



Pattern of Administration for

The Ohio State University
Department of
Obstetrics and Gynecology

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INTRODUCTION

This document provides a brief description of the Department of Obstetrics and Gynecology (Department) in the Ohio State University College of Medicine, 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 Department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

DEPARTMENT MISSION

The mission of the Department of Obstetrics and Gynecology is consistent with the Medical Center's mission: to improve people's lives through innovation in research, education and patient care. Service obligations of members of the Department are required for the governance and operations of the Department, the Medical Center (including the College), and the university. Fulfillment of this mission also includes consultation and services to public agencies, institutions, and citizens' groups at the local, state, national and international levels, whose goal is the application of scientific knowledge to improve health care for women.

The Department places emphasis on the production of new knowledge and innovation. Thus, research and contributions to the scientific and scholarly literature constitute an important component of the mission. This extends beyond the boundaries of the University through participation in the affairs of scientific and scholarly bodies concerned with advancing knowledge.

Education includes the teaching responsibilities of the Department for medical students, residents, fellows, and other postgraduate education.

To improve people's lives through patient care, the Department will deliver the highest level of clinical care to obstetrical and gynecologic patients through its inpatient and outpatient operations, as well as outreach to the community.

ACADEMIC RIGHTS AND RESPONSIBILITIES

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

FACULTY

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 of this Department include tenure-track, clinical and research faculty with compensated FTEs of at least 50% in the Department. Associated faculty, emeritus faculty, and faculty joint appointees with FTEs below 50% in this Department 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 in this Department is provided in the Appointments, Promotion and Tenure document.

A. Tenure Track

The Department of Obstetrics and Gynecology makes Tenure Track Appointments. Tenure Track titles are Assistant Professor of Obstetrics & Gynecology, Associate Professor of Obstetrics & Gynecology, and Professor of Obstetrics & Gynecology.

B. Clinical Faculty

The Department of Obstetrics & Gynecology makes Clinical Faculty appointments. Clinical Faculty titles are Assistant Professor of Clinical Obstetrics & Gynecology, Associate Professor of Clinical Obstetrics & Gynecology, and Professor of Clinical Obstetrics & Gynecology. Clinical faculty members may vote in all matters of department governance except tenure-track appointment, promotion and tenure decisions. In accordance with College of Medicine guidelines for clinical departments, there is no cap on the total number of clinical faculty members in the department of Obstetrics & Gynecology.

C. Research Faculty

The Department of Obstetrics & Gynecology makes Research Faculty appointments. Research Faculty titles are Research Assistant Professor of Obstetrics & Gynecology, Research Associate Professor of Obstetrics & Gynecology, and Research Professor of Obstetrics & Gynecology. Research faculty may vote in all matters of department governance except tenure-track appointment, promotion and tenure decisions and clinical appointment and promotion decisions. Research Faculty can comprise no more than 20% of the number of tenure-track faculty members.

D. Associated Faculty

Associated Faculty titles are Adjunct Assistant Professor of Obstetrics & Gynecology, Adjunct Associate Professor of Obstetrics & Gynecology and Adjunct Professor of Obstetrics & Gynecology. Associated faculty may be invited to faculty meetings and their participation may be solicited in

departmental discussions, but associated faculty have no formal vote.

E. Emeritus Faculty

Emeritus faculty members in this department may not vote in matters of Department governance.

ORGANIZATION OF DEPARTMENT SERVICES & STAFF

The Department is organized into divisions which represent the various specialties within the discipline of Obstetrics & Gynecology. Each division constitutes an academic sub-unit, responsible for teaching, research, and patient care related to the specific discipline. In addition, the division as a whole and the members of the division as individuals are responsible for contributing to the overall mission of the Department. The Clinical Divisions of the Department include: the General Obstetrics and Gynecology Division, the Maternal Fetal Medicine Division, the Gynecologic Oncology Division, and the Female Pelvic Medicine and Reconstructive Surgery (Urogynecology) Division. The other divisions are the Reproductive Endocrinology and Infertility Division and the basic science division of Reproductive Biology.

The Division Directors are responsible for the clinical and academic conduct of the members of their division. The Vice Chairs support the Chair in the conduct of the duties of the Chair, in the Chair's absence or when the Chair has other conflicting obligations. The Division Directors report directly to the Department Chair. The Department Administrator is responsible for operations, finance, staffing, and business of the Department and reports to the Department Chair.

OVERVIEW OF DEPARTMENTAL ADMINISTRATION & DECISION-MAKING

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

Department governance proceeds on the general principle that the more important the matter to be decided, the more inclusive participation in decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

DEPARTMENT ADMINISTRATION RESPONSIBILITIES

A. CHAIR

The primary responsibilities of the Department Chair are set forth in Faculty Rule, Chapter 3335-3-35. This rule requires the Chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule, Chapter 3335-6, also requires the Chair to prepare, in

consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure.

Other responsibilities of the Chair are paraphrased and summarized below:

- To have general administrative responsibility for department programs, subject to the approval of the Dean of the College, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff
- To plan with the members of the faculty and the Dean of the College a progressive program; to encourage research and educational investigations
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty
- To evaluate faculty members annually (along with the division directors) in accordance with both University and Department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their Department and to place in that file a response to any evaluation, comment, or other material contained in the file
- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the Department faculty to the Dean of the College, in accordance with procedures set forth in [Faculty Rule 3335-6](#) and this Department's Appointments, Promotion and Tenure Document
- To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale
- To maintain a curriculum vitae for all personnel teaching a course in the Department's curriculum
- To see that adequate supervision and training are given to those members of the faculty and staff who may benefit by such assistance

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

Affairs, and Board of Trustees.

Operational efficiency requires that the Chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of Department academic goals, however, is most successful when all faculty participate in discussing and deciding matters of importance. The Chair 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 Chair will explain to the faculty the reasons for the departure, ideally before action is taken.

B. VICE-CHAIRS

The Vice Chairs are appointed by the Chair and serve on a year-to-year basis at the discretion of the Chair. The Vice Chair appointment also terminates concurrent with the termination of the appointment of the Chair. The Vice Chairs assist the Chair in the conduct of the Chair duties and are expected to provide appropriate counsel and support in the conduct of the business and academic affairs of the Department. In the absence of the Chair, the administrative responsibility of the Department can be delegated to one of the Vice Chairs and the Vice Chair will be responsible for all duties assigned by the Chair.

C. DIVISION DIRECTORS

The Division Directors are appointed and serve at the discretion of the Chair and serve a four-year term but are reviewed on a yearly basis. The Division Directors are expected to provide appropriate counsel and support in the conduct of the business and academic affairs of their divisions. The Division Directors are responsible for teaching programs of medical students, residents, and fellows as pertains to the activities of their divisions. The Clinical Division Directors are also responsible for the clinical care and research programs of their respective divisions. They actively participate in faculty development and the recruitment of new faculty for their divisions. The Division Directors, at the discretion of the Chair, may undergo either an internal or external review at four-year intervals.

D. DEPARTMENT ADMINISTRATOR

The Department Administrator is the chief operating officer for the Department and manages business, financial, operations, and staffing considerations for the Department. The Department Administrator also provides appropriate counsel to the Chair and support in the conduct of the business and operations for the Department.

E. COMMITTEES

Much of the development and implementation of the Department's policies and programs is carried out by standing and ad hoc committees. The Chair is an ex officio member of all Department committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and

Tenure Committee.

Appointment, Promotion and Tenure Committee

See the Department's Appointments, Promotion and Tenure document. The membership of the Committee will be variable depending on the nature of the appointment or promotion under consideration. "Eligible faculty" membership on the committee is detailed in the Department's AP&T Document. This committee evaluates credentials of all candidates for academic appointments, promotions, and tenure according to Departmental and College guidelines and makes recommendations to the Chair.

Executive Committee

The membership of the Executive Committee includes the Chair, Vice Chairs, Division Directors (General Ob/Gyn, MFM, Gyn Onc, FPMRS), and the Department Administrator. The purpose of the Executive Committee is to provide an efficient source of advice and consultation to the Chair on a broad array of matters, including financial, operational, and strategic. The Department Chair will also serve as the Chair of the Executive Committee.

The Executive Committee shall meet upon the call of the Chair, but normally not less than quarterly during the calendar year. Since the primary function of the Committee is advisory to the Chair, no minutes for this Committee will be recorded or maintained.

Education and Curriculum Committee

The membership on the Education and Curriculum Committee includes the Clerkship Director, Grand Rounds Coordinator, the Residency Program Director, and the Associate Residency Program Directors. The educational needs of the medical students, residents and fellows are the duties of this committee. This committee reviews the medical student curriculum and makes recommendations to the Chair and faculty for curriculum changes or more efficient teaching practices. The Department Chair will also serve as the Chair of the Education and Curriculum Committee.

Ad Hoc Committees

Some functions, such as faculty searches, occur irregularly and the Chair typically appoints members to ad hoc committees.

FACULTY MEETINGS

The Chair will provide to the faculty a schedule of department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per academic term and normally will provide for monthly meetings. A call

for agenda items and completed agenda will be provided to the faculty before or at the beginning of a scheduled meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department regular faculty. The Chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The Chair will distribute minutes of faculty meetings 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 personnel matters, and these are set forth in the department's Appointments, Promotion and Tenure document.

For purposes of discussing department business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple majority of all faculty eligible to vote.

Either the Chair 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 mail or e-mail 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 Chair will necessarily make the final decision.

The Department 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, department 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.

DEPARTMENT FACULTY TEACHING LOAD GUIDELINES

The individual faculty member's teaching load is determined by the Chair in consultation with Division Directors. The Chair has the ultimate responsibility to determine the balance in teaching required to meet the needs of the department. Teaching load assignments will be differential in accordance with the previous year's assessment of the faculty member. Since the Department offers little formal classroom instruction, faculty commitment to teaching extends beyond the classroom, including informal teaching sessions in the clinical setting, advising and supervising research projects and formal career scholarly and career advising.

Division Directors, in consultation with the Chair, will assign faculty to provide didactic teaching and supervision of the residents and fellows in the clinical setting. All faculty are expected to be willing to participate as educators in Continuing Medical Education (CME) Programs. All faculty are expected to set an example to our trainees with regard to a commitment to life-long learning by attending our CME Programs, especially weekly Grand Rounds. Faculty are expected to engage students, residents and fellows in the education process at every opportunity.

FACULTY DUTIES & RESPONSIBILITIES

The Office of Academic Affairs required policy and guidelines on the distribution of faculty duties and responsibilities are found at [Office of Academic Affairs Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.3.](#)

The Department Chair is responsible for assuring that every faculty member has duties and responsibilities commensurate with their appointment and that Departmental workload is distributed equitably among faculty. Faculty members are expected to be available for clinical service, interaction with students, research, and meetings and events. Faculty members should not be away from campus for extended periods of time unless on an approved leave or on approved travel. The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources 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 Division Director or Chair.

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 (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must disclose and discuss these with the Chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the OAA [Policy on Faculty Conflict of Commitment.](#)

A. Tenure Track Faculty – M.D.

Scholarly Activity

Required

- Conducts clinical and/or basic laboratory research related to the divisional or departmental specialty
- Participates in the development of grant proposals for submission to internal and/or external funding agencies
- Publishes articles (in peer reviewed journals) of sufficient quality and quantity to achieve recognition in a specific field of interest
- Presents scholarly works (abstracts, clinical reports, lectures, etc.) at

local, regional and/or national forums of sufficient quality and quantity to achieve recognition in a specific field of interest

Optional/Desirable

- Serves as an editor of journal(s)
- Writes chapters for books; authors textbooks, instructional manuals, etc.
- Prepares other scholarly works such as CDs, computer programs, etc.

Service

Required

- Conducts inpatient, outpatient and operative management of patients within the Division
- Serves as a consultant for patients on other services both within the Department and in other Departments
- Supervises clinical care provided by medical students, residents and fellows

Optional/Desirable

- Participates in the interview process for new residents within the Department
- Serves as a member of at least one hospital, College of Medicine or University Committee Serves as a member of Department or Division committees

Instructional Activity

Required

- Conducts formal educational activities (lectures, small group discussions, oral examinations, etc.) for medical students
- Participates in formal teaching activities (lectures, small groups, conferences, journal club, etc.) for residents/fellows serving within the Division and the Department
- Participates as a student or resident advisor

Optional/Desirable

- Participates in formal teaching activities of medical students on elective clerkships within the Division or Department
- Participates in formal and informal teaching activities of medical students during the Med I and Med II years
- Participates in curriculum development for educational programs involving medical students and residents
- Participates in continuing education activities for practicing physicians such as symposia, visiting professorships, instructional courses, etc.

B. Tenure Track Faculty – Ph.D.

Scholarly Activity

Required

- Conducts independent laboratory research related to the divisional or departmental specialties and personal expertise
- Collaborates in research with other members of the Division, Department and/or University, and other academic centers
- Publishes articles (in peer reviewed journals) of sufficient quality and quantity to achieve recognition in the field
- Presents scholarly works (abstracts, reports, lectures, etc.) at local, regional and/or national forums of sufficient quality and quantity to achieve recognition in the field
- Submits grant proposals to internal and external funding sources. For promotion beyond the initial appointment level and for tenure, must have documented, substantial, self- supporting extramural funding

Optional/Desirable

- Serves as an editor of journal(s)
- Writes chapters for books; authors textbooks, laboratory manuals, etc.
- Prepares other scholarly works such as computer programs, course outlines, etc.

Service

Required

- Serves on at least one College of Medicine, Department or University committee

Optional/Recommended

- Serves on review sections, editorial boards, etc.

Instructional Activity

Required

- Participates in the teaching of medical students at the Med I and Med II level in lecture discussion, independent study, or problem-based learning
- Participates in basic science teaching of residents and fellows when assigned by Division Director or Chair
- Instructs residents and students on assignment in the specific laboratory
- Participates in the instruction of graduate students on assignment in the specific laboratory

C. Clinical Faculty – M.D.

Scholarly Activity

Required

- Submits articles for publications in journals
- Submits scholarly works annually for presentation at local, regional or national forums

Optional/Desirable

- Conducts clinical and/or basic laboratory research related to the divisional or departmental specialty
- Participates in the development of grant proposals for submission to internal and/or external funding agencies
- Serves as an editor of journal(s)
- Writes chapters for books; authors textbooks, instructional manuals, etc.
- Prepares other scholarly works such as CDs, computer programs, etc.

Service

Required

- Conducts inpatient, outpatient and operative management of patients within the division
- Serves as a consultant for patients on other services both within the department and in other departments (May be for varying periods of time during the year as assigned by the Division Director or Chair)
- Supervises clinical care provided by medical students, residents and fellows
- Participates in the interview process for new residents within Department

Optional/Desirable

- Serves as a member of at least one hospital, College of Medicine, University Committee, Department or Division Committee

Instructional Activity

Required

- Conducts formal educational activities (lectures, small group discussions, oral examinations, etc.) for medical students during the required OBGYN clerkship
- Participates in formal teaching activities (lectures, small groups, conferences, journal club, etc.) for residents/fellows serving within the Division and the Department
- Participates as a student or resident advisor

Optional/Desirable

- Participates in formal teaching activities of medical students on elective clerkships within the division or department
- Participates in formal and informal teaching activities of medical students during the Med I and Med II years

- Participates in curriculum development for educational programs involving medical students and residents
- Participates in continuing education activities for practicing physicians such as symposia, visiting professorships, instructional courses, etc.

D. Research Faculty

Scholarly Activity

Required

- Conducts independent laboratory research related to the divisional or departmental specialties and personal expertise
- Collaborates in research with other members of the Division, Department and/or University, and other academic centers
- Publishes articles (in peer reviewed journals) of sufficient quality and quantity to achieve recognition in the field
- Presents scholarly works (abstracts, reports, lectures, etc.) at local, regional and/or national forums of sufficient quality and quantity to achieve recognition in the field
- Submits grant proposals to internal and external funding sources. For promotion beyond the initial appointment level and for tenure, must have documented, substantial, self- supporting extramural funding

Optional/Desirable

- Serves as an editor of journal(s)
- Writes chapters for books; authors textbooks, laboratory manuals, etc.
- Prepares other scholarly works such as computer programs, course outlines, etc.

Service

Required

- Serves on at least one College of Medicine, Department or University committee

Optional/Recommended

- Serves on review sections, editorial boards, etc.

Instructional Activity

None Required

E. Associated Faculty – M.D.

Service

Required

- Conducts inpatient, outpatient and operative management of patients

- within the division
- Serves as a consultant for patients on other services both within the department and in other departments (May be for varying periods of time during the year as assigned by the Division Director or Chair)
- Supervises clinical care provided by medical students, residents and fellows

Instructional Activity

None Required

Scholarly Activity

None Required

F. Special Assignments

The Chair will initially evaluate special assignment proposals and recommend to the Dean of the College of Medicine for approval. Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](#).

G. Parental Modification of Duties

The Department of Obstetrics & Gynecology strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the Department is committed to adhering to the College of Medicine's guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption. See the [college pattern of administration](#) for details.

The faculty member requesting the modification of duties for childbirth/adoption and the Department Chair should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the University.

Expectations must be spelled out in an MOU that is approved by the Dean.

ALLOCATION OF DEPARTMENT RESOURCES

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

The Chair will discuss the department budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the Chair.

Research space shall be allocated on the basis of research productivity including

external funding and will be reallocated periodically as these faculty-specific variables change.

The allocation of office space will include considerations such as achieving proximity of faculty in sub disciplines and productivity and grouping staff functions to maximize efficiency.

The allocation of salary funds is discussed in the Appointments, Promotion and Tenure Document.

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 in the [Office of Academic Affairs Policies and Procedures Handbook](#) and the [Office of Human Resources Policies and Forms website](#). The information provided below supplements these policies.

A. Discretionary Absence

Faculty are expected to complete eLeave well in advance of a planned absence (e.g. as for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the Division Director and/or Chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Faculty Rules require that the Office of Academic Affairs approve any discretionary absence of ten or more consecutive business days (see Faculty Rule [3335-5-08](#)).

B. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete eLeave as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the Division Director know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. For additional details see OHR [Policy 6.27](#).

C. Unpaid Leaves of Absence

The university's policies with respect to unpaid leaves of absences and entrepreneurial leaves of absence are set forth in OHR [Policy 6.45](#).

D. Faculty Professional Leave

Information on faculty professional leave (FPL) is presented in the Office of

Academic Affairs FPL [policy](#).

The Chair's recommendation to the Dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the Department and to the faculty member as well as the ability of the Department to accommodate the leave at the time requested. Prior to finalizing approval, the Department must verify that all teaching and patient care obligations of the individual requesting FPL are fulfilled without undue imposition of responsibilities upon other Department and division faculty members, and without measurable negative impact on the financial stability of the Department.

SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

Information on faculty supplemental compensation is presented in the OAA [Policy on Faculty Compensation](#). Information on paid external consulting is presented in the university's [Policy on Faculty Paid External Consulting](#). The information provided below supplements these policies.

This Department adheres to these policies in every respect. In particular, this department expects faculty members to carry out the duties associated with their primary appointment with the University at a high level of competence before seeking other income-enhancing opportunities. All activities providing supplemental compensation must be approved by the Department Chair 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 Department. In addition, it is University policy that faculty may not spend more than one business day per week on supplemental-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, chair, associate/assistant dean, center director) remain subject to the Policy on Faculty Paid External Consulting 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 Departmental 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 them, such textbook or material may be required for a course by the faculty member only if (1) the Department Chair and Dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate committee of the Department or College reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

FINANCIAL CONFLICTS OF INTEREST

Information on faculty financial conflicts of interest is presented in the university's [Policy on Faculty Financial Conflict of Interest](#).

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 ***Faculty Duties & Responsibilities*** above.

GRIEVANCE PROCEDURES

Members of the Department with grievances should discuss them with the Chair who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Content below describes procedures for the review of specific types of complaints and grievances.

A. Salary Grievances

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

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

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human Resources.

B. Faculty Misconduct

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

C. Faculty Promotion and Tenure Appeals

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

D. Harassment, Discrimination, and Sexual Misconduct

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

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

E. Student Complaints

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 Chair, the Chair will first ascertain whether the students require confidentiality or not. If confidentiality is not required, the Chair 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 Chair 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 Chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the [Committee on Academic Misconduct](#). (see also [Faculty Rule 3335-23-05](#)).

F. Code of Student Conduct

In accordance with the [Code of Student Conduct](#), faculty members will report any instances of academic misconduct to the Committee on Academic Misconduct.