

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

**APPROVED BY FACULTY ASSEMBLY**

**December 1, 2025**

**APPROVED BY THE OFFICE OF ACADEMIC AFFAIRS**

**December 3, 2025**

## Table of Contents

I	Introduction.....	2
II	Campus Mission .....	2
III	Academic Rights and Responsibilities.....	2
IV	Faculty and Voting Rights .....	2
V	Organization of the Campus .....	3
VI	Overview of Campus Decision-Making .....	4
VII	Campus Administration .....	4
	A    Dean and Director .....	4
	B    Other Administrators .....	6
	C    Committees .....	7
VIII	Faculty Assembly Meetings.....	12
IX	Distribution of Faculty Duties, Responsibilities, and Workload.....	13
	A    Tenure-track Faculty.....	15
	i    Special Assignments.....	16
	B    Teaching/Professional Practice Faculty.....	17
	C    Associated Faculty.....	17
	i    Guidelines for Determining Associated Faculty FTE Exceptions to Faculty Appointments Policy .....	18
	D    Modification of Duties.....	18
X	Course Offerings, Teaching Schedules, and Grade Assignments.....	18
XI	Allocation of Campus Resources.....	19
XII	Leaves and Absences .....	19
	A    Discretionary Absence.....	20
	B    Absence for Medical Reasons.....	20
	C    Unpaid Leaves of Absence .....	20
	D    Faculty Professional Leave.....	20
	E    Parental Leave.....	21
XIII	Additional Compensation and Outside Activities.....	21
XIV	Financial Conflicts of Interest.....	22
XV	Grievance Procedures.....	22
	A    Salary Grievances .....	22
	B    Faculty Promotion and Tenure Appeals .....	23
	C    Faculty and Staff Misconduct.....	23
	D    Harassment, Discrimination, and Sexual Misconduct.....	23
	E    Violations of Laws, Rules, Regulations, or Policies.....	23
	F    Complaints by and about Students.....	24
	G    Academic Misconduct.....	24
	Appendix A: Faculty Workload Arrangements at Lima .....	25

## **I. INTRODUCTION**

This document provides a brief description of The Ohio State University at Lima as well as a description of its policies and procedures. It supplements the [Rules of the University Faculty](#), and other policies and procedures of the University to which the campus and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration must be reviewed and either revised or reaffirmed on appointment or reappointment of the dean and director. In keeping with Faculty Rules [3335-3-29.1](#) and [3335-3-35](#)(C)(2), within the first year of their appointment or reappointment, the dean and director shall review the Pattern of Administration in consultation with the faculty. Any revisions shall be made with broad faculty input, obtained in a manner consistent with the campus's established practices and procedures. This Pattern of Administration was developed in consultation with campus leaders, submitted to the Faculty Leadership Committee, shared with the Faculty Assembly for comment and revision, and approved by a faculty vote following an open period for feedback and proposed changes. At other times, revisions may be proposed by the dean and director or recommended to the dean and director by the Faculty Assembly, campus committees, or members of the faculty. The process for revision is the same as above. All revisions, as well as periodic reaffirmations, are subject to approval by the college office and the Office of Academic Affairs.

## **II. CAMPUS MISSION**

The Ohio State University at Lima builds the future of western Ohio by developing leaders and providing access to the resources and strength of the state's top university. Students interact closely with faculty, both within and beyond the classroom, to pursue intellectual growth and prepare themselves for the future.

Ohio State Lima extends The Ohio State University's land-grant mission while prioritizing a student-centered approach to teaching and learning. Like the Columbus campus, our faculty are dedicated educators, active scholars, and committed to community service. Guided by the University's Shared Values, we provide accessible, affordable education to northwest and west central Ohio.

## **III. ACADEMIC RIGHTS AND RESPONSIBILITIES**

In April 2006, the university issued a [reaffirmation](#) of academic rights, responsibilities, and processes for addressing concerns.

## **IV. FACULTY AND VOTING RIGHTS**

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

appointment. The tenured, tenure track, and teaching/professional practice faculty on the Lima campus, whose teaching and service normally occur on the Lima campus, are members of their respective Tenure Initiating Units (colleges, departments, or schools). The Lima campus also employs associated faculty of various titles (senior lecturers or lecturers) and occasionally graduate teaching associates as teachers.

For purposes of governance, the faculty of this campus include tenured and tenure track faculty, teaching/professional practice faculty, and associated faculty with annually compensated FTEs of at least 50% on the campus. Details on membership in the Lima Faculty Assembly can be found on our [website](#).

Faculty Governance				
Faculty Type	Vote on all matters of campus governance	Vote on all personnel decisions on regional campus and TIU in Columbus	Vote on all T/PP faculty matters on regional campus and TIU in Columbus	May be invited to participate in discussions on non-personnel matters
Tenure Track	Yes	Yes	Yes	N/A
Teaching/Professional Practice (T/PP)	Yes	No	Yes	N/A
Associated Faculty $\geq 50\%$ FTE	Yes	No	No	N/A
All Faculty <50% FTE	No	No	No	Yes

The Lima campus has an [Appointments, Promotion and Tenure Policies and Procedures document](#) that outlines in detail the appointment criteria and procedures for the various types of faculty appointments made on the Lima campus regarding promotion and tenure.

## V. ORGANIZATION OF THE LIMA CAMPUS

An organizational listing for the Lima campus can be found [here](#).

Regional campuses have extensive responsibilities in the area of campus-wide services. The regional campus staff play a central role in the delivery of services to our faculty, staff and students. To ensure a formal mechanism for staff input on the operations of the college The Ohio State University at Lima has created the [Ohio State Lima Staff Advisory Committee](#). The mission of the Ohio State Lima Staff Advisory Committee will be to maintain an active and participatory line of communication with the Ohio State Lima community and to provide a forum through which Ohio State Lima staff can raise, discuss, and make recommendations on non-academic issues and activities.

## VI. OVERVIEW OF CAMPUS DECISION MAKING

Policy and program decisions are made in numerous ways: by the Lima campus faculty as a whole, by standing or special committees of the Lima campus faculty assembly, or by the Dean and Director. The nature and importance of any individual matter determine how it is addressed. Lima campus governance proceeds on the general principle that the more important the matter to be decided, the more inclusive participation in decision making needs to be. The Lima Campus embraces the benefits derived from our broad learning community, actively recruiting, selecting, and empowering all members to participate in the development and decision-making of the campus. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

The Dean and Director also relies on contributions and advice from the Lima Advisory Board (composed of nine private citizens, the faculty assembly president, our alumni advisory representative, and one student appointed by the Executive Vice President and Provost in consultation with the Dean and Director). The Lima Advisory Board is consulted on matters pertaining to the campus as a whole. See Chapter 5, Section 1 of the [\*Policies and Procedures Handbook\*](#) for more information about regional campus advisory boards.

## VII. CAMPUS ADMINISTRATION

### A. Dean and Director

The primary responsibilities of the dean and director of a regional campus are set forth in [Faculty Rule 3335-3-29.1](#), which states that “There shall be a dean and director of each regional campus who shall be a member of its faculty and the administrative head of the regional campus.” That rule also states that “The major responsibility of each regional campus dean and director shall be that of providing active leadership in the promotion, direction, and support of educational activities and research opportunities, in the maintenance of a high level of morale among the faculty and staff, and in the encouragement of the spirit of learning among the students. In addition, the dean and director shall have administrative responsibility for the program of the regional campus subject to the approval of the executive vice president and provost or designee, the president, and the board of trustees.” This rule further requires the dean and director to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content, including a description of campus policies and procedures.

Other responsibilities of the dean and director, not specifically noted elsewhere in this Pattern of Administration, are paraphrased and summarized below.

- To uphold expectations of the Leadership Philosophy:
  - Uphold Ohio State’s [Shared Values](#) and engender trust through words and actions.

- Care for people and create conditions for well-being and productivity.
  - Set clear direction and goals for their teams and align to the mission of the campus.
  - Solve problems and support their teams to adapt to changing contexts.
  - Drive cross-functional collaborations to advance goals of the campus.
  - Demonstrate commitment to continuous growth for themselves and their teams.
- To communicate to the regional campus community the educational programs, standards, and policies of the campus and the university.
- To establish the extent and variety of course offerings on the regional campus in consultation with the executive vice president and provost or designee, the appropriate college deans, department chairs or school directors, the faculty of the regional campus, and other regional campus deans.
- To consult with the appropriate college dean and department chair or school director and to jointly offer employment to prospective faculty members assigned to the campus.
- To assist the appropriate college deans, department chairs, and school directors in the annual review of all faculty assigned to the regional campus. This assistance shall include a written evaluation of the faculty member's teaching, research, and service activities on and for the regional campus. The regional campus dean and director shall be consulted when a regional campus faculty member is being considered for promotion and tenure and may suggest such candidates to the appropriate chairs and directors.
- To prepare and administer the regional campus budget in consultation with the regional campus faculty strategic action committee; to consult with the appropriate chair or director regarding faculty salary recommendations; to be responsible for the management, maintenance, and security of the physical plant and capital equipment of the regional campus.
- To maintain liaison with community councils and agencies and to garner support of regional campus programs and activities.
- To develop, promote, and maintain educational, cultural, and service programs with approval of the appropriate university bodies and administrative officials. The dean and director shall review all such programs periodically.
- To consult with the senior vice provost for external engagement on matters of common concern to the regional campuses.

The dean and director is also expected to:

- Plan with the members of the faculty a progressive program for the campus that encourages research and educational investigations and promotes improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors and periodic course review by the faculty.
- Evaluate and improve instructional and administrative processes on an ongoing basis.
- Maintain a curriculum vitae for all personnel teaching a course on the campus.
- Assign workload according to the campus's workload guidelines (see Section IX) and faculty appointment type (and rank).
- Have general administrative responsibility for the regional campus and conduct the business

of the regional campus efficiently. This broad responsibility includes the acquisition and management of funds, the hiring and supervision of faculty and staff, and the provision of adequate supervision and training for those members of the faculty and staff who may profit by such assistance.

- Evaluate faculty and staff annually in accordance with both university and regional campus established criteria; inform faculty and staff when they receive their annual review of their right to review their primary personnel file maintained by the regional campus and to place in that file a response to any evaluation, comment, or other material contained in the file.

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

Operational efficiency requires that the dean and director exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of campus academic goals, however, is most successful when all faculty participate in discussing and deciding matters of importance. The dean and director will therefore consult with the faculty on all educational and academic policy issues and will respect the principle of majority rule. When a departure from majority rule is judged to be necessary, the dean and director will explain to the faculty the reasons for the departure, ideally before action is taken. The explanation shall be communicated to the faculty in writing, where possible.

## **B. Other Administrators**

### **Associate Dean.**

The associate dean is a member of the tenure-track faculty. They are delegated several responsibilities having to do primarily with the faculty and academic programs.

The operational responsibilities of the associate dean include but are not limited to:

- Hiring, supervising, evaluating (including responsibility for producing their annual performance reviews) and arranging for orientation of non-tenure track faculty
- Serving as the liaison to the academic departments and the Lima campus Academic Affairs Committee
- Assisting faculty with academic needs and issues, including academic misconduct submissions
- Assisting with faculty searches
- Assisting students in addressing issues they may experience regarding faculty or classes
- Serving as the liaison with campus IT through OTDI

- Serving on the Academic Program Advisory Committee for the Office of Academic Affairs
- Developing and monitoring the budget for academic support; approval of purchase requests, travel, and absence forms for faculty
- Constructing the master schedule in consultation with department coordinators, the advisors, and the leadership team
- Investigating new academic programs in coordination with departments on the Lima and Columbus campuses

The associate dean reports directly to, and serves at the discretion of, the dean and director.

### **Assistant Dean**

The assistant dean can be a member of faculty or staff. They are delegated several responsibilities having to do primarily with student success and community outreach. The operational responsibilities of the assistant dean include but are not limited to:

- Coordinating, developing, and scheduling outreach and engagement
- Assisting with student programs that aid retention and success
- Special projects, like development of schedules for faculty searches, as assigned by the dean and director
- Serving as the liaison with the Bookstore and AVI
- Managing all rental requests and room assignments
- Working with the associate dean on academic issues as needed.

The assistant dean reports directly to, and serves at the discretion of, the dean and director.

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

The executive assistant to the dean and director coordinates on- and off-campus activities involving the dean and director. The executive assistant also organizes the agenda for meetings of the Ohio State Lima Advisory Board.

The executive assistant reports directly to, and serves at the discretion of, the dean and director.

### **Senior Leadership Team.**

The senior leadership team is an advisory group consisting of area directors and managers who serve the dean/director.

### **C. Committees**

**Uniform Standing Committees.** Much of the development and implementation of the campus's

policies and programs is carried out by standing administrative committees. The uniform standing committees are: Promotion & Tenure Committee; Faculty Leadership Committee; Academic Affairs Committee; Faculty Salary Advisory Committee; Outreach, Service, and Engagement Committee; Professional Development Committee; Strategic Action Committee; Teaching and Academic Practices Committee; and the Undergraduate Research and Mentorship Committee. Information about membership and duties of these committees is described below.

### **Committee descriptions and membership**

Unless otherwise indicated, to be a member of a committee that is listed, you must be a member of Faculty Assembly (Article 1 of Constitution of the Lima Campus Faculty Assembly defines the terms of membership in the Assembly). Each year in April the committees who have members finishing their terms have the vacancies listed by the FA secretary in an email to all FA members. Those who wish to fill vacancies can put themselves forward for the positions. The FA is then given a Qualtrics form to vote, and results are shared by the secretary after the votes are calculated. The secretary then updates the website to reflect current membership. Terms for Lima committees are two years. Chairs for the uniform standing committees are elected by the members of each committee during their first meeting of the autumn semester, with two exceptions: the Promotion and Tenure Committee, whose chair is appointed by the Dean and Director, and the Faculty Leadership Committee, which is chaired by the President of the Assembly.

### **Promotion and Tenure Committee**

#### **Membership: Duty roster from tenured faculty members. Six members.**

The Promotion and Tenure Committee consists of six tenured members of the Faculty Assembly, appointed by the dean and director. Members serve two-year terms. The dean and director, in consultation with the Faculty Leadership Committee, appoints the chair and members of the Lima Campus P&T committee based on the recommendations of the associate dean, who serves as administrative liaison to the committee.

The Promotion and Tenure Committee at Ohio State at Lima reviews the promotion, tenure, and reappointment or renewal of faculty and provides an evaluative written assessment and recommendation to the dean and director. The committee's assessment and recommendation are advisory to the dean and director.

### **Faculty Leadership Committee**

#### **Membership: Assembly President, Assembly Vice President, Assembly Treasurer, Assembly Secretary, Senator, Arts and Science (ASC) Senator, Single Person**

#### **Department Representative**

Duties: set Faculty Assembly meeting agendas, run Faculty Assembly elections; communicate faculty concerns and inputs to the administration; ensure that FA members are current on events related to the health and functioning of the campus (which may include a "State of the Campus" report given by the Dean, at the request of FA). Requests

for Administrative Review are handled by OAA.

The faculty assembly president is the person to turn to with any complaint/issue/position that needs advocacy and a neutral point of view. Every faculty member is encouraged to bring any concerns to the faculty assembly vice president or president. Staff members are encouraged to bring their concerns to the LSAC president.

### **Academic Affairs Committee**

#### **Membership (five faculty + Ex-officio: Library Director, when applicable; Associate Dean)**

Duties: The Dean and Director or designee shall inform the Academic Affairs Committee of any curricular developments.

The Committee reviews the curriculum to make sure that the course offerings at Lima are responsive to the broadest possible array of needs expressed by existing and potential future students.

The Committee reviews new majors and minors, monitors degree programs to make sure they are fulfilling their original rationales, and makes suggestions as to how they might be improved, if necessary. The Committee may ask each program to complete a self-assessment as needed.

The Committee may assist faculty with proposals for curricular changes or special academic offerings by making recommendations regarding their implementation.

The Committee reviews library-related needs of the Lima Campus community and discusses any questions with the Library Director. The Library Director serves on the Academic Affairs Committee in an ex-officio capacity, to be present whenever the library is on the agenda.

### **Faculty Salary Advisory Committee**

#### **Membership: (five to seven faculty from different departments can include senior lecturers)**

Advises the Dean on faculty annual evaluations.

### **Outreach, Service, and Engagement Committee**

#### **Membership:(Two faculty members to be elected by FA, two staff members elected by LSAC)**

#### **Ex-officio: Assistant Dean of Outreach & Engagement**

Duties: the primary duty of the Committee is to support and facilitate outreach and engagement events happening in and around the OSU Lima campus community. In conjunction with the Assistant Dean's office, we work with faculty and staff to communicate upcoming events and opportunities and gather volunteers for participation. Some events we assist with include STEAM on the Quad, the Fowler series, STEM Steps, and MakerFest. We also oversee the annual Outstanding Service Award, which recognizes faculty and staff nominated for their excellent commitments to outreach, engagement, and service in support of our campus and community. In the interest of

fostering increased campus engagement, we also organize joint faculty-and-staff social events during the academic year, such as holiday treat exchanges and potlucks.

### **Professional Development Committee**

#### **Membership: (Six Faculty Members)**

Duties: the committee oversees Special Assignments, Faculty Professional Leave applications, Research and Special Project and Violet Meek Scholar Grants, and the Outstanding Faculty Scholar Award. It also promotes professional development opportunities for associated faculty. In all instances, the chair of the committee issues the call, coordinates review of the proposals by the members of the committee, and both drafts and submits the statement of recommendations to the Dean.

The committee also assigns faculty mentors to new junior faculty.

The committee issues a call for proposals for Special Assignment early in the Autumn Semester. Committee members review and rank proposals; recommendations are then submitted to the Dean and Associate Dean. Proposals are due in November; the committee submits recommendations to the dean in December.

The committee issues a call for applications for Faculty Professional Leave (FPL) at the same time as Special Assignments. FPLs are handled in a similar manner, but dates must be coordinated with deadlines for grants and the Fulbright program.

The committee issues a call for proposals for Research and Special Projects Grants and the Violet Meek Scholar grant late in the autumn semester. Committee members review and rank proposals and submit recommendations to the Dean and Associate Dean. Proposals are due early in January; the Committee submits recommendations to the Dean in February.

The Committee issues a call for nominations for the Outstanding Faculty Scholar Award early in the Spring Semester. Proposals are due in March; the committee submits recommendations to the dean soon after.

### **Strategic Action Committee**

#### **Membership: (five faculty + ex off Dean, Academic Dean, Senior Fiscal Officer)**

Duties: The committee will have an active role in designing the strategic plan, in concert with the administration. The Strategic Planning Committee will coordinate the implementation and monitor the progress of the campus strategic plan; monitor and make recommendations about the Ohio State Lima budget as it impacts the strategic planning of the campus; advise the Dean and Associate Dean in the allocation of resources in the annual budget; inform faculty and staff about the budget; and communicate faculty and staff input on budget and space issues such as building projects and renovations to the

Dean and Associate Dean.

The committee meets after Fall enrollment numbers are finalized and again in early Spring so the Faculty Assembly's comments on the budget can be relayed to the Dean and Director before the annual budget is due.

### **Teaching and Academic Practices Committee**

**Membership: (four faculty + ex-officio: Honors Director, Assistant Dean)**

Duties: The TAP will oversee functions related to teaching and the student academic experience. These areas will include:

- assisting faculty members in coordinating a peer reviewer for teaching observations.
- working with students to implement the procedures for the annual Teaching Excellence Award.
- collaborating with the Honors director as needed.
- may initiate and organize campus-wide events on teaching.

#### *Criteria for the Teaching Award*

The Lima Campus Teaching Excellence Award recognizes the outstanding performance of a faculty member in delivering knowledge and skills while fostering student learning and intellectual development

Eligibility: Any member of the Ohio State Lima Faculty Assembly is eligible to receive this award, with the exception of faculty who have received it within the past five years and faculty currently serving on the Advisory Committee. (Article 1 of Constitution of the Lima Campus Faculty Assembly defines the terms of membership in the Assembly).

Advisory Committee: The Advisory Committee to the student voted Teaching Excellence Award consists of the President of Student Senate, Student Representative to Lima Advisory Board, President of Campus Activities Board, the most recent recipient of the Teaching Award and the Assistant Dean.

Nomination Process and Deadlines: During the autumn semester, the Advisory Committee will meet to determine how best to provide all students with a chance to vote for an eligible instructor. Voting will commence in October and continue until the end of February.

Selection Process and Criteria: The Advisory Committee will inform the Dean of the winner of the award at least four weeks prior to the annual academic celebration. The identity of the winner is to remain confidential to the campus until the award is announced at the Academic Celebration. Should there be a tie, the members of the Advisory Committee will decide the winner.

### **Undergraduate Research and Mentorship Committee**

**Membership-Undergraduate Research and Mentoring Committee** (four faculty from different departments + Academic Enrichment (AcE) Director for Undergraduate Research)

The Undergraduate Research Mentorship Committee (URMC) promotes and supports

undergraduate research and creative inquiry on the Lima Campus.

Its primary functions are to:

- Encourage and reward both faculty mentorship and student participation in research, especially through the Lima Campus Undergraduate Research and Creative Inquiry Forum.
- Evaluate applications and administer awards for faculty—the Annual Student Mentorship Award and the Faculty Award for Sustained Student Mentorship—and provide research funding for students. [Will link to information on website]
- Provide financial support for students presenting research at external scholarly venues. The committee also reviews additional awards involving undergraduate research as they become available.

### **Consultation and Assessment Team (CAT) Team**

The Consultation and Assessment Team is an informal consultation team of Ohio State Lima whose goal is to help students be successful by ensuring a safe and healthy campus learning environment. Membership on this team includes: the Associate Dean, Director of Student Services, Director of Counseling and Consultation Services, the Disability Services Coordinator, and an Ohio State Police Designee. Information about this team can be found [here](#).

## **VIII. FACULTY ASSEMBLY MEETINGS**

The Faculty Assembly of The Ohio State University at Lima is the official forum and voice of its faculty and is the campus' primary faculty governance structure. Its membership is all faculty with annual compensated FTEs of at least 50% or with semester compensated FTEs of 100% on the campus, instructional staff, and emeritus faculty with a current teaching appointment or an administrative position. The Assembly elects its own officers and committees, and establishes its own rules and bylaws according to the [Lima Faculty Assembly Constitution](#). The dean and director, associate dean, and assistant dean are non-voting members of the Faculty Assembly but shall attend meetings of the Faculty Assembly, participate in discussions, provide information on the state of the campus, and respond to faculty members' questions.

The President of the Faculty Assembly calls and presides over all business meetings of the Faculty Assembly. The dean and director has charged the president of the Faculty Assembly to provide a schedule of campus faculty meetings at the beginning of each academic term. The schedule will provide for at least two meetings per academic term and normally will provide for monthly meetings. A call for agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the campus faculty will also be scheduled on written request of 10% of the

regional campus faculty. Reasonable efforts will be made to have the meeting take place within one week of receipt of the request. Minutes of faculty meetings will be distributed to faculty by e-mail within seven days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

Special policies pertain to voting on regular faculty personnel matters, and these are set forth in the appropriate department's or college's Appointments, Promotion and Tenure document.

For purposes of discussing campus business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be as defined as in the [Lima Faculty Assembly Constitution](#).

Either the dean and director or one-third of all faculty eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least 51% of all faculty eligible to vote. Balloting will be conducted by e-mail or online survey instrument when necessary to assure maximum participation in voting.

When a matter must be decided and a simple majority of all faculty eligible to vote cannot be achieved on behalf of any position, the dean and director will necessarily make the final decision.

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

The Faculty Assembly meetings also are open to staff.

## **IX. DISTRIBUTION OF FACULTY DUTIES, RESPONSIBILITIES, AND WORKLOAD**

Depending on their appointment, faculty members at The Ohio State University are expected to be actively engaged in teaching, research/scholarship, and/or service. The regional campus mission, compared to that of the Columbus campus, shifts a greater degree of emphasis to teaching, and regional campus service may include a greater degree of community outreach and engagement. Also expected of regional campus tenure-track faculty is research and scholarship at the same level of quality as departmental/school colleagues, although perhaps not at the same level of quantity given the regional campus mission.

During on-duty periods, faculty members are expected to be available for interaction with students, Faculty Assembly meetings and events and research for tenure-track faculty even if they have no formal course assignment. Every member of the faculty who is assigned instruction is expected to establish and maintain regular office hours in order to be readily available to students. The expectation is for faculty to be available at least one hour per week, per course taught, for office hours, with availability stated in each course syllabus. On-duty faculty members may not be away from campus for extended periods of time unless they are on an approved leave (see Section XII) or on approved travel. Faculty Rule [3335-5-08](#) requires that absence from ordinary service in the university, for any cause other than sickness, must be with the knowledge and approval of the dean and director. Absences longer than ten consecutive business days must also be approved by the executive vice president and provost.

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 and director 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 campus, college, university, and/or community. The dean and director has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework. Faculty members are expected to maintain an active and engaged presence on campus, contributing to the academic community through teaching and for tenure-track faculty mentorship, research, and service. Their involvement should foster student success, support collegial collaboration, and enhance campus life, while allowing for some flexibility in how they fulfill these responsibilities.

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the campus and the individual circumstances of faculty members may warrant temporary deviations from these guidelines. Assignments and expectations for the upcoming year are addressed as part of the annual review by the dean and director.

A full-time faculty member's primary professional commitment is to Ohio State University and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must disclose and discuss these with the dean and director to ensure that no conflict of commitment exists. 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 (such as natural disasters), faculty duties, responsibilities, and workload may be adjusted by the dean and director to consider the impact over time of the crisis. These assignment changes must

be considered in annual reviews.

## **A. Tenure-track Faculty**

### **Teaching**

All tenure-track faculty are expected to contribute to the campus's teaching. Because tenure-track faculty are distributed across multiple disciplines that differ markedly in terms of contact hours per course and expectations for research, and because some tenure-track faculty must support degree programs that students can complete at this campus, the campus does not have a standard workload arrangement with a standard number of assigned courses. Instead, the campus defines several different workload arrangements that are equal in terms of their contributions to the campus's mission and are consistent with the university's [Faculty Workload Guideline](#). Workload arrangements for tenure-track faculty are detailed in Appendix A. Specific expectations are spelled out in the letter of offer.

The dean and director (or designee) is responsible for making teaching assignments on an annual basis. The number of courses assigned to a faculty member may vary to account for various attributes of the faculty member's teaching, including whether the teaching includes a new class, the size of a particular class, and whether a class is taught on-line or team-taught. The number of courses assigned might also vary depending on the amount of time a faculty member spends advising and mentoring.

### **Scholarship**

Columbus departments' Appointment, Promotion, and Tenure documents specify the kinds and amounts of scholarly activities that faculty members at the regional campuses should produce. These documents are all available on the Office of Academic Affairs [website](#). If a faculty member receives a grant from an external source that generates sufficient indirect cost recovery for Ohio State Lima, then the dean/director may use indirect cost recovery funds from the grant to award the faculty member a maximum reduction of 3-4 contact hours of teaching per academic year. A faculty member may seek course reductions from direct cost funds provided by a grant, but must receive approval from the dean/director for the reductions prior to submitting a grant proposal. Grants provided by Ohio State Lima may not be used to purchase release time.

A faculty member who receives an external fellowship may apply for an external fellowship subsidy from the campus. Such subsidies require the faculty member to agree to transfer the stipend from the external agency to the campus, and the amount must be at least 40% of the faculty member's annual base salary.

### **Service**

All tenure-track faculty members are expected to engage in service and outreach to the campus, their TIU, the university, their discipline, and community. The campus recognizes the value of a faculty member's service to their discipline and our profession through national and regional professional associations. This service may involve organization of conferences, presentations of papers, reviews of manuscripts or books, expert commentary to the media, and other activities. Faculty members may also serve the local community through service in community agencies, institutions, and organizations. This service may take multiple forms and may involve activities in areas that are very different from an individual's discipline but are related to their job duties and the university's mission.

### **i    Special Assignments**

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 an SA for research for one semester, 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 campus, TIU or university, and the need to assure that sufficient faculty are always present to carry out campus work. The number of SAs available is also subject to budget restrictions. Faculty Professional Leave is the appropriate mechanism to release a faculty member from more than a semester's worth of teaching in a single year. Faculty are expected to continue performing their regular service during the course of their SA. Applications for SAs must be submitted to the Professional Development Committee by October 1 of the year prior to the academic year for which the SA is being requested. Applications for SA must include:

- A cover sheet (available through the Academic Affairs Committee)
- Curriculum vitae
- Proposal that includes a description of the research to be undertaken and its likely status at the end of the SA period
- A letter from the faculty member's TIU head or expert in the field indicating that the proposal has been carefully reviewed and has sufficient merit to warrant granting an Ohio State Lima-funded SA to the applicant.

Applicants who receive a research-related SA are eligible to apply for another SA to begin no sooner than two academic years after their previous application. In the case of comparable applications, the applicant who has had an SA less recently will be prioritized. Special consideration will be given to faculty members who are returning to research and scholarly activity after a period of relative inactivity, or untenured faculty

members falling below expectations in their annual research evaluation. Proposals from faculty in such situations must include a support letter from the TIU head.

Applications will be reviewed by the Lima Professional Development Committee. The committee's recommendation to the dean/director regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the campus, TIU or university and to the faculty member. The committee will consider the overall profile of each applicant in making recommendations. By December 1, the committee will provide a written report to the dean/director with a prioritized rank-ordered list of the faculty members it recommends and a brief explanation for its decisions.

If the dean/director believes that circumstances merit a rejection of a committee recommendation, they must meet with the committee to discuss the case. If the dean/director still cannot accept the recommendation, they must notify the chair of the committee and the candidate in writing, articulating the reasons for the decision. The committee may then recommend another eligible recipient. The dean/director will usually announce decisions regarding SAs for the next academic year no later than January 1 of the previous academic year but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

Faculty members on an SA cannot teach courses for additional financial compensation during the academic year in which the SA occurs, unless specific permission from the dean/director is granted.

Faculty are expected to submit a report to the dean and director following their SA.

## **B. Teaching/Professional Practice Faculty**

The campus uses teaching or professional practice faculty titles for positions that colleges or TIUs deem appropriate. Such appointments exist for faculty members who focus principally on the campus's teaching needs, industry- and community-outreach needs, and career-preparation needs of students. Teaching/professional practice faculty typically do not engage in scholarship.

Workload arrangements for teaching/professional practice faculty are detailed in Appendix A. Specific expectations are spelled out in the letter of offer.

## **C. Associated Faculty**

Compensated associated faculty members are expected to contribute to the campus's mission via teaching. The characteristics of associated faculty members' teaching duties may vary depending on the terms of their individual appointments.

Workload arrangements for associated faculty are detailed in Appendix A. Specific

expectations are spelled out in the letter of offer.

**i Guidelines for Determining Associated Faculty FTE Exceptions to Faculty Appointments Policy**

There are instances where the workload associated with a course is greater (or less) than the university-wide ratio of one 3-credit course per semester to 0.25 FTE. In such cases, a regional campus should request approval for an FTE adjustment for an associated faculty member.

At other times there may be unique circumstances surrounding the specific instance the course is offered that increase the workload. In these cases, the campus should request approval for additional compensation for the faculty member teaching the course.

In all cases, campuses must provide evidence to justify requests to increase or decrease the credit-hour to FTE equivalency beyond the university-wide ratio of one 3-credit course to 0.25 FTE. Every five years, campuses will reassess and report to the college whether or not any changes are warranted.

**D. Modification of Duties**

This campus strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the campus provides for a 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. The faculty member's college pattern of administration contains details. See also the OHR Parental Care Guidebook and the Parental Leave Policy in Section XII.

A faculty member requesting a modification of duties and the dean and director should be creative and flexible in developing a solution that is fair to both the individual, the TIU, and the campus while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the college dean.

**X. COURSE OFFERINGS, TEACHING SCHEDULE, AND GRADE ASSIGNMENTS**

The associate and assistant dean will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the campus's first obligation is to offer the courses needed by students at times most likely to meet student needs. To assure classroom availability reasonable efforts must be made to distribute course

offerings across the day and week. To meet student needs reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not enroll the minimum number of students required by 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. If another course is unavailable, the faculty member will either be assigned to either (a) complete a specific academic task (e.g., developing a new course, preparing documents for course approval, or engage in a research or service project), or (b) teach an additional course during a subsequent semester.

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, the dean and director 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.

## **XI. ALLOCATION OF CAMPUS RESOURCES**

The dean and director is responsible for the fiscal and academic health of the regional campus and for assuring that all resources, fiscal, human, and physical, are allocated in a manner that will optimize achievement of campus goals.

The dean and director will discuss the campus budget at least annually with the faculty, staff, and the campus' Advisory Board and will attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the dean and director. The dean and director shall allocate research space on the basis of demonstrated need, research productivity, external funding, and availability of campus resources. Reallocations of research space will occur periodically as these faculty-specific variables change, and in deciding on such allocations, the dean and director consults with the faculty involved, as well as with the Leadership Committee of the Faculty Assembly.

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

## **XII. LEAVES & ABSENCES**

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

## **A. Discretionary Absence**

Faculty and staff are expected to complete a [request for absence form](#) in Workday well in advance of a planned absence (e.g. as for attendance at a professional meeting or for vacation [for staff only]), to provide time for its consideration and approval and time to assure that instructional, administrative, staff, and other commitments are covered. Discretionary absence from duty is not a right and the dean and director retains the authority to disapprove a proposed absence when it will interfere with instructional or administrative commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence of ten or more days (see Faculty Rule [3335-5-08](#)).

## **B. Absence for Medical Reasons**

When absences for medical reasons are anticipated, faculty or staff members are expected to complete a [request for absence form](#) in Workday as early as possible. When such absences are unexpected, the faculty or staff member, or someone speaking for the faculty or staff member, should let the dean and director, the associate dean, or the direct supervisor know promptly so that instructional, administrative, and other commitments can be managed. Faculty and staff members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used, not banked. See OHR [Policy 6.27](#) for details.

## **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](#).

## **D. Faculty Professional Leave**

A Faculty Professional Leave constitutes a more formal departure from regular academic duties than a Special Assignment and may be one or two semesters in length. FPLs involve salary reductions and other considerations established by the Ohio legislature and University Board of Trustees. Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](#). Faculty considering an FPL should fully acquaint themselves with this policy before applying for leave.

Faculty members who desire an FPL should discuss the matter with the dean and director during their annual evaluation or as soon thereafter as possible. The dean and director will indicate whether submission of a full proposal articulating the purpose and nature of the FPL is appropriate. Because FPL proposals must be approved by the dean, TIU head, Office of Academic Affairs, and Board of Trustees before they may be

implemented, faculty should submit FPL proposals for a particular year no later than the end of Autumn Semester of the preceding year, except when the development of an unexpected opportunity precludes such timing.

The dean and director forwards their recommendation to the faculty member's TIU head for evaluation. The dean and director's recommendation regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the campus and to the faculty member as well as the ability of the campus to accommodate the leave at the time requested. The TIU head then returns approved proposals to the dean and director, who submits the leave application to the Office of Academic Affairs.

#### **E. Parental Leave**

The university and this campus 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 set forth in the Office of Academic Affairs 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 campus adheres to these policies in every respect. In particular, this campus expects faculty members to carry out the duties associated with their primary appointment with the University at a high level of competence before seeking other income-enhancing opportunities. All activities providing additional compensation must be approved by the dean and director regardless of the source of compensation.

External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the campus. In addition, it is University policy that faculty may not spend more than one business day per week on additionally compensated activities and external consulting combined.

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

Faculty with an administrative position (for example, dean and director, associate/assistant dean) 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 campus 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 him or her, such textbook or material may be required for a course by the faculty member only if (1) the faculty member's TIU head and dean and director or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate committee of the TIU or campus reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

#### **XIV. FINANCIAL CONFLICTS OF INTEREST**

The University's policy with respect to financial conflicts of interest is set forth 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 are required to file conflict of interest screening forms annually, and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with University officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

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

#### **XV. GRIEVANCE PROCEDURES**

Members of the campus with grievances should discuss them with the dean and director who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Below is a description of the procedures for the review of specific types of complaints and grievances.

##### **A. Salary Appeals**

A tenure-track or teaching/professional practice faculty member who believes that their salary is inappropriately low should discuss the matter with the dean/director. An associated faculty member who believes that their salary is inappropriately low should discuss the matter with the associate dean. A staff member who believes that their

salary is inappropriately low should discuss the matter with their supervisor. The complainant should provide documentation in support of the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the dean and director and wish to pursue the matter may be eligible to file a more formal salary appeal (see Chapter 4, Section 2 of the Office of Academic Affairs [Policies and Procedures Handbook](#)).

Staff members who are not satisfied with the outcome of the discussion with their direct supervisor should consult with the HR Business Partner. If the staff member is still dissatisfied and wishes to pursue the matter further, they should contact [Employee and Labor Relations](#) in the Office of Human Resources.

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

Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).

## **C. Faculty and Staff Misconduct**

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

Any student, faculty, or staff member may report complaints against staff to the dean and director. 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. The dean/director will refer any allegations of research misconduct to the senior vice president for research or the [Office of Research](#) compliance in line with the university's research misconduct policy.

## **D. Harassment, Discrimination, and Sexual Misconduct**

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

- i. Ohio State's policy and procedures related to equal employment opportunity are set forth in the university's [policy equal employment opportunity](#).
- ii. Ohio State's policy and procedures related to nondiscrimination, harassment, and sexual misconduct are set forth in the university's [policy on nondiscrimination, harassment, and sexual misconduct](#).

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

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

#### **F. Complaints by and about Students**

Normally, student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the associate dean, they will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the associate dean will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the dean and director will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not. See Faculty Rule [3335-8-23](#).

Faculty complaints regarding students must always be handled strictly in accordance with University rules and policies. Faculty should seek the advice and assistance of the dean and director, associate dean, and others with appropriate knowledge of policies and procedures when problematic situations arise.

#### **G. Academic Misconduct**

Faculty members will report any instances of academic misconduct to the [Committee on Academic Misconduct](#) in accordance with the [Code of Student Conduct](#). See also [Board of Trustees Rule 3335-23-05](#).

The Dean & Director will appoint the Assistant Dean as the Judicial Officer to administer and oversee the Student Code of Conduct processes and issues on the campus of The Ohio State University at Lima. The name of said officer, and The Ohio State University's Student Code of Conduct and related policies, will be made available to students by Academic Advisors, EXP 1100.01 instructors, and on file at the Student Activities Office.

## Appendix A Faculty Workload Arrangements at The Ohio State University at Lima

The information in this section supplements the University's [\*Faculty Workload Guideline\*](#).

### Tenure Track Faculty

Duty arrangements vary from faculty member to faculty member. Table 1 presents the standard arrangements for tenure-track faculty at the Lima campus.

Table 1. Duty Arrangements

Duty Arrangement	Description	Task Distribution		
		Teaching	Research	Service
Teaching-Enhanced	Teaches 18-20 contact hours (approximately six 3-credit courses)	.75-.83	.10 - .20	.10 - .20
Balanced	Teaches 15-17 contact hours (approximately five 3-credit courses)	.63-.71	.20 - .30	.07 - .17
Service or Research Concentrated	Teaches 12-14 contact hours (approximately four to five 3-credit courses)	.50-.58	.20 - .40	.10 - .30

In accord with the university's Faculty Workload Guidelines, teaching comprises approximately 60 percent of a tenure-track faculty member's effort and equates to 15 – 17 credit hours or, in the case of lab teaching or performance-based practicums, contact hours per year. One contact hour equates to one hour of lab or 55 minutes of lecture. Therefore, a typical course load will consist of five 3-hour courses, four 4-hour courses, three 5-hour courses, or some combination thereof. Tenure-track faculty are paid for additional teaching beyond the contact-hour limit of their assigned teaching load on a per-instructional hour basis.

Teaching loads assigned to faculty members by the dean/director may be adjusted on an annual basis. During the annual review process, the dean and director examines the research evaluations conducted by the TIU. If the faculty member is not involved in research and scholarly activity, with research scores falling below 3.0 for two or more years, the dean and director will indicate in the annual review that the faculty member will be switched to a teaching enhanced arrangement of 18 – 20 load hours in the next academic year, assuming continued service at the normal level. A faculty member on a teaching enhanced arrangement whose research has returned to the level of meeting expectations may request a change in their duty arrangement for the following academic year.

A tenure-track faculty member may seek an adjustment to their teaching load in any of several circumstances to include:

- Receipt of a grant
- Special assignment
- Teaching or service activities as an equivalent of a course

### Receipt of a grant

If a faculty member receives a grant from an external source that generates sufficient indirect cost recovery for Ohio State Lima, the dean and director may use indirect cost recovery funds from the grant to award the faculty member a maximum reduction of 3-4 contact hours of teaching in their teaching per academic year. A faculty member may seek course reductions from direct cost funds provided by a grant but must receive approval from the dean and director for the reductions prior to submitting a grant proposal. Grants provided by Ohio State Lima may not be used to purchase release time.

A faculty member who receives an external fellowship may apply for an external fellowship subsidy from the campus. Such subsidies require the faculty member to agree to transfer the stipend from the external agency to the campus, and the amount must be at least 40% of the faculty member's annual base salary.

### **Teaching or service activities as an equivalent of a course**

These requests (PDC – 1) require the faculty member to submit an application for committee review and final approval by the dean and director.

Applications for course releases must be submitted to the dean/director's office by 10/1 of the year prior to the academic year for which the course release is being requested. Applications for course releases must include:

- A cover sheet (available through the Professional Development Committee)
- Proposal that includes a description of the activities to be undertaken and their value to the campus, TIU, and/or university

Applications will be reviewed by the Professional Development committee. The committee's recommendation to the dean and director regarding a course release proposal will be based on the quality of the proposal and its potential benefit to the campus, TIU or university. By December 1, the committee will provide a written report to the dean and director with a prioritized rank-ordered list of the faculty members it recommends and a brief explanation for its decisions.

If the dean and director believes that circumstances merit a rejection of a committee recommendation, they must meet with the committee to discuss the case. If the dean/director still cannot accept the recommendation, they must notify the chair of the committee and the candidate in writing, articulating the reasons for the decision. The dean and director will usually announce decisions regarding course releases for the next academic year no later than January 1 of the previous academic year but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

Faculty members receiving a course release cannot teach courses for additional financial compensation during the academic year in which the course release occurs, unless specific permission from the dean/director is granted.

### **Duty Arrangements for Faculty Holding Special Appointments**

Program coordinators are appointed by the dean and director. Coordinators often perform a combination of the following duties: recommending a schedule of courses and teaching assignments to the associate dean for the next academic year, developing and managing the budget for the area, developing long-term plans to ensure that students can complete a degree in the area in four years, providing informal advising for students majoring in the coordinator's discipline, conducting assessments of learning outcomes for students in the area's GE courses, overseeing undergraduate research experiences, managing any awards

the area bestows, and holding meetings for area faculty. For most departments, the role of program coordinator will rotate between tenure-line faculty in the department. Each program coordinator will serve for a period of 2 years and their work as coordinator will count significantly towards their annual service activities.

The coordinator position for the education, engineering technology, and social work programs typically includes these additional duties: assisting with enrollment projections, meeting with coordinators from other smaller campuses, deciding on course petitions, deciding on OBR requests, communicating with various administrators on the Columbus campus. Because of these additional duties, the program coordinators for those three departments will receive a course release and are exempt from the rotating duty roster.

The Faculty Assembly president, the Honors Director, and Director of Undergraduate Research receive adjustments to their duty arrangements. Typically, they receive a three-credit hour reduction in teaching during their term.

### **Probationary Faculty**

Recognizing that new assistant professors need time to develop their pedagogies and research agendas, and to gain experience serving on campus committees, the campus assigns the balanced duty arrangement to assistant professors. The service or research enhanced arrangement will be used for the first four years of their probationary period (i.e. through the year in which they undergo their first major review). After that time, probationary tenure-track faculty will have a balanced teaching schedule. Assistant professors whose contracts are not renewed or who do not earn tenure will receive the teaching-concentrated duty arrangement during the terminal academic year. Courses are typically taught during autumn and spring semesters, but in exceptional cases, some courses may be shifted to the summer session.

### **Duty Arrangements for Teaching/Professional Practice Faculty**

In accord with the university's Faculty Workload Guidelines, teaching comprises approximately 75 percent of a teaching/professional practice faculty member's effort and equates to 20-24 credit hours or, in the case of lab teaching or performance-based practicums, contact hours per year. One contact hour equates to one hour of lab or 55 minutes of lecture. Therefore, a typical course load will consist of seven 3-hour courses, five 4-hour courses, four 5-hour courses, or some combination thereof.

Teaching/professional practice faculty on the Lima campus will use the remaining FTE to engage in either service or scholarship as determined during their annual review or outlined in their offer letter.

### **Duty Arrangements for Associated Faculty**

In accordance with the university's Faculty Workload Guidelines, teaching comprises approximately 100% of an associated faculty member's effort and equates to 24 credit hours or, in the case of lab teaching or performance-based practicums, contact hours per year. One contact hour equates to one hour of lab or 55 minutes of lecture. Therefore, a typical course load will consist of 8 three-credit courses, 6 four-credit courses, or some combination thereof. There are provisions in the University's Workload Guidelines for associated faculty to engage in scholarship or service. Associated faculty who wish to have a reduced teaching load will discuss their workload with the dean/director and associate dean during their annual review.