Pattern of Administration
for
The Ohio State University
College of Dentistry

Revision Approved by the Office of Academic Affairs:

November 24, 2025

Table of Contents

I. Introduction 1
II. College Mission 1
III. Academic Rights and Responsibilities 1
IV. Faculty and Voting Rights 1
V. Organization of College Services and Staff 2
VI. Overview of College Administration and Decision Making 3
VII. College Administration 3
A. Dean 3
B. Other Administrators 5
C. Committees 9
VIII. Faculty Meetings 10
IX. Distribution of Faculty Duties, Responsibilities and Workload 11
A. Tenure-track Faculty 12
B. Clinical Faculty 13
C. Research Faculty 14
D. Associated Faculty 14
E. Modification of Duties 14
X. Course Offerings and Teaching Schedule 14
XI. Allocation of College Resources 15
XII. Leaves and Absences 15
A. Discretionary Absence 16
B. Absence for Medical Reasons 16
C. Unpaid Leaves of Absence 16
D. Faculty Professional Leave 16
E. Parental Leave 17
XIII. Supplemental Compensation and Paid External Consulting 17
XIV. Financial Conflicts of Interest 17
XV. Grievance Procedures 18
A. Salary Grievances 18
B. Faculty Promotion and Tenure Appeals 18
C. Faculty and Staff Misconduct 18
D. Harassment, Discrimination, and Sexual Misconduct 18
E. Violations of Laws, Rules, Regulations, or Policies 19

F. Complaints by and about Students....19
XVI. Expectations for Honorable Behavior and Professional Conduct....19
APPENDIX A Organizational Chart for College of Dentistry....20
APPENDIX B Intramural Practice Plan for College Faculty....21
APPENDIX C Standing Committees for College of Dentistry....27
APPENDIX D Faculty Governance Constitution....46

I. Introduction

From the viewpoint of the University, the College of Dentistry operates as a department for administering and performing its teaching, research, and service missions. The College of Dentistry is a tenure-initiating unit (TIU) with the Dean serving as chair.

This document provides a brief description of the College of Dentistry as well as a description of its guidelines and procedures. It supplements the Rules of the University Faculty, and other policies and procedures of the University to which the College of Dentistry 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 (POA) is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the Dean. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the College faculty and the University Office of Academic Affairs.

II. College Mission

The College of Dentistry is dedicated to addressing the evolving health care needs of communities in Ohio, the nation, and the world by:

- providing comprehensive oral and craniofacial health care in an inter-professional health science community;
- educating health care professionals and scientists in a collaborative and diverse intellectual academic environment;
- creating, discovering, and sharing knowledge;
- preparing socially responsible and engaged citizens.
- promoting a culture of respect and excellence..

III. Academic Rights and Responsibilities

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns.

IV. Faculty and Voting Rights

Faculty Rule 3335-5-19 defines 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 the College of Dentistry include tenure-track, clinical, and research faculty with compensated FTEs of at least 75%, and associated faculty who have at least 75% FTE.

The College makes tenure-track appointments with titles of instructor, assistant professor, associate professor, or professor. Tenure-track faculty may vote in all matters of College (TIU) governance.

The College makes clinical appointments. Clinical faculty titles are assistant clinical professor, associate clinical professor, and clinical professor. The appointment cap on clinical faculty in relation to the total of tenure-track, clinical and research faculty is 75%. Clinical faculty with 75% and greater FTE may vote in all matters of College (TIU) governance except tenure-track faculty appointment,

promotion and tenure decisions and research faculty appointment, reappointment and promotion decisions.

The College makes research appointments. Research faculty titles are research assistant professor of dentistry, research associate professor of dentistry, and research professor of dentistry. Research faculty can comprise no more than 20% of the tenure-track faculty. Research faculty with 75% and greater FTE may vote in all matters of College (TIU) governance except tenure-track appointment, promotion and tenure decisions, and clinical faculty appointment, reappointment and promotion decisions.

The College makes associated faculty appointments. Associated faculty titles include tenure-track faculty on less than a 50% appointment, adjunct titles, associated clinical titles, lecturer titles, and visiting titles. Associated faculty who have at least 75% FTE may vote in all matters of college governance except personnel decisions. Visiting faculty may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including appointment, promotion and tenure reviews, and may not vote on any matter. Associated faculty who have less than 75% FTE may not vote on College of Dentistry governance matters.

Emeritus faculty are faculty who, upon retirement, are recommended by the Division Chair, the Dean, and the Executive Vice President and Provost for emeritus status, which is approved by the Board of Trustees. These faculty are invited to participate in discussions on non-personnel matters, but may not participate in discussions on personnel matters, including promotion and tenure reviews, and may not vote on any matter.

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

V. Organization of College Services and Staff

The College has eleven Divisions: Biosciences, Dental Hygiene, Dental Public Health, Endodontics, Oral and Maxillofacial Pathology, Oral and Maxillofacial Radiology, Oral and Maxillofacial Surgery and Dental Anesthesiology, Orthodontics, Pediatric Dentistry, Periodontology, and Restorative and Prosthetic Dentistry. Each Division has a Chair appointed by the Dean to a four-year term which is renewable, along with clerical support staff. Faculty are assigned to one Division and are responsible to that specific Division Chair for overall performance, which is reviewed annually. Annual performance of faculty who are Associate/Assistant Deans and Division Chairs are evaluated by the Dean. The organizational chart is shown in Appendix A.

The College Office of Academic Affairs is led by the Associate Dean for Pre-Doctoral Education and Student Life, who oversees the educational mission of the College for the dental hygiene and dental programs. This Office includes the Registrar, Director of Educational Resources, Director of Student Affairs, and a Financial Aid Advisor—the Financial Aid Advisor reports to the Director of Student Affairs.

The Office of Graduate Education, Admissions, and Institutional Outcomes provides support services for nine advanced education (residency) programs and three graduate programs housed in the College. It also supports the admissions of students into the College's dental hygiene and predoctoral dental programs. This Office includes the Associate Dean for Graduate Education, Admissions, and

Institutional Outcomes, the Assistant Dean (or Director) of Admissions, and Graduate Education and the Graduate Program Coordinator.

The Associate Dean for Clinic Administration and Patient Care is responsible for all student clinic operations including the dental support laboratories, and is assisted by the Assistant Dean for Student Clinic Operations.

The Associate Dean for Research oversees the research mission of the College, including the allocation of research space and awarding of College grants to faculty who submit high-quality research proposals. This office includes the Grants and Contract Administrator.

The Executive Associate Dean primarily assists the Dean with management of high-level initiatives related to all College functions, and working with the Dean, provides leadership for faculty development.

The Chief Administrative Officer is the senior fiscal officer and is responsible for administrative support services, and coordination with central university services including the college's Human Resources Business partner as well as building-related functions. The major administrative support services in the College include Building Services, Finance, and Revenue Cycle Services/Clinic Support Staff.

There is also an intramural clinical practice plan, Ohio State Dental Faculty Practice (OSDFP), that is classified as a Section 501(c)(3) organization. Every full-time (75% and greater FTE) faculty member with a valid license to practice has an opportunity to join the OSDFP and receive additional compensation for the clinical care that is delivered according to the terms of the contract between the practitioner and the OSDFP.

VI. Overview of College Administration and Decision Making

Policy and program decisions are made in a number of ways: by the faculty as a whole, by standing or special committees or task forces, by the Assistant/Associate Deans/Chief Administrative Officer and Division Chairs, or the Dean. The nature and importance of any individual matter determines how it is addressed. College governance proceeds on the general principle that the more important the matter to be decided, the more inclusive the participation in decision making needs to be. Open discussions, both formal and informal, at the committee, Division, or College level constitute the primary means of reaching decisions of central importance.

VII. College Administration

A. Dean

The primary responsibilities of the Dean, who is the TIU head, are found in Faculty Rule 3335-3-29 for administration. This rule requires the Dean to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6, also requires the Dean to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, reappointments, promotion, and tenure.

The Dean:

- has general administrative and oversight responsibility for all programs of the College and is in charge of conducting the business of the College and implementing the Strategic Plan that

has been developed with the University administration. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.

- appoints faculty consistent with University Rules, and consults with the faculty in the initiation process, review, and selection of new faculty members for appointment.
- selects and appoints Division Chairs after consultation with the faculty of the Division.
- plans with the Assistant Deans/Associate Deans and faculty a progressive program that encourages basic science, translational, clinical and educational research investigations.
- provides leadership for the evaluation and improvement of instructional and administrative processes on an ongoing basis, and promotes the improvement of instruction by providing through the Office of the Associate Dean for Pre-Doctoral Education and Student Life a process for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- maintains a curriculum vitae for all personnel teaching a course in the College's curriculum.
- evaluates faculty members annually, in consultation with the Division Chairs, in accordance with both University and College established criteria, informs faculty members when they receive their annual review of their right to review their primary personnel file maintained by their Division and to place in that file a response to any evaluation, comment, or other material contained in the file.
- makes recommendations to the University, after consultation with the tenured faculty, about appointments, reappointments, promotions, dismissals, and matters affecting the tenure of members of the College faculty, in accordance with procedures set forth in Faculty Rule 3335-6 and the College Appointments, Promotion and Tenure Document.
- ensures that all faculty members, regardless of their assigned responsibilities and location, are offered the College privileges and responsibilities appropriate to their rank, and in general provides leadership for maintaining a high level of college morale.
- ensures that adequate supervision and training are given to those members of the faculty and staff who may benefit by such assistance.
- approves annual budget recommendations submitted to the university and reviews salary appeals and other faculty issues in a professional and timely manner.
- presents candidates for degrees to the president on behalf of the college faculty and to serve as a member of the Council of Deans (see Rule 3335-3-22 of the Administrative Code).
- approves courses of study for students in the college, warns students who are delinquent in their studies, and recommends appropriate student disciplinary action to the appropriate university disciplinary body or official.
- recommends changes in student tuition and fees for consideration by university leadership.
- facilitates and participates in prescribed academic program review processes, in collaboration with the Office of Academic Affairs.
- serves as the Chair of the College of Dentistry at all OSU Hospitals.
- represents the faculty of the College in dealing with matters at the university level.
- consults with the faculty as a whole on appropriate policy matters. Such consideration will, whenever practicable, be undertaken at a meeting of the College faculty as a whole. Majority faculty rule shall be observed on matters covered by this Pattern of Administration.

Whenever majority faculty vote is not followed, the Dean shall explain the reasons for the departure from this policy to enhance communication and to facilitate understanding within the College. Where possible, this statement of reasons shall be provided before the departure occurs. This explanation shall outline the decision of the majority of the faculty, the decision of the Dean, and the reasons the decisions differ. The explanation shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty to comment.

- works with College and University development officers to garner resources for the College.
- serves as President of the Dental Faculty Practice (OSDFP) when the Dean holds a valid license to practice dentistry in the state of Ohio. If this is not the case, the president of OSDFP is elected by the members of the OSDFP.

Day-to-day responsibility for specific matters may be delegated to others, but the Dean retains final responsibility and authority for all matters covered by this Pattern subject when relevant to the approval of the University Office of Academic Affairs and the Board of Trustees.

Operational efficiency requires that the Dean exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of College academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The Dean will therefore consult with the Division Chairs and faculty on all major educational and academic policy issues and will respect the principle of majority rule.

B. Other Administrators

Assistant/Associate Deans/Executive Associate Dean/Chief Administrative Officer

General responsibilities of Associate and Assistant deans are found in Faculty Rule 3335-3-32. In the College of Dentistry, there is one Executive Associate Dean, and four Associate Deans—Associate Dean for Pre-Doctoral Education and Student Life, Associate Dean for Clinic Administration and Patient Care, Associate Dean for Graduate Education, Admissions, and Institutional Outcomes, and Associate Dean for Research. There are four Assistant Deans -- Assistant Dean for Digital Dentistry and Advanced Technology, Assistant Dean for Organizational Development, Assistant Dean for Information Technology, and Assistant Dean for Student Clinic Operations. There is a Chief Administrative Officer who, is in charge of College Administrative Services and serves as the senior fiscal officer. These individuals are appointed and annually evaluated by the Dean, and function with delegated authority from the Dean.

The Associate Dean for Pre-Doctoral Education and Student Life has responsibility for the quality of the DDS program and the undergraduate dental hygiene programs. This responsibility, assisted by the DDS and Dental Hygiene Curriculum Committees, includes ensuring that the curriculum reflects contemporary content, assuring that the DDS and dental hygiene programs are in compliance with CODA accreditation standards, generating and reporting outcomes, ensuring a quality educational experience for students, and overseeing a staff dedicated to providing needed student services. The staff in this Office includes, the Director of Student Affairs, student affairs support staff, the Registrar, and the Education Program Manager.

The Associate Dean for Clinic Administration and Patient Care has overall responsibility and authority for all clinic operations, equipment used in the clinics and clinical laboratories, the College sterilization facility, and the Electronic Medical Record (EMR) system. This Associate

Dean has responsibility for HIPAA Privacy, Clinical Health and Safety, risk management, and clinical compliance. This Associate Dean is aided by the Assistant Dean for Student Clinic Operations, the Clinical Risk and HIPAA Privacy Officer, the Senior Clinical Health and Safety Officer, the Receiving and Distribution Manager, the Central Sterilization and Dispensing Manager, the Patients Records Supervisor, the Instrument Management Services Manager, the patient care coordinators, the faculty clinic directors of the Student Comprehensive Care Clinics, and a Clinic Manager who reports to Revenue Cycle Services. There is also a Credentialing Specialist in this Office and many other supporting staff because of the wide range of responsibilities.

The Associate Dean of Graduate Education, Admissions, and Institutional Outcomes, assisted by a Program Coordinator, has administrative oversight over the College's certificate, masters, and PhD degree programs. Office functions include curriculum management, course registration and scheduling, assisting students with licensure and visa issues, appointment and orientation of new graduate associates and House Staff, assisting programs with accreditation site visits, collection and analysis of program assessment data, and supporting potential applicants, graduate students, residents, as well as program staff and faculty. This Associate Dean also oversees dental hygiene and predoctoral admissions, through the Office of Admissions, and assists certificate, masters, and PhD degree programs with recruitment and admissions. The Office of Admissions works with the Dental Hygiene and DDS Admissions Committee to recruit and admit students and is responsible for the post-baccalaureate DentPath Program, which aims to increase access to dental education for students from disadvantaged backgrounds. The staff in this Office includes the Director of Admissions, Assistant Director, and two Admissions Counselors. This Associate Dean is also responsible for managing the college's Institutional Outcomes process to ensure that the college is effectively accomplishing its mission.

The Associate Dean for Research assists faculty in the development and implementation of their programs of research and is aided by a Grants and Contracts Administrator(s) for research grant applications. This Office also oversees the awarding of College Faculty Seed Grants, the Student Research Day, and organizes a research lecture series for College faculty. The Associate Dean for Research assigns research space to faculty and is the College Research Officer for University interactions.

The Assistant Dean for Digital Dentistry and Advanced Technology leads the integration of technology into the College's strategic initiatives, and the development of innovative digital dentistry and technology curriculum to elevate both preclinical and clinical education. Key responsibilities include training students, staff and faculty on clinical technology, ensuring technology compliance with clinical policies, and driving technological innovations to optimize education, patient care and operational efficiency. Collaboration with Information Systems, the Dental Laboratory, faculty, and administration is essential to advancing College goals and enhancing institutional effectiveness.

The Assistant Dean for Organizational Development provides strategic leadership to foster a high-performing, collaborative, and innovative-driven workplace culture at the College of Dentistry. The Assistant Dean supports initiatives in leadership development, talent management, change management, and professional growth to enhance institutional effectiveness and academic excellence.

The Assistant Dean for Information Technology serves as a strategic leader supporting the patient care, academic, research, and administrative domains within the College. This role involves

partnering with various leaders to develop a future vision for emerging technology, aligning with the College's strategic plan and initiatives. Additionally, this Assistant Dean collaborates with central campus IT leadership, Wexner Medical Center IT leadership, and leaders within the Health Sciences Schools to create alignment and advancement in the College and the broader Information Technology sector. Key responsibilities include overseeing classroom technology, patient care systems (such as the electronic health record), technology infrastructure, integration and development, technology purchasing and lifecycle management, data governance and reporting, information security and risk management, and on-demand IT support and operations. This role also acts as the College's information security officer and supervises the information systems team. The information systems team is part of a larger administrative service unit that supports the entire college as a central service.

The Executive Associate Dean assists the Dean when requested with the management and implementation of College strategic planning and outcome studies and innovative academic programs to address complex and evolving health care needs and systems; facilitation of College goals and objectives; overseeing accreditation activities and reports; administering college policies and procedures; and assisting with other duties as assigned to enhance overall college operations.

The Chief Administrative Officer serves as the senior fiscal officer for the College, overseeing the building maintenance, including renovations and repairs, and has overall responsibility for the development and monitoring of the College budget. This administrator is responsible for ensuring that all fiscal operations conform to University auditing standards and that College expenditures are kept within budget.

Division Chairs

The duties of each Division Chair are to:

- have general administrative responsibility for the Division's programs, subject to the approval of the Dean, and to conduct the business of the Division efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff in accordance with University policies and procedures.
- plan with members of the Division faculty and the Dean a progressive education program that encourages and fosters research.
- evaluate and improve instructional and administrative processes on an ongoing basis, and 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 and periodic course review by the faculty. (These matters are coordinated with the Office of the Associate Dean for Pre-Doctoral Education and Student Life.)
- evaluate faculty members annually in accordance with both University and College established criteria, to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their Division and to place in that file a response to any evaluation, comment or other material contained in the file. These annual reviews are submitted to the Dean for review of the overall Division performance. The Division Chair will provide a recommendation to the Dean if there are special circumstances in which the activities of a faculty member may warrant additional compensation or warrant an adjustment in FTE or workplace time allocation percentages.

- recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the Division faculty to the Dean, in accordance with procedures set forth in Faculty Rule 3335-6 and 3335-7, and the College Appointments, Promotion and Tenure Document.
- ensure that all faculty members, regardless of their assigned location, are offered the Division privileges and responsibilities appropriate to their rank and provide leadership for maintaining a high level of morale within the Division.
- ensure that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
- assist the faculty and the College leadership in meeting the goals of the Strategic Plan.
- effectively manage, with their faculty, the curricular content assigned to their Division, and
- facilitate inter-Divisional cooperation.

Directors

There are several Directors of various offices/programs in the College:

- Senior Director of Alumni and Development
- Executive Communications Director
- Director of Marketing and Communications
- Director of Continuing Education
- Director of Finance
- Director of Revenue Cycle Services
- Director of Building Services
- Senior Human Resources Business Partner
- Director of the Office of Outreach and Community Engagement (OHIO Project)
- Director of Student Research (including dental hygiene)
- Directors of Postdoctoral Advanced Education Programs and General Practice Residency Program
- Director of Admissions
- Director of Student Affairs
- Director of Global Health Initiatives

Several of these directors are associated with the following offices:

The Office of Alumni and Development, led by the Senior Director, is responsible for fund-raising activities in the College and works closely with the Alumni Board of Governors.

The Office of Marketing and Communications, led by the Director, is responsible for formal communications within the College, between the College and the University, and College communications outside of the University to the general public and the State of Ohio.

The Office of Continuing Education, led by the Director, maintains an extensive list of CE courses available to dentists, dental hygienists, and dental auxiliaries, and handles the registration for these courses. Current third-year and fourth-year predoctoral students may receive written permission from their Clinic Director to attend lecture-based CE courses at no charge. The Continuing Education Advisory Committee assists the Director of Continuing Education for the planning and evaluation of CE course offerings.

The Office of Human Resources, under the direction of the University HR Business Partner assigned to the College, and supported by the University Office of Human Resources, is responsible for employee recruitment, employee relations, organizational and employee development, compensation and payroll, human resources (University and extra-University) compliance, and information management in the area of human resources. This Office provides guidance in the development, implementation, and equitable administration of policies and procedures, with the goal of the College providing a high-performance high-morale environment for all employees. This HR Business Partner supports the Dean for overall human resources strategy matters and the Chief Administrative Officer for day-to-day human resources activities.

The Office of Outreach and Community Engagement, led by the Program Director for the OHIO Project, is responsible for the evaluation and selection of community sites and the placement of DDS students in those external sites. The Director is also responsible for monitoring these sites for quality and for recommending community dentists for adjunct College appointments. The Director also has overall responsibility for the operation of the mobile dental van that travels to schools and provides care to children in need, and for the evaluation of students and staff involved in these outreach activities. The Director is the College liaison to community organizations that deal with community dental health matters. This office is housed in the Division of Dental Public Health and the Director is responsible to the Division Chair of Dental Public Health.

The Director of Student Research is responsible for the planning and execution of student research programs in the College. The Director works closely with and is responsible to the Associate Dean for Research for student travel support to deliver presentations at the annual meetings of the International/American Association for Dental, Oral, and Craniofacial Research and with the arrangements for student Research Day at which student presentations for forthcoming IADOCR/AADOCR and other professional meetings are delivered and an eminent outside speaker is invited to discuss an important aspect of current dental research.

There is a Program Director for each postdoctoral CODA-approved advanced education program and for the General Practice Residency program. Each Director is responsible to the Chair of the respective Division in which the Program is located. This responsibility includes ensuring that the program provides students with advanced educational and clinical experiences that meet the accreditation standards needed to qualify for the particular clinical specialization. These Program Directors also work closely with the Associate Dean for Graduate Education, Admissions, and Institutional Outcomes.

C. Committees

Much of the development and implementation of College policies and programs are carried out by standing committees and *ad hoc* committees appointed by the Dean. The Dean is *ex officio* member of all College committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Appointments, Promotion and Tenure Committee.

Standing committee members are appointed by the Dean from recommendations of the Faculty Council. Committee Chairs are designated by the Dean unless specifically noted otherwise. All committees are expected to meet as necessary to fulfill the committee charges. Minutes must be maintained by the Committee Chair and filed annually with the Office of the Dean. Minutes are

also typically posted to the Committee website. There is student representation on all appropriate committees.

The standing committees are: Executive; Appointments, Promotion and Tenure; Clinic Operations; Continuing Education Advisory; Credentialing and Privileging; Engagement, Professional Growth, and Institutional Culture; DDS Academic Progress; DDS Admissions; DDS Program Curriculum; Dentistry Faculty Council; Ethics and Professionalism; Graduate Studies (separate Committees for MS and PhD Programs); Institutional Effectiveness; Investigations; Masters in Dental Hygiene Graduate Studies; Program Directors; Research; Student Professional Conduct. As needs arise, the Dean may propose the creation of a new standing committee to the Executive Committee.

The three Graduate Studies Committees (Masters, PhD, and Masters in Dental Hygiene) function under the Rules of the University Graduate School.

Information about the charges and membership for the College standing committees is provided in Appendix C.

In accordance with Office of Academic Affairs requirements, the College of Dentistry has an ad hoc Faculty Salary Appeals Committee. It is composed of the members of the college executive committee, excluding the associate deans, plus two professors from divisions other than that of the appellant. A division chair whose salary decision is being appealed does not serve on the committee. The committee elects its own chair when the committee is convened to hear an appeal.

The Faculty Salary Appeals Committee follows the appeals process established in the Office of Academic Affairs *Policies and Procedures Handbook*, Chapter 4, Section 2.

Task Forces have been appointed for the areas of Professionalism and of Safety and Infection and Control, as well as for updating the Appointments, Promotion and Tenure Document.

VIII. Faculty Meetings

The College accepts the fundamental importance of full and free discussion, but also recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally College meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Robert's Rules of Order will be invoked when more formality is needed to serve these goals.

Faculty Council shall determine the frequency, time and place for general meetings of the Faculty of the College of Dentistry. The Dean, in consultation with the Faculty Council, shall provide the schedule of College-wide faculty meetings to all faculty members at the beginning of each academic term. The schedule will generally provide for one meeting per semester (autumn, spring and summer). The general faculty meetings are facilitated by the Chair of Faculty Council, and the Dean presents special announcements as appropriate and serves as a resource as the need arises. The agenda shall be determined by the Faculty Council and the Dean and reasonable efforts will be made to distribute the agenda to the faculty by e-mail at least two weeks before a scheduled meeting. A special meeting of the College faculty can also be scheduled on written request of 25% of the full-

time faculty (with 75% FTE appointment) or by the Chair of the Faculty Council. The Dean will make a reasonable effort to have the special meeting take place within one week of the request.

The Dean's Office will distribute minutes of general faculty meetings to faculty by e-mail within two weeks of the meeting, if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

Special policies pertain to voting on personnel matters, and these policies are set forth in the Appointments, Promotion and Tenure Document.

For purposes of discussing College business other than personnel matters, and for making decisions where consensus is possible and there is a reasonable basis for action, a quorum will be defined as a simple majority of all eligible voting faculty members (FTE 75% and greater).

Either the Dean or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot (which may be electronic) is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote (75% FTE). Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting. When conducting a ballot by mail or e-mail, faculty members will be given at least one week to respond.

When a matter must be decided and a simple majority of all faculty members present and eligible to vote cannot be achieved, the Dean will necessarily make the final decision.

IX. Distribution of Faculty Duties, Responsibilities and Workload

The University Office of Academic Affairs has guidelines on the distribution of faculty duties and responsibilities. (See the OAA *Policies and Procedures Handbook*, Chapter 2, Section 1.4.3.)

Faculty assignments are described in the initial letter of offer. Assignments and expectations for the upcoming year are addressed as part of the annual review by the Dean, based on College needs as well as faculty productivity and career development.

During on-duty periods, faculty members are expected to be available for interaction with students, research, and College meetings and events, even if they have no formal course assignment. The normal office hours in the College are from 7:30 AM – 4:30 PM. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XII) or on approved travel.

Telework exception: Faculty members with responsibilities requiring in-person interaction are to work at a university worksite to perform those responsibilities. Telework and the use of remote, virtual meetings may be allowed at the discretion of the Dean if such work can be performed effectively, and faculty members are able to fulfill their responsibilities. The University has a process for the determination of whether telework would be possible for a particular faculty member. The Dean has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework.

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the College and the individual circumstances of faculty members may warrant

temporary deviations from these guidelines. Assignments and expectations for the upcoming year are addressed as part of the annual review by the Dean.

A full-time faculty member's primary professional commitment is to Ohio State University, and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution, conducting research for an entity outside of Ohio State, and external consulting) must disclose and discuss these activities with the Division Chair and Dean in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the OAA Policy on Outside Activities and Conflicts.

In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers (natural disasters, for example), faculty duties and responsibilities may be adjusted by the Dean, in consultation with the Division Chair, to take into account the impact over time of the crisis. These adjustments may include modifying research expectations in order to maintain teaching obligations. These assignment changes must be considered in annual reviews.

A. Tenure-track Faculty

Tenure-track faculty are expected to contribute to the College and University missions via teaching, scholarship, and service. When a faculty member's contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected. The normal workload allocation for College faculty is 40-50% teaching/mentoring, 40-50% scholarship, and 10-20% service, which includes OSDFP for faculty who have a valid license to practice. The time allocation can vary if the faculty member has an administrative responsibility or special circumstances arise.

Teaching/Mentoring

All tenure-track faculty members are expected to contribute to the College teaching activities. The specific teaching workload may vary, dependent upon the background, expertise, experience, rank of the individual faculty member, and Division needs. A faculty member may be asked to advise predoctoral and/or graduate students or residents in postgraduate specialty programs, including serving as a research mentor and/or a member of an MS thesis or PhD dissertation committee.

Adjustments to the teaching responsibilities of a faculty member may be made to account for teaching a new class, the size of the class, whether the class is taught on-line or team-taught, and other factors that may affect the preparation time involved in teaching the course.

The teaching assignment may also vary for an individual faculty member, based on research and/or service activity. Faculty members who are especially active in research can be assigned an enhanced research time allocation that includes a reduced teaching assignment. Likewise, faculty members who are relatively inactive in research can be assigned an enhanced teaching time allocation that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the Division, College, University, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service time allocation that includes a reduced teaching assignment.

The workload for a faculty member is contractually assigned by the Dean. The Division Chair is responsible for making detailed teaching assignments on an annual basis, in consultation with the

Dean, who may decline to approve requests for adjustments by faculty members when approval of such requests is not judged to be in the best interests of the College. All faculty members (other than those with research faculty appointments) are expected to perform some teaching, which can include advising, over the academic year.

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship appropriate to the discipline of dentistry, as defined in the College Appointments, Promotion and Tenure Document. Over a four-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high-quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles. Faculty are expected to obtain internal (College or University) funding and/or extramural funding, and teaching assignments will be reduced proportionate to the percentage of funded release time from extramural sources that provide full indirect cost recovery. Faculty members are encouraged to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research.

Service

Tenure-track faculty members are expected to be engaged in service and outreach to the College, University, community, and profession. Typically, this will include service on three committees within the Division and/or College, and additional committee service outside of the College is encouraged. This pattern can be adjusted depending on the nature of the assignment (*e.g.*, serving as a committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, and service in an administrative position within the Division, College, or University).

All faculty members are expected to attend and participate in Division and College faculty meetings, recruitment activities, and other Division/College events.

i. Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs Special Assignment Policy. The information provided below supplements these policies.

An untenured College faculty member will normally be provided a Special Assignment (SA) to perform research/scholarly activities for one semester during the probationary period. Reasonable efforts will be made to award SA opportunities to all faculty members, subject to the quality of proposals, including potential benefit to the College or University, and the need to assure that sufficient faculty are always present to carry out Division responsibilities. The Division Chair will evaluate SA proposals from Division faculty, and make recommendations to the Dean for the final decision. The Division Chair recommendation will be based on the quality of the SA proposal and its potential benefit to the Division or College, and to the faculty member, as well as the ability of the Division to accommodate the SA at the time requested.

B. Clinical Faculty

Clinical faculty members are expected to contribute to the College mission via teaching and service, and to a lesser extent scholarship. Service expectations are similar to those for the tenure-track. The normal workload for a clinical faculty member is 65-80% teaching/mentoring, 0-30% research and 0-30% service, which includes OSDFP for faculty with a valid license to practice.

All clinical faculty are expected to contribute to the College teaching in didactic courses or instructional settings involving patients, courses or instructional settings involving simulation of patients, or courses or instructional situations involving professional skills.

C. Research Faculty

Research faculty members are expected to contribute to the College mission via research. In accord with Faculty Rule 3335-7-34, a research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. Teaching opportunities for each research faculty member must be approved by a majority vote of the tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.

Research expectations are similar to those for the tenure-track, albeit proportionally greater since 99% of the formal effort for research faculty members is devoted to research, 1-10% for teaching/mentoring and 0-10% for service. Specific expectations are spelled out in the letter of offer, and additional details are provided in the Appointments, Promotion and Tenure Document.

D. Associated Faculty

Compensated associated faculty members are expected to contribute to the College mission via teaching or research, depending on the terms of their individual appointments. Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to those for tenure-track faculty members except that service is not required. Typical expectations are 80-100% for teaching/mentoring, 0-20% for research and 0-10% for service.

E. Modification of Duties

The College of Dentistry strives to be a family-friendly unit in its efforts to recruit and retain high-quality faculty members. To this end, the College is committed to adhering to the guidelines on modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption/fostering, or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee's immediate family member is on covered active duty in a foreign country or call to covered active duty status.

For a faculty member requesting the modification of duties for childbirth/adoption/fostering, the division chair and college dean should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the dean. See the OHR Parental Care Guidebook for additional details. See also the Parental Leave Policy in Section XII.

X. Course Offerings and Teaching Schedule

The Office of the Associate Dean for Pre-Doctoral Education and Student Life will annually develop a schedule of course offerings and teaching schedules for predoctoral students, in consultation with the Division Chairs and faculty. While every effort will be made to accommodate the individual preferences of faculty, the first obligation of the College is to offer the courses needed by the students at times and in formats most likely to meet student needs. Reasonable efforts are made to distribute didactic, laboratory and clinical course offerings across the day and week to accommodate the schedules and needs of the students in the predoctoral program. The dental hygiene, postdoctoral specialty and Oral Biology PhD programs handle their respective course schedules. Predoctoral course schedules are set in the Office of the Associate Dean for Pre-Doctoral Education and Student Life. The dental hygiene and postdoctoral specialty course schedules are arranged by the individual Directors, and advanced biosciences courses for the Oral Biology PhD program are arranged by the PhD Graduate Studies Committee in consultation with the Chair of the Division of Biosciences. Even though the class size may be limited because of the small enrollment in some of these programs, all necessary courses will be scheduled to accommodate student needs.

Faculty are responsible for fulfilling their teaching assignment. If unable to do so, they must notify the Division Chair. All planned absences must be approved by the Division Chair well in advance of the absence. Every effort will be made to accommodate these requests. However, meeting the teaching responsibilities is the first priority. In the event of an unplanned absence, faculty members must notify the Division Chair as soon as possible. Faculty are expected to cooperate when asked to substitute for another faculty member who is unexpectedly absent.

XI. Allocation of College Resources

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

The Dean will discuss the College budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. The Dean also provides periodic information about fiscal matters at monthly meetings of the Executive Committee, and Division Chairs communicate this information at subsequent Division meetings to their faculty. However, final decisions on budgetary matters rest with the Dean.

Research space shall be allocated on the basis of research productivity, including external funding, and will be reallocated periodically as these faculty-specific variables change. The Associate Dean for Research is responsible for the allocation of research space to the faculty.

The allocation of office space will include considerations such as achieving proximity of faculty in subdisciplines, productivity, and the grouping of staff functions to maximize efficiency. The Division Chair is responsible for the allocation of faculty and staff office space within the Division, in consultation with the Dean.

Allocation of salary funds is based upon faculty annual reviews, and is discussed in the Appointments, Promotion and Tenure Document. The Division Chairs have access to discretionary resources to be used for the benefit of faculty in their Divisions. College funds will support travel of faculty to professional meetings where they are representing the College at large at the request of the Dean.

XII. Leaves and Absences

In general, there are four types of leaves and absences taken by faculty (in addition to parental leave, which is detailed in the Parental Care Guidebook). The university's policies and procedures with respect to leaves and absences are set forth on the Office of Human Resources Policies and Forms website. The information provided below supplements these policies.

A. Discretionary Absence

Faculty are expected to complete a travel request or a request for absence form well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right, and the Dean retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (see Faculty Rule 3335-5-08).

B. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete a request for absence form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the Division Chair know promptly so that instructional and other commitments can be managed; the Office of the Dean should also be informed. 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. For additional details see OHR Policy 6.27.

C. Unpaid Leaves of Absence

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR Policy 6.45. The information provided below supplements these policies.

D. Faculty Professional Leave

Faculty Professional Leaves are intended to provide faculty an uninterrupted period of time to devote to their professional development and the enhancement of their pedagogical and research skills. Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leave. The information provided below supplements these policies.

The College Appointments, Promotion and Tenure Committee will review all requests for faculty professional leave and make a recommendation to the Dean based on the following criteria:

- Overall quality and impact of the planned activities.
- Assessment of the planned activities for relevance to the future career goals of the applicant.
- Relevance of the planned activity to the ability of the applicant to continue contributing to the College mission and goals.

The Division Chair will make a recommendation about the proposed FPL to the Dean. The decision of the Dean will be based on the quality of the proposal, its potential benefit to the

College and the faculty member, and the ability of the Division to accommodate the leave at the time requested.

E. Parental Leave

The University and the College recognize the importance of parental leave to faculty members. Details are provided in the OHR Parental Care Guidebook, Paid Time Off Program Policy 6.27, and the Family and Medical Leave Policy 6.05.

XIII. Supplemental Compensation and Paid External Consulting

Information on faculty supplemental compensation is presented in the OAA Policy on Faculty Compensation. Information on paid external consulting is presented in the University Policy on Outside Activities and Conflicts. The information provided below supplements these policies.

The College of Dentistry adheres to these policies in every respect. In particular, the College 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 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 Division and College. 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 with an administrative position (for example, Division Chair, Associate/Assistant Dean, Program Director) remain subject to the Policy on Outside Activities and Conflicts and with appropriate approval, are permitted to engage in paid external work activities. However, faculty members with administrative positions are not permitted to accept compensation/honoraria for services that relate to or are the result of their administrative duties and responsibilities.

Should a College faculty member wish to use a textbook or other material that is authored (or edited) by the faculty member and the sale of which results in a royalty being paid to him or her, such textbook or material may be required for a course by the faculty member only if (1) the faculty member's Division Chair and Dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate committee of the College reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

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

XIV. Financial Conflicts of Interest

Information on faculty financial conflicts of interest is presented in the University Policy on Outside Activities and Conflicts. 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 with external funding or otherwise required by University policy 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.

In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise in relation to consulting or other work done for external entities. Further information about conflicts of commitment is included in section IX above.

XV. Grievance Procedures

Members of the College with grievances should discuss them with the Division Chair, and as needs arise with the Dean, who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. The content below describes procedures for the review of specific types of complaints and grievances.

A. Salary Grievances

A faculty or staff member who believes that his or her salary is inappropriately low should first discuss the matter with the Division Chair, who may refer the matter to the Dean for further discussion. The faculty should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion(s) with the Division Chair/Dean and wish to pursue the matter may be eligible to file a more formal salary appeal (see the Office of Academic Affairs *Policies and Procedures Handbook*, Chapter 4, Section 2).

Staff members who are not satisfied with the outcome of the discussion with the Division Chair and wish to pursue the matter should contact Employee and Labor Relations in the Office of Human Resources.

B. Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05.

C. Faculty and Staff Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04.

Any student, faculty, or staff member may report complaints against staff to the division chair and / or college dean. The Office of Employee and Labor Relations in the Office of Human Resources can provide assistance with questions, conflicts, and issues that arise in the workplace

D. Harassment, Discrimination, and Sexual Misconduct

The Civil Rights Compliance Office exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination, and sexual misconduct.

1 Ohio State's policy and procedures related to equal employment opportunity are set forth in the University's policy on equal employment opportunity.
2 Ohio State's policy and procedures related to sexual misconduct are set forth in the University's policy on nondiscrimination, harassment, and sexual misconduct.

E. Violations of Laws, Rules, Regulations, or Policies

Concerns about violations of laws, rules, regulations, or policies affecting the university community should be referred to the Office of University Compliance and Integrity. Concerns may also be registered anonymously through the Anonymous Reporting Line.

F. Complaints by and about Students

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, the Dean will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the 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 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. See Faculty Rule 3335-8-23.

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 Division Chair, and others in the Office of the Associate Dean for Pre-Doctoral Education and Student Life who have appropriate knowledge of policies and procedures when problematic situations arise. The Associate Dean for Pre-Doctoral Education and Student Life may refer the complaint to the Dean for further consideration and a decision.

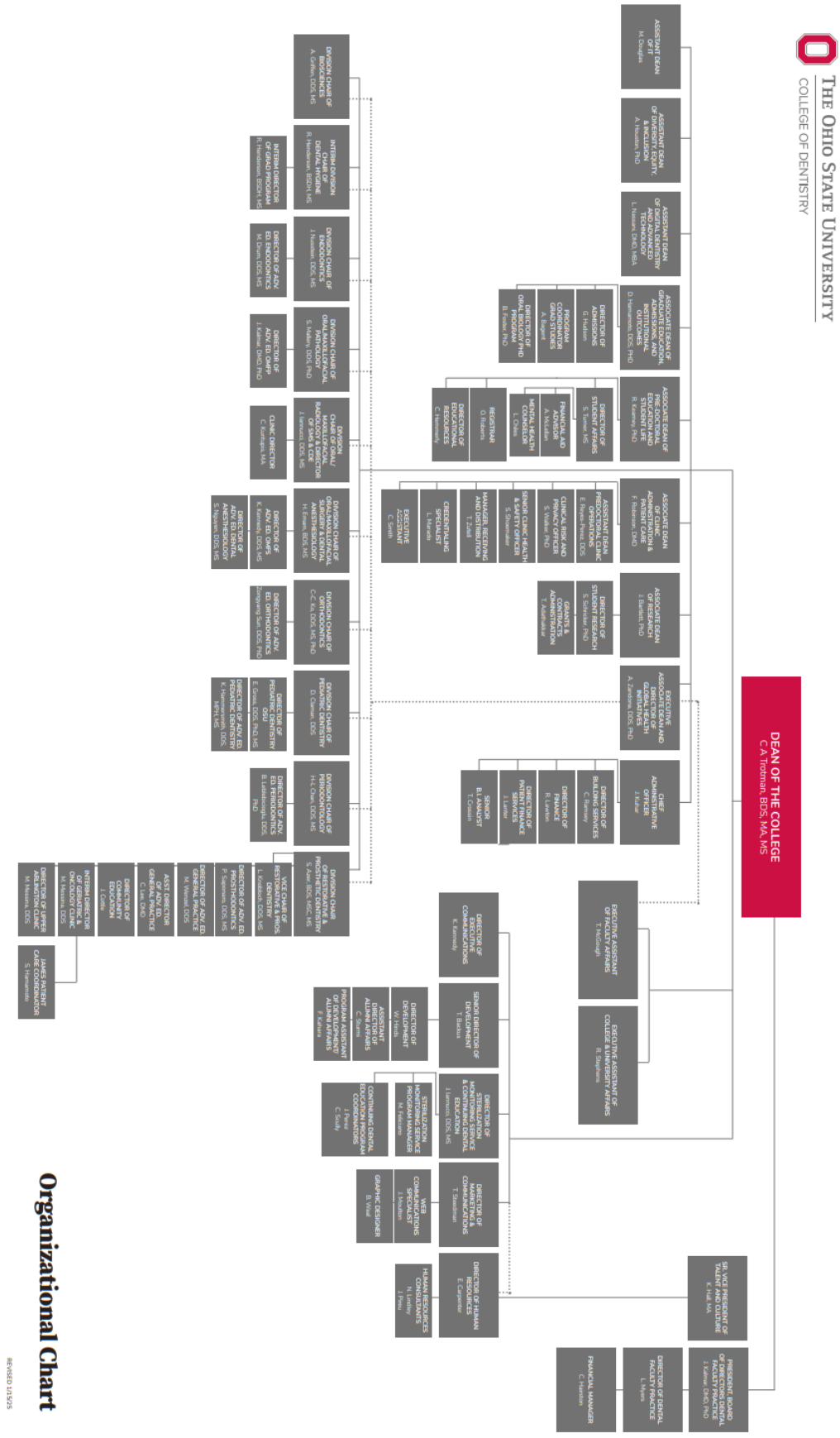
XVI. Expectations for Honorable Behavior and Professional Conduct

The College has expectations of honorable behavior and professional conduct by faculty, staff, students, and administrators. Evidence of academic misconduct by students is generally investigated within the College by the Student Professional Conduct Committee (see Appendix C). For cases involving academic misconduct in the preparation of an MS thesis or PhD dissertation, the Graduate School and the University Committee on Academic Misconduct become involved, since these students are enrolled in the Graduate School. Faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04.

Appendices

Appendix A. Organizational Chart for College of Dentistry
Appendix B. Intramural Practice Plan for College Faculty
Appendix C. Standing Committees for College of Dentistry
Appendix D. Faculty Governance Constitution

APPENDIX A Organizational Chart for College of Dentistry



APPENDIX B

This Board of Trustees amendment ensured that the original Dental Faculty Practice plan developed and implemented by Dr. William R Wallace was officially transferred to the subsequent appointed Dean and would be similarly transferred to Deans or their representative in the future.

Intramural Practice Plan for College Faculty

Board of Trustees
Amendments to the Dental Faculty Practice Plan
Resolution No. 92-46

Synopsis: The Academic Affairs Committee recommended the approval of amendments to the Dental Faculty Practice Plan (OSDFP).

WHEREAS a corporation named Dental Faculty Practice Association, Inc. – William R. Wallace, D.D.S., Dean, has been incorporated and states as its purpose:

> The purposes for which the corporation is formed are to render any type of professional service in the practice of dentistry authorized under Chapter 4715 of the Ohio Revised Code as a charitable, educational and scientific activity for the benefit of The Ohio State University ("University") and patients of the Intramural Practice Clinic of the University; including:
>
> a. Providing dental services at the Intramural Practice Clinic to persons who may come to the Intramural Practice Clinic for diagnosis, treatment, and care;
>
> b. Engaging in dental research and providing benefits and support to the University's College of Dentistry and clinical and classroom instruction to students enrolled in it; and
>
> c. Engaging in those lawful activities for which corporations may be formed under Chapter 1785 of the Ohio Revised Code that are not inconsistent with the foregoing; and

WHEREAS it is in the best interests of the University for the corporation to be organized and functioning and to have representatives of the University participate in connection with the operations of the corporation; and

WHEREAS the resignation of William R. Wallace, D.D.S. as Dean of The Ohio State University College of Dentistry and the appointment of Henry W. Fields, Jr., D.D.S. as his successor, each effective as of September 1, 1991, have necessitated that the name of the corporation be changed in order to remain in compliance with the Ohio statute which requires the name of a dentist to be included in the name of the professional association rendering dental services:

NOW THEREFORE BE IT RESOLVED, That the formation of the Corporation and the participation of the University in its incorporation and organization are hereby ratified, adopted, confirmed and approved; and

BE IT FURTHER RESOLVED, That the Dean of the College of Dentistry is authorized,

designated and directed to serve as the trustee of the trust which holds the sole issued and outstanding share of the corporation for the benefit of the University and to serve in that capacity as official representative of the University, such service to be part of his official responsibility to the University, entitling him to any insurance or indemnity protection to which officers or employees of the University now are or hereafter may become entitled; and

BE IT FURTHER RESOLVED, That each person elected as a director or an officer of the corporation or appointed to the position of Trustee under the Dental Faculty Practice Association, Inc. Trust Agreement who is also an employee, faculty member or other official of the University is authorized, designated and directed to serve in his or her capacity as a director or an officer of the corporation or as Trustee under the Trust Agreement as an official representative of the University and as part of their official responsibility to the University, such service entitling them to any insurance or indemnity protection to which officers or employees of the University now are or hereafter may become entitled; and

BE IT FURTHER RESOLVED, That the actions of the officers and directors of the corporation in incorporating, organizing, and operating the corporation in the interests of the University are hereby ratified, adopted, confirmed, and approved.

Upon motion of Ms. Casto, seconded by Mr. Kessler, the Board of Trustees adopted the foregoing resolution by unanimous voice vote.

CERTIFICATE

This is to certify that the foregoing is a true and accurate excerpt from the minutes of the Board of Trustees meeting held November 1, 1991.

Madison H. Scott
Secretary

Chapter 3335-107
The Ohio State University College of Dentistry
Intramural Practice Plan (OSDFP)
Amended according to June 1, 2001 meeting, Board of Trustees approved minutes and adopted immediately

3335-107-01 Introduction.

The Ohio State University College of Dentistry, recognizing that the intramural practice of dentistry by all full-time members of the faculty of the College of Dentistry who are licensed to practice dentistry in the state of Ohio will serve to enhance the teaching, research, and patient care missions of the College, hereby grants to each member the privilege of conducting such intramural practice subject to the terms and conditions incorporated into this practice plan. All persons beginning service as full-time faculty members at The Ohio State University on July 1, 1982, and thereafter, shall be subject to this plan as a condition of their employment at The Ohio State University, and all persons who began service as a full-time faculty member prior to July 1, 1982, shall have the opportunity to join this practice plan and, upon joining the plan, compliance with the terms of this plan shall be a condition of their employment at The Ohio State University.

3335-107-02 Definitions.

For the purposes of rules:

(A) "Full-time faculty member" shall mean a member of the faculty of the College who is appointed to the College on an appointment requiring one hundred percent service to the University or a person who holds an appointment to the title of "emeritus faculty" as that term is defined by paragraph (D) of rule 3335-5-19 of the Ohio Administrative Code who, at the time of such appointment, was required to provide one hundred percent service to the University. In order to qualifyas a "full-time faculty member," an individual shall be currently licensed to practice dentistry in the state of Ohio.

(B) "Salary" shall mean the individual faculty member's base salary paid by the University.

(C) "Practice income" shall mean total receipts (after deductions for expenses and costs made in accordance with these rules) from patient care fees generated by a full- time faculty member covered under this plan from the performance of patient care services.

(D) "College" shall mean The Ohio State University College of Dentistry.

(E) "Dean" shall mean the Dean of The Ohio State University College of Dentistry.

(F) "University" shall mean The Ohio State University.

(G) "Dental Faculty Practice" shall mean the provision of dental services to private practice patients by faculty members employed by the dental practice group at Postle Hall, the Ohio State University Hospitals and Clinics, the Arthur G. James Cancer Hospital and Richard J. Solove Research Institute, Children's Hospital or other sites authorized by the Dental Practice Group.

3335-107-03 Operational procedures.

(A) Practice time.

Each full-time faculty member will be permitted to practice up to an average of one day per week within the Dental Faculty Practice in accordance with the policies and procedures regarding outside professional services as adopted by the University. No practice by a full-time faculty member outside the Dental Faculty Practice will be permitted. The Dean of the College and the Dental Faculty Practice Group will agree upon practice time and location.

(B) (1) The College will supply clinical facilities at the location known as the "Dental Faculty Practice" where the full-time faculty member is to conduct the members' intramural patient care practice. Such clinical facilities shall include designated practice space and fixed equipment, including a dental chair, and fixed hand pieces associated therewith, laboratory equipment, and operating equipment. The College shall see that the personnel or mechanisms necessary to support the practitioner and to coordinate appointments and billings in accordance with this rule are provided the full-time faculty member.

(2) Each full-time faculty member shall be responsible for furnishing and paying for his or her own specialized materials, instruments, and laboratory fees as determined by the Dean.

(C) Appointments, billings and collections.

The College shall be responsible to see that a business office will be maintained for all full-time faculty participating in this plan. This office shall be responsible to see that billing statements are issued, fees collected, and that appropriate records of all billings and payments are maintained for all full-time faculty participation in this plan. Individuals designated by the dean will keep records of appointments for the daily private practice of the full-time faculty members in the Dental Faculty Practice.

These books are subject to review by the Dean or the dean's representatives.

3335-107-04 Costs associated with production of fees.

The College shall maintain accurate records of the total costs (direct or indirect) incurred in University facilities to support patient care services. It is recognized that university, the college, the doctor and the Dental Faculty Practice Group appropriately share these costs.

3335-107-05 Academic program considerations.

(A) Patient care.

Every patient treated within the Dental Faculty Practice shall be assigned (or will select on the advice of a referring dentist or physician) a full-time faculty member as the patient's "personal dentist." The personal dentist will be responsible for the professional care of the patient. The personal dentist shall obtain the necessary consent from each of the personal dentist's patients, such that every patient treated within the Dental Faculty Practice and such patient's records shall be available for student observation and training.

(B) Records.

All records pertaining to patient care, billing, appointments and collections within the Dental Faculty Practice shall be made available for student observation and training as long as confidentiality is maintained.

3335-107-06 Dental Practice Group.

A Dental Practice Group has been established with the approval of the Dean. The Dental Practice Group may include one hundred per cent of the full-time faculty members. As a condition of faculty employment, all full-time faculty members who desire to conduct an intramural practice will be required to become and remain employees of the Dental Practice Group. Full-time faculty members, who were employees of the Dental Practice Group existing on January 5, 1998, will remain so or become and remain an employee of any practice group deemed to be a successor of the existing Dental Practice Group. The Dean shall make the determination of a successor practice group. The Dental Practice Group shall contract with the college to render dental services in the Dental Faculty Practice pursuant to this plan and to administer the patient care practice of the full-time faculty members conducted pursuant to the terms of this plan. The revenues collected for the delivery of dental services by the Dental Practice Group pursuant to this plan shall be distributed as follows:

(a) an amount determined under the faculty member's contract with the Dental Practice Group shall be payable to such individual faculty member as compensation, subject to no further university limitations.

(b) a percentage of such revenues, as agreed upon by the authorized fiscal representative of the university and the Dean, shall be set aside to compensate the university for the costs (direct and indirect) associated with the dental facilities provided at the university. This percentage amount shall be no less than ten percent of such revenues.

(c) the remaining revenues, after deducting the amounts paid pursuant to paragraphs (a) and (b) of this rule, shall be retained by the Dental Practice Group to be used as determined by the Dental Practice Group full-time faculty members who have

contracted with the Dental Practice Group to render such services shall render all dentistry services at the Dental Faculty Practice pursuant to this plan. The Dean shall be entitled to review the Dental Practice Group's decision-making process and governance documents in order to ensure academic quality and productivity within the college.

THE OHIO STATE UNIVERSITY COLLEGE OF DENTISTRY
COMMITTEE CHARGES & ASSIGNMENTS

(Updated October 10, 2024)

Standing committee members are appointed through the mechanism outlined in the College Pattern of Administration (POA) with staggered three-year terms of office. Standing committee members are appointed by the Dean from recommendations of the Faculty Council. Committee members serve a maximum of two consecutive terms. Committee Chairs are appointed by the Dean, unless specifically noted below. All committees are expected to meet as necessary to fulfill the committee charges. Minutes must be maintained by the Chair and annually reported to the faculty and placed on the College website, except as noted below. Ad hoc committees are appointed periodically with aspecific, time-limited charge. Students are represented on the Clinic Operations Committee, Cultural Awareness Committee, DDS Admissions Committee, DDS Program Curriculum Committee, Ethics and Professionalism Committee, Institutional Effectiveness Committee, and Student Professional Conduct Committee. Student members can vote on all of these committees except for the DDS Program Curriculum Committee.

EXECUTIVE COMMITTEE

Functions of the Committee are to:

- Establish, review, amend and implement administrative policies and rules of the College.
- Advise the Dean regarding faculty concerns and administrative operations of the College.
- Advise the Dean on budgetary matters.
- Bring faculty concerns forward for resolution.

Membership:

- Dean, chair
- Executive Associate Dean
- Associate Dean for Pre-Doctoral Education and Student Life
- Associate Dean for Graduate Education, Admissions, and Institutional Outcomes
- Associate Dean for Clinic Administration and Patient Care
- Associate Dean for Research
- Assistant Dean for Organizational Development
- Assistant Dean for Pre-doctoral Clinic Operations
- Division Chairs
- Chair and Chair-elect of Faculty Council
- Chief Administrative Officer
- Senior Director, Development and Alumni Affairs
- Senior Human Resources Business Partner
- Director, Executive Communications
- Director, Information Systems
- Director, Marketing and Communications

APPOINTMENTS, PROMOTION AND TENURE COMMITTEE

A 7-member College Appointments, Promotion and Tenure Committee serves as a representative of the eligible faculty. Membership is limited to faculty of at least associate professor rank. Term of appointment is 5 years. Each year the Dean appoints a new member from nominations received from the Elections and Appointments Committee, and the Chair exits the committee. The committee functions in accordance with Faculty Rules 3335-6-02 and 3335-7-05, 08, 09, 10.

The Roles of Chair, Secretary, and Procedural Oversight Designee will be assigned by the Dean annually. The Chair will always be at the rank of Professor in the last year of his/her term.

Functions of the Committee are to:

- Recommend to the Dean appropriate rank for new appointments.
- Guide candidates for promotion in the preparation of the dossier.
- Solicit external letters.
- Determine a candidate's suitability for non-mandatory review.
- Determine if there is a conflict of interest of any faculty member at the meeting of the eligible faculty.
- At a meeting of the eligible faculty, review and analyze the candidate's dossiers indicating the extent to which the evidence meets the established criteria/standards for promotion. This analysis will provide the starting point for a full and open discussion by the full eligible faculty of the candidate's documented accomplishments followed by a vote of that body.
- Compose a letter to the Dean including the vote of the eligible faculty and summarizing the discussion of the eligible faculty on each criterion and the rationale for the final vote of the faculty.

Membership:

- Six tenured faculty members, at least 3 of whom are at the rank of Professor and one Professor of Clinical Dentistry.
- The chair is a Professor appointed by the dean in the 3rd year. The chair's term continues through the 3rd and 4th years, and that person serves as advisor to the succeeding chair in the 5th year. The chair's term of appointment would not exceed 5 years.

CLINIC OPERATIONS COMMITTEE

Providing comprehensive clinical care to dental patients is one of the primary objectives of the College ofDentistry. The Clinic Operations Committee will assist the Assistant/Associate Dean for Clinic Administration and Patient Care in the development and implementation of efficient, safe and practical clinic operations that maximize the opportunity to provide comprehensive care to dental patients in addition to supporting an optimal environment for teaching and student learning.

Functions of the Committee are to:

- Develop and implement a patient care quality assurance/quality improvement (QA/QI) programto include: Clinical quality measures, Benchmarking, Patient experience surveys, Adverse incident reports, Chart audits, Patient Rights/Patient Responsibilities, Patient confidentiality, Patient complaints/grievances, Active/completed treatment reviews
- Provide oversight of the *ongoing* monitoring, evaluation and improvement of clinical care processesand system
- Develop policies and procedures to ensure the highest quality of patient care, satisfaction and riskreduction
- Develop and implement evidence-based 'best practice' clinical guidelines
- Ensure that the patient record and reporting systems are sufficient to support the QA/QI program
- Committees with which this committee interacts:
  - Executive Committee
  - Institutional Effectiveness Committee
  - Safety and Infection Prevention Steering Committee and subcommittees
  - Student Clinic Operations Advisory Team

Membership:

- Associate Dean, Clinic Administration and Patient Care, Chair, Ex-officio
- Assistant Dean for Student Clinic Operations, Ex-officio
- Clinical Director of Dental Hygiene Program, Ex-officio
- Five faculty with clinical and/or pre-clinical teaching responsibilities
- One Dental Faculty Practice faculty member
- One advanced training program director
- One advanced training clinic staff member
- One resident/graduate student
- One predoctoral student
- One dental hygiene student
- Student Clinic Manager, Ex-officio
- Clinic Health and Safety Manager, Ex-officio
- Chief Administrative Officer, Ex-officio
- Clinical Risk and Privacy Officer, Ex-officio

CONTINUING EDUCATION ADVISORY COMMITTEE

This committee serves as an advisory body to the Director of Continuing Education for the purposeof planning and evaluation of Continuing Education offerings. Terms are for 2 years.

Functions of the Committee are to evaluate CE offerings in light of:

- quality
- demand
- satisfaction
- cost, and
- marketing/publicity

Membership:

- Director, Continuing Education, Chair, Ex-officio
- Eight Faculty

CREDENTIALING AND PRIVILEGING COMMITTEE

The credentialing and privileging responsibilities of the dentists and dental hygienists are delegated to the College of Dentistry (CoD) Credentialing and Privileging (C&P) committee.

Responsibilities of the committee are to:

- Review all of the CoD's verified credentialing information for dentist and dental hygiene appointments, as well as all requests for initial, re-credentialing, amendment or appeals of clinical privileges;
- Ensure, through the chairperson of the committee, that all records of peer review activity obtained with the practitioner's consent and taken by the committee, including committee minutes, are maintained in the strictest of confidence in accordance with the federal law and state of Ohio laws. The committee may conduct investigations and interview applicants as needed to discharge its duties. The committee may refer issues and receive issues as appropriate from other college committees;
- Inform the dean, division chair, associate dean of clinic administration and patient care, Dental Faculty Practice (DFP) president and applicant, through the chairperson of the committee, of decisions regarding initial and subsequent requests for clinical privileges, including any restriction or limitation of a dentist's/dental hygienist's clinical privileges for noncompliance or any other matter related to its responsibilities; and
- Review and grant temporary privileges.

Membership:

The composition of the C&P committee shall include licensed clinical division chairs as voting, ex-officio members. The dean of the CoD appoints one (1) full-time faculty member with clinical teaching responsibilities as a voting member for a two (2) year term. The associate dean of clinic administration and patient care at the CoD serves as a non-voting, ex-officio member. The DFP president shall serve as voting, ex-officio member. The DFP director shall serve as non-voting, ex-officio member and is responsible for communication to the DFP Board. An appointed assistant supports the administrative needs of the committee. In the absence of a division chair, the dean appoints a full-time, clinically experienced faculty member with teaching responsibilities at CoD to serve in the interim until the division chair is appointed.

The chair of the C&P committee must be a licensed dentist/dental hygienist voting member elected by the members of the committee. The term of the chair appointment is two (2) years. The chair may serve two (2) consecutive terms.

- Division Chairs, ex-officio (voting)
    - Dental Hygiene
    - Endodontics
    - Oral and Maxillofacial Surgery & Dental Anesthesiology
    - Oral and Maxillofacial Pathology
    - Oral and Maxillofacial Radiology
    - Orthodontics & Dentofacial Orthopedics
    - Pediatric Dentistry
    - Periodontology
    - Restorative & Prosthetic Dentistry
- One (1) full-time faculty member with clinical teaching responsibilities (voting)
- Associate Dean, Clinic Administration and Patient Care, ex-officio (non-voting)
- President, Dental Faculty Practice, ex-officio (voting)
- Director, Dental Faculty Practice, ex-officio (non-voting)
- Credentialing Specialist (non-member, non-voting)

DDS ACADEMIC PROGRESS COMMITTEE

Functions of the Committee are to:

- Reviews the academic progress of all DDS students.
- Makes recommendations regarding these students' academic progress.
- Determines advanced standing when appropriate.
- Reviews and approves or denies appeals of committee decisions and requests forreinstatement to the DDS program.

Decisions of the Committee are final, subject to final appeal, which is made to the Dean.

Membership:

- Associate Dean for Pre-Doctoral Education and Student Life, Chair, Ex-officio
- Chair of Restorative and Prosthetic Dentistry or their designee, Ex-officio
- Chair of Biosciences or their designee, Ex-officio
- Vice Chair of Restorative and Prosthetic Dentistry or their designee, Ex-officio
- Two Faculty Members
    - Basic Science
    - DDS faculty member engaged in clinical teaching
- Chair and Chair-elect of Faculty Council, Ex-officio
- Associate Dean for Clinic Administration and Patient Care or their designee, Ex-officio
- Director of Student Affairs, Ex-officio, non-voting
- Registrar, Ex-officio, non-voting

The chair of this committee will maintain confidential minutes only within the Office of AcademicAffairs, and will provide a summary report at a General Faculty meeting annually.

DDS ADMISSIONS COMMITTEE

The DDS Admissions Committee of The Ohio State University, College of Dentistry is charged with the responsibility of matriculating the most qualified applicants for positions available in the DDS class each academic year. This charge is met through matriculating students into the predoctoral dental program
1) directly (including students requesting transfer from U.S. or Canadian dental programs), and 2) through the post-baccalaureate DentPath program.

The selection processes for direct admission and through the DentPath program are to be undertaken in keeping with policies as established by The Ohio State University that provide for equal access to educational programs regardless of race, color, creed, religion, national origin, sex, handicap or veteran status.

The Committee is charged with recommending recruitment and selection methods for direct admission and the DentPath program based on outcomes of student performance determined by the Office of Academic Affairs and aligned with the goals of the College. It is the further responsibility of the Committee to make recommendations to the faculty of the College of Dentistry regarding adjustments in required pre-dental curricula.

The Committee is responsible for evaluating the DentPath curriculum and coordinating the overall growth and development of the program. This includes periodically re-evaluating the mission, vision, purpose, and goals for the program, assisting in restructuring the program to best meet the needs of the students and the College, assisting in determining the appropriate curriculum, and supporting and promoting the program internally to the College community.

The Committee (all members with voting privileges except as indicated) is chaired by the Director of Admissions and is composed of selected faculty and staff members from the College as follows:

- Director of Admissions, Chair, Ex-officio (non-voting)
- Two preclinic course directors
- Predoctoral clinic group director
- Biomedical science course director
- Tenured professor
- Division chairperson
- Director of Student Research, Ex-officio
- Dental Hygiene faculty member
- Two at-large clinical faculty members
- Three faculty members who are past or current DentPath mentors
- D3 student
- D4 student
- DentPath alumni/current DDS student
- Director of the DentPath Program, Ex-officio (nonvoting)
- College of Dentistry Student Affairs staff member (nonvoting)

The Office of Admissions staff is advisory to the committee.

This committee reports on its activities and outcomes annually at a general faculty meeting.

DDS PROGRAM CURRICULUM COMMITTEE

The DDS Program Curriculum Committee of The Ohio State University College of Dentistry is responsible for the coordination of the continual development, and evaluation of the pre-doctoral curriculum which includes didactic, laboratory and clinical components.

Functions of the Committee are to:

- Monitor curriculum compliance with Commission on Dental Accreditation Standards
- Monitor significant trends in Dental Education and Higher Education and provide information and recommendations to faculty as appropriate
- Work with the College Office of Academic Affairs to assure curriculum compliance with University policies and procedures
- Provide biannual updates to faculty regarding committee activities, directions and outcomesdata

The following proposals for change should be brought before the Curriculum Committee for approval:

- Significant content of structure changes to didactic, laboratory or clinic courses
- Changes to program competencies
- Changes to competency evaluation measures

Issues may be brought before the Committee by individual faculty, Division Chairs, Faculty Council, students and administrators as well as individual Committee members. Proposals for major curriculum changes recommended by the Committee will be brought before the College Executive Committee and the full faculty for approval.

Membership: (all voting unless indicated)

- Associate Dean for Pre-Doctoral Education and Student Life, Chair, Ex-officio (non-voting)
- Curriculum Block Managers, Ex-officio
  - Behavioral Sciences
  - Biomedical Sciences
    - Anatomy (non-voting) Pharmacology (non-voting)
  - Early Clinic
  - Endodontics
  - Fixed Prosthodontics
  - Operative Dentistry
  - Oral Pathology
  - Oral Radiology
  - Oral Surgery
  - Orthodontics
  - Pediatric Dentistry
  - Periodontics
  - Practice Management
  - Removable Prosthodontics
- Director of Community Based Education, Ex-officio
- Associate Dean for Clinic Administration and Patient Care, Ex-officio
- Chair of Dental Hygiene, Ex-officio
- Clinic Scheduler/OHIO Project Assistant, Ex-officio (non-voting)
- Director of Educational Resources, Administrative Chair, Ex-officio (non-voting)
- Registrar, Ex-officio (non-voting)
- Director of Student Affairs, Ex-officio (non-voting)
- Student Representatives, Ex-officio (non-voting)
  - SGA President
  - D4 President
  - D3 President
  - D2 President
  - D1 President

DENTISTRY FACULTY COUNCIL

The Faculty Council of The Ohio State University College of Dentistry is a representative group of faculty that provides for formal faculty representation and voice to the administrative structure. Term of appointment is 2 years. It has the responsibility of promoting faculty interests.

Functions of the committee are to:

- Represent the faculty in discussions or deliberations with the Dean, other college administrators and the Executive Committee through its Chair and Chair-Elect, who are voting members of the Executive Committee.
- Inform the faculty about issues of interest or concern that arise in meetings of the Executive Committee, or are brought before the Faculty Council by administration, college committees, faculty students, or staff.
- Determine the frequency, time and place for General meetings of the Faculty of the College of Dentistry. The schedule will generally provide for one meeting per semester (autumn, spring and summer).
- Serve (except for the Chair and Chair-Elect) as the Nominations, Elections, and Appointments Subcommittee to fill council or committee vacancies.
- Propose amendments to the Faculty Governance Constitution.
- Review the Faculty Governance Constitution every five (5) years or more frequently, if needed.
- Collect nominations and select a recipient for the Mark Dawson Staff Award for Excellence.

Membership:

- Seven full-time faculty members elected by the faculty according to the Faculty Governance Constitution (see Appendix D)
- One part-time faculty member (associated faculty, non-voting)

Provides a report at each faculty meeting and an annual report.

ENGAGEMENT, PROFESSIONAL GROWTH, AND INSTITUTIONAL CULTURE

The Committee on Engagement, Professional Growth, and Institutional Culture (EPGIC) is responsible for fostering a collaborative and respectful college environment. The committee supports students, staff, faculty, and patients through programming and initiatives that align with the College's mission, vision, and values — with a focus on talent development, professional excellence, and institutional culture.

At the direction of the Assistant Dean for Institutional Development, the committee will:

- Develop and implement voluntary programs that support faculty, staff, and students in enhancing interpersonal and professional communication skills.
- Promote professional development opportunities that strengthen collaboration, mentorship, and leadership across the college.
- Support a work environment that values human potential, innovation, and continuous improvement.
- Encourage a collegial culture that emphasizes professionalism, mutual respect, and shared responsibility.

Membership:

- Full-time Faculty, Chair
- Associate Dean for Faculty Development
- Assistant Dean for Institutional Development
- Dentistry Faculty Council Chair, Ex-officio
- Dental Staff Development Committee Chair, Ex-officio
- Two at-large staff members
- Director of Admissions, or designee of the Office, Ex-officio
- Director of Student Affairs or designee of the Office, Ex-officio
- Human Resources Business Partner, Ex-officio
- Three student representatives:
    - President (or elected representative) of Student Government Association
    - President (or elected representative) of Dental Hygiene
    - One graduate student or resident

ETHICS AND PROFESSIONALISM COMMITTEE

The measure of positive impact in any organization is congruent with its commitment to ethical practices and professional conduct. The College of Dentistry seeks not merely to meet these standards, but instead strives to advance them. The long-held traditions of excellence in educational programming, research and patient care are testament to the college's success, yet maintaining such a high level of esteem requires continued reflection and development of our shared goals. The Ethics andProfessionalism Committee is thereby charged with the responsibility to further promote, recognize and award the best exemplars of ethics and professionalism within the college.

Functions of the committee are to:

1. Raise awareness of the college community's aspirations for upholding ethics and professionalism and provide opportunities to strengthen each college community member's commitment to those shared goals.
2. Provide clear examples of model behaviors that demonstrate ethical and professional conduct.
3. Develop and implement initiatives that promote positive role-modeling of ethical and professional behaviors among all members of the college community.
4. Create and conduct periodic assessments to measure ethical and professional behaviors in didactic, clinical, and administrative settings within the college.
5. Develop systems to recognize and incentivize positive behaviors that elevate collegiality across the college community.
6. Identify and showcase examples of model behaviors that demonstrate ethical and professional conduct that the college espouses.
7. Provide guidance to, counsel, and support the college's Student Professionalism and Ethics in Dentistry Association (SPEA).

Committees with which this committee interacts: Curriculum Committee, Student Professional Conduct Committee, Faculty Council, Dental Staff Advisory Committee, SPEA (Student Professionalism and Ethics in Dentistry Association)

Membership: (All voting except chairperson)

Faculty members (6 total)

- Chair, ex-officio, non-voting unless there is a tie
- Two full-time DDS faculty members (didactic, research, or clinical)
- One full-time basic science faculty member
- One full-time dental hygiene faculty member
- One part-time faculty member

Staff members (3 total)

- One representative from the Office of Human Resources representative, selected by HR Business Partner
- One representative from the Dental Staff Advisory Committee, selected by the Advisory committee

- ‘At-large’ staff representative, selected by nomination

Students (4 total)

- President, Student Professionalism and Ethics in Dentistry Association (SPEA), ex-officio
- One DDS student, selected by program cohorts
- One DHY student, selected by program cohorts
- One post-doctoral student enrolled in a clinical specialty program, selected by program cohorts

Alumni member (1 total)

- One representative from the Dental Alumni Society, selected by the Dental Alumni Board

Quorum (8 members)

- Chair of the committee
- Three faculty members
- Two staff members
- Two student members

GRADUATE STUDIES COMMITTEES

The Dentistry MS Graduate Studies Committee (GSC-D) is responsible for the conduct and administration of the MS in Dentistry Program, and the Oral Biology PhD Graduate Studies Committee is responsible for the conduct and administration of the Oral Biology PhD Program. Both committees operate within the framework established by the University Graduate School. The GSCs each publish a program-specific graduate programhandbook containing local policies, rules and procedures, including Graduate Studies Committee structure and responsibilities. These handbooks are available on the College of Dentistry website.

Membership:
Refer to current graduate student handbook in each program.

INSTITUTIONAL EFFECTIVENESS COMMITTEE

The Institutional Effectiveness Committee monitors and evaluates the effectiveness of the strategies used by the College of Dentistry in fulfilling its mission. The consists of two approaches: 1) monitoring progress towards the goals and objectives of the college's Strategic Plan, and 2) providing ongoing assessment of and planning for improvements to educational quality and program effectiveness at the college that are broad-based, systematic, and continuous, and provide the needed actions steps whenever benchmarks are not met. Desired institutional outcomes align with program accreditation and university outcomes processes associated with the college's strategic plan.

Functions of the Committee regarding the Strategic Plan are to:

- Facilitate implementation of strategic plan initiatives and their action items.
- Collect information and data on the status of strategic plan initiatives.
- Revise strategic plan initiatives and action items as needed.
- Report the status of strategic plan initiatives annually.

Functions of the Committee are to:

- Ensure that the CoD evaluates its effectiveness in fulfilling its mission statement and strategic initiatives by identifying relevant measurable outcomes aligned with the goals of the college's strategic plan.
- Establish, review semi-annually, and refine as necessary, measurable outcomes and benchmarks used to evaluate effectiveness.
- Collect and analyze data to determine if outcome measures meet their benchmarks.
- Identify outcome measures that do not meet their benchmarks, determine potential causes, and develop action plans for remediation.
- Facilitate implementation of action plans.
- Provide annual reports including outcomes, measures, benchmarks, and results indicating effectiveness, and actions to be taken when benchmarks are unmet.

Membership, all ex-officio:

- Associate Dean for Graduate Education, Admissions, and Institutional Outcomes, Chair
- Dean
- Executive Associate Dean
- Chief Administrative Officer
- Associate Dean for Clinic Administration and Patient Care
- Associate dean for Pre-Doctoral Education and Student Life
- Associate Dean for Research
- Assistant Dean for Digital Dentistry and Advanced Technology
- Human Resources Business Partner

INVESTIGATIONS COMMITTEE

In accordance with Faculty Rule 3335-5-04, the College of Dentistry shall have an Investigations Committee. The College Investigations Committee is composed of seven tenured faculty members appointed to two-year staggered terms. The executive associate dean serves as non-voting chair of the College Investigations Committee.

The Investigations Committee follows the investigations process established in Faculty Rule 3335-5-04.

MASTERS IN DENTAL HYGIENE GRADUATE STUDIES COMMITTEE

The Masters in Dental Hygiene Graduate Studies Committee (MDHGSC) is responsible for the conduct and administration of the MDH Program. This committee operates within the framework established by the University Graduate School. The DHGSCs publishes a program-specific graduate program handbook containing local policies, rules and procedures, including Graduate Studies Committee structure and responsibilities. These handbooks are available on the College of Dentistry website.

Membership:

Refer to current MSDH Graduate Student Compendium.

PROGRAM DIRECTORS COMMITTEE

The Program Directors Committee affords an opportunity for the directors of all Advanced EducationPrograms in the College of Dentistry to regularly and formally meet and discuss issues of importancethat may impact these College programs.

The functions of the Committee are to:

- Establish and review, amend and/or implement policies pertaining to the Advanced Education Programs in the College of Dentistry as appropriate and which do not conflict with the purviewof the MS Graduate Studies Committee. Typical examples are the leave policy for graduate students or clinical protocols common to all specialties;
- Review and help coordinate College activities aimed at advanced education students, e.g. Newgraduate student orientation and graduate alumni survey;
- Discuss academic and clinical progress of graduate students as necessary;
- In collaboration with the Graduate Studies Committee (GSC-M), coordinate theimplementation of the Core Curriculum of the dental M.S. program;
- Establish and review outcomes across these programs; and
- Respond to requests from the Office of Graduate Studies, the Dean or other Administrativegroups.

The Committee reports as requested to the Dean or the Dean's designee.

Membership:

There are no terms; all appointments are Ex-officio. The committee is chaired on a rotating basis, in alphabetical order based on the program names.

The directors of each of the Advanced Education Programs, including the Graduate Study Committee chairs of all three College of Dentistry graduate programs, the Associate Dean for Graduate Education, Admissions, and Institutional Outcomes, the Associate Dean for Clinic Administration and Patient Care, and the Graduate Studies program coordinator, who is a non-voting member.

RESEARCH COMMITTEE

This committee is an advisory committee to the Dean.

Functions of the committee are to:

- Recommend policies on the utilization of research resources including but not limited to space, facilities and funds.
- Recommend the purchase and placement of common research equipment.
- Inform the faculty and students of the ongoing research in the College.
- Inform the faculty and students of all new research equipment available in the College.
- Review competitive intramural research awards.
- Nominate faculty for university and other research awards.
- Support and oversee DDS, DH and Undergraduate Research including:
- Review student research proposals.
- Support Research Day
- Establish formal criteria for judging research presentations.
- Solicit judges and conduct judging of student research.
- Promote participation in research meetings and symposia included by not limited to: Research Day, Post College Assembly, the annual session of the AADOCR/IADR, the annual session of the American Dental Association, the annual session of the Hinman Student Research Symposium, and the annual university Richard J. and Martha D. Denman Undergraduate Research Forum.

Membership:

- Associate Dean for Research, Ex-officio
- Five research active faculty and four clinical research coordinators from the divisions
- Chair to be chosen from among the committee members
- Director of student research, Ex-officio and non-voting unless appointed as one of the researchactive faculty
- One graduate student

STUDENT PROFESSIONAL CONDUCT COMMITTEE

Students, staff, and faculty members are expected to comply with all written college and university codes, bylaws, policies and rules. Unprofessional behaviors by staff and faculty members are subject to university policies and managed by the College's Office of Human Resources. The Student Professional Conduct Committee is charged with the responsibility for protecting the academic standards, integrity and policies of the college and the university as it relates to student conduct.

Functions of the committee are to:

- Review cases forwarded to the committee by the Associate Dean for Pre-Doctoral Education and Student Life or the Associate Dean for Graduate Education, Admissions, and Institutional Outcomes
- Implement the student conduct process as detailed in the Student Honor Code of Ethics and Professional Conduct
- Determine whether a student is in violation of stated charges
- Impose suitable disciplinary action(s) in any case where a code violation has been determined
- Review and revise (as needed) the Student Honor Code of Ethics and Professional Conduct no less frequently than every 5 years
- Submit proposed revisions of the Student Honor Code of Ethics and Professional Conduct to the general faculty for approval
- Hear and investigate other matters related to student professional conduct as directed by the dean.
- Develop, revise, and endorse operating procedures and protocols related to student professionalconduct
- Provide an overview of committee actions at a general faculty meeting every two years

Membership:

- Ten faculty members
    - One faculty member who is a professor serves as chair for two three-year terms, nonvoting unless there is a tie
    - Nine additional faculty members, all voting
- One student from the DHY4 and D2, D3, and D4 classes selected by their respective classes two-year terms, all voting
- One post-doctoral student enrolled in a clinical specialty program, voting

Quorum

- Chair of the committee
- At least 6 faculty members
- At least 3 students (dental hygiene, dental, or post-doctoral)

This committee functions in accordance with Faculty Rules 3335-23-03, 04, 05, 06, 07, 08, and 09 as applicable.

APPENDIX D

Faculty Governance Constitution

The Ohio State University

College of Dentistry

FACULTY GOVERNANCE CONSTITUTION

(Adopted by written ballot, 19 May 1981) (Revised 19 February 1992)

(Revised to Faculty Rule 3335-5-19, 15 February 1995)

(Revised 16 December 1999)

(Revised 17 March 2010)

(Revised 16 February 2011)

(Revised 10/10/2024)

PREAMBLE

The governing body of the Faculty shall be called the FACULTY COUNCIL.

The Faculty Council will represent the College faculty, and will give advice to and work with the administration without usurping administrative privilege. The purpose of the Faculty Council is to provide the means for formal faculty representation in the College of Dentistry to promote faculty interests and responsibilities in accordance with Statutes, Bylaws, and Rules of the University. It should represent the college faculty, crossing divisional, educational and committee interests.

FUNCTIONS OF THE FACULTY COUNCIL

The Faculty Council shall be the recognized governance body of the faculty of the College of Dentistry. The faculty grants the Faculty Council such duties, responsibilities and powers as it deems appropriate for faculty governance conduct. These shall include and not necessarily be limited to the following:

- Faculty Council shall represent the faculty in discussions or deliberations with the Dean, other college administrators and the Executive Committee through its Chair and Chair-Elect, who are voting members of the Executive Committee.

- Faculty Council shall inform the faculty about issues of interest or concern that arise in meetings of the Executive Committee, or are brought before the Faculty Council by administration, college committees, faculty, students, or staff.

- Faculty Council shall determine the frequency, time and place for General meetings of the

Faculty of the College of Dentistry.

- Faculty Council, with the exception of the Chair and Chair-Elect, shall serve as the Nominations, Elections, and Appointments Subcommittee to fill council or committee vacancies.

- Faculty Council shall have the power to propose amendments to this document as noted in the section titled, "Process for Amending this Governance Constitution."

- Faculty Council shall review this Faculty Governance Constitution every five (5) years or more frequently, if needed. Revisions to the Constitution must be approved by the General Faculty as noted in the section titled, "Process for Amending this Governance Constitution."

- Faculty Council shall collect nominations and select a recipient for the Mark Dawson Staff Award for Excellence.

FACULTY COUNCIL MEMBERSHIP

The Chair and Chair-Elect of the Faculty Council shall have voting privileges on the Executive Committee. Deans, Associate Deans, Assistant Deans, Division Chairs and any others who have voting privileges on the Executive Committee shall not be eligible to serve as members of the Faculty Council.

Faculty Council shall consist of seven (7) full-time faculty voting members, and one part-time faculty non-voting member. The seven voting members shall be the Chair, Chair-Elect and five members. For voting members, no more than two members may be from the same Division, UNLESS a Division exceeds 3/7 of the total voting faculty members; in such case a third member from that Division would be eligible for election.

FACULTY COUNCIL OFFICERS

A Chair-Elect shall be elected annually by vote of the faculty and shall serve a **one year term** of office. The Chair-Elect shall then succeed to the office of Chair for a **term of one year**.

The Chair shall be eligible for re-election as one of the five members or as Chair-Elect.

The Chair and Chair-Elect shall be appointed members of the Executive Committee and other relevant committees of the College of Dentistry with full privileges for the period of their terms of office.

FACULTY COUNCIL MEMBERS

In addition to the Chair and Chair-Elect, the Faculty Council shall consist of five voting members of at least 75% FTE elected by the general faculty. One non-voting part-time faculty member of at least 20% FTE shall be elected by part-time faculty

with at least 20% FTE.

The term of office for faculty council members shall be two years. The usual expiration day of the term of office for a member of Faculty Council is June 30th and the newly elected member shall begin their term of office effective July 1st.

Members shall be eligible for re-election to one additional consecutive term of office. Following a one-year hiatus of service, members are eligible for re-election.

FACULTY COUNCIL CONDUCT

MEETINGS OF THE FACULTY COUNCIL

The Faculty Council shall be empowered to appoint a Secretary and/or Treasurer who may attend and participate in meetings and deliberations of the Faculty Council provided they are a member of the faculty but who shall have no vote in the council.

Presiding Officer – For meetings of the Faculty Council, the presiding officer shall be the Chair. The Chair-Elect shall preside if the Chair is unable to conduct the meeting. The Chair shall designate a presiding officer if neither the Chair nor Chair-Elect are unable to conduct the meeting.

Quorum – For meetings of the Faculty Council, a quorum shall consist of five (5) ***voting*** members of the Council.

Voting – For meetings of the Faculty Council, passage or defeat of motions or resolutions and other actions that require a vote shall be determined by a majority of the ***voting*** members in attendance. Proxy votes shall not be allowed.

MEETINGS OF THE FACULTY

General Meetings - Faculty Council shall determine the frequency, time and place for General Meetings of the Faculty of the College of Dentistry. The agenda for General Meetings shall be determined by the Chair and the Dean (or their designee). The Chair shall preside at General Meetings of the Faculty. The Chair-Elect shall preside in the Chair's absence.

Special Meetings - Special Meetings of the Faculty of the College of Dentistry may be called by the Faculty Council Chair or by the Dean of the College (or their designee) whenever necessary. A Special Meeting can also be scheduled upon written request of 25% of the full-time faculty (with 75% FTE appointment). The Dean (or their designee) shall preside if the Dean has called a Special Meeting.

Quorum - A quorum will be defined as a simple majority of all eligible voting faculty members.

Voting - For meetings of the Faculty, passage or defeat of motions or resolutions and other actions that require a vote shall be determined by a majority of the ***voting*** members in attendance. Proxy votes shall not be allowed.

VOTING FACULTY

For purposes of governance, the general faculty of the College of Dentistry include tenure-track, clinical, associated and research faculty **with FTE's of at least 75%.**

Associated faculty titles include tenure-track faculty on less than a 50% appointment, adjunct titles, associated clinical titles, lecturer titles, and visiting titles.

- **Tenure-track faculty** may vote on all matters of the College governance.
- **Clinical faculty** may vote on all matters of the College governance except tenure-track faculty appointment, promotion and tenure decisions, and research faculty appointment, reappointment and promotion decisions.
- **Research faculty** may vote on all matters of College governance except tenure-track appointment, promotion and tenure decisions, and clinical faculty appointment, reappointment and promotion decisions.
- **Associated faculty** may vote on all matters of the college governance except personnel decisions.
    - Visiting faculty may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including appointment, promotion and tenure reviews, and may not vote on any matter.
    - Emeritus faculty are also excluded from voting unless they have an associated appointment of at least 75%. Emeritus faculty and faculty with an FTE of less than 75% are invited to participate in discussions on non-personnel matters, but may not participate in discussions of personnel matters, including promotion and tenure reviews, and may not vote on any matter.
    - Faculty whose major academic appointment is in another college or division of the university are excluded from voting.

PROCESS FOR AMENDING THIS GOVERNANCE CONSTITUTION

Faculty Council shall have the power to propose such further rules, regulations or bylaws and/or amend this document as it deems necessary to conduct faculty governance, provided that such rules,

regulations, and bylaws and/or amendments are approved by at least **two-thirds majority** of the faculty attending a general meeting of the faculty.

Any group of 15 or more eligible faculty shall have the power to initiate proposals for additional rules, regulations, or bylaws and/or amend this document by petition to the Faculty Council. Proposed amendments **must be distributed in writing to the faculty at least two weeks prior to the general faculty meeting** at which approval is requested.

NOMINATION AND ELECTION OF FACULTY COUNCIL MEMBERS

The process is carried out by the Faculty Council with the exception of the Chair and Chair-Elect serving as the Nominations, Elections and Appointments Subcommittee. The most senior faculty member of the subcommittee (determined by duration of full time service to the CoD) will serve as chair of the subcommittee. The subcommittee will procure members for open positions on the Faculty Council as follows: run a call for nominations, hold a vote by eligible faculty, tabulate the vote and subsequently notify the new council members, and the College, of their election to the position.

A. Process and Timeline for Nominations of Faculty Council Members

The process of requesting nominations for vacancies on the Faculty Council **shall begin at least three months prior** to the expiration of a Faculty Council member's term of office. A written or electronic call for nominations shall list the currently vacant council positions or council positions with expiring terms, as well as the term of office for each position. Faculty can self-nominate or be nominated by other College faculty with their consent. There must be at least two nominations for each vacant council member position. A **two-week time period shall be allowed** for the request for nominations.

The final selection of nominees shall be completed at least one month prior to this expiration date.

If the Chair, Chair-Elect or a member resigns, retires, or becomes ineligible to serve, prior to the expiration of their term, the faculty council shall conduct a Special Election for the necessary Officer(s) or Member(s) to ensure a Faculty Council membership of seven voting members.

Specifically, if the Chair is unable to serve, the Chair-Elect fills that position and a new Chair-Elect is elected. Both will fulfill the partial term and the next full term in the same position. If a member becomes ineligible to serve, a new member will be elected by the process outlined above if more than 6 months remains in the original term of the ineligible faculty member. All member terms (other than for Chair and Chair-Elect) will end on the date of the original ineligible faculty member's term. Terms shorter than 6 months will remain vacant.

B. Process and Timeline for Voting and Election

The written or electronic ballot shall be distributed to each eligible faculty member as

defined in this Faculty Governance Constitution.

The eligible voting faculty shall complete the written or electronic ballot by voting for candidates described in the instructions on the ballot. **A two-week period shall be allowed** for completion of the voting procedure. Voting outcomes shall be returned to the Faculty Council Chair.

The **Chair-Elect position shall be determined first**, followed by candidates for the remaining positions on the Faculty Council.

The candidate receiving the highest number of votes shall be elected to office as long as the selection of the candidate does not exceed the limit of members from the same Division serving on Faculty Council at the same time (*no more than two members may be from the same Division, UNLESS a Division exceeds 3/7 of the total* ***voting*** *faculty members*).

When a candidate receiving the most votes is elected and this fulfills the quota of members per Division, the other candidates from the same Division will be declared ineligible. In the case of a tie vote, those candidates shall be placed on another ballot and shall be submitted to the eligible faculty for voting. This process shall continue until one candidate receives the most votes.

C. Notification of Elected Members

The Faculty Council Chair shall notify the candidates electronically of their election to office as well as send an electronic announcement to all student, staff and faculty members of the college community.

NOMINATION AND APPOINTMENT OF FACULTY MEMBERS TO COLLEGE COMMITTEES

The process to procure members for open positions on college committees consists of a Call for Nominations from the general faculty and should also include Faculty Council contacting Division Chairs for recommendations regarding which faculty would benefit from serving in the vacant positions.

A. Process and Timeline for Nominations to Standing Committees

The Faculty Council has the responsibility to call for nominations for members of the faculty to serve on various standing committees of the College of Dentistry. Faculty Council shall be empowered to determine in consultation with the Dean, the nominating process, the number of faculty members who shall serve on standing committees, their terms of office, and the number of members to be replaced each year.

The Faculty Council should consult with official college documents and committee chairpersons to determine those positions that are or will become vacant.

The Faculty Council shall distribute a list of vacant positions for each committee and facilitate a call for nominations by the general faculty and Division Chairs. A **two-week time period shall be allowed** for completion of the request for nominees.

B. Selection and Appointment of Faculty to Standing Committees

Following the call for nominations, the faculty council shall meet to discuss the nominees for each of the committees' vacant position or expiring terms. The Faculty Council shall consider those nominees most suitable for committee positions, and forward the proposed names to the Dean for final decision. The Dean will then consider the list of nominees, their workload distribution and alignment with committee goals, and determine the faculty most suitable to fill the vacancy. The Dean will draft a letter of appointment to each individual faculty member selected to serve on a committee and this letter will be copied to their Division Chair.