

# PATTERN OF ADMINISTRATION FOR THE OHIO STATE UNIVERSITY LIBRARIES

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# PATTERN OF ADMINISTRATION FOR THE OHIO STATE UNIVERSITY LIBRARIES

## I INTRODUCTION\*

This document provides a brief description of The Ohio State University Libraries (“Libraries”) 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 Libraries 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 Director of University Libraries. However, revisions may be made at any time. Changes, which will be made in consultation with Libraries faculty, will be disseminated to the faculty via electronic mail and incorporated in the document mounted on the Libraries' Web site. All revisions, as well as periodic reaffirmation, are subject to approval by the Office of Academic Affairs.

The Libraries is a shared resource for all units of this university. Administratively, the Libraries is defined as the Columbus campus libraries, the University Archives, and the Stone Laboratory Library. Not included in this administrative definition of the Libraries are: the John A. Prior Health Sciences Library, the regional campus libraries, the Agricultural Technical Institute (ATI) Library, the Moritz Law Library, the Ohio Agricultural Research and Development Center (OARDC) Library, and special libraries administratively managed by various departments.

However, in matters of appointment, promotion and tenure, the procedures outlined in this document and others that comprise the Faculty Governance Documents are applicable to the faculty of the Libraries, the John A. Prior Health Sciences Library, the regional campus libraries, and the ATI and OARDC Libraries.

## II VISION, MISSION, AND SERVICE VALUES

### A Vision Statement

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To be a world-class library system by providing outstanding resources and services.

## **B Mission Statement**

The Ohio State University Libraries are committed to meeting the diverse and changing information needs of the university's students, faculty, and staff, and to participating in resource sharing programs throughout Ohio and the world. The Libraries' facilities, collections, services, instruction, and scholarship contribute to the university's attainment of excellence in teaching, research, and service. To these ends, the Libraries collect, create, organize, manage, preserve, and provide access to information sources, and foster an environment conducive to academic inquiry, scholarly communication, creative achievement, and lifelong learning.

## **C Service Values**

In addition to supporting the university's Academic Plan, The Ohio State University Libraries commits to the following service values:

- *Learning*--Advocate learning as a primary library principle in all interactions, including support of decision making at all levels and encouragement of professional growth and development.
- *Meeting Needs*--Assess needs and provide service and/or needed resources, accurately and in a timely manner.
- *Respectful Interactions*--Exercise a positive attitude, appreciate differences, maintain confidentiality, and provide a supportive atmosphere for inquiry and effective dialogue/communication.
- *Stewardship*--Acquire, preserve, and protect human and information resources and maintain physical facilities to enhance the learning environment.
- *Creativity*--Take the initiative; be dynamic and innovative in meeting people's needs, being willing to take risks and maintaining the flexibility to adapt to changing circumstances.
- *Interdependence*--Collaborate within and among library units, and foster partnerships and outreach to the larger community to ensure/enhance successful operation and accountability.

## **III ACADEMIC RIGHTS AND RESPONSIBILITIES**

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement can be found on the Office of Academic Affairs website: <http://oaa.osu.edu/rightsandresponsibilities.html>.

## **IV FACULTY**

Faculty Rule 3335-5-19, [www.trustees.osu.edu/ChapIndex/index.php](http://www.trustees.osu.edu/ChapIndex/index.php) 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, a member of the Libraries faculty is any person within the Libraries, the John A. Prior Health Sciences Library, regional campus libraries or the ATI and OARDC Libraries who holds a regular faculty appointment of 50% or more, with the rank of Instructor, Assistant Professor, Associate Professor, or Professor.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in the Libraries is provided in the Appointments, Promotion and Tenure document.

## **V ORGANIZATION OF UNIVERSITY LIBRARIES**

The Libraries is in the process of undergoing a reorganization. The hiring of a new Director of University Libraries and a new group of Associate and Assistant Directors has given us the opportunity to create a new organizational structure in order to pursue our strategic goals and provide the best possible service to the university community. As more detailed charts are available, this document will be updated. View the current model at <http://library.osu.edu/sites/libinfo/OrgChart2010.pdf>

## **VI OVERVIEW OF UNIVERSITY LIBRARIES ADMINISTRATION AND DECISION MAKING**

Policy and program decisions are made in a number of ways: by the Libraries' faculty as a whole, by standing or special committees, or by the Director of University Libraries. The nature and importance of any individual matter determine how it is addressed. Libraries' 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.

## **VII LIBRARIES ADMINISTRATION**

### **A The Director**

The Director of University Libraries ("the Director," for the remainder of this document) serves as the chief administrative officer of the Libraries and chair of the department. The Director is a member of the Council of Deans.

The Director shall be appointed by the Board of Trustees upon nomination of the president. Before making this nomination, the president shall confer with the executive vice president and provost who, in turn, shall confer with representatives of the faculty of the Libraries and with the Council on Libraries and Information Technology. (Section A of Faculty Rule 3335-3-18) The Council on

Libraries and Information Technology shall advise the executive vice president and provost on the appointment of a Director. (Section B.4 of Faculty Rule 3335-5-48.2)

The Director shall have the responsibility and authority for administering the Libraries under the jurisdiction of that office and the University Archives. In the discharge of duties, the Director shall be guided by the policies established by the Council on Libraries and Information Technology. (See Faculty Rule 3335-5-48.2) The Director shall report to the president through the executive vice president and provost (Section B of Faculty Rule 3335-3-18) with liaison through the vice provost for academic planning.

Without limiting the generality of the foregoing, the Director shall evaluate continuously the administrative and operating practices of the Libraries under the jurisdiction of that office and the university archives, and lead in the study of methods in improving them; recommend appointments, promotions, and dismissals under the rules of the university; and prepare for the approval of the executive vice president and provost's annual recommendations for the budgets for personnel and for archives and materials. (Section C of Faculty Rule 3335-3-18)

Under the Pattern of Administration, the Director delegates to faculty committees certain responsibilities; however, such delegation does not relieve the Director of his or her responsibility to:

1. Secure the resources necessary to support the Libraries' Vision, Mission, and service values.
2. Ensure the distribution of a schedule of all regular faculty meetings to each faculty member prior to the beginning of each academic quarter.
3. Ensure the maintenance of all faculty meeting minutes and records of all other actions covered by the Pattern of Administration.
4. Ensure the maintenance of a document that sets forth the criteria and procedures for appointment, promotion, and tenure. (See Appointments, Promotion, and Tenure: Criteria and Procedures for the University Libraries.)
5. Consult with the faculty on matters of policy. Such consultation will, whenever practical, be undertaken at a meeting of the faculty as a whole. The Director will solicit the advice of the Faculty Advisory Council and other relevant faculty committees before submitting an issue for consensus at a meeting of the faculty.
6. Recognize in principle the presumption favoring majority faculty rule on all matters covered by the Pattern of Administration. Further, whenever majority faculty rule is not followed, the Director shall explain the reasons for the departure, in writing when possible, or at a faculty meeting. Except in extreme circumstances, this statement of reasons shall be provided to the faculty before the departure occurs, and the faculty shall be given an opportunity to comment.
7. Consult with the faculty through the Faculty Advisory Council, and when appropriate, the faculty as a whole, on matters of personnel and budget. Through faculty representation on search committees, consult with the faculty in the initiation of the search process and in the review and selection of new faculty members for appointment.

8. Promote improvement of the library system by ensuring regular evaluation of services and administrative processes through the use of recognized instruments and methods. Wherever available, comparable data from peer institutions should be utilized. In general, such evaluation should include responses solicited from constituencies served by the unit.
9. Encourage and support research and educational development.
10. Ensure that all faculty, regardless of their assigned duties, are offered the full privileges and responsibilities appropriate to a faculty member. (See Section X - Policy on Faculty Duties and Responsibilities).
11. Ensure that adequate training, supervision and continuing education are available to all members of the faculty and staff.
12. Evaluate faculty members periodically in accordance with criteria approved by the Board of Trustees and subject to instructions from the executive vice president and provost, and also according to supplemental criteria established by the Libraries.
13. Inform faculty members when they receive their annual review of their right to review their primary personnel file and to place in that file a response to any evaluation, comment or other material contained in the file.
14. Promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluations by students of the course and instructors, and periodic course review by the faculty. (Section C of Faculty Rule 3335-3-35)

## **B Associate and Assistant Directors**

The Associate and Assistant Directors are appointed to their positions by the Director in consultation with the faculty. Initial appointments with faculty status will follow standard procedures for the appointment of faculty members. The Associate and Assistant Directors shall:

1. Consult with faculty on matters of policy.
2. Support the Director to fulfill the Libraries' Vision, Mission, and Service Values.
3. Support the Director in his or her responsibilities as listed above in VII A.

The Associate and Assistant Directors will be reviewed annually by the Director. At least every four years that review will include a solicitation of comments from the Libraries' faculty, and others as appropriate, concerning the individual's performance in his or her position. (See Procedures for the Evaluation of Associate and Assistant Directors, which can be accessed here: <https://portal.lib.ohio-state.edu/intranet/display/facdocs>.) Comments that are received will comprise a substantial component of that evaluation process.

## C Libraries Committees

Faculty and staff members may serve on a variety of standing committees, task forces, and ad hoc committees.

### 1 Faculty Governance Committees

(a) **Faculty Advisory Council:** Serves as a vehicle through which the Director and the Associate and Assistant Directors consult the faculty on matters of planning, policy, and other items of general interest. It meets the requirement in Faculty Rule 3335-3-35 that the Director have a means to consult with the faculty on significant decisions. It also provides a mechanism for communicating with the Director the sentiments and advice of the faculty.

There shall be seven elected members, with a minimum of 4 tenured and 2 untenured, serving terms of three years. Terms are staggered and no faculty member may serve more than two consecutive terms. The chair shall be a tenured faculty member and will be selected by the full membership of the committee. The Faculty Secretary serves as an ex officio, non-voting member of the committee.

(b) **Committee on Appointment, Promotion, and Tenure (AP&T):** Assists the eligible faculty in managing personnel and promotion and tenure issues. The committee consists of twelve elected members, with a minimum of three Professors at all times. Terms are staggered and no faculty member may serve more than one term consecutively. The Chair and Vice-Chair are determined by the committee.

AP&T's governance documents can be accessed here: <http://portal.lib.ohio-state.edu/intranet/display/facdocs>.

(c) **Committee on Faculty Benefits, Responsibilities, and Research (CFBRR):** The committee promotes research activities by library faculty. It administers faculty travel and development funds and reviews Special Research and Faculty Professional Leaves. It advises those engaged in research and considers issues related to faculty benefits, obligations, and status. This committee is composed of seven members, four of whom are tenured. The chair is tenured and members are elected to three year terms.

#### (d) Faculty Hearing Committee

The Faculty Hearing Committee reviews complaints filed against faculty and acts in accordance with Faculty rule 3335-5-04. The committee consists of five members and five alternates selected from all tenured faculty, except members of the Libraries' Executive Committee and current members of the Hearing Committee. The membership is elected to terms of 4 years.

Operational Guidelines for the Faculty Hearing Committee can be accessed here: <http://portal.lib.ohio-state.edu/intranet/display/facdocs>.

#### (e) Faculty Review Board

The Faculty Review Board provides informal and formal (if needed) appeals procedures for differences which cannot be settled through normal administrative channels, and which are free from interference, restraints, or reprisal. The committee consists of five elected members of the faculty, excluding the Director and Associate and Assistant Directors.

Operational Guidelines for the Faculty Review Board can be accessed here: <http://portal.lib.ohio-state.edu/intranet/display/facdocs>.

## 2 Other Standing Committees

Membership is determined by rank, position, and/or assignment within the Libraries, by election or by appointment. An alphabetical listing of these committees is available here:

<http://library.osu.edu/sites/staff/planpol/comdesc.html>. This listing contains the official name of the committee, membership criteria, frequency of meetings, and function.

## 3 Task Forces and Ad Hoc Committees

Task forces and ad hoc committees are more flexibly constituted, both in membership and in duration, than are Standing Committees. They are appointed and charged by the Director, by other administrators, or by the faculty as a whole, to investigate and advise on specific issues. The most common type of ad hoc committee is the Search Committee, which is involved in the appointment, promotion and tenure process. The composition and role of the Search Committee is described more fully in the Appointment, Promotion, and Tenure Criteria and Procedures for the University Libraries document. See <http://portal.lib.ohio-state.edu/intranet/display/facdocs>.

## 4 General Committee Procedures

The appointment of an individual to one or more committees having only ex-officio membership is based on rank, position, and/or assignment within the Libraries. Membership on other committees and task forces is open to all members of the faculty or to faculty and staff where appropriate. Some may require particular representation or tenure for eligibility.

Newly formed standing committees, not confined solely to ex-officio members, have staggered appointments. A committee appointment shall be considered vacant when the term of service expires, the incumbent resigns from the committee, is unable to fulfill committee obligations, or leaves the Libraries. Notification of any vacancy on a committee shall be announced by the chairs through electronic mail.

A faculty member seeking appointment to a committee not confined to elected or ex-officio membership submits a request in writing (in print or electronic form) to the committee chair who relays the applicant's name to the committee in question. The committee shall rank the applicants' names in order of preference, and submit this list to the Director, who will make the appointment. If there are no volunteers for committee vacancies, the Director shall appoint a member to that vacancy.

Committees of ex-officio membership are normally chaired by the convening authority. Chairs of appointed committees are normally named by the appointing authority. Other committees normally select their own chairs

As necessary, the committee may appoint a secretary to record and distribute minutes of the meetings. The Chair of each committee shall report, as appropriate, to faculty and staff, through publication of minutes or summaries of minutes via the Libraries' newsletter and/or electronic mail and/or presentations at meetings for which minutes will be distributed to all Libraries' personnel. All Faculty Governance committees, as defined in section VII C 1 of this document, will report annually at a regular faculty meeting according to a schedule developed by the Faculty Advisory Council.

## 5 University Bodies and Committees

Libraries faculty or staff members may be called through election, appointment, or ex-officio status to serve (or may volunteer to serve) on university, college, and departmental committees. Faculty from outside the Libraries serve on the Council on Libraries and Information Technology.

The University Senate (Faculty Rule 3335-5-37) is a unicameral body consisting of ex-officio administrators, elected faculty, and elected student members. The term for faculty elected to the University Senate is three years, and the Libraries has two elected Faculty Senators. The Director is an ex-officio member of the Senate, the Council of Deans (Faculty Rule 3335-3-22), and the Graduate Faculty (Faculty Rule 3335-5-29).

Libraries faculty are eligible to serve on a variety of Senate committees and task forces. Should the Libraries be invited or requested to appoint a faculty member to university-wide committees or task forces, the Director shall consult with the Faculty Advisory Council and the Associate and Assistant Directors.

## **VIII FACULTY BUSINESS**

### **A Faculty Meetings**

Regular meetings of the faculty shall be scheduled five times a year during the autumn, winter, and spring quarters. Additional meetings may be called by the Faculty Advisory Council, the Director, or at least ten faculty members.

The Chair of the Faculty Advisory Council shall chair the faculty meetings and provide to the faculty a schedule of faculty meetings at the beginning of each academic term. The Faculty Secretary shall handle most of the details of the meetings and shall notify faculty members of meetings via electronic mail. An agenda will be circulated no later than 5 business days prior to the meeting.

#### 1 Agenda

The agenda shall be determined by the Faculty Advisory Council and the Faculty Secretary in consultation with the Director. It shall include items submitted by the Faculty Secretary, individual faculty members, and chairpersons of committees and task forces. New business shall always be an agenda item.

#### 2 Conduct of the Meeting

The conduct of faculty meetings shall be governed by Robert's Rules of Order, unless they are suspended for a particular meeting by a vote of the majority of faculty present at that meeting.

#### 3 Guests

The Director may offer a standing invitation to appropriate Administrative and Professional personnel and to a Classified Civil Service Staff observer to attend faculty meetings, subject to approval of the faculty. Guests may be invited by any member of the faculty, with the consent of the Chair, to observe faculty meetings. Non-faculty and guests may be asked to withdraw, however, if

the faculty members call for executive session. The latter may be convened by any member of the faculty, subject to the approval of a simple majority of the faculty present.

## **B Voting Procedures**

### **1 Election to Governance Committees (see Section VII.C.1. Faculty Governance Committees)**

A call for nominations to the appropriate Faculty Governance Committees will be issued by the Faculty Secretary during the spring of each year with the exception of the AP&T Committee, whose elections are held in the fall of each year. When sufficient nominees have been identified, ballots will be issued electronically with a due date of three weeks from their issuance. A valid election requires a quorum, consisting of a simple majority of eligible faculty (See Section IV. Faculty); it shall be the responsibility of the Faculty Secretary and the Chair of the Faculty Advisory Council to ensure that a quorum votes on every ballot. In cases of tie votes, runoffs will be held.

### **2 Votes on Policies, Issues, etc.**

Official votes by the faculty, with the exception of changes to Faculty Governance Documents, (see Section VIII.C. Amendments) shall require a quorum, which shall consist of a simple majority of all eligible faculty members (see Section IV. Faculty). Should such a quorum not be present at a faculty meeting where substantive issues and/or matters of policy are under consideration, the vote will be postponed until a later meeting or will be handled by an electronic ballot.

For important issues concerning all faculty, an electronic ballot will always be employed, and an electronic vote may be requested by any faculty member on any issue. Electronic ballots will be distributed by the Faculty Secretary with a deadline of three weeks from their issuance; supporting documentation will be posted on the Libraries' Web site. Voting results will be reported when a decision has been reached by a majority or the deadline has been reached, whichever occurs first.

It shall be the responsibility of the Faculty Secretary and the Chair of the Faculty Advisory Council to ensure that a quorum votes on every ballot. In cases of tie votes, runoffs will be held.

## **C Amendments to Governance Documents**

The faculty may add, amend, repeal, or interpret sections of the faculty governance documents by a positive vote of a simple majority of all eligible faculty (see Section IV. Faculty). An electronic ballot will always be used for voting on proposed changes to governance documents.

Proposed amendments to faculty governance documents should be submitted to the Chair of the Faculty Advisory Council who will then refer them to the appropriate governance committee for presentation and discussion at an upcoming faculty meeting. Proposed amendments suggested during a faculty meeting may be discussed and ballot language agreed upon, or may be referred to the appropriate governance committee for presentation and discussion at an upcoming faculty meeting.

Following discussion at a faculty meeting and confirmation of agreed upon ballot language, an electronic ballot will be issued by the Faculty Secretary. The ballot will have a deadline three weeks

from its issuance; the election results will be reported when a decision has been reached by a majority or the deadline is reached, whichever occurs first.

## **D Faculty Secretary**

The Faculty Secretary shall be a member of the regular faculty, nominated by the Faculty Advisory Council or any member of the regular faculty, or by him- or herself, and elected by the faculty in June of each year. The term of office shall be for one year, beginning July 1 and ending June 30 of the following year. The Secretary may be reelected. A document describing the responsibilities of the Faculty Secretary can be accessed here: <http://portal.lib.ohio-state.edu/intranet/display/facdocs>.

## **IX GUIDELINES FOR ASSIGNED AND UNASSIGNED TIME<sup>†</sup>**

**General Statement:** The purpose of assigned and unassigned time is to enable faculty members of the Libraries to participate broadly and significantly in librarianship, scholarship and service. These activities characterize and define faculty at the Libraries. In committing time for those endeavors, each faculty member is responsible both for the fulfillment of one's appointed position in the Libraries (librarianship) by using assigned time, and for continuing professional growth (typically in scholarly and creative work, and service) which may require the use of unassigned time. Professional development, including achievement of promotion and/or tenure in the Libraries demands excellence in all three areas and necessitates a proper balance in the use of assigned and unassigned time.

### **A Definitions**

**Librarianship:** In the Libraries, librarianship is defined as those duties and activities directly related to executing the functions of one's appointed position.

**Assigned Time:** Assigned time comprises not less than 80 percent of the work week and includes, first and foremost, the functions of one's appointed position. It also incorporates service, including time spent in preparing for and attending meetings of Libraries committees and university committees external to the Libraries. Both meeting and preparation time for service on task forces and committees administratively appointed for ad hoc purposes are to be included in assigned time. Attendance at and participation in professional meetings, such as conferences, workshops and training sessions, which directly aid or develop job performance and time spent preparing for and offering library-related coursework or providing library instruction are also functions to be included

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<sup>†</sup> **Document history:** Section IX based on “Guidelines for Assigned and Unassigned Time”  
**Responsible Committee:** CFBRR **History:** 1/9/79; rev.4/83; rev.3/87; rev.8/88; rev.3/90; rev.10/93; rev.6/04

under assigned time. All conference, meeting, or workshop attendance required by supervisors is assigned time.

**Unassigned Time:** Each faculty member has unassigned time as a right, a privilege, and a responsibility. It comprises no more than 20 percent of the work week for University Libraries faculty, and 10 percent of the work week for regional campus faculty. Appropriate uses of unassigned time shall include, but not be limited to: research directed toward publication, attendance at meetings for general professional development, consulting external to the university, and other forms of service. It is recognized, however, that this amount of time will not be sufficient to complete all such activities and responsibilities which implies the need to supplement with the use of time outside the normal work week.

## **B Implementation**

**Scheduling:** Unassigned time is to be determined in accord with, and relative to, needs dictated by research, scholarly and creative work, and other eligible activities in which the faculty member is engaged. There must be agreement between the faculty member and the immediate supervisor on the scheduling of unassigned time. Supervisors cannot use scheduling or workload issues to continually deny faculty from using Unassigned Time. Within this general framework of agreement, individual faculty members may determine where and how unassigned time will be used. Any change in scheduling will be by mutual agreement, with the needs of the unit being duly taken into account. Unassigned time may be scheduled weekly or can be accumulated up to 13 days per quarter. The 13 days can be taken at any time during the quarter, subject to mutual agreement with one's immediate supervisor. Requests beyond these guidelines will be considered on a case by case basis in order to maintain maximum flexibility.

**Accountability and Interpretation:** The immediate supervisor may request informal reports on the use of unassigned time throughout the year. The faculty member will report in summary form for their annual review via their OSU:pro dossier. The faculty evaluation will include the immediate supervisor's comments on the faculty member's use of unassigned time. If unassigned time has not been used appropriately and the faculty member fails to develop and implement a plan for appropriate use, the annual review and subsequent compensation decisions should reflect this. Resolving questions about whether an activity is assigned or unassigned time and questions of whether unassigned time has been used appropriately should involve the faculty member and the immediate supervisor first. Failing resolution at this level, the matter should be referred to the administrative reporting line above the immediate supervisor. The Committee on Faculty Benefits, Responsibilities and Research can serve as a resource in the interpretation of assigned and unassigned time. Failing resolution by administrative review, the question can be referred to the Faculty Review Board.

## X POLICY ON FACULTY DUTIES AND RESPONSIBILITIES<sup>‡</sup>

The university's policy with respect to faculty duties and responsibilities is set forth in the Office of Academic Affairs Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.1, <http://oaa.osu.edu/handbook.html>. The information provided below supplements these policies.

The Libraries is a national leader in the development of programs in bibliographic access, information literacy and access to electronic resources. As primary partners in the provision of and access to curricular and research information resources, Libraries faculty are charged with the creation and development of library programs and collections in support of teaching, research and service. Within the Libraries, librarianship is defined as those duties directly related to executing the functions of one's appointed position. Each faculty member, on the average, is expected to devote 80% of his or her appointment to them.

For Libraries faculty, scholarly activity includes, but is not limited to, the production of new knowledge or creative works. Diversity within the faculty results in a wide range of scholarly and creative works in many disciplines. An active program of research, scholarship, and/or creative activity leading to ongoing publication and/or presentation is expected. The typical Libraries faculty member disseminates that research and scholarship through publication and presentations at conferences and meetings of professional associations.

Service activities play a substantial role in the extension of knowledge both within and outside the profession of librarianship. Libraries faculty typically serve on Libraries and/or university committees and are actively involved in committee/task force work of professional/technical societies at the regional, national, and/or international levels. Libraries faculty also support The Ohio State University's outreach and engagement mission, which the university defines as "that aspect of teaching which enables learning beyond the campus walls, that aspect of research making what we discover useful beyond the academic community, and that aspect of service directly benefiting the public." (<http://outreach.osu.edu/>)

The Director, together with Associate and Assistant Directors and department heads, in consultation with each faculty member, shall be responsible for assuring that faculty members' assigned responsibilities are equitably distributed. When exceptional or additional duties are assigned, the regular responsibilities of a faculty member will be adjusted commensurate with the time commitment for the exceptional responsibility.

The above policy does not constitute a contractual obligation. Fluctuations in demands and resources in the Libraries and in the individual circumstances of faculty members may warrant temporary deviations from the policy.

### A Special Assignment

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<sup>‡</sup> **Document history:** Section X based on "Policy on Faculty Duties and Responsibilities"  
**Responsible committee:** CFBR **Revision history:** 5/93; rev. 7/05

**Purpose:** The Ohio State University Libraries recognizes the importance of continued professional development for its faculty and provides opportunities, including the special assignment (SA). An SA is intended to facilitate faculty research and writing. It aims to assist faculty members whose research may be effectively promoted by the award of time. The assignment allows release from teaching/librarianship for a variable duration depending on the needs of the project up to a quarter/semester.

**Eligibility:** All regular full-time faculty members are eligible for a special assignment. An SA could be granted for up to one academic quarter or semester depending on the time needs and merits of the project. SAs should not be granted unless faculty members can be released from most duties; some expectations (e.g., attendance at P&T meetings) can still be anticipated in accordance with the library's guidelines. SAs are not a faculty entitlement. They are awarded competitively to promote the regular production of faculty scholarship and creative activity.

## XI POLICY FOR TEACHING COURSES AT THE OHIO STATE UNIVERSITY<sup>§</sup>

Libraries faculty are encouraged to participate in the development and teaching of new and existing credit courses when it enhances their ability to connect with and serve constituents and as described in this document. These policies pertain only to teaching courses at Ohio State University. When teaching courses at other institutions, including Kent State SLIS, Libraries employees should observe the university's [Conflict of Commitment Policy](#) and also submit the [Paid External Consulting Approval Form](#) to document supervisory approval of these activities.

- Developing and teaching of library related credit courses, those where the primary focus is student development of research and information literacy skills or engagement with Libraries collections, will be considered assigned time. Although some faculty may teach other types of courses under certain circumstances and with supervisory approval, that work is considered an overload (outside normal work responsibilities) and should be compensated by the offering unit.
- Librarians who wish to propose any new course offering should consult first with their immediate supervisor or Associate Director and follow the approval procedures required by the offering unit. Proposals for courses to be offered as a part of the Libraries' curriculum must be reviewed by the Libraries' Teaching and Learning Committee as the first step in the university's course approval process.
- Librarians who are invited to teach a course offered by another department at the Ohio State University, including its regional campuses and the Office of Continuing Education, must submit the university's [Internal Supplemental Compensation Approval Form](#) (regarding time devoted to the preparation and teaching of the course and compensation) to their immediate supervisor or Associate Director and the academic department. This document will be forwarded to the

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<sup>§</sup> **Document history:** Section XI based on "Policy for Teaching Courses at the Ohio State University" **Responsible committee:** CFBR **Revision history:** 6/1/78; rev.3/87; rev.3/94; rev.6/00; reaffirmed 7/05

Director of University Libraries, the Director of the Health Sciences Library, or the appropriate regional campus Dean/Director for final approval.

- Librarians must use the university's Student Evaluation of Instruction (SEI) form to evaluate their teaching performance. Courses that are part of the Libraries' curriculum will also be assessed on a regular basis by the Teaching & Learning Committee.
- Joint appointments should be considered if a librarian is devoting a significant amount of time to classroom teaching for another department on a regular basis.

## XII ALLOCATION OF DEPARTMENT RESOURCES

### A Guidelines for Allocating Libraries Research Funds<sup>\*\*</sup>

**General Statement:** Funds for support of faculty research are provided by the Director. The following guidelines are intended to assure the fair apportioning of these funds, which are administered by the Director on the recommendations of the Committee on Faculty Benefits, Responsibilities, and Research.

**Objectives:** Funds are awarded to support research activities. The research should be designed with publication and/or other forms of dissemination of results in mind. CFBRR seeks to support all meritorious projects as fully as possible.

**Eligibility:** Proposals may be submitted by any member of the regular faculty except those who will be terminating their affiliation with the Libraries within the current fiscal year. Proposals for projects connected with completion of degree requirements will ordinarily not be considered. Members of CFBRR are eligible for grants but must absent themselves from the review process.

Procedures for applying for Libraries research funds can be accessed here: <http://portal.lib.ohio-state.edu/intranet/display/facdocs>.

### B Guidelines for the Allocation of Faculty Travel Funds<sup>††</sup>

All Libraries faculty are expected to contribute to the field of librarianship through scholarship, teaching and service. Travel funds support faculty participation in professional workshops, institutes, conferences, seminars, and other specialized meetings conducted on a state, regional, or national level. Such participation should be relevant to the faculty's scholarship, teaching, or service interests and enhance the reputation of the Libraries.

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**\*\* Document history:** Section XII A based on "Guidelines for Allocating Libraries Research Funds"  
**Responsible committee:** CFBRR **Revision history:** 1/18/80; rev.1/10/85; rev.3/87; rev.8/93;  
 rev.6/98; rev.3/99; rev.7/07

**†† Document history:** Section XII B based on "Guidelines for the Allocation of Faculty Travel Funds"  
**Responsible committee:** CFBRR **Revision history:** 1/99; rev.3/01; rev.7/05; rev. 9/08

**Eligibility:** All Libraries faculty (excluding HEA, LAW, and regional campus faculty) are eligible to apply for travel funds. Faculty traveling for specific work/job related reasons should seek administrative funding.

**Allocation:** The Director makes an annual allocation of funds for travel at a designated amount per faculty member. Faculty may request up to the designated amount each fiscal year. Individuals may request funds for more than one meeting or conference as long as these requests do not exceed the total designated amount annually.

Procedures for applying for faculty travel funds can be accessed here: <http://portal.lib.ohio-state.edu/intranet/display/facdocs>.

### **XIII LEAVES AND ABSENCES**

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

#### **A Guidelines for Faculty Professional Leave<sup>##</sup>**

**Purpose:** The Ohio State University recognizes the importance of continued professional development for its faculty and has provided opportunities, including the granting of professional leave, to encourage increased scholarly competence for the mutual benefit of the individual and the university. FPL proposals generally emphasize enhancement of research skills and knowledge. However, faculty members may use an FPL for substantial investment in pedagogical or administrative skills and knowledge when these are judged to be mutually beneficial to the faculty member and his or her academic unit. The FPL program was created to give faculty a period of uninterrupted time to invest in their professional development. Activities that entail little or no investment in new skills and knowledge are not appropriate for the program. Faculty not eligible for the professional leave program and faculty requiring one quarter or less release time should consider options such as Unassigned Time or Special Research Assignment.

**Eligibility:** A regular faculty member with at least seven continuous years of service at the Ohio State University may be granted professional leave. Faculty become eligible for their next leave after completion of seven continuous years of service following the end of the previous professional leave. A professional leave may not be a terminal leave. In accepting such leave, faculty recognize their responsibility to return to the Libraries for at least one year thereafter.

**Conditions:** Faculty may request leave of one to four academic quarters. Professional leaves of one or two quarters at full salary may be taken; however, longer leaves are to be encouraged.

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**## Document history:** Section XIII A based on “Guidelines for Faculty Professional Leave”  
**Responsible committee:** CFBRR **Revision history:** 10/77; rev.3/87; rev.12/93; rev.4/95

Quarters on Leave	Salary Reduction
1 or 2	No reduction
3 or 4	1/3 over the year
Semesters on Leave	Salary Reduction
1	No reduction
2	1/3 over 2 semesters

Faculty on FPL for longer than one quarter can augment their leave stipend with funds from external sources such as research grants, provided that 1) the activity to be compensated supports the purposes of the FPL, and 2) the combined external support and reduced leave stipend do not exceed the level of the regular annual salary. If a faculty member documents substantial increased living costs necessitated by the leave, an exception to this policy may be made with the approval of the Director and the provost.

**Criteria:** In evaluating FPL proposals, greatest weight will be placed on the merits of the proposal in light of the professional development of the faculty member and the advancement of the academic mission of the Libraries. Further criteria, as well as application procedures, can be accessed here: <http://portal.lib.ohio-state.edu/intranet/display/facdocs>.

## **B Unpaid Leave of Absence and Entrepreneurial Leave of Absence**

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in the Office of Academic Affairs Policies and Procedures Handbook, <http://oaa.osu.edu/handbook.html>. See Volume 2 Section 3 for Unpaid Leave of Absence. See Volume 2 Section 4 for Entrepreneurial Leave of Absence.

## **C “Tenure Clock” Exclusion of Time From the Probationary Period**

The university's policies with respect to exclusion of time from the probationary period are set forth in the Office of Academic Affairs Policies and Procedures Handbook, <http://oaa.osu.edu/handbook.html>, Volume 2, Section 5.

## **D Extension of the Probationary Period for Part-Time Tenure Track Faculty**

The university's policies with respect to extension of the probationary period for part-time tenure track faculty are set forth in the Office of Academic Affairs Policies and Procedures Handbook, <http://oaa.osu.edu/handbook.html>, Volume 2, Section 6.

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

The university's policies with respect to supplemental compensation and paid external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook, <http://oaa.osu.edu/handbook.html>, Volume 1, Chapter 5, Sections 2.0-2.3 and Sections 4.0-4.2.

## **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, <http://oaa.osu.edu/handbook.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.

## **XVI GRIEVANCE PROCEDURES**

The university's policies with respect to nondiscrimination and sexual harassment are set forth in OHR policies 1.10 and 1.15, <http://www.hr.osu.edu/policy/>.

The university's anonymous reporting line is available to all faculty and staff at <https://secure.ethicspoint.com/domain/media/en/gui/7689/index.html>.

### **A Faculty Salary Appeals Process**

The process for faculty salary appeals is outlined in the OAA Policies and Procedures Handbook, (<http://oaa.osu.edu/handbook.html>), Chapter 3: Appeals, Section 2.0. The appellant should follow the OAA procedure, with the following local specifications:

- The committee responsible for handling faculty salary appeals is the Faculty Review Board (FRB).
- The appellant is responsible for documenting the case, but salary, procedural, and other supporting information may be requested from the Libraries' Human Resources Department by the appellant or the FRB.
- Since the Libraries acts as both the academic unit and the Tenure Initiating Unit (TIU), the salary appeals process is a single-level review (as described in Section 2.2.3 of the Handbook). The 'Academic Unit Head' and the 'Dean/Dean-Director' referenced in the Handbook are the same person – the Director of University Libraries.

- The FRB makes a recommendation to the Director, who makes the final decision. The Director's decision may be appealed to the Provost under the circumstances described in the OAA Handbook.
- Libraries Faculty at regional campuses should follow the salary appeals process described in the OAA Policies and Procedures Handbook, Volume 2: Faculty, Chapter 4: Appeals, Section 2.4.

## **B Faculty Hearing Committee**

The Faculty Hearing Committee reviews complaints filed against faculty and acts in accordance with [Faculty Rule 3335-5-04](#) (Hearing procedures for complaints against regular, regular clinical, and auxiliary faculty members). Operational Guidelines for the Faculty Hearing Committee can be accessed here: <http://portal.lib.ohio-state.edu/intranet/display/facdocs> .

## **C Faculty Review Board**

The fundamental responsibility of the Faculty Review Board is to perform an ombudsman function for members of the faculty who have been unable to resolve specific problems through the normal administrative channels. Formal guidelines are described in the Faculty Review Board Operational Guidelines, which can be accessed here: <http://portal.lib.ohio-state.edu/intranet/display/facdocs> . Faculty members should be aware that the Review Board's role is purely advisory and is used to provide a disinterested review of specific problems.