

PATTERN OF ADMINISTRATION FOR THE MARION CAMPUS

INTRODUCTION

This document provides a brief description of The Ohio State University at Marion 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 regional campus 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 Marion campus faculty and the Office of Academic Affairs.

CAMPUS MISSION

The mission of The Ohio State University at Marion is to provide educational opportunities and lifelong learning experiences that enrich individuals and encourage social, cultural and economic growth in our communities by making the world-renowned resources of The Ohio State University student-focused, accessible and affordable. Our vision is to be the public university of choice in our region. Within the broader University values of integrity, excellence, diversity, community, learning, discovery, and freedom of expression, the Marion Campus has defined the following more specific values:

- The continuous quest for academic knowledge
- The dissemination and appreciation of knowledge for the benefit of society
- The richness of human diversity
- Student-focused and personalized higher education
- The power and synergy of community

Campus values and goals align with those identified in the University's Academic Plan: academic excellence, student experience, diversity, outreach, and resource development. Specifically, our goals in support of the Academic Plan are:

- To provide innovative, global, cooperative education programs
- To enhance the student experience through programs which promote health and wellness, cultural enrichment, citizenship, and service
- To create an inclusive environment that welcomes and respects diversity, enabling the Marion Campus to attract, retain, educate, and benefit from a variety of people
- To be recognized as the foremost community and regional resource in teaching, research, and service.

FACULTY

The regular tenured or tenure track faculty on the Marion campus are members of their respective Tenure Initiating Units (departments or schools) whose teaching and service normally occur on the Marion campus. The Marion campus also employs as teachers auxiliary faculty of various titles (senior lecturers, lecturers, graduate teaching associates). Faculty Rule 3335-5-19 <http://trustees.osu.edu/rules5/ru5-19.html> defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department include regular faculty with compensated FTEs of at least 50% on the Marion campus. Auxiliary faculty, emeritus faculty, and regular faculty joint appointees with FTEs below 50% on the Marion 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.

ORGANIZATIONAL CHART FOR THE MARION CAMPUS

Attached is an organizational chart for the Marion campus (forthcoming).

OVERVIEW OF DEPARTMENTAL ADMINISTRATION & DECISION-MAKING

Policy and program decisions are made in a number of ways: by the Marion campus faculty as a whole, by standing or special committees of the campus, or by the dean and director. The nature and importance of any individual matter determine how it is addressed. 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. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

REGIONAL CAMPUS ADMINISTRATION

DEAN AND DIRECTOR

The primary responsibilities of the dean and director of a regional campus are set forth in Faculty Rule 3335-3-291 <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, including a description of campus policies and procedures.

Key responsibilities of the dean and director, including some noted in Faculty Rule 3335-3-291, are paraphrased and summarized below.

- *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 and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors.*
- *To evaluate faculty members annually in accordance with both University and regional campus 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 see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.*
- *To communicate to the regional campus community the educational programs, standards, and policies of the campus and the university, and to maintain liaison with community councils and agencies and to garner support of regional campus programs 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 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.*

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 Office of Academic Affairs and the Board of Trustees.

Operational efficiency requires that the dean and director exercises a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of department academic goals, however, is most successful when all faculty participate in discussing and deciding matters of importance. The 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.

ASSOCIATE DEAN

The associate dean is a member of the faculty. S/he is delegated a number of responsibilities having to do primarily with faculty and the academic program, and acts or speaks for the dean and director should the dean and director be off campus.

The operational responsibilities of the associate dean include:

- Evaluation and orientation of non-tenure track faculty
- Curricular development, in consultation with faculty and staff
- Assisting the dean and director with evaluation and salary setting for regular faculty
- Serving as liaison to the academic departments and the Marion campus Academic Affairs Committee
- Developing and monitoring the budget for academic support and approval of purchase requests and absence forms for faculty
- Assisting faculty with academic needs and issues, including academic misconduct submissions
- Assisting with faculty searches and meeting with candidates during search process
- Assisting students in addressing issues they may experience regarding faculty or classes
- Chairing the Academic Standards Committee
- Supervising the lead staff persons in academic support areas such as Academic Skills, the Education Programs, Instructional Technology, Science Labs, and faculty support

COMMITTEES

DEAN AND DIRECTOR'S ADVISORY COUNCIL

The dean and director calls regular meetings of the Dean and Director's Advisory Council (DDAC), a smaller group of campus leadership, for information sharing, issue identification, and initial consultation. The purpose of DDAC is:

- to initiate campus consultation and communication by providing a forum for information sharing and communication regarding activities occurring in all areas
- to provide an opportunity for initial discussion and brainstorming regarding issues facing the campus
- to serve in a steering committee role, directing topics to appropriate areas of campus for further discussion as appropriate
- to bring issues requiring further discussion/consultation to the constituency represented by each person on the Advisory Council
- to review nominations for the Marion Campus Staff Awards and identify recipients.

DDAC membership consists of the dean and director, associate dean, assistant dean, assistant director of student affairs, assistant director of enrollment management, director of community relations and development, business manager, superintendent of faculty maintenance and security, director of Alber Enterprise Center, chair of the Faculty Assembly, and the faculty chairs of the Academic Affairs and the Facilities committees, or designee. The membership of DDAC may change as campus needs evolve. Additional staff and faculty may be included as needed to share information or present issues. If possible, critical issues requiring consultation/discussion by DDAC will be established as agenda items prior to each meeting; otherwise, information are shared in a "round robin" fashion. This group normally meets bi-weekly. Minutes of each meeting are distributed to all faculty and staff.

The information sharing, issue identification, steering, and consultative activities occurring during in the DDAC meetings are not intended to replace, preclude, or eliminate additional consultative activities with the campus community, including faculty, staff, and the Marion Campus Board of Trustees. It is the responsibility of each member of the DDAC, including the dean and director, to take issues needing further consultation and discussion to her/his constituency. If campus policy needs to be developed, it will be done in a consultative manner including all campus constituencies.

BUDGET ADVISORY COMMITTEE

The Budget Advisory Committee (BAC) assists in the budget development process. Prior to budget development, calls are issued for program, area, faculty, or individual budget needs. The members of DDAC and the faculty are asked to identify needs and to assess priorities with input from their staffs as appropriate. After the initial annual call to identify needs, adjustments to bring the budget into line with the expected revenue must be made. The BAC assists in this process by:

- advising the dean and director and DDAC on major budget issues
- assessing the long-term strategic issues that impact the financial health of the campus
- facilitating communication with the campus community regarding budget issues

Members of the BAC are appointed by the dean and director and include the campus business officer (who chairs the committee), two faculty representatives, two staff representatives, and one student representative. The appointments are for two-year terms. The BAC will schedule meetings and/or open

forums during the budget-planning period to provide feedback to faculty and staff regarding the status of the budget process and current budget issues.

SCHEDULING COMMITTEE

The Scheduling Committee is an advisory committee to the Assistant Dean. The committee provides guidance to the Assistant Dean in the matters of curriculum, enrollment, faculty concerns, and student concerns as they pertain to the development of the course schedules for the Marion Campus and the Delaware Center. The committee is comprised of the Assistant Dean as Chair, the academic advisors, the academic advising administrative associate, the program coordinator who assists with the schedule, the registrar, a faculty representative, and a student representative.

JOINT FACILITIES COMMITTEE

The purpose of the Joint Facilities Committee (JFC) is to ensure that there is broad consultation and discussion of campus facilities and space issues that affect staff, faculty and students. The JFC complements the faculty Facilities Committee by including staff and faculty representation. Membership of the JFC includes the members of the faculty Facilities Committee, associate dean, assistant director of student affairs, assistant director of enrollment management, director of community relations and development, business manager, and superintendent of faculty maintenance and security. The dean and director serves as chair. The committee meets on an as-needed basis.

ACADEMIC STANDARDS COMMITTEE

The Academic Standards Committee consists of three faculty members and the academic advising coordinator. The committee meets at least once each quarter with the associate dean, who coordinates the committee, to review the status of students who are on academic probation or subject to dismissal. The committee considers recommendations from advisors about retention or dismissal and confirms whether recommended actions are appropriate or whether extenuating circumstances or procedural problems justify other actions. It also considers petitions for readmission after academic dismissal.

SCHOLARSHIP COMMITTEE

The Scholarship Committee consists of three faculty representatives, the assistant director for enrollment management (chair of the committee), the assistant director for student affairs, the assistant director for community relations and development, and two student representatives. Its primary purpose is to define official eligibility criteria for Marion Campus scholarships. The faculty and student representatives serve on a voluntary basis, and are identified by the assistant director for enrollment management. The committee typically meets twice per academic year.

STAFF MEETINGS

On a monthly basis, the dean and director calls an open meeting of all Classified Civil Service and Administrative and Professional staff. Members of the staff assigned to the Delaware Center join the meeting via videoconferencing. At this meeting the dean and director shares information and news regarding the campus, solicits input from staff regarding these, and provides an opportunity for staff to share information and news and ask questions. Minutes of each meeting are distributed to all faculty and staff.

***Ad hoc* COMMITTEES**

Many functions or needs of the campus occur on an irregular basis and are best carried out by an ad hoc committee. Examples include faculty or staff searches and particular or specific projects or needs for which campus-wide input is sought. The dean and director typically appoints members to ad hoc committees.

FACULTY MEETINGS

The Marion Campus Faculty Assembly serves as the primary faculty governance structure. The Faculty Assembly aids the Dean and Director by making recommendations and giving advice. The elected Chair of the Faculty Assembly calls meetings of the Faculty Assembly, which occur at least once per quarter. The Faculty Pattern of Administration (Appendix A) outlines the structure, purpose, and responsibilities of its officers and committees.

MARION CAMPUS FACULTY TEACHING LOAD GUIDELINES (Approved by Marion Campus Faculty Assembly, November 1, 2004)

All faculty members at The Ohio State University are expected to be actively engaged in teaching, research/scholarship, and service. The regional campus mission, compared to that of the Columbus campus, shifts a greater degree of emphasis to teaching, and regional campus service often includes a greater degree of community outreach and engagement. Also expected of regional campus faculty is research and scholarship at the same level of quality as departmental/school colleagues, although perhaps not at the same level of quantity. As Ohio State moves toward its goal of becoming the nation's premier comprehensive land grant institution, its expectations for faculty engagement in research/scholarship have been increasing. This, coupled with historical variations in teaching loads among Marion campus faculty and among faculty at the other Ohio State regional campuses, has made critical the development of a comprehensive document outlining workload, performance expectations, and assessment guidelines for Marion campus faculty.

This document provides workload, performance expectation, and assessment guidelines for faculty at The Ohio State University at Marion. These guidelines may not be appropriate for some situations and the dean and director always has the option of deviating from the guidelines in specific situations. However, the dean and director will inform the Faculty Assembly if significant deviations are made from these guidelines. In all cases, implementation of these guidelines must be congruent with the campus budget.

I. Preliminary Definitions

An individual's teaching load refers to the total number of courses or contact hours assigned over a given academic year, excluding overload courses and courses taught during an off-duty quarter. Assignment of an individual's teaching load will take into account both number of courses and number of contact hours. A contact hour is defined as one hour of lab or 48 minutes of lecture during a week. In most cases and for most courses, the number of contact hours equals the number of credit hours.

II. Teaching Loads

All faculty are expected to be involved in ongoing research and scholarly activity. While this expectation has been longstanding, it has become increasingly important and emphasized by the university over time. The following procedure has been designed to establish workload equity as well as to encourage faculty to remain active in research.

1. Teaching Loads for Tenured Faculty

There are two teaching load variations for tenured faculty:

- a. Regular load (the lesser of 6 courses or 28-32 contact hours per academic year) for tenured faculty engaged in significant research/scholarship activity. Any lab science course with multiple labs or any lab science course totaling 8 or more contact hours will count as two courses toward the science faculty member's teaching load.
- b. Teaching-emphasis load (the lesser of 7 courses or 33-37 contact hours per academic year) for tenured faculty not engaged in significant research/scholarship activity. Any lab science course with multiple labs or any lab science course totaling 8 or more contact hours will count as two courses toward the science faculty member's teaching load.

The dean and director consults with department chair/school directors annually as part of the evaluation and the determination of salary of every faculty member. During this process, in the event that the dean and director and the chair/director both conclude, as determined by annual evaluations, that a tenured faculty member has made significant effort to carry out research/scholarly activity then that faculty member will be eligible for a regular load. In the event that no significant research/scholarship has taken place a tenured faculty member may be assigned a teaching-emphasis load for the following academic year.

2. Teaching Loads for Untenured Tenure-Track Faculty

- a. Untenured tenure-track faculty will receive a regular course load (the lesser of 6 courses or 28-32 contact hours per academic year).
- b. Untenured tenure-track faculty will receive a one-course reduction for two of their first three probationary years.
- c. Untenured tenure-track faculty will receive a one-quarter SRA for one of their first three probationary years.

III. Returning to Research and the Appeal Process

1. If a tenured faculty member who has carried a teaching-emphasis load desires to re-engage in research and scholarly activity, he or she may prepare a research plan and submit it to the dean and director and chair/director for approval. After approval of the research plan by the dean and director and chair/director, the dean and director will assign a regular teaching load that will be reviewed annually.
2. A faculty member whose request for a regular load is denied by the dean and director may appeal the decision, if it is perceived as unjust. A letter of appeal, with all relevant documentation, must be submitted to the dean and director within one month of the denial of a regular load. The promotion and tenure committee of the tenure initiating unit will be asked to review the evidence and indicate a clear affirmative or negative judgment as to whether the faculty member in question has made a significant effort to carry out research or be involved in scholarly activity for a substantial period of time. All parties will be bound by the majority position of the promotion and tenure committee. The dean and director should make every possible effort to conclude the review by the end of that academic year, so as to settle the matter before the following academic year, when the course-load adjustment would be effective.

IV. Course Load Reductions for Administrative or Academic Duties

1. Automatic Reductions

a. Chair of the Faculty Assembly.

The faculty assembly chair will receive an automatic one-course load reduction for the academic year in which she or he serves as chair. This reduction is necessary due to the critical nature of that office, the need to be in close and regular consultation with faculty and staff, and the expectation that the chair attend additional meetings such as the Dean and Director's Advisory Council and the Marion Board of Trustees.

b. Faculty Coordinator for a Bachelor or Master degree program and for Mathematics.

The faculty program coordinators of Bachelor and Master degree programs will receive an automatic one-course load reduction for the academic year in which they serve as coordinator (programs presently exist in Education [covered now through a staff appointment], English, History, and Psychology) and disciplines with a large number of courses to be coordinated (currently Mathematics).

c. Science Fair Director

The Science Fair Director will receive an automatic one-course reduction. Having a faculty member serve as the Science Fair Director encourages campus programmatic goals in sciences and math and supports outreach to other educational institutions, the community, and potential students.

d. Honors Director

The Honors Director will receive an automatic one-course reduction for carrying out the responsibilities associated with the Honors Program.

2. Reductions for Special Circumstances

Faculty may apply to the dean and director and the Professional Development Committee for a one-course reduction whenever there are special situations that may be worthy of a reduction but which are not covered by this policy.

Circumstances that may warrant a course load reduction request include, but are not limited to:

a. Chairing an extraordinarily active institutional committee or task force.

Faculty members who chair an institutional committee or task force that will be extraordinarily active during an academic year may apply for a one-course load reduction following the procedures described below. Typically, such load reductions may be considered when a committee or task force has taken on a task or set of activities that require a particularly extensive commitment of the chairperson's time.

b. Involvement in extraordinary service to the institution, professional field, or community.

Faculty members who perform a time-intensive service for the institution, serve as senior officers in appropriate professional organizations, or who provide an extraordinary level of time-intensive community service may apply for a one-course load reduction following the procedures described below. In most cases, the load reduction, if approved, would occur during a quarter in which the activity or service is scheduled.

c. Engagement in extraordinary research activity or recipient of large grants.

Faculty members who perform an extraordinary amount of research activity or are recipients of

large grants may apply for a one-course load reduction. (Normally, large grants include budgetary funding for course releases.) This reduction may be provided to faculty who are completing a highly time-intensive research project.

V. Special Research Assignments (SRAs)

The Marion campus also has available, on a competitive basis and subject to budgetary, curricular and scheduling constraints, a limited number of Special Research Assignments (SRAs) that provide a one-quarter release from teaching responsibilities.

Tenured faculty may apply for an SRA or Faculty Professional Leave (FPL) by submitting their research proposal to the Professional Development Committee. Full details governing the criteria for evaluation of SRA/FPL proposals may be found in the SRA and FPL policy below (most recent version dated May 19, 2004). Untenured faculty apply for a one-quarter SRA by submitting their research proposal to the dean and director.

A one-quarter SRA for faculty who normally carry a teaching load of 5, 6 or 7 courses will result in a total teaching load of 4 courses during the non-SRA quarters. For faculty who otherwise would have a teaching load of 4 courses (as determined by contact hours), an SRA will result in a teaching load of 3 courses.

VI. Course Overloads

Overload courses are courses taught for extra pay, during an on-duty quarter, which are in addition to the faculty member's usual teaching load. Courses taught during an off-duty quarter (usually the summer quarter) are not overload courses. Untenured faculty will not be assigned to teach overload courses, and they will be strongly discouraged from teaching during off-duty quarters.

COURSE OFFERINGS AND TEACHING SCHEDULES

The assistant dean, in consultation with the Scheduling Committee, is responsible for developing the schedule of course offerings. While every effort will be made to accommodate the individual preferences of faculty, the first obligation of the Marion campus 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.

The course cancellation policy currently in effect is as follows:

- “Stand-alone” courses with fewer than 12 students enrolled one week prior to the start of the quarter will be cancelled.
- The first course in a multi-course sequence will be cancelled if fewer than 15 students are enrolled one week prior to the start of the quarter. (The higher threshold for sequence courses is intended to take into account the normal attrition occurring through a sequence. We have had situations where, for example, eight students enroll in the first course in a multi-course sequence, five students enroll for the second course, and only three students enroll for the third.)

Exceptions to the 12 or 15 student minimum include:

- “Stand alone” courses or multi-course sequences required for majors that students can complete on the Marion campus normally will not be cancelled.
- Second, third, or subsequent courses in a multi-course sequence in which the first course had at least 15 students normally will not be cancelled.
- Evening courses, including multi-course sequences, will have 10 as the minimum enrollment number.
- Summer Quarter courses, including multi-course sequences, will have 10 as the minimum enrollment number.
- Courses in programs the campus is developing normally will not be cancelled.
- Courses offered exclusively for Honors students normally will not be cancelled.
- The minimum enrollment number for Physical Education courses will be 10.
- Teaching responsibilities for regular faculty and, secondly, for term faculty may be factors to be considered during course cancellation decisions.

ALLOCATION OF MARION CAMPUS RESOURCES

The dean and director is responsible for the fiscal and academic health of the 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, staff, and Board of Trustees 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. In addition, the Budget Advisory Committee (described above) provides input during the budget development process.

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 and staff 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 vacation [for staff]) to provide time for its consideration and approval and time to assure that instructional, administrative, staff, 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 administrative 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 or staff 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 or the associate dean know

promptly so that instructional, administrative, 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 and director, Office of Academic Affairs, and Board of Trustees.

Special Research Assignments (SRAs)

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

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

Untenured faculty will normally be provided an SRA during their probationary period. Reasonable efforts will be made to provide SRA opportunities to all productive faculty on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the department, and the need to assure that sufficient faculty are always present to carry out department work.

Faculty members who desire an SRA should discuss the matter with the 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 normally will 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 Leaves (FPLs)

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

An FPL constitutes a more formal departure from regular academic duties than an SR 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. The dean and director will submit the proposal to the faculty member's TIU for evaluation and recommendation. Because FPL proposals must be approved by the dean and director, TIU head, 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, the faculty member's TIU, and to the faculty member as well as the ability of the campus to accommodate the leave at the time requested.

**Marion Campus Policy on SRAs and FPLs
(Approved by Marion Campus Faculty Assembly, May 19, 2004)**

The Importance of Release Time

In its statement of principles on leaves of absence, the AAUP (1995) states, and we agree, that:

Leaves of absence are among the most important means by which the teaching effectiveness of faculty members may be enhanced, their scholarly usefulness enlarged, and an institution's academic program strengthened and developed. A sound program of leaves is therefore of vital importance to a college or university, and it is the obligation of faculty members to make sure of the available means, including leaves, to promote their professional competence. The major purpose is to provide opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, and travel.

The Number of SRAs/FPLs/Reductions (Releases) made available

The campus should expect to contribute (as budget and course coverage needs allow):

- 1) One SRA for each untenured faculty member over their probationary period
- 2) One SRA for each tenured faculty member every four years.

Each quarter of an SRA or FPL should represent approximately 1/3 of an individual's yearly teaching load.

The Release Process

Before the end of Autumn Quarter the Professional Development Committee will remind faculty to prepare Release proposals for the following academic year (any Release starting in Autumn, Winter or Spring Quarter). These proposals will be due in early Winter Quarter.

Each proposal will include a title, a description of the project to be undertaken and an explanation of the expected benefits. It will include a CV and a listing of all Releases in teaching load awarded in the past 7 years and all in-year overload courses (this does not include off-duty [summer] courses) taught during the past 7 years.

The Professional Development Committee will read the proposals in early Winter Quarter and will, before the end of Winter Quarter, provide the associate dean and/or dean and director with the full set of

proposals along with Professional Development Committee comments. The comments may include a ranking of the proposals.

Untenured faculty should expect to receive one SRA during their probationary period, which they are encouraged to take in their second or third year. Although SRA proposals for untenured faculty are not to be awarded on a competitive basis, the application process will be otherwise similar to that for other Releases.

The associate dean and/or dean and director will communicate with department chairs/school directors concerning the awarding of Releases. In Spring Quarter the associate dean or dean and director will announce to the faculty the recipients of the Releases.

Criteria for Release Proposal Review

Criteria that may be considered in positively reviewing a proposal include:

- time since last Release
- productivity/usefulness of earlier Releases
- current productivity
- expectation that Release will have long-lasting impact on productivity
- absence of consistent in-year overload courses
- expectation that it will aid the proposer in obtaining promotion
- limited availability of a special opportunity
- absence of concurrent SRA/FPL releases in the same department
- departmental enthusiasm
- expectation that it will aid the proposer in securing or implementing a grant

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>.

The Marion campus adheres to these policies in every respect. In particular, the 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 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 the associate dean, the dean and director or the associate dean will first ascertain whether the students require confidentiality or not. If confidentiality is not required, the dean and director or the associate dean will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the dean and director or 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 or the 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 <http://oaa.osu.edu/coam/home.html> and <http://senate.osu.edu/COAMDuties.pdf>.

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

Appendix A

THE OHIO STATE UNIVERSITY MARION CAMPUS FACULTY ASSEMBLY PATTERN OF ADMINISTRATION

The Ohio State University Marion Campus is one of several regional campuses of the University. Its academic program is coordinated with the OSU departments and colleges represented on the regional campus. Its administration is conducted through the office of the Dean and Director. The Faculty Assembly aids the Dean and Director by giving advice and making recommendations.

A. The Faculty Assembly

The chair of the Faculty Assembly calls all campus Faculty Assembly meetings. Those meetings operate according to the principles of parliamentary procedure as stated in Robert's Rules of Order in all instances where this document does not specify a procedure.

1. Membership

Membership in the Faculty Assembly shall consist of those persons defined as faculty in University Faculty Rule 3335-5-19. Any faculty member may participate and vote in faculty assembly meetings.

2. Meetings

a. The Faculty Assembly shall meet at least once a quarter during the academic year. At least one week's notice shall be given of each meeting.

b. There shall be a general meeting of the faculty after all interviews of candidates for tenure track or term appointments have been concluded and before the Dean makes an offer to a candidate for the purpose of considering the interviewed candidates. This meeting shall be convened by the chair of the Faculty Assembly, with as much prior notice as possible, within three calendar days of the last candidate's interview. At this meeting a faculty vote shall be taken to recommend to the Dean a single candidate, a rank order of the candidates, that all candidates are equal, that none is satisfactory, or that no appointment be made. The chair shall then transmit to the Dean the deliberations of the faculty.

3. Quorum

Those members present shall constitute a quorum.

4. Order of Business

The order of business shall be
scheduled old business.
scheduled new business.
reports from administrators and/or committees.
other new business, items of concern, or queries.

5. Minutes

The minutes shall be distributed to all faculty prior to the next meeting. After approval by the assembly they become public documents and a copy shall be placed in the OSUM library.

6. Substantive Motions

Motions relating to policy and substantive issues shall be presented in writing to the chair and to the faculty at least six calendar days before they are considered by the assembly.

7. Amendments to this Document

Amendments shall be presented in writing to the chair and to the faculty at least one week before they are considered by the assembly. Such amendments require a majority vote.

8. Reports Presented by Officers and Committees to the Faculty Assembly

To facilitate Faculty Assembly business, written reports by officers and committees shall be made available in the faculty lounge. Items for discussion shall be limited to motions submitted by committees and to other matters on which officers or committees require faculty opinion.

9. Elections

a. The Elections Committee, in consultation with the faculty, shall prepare a list of candidates (who have agreed to serve if elected) for the following positions:

Chair of the Faculty Assembly
Secretary of the Faculty Assembly
Representative to the Regional Campus Faculty Council
Ombudsman
University Senator
Alternate University Senator
Representative for Faculty Senate of the Colleges of the Arts & Sciences
Alternate Representative for Faculty Senate of Colleges of Arts & Sciences

The committee shall also prepare a list of nominees (who have agreed to serve if elected) for positions on each standing committee.

b. The Elections Committee shall conduct the elections for all offices and all committee positions. The Elections Committee shall distribute a written slate of candidates to the faculty at least one week before the elections meeting. If the number of faculty nominated for a particular committee exceeds the maximum allowed membership, the committee members shall be chosen by written ballot; in case of a tie vote, the committee member(s) shall be determined by a run-off election between (among) the tied candidates. The nominations for chair of each committee shall be limited to the faculty members of the committee. If no nominee for chair receives a majority of the votes, there shall be a run-off election between the two (or more) candidates having the most votes.

c. The University Senator and Alternate University Senator shall be elected (every third year or when the office is vacant) no later than the first week of March. A list of faculty willing to be nominated shall be distributed to all faculty a week in advance of the election meeting. Their terms shall follow the rules of the University Senate. Within two weeks after the election their names shall be transmitted by the chair of the Elections Committee to the Secretary of the Senate so that the Senator can be considered for committee assignments.

d. A list of faculty eligible for the Faculty Evaluation Advisory Committee shall be distributed to all faculty a week in advance of the election meeting.

e. All terms commence at the beginning of the Summer Quarter, unless otherwise specified.

10. Voting by Proxy

A faculty member who cannot attend a meeting of the Faculty Assembly may vote by proxy by giving in advance of the meeting to the chair or secretary written instructions as to how to vote the proxy and authorization to do so.

B. Campus Faculty Assembly Officers

1. Chair

a. The chair shall be elected by the Faculty Assembly for a one-year term.

b. The duties and responsibilities of the chair are:

1. To exercise a leadership role in faculty business.
2. To act as a representative of the faculty in communication with the Dean and Director, the Provost and other University officers.
3. To schedule meetings of the Faculty Assembly and call special meetings at the request of any faculty member with as much prior notice as possible.
4. To call and chair a special meeting of the faculty to consider the candidates who have been interviewed for faculty

positions.

5. To distribute an agenda in advance of Faculty Assembly meetings.
6. To conduct meetings of the Faculty Assembly. If the chair is absent, he or she shall appoint a faculty member to chair the meeting. If the chair fails to appoint a substitute, the secretary shall appoint a substitute.
7. To appoint *ad hoc* committees.
8. To forward in writing to the Dean/Director, or to any other individual or group, with a brief cover letter, any request for action or any resolution that affects the Dean/Director, or any other individual or group.

c. The chair is a member of:

1. The Regional Campus Faculty Council and shall appoint a substitute when unable to attend Regional Campus Faculty Council meetings.
2. The Ohio State University Marion Board of Trustees (*ex officio*) and shall appoint a substitute when unable to attend Marion Campus Citizens Council meetings.

2. Secretary

a. The secretary shall be elected by the Faculty Assembly for a one-year term.

b. The duties and responsibilities of the secretary are:

1. To record minutes of Faculty Assembly meetings.
2. To distribute to the faculty copies of the preceding meeting's minutes before each meeting.
3. To place copies of approved minutes in the library and to maintain a permanent set of Faculty Assembly minutes, including a copy of all written material that is distributed prior to or during the meeting and is relevant to the meeting.
4. To provide each new faculty member with a copy of the current OSUM Faculty Assembly Pattern of Administration.
5. To appoint a substitute for the chair when the chair fails to do so.
6. To revise the OSUM Faculty Assembly Pattern of Administration to incorporate changes that have been approved by the Faculty Assembly, and to provide the revised version to each faculty member at the beginning of the academic year.

3. Regional Campus Faculty Council Representatives

a. A Regional Campus Faculty Council Representative shall be elected by the faculty for a three-year term overlapping the term of the representative to the University Senate. The chair of the Faculty Assembly and the University Senator are *ex officio* representatives.

b. The duties and responsibilities of the representatives are:

1. To attend council meetings and represent OSUM faculty interests.
2. To foster communication among the regional campus faculties.

4. Representative to the University Senate

a. The representative to the University Senate shall be elected by the Faculty Assembly for a three-year term. The election shall be held no later than the first week of March. Eligibility for this office is restricted to faculty members who have not held this office during the previous year.

b. The duties and responsibilities of the representative are:

1. To attend University Senate meetings, represent the Marion Campus and the Marion faculty, and report to the Faculty Assembly.
2. To serve on a University committee during her/his term if elected or appointed.
3. To serve as a member of the Regional Campus Faculty Council.

5. Alternate Representative to the University Senate

a. The alternate representative to the University Senate shall be elected by the Faculty Assembly for a three-year term. The election shall be held no later than the first week of March.

b. The duties and responsibilities of the alternate representative are:

1. In the absence of the Senator, to attend University Senate meetings, represent OSUM and the Marion faculty, and

report to the Faculty Assembly.

2. In the absence of the Senator, to attend meetings of the Regional Campus Faculty Council.

6. Ombudsman

a. The ombudsman shall be a tenured faculty member. The ombudsman shall be elected by the Faculty Assembly for a two-year term.

b. The duties and responsibilities of the Ombudsman are:

1. To receive and to attempt to resolve individual grievances of members of the University community by supplementing, rather than replacing, other means for redress of grievances.
2. To maintain a current record of University statements on student rights and responsibilities.
3. To recommend changes in University or campus procedures as a result of experience with individual cases.
4. To publicize at the beginning of each quarter the duties and responsibilities of the office.

7. Representative to the Faculty Senate of the Colleges of the Arts and Sciences

a. The representative to the Faculty Senate of the Colleges of the Arts and Sciences shall be elected by the Faculty Assembly for a three-year term. Eligibility for this office is restricted to Arts and Sciences faculty members who have not held this office during the previous year.

b. The duties and responsibilities of the representative are:

1. To attend Faculty Senate of the Colleges of the Arts and Sciences meetings, represent the Marion Campus and the Marion faculty, and report to the Faculty Assembly.
2. To serve on a Faculty Senate of the Colleges of the Arts and Sciences committee during her/his term if elected or appointed.

8. Alternate Representative to the Faculty Senate of the Colleges of the Arts and Sciences

a. The alternate representative to the Faculty Senate of the Colleges of the Arts and Sciences shall be elected by the Faculty Assembly for a three-year term. Eligibility for this office is restricted to Arts and Sciences faculty members.

b. The duties and responsibilities of the alternate representative are:

1. In the absence of the Senator, to attend Faculty Senate of the Colleges of the Arts and Sciences meetings, represent OSUM and the Marion faculty, and report to the Faculty Assembly.

C. Executive Committee and Standing Committees

The OSUM Faculty Assembly committee structure shall include an executive committee, standing committees, and *ad hoc* committees. Each committee shall have a chair and a secretary. Chairs shall be elected by the Faculty Assembly unless otherwise designated. Secretaries shall be selected by committee members, from the membership of the committee, at the first meeting of the committee. Committee meetings are usually called by the chairs, but any member may call a meeting of a committee. *Ex officio* committee members have full rights and responsibilities.

Each committee is responsible for maintaining its own minutes. The committee secretary shall make these minutes available in the faculty lounge. The Faculty Evaluation Advisory Committee shall be exempted from this provision.

1. Executive Committee

a. The Executive Committee shall consist of the Dean and Director and members of the Marion Campus Faculty Assembly. The Executive Committee shall be chaired by the Dean and Director; in his absence the chair of the Faculty Assembly shall chair the committee.

b. Its duties and responsibilities are:

1. To consider with the Dean and Director the goals, objectives, and issues affecting long-range planning for the campus in general and OSUM in particular.
2. To advise the Dean and Director in matters of policy pertaining to programs and functions of the regional campus in accordance with policies approved by the Faculty Assembly.
3. To review with the Dean and Director the status of the budget, and to serve as a forum for faculty input concerning the budget.

4. To ensure that the faculty is given information in a timely manner on all matters of concern.

2. Academic Affairs Committee

a. The Academic Affairs Committee is a standing committee of the Marion Campus Faculty Assembly. It shall have a maximum of six members serving overlapping two-year terms. There shall be no more than two members from one college and no more than one member from a particular department. If the election results in more than two members from one college or more than one member from one department, there shall be a runoff election between (among) those candidates. The chair shall be a tenured faculty member.

b. Its duties and responsibilities are:

1. To be involved in the planning of academic programs and in the support systems for academic programs.
2. To assist the Assistant (or Associate) Dean (or designee) in screening candidates for vacant teaching positions. The committee will recommend faculty for appointment to the search committees to the Assistant (or Associate) Dean. At least one member of the Academic Affairs Committee is to serve on each search committee.
3. To foster the principles of academic freedom and responsibility as set forth in University Faculty Rule 3335-5-01.

3. Auxiliary Faculty Concerns Committee

a. The Auxiliary Faculty Concerns Committee is a standing committee of the Marion Campus Faculty Assembly. It shall have a maximum of six members serving overlapping two-year terms. A maximum of three members are to be auxiliary faculty and a maximum of three members are to be regular faculty, at least one of whom is tenured. The chair shall be elected by the committee members at the first meeting after each annual election of new members.

b. Its duties and responsibilities are:

1. To develop and periodically review and evaluate a policy statement on issues that affect non-tenure track auxiliary faculty.
2. To bring resolutions and motions on pertinent issues to the Faculty Assembly and to monitor subsequent proceedings.

4. Elections Committee

a. The Elections Committee is a standing committee of the Marion Campus Faculty Assembly. The committee shall consist of the Secretary of the Faculty Assembly (*ex officio*) and a maximum of three other members serving overlapping two-year terms.

b. Its duties and responsibilities are:

1. To prepare a slate of candidates, who have consented to serve, for the offices and standing committees of the Faculty Assembly.
2. To hold the elections for the offices and standing committees.
3. Elections for the University Senator and Alternate University Senator shall be held no later than the first week of March.
4. Elections for members of all other officers and standing committees shall be held in May.
5. To hold special elections to fill vacancies in offices and standing committees.
6. To provide all faculty with a list of the officers and members of standing committees of the Faculty Assembly.

5. Evaluation of Administrators Committee

a. The Evaluation of Administrators Committee is a standing committee of the Marion Campus Faculty Assembly. It shall have a maximum of three members serving overlapping three-year terms.

b. Its duties and responsibilities are:

1. To carry out a faculty evaluation of the Dean and Director and of the Assistant (or Associate) Dean annually at the beginning of the spring quarter, using the evaluation forms developed by an *ad hoc* committee.
2. In the evaluations, include questions about these administrators' management of staff.

6. Facilities Committee

a. The Facilities Committee is a standing committee of the Marion Campus Faculty Assembly. It shall have a maximum of five members, serving overlapping three-year terms.

b. Its duties and responsibilities are:

1. To represent faculty and be involved in all matters of planning and upkeep of campus grounds, including roads and parking lots.
2. To represent faculty and be involved in all matters of planning and construction of new campus buildings and renovation of existing facilities.

7. Faculty Evaluation Advisory Committee

a. Pursuant to faculty evaluation, promotion and tenure procedures set forth in the Rules of the University Faculty, Chapter 3335-47, (February 1992 Edition) the Faculty Assembly of OSUM recognizes that the primary responsibility for evaluation of regional campus faculty rests with department chairs. However, to fulfill its own responsibilities in this matter, the Faculty Assembly of OSUM establishes a Faculty Evaluation Advisory Committee. It shall make recommendations concerning faculty members being reviewed for promotion and/or tenure and shall assist in the annual evaluation of other untenured faculty members. For the purpose of this document, the faculty shall be defined according to University Faculty Rule 3335-5-19 (February 1992 Edition).

The committee shall consist of seven tenured faculty members of appropriate rank who are assigned to the Marion Campus. Accordingly, committee members must be at least one rank above faculty members being evaluated. In the case of associate professors being considered for promotion to full professor, at least three full professors should serve on an *ad hoc* subcommittee for the sole purpose of evaluating these associate professors.

Committee members shall be elected for two-year overlapping terms. Each year at least three members shall be elected. A list of faculty eligible for this committee will be distributed to all faculty a week in advance of the elections meeting.

No one other than committee members may attend committee meetings except by committee invitation.

b. The duties and responsibilities of the committee are:

1. To prepare written evaluations for faculty members undergoing fourth year review or being considered for tenure and/or promotion. Each written evaluation shall be available for review by tenured faculty. An open meeting of the tenured faculty shall be held to discuss a draft of the letter and a vote shall be taken assessing the degree to which tenured faculty members support a recommendation for contract renewal for a fifth year or for tenure and/or promotion. Subsequently, the final version of the letter is transmitted to the Marion Campus Dean and Director and to the chair or head of the appropriate academic unit.
2. To prepare written annual evaluations of all other untenured tenure-track faculty members. The written evaluation shall be transmitted to the Marion Campus Dean and Director and to the chair or head of the appropriate academic unit.

c. The committee shall follow these procedures:

1. The committee shall request in writing that each faculty member to be evaluated submit information upon which the committee may make its judgments. Materials submitted to FEAC should be identical in content and format to those submitted to the department for evaluation. In addition, if not already a part of the materials submitted to the department, the candidate should submit all copies of quantitative and qualitative student evaluations as well as copies of any other course evaluation materials including letters from peer evaluators. FEAC should also receive copies of all syllabi, a list of all courses taught by quarter, a statement of the official load, and any other items that are considered applicable.

These additional items may include credentials acknowledging service or awards for teaching ability, interviews with the faculty member's present or former students, self-evaluations, grade distributions, examinations, records of former students' performances beyond the course, unsolicited letters, departmental evaluation forms, and evaluation of public lectures and colloquia. They should be organized into a supplemental folder.

Candidates being reviewed for promotion and tenure must have all the materials for review to the chair of FEAC by September 15 of the year of review. If the department has a review date earlier than November 1 of that year, the FEAC chair must be notified and the date for the receipt of the materials adjusted accordingly.

2. The committee shall solicit written comments concerning each candidate from other faculty of the appropriate rank. The committee is not bound to include these comments in its written evaluation.
3. The committee shall confine its investigations to an analysis of the faculty member's teaching and service, and to those qualities relevant to teaching and service; however, it may comment on scholarship. Criteria for evaluating teaching, service and scholarship shall be those given in the University Faculty Rule 3335-47-02 (February 1992 Edition) and in the candidate's departmental rules. Each untenured candidate should provide a copy of the departmental rules for promotion and tenure with her or his annual reviews.
4. The committee shall interview each candidate to review pertinent data prior to the drafting of the committee's letter of evaluation.
5. The committee may offer an untenured regular faculty member constructive criticism and information concerning the adequacy of her or his teaching and service.

8. Honors Opportunities Committee

- a. The Honors Opportunities Committee is a standing committee of the Marion Campus Faculty Assembly. The committee shall consist of the director of the campus honors program (*ex officio*) and a maximum of five faculty members serving overlapping three-year terms. The chair shall serve a three-year term. It shall have three or four student representatives selected from the freshmen honors group who shall serve as long as they are on campus.
- b. Its duties and responsibilities are:
 1. To plan and implement the campus honors program, keeping it consistent with the policies established by the University Honors Office.
 2. To facilitate the development and offering of honors courses, of honors seminars, of independent study honors courses, and of honors sections of regularly scheduled courses.
 3. To encourage the development and offering of interdisciplinary courses and research opportunities.
 4. To encourage University Freshmen Scholars to participate in the program.
 5. To make honors opportunities available to all interested students.
 6. To promote cooperation among honors programs on all campuses.

9. Library Committee

- a. The Library Committee is a standing committee of the Marion Campus Faculty Assembly. The committee shall consist of the campus librarian (*ex officio*), a maximum of five faculty members serving overlapping two-year terms, and one student. Two of the elected faculty members shall serve on the joint OSUM/MTC Library Committee. The student member shall be chosen annually by the student governing body.
- b. Its duties and responsibilities are:
 1. To advise the librarian and the Dean and Director on library policy.
 2. To evaluate library services and identify library needs.
 3. To encourage campus-wide participation in the selection of materials.

10. Prairie Advisory Committee

- a. The Prairie Advisory Committee is a standing committee of the Marion Campus Faculty Assembly. The committee shall consist of the director of the Marion Campus prairie (*ex officio*) and a maximum of five faculty members.
- b. Its duties and responsibilities are:
 1. To advise the director of the Marion Campus prairie in affairs related to all uses of the prairie, academic and non-academic, university and public.
 2. To coordinate research and educational programs and public use of the prairie and related facilities.

11. Professional Development Committee

- a. The Professional Development Committee is a standing committee of the Marion Campus Faculty Assembly. It shall have a maximum of six members serving overlapping two-year terms.

b. Its duties and responsibilities are:

1. To encourage faculty scholarship on the Marion Campus and to coordinate information and efforts to promote research opportunities.
2. To consult with the Dean and Director about the use of funds available for professional development and scholarship and for teaching.
3. To coordinate the Marion Campus Small Research and Teaching Grant Program, including developing guidelines, setting deadlines, receiving proposals and making award recommendations to the Dean and Director.
4. To consult with the Dean and Director (or designee) to ensure fair and impartial professional leave assignments on the Marion Campus, and to support faculty exchanges with the Columbus Campus or other regional campuses.

12. Review of Non-tenure-track Faculty Committee

a. The Committee for Review of Non-tenure-track Faculty is a standing committee of the Marion Campus Faculty Assembly. The committee shall be chaired by the Associate Dean. Three additional voting members, at least two of whom are tenured, shall be elected annually. Untenured faculty members should have at least two years in rank to serve on this committee.

b. Its duties and responsibilities are to meet with the Associate Dean during the eighth week of the academic term for the purposes of:

1. reviewing the dossiers of non-tenure-track faculty members;
2. providing constructive criticism concerning the quality of non-tenure-track faculty members' teaching.

13. Social Affairs Committee

a. The Social Affairs Committee is a standing committee of the Marion Campus Faculty Assembly. It shall have a maximum of three members, elected annually.

b. Its duties and responsibilities are:

1. To organize and schedule social affairs for faculty members and guests in consultation with the Faculty Assembly.
2. To arrange for flowers, gifts, letters, and memorials from the faculty on appropriate occasions.
3. To cooperate with other groups such as faculty families, staff, students and the Marion Campus Citizens Council, in implementing 1 and 2 above.

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