programs of the College.
- Serve as chair of the Department of Dentistry at OSU Hospitals
- Represent the faculty of the College in dealing with the University Administration.
- Consult with the faculty as a whole on appropriate policy matters. Such consideration will, whenever practicable, be undertaken at a meeting of the faculty as a whole. Majority faculty rule shall be observed on matters covered by this Pattern of Administration. Whenever majority faculty vote is not followed, the Dean shall explain the reasons for the departure from this policy to enhance communication and to facilitate understanding within the College. Where possible, this statement of reasons shall be provided before the departure occurs. This explanation shall outline the decision of the majority of the faculty and the decision of the Dean and the reasons the decisions differ. The explanation shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty to comment.
- Appoint faculty consistent with University Rules and consult with the faculty in the initiation and in the review and selection of new faculty members for appointment.
- Present an annual “State of the College” address to the faculty as a whole, including a review of budgetary issues to include mean, median and range of administrative, faculty and staff raises, equity and excellence adjustments and bonuses granted in the previous year.
- Ensure that all faculty, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank.
- Work with development officers to garner resources for the College
- Select and appoint Division Chairs after consultation with the faculty of the Division.
- Serve as President of the Dental Faculty Practice (DFP) when the dean holds a valid license to practice dentistry in the state of Ohio.

B. Associate/Assistant Deans

General responsibilities of Associate and Assistant deans are found in Faculty Rule 3335-3-32. In the College of Dentistry there are three Associate Deans—Associate Dean for Academic Affairs; Associate Dean for Clinical Affairs and Associate Dean for Research. There is one Assistant Dean for Administration and Senior Fiscal Officer. These individuals are appointed and annually evaluated by the Dean and function with delegated authority from the Dean.

The Associate Dean for Academic Affairs, working in collaboration with the DDS Program Director has overall responsibility for the quality of the DDS program. Responsibilities include ensuring that the curriculum reflects contemporary content, assuring that the program is in compliance with accreditation standards, generating and reporting outcomes, ensuring a quality educational experience for students and overseeing a staff dedicated to providing needed student services. The staff consists of a registrar, director of financial aid, director of student affairs, educational consultant and clerical personnel. In addition, the Associate Dean oversees the director of admission, the Office of Graduate Studies and the Program Directors.

The Associate Dean for Clinical Affairs has overall responsibility and authority for the operation of all student clinics. Faculty who teach in the clinics are responsible to the Associate Dean for their performance as clinical teachers. The Associate Dean is assisted by faculty clinic directors and an administrator who has oversight and authority for the clinic staff. The Associate Dean is also the privacy and compliance officer for the college and has oversight of the clinical laboratory, sterilization and equipment.

The Associate Dean for Research assists faculty in the development and implementation of their programs of research, oversees the student research day, organizes a research lecture series, assigns research space and is the college research officer.

The Assistant Dean for Administration also serves as the Senior Fiscal Officer. The Assistant Dean oversees the building maintenance including renovations and repairs and has overall responsibility for the development and monitoring of the college budget. The Assistant Dean is responsible for ensuring that all fiscal operations conform to university auditing standards and that expenditures are kept within budget. The Director of Human Resources reports to the Assistant Dean on day to day operations.

C. Division Chairs

The duties of each Division Chair are to:

- Have general administrative responsibility for the division's program, subject to the approval of the Dean of the College, and to conduct the business of the division efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- Plan with members of the faculty and the Dean a progressive program; to encourage research and educational investigations.
- Evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors and periodic course review by the faculty.
- Evaluate faculty members annually in accordance with both university and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their division and to place in that file a response to any evaluation, comment or other material contained in the file
- Recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the division faculty to the Dean of the College, in accordance with

procedures set forth in Faculty Rule 3335-6, www.trustees.osu.edu/ChapIndex/index.php, and the College Appointments, Promotion and Tenure document.

- Ensure that all faculty members, regardless of their assigned location are offered the division privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
- Ensure that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- Assist the faculty and the college leadership in meeting the goals of the Strategic Plan
- Effectively manage, with their faculty, the curricular content assigned to their division
- Facilitate inter-divisional cooperation

D. Directors

There are several directors of various offices. They are:

- Director of DDS Program
- Director of Community Education
- Director of Community Geriatric Education
- Director of Admissions
- Director of Student Research
- Director of Minority Recruitment and the DentPath program
- Director of Human Resources
- Director of Continuing Education
- Director of Development

The Director of the DDS Program, working in collaboration with the Associate Dean for Academic Affairs and the Director of Educational Resources has the overall responsibility of monitoring and evaluating the DDS program. This responsibility includes assessing the program for compliance with accreditation standards, communicating with Division Chairs regarding curriculum issues and identifying solutions, identifying instructional problems and assisting in identifying and implementing solutions, identify faculty development needs and assessing teaching performance of faculty.

The Director of Community Education is responsible for the evaluation and selection of community sites and the placement of DDS students in those sites. The Director is also responsible for monitoring the sites for quality and for recommending community dentists for adjunct appointments. The Director of Community Education has overall responsibility for the operation of the mobile dental van that travels to schools and provides care to children in need. Evaluating the students and staff is part of this responsibility. The Director is also the College liaison to various community organizations that deal with community dental health.

The Director of Community Geriatric Education is responsible for the mobile nursing home program and the Appalachian dental program. The Director is also the representative of the College to the University's Outreach and Engagement Committee.

The Director of Admissions, in collaboration with a faculty, Admissions Committee and an admission staff, is responsible for the admission of DDS Students in accordance with priorities/

criteria established by the faculty. This responsibility includes counseling and advising applicants and providing information to potential applicants.

The Director of Student Research is responsible for the planning and execution of student research programs in the College.

The Director of Minority Recruitment and the Dent Path program is responsible for collaborating with campus offices to increase the numbers of underrepresented minorities in the applicant pool for the DDS, Ph.D. and Dental Hygiene programs. This person also directs the year long, post-baccalaureate DentPath program including the advising and tutoring of students.

The Director of Human Resources is a senior level professional overseeing the human resources function for the college ensuring compliance with university policies and procedures and providing training and programming to create a high performance culture. The position has oversight of a staff responsible for the various HR functions.

The Director of Human Resources is responsible for the human resource function of the college and reports to the Assistant Dean for day-to-day activities and to the Dean for the overall human resource strategy.

The Director of Continuing Education is responsible for the planning and implementation of continuing education programs. Working with the continuing education committee, the director arranges programs of interest for the practicing dentist. It is expected that this be a profit center for the college.

The Director of Development and Alumni Affairs is responsible for all of the fund raising activities in the college and to work with the Alumni Board of Governors.

There is a Program Director for each of the postdoctoral specialty training programs who is responsible to the Chair of the respective division. This individual is responsible for the graduate program leading to a clinical specialty. This responsibility includes ensuring that the program provides students with educational and clinical experiences that meet the accreditation standards needed to qualify for clinical specialization.

E. Committees

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

Standing committee members are appointed by the Dean from recommendations of the Faculty Council. Committee Chairs are designated by the Dean unless specifically noted otherwise. All committees are expected to meet as necessary to fulfill the committee charges. Minutes must be maintained by the Committee Chair and filed annually with the Dean. There is student representation on all appropriate committees.

The committees are: Executive; DDS Academic Progress; DDS Admissions; Appointment, Promotion and Tenure; Outcomes Assessment; DDS Curriculum; Clinic Operations; Student Research Awards, Professionalism; Research; Continuing Education Advisory, Committee and Cultural Awareness Committee.

The Graduate Studies Committee (Masters and Ph.D.) function under the Rules of the Graduate School.

Committee functions and membership are found in Appendix H.

VIII. FACULTY MEETINGS

The Dean shall provide a schedule of faculty meetings to all faculty members at the beginning of each academic term. The schedule will provide for at least one meeting per academic term and normally will provide for monthly meetings. A call for agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled meeting. The agenda shall be determined by the Chair of Faculty Council and the Dean. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A special meeting of the college faculty will also be scheduled on written request of 25% of the regular faculty or by the Chair of the Faculty Council. The Dean will make a reasonable effort to have the meeting take place within one week of the request.

The Dean will distribute minutes of faculty meetings to faculty by e-mail within seven days of the meeting, if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be achieved on behalf of any position, the Dean will necessarily make the final decision.

The College accepts the fundamental importance of full and free discussion but also recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally college meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Roberts Rules of Order will be invoked when more formality is needed to serve these goals.

IX. 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/OAAP_PHandbook.php. The information below supplements these policies.

All members of the faculty are expected to contribute to the instructional, scholarly, and clinical service missions of the College. However, the time devoted to these activities will necessarily vary among faculty members and a single formula applicable for all faculty is not feasible.

Faculty are expected to engage in both didactic, clinical and laboratory teaching of both undergraduate and graduate students. Individual assignments will vary depending on expertise and other responsibilities. In addition, assignments will be reduced proportionate to the percentage of funded release time from extramural sources that provide full indirect cost recovery.

Research/Scholarship: Faculty are expected to engage in research and scholarship relevant to the discipline of dentistry. Expectations will vary dependent upon the totality of assignment and the faculty member's rank and track as delineated in Appendix A. "Appointments, Promotion, Tenure Guidelines."

X. 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, Volume1, Chapter 2 Section 1.4.1, http://oaa.osu.edu/OAAP_PHandbook.php. The information provided below supplements these policies.

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 assignments 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). For faculty on 12 month appointments, every attempt should be made to schedule vacation time at a time when classes are not in session. Division Chairs must approve all requests for vacation.

XI. COURSE OFFERINGS AND TEACHING SCHEDULES

The division chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the division's first obligation is to offer the courses needed by students at times most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week.

Faculty are responsible for fulfilling their teaching assignment. If unable to do so they must notify the division chair. All planned absences must be approved by the division chair well in advance of the absence. Every effort will be made to accommodate these requests. However, meeting the teaching responsibilities is the first priority. In the event of an unplanned absence, faculty members must notify the division chair as soon as possible. Faculty are expected to cooperate when asked to substitute for another faculty member who is unexpectedly absent.

XII. 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 discuss the college budget at least annually with the faculty in an attempt to foster understanding of the sources and uses of college resources and to entertain comments and suggestions for reallocation of those resources. However, the final decisions on budgetary matters rest with the Dean

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 sub-disciplines and productivity and grouping staff functions to maximize efficiency.

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

Each Division Chair has access to discretionary resources to be used for the benefit of faculty in that division. College funds will support faculty to professional meetings where they are representing the college and faculty who are presenting papers at professional meetings when division funds are unavailable.

XIII. LEAVES AND ABSENCES

The College will follow the university's policies with respect to leaves and absences. The University's policies with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook http://oaa.osu.edu/OAAP_PHandbook.php and Office of Human Resources Policies and Procedures website <http://hr.osu.edu/policy/policyhome.htm>. The information provided below supplements these policies.

A. Discretionary Absence

Every faculty member is expected to complete an Application for Leave form well in advance of a planned absence (e.g. for vacation, for attendance at a professional meeting or to engage in consulting) 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 Division Chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable 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. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the 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 (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. For additional details, see OHR Policy 6.27: <http://hr.osu.edu/policy/policy627.pdf>.

C. Unpaid Leaves of Absence

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in the Office of Academic Affairs Policies and Procedures Handbook, http://oaa.osu.edu/OAAP_PHandbook.php.

D. Special Research Assignments

Information on special research assignments is present in Chapter 2 of the Office of Academic Affairs Policies and Procedures Handbook, http://oaa.osu.edu/OAAP_PHandbook.php.

Untenured faculty will normally 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 division and college, and the need to assure that sufficient faculty are always present to carry out the division's work.

Faculty members who desire an SRA should discuss the matter with the Division Chair during their annual evaluation or as soon thereafter as possible. The Chair will indicate whether submission of a full proposal articulating the purpose and nature of the SRA is appropriate. The Dean will make the final decision.

E. Faculty Professional Leave

Faculty Professional Leaves are intended to provide faculty an uninterrupted period of time to devote to their professional development. Faculty are encouraged to plan for a professional leave in order to continually enhance their pedagogical and research skills. Information regarding faculty professional leaves can be found in Volume 2 of the Office of Academic Affairs Policies and Procedures Handbook. http://oaa.osu.edu/OAAP_PHandbook.php. The information below supplements these policies.

The College Appointment, Promotion and Tenure Committee will review all requests for faculty professional leave and make a recommendation to the Division Chair based on the following criteria:

- Overall quality and impact of the planned activities
- Assessment of the planned activities for relevance to the individual's future goals

- Relevance of the planned activity to the individual's continuing to contribute to the College mission and goals

The Division Chair will make a recommendation to the Dean. The Dean's decision will be based on the quality of the proposal and its potential benefit to the College and to the faculty member as well as the ability of the division to accommodate the leave at the time requested.

XIV. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

The University's policies with respect to supplemental compensation and external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook http://oaa.osu.edu/OAAP_PHandbook.php.

This College adheres to these policies in every respect. In particular, this College expects faculty members 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 Division Chair regardless of the source of compensation. External consulting must also be approved. Approval will be 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 division/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.

XV. 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/OAAP_PHandbook.php. 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.

XVI. GRIEVANCE PROCEDURES

Members of the College with grievances should discuss them with the Division Chair who will review the matter as appropriate and either seek resolution or explain why resolution is not

possible. 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 Division Chair who will then discuss it with the Dean. 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 Division Chair and wish to pursue the matter may be eligible to file a more formal salary appeal. (The Office of Academic Affairs Policies and Procedures Handbook, <http://oaa.osu.edu/OAAPPHandbook.php>) The College's Faculty Salary Appeals document provides guidance in addition to the University documents cited above.

Staff members who are not satisfied with the outcome of the discussion with the Division 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>.

C. Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05: www.trustees.osu.edu/ChapIndex/index.php.

D. Sexual Harassment

The University's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15: <http://www.hr.osu.edu/policy/index.aspx>.

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 Division Chair, the Chair will first ascertain whether the students require confidentiality or not. If confidentiality is not required, the Chair will investigate the matter as fully and fairly as possible and provide a response to both the student and any affected faculty. If confidentiality is required, the Chair 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 Division Chair and the Associate Dean for Academic Affairs 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 Associate Dean of Academic Affairs who may refer it to the College Professionalism Committee:

http://www.dent.ohio-state.edu/studentaffairs/Student_Reference_Manual/conduct.htm.

The Associate Dean may choose at any time to bring a matter to the attention of the University Coordinator of Judicial Affairs.

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

<http://trustees.osu.edu/Rules%2023/index.php>.