

# Office of Academic Affairs Policies and Procedures Handbook

## Introduction

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This handbook contains the faculty and academic unit procedures promulgated by the Office of Academic Affairs. It is an accompaniment to the OAA policies posted at <http://oaa.osu.edu/handbook.html>. It is updated annually or in response to a change to the Rules of the University Faculty and Bylaws of the Board of Trustees.

### **Revisions and edits**

Each section includes the dates the last time the section was revised and edited. Edits do not represent substantive changes to that section. If, for example, a section was revised on 09/01/99, it is still current, since no revision has been needed since then.

### **Rules of the University Faculty**

When referring the reader to specific language in the Rules of the University Faculty, this handbook will provide the web reference for the index housed on the Ohio State Board of Trustees website (<http://trustees.osu.edu/rules/university-rules.html>) and the chapter and section numbers that will allow the reader to find the specific reference.

### **Examples**

Examples, provided in parentheses, are exemplary only. They do not represent an exhaustive list.

**Material updated effective June 2015**

Updated material in this version of the handbook is highlighted in yellow.

Substantive revisions occurred on the following pages.

## Volume 1, Chapter 1

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## Volume 1, Chapter 2

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## Volume 1, Chapter 3

None

## Volume 1, Chapter 4

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## Volume 3 (effective March 2015)

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**Common abbreviations used in this document**

APT	Appointments, promotion, and tenure	ORRP	Office of Responsible Research Practices
B&F	Business and Finance, Office of	OSP	Office of Sponsored Programs
BOT	Board of Trustees	OTLC	Office of Technology Licensing and Commercialization
CAFR	Committee on Academic Freedom and Responsibility	P&T	Promotion and tenure
CEF	Committee of the Eligible Faculty	POA	Pattern of Administration
CIO	Chief Information Officer	POD	Procedures Oversight Designee
COAM	Committee on Academic Misconduct	RIV	Research in View
DOL	Department of Labor	SA	Special Assignment
EHS	Environmental Health and Safety, Office of	SEI	Student Evaluation of Instruction
FERPA	Family Educational Rights and Privacy Act	TCO	Technology Commercialization, Office of
FPL	Faculty Professional Leave	TIU	Tenure-initiating unit
FTE	Full time equivalent	UCAT	University Center for the Advancement of Teaching
GL	General Ledger		
IRP	Institutional Research and Planning, Office of		
IUC	Inter-University Council		
LOA	Leave of Absence		
OAA	Office of Academic Affairs		
ODI	Office of Diversity and Inclusion		
ODS	Office of Disability Services		
OHR	Office of Human Resources		
OIA	Office of International Affairs		