

Pattern of Administration
Guidelines
For Departmental Operation

Department of Obstetrics and Gynecology
The Ohio State University College of Medicine

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OFFICE OF ACADEMIC AFFAIRS

PATTERN OF ADMINISTRATION FOR THE DEPARTMENT OF OBSTETRICS AND GYNECOLOGY

INTRODUCTION

This document provides a brief description of the Department of Obstetrics and Gynecology (Department) of The Ohio State University College of Medicine (College) 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 Department 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 department chair. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

DEPARTMENT MISSION

The mission of the Department is consistent with the University as a whole: excellence in teaching, research, and service. The teaching responsibilities of the Department include medical student, resident, fellow, and postgraduate education. The Department places emphasis on the production of new knowledge. Thus, research and contributions to the scientific and scholarly literature constitute important components of its mission. Service includes the delivery of the highest level of clinical care to obstetrical and gynecologic patients. Service obligations of members of the Department also include those required for the governance and operations of the Department, the College, and the University.

Service extends beyond the boundaries of the University through participation in the affairs of scientific and scholarly bodies concerned with advancing knowledge. Fulfillment of this mission also includes consultation and services to public agencies and citizens' groups at the local, state, national and international levels whose goal is the application of scientific knowledge to improve health care for women.

FACULTY

Faculty Rule 3335-5-19 <http://trustees.osu.edu/rules5/ru5-19.html> 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 Department include regular faculty with compensated FTEs of at least 50% in the Department. Auxiliary faculty, emeritus faculty, and regular faculty joint appointees with FTEs below 50% in this Department may be invited to participate in discussions on nonpersonnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

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

ORGANIZATION OF DEPARTMENT SERVICES & STAFF

The following diagram illustrates the organization of the Department with regard to administration and the various clinical divisions. The Two Vice Chairs support the Chair in the conduct of the duties of the Chair, in the Chair's absence or when the Chair has other conflicting obligations. The Clinical Divisions of the department include: the General Obstetrics and Gynecology Division, the Gynecologic Oncology Division, the Maternal Fetal Medicine Division, the Reproductive Endocrinology and Infertility Division, and the Urogynecology Division (Female Pelvic Medicine and Reconstructive Surgery Division). The other division is the basic science division of Reproductive Biology. The Division Directors are responsible for the clinical and academic conduct of the members of their division. The Division Directors report directly to the Department Chair. The Department Administrative Associate/Business Manager is responsible for the orderly accounting of Departmental finances and reports to the Department Chair and the Department Finance Committee.

See attached diagram.

OVERVIEW OF DEPARTMENTAL ADMINISTRATION & DECISION-MAKING

Policy and program decisions are made in a number of ways: by the department faculty as a whole, by the departmental Executive Committee, by standing or special committees of the department, or by the Chair. The nature and importance of any individual matter determine how it is addressed. Department 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 discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

DEPARTMENT ADMINISTRATION

CHAIR

The primary responsibilities of the Chair are set forth in Faculty Rule 3335-3-35 <http://trustees.osu.edu/rules3/ru3-35.html>. This rule requires the Chair 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/ru6index.html>, also requires the Chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure (the Appointments, Promotion and Tenure document; see http://oaa.osu.edu/handbook/i_aptdoc.html).

Other responsibilities of the Chair, not specifically noted elsewhere in this Pattern of Administration, are paraphrased and summarized below.

- To have general administrative responsibility for department programs, subject to the approval of the Dean of the College, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the Dean of the College a progressive program; to encourage research and educational investigations.
- To 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.
- To 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 Department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the Department faculty to the Dean of the College, in accordance with procedures set forth in Faculty Rule 3335-6 <http://trustees.osu.edu/rules6/ru6index.html> and this Department's Appointments, Promotion and Tenure document.
- To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

Day to day responsibility for specific matters may be delegated to others, but the Chair retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the Dean, Office of Academic Affairs, and Board of Trustees.

Operational efficiency requires that the Chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of Department academic goals, however, is most successful when all faculty participate in discussing and deciding matters of importance. The Chair will therefore consult with the faculty on all educational and academic policy issues and will respect the principle of

majority rule. When a departure from majority rule is judged to be necessary, the Chair will explain to the faculty the reasons for the departure, ideally before action is taken.

VICE-CHAIRS

The Vice-Chairs are appointed by the Chair and serve on a year to year basis. The Vice-Chair appointment also terminates concurrent with the termination of the appointment of the Chair. The Vice-Chairs assist the Chair in the conduct of the Chair duties and are expected to provide appropriate counsel and support in the conduct of the business and academic affairs of the Department. In the absence of the Chair, the administrative responsibility of the Department can be delegated to one of the Vice-Chairs and the Vice-Chair will be responsible for all duties assigned by the Chair.

DIVISION DIRECTORS

The Division Directors are appointed by the Chair and serve a four-year term but are reviewed on a yearly basis. The Division Directors are expected to provide appropriate counsel and support in the conduct of the business and academic affairs of their Division. The Division Directors are responsible for teaching programs of medical students, residents, and fellows as pertains to the activities of their Division. The Clinical Division Directors are responsible for the clinical care and research programs of their respective divisions. They are responsible for actively participating in faculty development and the recruitment of new faculty for their Division. In concert with the Department Administrative Associate/Business Manager and with the endorsement of the Chair, the Division Director is responsible for establishing a Division business plan and budget. The Division Directors, at the discretion of the Chair or Executive Committee, may undergo either an internal or external review at four year intervals.

COMMITTEES

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

Promotion and Tenure Committee

See the Department's Appointments, Promotion and Tenure document. The membership of the Committee will be variable depending on the nature of the appointment or promotion under consideration. "Eligible faculty" membership on the committee is detailed in the Department's P&T Document. This committee evaluates credentials of all candidates for academic appointments, promotions, and tenure according to Departmental and College guidelines and makes recommendations to the Chair.

Executive Committee

The membership of the Executive Committee includes the Chair, Vice-Chairs, Division Directors (General Ob/Gyn, MFM, Gyn Oncol, REI, Urogyn, Reprod Biol), The Residency Program Director and the Administrative Associate/Business Manager (non-voting). The purpose of the Executive Committee is to provide an efficient source of advice and consultation to the Chair on a broad array of matters.

The duties are:

- With the Chair develop, recommend, maintain and review policies for departmental activities, including teaching, clinical service and research.
- Advise and consult with the Chair upon matters of policy interpretation and implementation.
- Recommend the formation or discontinuation of standing committees.
- Develop and assist in recruitment strategies.
- Develop and monitor endowment fundraising strategies.
- Develop and endorse strategic planning for general departmental activities.

The Executive Committee shall meet upon the call of the Chair, but normally not less than quarterly during the calendar year. Since the primary function of the Committee is advisory to the Chair, no minutes for this Committee will be recorded or maintained.

Education and Curriculum Committee

The membership on the Education and Curriculum Committee includes the Med III/IV Course Director, Med II Course Director, Grand Rounds Coordinator, the Director of Education (Program Manager), the Residency Program Director and two appointed members of the Department. The educational needs of the medical students, residents and fellows are the duties of this committee. This committee reviews the medical student curriculum and makes recommendations to the Chair and faculty for curriculum changes or more efficient teaching practices.

Finance Committee

Membership of this committee includes the Department Administrative Associate/Business Manager, the Chair, one Vice-Chair (who chairs this committee), and four at-large faculty, with no more than two from any one division, Chair and Vice-Chair exempt. This committee meets regularly, not less than biannually, to review income from patient care activities and other sources. Endowment funds are also reviewed. Recommendations are made to the Chair with regard to the disposition of funds.

Practice Plan Committee (OSU Gyn & Obst Consultants, LLC)

The Chair, Vice-Chairs, and Clinical Division Directors constitute the membership of this committee. This committee represents the Department's interest in regard to the actions and implementation of the Practice Plan, approved by the College.

Ad Hoc Committees

Some functions, such as faculty searches, occur irregularly and the Chair typically appoints members to ad hoc committees.

FACULTY MEETINGS

The chair will provide to the faculty a schedule of department faculty meetings 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 provided to the faculty before or at the beginning of a scheduled meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department regular faculty. The Chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The Chair 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.

Special policies pertain to voting on personnel matters, and these are set forth in the department's Appointments, Promotion and Tenure document.

For purposes of discussing department business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple majority of all faculty eligible to vote.

Either the Chair or one-third of all faculty eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least 51% of all faculty eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting.

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

The Department 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, department 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, Robert's Rules of Order will be invoked when more formality is needed to serve these goals.

DEPARTMENT FACULTY TEACHING LOAD POLICY

The Office of Academic Affairs required policy and guidelines is as found at http://oaa.osu.edu/handbook/v_teachingworkload.html.

All faculty are expected to have significant teaching activity. It is recognized that the weight of this activity may be variable with regard to the proportion of time spent teaching medical students in the classroom or clinical setting. Course directors for Med

II and Med III/IV, in consultation with the Chair will assign faculty to lectures and other didactic sessions. All faculty are expected to engage in some defined form of classroom or group teaching on a scheduled basis. Faculty commitment to teaching extends beyond the classroom, including informal teaching sessions in the clinical setting, advising and supervising research projects and formal career scholarly and career advising.

Division Directors, in consultation with the Chair, will assign faculty to provide didactic teaching and supervision of the residents and fellows in the clinical setting. All faculty are expected to be willing to participate as educators in Continuing Medical Education (CME) Programs. All faculty are expected to set an example to our trainees with regard to a commitment to life-long learning by attending our CME Programs, especially weekly Grand Rounds.

Faculty are expected to engage students, residents and fellows in the education process at every opportunity. It is recognized that the teaching load of faculty will be variable and influenced by other scholarly activity such as research and administration.

POLICY ON FACULTY DUTIES & RESPONSIBILITIES

The Office of Academic Affairs required policy and guidelines is as found at http://oaa.osu.edu/handbook/vi_facduties.html

All faculty are expected to have significant scholarly activity. In general the weight of scholarly activity in the areas of teaching, research, and writing is self-generated rather than assigned. Scholarly activity on the tenure track, especially with regard to original research, including acquiring grants and producing scholarly writings is higher than on the clinical track, although all faculty are expected to be active or supportive in the research mission.

All faculty are expected to participate in Department, College and University governance when requested. Participation in local, regional, national and international professional organizations is desirable.

COURSE OFFERINGS & TEACHING SCHEDULES

The Department 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 department'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. To meet student needs reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17 <http://trustees.osu.edu/rules8/ru8-16-17.html> will normally be cancelled and the faculty member scheduled to teach that course will be

assigned to another course for that or a subsequent quarter. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across quarters of offering to assure that instructional expertise is always available for such courses.

ALLOCATION OF DEPARTMENT RESOURCES

The Chair is responsible for the fiscal and academic health of the Department and for assuring that all resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of department goals.

The Chair will discuss the department budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the Chair.

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 subdisciplines and productivity and grouping staff functions to maximize efficiency.

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

Annual Salary Adjustments

Each year, all regular faculty (at least 50% FTE) members will be requested to update their curriculum vitae and to provide details concerning professional activities in the areas of teaching, research, and service for the previous academic year. This annual review will become part of the faculty member's personnel file and will be an important part of the salary determination process. Faculty will also be invited to provide in writing any additional information relevant to salary adjustments. In all cases, it is the responsibility of the faculty member to see that their professional achievements are brought to the attention of the Department. After reviewing the annual reports of the faculty and other pertinent information, the Chair will make recommendations to the Dean regarding salary adjustments. The Chair will endeavor to be as fair and unbiased as possible in making salary recommendations and will apply to the extent possible criteria that reflect the collective standards of the faculty for individual performance.

As described below, merit salary recommendations will be based upon contributions in the areas of teaching, research, and service:

Teaching: Merit increases will be considered in recognition of excellence in teaching. The diversity of teaching activities must be taken into account. Among the factors to be considered are teaching performance in the classroom, program and course development, and supervision of house staff and fellows.

Research: Merit increases will be considered in recognition of excellence in research leading to significant publication. Among factors considered are books and review papers, articles in refereed journals, invited conference presentations, peer-reviewed research grants, and seminar and colloquium presentations.

Service: Merit increases will be considered in recognition of excellence in service to the Department, College, and University. In addition to service on Department and University committees, other meritorious service includes unusual or difficult special assignments, quality of effort in counseling students and house staff, participation on national and international advisory committees, governing boards, and organization of conferences and workshops.

LEAVES & 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/handbook/tc.html> and Office of Human Resources Policies and Procedures website <http://hr.osu.edu/policy/policyhome.htm>. The information provided below supplements these policies.

Discretionary Absence

Faculty are expected to complete an Application for Leave form well in advance of a planned absence (e.g. as 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 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. Faculty Rules require that the Office of Academic Affairs approve any discretionary absence of ten or more days.

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. See OHR Policy 6.27 for details: <http://hr.osu.edu/policy/policy627.pdf>.

Unpaid Leaves of Absence

http://oaa.osu.edu/handbook/ix_loa.html

http://oaa.osu.edu/handbook/ix_loaentrepren.html

A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons would include an opportunity to accept a visiting appointment at another institution. A faculty member desiring an unpaid leave of absence should submit a written request for the absence as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered or deferred during the proposed absence, and the positive or negative impact on the department of the proposed absence. Unpaid leaves of absence require the approval of the Dean, Office of Academic Affairs, and Board of Trustees.

Special Research Assignments

http://oaa.osu.edu/handbook/ix_sra.html

SRAs are normally one quarter in length and are designed to provide a faculty member time away from classroom teaching and some other responsibilities in order to concentrate effort on research. SRAs are usually, but not necessarily, provided to faculty to develop a new research skill, initiate a new project, or complete an ongoing project. SRAs of shorter duration may be provided for such purposes as facilitating travel related to research that is less than a quarter in duration but more than a week or two provided classroom teaching is not disrupted.

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 Department, and the need to assure that sufficient faculty are always present to carry out Department work.

Faculty members who desire an SRA should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The Department Chair will indicate whether submission of a full proposal articulating the purpose and nature of the SRA is appropriate. The Chair will normally announce decisions regarding SRAs for the next academic year no later than June 30 of the previous academic year, but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

Faculty Professional Leave

http://oaa.osu.edu/handbook/ix_fpl.html

A Faculty Professional Leave constitutes a more formal departure from regular academic duties than a Special Research Assignment and may be one, two or three quarters in length for 9-month faculty and one, two, three, or four quarters in length for 12-month faculty. FPLs involve salary reductions and other considerations established by the Ohio

legislature and University Board of Trustees and faculty considering an FPL should fully acquaint themselves with these policies before applying for leave.

Faculty members who desire an FPL should discuss the matter with the Department Chair during their annual evaluation or as soon thereafter as possible. The Department Chair will indicate whether submission of a full proposal articulating the purpose and nature of the FPL is appropriate. Because FPL proposals must be approved by the Dean, Office of Academic Affairs, and Board of Trustees before they may be implemented, faculty should submit FPL proposals for a particular year no later than the end of Autumn Quarter of the preceding year, except when the development of an unexpected opportunity precludes such timing.

The Chair's recommendation to the Dean regarding an 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.

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/handbook/iii_facextracomp.html and
<http://oaa.osu.edu/handbook/paidexternal.html>.

This Department adheres to these policies in every respect. In particular, this department 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 Department Chair regardless of the source of compensation. External consulting must also 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. In addition, it is University policy that faculty may not spend more than one business day per week on supplemental-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.

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/coipolicy.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.

GRIEVANCE PROCEDURES

Members of the Department with grievances should discuss them with the 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

Salary Grievances

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the 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 Chair and wish to pursue the matter may be eligible to file a more formal salary appeal http://oaa.osu.edu/handbook/xii_salaryprocess.html.

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

Faculty Misconduct

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

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.html>.

Sexual Harassment

The University's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15 <http://hr.osu.edu/policy/policy115.pdf> .

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 Department 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 students 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 Chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct <http://oaa.osu.edu/coam/home.html> and <http://senate.osu.edu/COAMDuties.pdf>.

The Code of Student Conduct is Faculty Rule 3335-23
[http://trustees.osu.edu/Rules 23/index.html](http://trustees.osu.edu/Rules%2023/index.html).