

May 22, 2017

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

**May 16, 2017**

**APPROVED BY THE OHIO STATE UNIVERSITY AT LIMA  
FACULTY ASSEMBLY May 16, 2017**

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

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## **I. 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 reaffirmations, are subject to approval by the college office and the Office of Academic Affairs. Faculty Rule 3335-3-29 requires college deans to develop the pattern of administration (POA) document in consultation with the faculty.

## **II. CAMPUS 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.

## **III. FACULTY**

Faculty Rule 3335-5-19 <http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.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 tenure-track faculty with compensated FTEs of at least 50% on the campus. Associated faculty, emeritus faculty, and tenure-track faculty joint appointees with FTEs below 50% on this campus may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter. Details on membership in the Lima Faculty Assembly can be found at <http://lima.osu.edu/faculty-and-staff/faculty-assembly/constitution-of-the-lima-campus-faculty-assembly.html>.

## **IV. STAFF**

Regional campuses have extensive responsibilities in the area of campus wide services. The regional campus staff play a central role in the delivery of services to our faculty, staff and students. In order to insure a formal mechanism for staff input on the operations of the college 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-

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academic issues and activities. Details of the membership, officers and meetings of the staff advisory committee can be found at <http://lima.osu.edu/faculty-and-staff/lisac/> .

## **V. OVERVIEW OF CAMPUS 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.

## **VI. CAMPUS ADMINISTRATION**

### **A. Dean and Director**

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

The key responsibilities of the Dean and Director, including some noted in Faculty Rule 3335-3-291 are paraphrased and summarized below.

- The major responsibility of each regional campus dean and director shall be that of providing 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 staff, 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. These administrative responsibilities shall include the duty:
  - To have general administrative responsibility for the regional campus and to conduct the business of the regional campus efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
  - To evaluate faculty members annually in accordance with established criteria set by the University, departments, and schools .This shall include a written evaluation of the faculty member's teaching 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. The Dean and Director will also

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 see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- To provide active leadership in the promotion, direction, and support of educational activities and research opportunities. 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 communicate to the regional campus community the educational programs, standards, and policies of the campus and the university.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course overseeing and reviewing student evaluations of teaching, including written and standard (SEI) evaluation by students.
- To maintain liaison with community organizations and agencies and to garner support of regional campus program and activities.
- 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 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 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.

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.

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## **B. Associate Dean**

The Associate Dean is delegated a number of responsibilities having to do primarily with the faculty and academic programs.

The operational responsibilities of the Associate Dean include but are not limited to:

- The evaluations and orientation of non-tenure track faculty
- Hiring and supervising associated faculty, and is responsible for producing their annual performance reviews. The Associate Dean may delegate some of these responsibilities to the Assistant Dean.
- Serving as the liaison to the academic departments and the Lima campus Academic Planning Committee
- Assisting faculty with academic needs and issues, including academic misconduct submissions
- Assisting with faculty searches
- Assisting students in addressing issues they may experience regarding faculty or classes
- Serving as the liaison with campus IT through OCIO.

The Associate Dean reports directly to, and serves at the discretion of, the Dean and Director.

## **C. Assistant Dean**

The duties of the Assistant Dean are primarily focused on auxiliary functions, external relations and special projects.

The operational responsibilities of the Assistant Dean include but are not limited to:

- Constructing the Master Schedule in consultation with department coordinators and the advising staff
- Coordinating off-campus credit programs
- Serving as the liaison with the Bookstore
- Working with the Associate Dean on academic issues as needed.
- Special projects as assigned by the Dean and Director

The Assistant Dean reports directly to, and serves at the discretion of, the Dean and Director.

## **D. Executive Assistant to the Dean and Director**

The duties of the Executive Assistant to the Dean and Director include, but are not limited to: providing administrative support and coordinating off-campus activities. The Executive Assistant also organizes the agenda for meetings of the Ohio State Lima Advisory Board. The Executive Assistant reports directly to, and serves at the discretion of, the Dean and Director.

## E. Faculty Committees

Much of the development and implementation of the campus's policies and programs is carried out by standing and ad hoc committees. Below is a description of the key standing committees of the campus:

- 1. 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://lima.osu.edu/faculty-and-staff/faculty-assembly/by-laws-to-the-faculty-assembly-constitution.html>
- 2. BUDGET AND SPACE COMMITTEE:** The Budget and Space Committee advises the Dean and Director on the allocation of campus resources in the annual budget, informs faculty about the budget, and communicates faculty input on the budget and space issues such as building projects and renovations to the Dean and Director. The budget and space committee shall be selected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima. <http://lima.osu.edu/faculty-and-staff/faculty-assembly/by-laws-to-the-faculty-assembly-constitution.html>
- 3. ASSEMBLY EXECUTIVE COMMITTEE** The 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 June to August, the committee shall conduct the business of the Assembly. In the absence of the executive committee, the president of the assembly shall appoint an interim committee. Any actions taken by the executive committee (or by an interim committee) shall be promptly reported by email to the members of the faculty assembly. Such actions shall be subject to the review and final approval of the faculty assembly at the September meeting. The executive committee shall have the membership specified by the most current constitution of the assembly of The Ohio State University at Lima.  
<http://lima.osu.edu/faculty-and-staff/faculty-assembly/constitution-of-the-lima-campus-faculty-assembly.html>
- 4. 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 chair of the committee shall, in consultation with the committee, send a letter evaluating the faculty members teaching and service. 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 or school'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. <https://lima.osu.edu/assets/lima/uploads/FacStaff/PromotionTenurePolicies.pdf>  
<http://lima.osu.edu/faculty-and-staff/faculty-assembly/by-laws-to-the-faculty-assembly-constitution.html>

5. **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://lima.osu.edu/faculty-and-staff/faculty-assembly/by-laws-to-the-faculty-assembly-constitution.html>
6. **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://lima.osu.edu/faculty-and-staff/faculty-assembly/by-laws-to-the-faculty-assembly-constitution.html>
7. **ADMINISTRATORS REVIEW COMMITTEE:** Evaluations of the Dean, Associate Dean and Assistant Dean shall occur at least once every five years. The Faculty Assembly has the option of requesting a review by the committee of the Dean, Associate Dean or Assistant Dean, each year, but must do so before the end of Autumn Semester. The procedures to follow for the review, including the questions that will comprise the survey, will be developed by an ad hoc committee appointed by the President of Faculty Assembly during the academic year. <http://lima.osu.edu/faculty-and-staff/faculty-assembly/by-laws-to-the-faculty-assembly-constitution.html>
8. **PROFESSIONAL DEVELOPMENT COMMITTEE (PDC):** The PDC is charged with four standing duties: 1) Issue a call for proposals for Special Assignment early in the Autumn Semester. Committee members review and rank proposals then make recommendations to the Dean; 2) Issue a call for applications for FPLs (Faculty Professional Leave) at the same time as Special Assignments. FPLs are handled in a similar manner but dates must be coordinated with deadlines for grants and the Fulbright program; 3) Issue a call for proposals for Research and Special Projects Grants early in the Spring Semester. Committee members review and rank proposals; and submit recommendations to the Dean; and 4) Issue a call for nominations for the Outstanding Faculty Scholar Award early in the Spring Semester. For all of the above duties, the chair of the PDC issues the call, coordinates review of

the proposals by the members of the committee, and both drafts and submits the statement of recommendations to the Dean. The professional development committee (PDC) shall be selected in accordance with the most current by-laws of the faculty assembly of The Ohio State University at Lima.

<http://lima.osu.edu/faculty-and-staff/faculty-assembly/by-laws-to-the-faculty-assembly-constitution.html>

9. **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.

## **VII. 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://lima.osu.edu/faculty-and-staff/faculty-assembly/by-laws-to-the-faculty-assembly-constitution.html>

## **VIII. 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 schedule, create and/or modify a strategic planning process for the campus. The committee will make recommendations for actions to achieve the strategic plan. Representatives to the Strategic 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://lima.osu.edu/faculty-and-staff/faculty-assembly/by-laws-to-the-faculty-assembly-constitution.html>

## **IX. FACULTY MEETINGS**

The President of the Faculty Assembly calls and presides over all business meetings of the Faculty Assembly. 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 two meetings 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

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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 departments 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 at <http://lima.osu.edu/faculty-and-staff/faculty-assembly/constitution-of-the-lima-campus-faculty-assembly.html>

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.

## **X. TEACHING**

### **A. Lima Regional Campus Faculty Teaching Load Policy**

The 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 <https://lima.osu.edu/assets/lima/uploads/FacStaff/WorkloadPolicy.pdf>

The Office of Academic Affairs required policy and guidelines are found at <https://oaa.osu.edu/assets/files/documents/1.2HBUnitAdmin.pdf>

### **B. Policy of Faculty Duties and Responsibilities**

The Lima Campus follows the Office of Academic Affairs required policy and guidelines on faculty duties and responsibilities <http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>.

### **C. 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 will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. 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 semesters of offering to assure that instructional expertise is always available for such courses.

### **XI. 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.

### **XII. 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.

### **XIII. 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 <https://oaa.osu.edu/policiesprocedureshandbook.html> and Office of Human Resources Policies and Procedures website <https://oaa.osu.edu/policiesprocedureshandbook.html>. 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 (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 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 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: <https://hr.osu.edu/public/documents/policy/policy627.pdf>.

### **C. Unpaid Leaves of Absence**

<https://hr.osu.edu/public/documents/policy/policy645.pdf>

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.

### **D. Special Assignments**

<https://oaa.osu.edu/assets/files/documents/specialassignment.pdf>.

SAs are normally one semester 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. SAs are usually, but not necessarily, provided to faculty to develop a new research skill, initiate a new project, or complete an ongoing project. SAs of shorter duration may be provided for such purposes as facilitating travel related to research that is less than a semester in duration but more than a week or two provided classroom teaching is not disrupted.

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Untenured faculty will normally be provided an SA during their probationary period. Reasonable efforts will be made to provide SA 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 SA 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 SA is appropriate. The Dean and Director will normally announce decisions regarding SAs 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.

#### **E. Faculty Professional Leave**

<https://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>.

A Faculty Professional Leave (FPL) is the University's formal program to give faculty a period of uninterrupted time to invest in their professional development. Only tenured faculty members with at least seven years of service in a tenure-track position at OSU are eligible for an FPL. A faculty member who takes an FPL, regardless of its duration (one or two semesters for 9-month faculty; one, two or three semesters for 12-month faculty), becomes eligible again only after completing an additional seven years of service at OSU after the year the FPL was taken. 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 the Board of Trustees before they may be implemented, faculty should submit FPL proposals for a particular year no later than the end of Autumn Semester 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.

#### **XIV. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY**

The University's policies with respect to supplemental compensation and external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook:

<https://oaa.osu.edu/assets/files/documents/facultycompensation.pdf> and  
<https://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>

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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 supplemental compensated activities and external consulting combined.

Faculty who fail to adhere to the University's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

## **XV. FINANCIAL CONFLICTS OF INTEREST**

The University's policy with respect to financial conflicts of interest is set forth in the Office of Academic Affairs Policies and Procedures Handbook

<https://oaa.osu.edu/assets/files/documents/FinConfInt.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 are required to file conflict of interest screening forms annually, and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with University officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

## **XVI. GRIEVANCE PROCEDURES**

Members of the 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. Below is a description of the procedures for the review of specific types of complaints and grievances

### **A. Salary Grievances**

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the 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 <https://lima.osu.edu/assets/lima/uploads/FacStaff/RegionalCampusFacultySalaryAppealsPolicy.pdf>

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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 Employee and Labor Relations <https://hr.osu.edu/services/elr/> in the Office of Human Resources.

### **B. 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/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>.

### **C. Faculty Promotion and Tenure Appeals**

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-6

<http://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>.

### **D. Sexual Misconduct**

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

## **XVII. STUDENTS**

### **A. 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 associate dean and the Committee on Academic Misconduct (<https://oaa.osu.edu/coam.html>).

May 22, 2017

The Dean and Director will appoint the director of Student Life as the Judicial Officer to administer and oversee the non-academic 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 Code of Student Conduct (<https://trustees.osu.edu/index.php?q=rules/code-of-student-conduct/>) and related policies, will be made available to students by Academic Advisors, EXP 1100.01 instructors, and on file at the Student Activities Office.

## **B. Student Graders**

Only tenure-track faculty members of the Department of Mathematics are eligible to supervise students as homework graders at this time. To qualify for a homework grader position, the student must have achieved a grade of B+ or higher in a course of commensurable content. Homework graders will be hired by invitation or recommendation by instructors.

At the beginning of the semester of hire, the homework grader will meet with the instructor-supervisor for an introductory consultation to review assessment rubrics and codes of ethical standards. The graders should be asked not to disclose to other students that he/she is grading their assignments. The assessment of the grader will serve as a recommendation to the instructor-supervisor, who will remain responsible for determining and assigning all student scores. The homework grader's role is limited to grading only those assignments handed directly by the instructor-supervisor, never directly receiving or returning assignments from and to students enrolled in the course. At no time is the homework grader to have access to student records.

Support for hiring homework graders is subject to budget availability, limited to no more than 60 grader hours per faculty member per academic year. The instructor-supervisor will be responsible for keeping track of the hours used and informing the department coordinator of them at the end of each semester.

## **C. 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.

A copy of the Student Senate constitution will be on file in the Dean and Director's office, the Ohio State Lima Library, and in the Student Activities Office to be made available to students upon request. <http://lima.osu.edu/assets/lima/uploads/StudentLife/studentSenateConstitution.pdf>

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 spokesperson for the organization.

May 22, 2017

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.

#### **D. Student Representative**

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

Student Representatives will serve for one year, from July 1 to June 30. One role of the student representative is to keep the board informed of student activities and student concerns. The student representative 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 representative, 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 Advisory Board will interview candidates and select the Student Representative each year.

- The subcommittee will consist of two board members, two faculty members, two staff members, and a student representative.
- A call for student representative nominations and applications will go by the end of spring semester.

#### **E. 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.

May 22, 2017

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.

#### **F. Student Services**

The Director of Student Life, or designated members of his/her office, will guide students to pertinent student services offices on the Columbus campus, as needed. The Dean and Director may create student offices or roles to fulfill specific project or campus administration needs. The Dean and Director may create liaisons or joint committees with Rhodes State College to fulfill student service's needs.

#### **G. Code of Student Conduct**

The Code of Student Conduct is Faculty Rule 3335-23 <http://studentlife.osu.edu/csc/>.