

Department of Orthopaedics

**PATTERN OF
ADMINISTRATION**



Wexner
Medical
Center

Pattern of Administration for the Department of Orthopaedics

Introduction

This document provides a brief description of the Department of Orthopaedics 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 subject to approval by the College of Medicine and the Office of Academic Affairs of the University. For the most current updates, reference may be made to the website of the Office of Academic Affairs Policies and Procedures Handbook at http://oaa.osu.edu/OAAP_Phandbook.php.

Department Mission

The mission of the Department of Orthopaedics of The Ohio State University is to improve people's lives through innovation in musculoskeletal research, education and patient care. Working as a team we will shape the future of Orthopaedic medicine by creating, disseminating, and applying new knowledge, and by personalizing health care to meet the needs of each individual. The values that guide our efforts include Integrity, Teamwork, Innovation, Excellence and Leadership.

Functions of the Department

Orthopaedics, as practiced at The Ohio State University Wexner Medical Center, is defined as a practice of medicine dealing with but not limited to:

- Provision of the highest quality of orthopaedic patient care by a medical staff with the highest of qualifications and experience.
- Dedication to the teaching of medical students, residents in orthopaedics or podiatry, and fellowship in any appropriate orthopaedic subspecialty to produce the highest caliber future health care providers.
- Performance of research and scholarly investigation of orthopaedic problems in order to identify the causes, treatment, and prevention of orthopaedic problems.
- Provision of public service to the community in the areas of education, treatment and recovery options.

To fulfill this mission, all faculty members are expected to participate in and contribute to the teaching, service and research goals of the Department in a manner consistent with the nature of their faculty appointment. Faculty on the tenure-track are expected to have responsibilities in all aspects of the academic mission, and are expected to have a relative emphasis of their efforts on research or other scholarly accomplishments. Clinical faculty members are also expected to have responsibilities in all aspects of the academic mission, and are expected to have a relative emphasis on teaching and service.

Department faculty members also participate in the administration and governance of the Hospitals, the College of Medicine and the University through service as members and officers of various committees. In addition, faculty members serve local, regional and national medical organizations and boards in a variety of administrative positions. Faculty members may also serve as members and officers of other charitable and service organizations on a local, regional and national level.

Department Faculty

The faculty of the Department of Orthopaedics shall include all individuals who have a full-time or part-time academic appointment in the department. This includes tenure-track, clinical, research and associated faculty. Associated faculty who are compensated through the central practice group can participate in discussions surrounding departmental decision making, but may not vote.

Faculty shall include persons appointed by the Board of Trustees with tenure-track, clinical, research, associated, and emeritus faculty titles on full or part-time appointments, with or without salary.

Tenure-track Faculty: Persons with titles of professor, associate professor, assistant professor, and instructor who serve on appointments totaling fifty percent or more service to the University.

Clinical Faculty: Persons with titles of professor of clinical orthopaedics, associate professor of clinical orthopaedics, assistant professor of clinical orthopaedics, and instructor of clinical orthopaedics who serve on appointments totaling fifty percent or more service to the University. Clinical faculty members are not eligible for tenure. Individuals appointed to the clinical faculty may not participate in promotion and tenure matters of tenure-track faculty but may participate in all other matters of Department, College, and University governance unless otherwise stipulated. Clinical faculty are appointed for terms of three to five years, and may be reappointed to successive terms.

Research Faculty: Persons with the titles of Research Professor of Orthopaedics, Research Associate Professor of Orthopaedics and Research Assistant Professor of Orthopaedics.

Associated Faculty: Persons with titles of professor of practice in orthopaedics, associate professor of practice in orthopaedics, assistant professor of practice in orthopaedics, instructor of practice in orthopaedics, adjunct titles, visiting titles, lecturer, and tenure-track titles who serve on appointments less than fifty percent or more service to the University. Persons holding associated titles are not eligible for tenure, may not vote at any level of governance, and may not participate in promotion and tenure matters.

Emeritus Faculty: Persons who, upon retirement, were recommended by the Chair, the Dean, and the Executive Vice President and Provost and confirmed by the Board of Trustees for emeritus status. Emeritus faculty may not vote at any level of governance and may not participate in promotion and tenure matters, but may have such other privileges as the Department or the Office of Human Resources may provide.

Overview of Departmental Administration

The ultimate authority and responsibility for actions in the Department of Orthopaedics shall lie with the Department Chair. Policy and program decisions can be made in a number of ways: by the Department as a whole, by the Executive Committee of the Department, or by the Chair. The nature and magnitude of each matter will determine the level at which final decisions are made. Routine administrative matters may be addressed by the Chair acting alone. Matters of greater importance will be addressed by the Executive Committee and the Chair in concert. Matters of the greatest importance will require action by the Department as a whole. In addition, standing and *ad hoc* committees of the Department may make recommendations regarding policies and programs; responsibility for authorizing and implementing such recommendations shall lie with the Chair, the Executive Committee or the Department using the principles outlined in this paragraph relating to the importance of the matter.

The Executive Committee, which includes all division chairs shall meet as a group on a quarterly basis, and in general shall act (in concert with the Chair) on all issues and policies, except those of the greatest significance. The regular meeting of this committee shall constitute the principal legislative body of the

Department. Matters may be brought before the meeting of the Executive Committee through initiation by the Chair or a Division Chair, or by petition from individual faculty members. The Division Chair is responsible for representing the viewpoint of the members of the division; therefore, the Chair has responsibility for reporting actions of the Department to the division members, as well as serving as the advocate for individual members of the division and the division as a whole. Meetings are held winter, spring, summer and fall as called by the Chair. Special meetings may be called by the Chair with electronic or written notification.

Faculty meetings are scheduled monthly upon call of the Chair, but not less frequently than once each semester during the academic year. Meetings are held on the 3rd Thursday of every month unless otherwise notified. Additional meetings may be called at the discretion of the Chair as necessitated by matters of general concern or important reports coming from standing or special committees. Meeting agendas are established by suggestions from the faculty and the chair. A quorum of 50% of the voting faculty will be utilized on matters requiring faculty vote according to College of Medicine rules. An approval vote on most matters constitutes the majority of those present at the faculty meeting.

Non-faculty administrative personnel shall be appointed by the Department Chair. Such personnel may include, but not be limited to, Department Administrator(s). The Department Administrator(s) shall be responsible to the Department Chair and in his or her absence, the Administrative Vice-Chair. Appointment shall be on a one-year basis with annual review and regular renewal if performance is satisfactory. All other Department administrative personnel shall be under the direction of the Department Administrator(s). Appointments shall be made by the Chair on recommendation of the Administrator(s).

Organization of Department Services and Staff

The Department of Orthopaedics is organized into divisions representing the following disciplines of orthopaedics:

- Foot and Ankle
- General Orthopaedics
- Musculoskeletal Infection
- Orthopaedic Oncology
- Shoulder Surgery
- Spine
- Sports Medicine
- Adult Reconstruction/Total Joint Replacement
- Trauma
- Hand and Upper Extremity
- Hip Preservation
- Research

Each of these divisions is responsible for the teaching, research, and patient care related to the specific discipline. In addition, the division as a whole and the members of the division as individuals are responsible for contributing to the overall mission of the Department. The addition or deletion of a division shall be at the discretion of the Chair.

The Chair is responsible for the organization of services in the Department. In addition to the administrative roles of the chairs of the departmental committees, other services are organized as follows.

1. The department provides a broad range of services that assure efficient and productive day-to-day operation. These include full time human resources and payroll actions; purchasing of supplies, services and equipment; fiscal accounting; and secretarial/administrative support.
2. There shall be a Department Administrator to oversee the non-academic operation of the Department. The Department Administrator is the supervisor of record for all classified civil service personnel, and reports to the Chair. The Chair and/or his designee are responsible for the assignment of secretarial staff for the faculty.
3. There shall be an Administrative Associate to oversee the academic operation of the Department. The Administrative Associate will be responsible for day-to-day operations of the office of the chair, and ensure that the Department is in compliance with rules and regulations of the College and University, and reports to the Chair.

Responsibilities of Department Chair and Departmental Administration

Chair of Department

The duties of the Chair of a Department shall be as follows in accordance with section 3335-3-35 of the Rules of the University Faculty:

- a. To have general administrative responsibility for its program, subject to the approval of the Dean of the College.
- b. To develop, in consultation with the faculty, a pattern of administration. This pattern of administration shall be made available to all present and prospective members of the Department, and a copy shall be deposited in the Office of the Dean of the College and in the Office of the Executive President and Provost.
- c. To prepare, after consultation with the faculty and in accordance with the Pattern of Administration, a statement setting forth the criteria and procedures according to which recommendations are made concerning appointments and/or dismissals, salary adjustments, promotions in rank, and matters affecting the tenure of the faculty. This statement shall be made available to all present and prospective members of the Department, and a copy shall be deposited in the Office of the Dean of the College and in the Office of the Executive President and Provost. At the beginning of each four-year term of the Chair of the Department, the members of the Department, the Office of the Dean of the College, and the Office of Executive President and Provost shall receive either a revision or reaffirmation of the original statement.
- d. To operate the business of the Department with efficiency and dispatch.
- e. To plan with the members of the faculty and Dean of the College a progressive program.
- f. To evaluate continuously the instructional and administrative processes and lead in the study of methods of improving them.
- g. To evaluate faculty members periodically in accordance with criteria approved by the Board of Trustees and subject to the instructions from the Executive President and Provost, and also according to such supplemental criteria as may be set up by the Department or school.
- h. To inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation, comment or other material contained in the file.

- i. To recommend to the Dean of the College, after consultation with the faculty, appointments, promotions, dismissals, and matters affecting the tenure of the Department faculty.
- j. To encourage research and educational investigations.
- k. To see that all faculty, 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.
- l. To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- m. To prepare annual budget recommendations for the consideration of the Dean of the College.
- n. To promote improvement of instruction by providing written evaluations by students and residents and periodic review by faculty.

Vice-Chair of the Department

- a. The Department Chair has final responsibility for the administration of the Department. In the absence of the Chair, this administrative responsibility may be delegated to the Vice-Chair.
- b. The Vice-Chair will be responsible for all duties assigned by the Chair.
- c. The appointment of the Vice-Chair shall be made at the pleasure of the Department Chair.
- d. The position of Vice-Chair may be left unfilled at the Chair's discretion.

Pattern of Departmental Administration

The Department Chair shall consult with the faculty as a whole on all matters involving educational and academic policies and such consultation will, whenever practicable, be undertaken at a meeting of the faculty as a whole. Not included are matters of administrative procedures or responsibilities.

The faculty shall also be consulted in the initiation, review, and selection of new faculty members for appointment.

The Department recognizes, in principle, the presumption favoring majority rule on all matters covered by the Pattern of Departmental Administration. There may be times, however, when the Chair finds it necessary to depart from the decision of the majority of the faculty. In such cases, it is incumbent upon the Chair to communicate to the faculty at a faculty meeting the reasons for the departure from the majority decision. This communication shall outline the decision of the majority of the faculty, the decision of the Chair, and the reasons the decisions differ.

Meetings of the Department faculty shall be held upon call of the Chair, but not less frequently than once each semester during the academic year.

Special faculty meetings may be called by the Chair providing that a written announcement, including the agenda, is distributed to all voting faculty members in advance. Upon petition of at least 20% of the voting faculty, the Chair shall call a special faculty meeting.

The Chair shall maintain the minutes of all faculty meetings and the records of all other actions covered by the Pattern of departmental Administration.

The Chair is responsible for the administration of the Department Promotion and Tenure Guidelines.

Standing committees, special committees, task forces, etc. will be created and faculty assigned to them to meet Department needs. The selection of faculty to serve on these assignments shall consider factors such as expertise, interest, workload, and the diversity of interests within the Department.

Committee Assignments and Objectives

A. Guidelines

1. Appointments

- a. Appointments to standing committees and the appointment of the Chair of these committees shall be made by the Chair of the Department.
- b. It is recommended that no faculty serve on more than four standing committees concurrently.
- c. Appointees shall be advised of committee objectives by the Department Chair. A current list of committee appointments shall be provided to each faculty member.

2. Term of Office

In order that committee responsibilities may be shared by the Department faculty, the normal term of office shall be for a minimum of two years beginning on July 1 of the academic year of appointment. Faculty members shall be eligible for reappointment to the same committee. The normal term of office may be adjusted as necessary to enhance the effectiveness of the committee.

3. Meetings

Each standing committee shall meet upon the petition of two committee members, but in general not less than once per quarter.

B. Objectives of Standing Department Committees

1. Promotion and Tenure Committee

This committee serves as an advisory committee to the chair; comprised of full-time professors and associate professors in the department from the tenure and clinical faculty in the department. Evaluates the credentials of all candidates for academic appointments, promotion and tenure according to departmental and college guidelines and makes recommendations to the Chair and the faculty. Investigates and adjudicates faculty grievances on departmental level and makes recommendations to Chair.

2. Clinical Affairs Committee

Reviews clinical practice activities; assesses outcomes as measure of quality of care and develops new protocols to lower morbidity and cost, reviews clinical protocols. Recommendations are made to the Department Chair and faculty.

3. Research Committee

Reviews research protocols and/or proposals submitted by faculty as well as research protocols currently in progress. Reviews staff for possible internal funding or use of laboratory space. Suggests directions to develop new initiatives and promotes research among faculty in collaborative efforts. Recommendations are made to the Department Chair for implementation.

4. Education Committee

Reviews, formulates and recommends the curricular policies and education programs in the Orthopaedic Residency Program. Reviews the program to maintain the highest quality education program and accreditation status. Evaluates resident performance in consideration for promotion. Recommends, evaluates and coordinates didactic lectures and conferences, and makes recommendations concerning curriculum. Makes recommendations to the Department Chair. Organizes resident interview, recruitment and selection.

5. Faculty Recruitment

Assist in identifying potential faculty members and aids in recruitment. The committee chair will serve as the designated EEO/Affirmative Action Representative.

6. Policy and Procedures Committee (Meets Ad Hoc)

Reviews and recommends policy and procedures to Chair. Maintains current Policy and Procedures documentation. Participates in JCAHO review.

7. The Executive Committee

Committee is comprised of all Division Chairs. Meets on a quarterly basis and as needed to ensure the appropriate functioning of the other committees, as well as integration, prioritization, and coordination of all departmental functions and initiatives.

8. Ad Hoc Committees.

From time to time Ad Hoc committees may be formed to address specific needs.

Faculty Teaching, Duties & Responsibilities

All tenure-track and clinical faculty members in the Department of Orthopaedics are expected to have responsibilities in teaching, scholarship and service.

The department's teaching schedules principally involve teaching our own residents and the medical students from The Ohio State University College of Medicine and Public Health.

Teaching schedules are developed through the Clinical Affairs Committees.

Instructional Activity

Due to the nature of the practice of Orthopaedics, much of the teaching is direct hands-on in the operating rooms. However, while all faculty are required to teach in the operating rooms to the residents and medical students, most faculty are also required to spend at least 10% of their time in the didactic, clinical conference curriculum, and journal club activities to enhance the educational experience.

Scholarly Activity

It will be expected that people on the tenure-track will participate in appropriate research activities leading toward promotion and tenure in a timely fashion. Clinical faculty are expected to engage in scholarly activities, resulting in publications of an educational or research nature. Associated faculty members are encouraged to engage in scholarly activity.

Service Activity

All tenure-track and clinical faculty will serve on departmental committees as appointed by the Chair. Likewise, participation in college governance should be taken at the same level of commitment. Associated faculty can only be required to participate in service if they are enfranchised by the tenure-track faculty, and if these expectations are spelled out in their appointment letters.

Faculty Performance Reviews

Attachment A demonstrates the format utilized by the Chair for the annual review of each faculty member. This form is designed specifically for the review; the evaluation is shared with the faculty member annually. This form is also transmitted to the Promotion and Tenure Committee for their review and information.

A full-time faculty member's primary professional commitment is to Ohio State University and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must disclose and discuss these with the chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the OAA Faculty Conflict of Commitment policy (<http://oaa.osu.edu/assets/files/documents/conflictofcommitment.pdf>).

2. Special Assignment

Any tenure-track faculty member may be eligible for on a special assignment for a period not to exceed one quarter.

Faculty members making written requests for a special assignment should include a detailed description of the proposed work and the applicant's qualifications for the assignment. Requests for a special assignment should be submitted to the department Chair for approval. There are no University limitations to the frequency of special assignments. Within two months after returning from the special assignment, each faculty member shall submit a statement summarizing the work completed to the Chair.

Workload Guidelines

1. Members of the tenure-track faculty who participate in clinical patient care will give annually at least six resident and medical student lectures and interactive teaching sessions as assigned by the Chair and/or resident or medical student education coordinators. Consideration will be given of time spent in problem-based learning administration, practice oral examinations, and student advisory activities. Members of the clinical faculty should submit scholarly articles (original research, case reports, review articles, or book chapters, as examples) for publication on a regular basis.
2. Members of the Department holding a Ph.D. degree who are actively involved in basic research will serve as a mentor to at least one student each year. Students may include medical students, house officers, or students pursuing an M.S. or Ph.D. degree. Members of the tenure-track faculty should have three peer-review original research scholarly submissions (either journal articles or grant proposals) each year.
3. All tenure-track and clinical faculty are expected to participate in department, College of Medicine and Public Health and/or University Medical Center, and/or University governance.
4. Departure from the expected level in any area may be balanced by increased or decreased activity in other areas. Fluctuations in instructional demands and the individual circumstances of faculty members may warrant deviation from the policy.
5. A member of the faculty shall be appointed to serve as the Compliance Officer of the Department. This appointment will be for a two-year term and is eligible for reappointment with a satisfactory review.

Allocation of Department Resources

1. All faculty have access to educational and meeting/travel funds through University Orthopaedic Physicians.
2. All members of the department have access to office space and to secretarial assistance.

Leaves and Absences

A Discretionary Absence

Faculty are expected to complete a travel request or an Application for Leave form (<https://eleave.osu.edu>) well in advance of a planned absence (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 semester is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (See Faculty Rule 3335-5-08) and must be requested at <https://eleave.osu.edu/>.

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, www.hr.osu.edu/policy/index.aspx.

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 OHR Policy 6.45, www.hr.osu.edu/policy/index.aspx. The information provided below supplements these policies.

Professional Leave

The Department recognizes the importance of continued professional development for its faculty. Opportunities available include professional leaves, which may be granted to encourage increased scholarly performance. These leaves are approved by the Board of Trustees for the mutual benefit of the individual and the University as recommended by the Chair.

1. Faculty Professional Leave

Under this program, any tenure-track faculty member on at least 50 percent appointment with at least seven years of teaching service to the University is eligible for professional leave for a period not to exceed one academic year. Faculty members making written requests for leave should include a detailed description of the proposed work and the applicant's qualifications for the task. Requests for leave should be submitted to the Chair for department and college peer reviews. In turn the request must also receive approval from the dean, the Provost, the President, and the Board of Trustees. A full-time faculty member becomes eligible for a second professional leave after completion of seven academic years of service following the end of the first professional leave.

The executive committee will review all requests for professional leave. 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.

Within two months after returning from professional leave, each recipient shall submit to the provost, dean and chair a statement summarizing work completed while on leave.

Supplemental Compensation & Paid External Consulting Activity

XIII Supplemental Compensation and Paid External Consulting

Information on faculty supplemental compensation is presented in the OAA Policy on Faculty Compensation (<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>). Information on paid external consulting is presented in the university's Policy on Faculty Paid External Consulting (<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>). The information provided below supplements these policies.

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 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.

Include department specific guidelines.

XIV Financial Conflicts of Interest

Information on faculty financial conflicts of interest is presented in the university's Policy on Faculty Financial Conflict of Interest (<http://orc.osu.edu/files/2013/02/Policy-on-Faculty-Financial-Conflict-of-Interest.pdf>). 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 with external funding or otherwise required by university policy 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.

In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise in relation to consulting or other work done for external entities. Further information about conflicts of commitment is included in section IX above.

Faculty members are encouraged to engage in paid external consulting to the extent that these activities are clearly related to the mission of the department and the university. All requests should be submitted to the chair for approval.

Grievance Procedures

The department, through the Promotion and Tenure and Clinical Affairs Committees, reviews any faculty or resident grievances and reports them to the Chair. If these procedures should fail to yield a satisfactory solution, the appropriate hospital or COMPH grievance processes are invoked.

A 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 (the Office of Academic Affairs [Policies and Procedures Handbook](http://oaa.osu.edu/handbook.html), <http://oaa.osu.edu/handbook.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 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>.

C Faculty Promotion and Tenure Appeals

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

D Sexual Harassment

The university's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15, 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 department chair, the chair will first ascertain whether or not the students require confidentiality. 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 (see www.oaa.osu.edu/coam/home.html and <http://senate.osu.edu/committees/COAM/COAM.html>).

F Professional Student Honor Code

*For the health sciences colleges that have a student honor code:
Include the web reference for any professional student honor code that applies to your students.*