

**PATTERN OF ADMINISTRATION
FOR THE OHIO STATE UNIVERSITY AT LIMA**

INTRODUCTION

This document provides a brief description of The Ohio State University at Lima 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 dean and director. 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.

THE OHIO STATE UNIVERSITY AT LIMA MISSION

The Ohio State University at Lima brings together an internationally recognized faculty and dedicated, professional staff to create a unique learning environment for all students.

Here, students interact closely with faculty to pursue intellectual growth and prepare themselves for the future.

We mobilize the resources of The Ohio State University for the benefit of the communities we serve.

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 campus include regular faculty with compensated FTEs of at least 50% in the campus. Auxiliary faculty, emeritus faculty, and regular faculty joint appointees with FTEs below 50% in this campus 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. Details on membership in the Lima Faculty Assembly can be found in http://www.lima.ohio-state.edu/fac_staf/constitution.htm

JAN 25 2005

OFFICE OF ACADEMIC AFFAIRS

ORGANIZATION OF THE OHIO STATE UNIVERSITY AT LIMA SERVICES & STAFF

Because regional campuses have much more extensive responsibilities in the area of services & staff than any department has, therefore The Ohio State University at Lima has created the Ohio State Lima Staff Advisory Committee. The mission of the Ohio State Lima Staff Advisory Committee will be to maintain an active and participatory line of communication with the Ohio State Lima community and to provide a forum through which Ohio State Lima staff can raise, discuss, and make recommendations on non-academic issues and activities. Details of the membership, officers and meetings of the staff advisory committee can be found at http://www.lima.ohio-state.edu/fac_staf/staffbylaws.htm

OVERVIEW OF THE OHIO STATE UNIVERSITY AT LIMA ADMINISTRATION & DECISION-MAKING

Policy and program decisions are made in a number of ways: by the Lima campus faculty as a whole, by standing or special committees of the Lima campus faculty assembly, or by the Dean and Director. The nature and importance of any individual matter determine how it is addressed. Lima campus 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. The Lima Campus embraces the benefits derived from diversity in our learning community, actively recruiting, selecting, and empowering all members to participate in the development and decision-making of the campus. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

THE OHIO STATE UNIVERSITY AT LIMA ADMINISTRATION

DEAN & DIRECTOR

The primary responsibilities of the dean and director are set forth in Faculty Rule 3335-3-35 <http://trustees.osu.edu/rules3/ru3-291.html>. This rule requires the dean and director to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content.

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

- To provide active leadership in the promotion, direction, and support of educational activities and research opportunities, in the maintenance of a high level of morale among the faculty, and in the encouragement of the spirit of learning among the students. In addition the dean and director shall have administrative responsibility for the program of the regional campus subject to the approval of the executive vice president and provost or designee, the president, and the board of trustees.

- To preside at meetings of the faculty executive committee and to appoint members to regional campus committees unless the method of selection is determined by the Administrative Code or by the regional campus faculty.
- To communicate to the regional campus community the educational programs, standards, and policies of the campus and the university.
- 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 establish the extent and variety of course offerings on the regional campus in consultation with the executive vice president and provost or designee, the appropriate college deans, department chairs or school directors, and the faculty of the regional campus.
- To consult with the appropriate college dean and department chair or school director and to jointly offer employment to prospective faculty members assigned to the campus.
- To assist the appropriate college deans, department chairs, and school directors in the annual review of all faculty assigned to the regional campus. This assistance shall include a written evaluation of the faculty member's teaching, research, and service activities on and for the regional campus. The regional campus dean and director shall be consulted when a regional campus faculty member is being considered for promotion and tenure and may suggest such candidates to the appropriate chairs and directors.
- To prepare and administer the regional campus budget in consultation with the regional campus faculty budget committee; to consult with the appropriate chair or director regarding faculty salary recommendations; to be responsible for the management, maintenance, and security of the physical plant and capital equipment of the regional campus
- To maintain liaison with community councils and agencies and to garner support of regional campus programs and activities.
- To develop, promote, and maintain educational, cultural, and service programs with approval of the appropriate university bodies and administrative officials. The dean and director shall review all such programs periodically.
- Consult with the coordinating dean for regional campuses on matters of common concern to the regional campuses.
- 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 dean and director retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the provost, Office of Academic Affairs, and Board of Trustees.

Operational efficiency requires that the dean and director exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement

of campus academic goals, however, is most successful when all faculty participate in discussing and deciding matters of importance. The dean and director 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 dean and director will explain to the faculty the reasons for the departure, ideally before action is taken. The explanation shall be communicated to the faculty in writing, where possible.

Associate Dean: The Associate Dean is responsible for all academic programs, both on and off campus. This position hires and supervises auxiliary faculty, and is responsible for producing their annual performance reviews. The Associate Dean is the reporting position for Academic Coordinators, Technology Services, the Instructional Technology office, the Heath Learning Center (including the Academic Labs and Centers), the First-Year Experience program, Outreach and Service Learning, the Honors program, the Lima campus library, and the Office of Grants and Research. The Associate Dean reports directly to the Dean and Director.

Assistant Dean for Academic Services: The Assistant Dean for Academic Services organizes and manages faculty searches. Additionally, he or she coordinates off-campus credit programs, participates in the planning and organization of academic events, and assists with the Master Schedule. The Assistant Dean for Academic Services works with the Associate Dean on academic issues when needed. The Assistant Dean for Academic Services reports directly to, and serves at the discretion of, the Dean and Director.

Assistant Dean for Student Services: The Assistant Dean for Student Services supervises Academic Advising and organizes the Master Schedule. He or she also coordinates the following offices: Career Services and Placement; Disability Services; Financial Aid; and, Registration and Records. The Assistant Dean for Student Services works with the Associate Dean on academic issues when needed. The Assistant Dean for Student Services reports directly to, and serves at the discretion of, the Dean and Director.

Special Assistant to the Dean and Director: The Special Assistant to the Dean and Director coordinates off-campus activities involving the Dean and Director. The Special Assistant also organizes the agenda for meetings of the Ohio State Lima Board of Trustees, and serves as the chair for the Ohio State Lima contingent of the Campus Relations Council. The Special Assistant to the Dean and Director reports directly to, and serves at the discretion of, the Dean and Director.

COMMITTEES

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

ACADEMIC PLANNING COMMITTEE: The dean and director through the associate dean will consult with the academic planning committee in the initiation of tenure line searches and in planning and implementing new majors or courses of study or the elimination of existing ones. The searches undertaken and the implementation of new majors or courses of study or the elimination of old ones will so far as possible reflect the priorities established by the most recent strategic plan approved by the faculty. The academic planning committee shall be selected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima.

http://www.lima.ohio-state.edu/fac_staf/bylaws.html

FACULTY BUDGET COMMITTEE: The dean and director will prepare and administer the budget in consultation with the faculty budget committee. The budget will reflect so far as possible the priorities established by the most recent strategic plan approved by the faculty. The faculty budget committee shall be selected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima. http://www.lima.ohio-state.edu/fac_staf/bylaws.html

FACULTY EXECUTIVE COMMITTEE: The faculty executive committee shall meet at least seven days before all regularly scheduled meetings of the faculty assembly and shall promulgate an agenda for that meeting which shall be sent by the secretary to all members currently on campus.

From July to September, the faculty executive committee shall conduct the business of the Assembly. In the absence of the faculty executive committee, the president of the faculty assembly shall appoint an interim committee. Any actions taken by the faculty executive committee (or by an interim committee) shall be promptly reported by mail to the members of the faculty assembly. Such actions shall be subject to the review and final approval of the faculty assembly at the October meeting.

The faculty executive committee shall have the membership specified by the most current constitution of the faculty assembly of The Ohio State University at Lima.
http://www.lima.ohio-state.edu/fac_staf/bylaws.html

PROMOTION AND TENURE COMMITTEE: The promotion and tenure committee evaluates faculty members who are undergoing fourth or sixth year review and those who are being considered for promotion.

The chairman of the committee shall, in consultation with the committee, write a letter evaluating the faculty members teaching and service and taking note of his or her research. After approval by the committee, the letter will be sent to the dean and director who will forward it along with his or her own letter to the Columbus department's committee.

The promotion and tenure committee shall be selected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima.

http://www.lima.ohio-state.edu/fac_staf/bylaws.html

FACULTY SALARY COMMITTEE: The faculty salary committee shall send its recommendations to the dean and director and report them to the faculty assembly. The dean and director shall use the faculty salary committee recommendations in determining salary along with such other factors as tenure and promotion, market adjustment, and adjustments in consideration of the faculty workload policy. In cases where the recommendations are not followed that will be reported as a departure from majority rule.

The faculty salary committee shall be selected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima.

http://www.lima.ohio-state.edu/fac_staf/bylaws.html

TEACHING EFFECTIVENESS COMMITTEE: The teaching effectiveness committee shall provide peer review of teaching where required by Columbus departments for fourth and sixth year reviews. The committee will also provide peer review of teaching when requested by Lima Campus faculty members along with mentoring, training, and other services.

The teaching effectiveness committee shall be selected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima.

http://www.lima.ohio-state.edu/fac_staf/bylaws.html

ADMINISTRATOR'S REVIEW COMMITTEE: The committee will conduct their evaluation in such a way that all faculty members are encouraged to participate and individuals can be assured of anonymity. The evaluation initially will be shared privately the administrator evaluated. The evaluation will then be presented at a meeting of the faculty assembly at which the evaluated administrator will be requested to discuss the evaluation.

The administrators review committee shall be selected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima.

http://www.lima.ohio-state.edu/fac_staf/bylaws.html

NEW PERSONNEL COMMITTEE: In addition to the Columbus Department Committee and the Lima Campus Department Committee (if applicable) the dean and director will consult with the faculty new personnel committee in the review and selection of new tenure line faculty. The new personnel committee shall be selected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima. http://www.lima.ohio-state.edu/fac_staf/bylaws.html

RESEARCH AND SPECIAL PROJECTS COMMITTEE: The research and special projects committee evaluates requests for research funds and for special research assignments. Based upon the research funds available and the number of special research assignments which can be awarded, the committee makes recommendations for awards to the dean and director who shall honor those recommendations and discuss exceptions as a departure from majority rule.

The committee will also report their recommendations to the faculty assembly at the regular faculty meeting following their decision on the recommendations.

The research and special projects committee shall be selected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima.
http://www.lima.ohio-state.edu/fac_staf/bylaws.html

OTHER COMMITTEES: All other committees mentioned in the most current by-laws of the faculty assembly of The Ohio State University at Lima shall be selected as specified in the by-laws and shall have such duties as are specified there.

UNIVERSITY SENATOR: The university senator (or alternate) is the representative of the Lima Campus faculty to both the university senate and to the faculty senate. The senator or alternate attending a meeting is authorized to act as the representative of the Lima Campus faculty by participating in debate, casting votes, or accepting committee assignments or acting as an officer according to the rules of either the university senate or the faculty senate. The university senator and alternate shall be selected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima. http://www.lima.ohio-state.edu/fac_staf/bylaws.html

REGIONAL FACULTY COUNCIL REPRESENTATIVES: The representatives to the regional faculty council shall present the views of the faculty of the Lima Campus to the council and are authorized to vote on any resolutions coming before the council. Representatives to the regional faculty council shall be selected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima. http://www.lima.ohio-state.edu/fac_staf/bylaws.html

STRATEGIC PLANNING COMMITTEE: The dean and director will work with the strategic planning committee to create and implement a strategic plan for the campus. The strategic planning committee will operate on a biennial schedule, creating or modifying a strategic plan for the campus including recommendations for actions to achieve that plan. This planning will take place in the second year of the previous biennium. In the first year of the biennium the committee will monitor the fulfillment of the action plans for that year and plan additional actions for implementation in the second year of the biennium. In the following year which would be the second year of the biennium, the cycle would repeat.

At the beginning of the academic year in the first year of the biennium the committee will report the new or revised plan and the recommendations for action to a meeting of the campus including faculty, staff, and administration. The report will be discussed and upon approval by majority vote will become the strategic plan for the campus.

During that first academic year of the biennium the Strategic Planning Committee will monitor the progress of the actions undertaken to implement the adopted strategic plan and devise additional actions to be taken in the second year.

At the beginning of the next academic year (the second of the biennium) the committee will report to a meeting of the campus the progress of the actions undertaken to implement the strategic plan along with recommendations for further actions. After discussion of the report and the recommended actions, a majority vote will be taken, if adopted, the new recommendations will become a part of the strategic plan.

During this academic year (the second of the biennium) the Strategic Planning Committee will revise the strategic plan and devise recommendations for actions to achieve that plan. Every fourth year it is expected that an especially thorough review and revision will take place.

The strategic planning committee shall be composed of four administrators chosen by the dean and director, four faculty members elected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima, and four staff members in accordance with the most current by-laws of the staff council of The Ohio State University at Lima. http://www.lima.ohio-state.edu/fac_staf/bylaws.html and http://www.lima.ohio-state.edu/fac_staf/staffbylaws.htm

FACULTY MEETINGS

The dean and director has charged the faculty to provide a schedule of campus 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 delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the campus faculty will also be scheduled on written request of 10% of the regional campus faculty. Reasonable efforts will be made to have the meeting take place within one week of receipt of the request. Minutes of faculty meetings will be distributed 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 regular faculty personnel matters, and these are set forth in the appropriate department's or college's Appointments, Promotion and Tenure document.

For purposes of discussing campus business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be as defined as in the Lima Faculty Assembly Constitution. (http://www.lima.ohio-state.edu/fac_staf/constitution.html], 1.8)

Either the dean and director 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 dean and director will necessarily make the final decision.

Lima regional campus 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 faculty 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.

LIMA REGIONAL CAMPUS FACULTY TEACHING LOAD POLICY

Teaching load policy at the Lima Campus is set forth in the teaching load policy adopted by the Lima Faculty Assembly and the Office of Academic Affairs policy and guidelines. The Lima teaching load policy is found at

http://www.lima.ohio-state.edu/fac_staf/teachingload.html

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

POLICY ON FACULTY DUTIES & RESPONSIBILITIES

The Lima Campus follows the Office of Academic Affairs required policy and guidelines on faculty duties and responsibilities http://oaa.osu.edu/handbook/vi_facduties.html.

COURSE OFFERINGS & TEACHING SCHEDULES

The dean and director or designee 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 campus'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.

OUTREACH AND ENGAGEMENT

In keeping with the Lima Campus mission to mobilize the resources of the University to benefit the communities we serve, faculty and staff are encouraged to identify areas of expertise and contributions to the community.

ALLOCATION OF CAMPUS RESOURCES

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

The dean and director will discuss the campus 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 dean and director.

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 disciplines, rank, time of service, productivity and grouping staff functions to maximize efficiency.

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

Faculty members who desire an SRA should discuss the matter with the dean and director during their annual evaluation or as soon thereafter as possible. The dean and director

will indicate whether submission of a full proposal articulating the purpose and nature of the SRA is appropriate. The dean and director 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 dean and director during their annual evaluation or as soon thereafter as possible. The dean and director 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 dean and director's recommendation regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the campus and to the faculty member as well as the ability of the campus 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 campus adheres to these policies in every respect. In particular, this campus 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 dean and director 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 campus. 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.

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 campus with grievances should discuss them with the dean and director 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 dean and director. 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 dean and director 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 dean and director 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 Pattern of Administration

Students are a valued part of The Ohio State University community, and as such they have specific roles in the campus pattern of administration.

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 dean and director or associate dean, they will first ascertain whether the students require confidentiality or not. If confidentiality is not required, the associate dean will investigate the matter as fully and fairly as possible and provide a response to both the students and the affected faculty. If confidentiality is required, the associate dean 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 dean and director, associate dean, 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 and The Code of Student Conduct is Faculty Rule 3335-23

The Dean & Director will appoint a Judicial Officer, within the offices of the Assistant

Dean for Student Services, to administer and oversee Student Code of Conduct processes and issues on the campus of The Ohio State University at Lima. The name of said officer, and The Ohio State University's Student Code of Conduct and related policies, will be made available to students by Academic Advisors, USAS 100 instructors, and—on file—at the Student Activities Office.

Student Government

The Ohio State Lima student body will organize and participate in a Student Senate, according to the guidelines of a Student Senate Constitution created by students and adopted by a vote open to the entire Ohio State Lima student body.

The Student Senate will be organized and administered by the Ohio State Lima student body in conjunction with students enrolled at Rhodes States College.

A copy of the Student Senate constitution will be on file in the Dean & Director's office, the Ohio State Lima Library, and in the Student Activities Office—to be made available to students upon request.

The Faculty Assembly will appoint a faculty advisor for the Student Senate. The faculty advisor will serve in an advisory role for the Student Senate and inform the Ohio State Lima Faculty Assembly and administration of programs, issues, and problems as needed.

Each academic year the Student Senate will select a presiding officer, who will serve as the primary spokesman for the organization. The Student Senate president should come from the Ohio State Lima student body once every two years, at a minimum.

If a student senate committee has questions, concerns, or recommendations concerning a matter dealt with by a committee of the Ohio State Lima faculty assembly or the Ohio State Lima staff council, it may present these to the full student senate. Upon an affirmative majority vote of the full student senate the student committee may request a joint meeting with the requisite faculty assembly or staff council committee. At the joint meeting the questions, concerns, or recommendations of the student committee will be presented and will be discussed by the members of both committees, and the Ohio State Lima faculty advisor.

The Student Activities Office, and the Student Activities Coordinator, will provide organizational support to the Student Senate, and serve as the day-to-day contact between the Student Senate and the Ohio State Lima administration.

Student Trustee

There will be one student representative on The Ohio State University at Lima's Board of Trustees, serving as a non-voting Student Trustee.

Student Trustees will serve for one year, from July 1 to June 30. One role of the student

trustee is to keep the board informed of student activities and student concerns. The student trustee should be a commendable student in good standing, with an active interest in improving the campus, who is willing to become informed about the needs and concerns of other students. The student trustee, as is expected of any board member, should not represent any single constituency, but should balance the needs and issues of all campus constituencies in his or her deliberations.

A subcommittee organized by the Ohio State Lima Board of Trustees will interview candidates and select the Student Trustee each year.

- the subcommittee will consist of two Board members, two faculty members, two staff members, and a student representative.
- a call for student trustee nominations and applications will go out at the beginning of each Spring Quarter.
- interested nominees and applicants will be provided with a copy of the Ohio State Lima Board of Trustees by-laws and invited to attend a board meeting during the selection process.

Student Activities

A Campus Activity Board (CAB) will help plan campus-wide activities. The CAB membership will include, but not be limited to, the leadership of student clubs from both Ohio State Lima and Rhodes State College. Coordination of CAB communication and meetings will be supervised by the Student Activities Coordinator.

The Ohio State Lima encourages a wide variety of activity by student clubs. New and existing student clubs at Ohio State Lima must register annually with the Student Activities Office, and have a constitution on file with that office.

Clubs that maintain treasuries must keep accurate records of all revenues and expenditures, and be able to provide those records to appropriate university officials upon request, for financial auditing purposes.

All student clubs must have a designated faculty advisor or advisors.

Student Services

The Assistant Dean for Student Services, or designated members of his office, will guide students to pertinent student services offices on the Columbus campus, as needed. The Dean & Director may create student offices or roles to fulfill specific project or campus administration needs. The Dean & Director may create liaisons or joint committees with Rhodes State College to fulfill student services needs.

Code of Student Conduct

The Code of Student Conduct is Faculty Rule 3335-23
http://trustees.osu.edu/Rules_23/index.html.

P&T Protocol
The Ohio State University at Lima

COMMITTEE MEMBERSHIP

Members to be appointed by the Associate Dean with the approval of the President of the Faculty Assembly. Membership to be established no later than the end of Spring Quarter for duties beginning in autumn quarter.

Membership to be six Associate or Full Professors. The Associate Dean is an ex-officio member of the Committee.

Term of appointment is for two years. Appointment not to be renewed without a one year break in service whenever possible. Terms of appointment to be staggered so that at least three members will carry on to the next year.

The committee chair is to be elected by the members of the committee. The chair will serve in that capacity for not more than one year of their two year term.

In the case of a review for promotion to full professor only tenured Full Professors should serve. The Professorial Committee, when necessary, should consist of three tenured full Professors appointed by the Associate Dean with the approval of the President of the Faculty Assembly. Terms of appointment should be staggered and for two years. The chair to be elected by the members of the committee. The Associate Dean is an ex-officio member of the committee.

Committee membership to as great a degree as possible should represent a wide cross section of disciplines.

DUTIES OF THE ASSOCIATE DEAN

No later than the end of spring quarter the Associate Dean with the approval of the President of the Faculty Assembly will appoint members of the committee. This committee will begin their duties in the autumn quarter.

At the beginning of each academic year the Associate Dean will identify each faculty member expected to be eligible for fourth year review or promotion or tenure in the next academic year.

The Associate Dean will then write a letter to the Chair of each candidate's Department to ask for expectations, time lines and clarification of teaching and service evaluations. If local faculty teaching evaluations are acceptable the Associate Dean in consultation with the Teaching Effectiveness Committee will assign appropriate faculty to visit classes. In that letter the Associate Dean will also request current information on time lines and expectations for the review process.

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Based on responses to the above letters the Associate Dean will prepare a time line and list of expectations for each candidate and provide each with that information.

The Associate Dean will request completed dossiers from identified faculty early in the quarter for which the evaluation is to be completed. Time lines should mesh with those of the tenure granting unit to avoid candidates being required to update completed dossiers.

The Associate Dean will distribute to the appropriate committee the time lines and expectations for each of the candidates who are to be reviewed for the following year.

The Associate Dean distributes the completed dossiers provided by the candidate to each committee in a timely fashion to facilitate the review process.

COMMITTEE DUTIES

The P&T Committee evaluates teaching and service for each candidate in a timely fashion to meet the timeline of the tenure granting unit. The committee then will discuss the findings, and the Committee Chair will prepare a first draft of the report. This letter should recommend or not recommend continuation in the case of a fourth year review; in the case of a sixth-year review, the letter should recommend or not recommend tenure and/or promotion. The P&T committee, although not evaluating research, should make a brief statement about the candidate's research productivity, noting any competitive grants (SRAs, Research Grants) with which the campus has supported the candidate's scholarship.

The draft letter is circulated to all committee members and the Associate Dean.

The P&T Committee then meets with the Associate Dean to agree on a final draft of the committee's findings. The Committee Chair then prepares the final letter and forwards same to the Dean at least two weeks prior to the deadline set by the tenure granting unit.