

Pattern of Administration
for
The Ohio State University
Moritz College of Law

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I. Introduction

This document provides a brief description of the Moritz College of Law 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 and its faculty are subject. The University 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 College Dean. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the Office of Academic Affairs.

At the beginning of each five-year term, in consultation with the faculty, the dean shall either reaffirm or revise the existing POA. The existing POA shall be the starting point for the review of the POA and shall remain in effect until the process is complete. Any revisions to the existing POA shall be accomplished first with broad faculty input, obtained in a manner consistent with the college's established practices and procedures,, which involve committee consideration followed by a faculty discussion at a faculty meeting, and, second, with faculty approval based on a vote of eligible faculty at a faculty meeting. If faculty approval is not achieved, the dean shall explain the rationale in writing for the departure to enhance communication and facilitate understanding.

II. College Mission

A. Vision Statement

The Moritz College of Law strives to be a premier public law school—a student-centered and welcoming community that educates skilled lawyers, trains tomorrow's leaders, cultivates big ideas, and advances justice.

B. Mission

We seek to:

- Teach students rigorous analytical skills, assist them in developing their understanding of the law and legal process, and enhance their professional judgment through a dynamic and innovative learning environment with the goal that they become outstanding legal professionals equipped to aid and improve society.
- Offer insights on the impact of law and legal institutions on individuals and communities and advocate for changes in law that improve the well-being of people and society.
- Contribute expertise in the public conversations and initiatives that lead to the improvement of law and the administration of justice in Ohio, the

nation, and the world.

III. Academic Rights and Responsibilities

The University has issued a [statement](#) of academic rights, responsibilities, and processes for addressing concerns.

IV. Faculty and Voting Rights

A. Faculty Appointments

University Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. The College faculty comprises:

1. Tenure-track faculty with titles of assistant professor, associate professor, or professor;
2. Clinical faculty with titles of assistant clinical professor, associate clinical professor, and clinical professor. Consistent with University policy, the cap on clinical faculty in the College is 20 percent of the total number of clinical and tenure-track faculty.
3. Associated faculty to include adjunct titles, visiting titles, and lecturer titles.
4. Emeritus faculty: Emeritus faculty status is an honor given in recognition of sustained academic contributions to the University as described in University Faculty Rule [3335-5-36](#). Full-time tenure-track, clinical, or associated faculty may request emeritus status upon retirement or resignation at the age of sixty or older with ten or more years of service or at any age with twenty-five or more years of service. See the College [Appointments, Promotion, and Tenure Document](#) for additional detail.

Depending on their appointment type, members of the College faculty are expected to contribute to the instructional, scholarship, service, and administrative missions and roles of the College. Faculty assignments are described in the initial letter of offer of each faculty member and updated during the annual review process based on the College's needs, as well as faculty productivity and career development.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this College is provided in the [Appointments, Promotion, and Tenure Document](#).

B. Voting Rights (see also Section VIII.A.1)

Faculty members with a 50% or more compensated appointment, whose TIU is in the College, and who hold an appointment as tenure-track faculty or clinical

faculty, or lecturers or senior lecturers who have been given voting rights, shall have a full vote at College faculty meetings and in faculty elections as follows:

Tenure-track faculty may vote in all matters of College governance.

During a faculty meeting in February 2003, the tenure-track faculty voted to grant clinical faculty the right to vote in all matters of College governance except tenure-track appointments, tenure decisions, and tenure-track promotion. During a faculty meeting on May 11, 2023, the tenure-track faculty voted to grant clinical faculty, and all lecturers and senior lecturers who have been granted voting rights (pursuant to Rule IV.A.3 of the College's [Appointments, Promotion, and Tenure Criteria and Procedures document](#)), the right to vote on tenure-track appointments, but not the rank of the appointment. These voting rights are temporary until the lecturers and senior lecturers who were given voting rights are reclassified as clinical faculty. Based on a faculty vote on March 5, 2026, no associated faculty appointed after August 15, 2026, will have voting rights.

Clinical faculty and all lecturers and senior lecturers who have been granted voting rights may vote in all matters of governance except tenure-track promotion, tenure decisions, and tenure standards. Clinical faculty may vote in all lecturer promotion decisions and clinical promotion and reappointment decisions only if they are above the rank of the clinical faculty candidate being considered for promotion or reappointment. Senior lecturers with voting rights may vote on lecturer appointments and promotions to senior lecturers, and lecturers with voting rights may vote on lecturer appointments, but senior lecturers and lecturers may not vote on clinical faculty promotions.

Unless specifically authorized by this rule, associated faculty are invited to participate in discussions on nonpersonnel matters but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter. However, lecturers and senior lecturers who have been granted voting rights can vote in all matters of governance except tenure-track promotion, tenure decisions, tenure standards, and clinical faculty promotion decisions..

Emeritus faculty are invited to participate in discussions on nonpersonnel matters but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

As defined by University Faculty Rule [3335-7-11](#), tenure-track and clinical faculty may be nominated and may serve if elected on the University Senate as a representative of the College.

C. Endowed Chairs and Endowed Professorships

1. Description of the impact of endowed faculty for the academic

unit

- Appointment to an endowed faculty position, including endowed chairs and endowed professorships, is one of the highest honors an academic institution can bestow upon a faculty member.
- At The Ohio State University, endowed faculty are essential to achieving and increasing excellence in our missions of teaching, research, service, and professional practice.
- Endowed positions illustrate the powerful partnership between faculty and philanthropists in furthering these missions. A specific endowment agreement between the donor and the University sets the purposes of the endowed chair or professorship. Endowments are subject to review by the Dean and approval by the Board of Trustees.
- Faculty who hold endowed positions are program-builders who elevate Ohio State's profile in the profession.
- In the Moritz College of Law, endowed positions are used to hire for excellence or clear evidence of potential for excellence, or to recognize excellence of existing faculty.
- These positions are powerful recruitment and retention tools typically used for the most highly accomplished faculty candidates or current faculty members who are advancing the College's mission and who have a high level of ethics, integrity, and collegiality.
- Appointments to endowed chairs are ordinarily made at senior rank. Appointments to endowed professorships, when appropriate, can be made for early or mid-career faculty.

2. Criteria for appointment and reappointment

- Appointments to endowed positions are based on an appropriate combination of: recognized distinction as a scholar, teacher, researcher, or administrator; potential and willingness to provide leadership to the College in terms of the University's missions; high levels of collegiality and professionalism; demonstrated leadership and mentorship; and compatibility with the specifications established by the donor of the position.
- Faculty who receive this honor must perform as excellent colleagues, and be faculty in whose accomplishments the university and donor can rightfully take pride.
- All endowed chair and endowed professorship appointments should follow criteria established in the endowment agreement for a term not exceeding five years, which term can be renewed.

- Appointment criteria may vary depending on the intended endowment focus or parameters in the endowment agreement.
- Available endowed faculty positions that are sufficiently funded may be offered strategically for recruitment and retention at the Dean's discretion.
- Successive renewals will be considered throughout the appointee's remaining productive career. Renewal of endowed chairs and professorships is subject to satisfactory performance and continued faculty eminence.
- Holders of chairs and professorships are expected to remain productive in service to the institution.
- Faculty holding endowed positions are expected to demonstrate outstanding ethical behavior and College and University citizenship, perform at a high level in research, teaching, outreach, engagement, and/or service commensurate with the status and importance of these positions. Importantly, these positions also provide opportunities for leadership through mentorship of students and junior faculty.
- Appointments are not limited to any set number of terms.
- There should be no expectation or promise of renewal. In all cases, the University retains the right not to renew for any reason.
- Both tenure track and clinical faculty are eligible for endowed faculty positions.

3. Process for appointment and reappointment

- All processes for appointment and reappointment to endowed chairs or professorships follow the procedures outlined in the [Faculty Appointments, Tenure, and Retrenchment Policy](#).
- Appointments to endowed positions are at the discretion of the Dean. The Dean will forward the recommendation to the Office of Academic Affairs for formal approval by the Board of Trustees. All endowed chairs and professorships serve at the discretion of the Dean.
- Endowed professorships or chairs are appointed for an initial term of up to five years. Renewal of endowed professorships and chairs is subject to satisfactory performance and continued faculty eminence. The appointment, term, and specific expectations are outlined in the initial letter of offer (for new recruits) and in a separate appointment letter (for existing faculty).

- Per the [Faculty Appointments, Tenure, and Retrenchment Policy](#), the Dean must conduct a formal review prior to submitting an individual for reappointment to an endowed position.
- Responsibility for conducting the review rests with the Dean. The Dean shall consult with the Associate Dean for Academic Affairs and the Associate Dean for Faculty and Intellectual Life.
- Endowed chair and professorship holders within College will be evaluated for possible reappointment no later than the final year of the term of appointment.
- The review process will begin the last year of an appointment. The faculty should exceed criteria and expectations set by the College promotion and tenure and merit review policies.

4. General expectation for participating in stewardship

- The College has a tradition of celebrating the inaugural endowed professorship or chair (for the professor, and for the professorship or chair itself) through an investiture ceremony. These events include a speech by the appointee and the presentation of a medallion by the Dean to the appointee.
- Faculty should work in partnership with the College's advancement team to support annual donor stewardship to include, but not limited to, providing a summary of significant activities and accomplishments.
- Endowed chairs and professors are expected to generate a report of their activity annually, which will be incorporated into stewardship communications that the Dean will share with the donor. This report may coincide with the annual review process.

5. Appointment letters

- Appointment letters should convey the term of appointment, allowable use of funds, expectations for participation in stewardship, and criteria and process related to reappointment.
- Template language for the letter shall include:

The title of [Chair or endowed Professor] is a high academic honor reflecting outstanding accomplishment. Holders of endowed [Chairs / Professorships] are highly accomplished faculty who are advancing our mission and who have a high level of ethics, integrity, and collegiality.

Faculty holding endowed positions are expected to demonstrate outstanding ethical behavior and College and University citizenship, perform at a high level in research, teaching, outreach, engagement, and/or service commensurate with the status and importance of these positions. Importantly, these positions also provide opportunities for leadership through mentorship of students and junior faculty. Acceptance of this honor includes aspiration for continued excellence.

I am delighted to offer you the [____Chair/Professorship], effective [DATE], subject to approval by The Ohio State University Board of Trustees. Your appointment to the [____Chair/Professorship] is for a period of __ years (ending on [DATE]). As holder of this chair/professorship, you will be asked to participate in stewardship activities, and remain productive in research and service to the institution. Donors who establish endowed positions make an indelible contribution to Ohio State through their generosity. Holders of endowed positions are uniquely qualified to give donors an appreciation of the impact of their philanthropy. Participating in stewardship, in partnership with the Office of Advancement, is thus an important part of holding an endowed position. This stewardship may include, but is not limited to, providing a summary of your significant activities and accomplishments on an annual basis.

At the expiration of this appointment, reappointment may or may not be offered based on your activities as a scholar and academic leader as assessed by the Dean.

The College does not provide any additional compensation or other benefits in connection with such an appointment. The honor of holding the position is a reflection of the high regard the College and your colleagues hold for you.

V. Organization of the College

The Moritz College of Law is a tenure-initiating unit (TIU). The College does not have departments or divisions.

The College has established the following Programs and Centers:

- Divided Community Project
- Drug Enforcement Policy Center
- Election Law at Ohio State
- JusticeTech
- Moot Court and Trial Advocacy
- Center for Responsible AI Governance (CRAIG)

- Program on Dispute Resolution
- Program on Law, Finance & Governance
- Center for Interdisciplinary Law and Policy Studies

VI. Overview of College Decision-Making

Policy and program decisions are made in a number of ways: by the Moritz College of Law faculty as a whole, by standing or special committees of the College, or by the Dean or the Dean's designate. 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 participation in the decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

VII. College Administration

A. Dean

The primary responsibilities of the Dean are set forth in University Faculty Rule 3335-3-29. That Rule provides as follows with respect to the responsibilities of the Dean of each college:

The major responsibility of the dean of each college shall be that of providing active leadership in the promotion, direction and support of educational and research activities of the University, in the maintenance of a high level of morale among the faculty, and in the encouragement of the spirit of learning among the students. In addition the dean shall have general administrative responsibility for the program of the college, subject to the approval of the president and the board of trustees.

These administrative responsibilities shall include the following duties:

1. Uphold expectations of the Leadership Philosophy:
 1. Uphold Ohio State's [Shared Values](#) and engender trust through words and actions.
 2. Care for people and create conditions for well-being and productivity.
 3. Set clear direction and goals for their teams and align to the mission of the college.
 4. Solve problems and support their teams to adapt to changing contexts.
 5. Drive cross-functional collaborations to advance goals of the college.
 6. Demonstrate commitment to continuous growth for themselves and their teams.
2. Preside at meetings of the college faculty and to appoint all college committees unless their membership has been designated by university faculty rule or by the college faculty.

3. Approve courses of study for students in their college, to warn students who are delinquent in their studies and to recommend appropriate student disciplinary action to the appropriate University disciplinary body or official.
4. Present 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 [3335-3-23](#) of the Administrative Code).
5. Make recommendations to the Executive Vice President and Provost concerning the college budget, and concerning the appointments to and promotions within the staff and the membership of the college faculty, after consultation with the appropriate staff and faculty members.
6. Review in consultation with the faculty the college's pattern of administration (POA). The POA shall be consistent with the principles of faculty governance and the responsibilities of the dean. At the beginning of each five-year term, in consultation with the faculty, the dean shall either reaffirm or revise the existing POA. The existing POA shall be the starting point for the review of the POA and shall remain in effect until the process is complete. Any revisions to the existing POA shall be accomplished first with broad faculty input, obtained in a manner consistent with the college's established practices and procedures, which involve committee consideration followed by a faculty discussion at a faculty meeting, and, second, with faculty approval based on a vote of eligible faculty at a faculty meeting. If faculty approval is not achieved, the dean shall explain the rationale in writing for the departure to enhance communication and facilitate understanding.

University Faculty Rule [3335-3-35](#) provides the following additional responsibilities for TIU heads. Because the Dean of the Moritz College of Law is also the TIU head of the College, these additional responsibilities apply with respect to the Dean of the Moritz College of Law:

1. To operate the business of the College with efficiency and timeliness.
2. To assign workload according to the department's workload guidelines (see Section IX) and faculty appointment type (and rank).
3. To prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, reappointments, promotion and tenure.
4. To plan with the members of the faculty the regular evaluation of the instructional and administrative processes and methods for their improvement, and to develop a plan for ensuring that students progress toward timely program completion.

5. To evaluate faculty members periodically in accordance with criteria approved by the Board of Trustees and subject to instructions from the Executive Vice President and Provost, and also according to such supplemental criteria as may be set up by the College.
6. To inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation, comment, or other material contained in the file.
7. To recommend to the Executive Vice President and Provost, after consultation with the eligible faculty, appointments, promotions, dismissals, and matters affecting the reappointment and tenure of members of the College faculty.
8. To encourage research and educational investigations.
9. To maintain a curriculum vitae for all personnel teaching a course in the College's curriculum.
10. To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the Office of Academic Affairs.
11. To see that all faculty, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank.
12. To lead in maintaining a high level of morale among faculty.
13. To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
14. To promote improvement of instruction by providing for the evaluation of each course when offered, including evaluation by students of the course and instructors, and periodic course review by the faculty.

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 of Administration, subject when relevant to the approval of the Office of Academic Affairs and 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, are most successful when all faculty members participate in discussing and deciding matters of importance.

Consistent with University Faculty Rule [3335-3-35\(C\)\(2\)\(c\)](#), [3335-3-35\(C\)\(2\)\(d\)](#), the Dean will consult with the faculty as a whole on all policy matters, and that such consideration will, whenever practicable, be undertaken at a meeting of the faculty as a whole. There is a presumption favoring majority faculty rule on all matters covered under this pattern of administration. Whenever majority

faculty rule is not followed, the Dean shall explain the reasons for the departure to enhance communication and to facilitate understanding within the department. When possible, this statement of reason 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 explanations shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity for faculty to comment. Consistent with University Faculty Rule [3335-3-29](#), there is a presumption favoring faculty rule on those matters in which faculty have primary responsibility, including: curriculum, subject matter and methods of instruction, research, faculty status (appointment, promotion and tenure of faculty), and those aspects of student life which relate to the educational process.

B. Other Administrators

Associate Dean for Academic Affairs and Strategic Initiatives. Primary duties with respect to academic affairs include oversight of the curriculum, course assignments and course scheduling, grading, adjuncts and visiting faculty, student evaluation of teaching, and accreditation issues. Primary duties with respect to strategic initiatives include helping to implement College-wide strategic initiatives and widening the reach of existing and new degree and non-degree programs, administering degree or undergraduate programs as assigned by the Dean, liaising with faculty, staff, and students in developing strategic initiatives, providing guidance on implementation of the College's strategic plan, and assisting in representing the College with the general public, agencies, and other institutions on strategic engagement. Duties also include annual review of all adjunct faculty members.

Associate Dean for Outreach, Engagement, and Professional Identity. Primary duties include creating, implementing, and facilitating programming to support student engagement and belonging within the College and with external law-related organizations; promoting faculty, staff, and student community engagement in the context of legal education, including efforts aligned with the University's commitment to "Education for Citizenship;" and expanding resources and opportunities supportive of each student's professional identity formation.

Associate Dean for Faculty and Intellectual Life. Primary duties include advancing faculty scholarly productivity and impact, facilitating promotion and publicity of faculty scholarship, oversight of faculty mentoring programs, coordinating faculty workshops and speaker series, keeping a record of faculty meetings, ensuring compliance with faculty governance rules, and oversight of external and internal grants, College-funded summer research grants, and faculty research accounts. Duties also include annual review of all tenure-track faculty members.

Associate Dean of Experiential Programs. Primary duties involve overseeing all aspects of the College's clinical and externship programs, including developing and enforcing policies, working with the marketing and communication department to market our experiential programs and their activities to our diverse constituencies, working the advancement office to build relationships with alumni and other external donors to support our experiential programs financially; liaising with the Associate Dean for Academic Affairs regarding simulation courses; overseeing lawyering-skills and advocacy programming; and overseeing all student-practice matters. Duties also include annual review of all clinical-track faculty members,

Assistant Dean for Admissions and Financial Aid. Primary duties include recruiting and enrolling each year an entering J.D. class that embodies the College's goals for academic excellence, leadership, commitment to public service, and career potential; provides support for admissions strategy for other College programs and degrees; plays key role in development and implementation of admissions and financial aid strategy; and represents the Moritz College of Law at recruiting events.

Assistant Dean for Career Development. Primary duties include assisting students in envisioning and developing their career arc, with an eye to helping them secure summer and post-graduate employment, as well as assisting the Moritz College of Law in navigating evolving legal and legal-adjacent job markets.

Assistant Dean for Global Perspectives. Primary duties include leading the LL.M. program for international students, involving defining the strategic vision for the program, and helping students integrate into the life of the College.

Assistant Dean for Information Services. Primary duties include overseeing and setting policy for the Law Library and information technology.

Assistant Dean of Students. Primary duties include student advising and assisting in the oversight and administration of academic, curricular, and co-curricular matters at the College, and overseeing implementation of disability accommodations and the Registrar's office.

Executive Director of Advancement. Primary duties include overseeing all aspects of philanthropic strategy and alumni relationships.

Chief Administrative Officer. Primary duties include overseeing financial health and transactions in the College; liaising with Human Resources; providing strategic advice and analytics to Dean and College leadership; and overseeing facilities operations, maintenance, and needs in the College.

The Dean will also designate directors or administrators of units, programs, or centers, as appropriate.

C. Required Committees (see [Appendix A](#) for a full list of committees)

1. Promotion and Tenure Committee

The College shall establish a Promotion and Tenure Committee, which will be concerned with tenure-track faculty promotion and tenure questions and recommendations for amendments to the rules on promotion and tenure. The committee will consist of between three and five professors, and the committee members and the Chair will be chosen by the Dean and will each serve a term of one year. As noted in Appendix A, the Dean will appoint a Clinical Faculty Review Committee that is concerned with cases of clinical faculty promotion and makes recommendations on the rules for clinical faculty promotion.

2. Investigation and Sanctioning Committee

The College shall establish a College Investigation and Sanctioning Committee to carry out the duties described in University Faculty Rules [3335-5-04.1](#) and [3335-5-04.4](#). The Committee shall consist of seven faculty members from the Moritz College of Law. The Chair of the Committee will be chosen by a vote of its members after the members have been selected through the process described below. The faculty eligible to serve on the Committee shall be tenured faculty members and non-probationary associate clinical professors and clinical professors, but a majority of the Committee shall be tenured faculty members, as required by University Faculty Rule [3335-5-04.1](#). Five of the Moritz College of Law faculty members shall serve as regular members of the Committee and two as alternates. The Dean, Associate Deans, and Assistant Deans of the Moritz College of Law shall not be eligible to serve as members of the committee, nor shall any faculty member serving in an administrative capacity in the University on a full-time basis.

Each member of the College Investigation and Sanctioning Committee shall serve for a term of two years.

In each year in which an election is necessary, all members of the College faculty who have been given voting rights shall be given a ballot consisting of the names of all College faculty eligible to serve on the Committee. Persons who are completing a term as a regular member of the committee may have their name excluded from this ballot upon request. To be valid, a ballot must contain one vote for each position being voted on. The five faculty members receiving the highest number of votes shall be regular members of the committee. The two faculty members receiving the next highest number of votes shall be the alternates. If there are ties, they shall be broken by a coin toss.

In the event that the process set forth above results in a Committee in which tenured faculty do not constitute a majority of the Committee, the clinical faculty member initially selected for the Committee but who received the fewest number of votes among those clinical faculty selected will be replaced by the tenured faculty member initially not selected for the Committee but receiving the highest number of votes among those tenured faculty members not initially selected, until the majority of the Committee are tenured faculty members. If there are ties, they shall be broken by a coin toss.

An alternate member shall serve in the determination of a matter that comes before the Committee in the event of a regular member's unavailability, incapacity, or recusal, whether voluntarily or upon the majority vote of the Committee based on conflict of interest in the circumstances surrounding the complaint.

3. Faculty Salary Appeals Committee

The Promotion and Tenure Committee shall serve as the Faculty Salary Appeals Committee to review faculty salary appeals and to make recommendations to the Dean concerning the disposition of such cases. The Faculty Salary Appeals Committee follows the appeals process established in the Office of Academic Affairs [*Procedures and Guidelines Handbook*](#), Chapter 4, Section 2.

D. Centers

1. Establishment of College Centers

Those wanting to establish a College Center must submit a proposal to the Dean, who will review the proposal and decide whether to establish the Center. The proposal should provide in clearly labeled sections the information requested below.

- a. Mission: Explain the mission of the Center and how it is aligned with the College's Academic Plan and strategic goals.
- b. Faculty: Describe the level of faculty interest and commitment to the Center. In particular, provide, describe or explain the following:
 - The criteria for selecting the Center's faculty membership.
 - A list of faculty expressing interest in associating with the Center,
 - The extent to which staff and students will be involved and how they will be supported.
- c. Administration: Describe the administrative structure and responsibilities of the director. In particular, describe or explain the following:

- The name of the director or interim director of the Center.
- The proposed responsibilities of the director.
- d. Budget/Funding: Specify budget and funding sources for the Center. In particular, describe or explain the following:
 - The expected budget for the first year of operation.
 - Funding sources and one-time and recurring costs.
 - Existing or new equipment, space, and facilities needed to establish the Center.
 - The sustainability of the Center—possibilities for external funding, and details of related funding proposal submissions.
- e. Evaluative Criteria and Benchmarks: Propose and define specific criteria and benchmarks against which the Center will be measured.

2. Review of College Centers

All College Centers will be monitored through annual reports to the College Dean(s). Should significant change to a Center occur, or a decision be made to abolish a Center, notification of that decision will be made to the Office of Academic Affairs and through it to the Council on Academic Affairs.

VIII. Faculty and Committee Meetings

A. Faculty and Committee Meetings: Attendance and Voting Rights

1. Faculty

Except as otherwise specified in this Pattern of Administration or in the College's APT document, all voting members of the College faculty, consisting of tenure-track faculty, clinical faculty, and associated faculty who have been granted governance rights, shall be entitled to attend, participate in, and vote at College faculty meetings and all committee matters. Except as otherwise specified by this document, all adjunct professors, visiting faculty members, staff attorneys, and faculty members with joint appointments whose tenuring unit is not the Moritz College of Law, who have not been granted a right to vote by the faculty, shall be entitled to attend and to participate in such meetings (other than those involving personnel matters such as hiring and promotion and tenure issues), but shall not be entitled to vote.

College librarians holding a faculty appointment only at the College with voting rights shall be treated as faculty members for committee membership. College librarians without a faculty appointment or with a faculty appointment at the University Library shall be classified as staff for

committee membership, whether or not they hold faculty status at the College.

2. Staff and Students

Staff and students shall be entitled to vote within their respective committees on all questions, with the following exceptions:

Student and staff members may not consider or vote on individual cases coming before the Academic Affairs Committee or the Admissions Committee.

Students and staff members may not be members of the Appointments Committee, the Promotion and Tenure Committee, the Clinical Faculty, Lecturers, and Senior Lecturers Appointment Committee, the Clinical Review Committee, the Scholarship Committee, and the College Investigation Committee.

The President of the Student Bar Association shall be permitted to attend and participate in faculty meeting (other than those involving personnel matters such as hiring and promotion and tenure issues) but shall not be entitled to vote. When a matter reported by a committee, or a matter placed on the agenda and within the jurisdiction of a specific committee, is before the faculty, staff and student members of the committee may attend the meeting during, and participate in, the discussion of the reported matter and have a full vote on that matter, except that they shall not be entitled to vote on individual student petitions or admission applications, or on individual cases involving faculty appointments. Notwithstanding the foregoing, the faculty may decide by majority vote to exclude staff and students from attendance during deliberation on matters authorized for executive session.

B. Faculty and Committee Meetings; When and By Whom Called

1. Regular Faculty Meetings

Regular meetings of the faculty shall be held on Thursday afternoons at least once each month during the academic year in accordance with a schedule established by the Dean at the beginning of each semester.

2. Special Faculty Meetings

A special faculty meeting may be called by the Dean for any Thursday afternoon on which no regular faculty meeting has previously been scheduled or, if a scheduling conflict would limit voting faculty members' attendance, at a reasonable day and time if a Thursday afternoon is not available or not viable. The Dean shall call a special faculty meeting upon the signed request of any seven faculty members. Special faculty meetings

should not be utilized for business that can reasonably be conducted within the schedule of regular faculty meetings.

3. Emergency Special Faculty Meetings

Where action is required that cannot reasonably be postponed until the following Thursday, the Dean may call an emergency special faculty meeting for any reasonable day and time.

C. Notice of Faculty Meetings

1. Regular Meeting Schedule. At the beginning of each semester, the Dean shall distribute a schedule of regular meetings of the faculty to the College faculty.
2. Special Faculty Meetings. At least four calendar days prior to any special faculty meeting, the Dean shall distribute notice of the date, time, and place of such meeting to the full-time faculty.
3. Emergency Special Faculty Meetings. As early as possible, prior to any emergency special faculty meeting, the Dean shall distribute notice of the date, time, and place of such meeting to the full-time faculty.
4. Agendas of Faculty Meetings. At least 48 hours prior to any faculty meeting, except an emergency special faculty meeting, the Dean shall distribute the agenda for such meeting to the full-time faculty.
5. Public Information. Any person may determine the time, place, and agenda of all faculty meetings by calling the Office of the Dean, Moritz College of Law, The Ohio State University.
6. Delegation. In giving the notices required, the Dean may rely on assistance provided by a member of the Dean's staff, and any such notice is complete if given by such member in the manner provided.

D. Faculty Meetings; Required to Be Open; Executive Sessions

1. Open Meetings. All meetings of the faculty shall be open to the public for observation (but not for participation), subject to adjournment to executive session for deliberations on such matters as are authorized by Ohio Revised Code section 121.22(G). All resolutions, rules, or formal action by the College faculty shall be adopted in open session.
2. Executive Sessions. The Dean shall be empowered to adjourn any faculty meeting to executive session for purposes of deliberating upon such matters as are authorized for executive session by Ohio Revised Code section 121.22(G).

E. Presiding Duties

The Dean shall preside over faculty meetings. Those presiding duties are delegated to committee chairs or their designees for matters arising from a committee.

F. Distribution of Materials for Faculty Consideration

Committee reports and recommendations and other matters for consideration by the faculty shall be distributed to the faculty and to students entitled to attend and participate at least five days preceding the meeting at which it is to be considered. In appointments matters, a 48-hour notice shall suffice with regard to specific individuals being recommended if a five-day notice has been given that such recommendations may be made. Such distribution shall be made by the chairperson of the committee, the faculty proponent of the matter for consideration, or the Dean or Dean's designee.

G. Changes or Amendments

To facilitate expeditious disposition of matters for consideration at faculty meetings, faculty members, staff, or students who propose amendments to or substitutes for committee recommendations shall, wherever possible, circulate their proposals to the faculty, staff and students entitled to attend and participate in faculty meeting consideration of the matter, in advance of the meeting at which the committee report is scheduled for consideration.

H. Quorum

For the transaction of ordinary faculty business, a quorum shall consist of a majority of the members of the tenure-track faculty, clinical faculty, and associated faculty who have been provided governance rights, who are not on leave, or if on leave are present at the meeting, as defined herein.

The rules for quorums for appointments, reappointments, promotion, or promotion and tenure are set forth in the College APT document.

I. Voting; Proxies

With due regard to permitting an adequate discussion of varied voices and effective disposition of the College's business, the Dean may reasonably regulate the time for debate and call the question for a vote.

Except as otherwise specified for tenure-track and clinical faculty appointments, tenure-track promotion and tenure decisions, and clinical faculty reappointment and promotion decisions, all actions of the College faculty shall be decided by a majority of those voting in person or, if authorized, by proxy. "In person" or "present" means physical presence or remote attendance by available video or audio conferencing. The College encourages physical presence, but recognizes there may be circumstances where the faculty member determines that physical attendance is not feasible, in which case the faculty member may attend by video or audio conferencing and still be considered "in person" or

“present.” In such circumstances, joining by video conference, with the video on, is the expectation, unless the faculty member determines that having their video on is not feasible. Absentee voting and proxy voting are not permitted, but participating fully in discussions and voting via remote two-way electronic connection are allowed.

Voting generally occurs by acclamation or a show of hands, although any faculty member can request that voting occur by secret ballot. 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 who are eligible to vote. The Dean will ensure that those participating remotely have an adequate opportunity to vote. Votes on faculty appointments and promotion and tenure will always take place using a secret ballot.

When it is necessary to come to a decision about a matter, and the Dean has acted in accordance with [Section VII.\(A\)](#) in this POA, and if a majority vote cannot be achieved to decide the matter, despite the best efforts of the Dean, the Dean may make the final decision, as the Dean, under University Faculty Rule [3335-3-29\(C\)](#), is given the authority to carrying out the responsibilities of their position.. This might occur, for example, if there is a tie vote or in instances in which a quorum needed for faculty action cannot be achieved. In such a case, the Dean shall explain the reasons for the departure from majority faculty rule. See University Faculty Rule [3335-3-35\(C\)\(2\)\(d\)](#).

Special policies pertain to voting on personnel matters, and these are set forth in the [College’s Appointments, Promotion, and Tenure Document](#).

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 faculty meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Robert’s Rules of Order will be invoked when more formality is needed to serve these goals.

J. Notice to Students of Faculty Action.

Unless otherwise specified by vote of the faculty, all actions and decisions taken by the faculty shall promptly be brought to the attention of the student body; provided, however, that the Associate Dean for Faculty and Intellectual Life shall have discretion not to post some action or decision until the matter has been brought before the faculty's next meeting for its decision as to dissemination.

IX. Distribution of Faculty Duties, Responsibilities, and

Workload

Faculty roles and responsibilities are described in the initial letter of offer. Workload 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. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave 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 are allowed at the discretion of the Dean if such work can be performed effectively, and faculty members are able to fulfill their responsibilities. Telework will be encouraged under certain circumstances if it serves the needs of the College, University, and/or community. 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.

A full-time faculty member's primary professional commitment is to The Ohio State University and the guidelines below are based on that commitment. Faculty who wish to engage in outside activities during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must submit an [Outside Activities Approval Form](#) and obtain approval from the dean before engaging in any outside activities. Information on faculty conflicts of commitment is presented in the University's [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 to take into account the impact over time of the crisis. These adjustments may include modifying research expectations 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 University's mission 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.

Teaching

All tenure-track faculty are expected to contribute to the College's teaching. The standard teaching workload expectation for full-time tenure-track faculty members is 40% time allocation to total workload according to the university [workload guideline](#), which translates to ten credit hours per academic year. This also typically translates to three or four courses per academic year, depending on the type of courses being taught by the faculty member. Faculty are also expected to advise law students and supervise independent studies and other student work. The standard teaching assignment may vary for individual faculty members based on their research and service activity. Faculty members who are especially active in research can be assigned an enhanced research status that includes a reduced teaching assignment. Likewise, faculty members who are relatively inactive in research can be assigned an enhanced teaching status that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the College, University, or in special circumstances professional organizations within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment.

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the College's [Appointments, Promotion, and Tenure Document](#). The standard scholarship workload expectation for full-time tenure-track faculty members is 40% time allocation to total workload according to the university [workload guideline](#). A faculty member who is actively engaged in scholarship will be expected to publish regularly in law journals or in other appropriate venues. Faculty members actively engaged in research are expected to produce, on average, at least one law review article or the equivalent each academic year.

Service

Faculty members are expected to be engaged in service and outreach to the College, the University, the profession, and the community. The standard service workload expectation for full-time tenure-track faculty members is 20% time allocation to total workload according to the university [workload guideline](#). This includes service on College committees, as well as other service within the University. All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other College events.

Service loads should be discussed and agreed to during annual performance and merit reviews. When heavy service obligations are primarily voluntary in nature, the Dean is not obligated to modify the service load of the faculty

member (reduce teaching and/or scholarly obligations). If, however, a heavy service load is due to the faculty member's unique expertise, perspective, or voice, this should be noted in the annual performance review letter, considered when distributing the faculty member's other duties. The Dean should also consider this additional service burden in managing equity of service loads among faculty.

Special Assignments (formerly known as research leaves)

Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#). The information provided below supplements this policy.

Untenured faculty will normally be provided a partial SA for research for two semesters during their probationary period. Reasonable efforts will be made to award SA opportunities to all other faculty members subject to the quality of faculty proposals, including their potential benefit to the college or university, and the need to assure that sufficient faculty are always present to carry out college work. The college's Scholarship Committee will evaluate all SA proposals and make recommendations to the dean, whose decision will be based on the quality of the proposal and its potential benefit to the college or university and to the faculty member as well as the ability of the college to accommodate the SA at the time requested.

B. Clinical Faculty

Clinical faculty are teachers/practitioners who are engaged primarily in teaching activities related to: (a) law courses or instructional situations involving representation of live clients, resolution of actual disputes, applied skills in legislative bodies, governmental agencies or departments, and other applied practice areas; (b) courses or instructional situations involving the simulation of problems and circumstances related to the representation of live clients; or (c) courses or instructional situations involving professional skills.

Clinical faculty who are not on Clinical Faculty Development Release (see Appendix D) are expected to contribute to the University's mission via teaching and service. The college's standard workload expectations for full-time clinical faculty members are 80% teaching and 20% service. Clinical faculty who teach in the College's clinics are engaged in the practice of law, as well as in teaching. Clinical faculty who teach Legal Writing engage in one-to-one work with students, as well as their other teaching responsibilities. Given the nature of teaching at the Moritz College of Law, including the fact that faculty do not have teaching assistants, the standard teaching assignment for clinical faculty is one clinic per semester if they oversee a clinic that serves clients, two sections of legal writing per semester if they teach legal writing exclusively, or the equivalent to ten credits (in combination with these courses or otherwise), as

determined by the Associate Dean for Academic Affairs in consultation with the Dean, each academic year.

Clinical faculty who are on Clinical Faculty Development Release have a modified workload expectation which will allow them to complete a research project or be embedded in a governmental or public interest organization in a way that would benefit their teaching, scholarship, service, or the good of the College.

C. Associated Faculty

Standard workload expectations for compensated associated faculty members are 80-100% teaching, 0-20% scholarship, and 0-20% service, according to the terms of their individual appointments.

Expectations for visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.

Guidelines for Determining Associated Faculty FTE Exceptions to Faculty Appointments Policy

The college will follow all university policies regarding determining associated faculty FTE exceptions to the Faculty Appointments Policy. In instances when a course requires greater (or less) effort, on average, by an associated faculty member to accomplish the course objectives, the college may request approval for an FTE that is different from that specified in the Faculty Appointments Policy. There may also be circumstances surrounding the specific instance that a course is offered that increase the workload. In these cases, the college should request approval for additional compensation for the faculty member teaching the course rather than a longer-term FTE adjustment. Whenever FTE exceptions are sought, the college will provide evidence to justify requests to increase or decrease the FTE. Every five years, the college will reassess whether any changes are warranted.

Activities that may warrant additional compensation include the following:

- Faculty member requested to teach a class that is larger than usual

Circumstances that may warrant adjusting FTE:

- Three hour-credit courses that exceed an average of two additional hours/week; the FTE will be determined by assessing the average hours/week required for the course
- Courses involving individual instruction
- Advising, curriculum development, internship oversight may replace course teaching
- Online course development

- Large enrollment courses

D. Modification of Duties

The College 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 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.

A faculty member requesting the modification of duties and the 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.

X. Course Offerings and Teaching Schedule(see also Appendix B)

The Dean and the Associate Dean for Academic Affairs will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While efforts will be made to accommodate the individual preferences of faculty, the College's first obligation is to offer the courses needed by students at times and in formats most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offering match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by University Faculty Rule [3335-8-16](#) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester.

Although dependent upon the needs of the College, the Associate Dean will attempt to schedule no classes during the 8:00 to 8:50 a.m. hour except when a faculty member agrees that their class be scheduled during that time.

The time 12:10-2:15 p.m. on Thursdays will be kept open for regular and special faculty meetings. To the extent practicable, an effort should be made to keep one or two noon hours free from regular classes, to allow the scheduling of make-up classes and special events.

Principles Concerning Courses and Course Requirements, Number in Classes:

In general, no section of a second- or third-year course in the J.D. program should have an enrollment exceeding 75; no section of a first-year course should have an

enrollment exceeding 100.

Consistent with faculty availability and other needs, the College of Law will endeavor to offer a sufficient number of sections of first-year courses in the J.D. program so that each first-year student will be enrolled in one small section during the fall semester, in addition to the LP3 courses and the courses in Legal Analysis and Writing. These small section courses shall include pedagogical experiences that are not practicable for, or typically utilized in, larger sections, at least one of which shall be a midterm examination that contributes to the student's final grade and offers some type of feedback before the semester ends. The choice of examination and feedback format remains in the discretion of the instructor.

All required courses in which first-year students are enrolled must include a formative assessment in compliance with ABA Standard 314(b), and the syllabi for those courses must identify the nature of the assessment and the feedback provided. (Suggested syllabi language is available on the College's Intranet.)

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, and physical—are allocated in a manner that will optimize achievement of College goals. The Dean will allocate resources in support of the mission of the College after consultation with the Moritz College of Law leadership team and the faculty. However, final decisions on resource allocation rest with the Dean.

The allocation of salary funds is discussed in the [Appointments, Promotion and Tenure \(APT\) Document](#).

XII. Leaves and Absences

The University's policies and procedures with respect to leaves and absences are set forth on the Human Resources [Policies and Forms website](#). 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](#)).

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 College retains the authority to disapprove a proposed absence when instruction or other activities are negatively impacted by the leave. 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 University 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 Dean know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. 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](#).

Members of the faculty who seek an unpaid leave of absence shall make a request to the Dean. Any leave beyond one year must be approved by both the Dean and the University Office of Academic Affairs. Under no circumstances should an absence be extended beyond three years. A faculty member may be eligible for a third year of leave only if the faculty member’s leave and the additional time away from the College is used to pursue substantial public service or is necessitated by extraordinary personal or family circumstances. In considering whether to grant or extend a leave to an eligible faculty member, the Dean shall consider, with consultation from the Associate Deans, the following factors:

1. The impact on the curriculum of the faculty member’s continued absence.
2. The extent to which the special appointment would contribute to or interfere with the faculty member’s development in teaching and scholarship, including the faculty member’s ability to attain tenure and promotion.
3. The best interests of the College.

D. Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](#). For additional details, see [Appendix C](#).

E. Parental Leave

The University and this 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. Additional Compensation and Outside Activities

Information on additional compensation is presented in the OAA [Policy on Faculty Compensation](#). Information on paid external consulting is presented in the University's [Policy on Outside Activities and Conflicts](#). The information provided below supplements these policies.

This College adheres to these policies in every respect. In particular, this 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 additional 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 College. In addition, it is University policy that faculty may not spend more than one business day per week on additionally compensated activities and external consulting combined.

Faculty with an administrative position (for example, Associate/Assistant Dean, Center 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 faculty member wish to use a textbook or other material that is authored by the faculty member and the sale of which results in a royalty being paid to that faculty member, such textbook or material may be required for a course by the faculty member only if (1) the Dean or the Dean's 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's 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's [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.

XV. Grievance Procedures

Faculty or staff members who have a grievance with the College or its individual units should first discuss the matter with the Dean, who will review the matter as appropriate and either seek resolution or explain why resolution is not possible.

If the grievance involves the Dean or if the Dean is not the appropriate contact for some other reason, the faculty or staff member should bring the matter to the attention of one of the Associate Deans. Complaints concerning the Associate Deans should be brought to the attention of the Dean.

A. Salary Grievances

A faculty or staff member who believes that their salary is inappropriately low should discuss the matter with the Dean. The faculty or staff member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the Dean and who wish to pursue the matter can appeal to the Promotion and Tenure Committee (which acts as the College's Faculty Salary Appeals Committee) and may be eligible to file a more formal salary appeal (see the Office of Academic Affairs [Procedures and Guidelines Handbook](#), Chapter 4, Section 2).

Staff members who are not satisfied with the outcome of the discussion with the Dean and who 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 University Faculty Rule [3335-5-05](#).

C. Faculty and Staff Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in University Faculty Rule [3335-5-04](#).

Any student, faculty, or staff member may report complaints against staff to the 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.

Ohio State's policy and procedures related to equal employment opportunity are set forth in the University's [policy on equal employment opportunity](#).

Ohio State's policy and procedures related to non-discrimination, harassment, and sexual misconduct are set forth in the University's [policy on non-discrimination, 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 or students on options to pursue without prejudice as to whether the complaint is valid or not. See University 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 Dean and others with appropriate knowledge of policies and procedures when problematic situations arise.

G. Academic Misconduct

Board of Trustees Rule [3335-23-15](#) stipulates that the [Committee on Academic Misconduct](#) does not hear cases involving academic misconduct in colleges having a published honor code, although some allegations against graduate students fall under the committee's jurisdiction. Accordingly, faculty members will report any

instances of academic misconduct to the Associate Dean for Academic Affairs, who will involve the Committee on Academic Misconduct, if appropriate, or will otherwise follow the College's procedures for addressing allegations of violations of the Moritz College of Law Honor Code. The Moritz College of Law Honor Code can be found [here](#).

H. Complaints Regarding Significant Problems as to Compliance with ABA Standards

As an ABA-accredited law school, the Moritz College of Law at The Ohio State University is subject to the American Bar Association's Standards for Approval of Law Schools. The Standards may be found [here](#). Information on the filing of and response to complaints regarding the Moritz College of Law's compliance with standards governing the program of legal education appears below.

1. Any student at the Moritz College of Law who wishes to bring a formal complaint to the administration of the Moritz College of Law regarding a significant problem that directly implicates the College's program of legal education and its compliance with the ABA Standards should take the following steps:
 - a. The student should submit the complaint in writing (via hard copy or e-mail) to the Assistant Dean for Academic Affairs or to the person designated by the Dean for that purpose. If the complaint concerns the person designated to receive complaints, the student should consult the Dean, who will designate an alternate person to receive the complaint.
 - b. The writing should (a) identify the ABA Standard implicated, (b) describe in appropriate detail the behavior, program, or process complained of, and (c) explain how the Moritz College of Law's program of legal education does not comply with the identified Standard as a result of the problem.
 - c. The writing must provide the name of the student submitting the complaint. It should also include the student's preferred contact information for written or electronic communication. Upon request, the person receiving the complaint may, at their discretion, maintain the student's anonymity for all or part of the process.
2. The person who receives the written complaint (or their designee) should acknowledge the complaint within five business days of receipt of the written complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal delivery.
3. Within ten business days of acknowledgment of the complaint, the person who receives the complaint (or their designee) shall communicate the Moritz College of Law's progress in regard to the complaint either in writing or in a meeting with the complaining student. The

communication should include either a substantive response to the complaint or information about what steps are being taken by the Moritz College of Law to address or further investigate the complaint. If further investigation is needed, the complaining student shall, within two weeks of the completion of the investigation, be provided with either (i) a substantive response to the complaint or (ii) information about what steps are being taken by the Moritz College of Law to address the complaint.

4. Appeals may be taken to the Dean of the Moritz College of Law. Any decision made on appeal is final.
5. A copy of the complaint and a summary of the process and resolution of the complaint shall be kept in the office of the Dean of the Moritz College of Law as required by University retention rules or until the end of the academic year in which the complaint is reported to the ABA as part of the Moritz College of Law's accreditation process, whichever is later.
6. The Moritz College of Law will not retaliate against any individual who makes a complaint under this provision, nor authorize any faculty member, administrator, employee, or student to do so.
7. These provisions address only complaints that implicate compliance of the College's program of legal education with the American Bar Association's Standards for Approval of Law Schools. Students may always articulate in a professional manner the concerns and complaints they may have about other issues by addressing the appropriate persons, or by using other procedures described in the Rules and Regulations of the American Bar Association, the Moritz College of Law, or The Ohio State University.

Appendix A: Committees and Committee Process

A. Standing Committees

There shall be eight standing committees with the following major functions:

1. Academic Affairs: To be concerned with consideration of new courses and curricular planning (including clinical offerings); student petitions on such matters as load-lightening, transient status, scheduling, and student probation; and matters involving the undergraduate, LL.M., and MSL programs.
2. Administration: To be concerned with reviewing the academic calendar, faculty awards and honors, budgetary matters, and such other matters, as assigned by the Dean, that are not regularly assigned to one of the other College committees.
3. Admissions: To consider and pass on applications for admission and readmission, and to be concerned with student financial aid. The Admissions Committee shall annually recommend for faculty adoption Criteria and Procedures relating to admissions of candidates for the J.D. degree.
4. Appointments: To be concerned with initial faculty appointments of all types other than clinical appointments.
5. Clinical Faculty Review Committee: To be concerned with the review of probationary clinical faculty members, the promotion of clinical faculty members, reviewing clinical faculty developmental release proposals, and the review for reappointment of clinical faculty members.
6. Promotion and Tenure: To be concerned with tenure-track faculty promotion and tenure questions and recommendations for amendments to the rules on promotion and tenure.
7. Long-Range Planning: To be concerned with long-range planning (including the future of legal education, the physical facility, new programs, cooperation with University planning activities, and coordination with various constituencies and with other College committees concerning action recommended to or undertaken by the faculty).
8. Scholarship: To be concerned with reviewing and recommending, when assigned, professional leave proposals and summer research grant applications. and coordinating workshops and enhancing the scholarship and intellectual life of the College.

The Dean or the Dean's designee is an ex officio member of all committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee.

B. Other Committees

In addition to these standing committees, other committees shall be appointed by the Dean in years in which these committees are necessary, including:

Clinical Faculty, Lecturers, and Senior Lecturers Appointment Committee: To be concerned with the recommendation of suitable candidates for appointment as lecturers, senior lecturers, or clinical faculty members at a specified rank.

C. Committee Meetings

Committee meetings shall be called by the chairperson of the committee in question. Thursday afternoons from 12:10 to 2:15 p.m., when there is no regular or special faculty meeting, may be reserved by faculty members and utilized by committee chairpersons for committee meetings. Committee meetings may be called for other times, where required.

D. Chairpersons; restrictions & committee member participation

Committee chairpersons, other than the Chair of the College Investigation and Sanctioning Committee, are selected by the Dean. No one shall be required to serve as a committee chairperson in two consecutive years. The chairperson has authority to distribute work among the committee members and shall notify the Dean if a committee member fails to participate in a way that furthers the business of the College.

E. Faculty Membership

The Dean shall appoint faculty members to committees each year for a one year term, with the number of faculty members appointed depending on the anticipated work of the Committee for that year. No faculty member shall be required to serve on the Appointments Committee, the Promotion and Tenure Committee, or the Academic Affairs Committee more than three years out of five. The faculty must comprise a majority of the membership of any committee.

F. Staff Membership

The Dean may appoint staff of the Moritz College of Law who are not members of the Moritz College of Law faculty to serve on College committees, except that staff members may not serve on the Appointments Committee, Promotion and Tenure Committee, the Clinical Faculty, Lecturers, and Senior Lecturers Appointment Committee, or the Clinical Faculty Review Committee.

G. Student Membership

Students shall serve on all standing and ad hoc committees of the College, other than the College Investigation and Sanctioning Committee, the Appointments Committee, the Clinical Faculty, Lecturers, and Senior Lecturers Appointment Committee, the Promotion and Tenure Committee (which also serves as the Faculty Salary Appeals Committee), the Clinical Faculty Review Committee,

and the Scholarship Committee. Student members of College committees shall be selected in a manner determined by the Student Bar Association.

H. Ex Officio Membership

The Dean may appoint any person to serve as an ex officio member of any committee. Ex officio members have no vote and are not to be counted toward quorum requirements or the committee composition requirements set forth in divisions C through E above.

I. Voting

Faculty are entitled to vote on all committee matters. Staff and students shall be entitled to vote within their respective committees on all questions, with the following exceptions: staff and students may not vote on hiring recommendations for new faculty; and staff and students may not consider or vote on individual cases coming before the Academic Affairs Committee or the Admissions Committee. However, the prohibition on staff voting on individual cases coming before the Admissions Committee does not apply to the Associate or Assistant Deans of Admissions should those positions be held by persons who are not members of the faculty. All committee adjudications of petitions, of requests, or that provide an adverse action against an individual are recommendations to the Dean. The Dean shall review for clear error of fact, abuse of discretion, and de novo interpretation of existing College Rules or policies.

J. Subcommittees

The Academic Affairs Committee may designate a subcommittee to handle any student petition filed hereunder. The subcommittee shall consist of the Chair, at least two voting faculty members, and *ex officio*, the Associate Dean for Academic Affairs. The decision of the subcommittee shall have the same force and effect as a decision of the Committee.

K. Petition for Open Hearing

On petition of 10% of the entire student body of the College, a committee shall hold an open hearing for the purpose of hearing student opinion on legislative or policy issues within the jurisdiction of the committee.

Appendix B: Assignment of Courses and Grading Requirements

A. Assignment of Faculty Offices

The Dean shall make assignments of faculty offices in accordance with convenience, nature of the work of the faculty members, and seniority.

B. Assignment of Courses

The Associate Dean of Academic Affairs will survey and consult with full-time faculty members about their course schedules and attempt to honor course preferences in a manner that benefits the program of legal education at the College.

C. Reporting Grades

All grades should follow the grading distribution for the course as detailed by the Registrar and the Associate Dean of Academic Affairs. Any faculty request for a deviation from the grading rubric shall be at the discretion of the Associate Dean of Academic Affairs.

In all courses, final grades shall be submitted within the later of 21 days of the scheduled date for the final examination or the scheduled date for final student work, or 14 days from the date that the instructor receives the final examination or student work, unless exceptional circumstances have been discussed with the Dean and require extension.

If an instructor of record is unable to assign grades due to an unexpected situation (i.e. health or travel), or if they have not submitted grades before the University deadline and are unreachable by all available modes of communication, then the Dean may determine an appropriate course of action, including assigning a faculty member to evaluate student materials and assign grades for that class. The University Registrar will be made aware of this issue as soon as it is known and will be provided a timeline for grade submission.

Appendix C: Faculty Professional Leave Details

A. Establishment

The Moritz College of Law shall have a faculty professional leave program consistent with [Section 3345.28](#) of the Ohio Revised Code and Rules of the Board of Trustees of The Ohio State University. That program is as follows:

B. Definitions

As used herein:

1. “Full-time faculty member” shall mean any person holding the rank of Professor, Associate Professor, or Assistant Professor on at least 50% appointment in the College. Adjunct and clinical faculty members are not included in this definition. A visiting appointment at the College does not count in such a calculation. A joint appointment of at least 50% does.
2. “Academic year of teaching service” shall mean any academic year in which the full-time faculty member, while in such status, whether on nine or eleven months appointment, had significant responsibilities to the College, including teaching, assigned research, or administrative responsibilities.

C. Eligibility for Professional Leave

1. A full-time faculty member who has completed seven years of teaching service, as defined by Section B above shall be eligible for professional leave, subject to the provisions of this Chapter.
2. A full-time faculty member shall become eligible for a second professional leave after completion of seven years of teaching service following the end of the first professional leave.
3. In determining years of teaching service, times spent on leaves of absence shall not be included, but also shall not impair the accumulation of previous and subsequent periods of teaching service credit.
4. In determining eligibility, a temporary discontinuation of service to the University shall not impair the accumulation of previous and subsequent years of teaching service, unless such discontinuation has extended for more than two academic years.

D. Certification of Eligibility

By October 1 of each academic year, the Dean or Dean’s designee shall provide to the Scholarship Committee and to each eligible faculty member a list of those faculty members who will be eligible to begin a professional leave during the subsequent academic year.

E. Application for Professional Leave

1. An eligible faculty member may file with the Dean a written proposal for professional leave, which the Dean shall forward to the Committee designated pursuant to Section F below.
2. Written proposals shall be filed by November 1 of the academic year prior to the academic year in which the leave would begin. Proposals filed after November 1 may be considered by the Dean and the Committee or they may be postponed until the following year's deliberations.
3. Proposals shall include a detailed description of the proposed work, including expected completed work by the conclusion of the Professional Leave, and the applicant's qualifications for the task.
4. Proposals shall state the duration of the leave requested and the starting date proposed.

F. Peer Review

1. The Scholarship Committee shall review all professional leave proposals.
2. This Committee shall review all proposals referred to it by the Dean and shall report to the Dean, within forty-five days of receipt of the proposals, whether the proposal meets the standards for a professional leave proposal.
3. In determining whether a proposal should be approved, the Committee shall consider, among others, the following factors:
 - Importance of the proposal for the development of the faculty member;
 - Importance of the proposal to the College's welfare;
 - Merit of the proposal;
 - Ability of the applicant to meet the stated objectives of the proposal; and
 - Need for a professional leave to accomplish the proposed goals.
4. Conflict of Interest. If a member of the Scholarship committee submits a proposal for professional leave to the Dean, the member shall recuse themselves from considering any professional leave requests. The Dean shall appoint another member of the faculty to the committee, but only for the purpose of voting on professional leave proposals, and only if necessary to ensure that at least three faculty members can participate in considering the leave reports.

G. Determination of feasibility; Referral to the Executive Vice President and Provost

1. Upon receipt of approval by the Scholarship Committee, the Dean shall determine whether it is feasible to implement the proposal during the proposed period. Every effort shall be made to grant leaves on a current basis, i.e., at the time requested.
2. The following preferences, in the order listed, should guide the Dean in attempting to implement a peer-approved professional leave proposal:
 - a. Any funds released by the absence of the person on leave and any funds which may be available to the College specifically for professional leaves should be used to hire visiting faculty for the period of absence;
 - b. Arrangements should be made to have non-essential courses taught on an alternate year basis;
 - c. Arrangements should be made to have courses taught by adjuncts;
 - d. Consensual arrangements with other faculty members should be made to cover essential (required or high enrollment) courses; and
 - e. Enrollments beyond those specified in Section X of this POA should be permitted in other sections of multiple-section courses.

Non-teaching responsibilities of the absent faculty members shall be divided among remaining faculty.

3. If the Dean determines that it is not feasible to grant a leave approved by the Committee, the Dean shall notify the faculty member and the Committee of the reasons for this determination and shall make every effort to ensure that the leave can be granted in the following year.
4. If the Dean determines that it appears that only a certain portion of the Committee-approved leaves for a particular period are feasible, the Dean shall report that fact and the reasons to the faculty members involved and to the Committee, for further action pursuant to Section H(1) below.
5. The Dean shall, as early as possible in the second semester, forward to the Executive Vice President and Provost all Committee-approved leave requests, as a group, from eligible faculty members, except where the Dean has determined that it is not feasible to grant such leave.

H. Priorities Among Approved Proposals

1. If the Dean reports to the Committee that the Dean or the University administration has determined that only a certain portion of Committee-approved leaves are feasible for a particular period, the Dean and the Committee shall meet together, with the Dean as chair, to determine which of the approved leaves shall be granted.

2. The following factors shall be considered by the Committee:
 - a. Whether the proposed leave has already been postponed one or more times;
 - b. Whether the leave proposal was submitted by the deadline stated in Item 5(B) above;
 - c. The length of the proposed leave, with longer leaves preferred over shorter ones;
 - d. The relative merit of the proposals according to the criteria specified in Item 6(C) above; and
 - e. Whether the nature of the proposed activity is amenable to postponement.
3. Where the Committee is unable to resolve priorities among proposals under division B, it shall make such resolution according to years of teaching service, and then, if necessary, by lot.

I. Withdrawals

An application may be withdrawn by the applicant at any time until it is approved by the Executive Vice President and Provost. Thereafter, it may be withdrawn with the approval of the Dean.

J. Responsibilities of Faculty Member Taking Professional Leave

1. A faculty member on professional leave is expected to comply in good faith with the proposal approved, with any alterations approved by the Dean in cases of supervening difficulty.
2. A faculty member returning from professional leave shall submit a report to the Dean, by the end of the first semester back at the College, on the leave experience, including an indication of the extent to which objectives of the leave were realized.
3. A faculty member taking professional leave shall be expected to return to the service of the College for at least one year after the end of the leave.

Appendix D: Clinical Faculty Development Release Details

A. Establishment

The Moritz College of Law shall have a clinical development release program for the faculty members described herein. Eligible faculty members shall be considered for a one-semester release to allow them to complete a research project or be embedded in a governmental or public interest organization in a way that would benefit their teaching, scholarship, service, or the good of the College, and the expected time allocation for clinical faculty who are on clinical faculty development release will be adjusted accordingly. In determining how many clinical development releases may be available, the Dean will consider the number of offered clinical seats and teaching resources necessary for the academic year in question.

B. Definitions

As used herein:

1. “Full-time clinical faculty member” shall mean any person holding the rank of Clinical Professor, Associate Clinical Professor, or Assistant Clinical Professor. A visiting appointment at the College does not count in such a calculation.
2. “Academic year of teaching service” shall mean any academic year in which the full-time faculty member, while in such status, whether on nine- or twelve-months appointment, had significant responsibilities to the College, including teaching, assigned research, or administrative responsibilities.

C. Eligibility for Clinical Faculty Development Release

1. A full-time clinical faculty member who has completed seven years of teaching service, as defined above, shall be eligible for clinical faculty development release, subject to the provisions set forth herein.
2. A full-time faculty member shall become eligible for a second clinical faculty development release after completion of seven years of teaching service following the end of the first release.
3. In determining years of teaching service, times spent on leaves of absence shall not be included, but also shall not impair the accumulation of previous and subsequent periods of teaching service credit.
4. In determining eligibility, a temporary discontinuation of service to the University shall not impair the accumulation of previous and subsequent years of teaching service, unless such discontinuation has extended for more than two academic years.

D. Certification of Eligibility

By October 1 of each academic year, the Dean shall provide to the Committee charged under this rule and to each eligible faculty member a list of those

faculty members who will be eligible for clinical faculty development release during the subsequent academic year.

E. Application for Clinical Faculty Development Release

1. An eligible clinical faculty member may file with the Dean a written proposal for clinical faculty development release, which the Dean shall forward to the Committee designated in Item 6.
2. Written proposals shall be filed by November 1 of the academic year prior to the academic year in which the development release would begin. Proposals filed after November 1 may be considered by the Dean and the Committee or they may be postponed until the following year's deliberations.
3. Proposals shall include a detailed description of the proposed work and the applicant's qualifications for the task.
4. Proposals shall state the starting date proposed.

F. Peer Review

1. The Clinical Review Committee shall review all clinical faculty development release proposals.
2. This Committee shall report to the Dean, within forty-five days of receipt of the proposals, whether the proposal meets the standards for a clinical faculty development release proposal.
3. In determining whether a proposal should be approved, the Committee shall consider, among others, the following factors:
 - a. Importance of the proposal for the development of the faculty member;
 - b. Importance of the proposal to the College's welfare;
 - c. Merits of the proposal;
 - d. Ability of the applicant to meet the stated objectives of the proposal; and
 - e. Need for a clinical faculty development release to accomplish the proposed goals.
4. Conflict of Interest. If a member of the Committee submits a proposal for clinical faculty development release to the Dean, , the member shall recuse themselves from considering any such requests.

G. Determination of feasibility

1. Upon receipt of approval by the Clinical Review Committee, the Dean shall determine whether it is feasible to implement the proposed development release during the proposed period. Every effort shall be made to grant leave on a current basis, i.e. at the time requested.
2. If the Dean determines that it is not feasible to grant a release approved by the Committee, the Dean shall notify the faculty member and the Committee of the reasons for this determination, and shall make every

effort to ensure that the leave can be granted in the following year.

3. If the Dean determines that it appears that only a certain portion of the Committee-approved releases for a particular period are feasible, the Dean shall report that fact and the reasons to the faculty members involved and to the Committee, for further action as set forth in Item 8.

H. Priorities Among Approved Proposals

1. If the Dean reports to the Committee that the Dean has determined that only a certain portion of Committee-approved releases are feasible for a particular period, the Dean and the Committee shall meet, with the Dean as chair, to determine which of the approved releases shall be granted.
2. The following factors shall be considered by the Committee:
 - a. Whether the proposed release has already been postponed one or more times;
 - b. Whether the release proposal was submitted by the deadline stated in Item 5;
 - c. The relative merit of the proposals according to the criteria specified in Item 6; and
 - d. Whether the nature of the proposed activity is amenable to postponement.
3. Where the Committee is unable to resolve priorities among proposals under division B, it shall make such resolution according to years of teaching service, and then, if necessary, by lot.

I. Withdrawals

An application may be withdrawn by the applicant at any time.

J. Phase-in Period

The procedure outlined in Item 8 shall be used during a phase-in period, except that criterion 1 shall not be applicable.

K. Responsibilities of Faculty Member Taking Clinical Faculty Development Release

1. A faculty member on clinical faculty development release is expected to comply in good faith with the proposal approved, with any alterations approved by the Dean in cases of supervening difficulty. A faculty member is expected to create a plan for covering or transitioning clinical or instructional obligations, as may be necessary, as part of the clinical faculty development release.
2. A faculty member returning from clinical faculty development release shall submit a report to the Dean, by the end of the first semester back at the College, on the release experience, including an indication of the extent to which objectives of the release were realized.

3. A faculty member taking clinical faculty development release shall be expected to return to the service of the College for at least one year after the end of the release.

Appendix E: Research Assignment Program

For the purpose of facilitating scholarship after tenure, the College establishes a research assignment program for faculty. Under this program, the Scholarship Committee or another faculty committee designated by the Dean may recommend to the Dean and Associate Dean responsible for the curriculum the reduction of faculty teaching loads for a specified number of credit hours to provide the faculty members who have applied for a research assignment with more concentrated time for research. The Dean and Associate Dean responsible for the curriculum will designate the approximate number of credit hours that may be released under this program, consistent with preserving the richness of the curriculum.

Only tenured faculty are eligible for this program. Faculty will not be eligible for professional development leave and a research assignment in the same academic year. Each recipient shall make a full report of the results of the research assignment to the Dean at the conclusion of the assignment.

Ordinarily, a faculty member may request a research assignment of up to three credit hours for the following academic year and, ordinarily, a faculty member who receives a research assignment in one year would not be eligible to receive another research assignment in the following year. This presumption would not apply if the number of research assignments available consistent with curricular needs exceeds the number of *meritorious* candidates. In exceptional circumstances, a faculty member may request a research assignment that will be executed over a three-year period. In that situation, the faculty member may request from three to six credit hours of research assignment to be credited to their teaching load for a three-year period. Exceptional circumstances might include a commitment to publish several articles or securing (or being in an advanced stage of negotiating) a contract for the first edition of a book-length project with a university or academic press.

The committee designated by the Dean will establish guidelines for obtaining information relevant to making research assignments. In choosing among applicants for research assignments, the committee's primary focus will be whether a substantial research project will be completed as a result of the research assignment. In making this determination, the committee shall consider:

- the professor's past scholarly production;
- the concreteness of the professor's research plan;
- the professor's use of previous summer research grants, professional leaves, and other research support to further their scholarship;
- the professor's eligibility and qualification for promotion;
- the professor's prior and current teaching load;
- the professor's prior public service, including committee service and administrative work at the College and University level.

The committee may recommend that a faculty member receive a research assignment for fewer credit hours and over a different time period than requested by the faculty member. The Dean and Associate Dean responsible for the curriculum will seek to honor these recommendations consistent with preserving the richness of the curriculum; they may approve a research assignment but delay its implementation due to curricular needs.

Appendix F: Guidelines for External Fellowship Studies

External Fellowship Subsidies are available to Moritz faculty who receive *prestigious, nationally competitive fellowships* or research leave related awards. Subsidies are meant to lessen the financial sacrifice for faculty whose fellowship awards provide less than their regular academic salaries for research leaves.

Non-exclusive examples include the Guggenheim fellowship, Fulbright awards, the Institute for Advanced Study (Princeton University) fellowship, Program in Law and Public Affairs (LAPA) at Princeton University fellowship, Radcliffe Institute for Advanced Study (Harvard University) fellowship, American Council of Learned Societies fellowship, and the Woodrow Wilson Center fellowships.

Applicants for the above awards must inform the Dean prior to submitting an application for a fellowship.

Ordinary leaves-without-pay, prizes honoring past research, or visiting positions at other institutions shall not be eligible for an External Fellowship Subsidy.

When a faculty member holding a regular tenured or tenure-track appointment is awarded an externally funded fellowship, the Moritz College of Law may provide supplemental funds to make the fellowship opportunity viable. Faculty members are eligible to receive up to 50 percent of their base for the period of the leave (a semester or year), with the actual amount determined by the financial sacrifice for the period. The applicant must disclose all salaries, fellowship monies, fringe benefits, per diem, etc., available to them during the proposed leave. The financial sacrifice is calculated on annual base salary, less the amount of the fellowship monies and other income. If the sacrifice amount is less than 50 percent of the base salary for the period, the External Fellowship Subsidy will be the sacrifice amount; otherwise it will be 50 percent of the base salary for the period of the leave.

In all cases, the granting of External Fellowship Subsidy will be determined at the discretion of the Dean. A leave supported by an External Fellowship Subsidy will not be awarded to individuals in two consecutive years. In addition, an External Fellowship Subsidy may not be combined with a professional leave to create a two-year leave. Like faculty professional leaves (FPL), faculty members shall be required to sign a statement that they understand and accept their obligation to return for a full “year of service” to the University as defined in by FPL rules.

In the alternative, faculty may use the standard credit buyout scale and banked credit hours, with the permission of the Dean.