

Pattern of Administration for The Ohio State University at Mansfield

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1. INTRODUCTION

This Pattern of Administration describes the mission, policies, and procedures of the Mansfield campus of The Ohio State University. This document supplements [Rules of the University Faculty](#) and other policies and procedures of the University to which the Mansfield campus and its faculty and staff are subject. The latter rules, policies and procedures, including any changes in them, take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and, in consultation with the faculty and staff, either revised or reaffirmed on appointment and reappointment of the campus Dean and Director (henceforth “the Dean” or “the campus Dean”). The Dean will then forward the reaffirmed or revised Pattern of Administration to the Office of Academic Affairs. Revisions may also be made at any time as needed. Amendments may be proposed by the Dean or recommended to the Dean by various deliberative bodies described in this document. In order to be adopted as amendments to the Pattern of Administration, the recommendations must be consistent with the purpose of the document and with appropriate university rules and policies. The process for adoption is the same as above. In consultation with the faculty and staff as a whole, the Dean shall revise as appropriate and forward the reaffirmed or revised Pattern of Administration to the Office of Academic Affairs. All revisions, as well as periodic reaffirmation, are subject to approval by the campus faculty and the Office of Academic Affairs.

2. MISSION and VALUES of THE OHIO STATE UNIVERSITY at MANSFIELD

Through its Mansfield campus, The Ohio State University extends its geographical reach to offer world-class educational opportunities to communities throughout North Central and Northeast Ohio. In achieving its mission, The Ohio State University at Mansfield is guided by the following core values:

Ohio State Quality: All courses and curricula offered on the Mansfield campus maintain the same standards of academic quality and rigor as those offered on the Columbus campus. All tenure-track faculty hold the highest degree awarded by their profession, and all non-tenure track faculty hold at least a master’s degree or its equivalent. Tenure-track faculty are members of their university-wide departments and meet departmental criteria for promotion and tenure. Such faculty remain current in their professions by engaging in active scholarship and creative activity. Clinical and associated faculty meet the criteria for contract renewal through excellence in teaching. The Mansfield campus strives to make teaching innovative, student-centered, and impactful.

Student-Friendly: Excellence in teaching is the standard on the Mansfield campus, and all faculty strive to achieve continuous improvement in working with students. Class size is kept relatively small, and faculty members help students learn both inside and outside of the classroom. Highly professional staff members support student learning in many ways such as maintaining facilities, advising students, tutoring, and providing a variety of other support services. The Mansfield campus puts special emphasis on the academic success and overall

experience of its students, notably through the Conard Learning Center, the Bromfield Library and Information Commons, and the services of the Academic Advisors.

Broad and Open Access: The Mansfield campus maintains Ohio State's Land Grant mission of making higher education accessible to all students. As such, we follow an open admission policy. The campus strives to engage the larger community in all its complexity. Scholarships and other financial aid help many students surmount financial obstacles, and the campus's support services help students achieve academic success.

Community Involvement: The campus strives to create meaningful partnerships with the community, focusing especially on workforce and economic development, the arts and culture, and support for area schools. Many faculty and staff contribute time, money, and expertise for the good of the community. At the same time, community leaders help the campus assess community needs, and the community contributes generous financial assistance to support students. An advisory board comprised of community members helps advise the Dean, and campus leadership continually updates and reviews its programs to make sure that they align with the needs and opportunities of the surrounding communities of North Central and Northeastern Ohio.

Campus Culture: At Ohio State, we celebrate and learn from different viewpoints and perspectives. The campus leadership works to foster an environment in which all persons are respected and all debate is open, civil, reasonable, and guided by the constant pursuit of knowledge.

3. ACADEMIC RIGHTS and RESPONSIBILITIES

The University reaffirmation of academic rights and responsibilities, as well as processes for addressing related concerns can be found [here](#).

4. 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. For purposes of governance, the faculty at The Ohio State University at Mansfield includes all tenure-track and clinical faculty with compensated FTEs of at least 51%. The tenure track and clinical/teaching/professional practice (C/T/PP) faculty on the Mansfield campus are full members of their respective Tenure Initiating Units (departments or schools) whose teaching and service normally occur on the Mansfield campus. As described in the campus's [Appointments, Promotion and Tenure document](#), tenure-track faculty may vote in all matters of campus governance, including promotion and tenure reviews. They may vote on personnel decisions on both the regional campus and in their TIU in Columbus. C/T/PP may vote on all matters of campus governance except appointment, promotion, or workload matters of the tenure-track faculty.

Associated faculty who have been at least 75% FTE for at least one year on the Mansfield campus

have voting rights on all matters in Faculty Assembly except for workload or personnel issues of tenure-track or C/T/PP faculty, but they are not considered part of the quorum.

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

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made at Ohio State at Mansfield appears in the campus' [Appointments, Promotion and Tenure Document](#).

5. ORGANIZATION of the CAMPUS

The Ohio State Mansfield campus includes several central service offices that support and promote the educational and research activities of the campus's students and faculty members. The various service offices are headed by Senior Staff members who oversee key aspects of the campus. These support offices include: Academic Advising, Financial Aid, Bromfield Library and Information Center, Conard Learning Center, Campus Recreation Center, the Union, Admissions (provided by Office of Strategic Enrollment Management), Public Safety, Development and Community Relations, Marketing, Plant Operations & Maintenance, Finance (provided by Office of Academic Affairs), Human Resources, OTDI (provided by Office of Information Technology and Digital Innovation) services, University Dining Services (Marketplace and Scarlet & Gray Café), Residence Life (Molyet), Faculty Services, and the Dean's Suite.

6. OVERVIEW OF CAMPUS DECISION-MAKING

Policy and program decisions are made in a number of ways: by the Dean or by the Mansfield campus faculty as a whole, by standing or special committees of the Faculty Assembly, by individual administrators or senior staff, all in consultation with the Dean. The nature and importance of any individual matter determine how it is addressed. Mansfield campus governance proceeds on the general principle that the more important the matter to be decided, the more widespread the consultation and consensus needed on that decision. Open discussions, both formal and informal, constitute the primary means of obtaining consultation and reaching consensus on decisions of central importance.

The Dean ultimately has final responsibility and authority for all matters described in this Pattern of Administration. In making decisions and overseeing operations, the Dean relies on contributions and advice from the Executive Committee and Faculty Assembly, Associate Deans, the Senior Staff, MSAC (Mansfield Staff Advisory Council), AFAC (Associated Faculty Advisory Council), and student leaders. The Dean also convenes a Cabinet, an advisory body that meets regularly and is made up of academic administrators (Associate Deans), senior staff, and other leaders selected by the Dean.

Faculty

Tenure-track faculty are consulted on matters relevant to them, including faculty personnel decisions. Likewise, the Dean meets with the C/T/PP and/or associated faculty or all faculty (tenure-track, C/T/PP, and associated) on matters relevant to one or more of these groups. Consultation is timely, intended to produce consensus before decisions are made, and normally takes place in the various committees designed to provide consultation to the Dean such as Executive Committee (described in section 8 below). Those issues regarded as especially important matters by the majority of the Executive Council of the Faculty Assembly or by the Dean are discussed in a Faculty Assembly meeting. (The foregoing does not limit the right of administrators to consult with faculty members individually or in small groups, or to consult with non-faculty groups or individuals as appropriate.) If circumstances warrant, the Dean may convene a meeting of the entire faculty with one week's notice. In cases where the Dean is not able to obtain a clear majority vote in favor of a given action after consultation with the faculty, a faculty committee, or the Executive Council, the Dean then convenes the appropriate faculty body to publicly announce her or his decision and provide reasons for making that decision.

Senior Staff and the Mansfield Staff Advisory Council

The Senior Staff (including Associate Deans) and the Mansfield Staff Advisory Council (MSAC) are consulted on matters of specific relevance to staff. Those issues regarded as especially important matters by the majority of MSAC or by the Dean are discussed in a meeting of the Senior Staff. (The foregoing does not limit the right of administrators to consult with staff members individually or in small groups or to consult with other groups or individuals as appropriate.) If circumstances warrant, the Dean may convene a meeting of the entire staff with one week's notice. In cases where the Dean is not able to reach consensus in consultation with Senior Staff or MSAC, the Dean then convenes the appropriate staff body to publicly announce her or his decision and provide reasons for making that decision.

Ohio State Mansfield Advisory Board

The Ohio State Mansfield Advisory Board and its standing committees are consulted on matters pertaining to the campus within the broader community. Those issues regarded as especially important matters by the majority of the Ohio State Mansfield Board or by the Dean are discussed in regularly scheduled Board meetings. (The foregoing does not limit the right of administrators to consult with Board members individually or in small groups or to consult with other groups or individuals as appropriate.) If circumstances warrant, the Dean may convene a meeting of the entire Board with five days' notice. In cases where the Dean is not able to reach consensus in consultation with the Board, the Dean convenes the Board to publicly announce her or his decision and provide reasons for making that decision. See Chapter 5, Section 1 of the [Policies and Procedures Handbook](#) for more information about regional campus advisory boards.

Shared Services Committee

The Shared Services Committee meets regularly to coordinate, consult, and make decisions regarding matters of shared interest to both Ohio State Mansfield and its co-located community college, North Central State College (NCSC). The Ohio State Mansfield Dean and the NCSC President preside at these meetings, which include representative members of the administrative

leadership teams of each organization. The Shared Services Committee focuses primarily on those matters addressed in the cost-share policy between NCSC and Ohio State Mansfield (the “Collaboration Agreement”).

7. MANSFIELD CAMPUS ADMINISTRATION

A. Dean and Director

The Dean and Director is appointed by the Board of Trustees upon nomination of the executive vice president and provost in consultation with the president to a term of five years. The primary responsibilities of the Dean are set forth in [Faculty Rule 3335-3-29.1](#). This policy states:

- (A) 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. The dean and director shall be appointed by the board of trustees upon nomination of the executive vice president and provost in consultation with the president. Before making this nomination, the executive vice president and provost or designee shall confer with the regional campus faculty, the department or school in which the faculty appointment would be made, and shall consider the recommendations of the deans of the colleges with regular faculty assigned to that campus.
- (B) 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 in the encouragement of the spirit of learning among the students. In addition, the dean and director shall have administrative responsibility for 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 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, not specifically noted elsewhere in this Pattern of Administration, are paraphrased and summarized below.

- 1. 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 directions and goals for their teams and communicate those directions and goals to the wider campus community.
 - 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.

2. To co-preside at meetings of the faculty executive committee and to appoint members to regional campus committees unless the method of selection is determined by the Administrative Code or by the regional campus faculty.
3. To develop in consultation with the faculty a pattern of administration for the regional campus following the principles set forth in paragraph (C)(2) of rule [3335-3-35](#) of the Administrative Code.
4. To develop an Appointment, Promotions, and Tenure document.
5. To make recommendations, after consultation with the eligible faculty, to TIU heads regarding appointments, reappointments, promotions, dismissals, and matters affecting the tenure-track of members of the Ohio State Mansfield faculty in accordance with procedures set forth in Faculty Rules [3335-6](#) and [3335-7](#) and Mansfield's Appointment, Promotions, and Tenure document; to communicate to the regional campus community the educational programs, standards, and policies of the campus and university.
6. To establish the extent and variety of course offerings on the regional campus in consultation with the executive vice president and provost or designee, the appropriate college deans, department chairs or school directors, and the faculty of the regional campus.
6. 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.
7. 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.
8. To prepare and administer the regional campus budget in consultation with the senior staff, Executive Committee, and Business and Finance; 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.
9. To maintain liaison with community councils and agencies and to garner support of regional campus programs and activities.
10. 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.

11. Consult with the Vice Provost for Regional Campuses on matters of common concern to the regional campuses.

The Dean 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 Appendix A) and faculty appointment type (and rank).
- Carry 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 retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the Office of Academic Affairs and the Board of Trustees.

Operational efficiency requires that the Dean 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 handling matters of importance. The Dean will therefore consult with the faculty on all educational and academic policy issues and will respect majority rule. When a departure from majority rule is judged to be necessary, the Dean will explain the reasons for the departure, ideally before action is taken.

B. Other Administrators and Administrative Groups

Associate Deans

Senior Associate Dean and Assistant Director

This position will be held by a tenured faculty member with demonstrated leadership skills and initiative in the area of academic programming. Although the Dean serves officially as the campus's chief academic officer, it is the Senior Associate Dean/Assistant Director (AD/AD)

who manages the daily supervision of many academic matters on the Dean's behalf. The AD/AD is responsible for the following: constructing both class schedules and final exam schedules; assigning offices and classroom space; developing and improving new academic programs; supervising the Academic Advising team, Lab Preparers, Program Coordinators, Records and Registrar specialist, Events Coordinator, and all full-time or part-time associated and C/T/PP faculty; conducting annual reviews of tenure-track faculty with the Dean; conducting annual reviews of the Associated Faculty; serving as campus liaison for the bookstore and to Strategic Enrollment Management (SEM) for recruiting for the majors; serving on the APAC and other University-wide committees; and working with the Associate Deans of other campuses to organize course sharing. Consults with the Dean and other campus leaders regarding strategic decisions for the campus, oversees the Academic Planning Team (see below), is generally a member of the Campus Life Team, and serves as the Dean's delegate in cases where the Dean is absent or unavailable for more than a 24-hour period. Duties may occasionally include teaching and other duties as assigned by the dean/director.

Associate Dean for Faculty Enrichment

This position will be held by a tenured faculty member with demonstrated leadership skills and initiative in the area of faculty support and enrichment. Their primary responsibility is for tenure-stream faculty members, although they will assist the Senior Associate Dean in supporting Associated and Clinical faculty. Their responsibilities include helping faculty to locate and obtain granting and fellowship opportunities and providing other support such as navigating IRB, promotion and tenure related issues, and teaching and other professional development workshops; assuring that faculty abide by university policies in teaching and stay current in OSU trainings; managing cases of alleged academic misconduct and serving as campus representative of the Committee on Academic Misconduct (COAM); publicizing and managing high-impact practices including service learning, education abroad, and student research; approving travel reimbursement requests as well as requests involving the use of campus grants and noncompetitive funds; running the Peer Evaluation of Teaching program; organizing and promoting community events that directly involve faculty, such as the "Research Frenzy" held in Mansfield, as well as campus events such as brown-bag discussions of research and Academic Awards; serving as a liaison between the Dean's office, the Faculty President, and the relevant committees of the faculty, as well as with offices and committees at the Columbus campus; and consulting with the Dean and other campus leaders regarding strategic decisions for the campus. Because of their responsibility over COAM, this Associate Dean frequently serves as Chief Conduct Officer of the campus and oversees the Student Conduct Team (see below). Duties may occasionally include teaching and other duties as assigned by the dean/director.

Associate Dean for Student Enrichment

This position will be held by a tenured faculty member with demonstrated aptitude and experience in student enrichment. Their primary goal is to improve the academic and para-academic experience of current Mansfield students, although they will also work with SEM in recruiting students, with the Director of Development and Community Relations with outreach and publicity, and with the other Associate Deans in overseeing campus operations. Primary duties include overseeing the Student Support Team (see below); managing new student orientations and

onboarding of new students; leading the campus retention strategies; supervising the Office of First Year Experience, the staff of the Conard Learning Center, the staff of the Bromfield Library and Information Commons, and the Financial Aid office; chairing the Scholarship Committee; managing student programs including Say Yes and STEP; liaising with Upward Bound; finding synergies between existing programs and campus resources; organizing the graduation celebration; and consulting with the Dean and other campus leaders regarding strategic decisions for the campus. Representing the campus on university-wide committees as appropriate. Duties may occasionally include teaching and other duties as assigned by the dean/director.

Executive Teams

The Mansfield campus values vigorous teamwork and sharing of different aptitudes and areas of expertise. Four teams are especially vital to campus administration: the Academic Planning Team, the Student Support Team, the Campus Life Team, and the Student Conduct Team. Each of these is overseen by one of the Associate Deans or by the Dean and Director. In some cases, the Associate Dean or Dean and Director will also serve as the direct supervisor of team members.

Academic Planning Team

Normally overseen by the Senior Associate Dean or AD/AD, this team will include the Academic Advisors and the Records and Registration Specialist, Program Coordinators, with occasional input from the Student Support Team, the Conard Learning Center, and/or Admissions. This team helps create semester schedules that allow students to cover their General Education requirements as well as access courses in their majors (whether these are majors they can complete on campus or pathways to majors they will complete on the Columbus campus). Some of this work includes outreach to other campuses for course sharing. This team will also advise Strategic Enrollment Management on aspects of our academic majors that may appeal to prospective students and Program Coordinators will participate in admissions events. Program Coordinators on this team will assist the Associate Dean with part-time and full-time associated faculty annual reviews. This team may also consult with the Student Support Team, the Conard Learning Center, or other faculty on student needs.

Student Support Team

This team helps students to manage and complete their coursework, especially during the first year, when rates of persistence and retention are most in question. The core missions of this team include academic tutoring, the promotion of study and research skills, and the fostering of good relations and cooperation between faculty members, academic advisors, and tutors or other academic-related staff. These efforts require close attention to students' accessibility and enhanced needs issues. Normally overseen by the Associate Dean for Student Enrichment, this team will include the staff leaders of the Conard Learning Center, the Bromfield Library and Information Commons, the Writing Center, Student Life Disability Services, and the Office of First Year Experience, along with due input and representation from the Academic Advising Team.

Campus Life Team

This team fosters a healthy, vibrant culture within our small and supportive community and focuses mostly on extra-curricular affairs. Members sometimes hold office hours or other regular times to meet with students. In addition, this team helps to plan and oversee extra-curricular events, as distinct from those planned by Strategic Enrollment Management or the Associate Dean for Student Enrichment (Orientation and Commencement). Normally overseen by the Dean and Director and/or the AD/AD, this team brings together staff members in Recreation, the Student Union, and student housing; faculty members may also be included at the request of the Dean. Team members engage frequently with the Buckeye Ambassadors, the Director of Outreach and Community Relations, and Strategic Enrollment Management.

Student Conduct Team

This team oversees the programs and personnel that address conflicts, misconduct, and other challenges or hardships on campus. Normally overseen by the Associate Dean for Faculty Enrichment, this team brings together the staff overseeing student housing and the CAT team. Normally overseen by the Associate Dean for Faculty Enrichment as an extension of their leadership of the Committee on Academic Misconduct, this team works closely with the Office of Student Life. The Ombudsman for Students (see below) will usually also serve on this committee.

Ombudsman for Students

This position will be held by a tenured faculty member with a demonstrated reputation for integrity, discretion, and empathic listening. Their primary role is to meet with students who have concerns or complaints about an instructor or faculty member.

In managing student concerns or complaints about instructors or faculty members, the Ombudsman will be guided by principles of fairness and neutrality. They are not an advocate for either side. Rather, their role is to listen carefully to the students, to provide context or choices to the student, and if necessary to confer with the instructor or faculty member in question. In some cases, the Ombudsman may wish to invite the parties to a meeting, although only in a voluntary capacity. In serious cases, the Ombudsman will report the situation to the Dean and Director, the Associate Dean of Faculty Enrichment, and/or the AD/AD. They will also coordinate as needed with the Chief Conduct Officer and designees.

The Ombudsman will be appointed by the Dean and Director after due consultation with the Faculty President. The appointment shall be for two years.

Committees

Much of the development and implementation of the campus' policies and programs is carried out by standing and *ad hoc* administrative committees. The Dean is an *ex officio* member of all campus administrative committees.

Executive Committee

The campus Executive Committee consists of the Executive Council of the Faculty Assembly (see above), two staff members (see the description of the Mansfield Staff Advisory Council above), up to two associated faculty members (see the description of the Associated Faculty Advisory Council, below), the Associate Deans, and the Dean. The Dean and the President of the Faculty Assembly will co-preside at Executive Committee meetings and will jointly set the agenda. The Executive Committee will meet at least three times each semester.

Standing Committees

Eligible tenure-track faculty members may be appointed to one to three-year terms on one of the standing committees of the Faculty Assembly near the end of each spring semester by the newly elected Executive Council. The standing committees work closely with the four Executive Teams and are formed jointly by the Faculty President and incoming President and the Dean, subject to the review of the Faculty Assembly. For committees involving staff member participation, the Mansfield Staff Advisory Council and the staff member's supervisor will be consulted where appropriate. The faculty shall maintain standing committees, such as those involved in the review of requests for leaves, grants, travel and other matters pertinent to regular faculty professional development, and to advise the Dean and Associate Deans on pedagogical and curricular issues.

The faculty may also convene other committees or working groups as determined by the Faculty President and the Executive Council.

Associated Faculty Advisory Council

The Associated Faculty Advisory Council (AFAC) is an advocacy body for full- and part-time associated faculty at the Mansfield campus. AFAC works with the AD/AD to advise the Dean on concerns of the associated faculty, provides a means of communication between the Dean and associated faculty, and offers a representative voice on issues of importance to associated faculty. These issues include, but are not limited to, workload, professional development, promotion, compensation, hiring practices, and access to resources. All members of the associated faculty are members of AFAC. Meetings are held as needed and may be called by one or more AFAC members or by the AD/AD; the meetings are chaired either by the AD/AD or by one or two AFAC members who volunteer and are appointed by the AD/AD for the period of one academic year. Up to two associated faculty members serve on the Executive Committee for two-year terms each; AFAC members volunteer to serve in this capacity, and they are appointed by the AD/AD.

Ad Hoc Committees

The Dean may, in consultation with the Executive Council or Executive Committee as appropriate, appoint and charge special committees for specific purposes. Membership will be

representative (e.g., including tenure-track faculty, C/T/PP faculty, associated faculty, staff, students) when appropriate and possible.

Promotion and Tenure Committee

The Promotion and Tenure (P&T) Committee is composed of all eligible tenured faculty on the Mansfield campus in the case of promotion and tenure decisions regarding tenure-track faculty; in the case of promotion decisions regarding C/T/PP faculty, the committee also includes all eligible C/T/PP faculty. The Mansfield campus [Appointments, Promotion and Tenure document](#) outlines in detail the structure and protocols of the Promotion and Tenure Committee.

Mansfield Staff Advisory Council

The mission of the Mansfield Staff Advisory Council (MSAC) is to serve the Dean as a staff advocacy body and provide staff input into campus decision making. Specifically, MSAC seeks to foster communication between staff and administrators; promote a positive and innovative work environment; recognize and reward staff excellence; enhance staff professional development opportunities; and generally represent the needs and interests of the staff as they relate to the mission of the Ohio State Mansfield campus.

MSAC is composed of five staff representatives elected by the Mansfield campus staff as a whole; those seven representatives should include at least one Administrative and Professional (A&P) staff member and one Classified Civil Service (CCS) staff member as well as no more than one Senior Staff member (who could also serve as the A&P or CCS member).

Prospective members must file an application for membership with the MSAC chair. Applications are reviewed by MSAC and confirmed by the Mansfield campus staff. Appointments are staggered: three new members are elected one year and four the next on a rotating basis. MSAC appointments are for a two-year term, and no member can serve more than two consecutive two-year terms. The outgoing chair will call a transition meeting at the end of Spring Semester including all incoming and outgoing members. During this meeting, MSAC appoints a chair, co-chair, and a recorder with all attending members having voting privileges. Four MSAC members serve as the staff representatives on the Executive Committee (EC): the elected chair and co-chair (voting) are present at all EC meetings unless extenuating circumstances arise; two additional (non-voting) MSAC members attend EC meetings on a rotating basis.

8. FACULTY ASSEMBLY MEETINGS

The Mansfield campus Faculty Assembly is the official forum and voice of the campus faculty. It is chaired by the Faculty President and consists of tenure-track and C/T/PP faculty members as well as other associated teaching faculty (as per the constitution) having their primary appointment at Mansfield, as defined in Faculty Rule [3335-5-19](#). The voting members of the Faculty Assembly elect their own officers and set their own constitution and by-laws. The Faculty President convenes the Faculty Assembly at least once each semester, gives notice of regular meetings as far in advance as possible (but at least a week), and ensures that minutes are

taken and maintained. As tenure-track faculty members, the Dean and Associate Deans are non-voting members of Faculty Assembly, attend its meetings, and participate in its deliberations.

Faculty Assembly has defined in its constitution, and has delegated certain powers to, an Executive Council (a subgroup of the Executive Committee; see below). The Executive Council consists of the President, Vice President, Past President, Secretary, and two at-large Members, all of whom are elected to terms of service as described in the Constitution of the Faculty Assembly.. The President presides over the meeting and votes only in cases of a tie. The Deans attend Executive Council meetings only when invited by the Council members.

The Faculty Assembly adheres to the following practices, as elaborated in its constitution:

Regular meetings of the Assembly will be held at least once each autumn and spring semester. Election of officers will be held near the end of Spring Semester.

Special meetings of the Assembly may be called by the President, the Executive Council, the Dean, or by written request of at least 10% of the regular members. Such requests shall be directed in writing to the President, and the requested meeting shall take place within a week after the date of the request.

The Executive Council shall prepare an agenda for all meetings of the Assembly. Members wishing to place items on the agenda shall submit them to the President no later than four business days before the meeting. The agenda shall be sent by the President to the faculty via email at least three business days before that meeting.

Voting on personnel matters will follow the procedures outlined in the campus's [Appointments, Promotion, and Tenure](#) document.

The President of the Assembly, or in her or his absence, the Vice President, shall serve as presiding officer at the meetings of the Assembly. In the absence of both, the President shall appoint a member of the Executive Council as temporary presiding officer at that meeting only. No executive duties shall be performed by this temporary officer, other than presiding. Meetings shall be conducted in an orderly manner with proper regard for democratic procedure.

A quorum shall consist of 60% of the voting members of the Faculty Assembly who are not on leave. All tenure-track and clinical faculty not on leave are expected to attend, and their attendance is recorded.

9. 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, puts a greater emphasis on teaching, and regional campus service may include a greater degree of community outreach and engagement.

Also expected of regional campus faculty is research and scholarship at the same level of quality as departmental/school colleagues, although 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, research, and Faculty Assembly meetings and events 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. On-duty faculty members may not be away from campus for extended periods of time unless they are on an approved leave 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. Absences longer than ten consecutive business days must also be approved by the executive vice president and provost.

Faculty members with responsibilities requiring in-person interaction are to work at a university worksite to perform those responsibilities. Remote working arrangements may be allowed at the discretion of the Dean if the faculty members are still able to fulfill their responsibilities. The Dean has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework. Unless the Dean has approved a temporary remote work status (no longer than one semester), it is generally assumed that faculty members will spend a minimum of three days per week physically present on campus. This is in keeping with the high priority that the Mansfield campus places on student-facing support and services.

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.

The Dean is responsible for assuring that every faculty member has duties and responsibilities commensurate with his or her appointment and that campus workload is distributed equitably among faculty. While faculty are expected to exercise self-determination in conducting their research or other scholarly activity, the Dean assigns teaching and, in most cases, campus service during on-duty terms. In making these assignments, the Dean must balance the needs of the Mansfield campus with the preferences of the faculty member.

Many faculty members voluntarily take on a variety of professional activities. These activities often benefit the campus or University and, to the extent possible, should be taken into account in considering a faculty member's total workload.

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 have professional commitments outside of Ohio State during on-duty periods (including teaching at another

institution; conducting research for an entity outside of Ohio State; and external consulting) must disclose and discuss these with the Dean in order to ensure that no conflict of commitment exists.

In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers (natural disasters, for example), faculty duties, responsibilities, and workload may be adjusted by the Dean to take into account the impact over time of the crisis. These assignment changes must be considered in annual reviews.

Tenure-track Faculty

Tenure-track faculty members 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 campus's teaching, including large enrollment and specialized courses. Workload arrangements for tenure-track faculty are detailed in Appendix A. Specific expectations are spelled out in the letter of offer.

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

Teaching assignments may also vary for individual faculty members based on their research and/or 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 campus or in special circumstances to the university or professional organizations within the faculty member's discipline) can be assigned an enhanced service assignment that may include a reduced teaching assignment.

The Dean is responsible for making teaching assignments on an annual basis and may decline to approve requests for adjustments when approval of such requests is not judged to be in the best interests of the campus.

Scholarship

All tenure-track faculty members are expected to engage in scholarship or creative activity as defined in their respective department and college's [Appointments, Promotion, and Tenure Documents](#).

Service

All tenure-track faculty members are expected to engage in service and outreach to the campus, department, university, profession and community. The Mansfield campus puts special emphasis on student-facing and community-facing service. Service expectations for tenure-track faculty are described in Appendix A.

Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#) and in Appendix A of this document.

Clinical/Teaching/Professional Professor (C/T/PP) Faculty

The campus uses C/T/PP faculty titles for positions that colleges or TIUs deem appropriate. Such appointments exist for faculty members who focus principally on the campus' teaching needs, industry- and community-outreach needs, and career-preparation needs of students. C/T/PP faculty members are expected to contribute to the university's mission via teaching and service. Workload arrangements for C/T/PP faculty are detailed in Appendix A. Specific expectations are spelled out in the letter of offer.

Associated Faculty

Lecturers and other compensated associated faculty members are integral to the Mansfield campus and are expected to contribute to the university'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.

Guidelines for Determining Associated Faculty FTE Exceptions to Faculty Appointments

There are instances where the workload associated with a course is greater than the university-wide ratio of one 3-credit course to 0.25 FTE. In cases of greater work, the AD/AD in consultation with the Dean may give an associated faculty member instructional-like credit for additional work. There are also other cases when the Dean requests that an associated faculty member provide a service to the campus where 50 hours of service is equivalent to 1 credit hour per semester. In cases where such work requires additional compensation, the AD/AD seeks OAA approval for additional compensation. Conversely, there are occasions (e.g., low enrollment or independent studies) when an associated faculty member will be given the option (not required) for reduced pay/FTE for the course rather than cancelling a 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.

Modification of Duties

The Mansfield 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. See the appropriate [college pattern of administration](#) for details. See also the OHR [Parental Care Guidebook](#) and the Parental Leave Policy in Section XII.

The faculty member requesting the modification of duties and the Dean 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.

10. COURSE OFFERINGS, TEACHING SCHEDULES, and GRADE ASSIGNMENTS

While consideration must be given to the teaching specialties and preferences of faculty, the primary consideration in scheduling classes must be to provide for the needs of students. Course scheduling needs for students may change over time. Every effort should be made to ensure the regular availability of required courses and the sensible timing of high-demand offerings so that all students have a fair chance at fitting such courses into their schedules.

It is the Dean's responsibility to ensure that the schedule of course offerings each semester, as suggested by the AD/AD, makes the most effective use of the campus's instructional resources. In accordance with Faculty Rule [3335-8-16](#), an elective course at the 3000 level or below should have an enrollment of at least twelve, and a major required course should have an enrollment of at least eight, in order for the course to be taught. If a course does not attract the required minimum number of students, it 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. In some cases, the course may be shifted to an online format so that students from other campuses can enroll. If such a "course sharing" arrangement is not possible and another course is not available, the faculty member will either be assigned to either (a) complete a specific academic task (e.g., developing a new course and preparing documents for course approval), (b) teach an additional course during a subsequent semester, or (c) be assigned a lower FTE/pay. Exceptions to this rule may be made by the Associate Dean and Assistant Director (AD/AD) due to extenuating circumstances.

Annually, the patterns of enrollment in all course offerings, especially elective offerings, will be reviewed. The AD/AD, in consultation with the Program Coordinator and the Dean, will identify offerings that may represent a less-than-optimal use of instructional resources. Courses with

enrollments that are frequently below minimum should be discontinued or at least not offered again until there is reason to expect adequate enrollment. Faculty may not cancel courses on their own. The AD/AD is responsible for determining whether a scheduled course is to be cancelled.

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.

11. ALLOCATION of RESOURCES

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

The Dean 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.

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

12. LEAVES and ABSENCES

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

Discretionary Absence

Faculty and staff are expected to complete a [request for absence form](#) in Workday well in advance of a planned absence (for attendance at a professional meeting, for example) to provide time for its consideration and approval and time to assure that instructional, administrative, and other commitments are covered. Discretionary absence from duty is not a right and the Dean retains the authority to disapprove of 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 longer than ten consecutive business days (see Faculty Rule [3335-5-08](#)).

Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty are expected to complete a [request for absence form](#) in Workday as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the dean and director know promptly so that instructional, administrative, and other commitments can be managed. Faculty 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](#).

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](#).

Faculty Professional Leave (FPL)

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](#).

The campus Committee on Professional Development will review all requests for faculty professional leave and make a recommendation to the Dean based on the quality of the proposal and its potential benefit to the campus.

The Dean forwards their recommendation to the faculty member's TIU head for evaluation. The Dean's recommendation will be based on the committee on Professional Development's recommendation 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, who submits the leave application to the Office of Academic Affairs.

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](#).

13. 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 campus adheres to these policies in every respect. In particular, the campus expects faculty members to carry out the duties associated with their primary appointment with the university at a high level of competence before seeking other income-enhancing opportunities. All activities

providing 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 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 with an administrative position (for example, associate 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 Mansfield campus faculty member wish to use a textbook or other material that is authored by the faculty member, especially when the sale of which results in a royalty being paid to her or him, such textbook or material may be required for a course by the faculty member only if (1) the Dean or designee has approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate campus committee 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.

14. FINANCIAL CONFLICTS of INTEREST

The university's policy with respect to financial conflicts of interest is set forth in the university's [Outside Activities and Conflicts policy](#).

Faculty members with external funding (or otherwise required by University policy) are required to file conflict of interest screening forms (annually in some cases, less often in others, but 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. The Ohio State Mansfield [Faculty and Staff Handbook](#) details procedures in the Section "Conflict of Interest."

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

All staff members of state-assisted universities are covered by Chapters 102 ([Ethics](#)) and 2921 ([Offenses Against Justice and Public Administration](#)) of the Ohio Revised Code. In accordance with the law, copies of Chapters 102 and 2921 will be provided to each new faculty or staff

member of The Ohio State University. All new faculty and staff hires must complete all required forms when hired.

15. GRIEVANCE PROCEDURES

Faculty and staff at Ohio State Mansfield may follow specific procedures when filing a grievance. These procedures may vary depending upon the nature of the grievance.

Salary Grievances

A faculty member who believes that his or her salary is inappropriately low should discuss the matter with the Dean. The faculty member should provide documentation to support the complaint. Faculty members who are not satisfied with the outcome of the discussion with the Dean and wish to pursue the matter may be eligible to file a more formal salary appeal (see the Office of Academic Affairs [Policies and Procedures Handbook](#) Chapter 3, Section 2; see also the [Faculty and Staff Handbook](#) in the section titled “Compensation and Benefits”).

Administrative and Professional staff or Classified Civil Service staff (excluding those in the bargaining unit) must first appeal to their immediate supervisors for clarification and possible amendment. If the appeal to the immediate supervisor fails to resolve the issue, an appeal may be made in writing to the Dean. The written appeal should include any appropriate supporting documentation. Staff members who are not satisfied with the outcome of the discussion with the Dean and wish to pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human Resources.

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. 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.

Faculty Promotion and Tenure Appeals

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

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 and to ensure equality of rights and responsibilities for all students, faculty, and staff.

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

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

Faculty and staff should consult with the Senior Human Resources Officer on the Mansfield campus if they have any questions regarding these policies.

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](#).

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 faculty should provide a considered response. When students bring complaints about courses and instructors to the Ombudsman for Students, she or he may engage with the Associate Dean for Faculty Enrichment, who will investigate or refer the matter in consultation with the AD/AD and Dean and in accordance with Faculty Rule [3335-8-23](#).

Faculty complaints regarding students must always be handled strictly in accordance with University rules and policies. If the concern relates to academic or behavioral misconduct, faculty should contact the Associate Dean of Faculty Enrichment who also serves as the campus Conduct Officer. For other student issues, faculty should seek the advice and assistance of the appropriate staff or an Associate Dean and/or the Dean, who have appropriate knowledge of policies and procedures when problematic situations arise.

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 [3335-23-05](#).

Communications Workers of America Grievances

If a staff member is affiliated with the Communications Workers of America Local 4501, he or she should refer to the agreement between The Ohio State University and the Communications Workers Local 4501 Agreement Article 8: Grievance Procedure.

Other Staff Grievances

All other staff with grievances should first discuss the issue with the immediate supervisor or unit supervisor. If this fails to bring resolution, the individual should discuss the issues with the

Dean. If these informal steps do not bring resolution, the staff member matter should contact [Employee and Labor Relations](#) in the Office of Human Resources.

Appendix A: Workload Arrangements at Ohio State University at Mansfield

A. Tenure-Track Faculty

1. Teaching

High-quality and innovative teaching is the central mission of the Ohio State University at Mansfield. This is the case for tenure-track faculty as well as lecturers and clinical faculty, but all tenure-track faculty are also expected to be involved in research and creative activities. In accord with the university's Faculty Workload Guidelines, teaching or teaching-like responsibilities comprises 60-75% of a tenure-track faculty member's effort, research/creative activities 10-30%, and service 10-20%. The minimum percentage for teaching is 60% (roughly 24 hours per week) and the minimum percentage for research is 10% (roughly 4 hours per week). Because courses have a variety of credit hours, an example of ~60% load would be five 3-hour courses, four 4-hour courses, three 5-hour courses, or some combination thereof. Likewise, an example of ~75% load would be six 3-hour courses, five 4-hour courses, four 5-hour courses, or some combination thereof. Tenure-track faculty are paid for additional teaching on a per-instructional hour basis. With rare exceptions, this overload pay will not exceed \$2000 per credit hour.

Teaching loads assigned to faculty members by the Dean and AD/AD may be adjusted on an annual basis. During the annual review process, the Dean and AD/AD examine the research evaluations conducted by the TIU. Generally, faculty members whose research scores exceed expectations for the past three years will be assigned a 15-17 credit hour teaching schedule, whereas those with lower research scores will have an 18-20 credit hour schedule. Faculty members may request either arrangement at any time; the Dean will consider these requests during the annual review process. These arrangements will include a stipulated plan of research outcomes or outputs.

For faculty members teaching 15-17 credit hours per year, the breakdown of performance categories will typically be 60% teaching, 20-30% research, and 10-20% service. For faculty members teaching 18-20 credit hours per year, that breakdown will typically be 75% teaching, 10-15% research, and 10-15% service.

A tenure-track faculty member may seek an adjustment to their teaching load. Generally, course releases are reserved for faculty currently on a heavier (18-20 credit) load. Circumstances for potential releases include:

- Receipt of a grant (following course buyout policy)
- Special assignment or FLA or FPL
- Teaching or service activities as an equivalent of a course (with Dean approval)

Receipt of a grant

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. The dean and director may use the funds from salary recovery from a grant to award the faculty member a maximum reduction of 3-4 contact hours of teaching per academic year. Grants provided

by Ohio State Mansfield may not be used to purchase release time. Generally, buy-outs should follow these guidelines:

COURSE BUYOUTS WITH EXTERNAL FUNDS

When a course buyout request using external funds is approved, the following rates will apply:

Course Load	1 st Course Buyout	2 nd Course Buyout	3 rd Course Buyout
6	10% salary & benefits	12% salary & benefits	22% salary & benefits
5	11% salary & benefits	15% salary & benefits	25% salary & benefits
4	12% salary & benefits	20% salary & benefits	28% salary & benefits
3	15% salary & benefits	25% salary & benefits	n/a

Example 1: When the faculty course load is 4, a two-course buyout will require external funding of 32% of the faculty member's 9-month salary plus benefits, that is, 12% of salary for the first buyout and an additional 20% for the second buyout, with the current benefit rate applied. A faculty salary of \$80,000 would thus require \$31,590 of external funding for a 2-course buyout in FY21, when the applicable benefit rate is 23.4%. ($\$80,000 \times 1.234 \times 32\%$)

Exceptions to the above guidelines can be granted at the discretion of the Dean. However, buy-outs will never fall below a minimum of \$2000 per credit hour and should include benefits, at the standard rate, unless the Dean approves an exception.

In most cases, course buyouts from grants are limited to the equivalent of one term release from teaching (e.g., 2-3 per semester) as faculty are required to teach at least 6 credits per year. Additional course buyouts are possible, contingent on grant type and amount as well as the Dean's approval, given or withheld in consultation with the AD/AD. Course buyouts are not generally possible directly following a leave for the faculty member, and they are contingent on finding a suitable, high-quality replacement to teach the course. The faculty member may be asked to participate in finding a suitable replacement for whatever course is most beneficial to the curriculum, as determined by the AD/AD in consultation with the Dean. However, course buy-outs do not guarantee that the money will be used to replace the faculty member's teaching. Use of the funds is at the discretion of the Dean. The faculty member is responsible for informing not only the Associate Dean and the Program Coordinator that he/she will be using a grant-funded course release in a given quarter, but also Human Resources and the Fiscal Officer so that paperwork can be generated in advance of the term. Grants provided by Ohio State Mansfield 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.

Special Assignments Information on faculty special assignments (SAs) is presented in the Policy on Faculty Special Assignment. The information provided below supplements this policy.

Prior to tenure, junior tenure-track faculty will normally be provided two SAs for research at some time during their probationary period (timing subject to AD/AD and program coordinator approval, based on curricular needs). 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. SA applications are due December 1st, first go through the appropriate standing committee of the faculty, require a letter from the TIU Chair, and require final approval by the Dean. [Guidelines](#) as well as [application forms](#) can be found in the Faculty and Staff Handbook.

Faculty Professional Leave (FPL) is the appropriate mechanism to release a faculty member from more than a semester's worth of teaching in a single year. Applications for FPLs must be submitted to the dean/director's office by 12/1 of the year prior to the academic year for which the FPL is being requested.

FPL requests require Office of Academic Affairs approval and follow University policy. [Guidelines](#) as well as [application forms](#) can be found in the Faculty and Staff Handbook.

2.Scholarship/Creative Work

The individual Tenure Initiating Units or departments' Appointment, Promotion, and Tenure (APT) documents specify the kinds and amounts of scholarly activities that faculty members at the regional campuses should produce. These documents are available on OAA's website for governance documents.

In accord with the university's [Faculty Workload Guideline](#), scholarship comprises between 10 – 30 percent of a tenure-track faculty member's overall effort, assuming they are on a 100% FTE. Faculty members on FPLs are generally expected to devote 100% of their effort to research.

3.Service

All tenure-track faculty members are expected to engage in service and/or outreach to the campus, TIU, university, profession, and/or community. In accord with the university's [Faculty Workload Guideline](#), service comprises between 10 – 20 percent of a faculty member's overall effort. The Mansfield campus places special emphasis on campus-facing service activities, such as leadership of student organizations and participation in extracurricular, community-focused, or recruitment events. Typically, each faculty member is also expected to serve, on the Executive Committee, or on a faculty standing committee each year, unless they serve as one of the Program Coordinators. The Dean will determine who will serve as Program Coordinator for a given academic year, in consultation with the Faculty President and AD/AD as necessary. Serving as a Program Coordinator generally constitutes the entirety of a faculty member's required service. In cases when the faculty has invested more than a standard service commitment, they may qualify for a course release if curricular and financial resources allow. The Dean and Director and AD/AD reserve the right to make this determination. The Dean also may give a course release for other campus administrative

service from time to time (e.g., Faculty President, Gallery Director, EcoLab Coordinator, Student Ombudsman, Writing Program Administrator).

In addition, 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, 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 diverge from individual's discipline but that also promote a balanced service portfolio and align with the university's land-grant mission.

B. Clinical/Teaching/Professional Practice (C/T/PP) Faculty

The campus uses C/T/PP faculty titles for positions that colleges or TIUs deem appropriate. Such appointments exist for faculty members who focus principally on the campus teaching needs, industry- and community-outreach needs, and career-preparation needs of students. In accord with the university's [Faculty Workload Guideline](#), teaching represents 65 – 88 percent of the C/T/PP faculty member's effort. C/T/PP faculty members typically teach the equivalent of seven three-credit-hour courses per academic year. Generally, C/T/PP faculty are not required to engage in scholarship but are expected to engage in service (12-35%). Specific expectations are spelled out in the letter of offer.

C. Associated Faculty

Compensated associated faculty members are expected to contribute to the campus mission via teaching. The characteristics of associated faculty members' teaching duties may vary depending on the terms of their individual appointments. In accord with the university's [Faculty Workload Guideline](#), teaching represents 80 – 100 percent of the associated faculty member's effort, with 100% being a 24 credit hour load. Associated faculty are not required to engage in scholarship but may occasionally engage in service, including serving as a program coordinator.