

PATTERNS OF ADMINISTRATION

**THE DEPARTMENT OF PEDIATRICS
THE OHIO STATE UNIVERSITY
COLLEGE OF MEDICINE**

May 24, 2016

OAA Approved 7/7/16

I. INTRODUCTION

This document describes the organization, patterns of administration, and policies and procedures which affect the activities of the faculty of the Department of Pediatrics of The Ohio State University College of Medicine. This document is a supplement to University and College rules and policies, and cannot hold policies that conflict with the University or College, whose statutes, rules and policies supersede statements presented herein. A description of the Department rules regarding appointments and promotions is presented in a separate document, The Department of Pediatrics Appointments, Promotion and Tenure Document. In addition, certain additional policies and procedures, regulations and employment benefits of the faculty are administered by Nationwide Children's Hospital and the Pediatric Academic Association (PAA), the practice plan of the Department of Pediatrics.

II. DEPARTMENT MISSION

Mission Statement: The mission of the Department of Pediatrics is to promote excellence in teaching, research, academics, advocacy, and administrative service, to promote optimum health, and to provide the most effective, efficient and compassionate medical care.

Excellence in teaching is measured by the quality of knowledge conferred to medical students, residents, fellows, graduate and post-graduate students and health care providers of all levels (physicians, nurses; allied health professionals). Teaching also promotes and ensures the highest-quality pediatric residency and fellowship programs in the Department of Pediatrics of The Ohio State University College of Medicine. Excellence in research and other scholarly activities is measured by the quality of those scholarly endeavors which advance the body of scientific knowledge, promote good health, and improve the treatment of diseases of children. Fulfillment of the service components of the mission includes providing the highest quality and value of clinical care for children and their families in Ohio and beyond, and improving the overall level of pediatric health to the public through coordinated and collaborative efforts with physicians and other health care workers, departmental, College and University committees, as well as local, state and national agencies. Because children cannot advocate for themselves, advocacy related to policies, protection and services for children is also an important goal of the Department of Pediatrics faculty. The Department additionally assures that its Policy on Faculty Duties and Responsibilities, included in its Patterns of Administration, is consistent with this mission and its criteria for appointments, promotion, and tenure, merit salary, and other rewards.

The Department of Pediatrics recognizes the benefits of a diverse faculty and seeks to encourage diversity among the faculty and leadership within the Department. The Ohio State University does not discriminate against any individual on the basis of race, color, sex, religion, sexual orientation, age, national origin, disability or status as a disabled veteran or veteran of the Vietnam era. Appointments, promotion, and tenure of candidates in the Department of Pediatrics and the College of Medicine must adhere to the Office of Human Resources Policy 1.10 governing affirmative action, equal employment opportunity and non-discrimination/harassment.

Policy and program decisions will be made by the Chair, with consultation and discussion with the Vice Chairs, the Division Heads, Center Directors, by the Department as a whole, and with the advice of standing or ad hoc Departmental committees. Departmental decision making seeks to strike a balance between assuring active and meaningful involvement of the faculty in governance and recognizing that the Chair, on behalf of the College of Medicine and Nationwide Children's Hospital, has ultimate responsibility for the Department's administration. Whenever possible, policy and program decisions in the Department will be based on the principle of majority rule.

III. ACADEMIC RIGHTS AND RESPONSIBILITIES

The Department of Pediatrics has established criteria for promotion and tenure. Teaching, research, academics, advocacy, program development, professional advancement, and administrative service are defined by criteria and measures that must be documented and assessed

The Department of Pediatrics endorses the University's recognition of the value of diverse contributions by individual faculty members toward the realization of the overall mission of the institution. For example, within the Tenure and Clinical Track there may be many different patterns of scholarly activity that reflect a range of faculty interests, skills, and accomplishments. These different patterns of performance may result in variation in emphasis between teaching, scholarship, advocacy, and service. Although faculty members may choose to place greater emphasis on certain aspects of scholarly activity, and less emphasis on others, the Department of Pediatrics requires that the faculty member demonstrate excellence in all areas. 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, <http://oaa.osu.edu/rightsandresponsibilities.html> .

IV. FACULTY

Faculty Membership in the Department of Pediatrics:

Faculty membership in the Department of Pediatrics is granted by the Department Chair, upon agreement by the Dean of the College of Medicine and Executive Vice President and Provost of the University. The President of the University and the Dean of the College of Medicine are members of the faculty of the Department of Pediatrics, in accordance with the University rules.

Faculty Titles and Emphasis:

The faculty shall include persons appointed by the Board of Trustees of The Ohio State University with tenure, clinical, research, associated and emeritus faculty titles on full or part-time appointments, with or without salary. The criteria for appointment, promotion, and tenure in the Department of Pediatrics are described in a separate document, The Department of Pediatrics Appointment, Promotion and Tenure Document.

The Department of Pediatrics Appointments, Promotion and Tenure (APT) Committee will represent the faculty of the Department of Pediatrics. The committee will consist of 11 (eleven) tenure-track- and 9 (nine) non-tenure-track Professors within the Department of Pediatrics. The Vice Chair for Academic Affairs will oversee operations of the Committee. Membership terms mandated in University Rule 3335-7-04 are outlined in The Department of Pediatrics Appointment, Promotion and Tenure Document.

Faculty may hold one of the following ranks at a given time:

A. Tenure track Faculty:

Tenure-track faculty are persons with the titles of professor, associate professor, assistant professor and instructor who serve on appointments totaling fifty per cent or more service to the University. Tenure-track faculty have no limitations for participation in University, College, or Department governance. Faculty on the Tenure-Track demonstrate excellence in the discovery and dissemination of new knowledge, as evidenced by national and international recognition of their scholarship and successful competition for extramural funding such as that provided by the National Institutes of Health (NIH). In addition, excellence in teaching and outstanding service to Ohio State is required. Faculty with a clinical doctoral degree generally additionally perform clinical service. Procedures for promotion are defined in the Department of Pediatrics Appointments, Promotion, and Tenure Document.

B. Clinical Faculty:

Clinical faculty are persons with the title of professor of clinical pediatrics, associate professor of clinical pediatrics, assistant professor of clinical pediatrics, and instructor of clinical pediatrics who serve on appointments totaling fifty per cent or more service to the University. Clinical faculty members are not eligible for tenure but are reappointed annually for original 4 year appointments, then have 3-5 year contracts that are renewable. Clinical faculty members are limited to participation in governance at the Division, Center, Department, and College levels, but they may not participate in promotion and tenure matters of tenure track faculty. The clinical track exists for those faculty members whose principal career focus is outstanding teaching, clinical and translational research and

delivery of exemplary clinical care. Procedures for promotion are defined in the Department of Pediatrics Appointments, Promotion, and Tenure Document.

C. Research Faculty:

Research faculty are persons with the title of research professor of pediatrics, research associate professor of pediatrics, and research assistant professor of pediatrics who serve on appointments totaling fifty per cent or more service to the University. Research faculty members are not eligible for tenure but are reappointed annually for 4 years, then have 3-5 year contracts that are renewable. Research faculty must comprise no more than 49% of the number of tenure track faculty in the Department of Pediatrics. Research faculty are eligible to serve on university committees and task forces but not on university governance committees, and will not be eligible to vote on the promotion and tenure of tenure-track faculty or clinical track faculty. Research faculty focus their efforts in research related to the mission and goals of the department and will have an earned doctorate or other terminal degree in the relevant field. Research faculty may, but are not required, to participate in limited educational activities in his/her area of expertise. Procedures for promotion are defined in the Department of Pediatrics Appointments, Promotion, and Tenure Document.

D. Associated Faculty:

Associated faculty are professors, associate professors, assistant professors and instructors with clinical titles (e.g., clinical assistant professor), adjunct titles, visiting titles, and lecturer titles. In accordance with the rules of the University, associated faculty are not eligible for tenure. Department governance rights have been extended to associated faculty. Associated faculty may vote in all matters of department governance except tenure-track appointment, promotion and tenure decisions and clinical and research appointment and promotion decisions. Associated faculty appointments are made for a period not to exceed one year. Associated faculty with clinical titles will focus their efforts on providing quality teaching and excellent clinical service. Procedures for promotion are defined in the Department of Pediatrics Appointments, Promotion, and Tenure Document.

E. Emeritus Faculty:

Emeritus faculty members are persons who, upon retirement, are recommended for emeritus status by the Chair, the Dean of the College of Medicine, and the Executive Vice President and Provost of The Ohio State University. Emeritus faculty may not vote at any level of governance or participate in promotion and tenure matters, but may have such privileges as individual academic units or the office of human resources may provide. Office space and support staff are provided at the discretion of the Chair of the Department.

**V. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF
IN CONTEXT OF NATIONWIDECILDRENS HOSPITAL LEADERSHIP**

Executive Leadership

Chief Executive Officer	Steve Allen, MD, MBA
Chief Medical Officer	Richard J. Brill, MD, FAAP, MCCM
Chief Operating Officer	Richard J. Miller
Executive Vice President, Chief Financial/Administrative Officer	Timothy C. Robinson
Physician-in-Chief; The Research Institute, President	John A. Barnard, MD
Surgeon-in-Chief	R. Lawrence Moss, MD
Senior Vice President and Chief Nursing Officer	Linda S. Stoverock, RN, DNP
The Center for Family Safety and Healing, President	Karen S. Days
Nationwide Children's Foundation, President	Jim P. Digan

Department and Section Chiefs

Department of Pediatrics	John A. Barnard, MD
Division of Adolescent Medicine	Steven C. Matson, MD
Division of Allergy & Immunology	Rebecca Scherzer, MD - Interim
Division of Ambulatory Pediatrics	Olivia W. Thomas, MD
Division of Cardiology	Timothy F. Feltes, MD*
Division of Child & Family Advocacy	Megan M. Letson, MD, M.Ed – Interim
Division of Complex Care	Garey H. Noritz, MD
Division of Critical Care	Mark W. Hall, MD, FAAP, FCCM *
Division of Dermatology	Patricia M. Witman, MD
Division Developmental & Behavioral Pediatrics	Daniel L. Coury, MD
Division of Emergency Medicine	Rachel M. Stanley, MD *
Division of Endocrinology	Manmohan K. Kamboj, MD - Interim
Division of Family Practice	Vacant
Section of Hospital Pediatrics	Jamie R. Macklin, MD - Interim
Division of GI, Hepatology & Nutrition	Carlo Di Lorenzo, MD *
Division of Hematology & Oncology	Timothy P. Cripe, MD, PhD *
Division of Infectious Diseases	Octavio Ramilo, MD *
Division of Molecular & Human Genetics	Dennis W. Bartholomew, MD
Division of Neonatology	Leif D. Nelin, MD *
Division of Nephrology	Hiren P. Patel, MD
Division of Neurology	E. Steve Roach, MD
Division of Pulmonary Medicine	Karen S. McCoy, MD
Division of Rheumatology	Stacy P. Ardoin, MD - Co-Interim Chief Sharon M. Bout-Tabaku, MD – Co-Interim Chief
Division of Toxicology	Marcel J. Casavant, MD
Division of Psychology	Eric M. Butter, PhD

VI. OVERVIEW OF DEPARTMENTAL ADMINISTRATION AND DECISION-MAKING

A. Chair of Department

The Department Chair shall be the administrative head of the Department who will represent the faculty of the Department to the Dean of the College of Medicine and the University administration. Ideally all departmental policy and programmatic decisions will be made with input by faculty of the Department as a whole or by standing or special committees of the Department's faculty.

Duties of the Chair of the Department:

1. Develop in consultation with the faculty a document describing the pattern of administration of the Department of Pediatrics. A copy of this document will be distributed to Department faculty, the Dean of the College of Medicine, and the Executive Vice President and Provost of The Ohio State University.
2. Provide a schedule of all faculty meetings to all faculty members before July 1st of each academic year. The Chair will provide written notice, when possible, of changes in the schedule of faculty meetings.
3. Maintain a record of all faculty meetings, and to maintain records of all other actions covered by the Patterns of Administration.

4. Recognize in principle the presumption favoring majority rule on all matters covered by the Patterns of Administration. It is the responsibility of the Chair to communicate to the faculty the reason(s) for any departure from a decision of the faculty majority, in writing, or through a meeting of the faculty as a whole, with opportunities for the faculty to comment. Whenever possible, the reasons will be communicated before the departure occurs.
5. Consult the Committee of the Eligible Faculty in the initiation, review, and selection of new faculty members for appointment.
6. Establish and review Divisions and Centers.
7. Appoint, review, and reappoint or replace Vice Chairs, Division Chiefs and Center Directors, directly or through a designee.
8. Assure the equitable distribution of instructional, scholarship and service assignments by the Division Chiefs and Center Directors.
9. Prepare, after consultation with the faculty and in accordance with the Patterns of Administration, a document describing the Appointment, Promotion and Tenure Criteria and Procedures for tenure-track, clinical, research and Associated Faculty, according to which recommendations are made concerning appointments and/or dismissals, salary adjustments, promotions in rank, and matters that affect the tenure of the faculty. A copy of this document will be distributed to Department faculty, the Dean of the College of Medicine, and the Executive Vice President and Provost of The Ohio State University. At the beginning of each four-year term of the Department Chair, the members of the Department, the Dean of the College of Medicine, and the Executive Vice President and Provost shall receive either a revision or reaffirmation of the original Patterns document.
10. Operate the business of the Department productively and efficiently.
11. Continuously evaluate and improve the Departmental instructional, research, clinical and administrative processes and outcomes.
12. Evaluate the performance of faculty members yearly in accordance with criteria approved by the Board of Trustees and subject to guidelines from the Executive Vice President and Provost, and according to any supplemental criteria set up by the Department of Pediatrics or College of Medicine. The performance evaluations may be done by the Chair or by a designee, including but not limited to the Vice Chair for Academic Affairs, the faculty member's Division Head, or Center Director.
13. 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.
14. Recommend to the Dean of the College of Medicine, after consultation with faculty, appointments, promotion, dismissals and matters affecting the tenure of Departmental faculty.
15. Encourage research, academics and original investigation.
16. Ensure all faculty members, regardless of their assigned location, are offered the Departmental privileges and responsibilities appropriate to their rank and past performance.
17. Nurture high level of morale among Departmental faculty members.
18. Maintain an outstanding faculty development program that ensures faculty reach their maximum professional potential.
19. Prepare an annual budget for the consideration of the Dean of the College of Medicine.
20. Promote improvement of instruction by providing for the evaluation of each course, including written evaluation by students and residents of the course and instructors, as well as periodic course review by the faculty.
21. Recognize the role of the Vice Chairs, Division Chiefs and Center Directors in assigning duties and responsibilities to faculty members in instruction, scholarship, and service, but to maintain final responsibility for this duty.
22. Appoint standing committees, and ad hoc committees to meet Departmental needs. To select committee members and a chair for each committee based on expertise, interest, workload, and rank.
23. Communicate, collaborate and promote effective interchange among peer Department Chairs.

B. Vice Chairs of the Department of Pediatrics

The Department will have Vice Chair positions as needed. Appointment of the Vice Chair(s) shall be made by the Department Chair. The Department Chair has the final responsibility for academic, clinical and research policies and decisions of the Department. However, in the absence of the Chair, such responsibilities may be delegated. The Vice Chair(s) will be responsible for all duties assigned by the Chair. Evaluation of Vice Chair(s) shall be done on an annual basis by the Department Chair. Each Vice Chair will serve for a term of four years and shall be eligible for reappointment. Each Vice Chair will be reviewed at the conclusion of the fourth year of his/her term. Such review(s) will be conducted by the Department Chair and will be based on the results of preceding annual reviews.

Senior Vice Chair: **Timothy Feltes, MD**

Vice Chair, Education: **Rebecca Wallihan, MD**

Vice Chair, Academic Affairs: **Linda Cripe, MD**

C. Division Chiefs and Center Directors

Division Heads and Center Directors are selected and appointed by the Department Chair. They serve at the discretion of the Chair. The performance of each Division Chief and Center Director is reviewed on a yearly basis by the Department Chair, or a designee.

Duties of the Division Heads and Center Directors:

1. Equitably assign teaching, research, clinical, and administrative assignments to faculty within their Division or Center.
2. Evaluate, facilitate and promote the career development of the faculty within their Division or Center.
3. Perform annual performance and academic reviews of the Division or Center faculty. These are forwarded to the Vice Chair for Academic Affairs and to the Department Chair.
4. Lead faculty recruitment and development for their Division or Center.
5. Develop a Division or Center budget for approval by the Chair.
6. Develop and maintain an approved fellowship program, if desired by the faculty of the Division and the Department Chair.

D. Department Committees

Appointments to standing committees and the appointment of the chairs of these committees shall be made by the Chair of the Department. The normal term of office for standing committees will be three years, but faculty are eligible for reappointment if the efficiency and effectiveness of the committee will be enhanced. The committee chair is responsible for organizing the committee calendar. The frequency of meetings will be related to the purpose of the committee. Each committee establishes operating policies and procedures consistent with the committee's objective, in accordance with the rules of the Department, College and University.

1. Appointments, Promotions and Tenure Committee:

Advises faculty members on the development of an OSU dossier for evaluation for promotion and tenure, and advises the Department Chair on general matters of appointment, promotion and tenure, as requested by the Department Chair. Reviews dossiers, makes sure accomplishments of all candidates are clearly characterized, and prepares an analysis of each candidate's dossier. Presents analysis at a formal meeting and conducts a written vote to be reported to the Department Chair.

2. Housestaff Committee:

Interviews pediatric house staff candidates, and determines in conjunction with the Department Chair, candidate ranking for the national residency selection program. The committee also evaluates and makes recommendations to the Department Chair regarding recruitment methods and procedures, and, as requested by the Chair, develops new recruitment techniques.

3. Medical Student Education Committee:

Evaluates and makes recommendations to the Department Chair regarding the curriculum, student performance and faculty teaching skills, in accordance with the goals of the Department, College, and University.

VII. FACULTY MEETINGS

Departmental faculty meetings will be held quarterly or more often at the discretion of the Chair for informational purposes as well as discussions leading to policy decisions on academic affairs, teaching, research and service issues. Topics covered in the meeting will be comprised of issues brought forth from the Department Chair and Vice Chairs, Departmental instructional units, committees as presented by the committee chair, representatives of University committees, and faculty members who wish to raise particular items for discussion. The Department Chair is responsible for distributing minutes of these meetings, although this responsibility may be delegated.

All professors, associate professors, assistant professors, and instructors who hold appointments and all associated faculty who are compensated by the Department will be invited to the Department faculty meetings. Faculty who hold secondary appointments in the Department of Pediatrics, and administrative staff person(s) also may be invited to Department faculty meetings by the Chair. Notification of Department faculty meetings will be sent to faculty members in advance of the beginning of each academic year. If canceled, appropriate notice will be given when possible.

VIII. POLICY ON FACULTY DUTIES AND RESPONSIBILITIES

During on-duty periods, faculty members are expected to be available for interaction with students, research, and departmental meetings and events even if they have no formal assignment. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave or on approved travel.

Each research, academic and clinic program within the Department of Pediatrics is expected to be productive across the spectrum of their specific mission. It is the responsibility of the program director to insure that an appropriate balance of activities is maintained between faculty members consistent with the expectation of the division.

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in demands and resources within the Department and individual circumstances of faculty members may warrant temporary deviations from these statements. Assignments and expectations for the coming year are addressed as part of the annual review by the department chair. A full-time faculty member's primary professional commitment is to Ohio State University and the guidelines below are based on that commitment.

A. Policy on Instructional Activity

All faculty are expected to participate in some form of undergraduate, graduate, medical student, resident, or continuing medical education instruction for which they receive formal evaluations on an annual basis. Teaching assignments are determined by the Division Chiefs and/or Center Directors in a coordinated manner with the directors of the Department student and residency programs.

The Department holds the expectations that: (1) faculty members will receive written evaluations of their teaching effectiveness by pre- and postdoctoral students at least once each year, (2) the evaluations shall be distributed and collected by impartial parties such as the directors of the Departmental student and residency programs, and (3) the evaluations will be transmitted to the Department Chair or his/her designee(s) for use in the annual performance reviews.

B. Policy on Scholarly Activities

All faculty are expected to participate in scholarly activities. Scholarship is broadly defined as the discovery and dissemination of new knowledge by research, study and learning. In the College of

Medicine, a faculty member's scholarship must be demonstrated to be of high quality, significance and impact.

All tenure, clinical, and research faculty members must develop a record of scholarship that is documented by a body of original scholarly work over a period of time. The evidence for scholarship must refer to original, substantive works that are documented achievements. Recognition of the scholarly work must also be external to the University, residing in the scientific communities apropos to the faculty member's field of scholarship.

The Department's Appointments, Promotion and Tenure Document specifically outlines how evidence of a faculty member's scholarship will be documented and assessed in terms of quality and significance.

C. Policy on Service Activities

All faculty members are expected to participate in service to the Department of Pediatrics and The Ohio State University and to the profession of medicine. Service is broadly defined to include administrative service to the University, exemplary patient care, professional service to the faculty member's discipline, and the provision of professional expertise to public and private entities beyond the University. In the College of Medicine, a candidate's service contributions must be demonstrated to be of high quality and effectiveness. All tenure track and clinical faculty members must contribute to service as evidenced by documentation of contributions over a sustained period of time.

The Department's Appointments, Promotion and Tenure Document outlines how evidence of a candidate's service will be documented and assessed in terms of quality and effectiveness.

IX. COURSE OFFERINGS AND TEACHING SCHEDULES

Division Chiefs and Center Directors are responsible for the assignment of didactic lectures and other teaching which is germane to their discipline. The director of medical student education arranges for faculty to provide didactic lectures and clinical teaching that is designed for all of the medical students. The directors of the pediatric and internal medicine/pediatric residency programs arrange for faculty to provide didactic lectures and clinical teaching that is designed for residents. The Division and program directors are responsible for supervision of the education of the programs for which they assign faculty. Faculty members are expected to demonstrate excellence in fulfilling their didactic teaching obligations. The Division Chiefs Center Directors are responsible for the assignment of the attending physician responsibilities for their Division or Center.

X. ALLOCATION OF DEPARTMENT RESOURCES

Eligibility & Fund Amount: Full-time PAA physicians currently receive an Academic Enrichment Fund in the amount of \$3,000 per year. The amount is prorated and is based on a physician's FTE status. Currently, unused funds carry forward to the following year up to a maximum of \$6,000. The eligible expenses referenced above must be relevant to maintaining licensure and benefiting the PAA. Other academic and research-related expenses may also be eligible, but require pre-approval from the PAA Administration. Review the PAA Funding Guide for additional information.

Academic Enrichment Funds: The PAA provides Academic Enrichment Funds to cover the following expenses:

1. Annual membership fees
2. Recertification review course fees
3. CME books, conferences, and webinar fees
4. Pediatric and sub-specialty board certifications
5. Travel, lodging, and meals to attend CME conferences

In addition to Academic Enrichment Funds, the PAA reimburses physicians for several business-related expenses. View the PAA Business Expense Guidelines for additional information.

PAA physicians may submit a request for reimbursement for the following expenses:

1. Ohio Medical License
2. Other State Medical License (only if the PAA asks the physician to practice in another state)
3. DEA License
4. PALS Certification
5. Nationwide Children's Hospital Medical Staff Dues and Fees
6. The Ohio State University Medical Center Medical Staff Dues and Fees
7. Other Hospital Staff Dues and Fees (only if PAA asks physician to practice in another hospital)
8. Pediatric Board Certification and Recertification Exams Fees
9. Pediatric Sub-Specialty Board Certification and Recertification Exams Fees
10. American Academy of Pediatrics (AAP) annual membership dues or other society annual membership dues in lieu of AAP (other society name is required for reimbursement)
11. Central Ohio Pediatric Society (COPS) Annual Membership Dues
12. Parking at OSUMC and other locations when performing PAA specific job duties
13. Mileage reimbursement for personal vehicle used in business related travel outside of the greater Columbus area based upon the IRS limit at the time the travel occurred
14. Faculty recruiting expenses after candidate acceptance (expenses prior to acceptance are funded by Nationwide Children's Hospital)

Requests must be reviewed by the Division Chief and submitted to the PAA Administration for approval.

XI. LEAVES AND ABSENCES

The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures at <http://oaa.osu.edu/handbook.html> and the Office of Human Resources Policies and Procedures website, <https://hr.osu.edu/policies-forms> The information provided below supplements these policies.

A. Discretionary Absence

Faculty are expected to complete an Application for Leave form 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. Faculty Rules 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 and medical certification forms, as early as possible, and submit to the division chief. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should inform the division chief promptly so that instructional and other commitments can be managed. Faculty members are expected to use sick leave for personal illness, illness of family members, medical appointments and for the death of immediate family members. For additional details see OHR Policy 6.27, <https://hr.osu.edu/public/documents/policy/policy627.pdf>

C. Unpaid Leaves of Absence

The university's policies with respect to unpaid leaves of absence (Policy 3.03) and entrepreneurial leaves of absence (Policy 3.04) are set forth in the Office of Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/handbook.html> (). The information provided below supplements these policies.

D. Special Research Assignments

Information on special research assignments is presented in Chapter 3 of the Office of the Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/handbook.html> . The information provided below supplements these policies. 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.

E. Faculty Professional Leave

Information on special research assignments is presented in Chapter 3 of the Ohio of Academic Affairs Policies and Procedures Handbook. <http://oaa.osu.edu/handbook.html> The information provided below supplements these policies.

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.

XII. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

Faculty members may earn supplemental income for professional activities such as expert witness testimony, speaking honoraria, book royalties, consultation or collaboration with biomedical or information system companies, or similar activities only in accordance with the practice plan policy. The outside activity may not interfere with the faculty member's full time primary professional responsibilities and performance. All supplemental professional activities should be consistent with the mission, priorities, responsibilities and best interests of the Department, College, and University. Supplemental professional activities other than expert witness testimony, speaking honoraria, book royalties, consultation or collaboration with biomedical or information system companies, or similar activities in accordance with the physician practice plan policy, may be performed only if with advanced approved by the Department Chair. The privilege of performing supplemental professional activities may be withheld by the Chair if a faculty member is not performing his or her primary responsibilities at an acceptable level. Faculty should not use Department, College, or University resources to perform any supplemental professional activities without prior approval of the Chair.

For issues regarding patents, the policies of the Nationwide Children's Research Institute Administrative Policy III-5 "Patents, Copyrights and Conflict of Interest" (last reviewed on 10/06) are found at [http://www.intranet/depthomes/PolicyWeb/admin/documents/III.5_Patents, Copyrights, and Conflicts of Interest1.pdf](http://www.intranet/depthomes/PolicyWeb/admin/documents/III.5_Patents,_Copyrights,_and_Conflicts_of_Interest1.pdf)

Faculty who are members of the practice plan of the Department of Pediatrics are full time faculty who devote 100% of their professional effort to the Department of Pediatrics. These faculty members are salaried employees. They are permitted to retain compensation from supplemental activities as well as prizes and awards up to a predetermined limit which is set according to academic rank. This limit is established by the practice plan, and is adjusted annually. Upon receipt, all supplemental professional compensation is given to the department administrator. Up to the predetermined limit, the administrator returns the compensation to the faculty member; compensation beyond the limit is kept as income to the practice plan.

XIII. FINANCIAL CONFLICTS OF INTEREST

Full time faculty shall report conflicts of interest or potential conflicts of interest, to the Department Chair, which may be encountered in the performance of their official duties for the Nationwide Children's Hospital, the Department, the College, or The Ohio State University. This policy applies to teaching, clinical, research and administrative activities, to research programs with contractual restrictions such as patents and copyrights, and to any employment which is outside the faculty member's responsibilities for Nationwide Children's Hospital Department, College or University.

XIV. GRIEVANCE PROCEDURES

Appeals and grievances can involve a wide variety of issues and may originate from many sources such as faculty, fellows, house officers, students, and staff. When possible, grievances should be handled through discussion with the conflicted parties, as facilitated by the appropriate administrator such as the Division Chief or Center Director, the directors of the student or residency programs, a Vice Chair, or the Department Chair. Except as indicated otherwise below, when a grievance involving a faculty member cannot be resolved at this level, the involved administrator should contact the Vice Chair for Academic Affairs, who will discuss the matter with all affected parties. If the alleged grievance cannot be resolved through discussion, the Vice Chair for Academic Affairs will request a written account of the allegation and/or event from all involved parties.

The primary basis for an appeal of a negative promotion and tenure decision for faculty of The Ohio State University is improper evaluation, based on inadequate consideration of the pertinent facts. Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05, <http://trustees.osu.edu>.

XV. FACULTY MISCONDUCT

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

XVI. SEXUAL MISCONDUCT, SEXUAL HARASSMENT, AND RELATIONSHIP VIOLENCE

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.

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