

**Pattern of Administration**  
**for**  
**The Ohio State University**  
**Department of Emergency Medicine**

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## I. Introduction

This document provides a brief description of the Department of Emergency 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.

## II. Department Vision & Mission

OSU Department of Emergency Medicine Vision Statement: Transforming Emergency Medicine Through Innovation

The four-fold mission of the Department of Emergency Medicine at The Ohio State University College of Medicine is:

1. To provide innovative, efficient, safe and compassionate patient care to patients presenting to the Ohio State University Hospital Emergency Departments and After Hours clinics.
2. To be a leader in the education of medical students, residents and fellows in emergency medical care.
3. To perform cutting edge research and scholarly investigation to identify the causes, treatments, and prevention of emergency medical conditions.
4. To promote faculty development and excellence.

All faculty members are expected to participate in and contribute to the teaching, service, and research goals of the department in a manner that is consistent with the nature of their faculty appointment. Faculty members on the Tenure Track are expected to have responsibilities in all aspects of the academic mission, and are expected to have a relative emphasis of their efforts on research or other scholarly accomplishments. Clinical faculty are also expected to have responsibilities in all aspects of the academic mission, with primary emphasis dependent on their Clinical Pathway (e.g. Clinical Excellence, Clinical Educator, or Clinical Scholar). The department strives to enhance the quality of its endeavors by fostering the development and improvement of the faculty members.

## III. Academic Rights and Responsibilities

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

#### **IV. Faculty and Voting Rights**

Faculty Rule [3335-5-19](#) defines the types of Faculty Appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. 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, courtesy faculty, and faculty joint appointees with FTEs below 50% in this department are 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.

The Department of Emergency Medicine makes tenure track, clinical faculty, and research faculty appointments. Tenure track titles are Instructor, Assistant Professor, Associate Professor with Tenure, Associate Professor without Tenure, Professor with Tenure. Tenure track faculty may vote in all matters of department governance.

Clinical faculty titles are Instructor of Clinical Emergency Medicine, Assistant Professor of Clinical Emergency Medicine, Associate Professor of Clinical Emergency Medicine, and Professor of Clinical Emergency Medicine. Clinical faculty may vote in all matters of department governance except tenure track promotion and tenure decisions and research promotion decisions.

Research faculty titles are Research Assistant Professor, Research Associate Professor, and Research Professor. Research faculty may vote in all matters of department governance except tenure track promotion and tenure decisions and clinical promotion decisions.

The Department of Emergency Medicine makes associated faculty appointments. Associated faculty titles include tenure-track faculty on less than a 50% appointment, adjunct titles, clinical titles, lecturer titles, and visiting titles.

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. Clinical Faculty Appointment Cap**

In the Department of Emergency Medicine, there is no cap on the number of clinical faculty.

##### **B. Research Faculty Appointment Cap**

In accordance with Faculty Rule [3335-7-32](#), research faculty must comprise no more than 20% of the number of tenure-track faculty in the department.

#### **V. Organization of Department Services and Staff**

The Department of Emergency Medicine is led by our Chair. In addition, we have five senior faculty members who serve as Vice Chairs over our mission areas of Research, Education, Clinical Affairs, Academic Affairs, and Diversity, Equity and Inclusion. Vice chairs are appointed by the Department Chair. The Department Chair reviews the Vice

Chairs for reappointment annually. The Chair may replace a Vice Chair at any time if they are not meeting expectations.

The department also has a Division Director (ultrasound), appointed by the Department Chair, and medical directors from the primary clinical sites.

A Department Administrator has overall responsibility for the support staff and business/administrative functions of the department, working very closely with the Department Chair. Our team is comprised of more than sixty faculty members, > 20 midlevel providers, approximately 60 residents and approximately 20 staff members. We typically have multiple fellows in training as well.

## **VI. Overview of Department Administration and 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, the Emergency Medicine LLC Board or by the chair. The nature and importance of any individual matter determine how it is addressed. Department governance proceeds on the general principal 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. Although consensus is desirable, we strive to consider a variety of inputs.

## **VII. Department Administration**

### **A. Chair**

The primary responsibilities of the chair are set forth in Faculty Rule [3335-3-35](#), Chair Responsibilities. 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 [3335-6](#), Appointments, Reappointments, Promotion and Tenure, 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, not specifically noted elsewhere in this Pattern of Administration, 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, mid-level providers, 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 evaluate faculty members annually 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.

- After consultation with the eligible faculty, 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 Rules [3335-6](#) and [3335-7](#), Appointments, Reappointment, Promotion and Tenure, 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, mid-level providers, and staff who may profit by such assistance.
- To prepare annual budget recommendations for the consideration of the dean of the college.
- To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the dean of the college and the Office of Academic Affairs.

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 and operational processes. The articulation and achievement of department academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The chair will therefore consult with the faculty on educational and academic policy issues, respect the principle of majority rule, and strive for consensus. 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 Other Administrators**

- **Vice Chairs:** Each Vice Chair will have a duties and responsibilities document created and reviewed with the Chair at least annually. The Vice Chairs advise the Chair on matters of general departmental interest and pertinent to their individual missions. The Vice Chairs have overall responsibility for the management of and successful attainment of goals, faculty support, and mission success in their respective mission areas.

- **Chief Administrative Officer:** The Chief Administrative Officer is responsible for financial oversight of the department, oversight of department administrative staff, and other institutional requirements as needed for the proper functioning of the Department (hiring, contracting, etc.).
- **Medical Directors:** The medical directors of the University Hospital Emergency Department, East Emergency Department, and observation unit are appointed by the Chief Medical Officer of the health system in consultation with the Chair. They have direct responsibility for clinical operations to both the Chief Medical Officer of The Ohio State University Wexner Medical Center as well as the Chair. They are responsible for ensuring safe, effective, quality care as well as collaborating with the integration of the educational mission with the clinical mission.
- **Finance Manager:** The finance manager is responsible for overseeing both the finances of the practice plan (OSUP) as well as the College of Medicine portion of Department funds, creating budgets, monitoring financial reports provided by the College of Medicine and OSUP, ensuring relevant financial rules are followed, and managing funds flow between practice side and College of Medicine accounts.
- **Emergency Medicine LLC Board of Directors:** This Board consists of twelve (12) members, a combination of appointed positions and elected representatives. The Emergency Medicine LLC Board of Directors will in general consider and discuss policies related to financial matters, budgets, and other matters affecting OSU EM, LLC.

## C 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.

Standing department committees include the Finance Committee under the direction of Emergency Medicine LLC, Promotion and Tenure Committee, the Recruitment Committee, the Education Faculty Committee, and the Diversity, Equity and Inclusion Committee. The following describes the formation and governance of each of these committees:

**Finance Committee:** The Finance Committee meets monthly and has standing members composed of 1) Chair 2) Chief Administrative Officer 3) Finance Manager and 4) other faculty as assigned by the Chair. Faculty members are renewed annually. The committee has no set number of other faculty as assigned. The Committee is chaired by the Department chair or designee. The Committee reviews department financial statements, discusses with OSUP and College of Medicine finance, and advises the Chair on issues and strategies related to financial health of the department. Finance Committee meetings are open to all faculty to attend.

**Promotion & Tenure (P&T) Committee** – P&T Committee members conduct the promotion and tenure process and make recommendations to the Chair on faculty appointment, reappointment, promotion and tenure activities. Given the highly clinical leaning of the department, the committee consists of 2-4 clinical professors and 2-4 clinical associate professors, and at least 1 tenure track faculty (when eligible tenure track faculty exists at the associate or professor level). The committee's members are appointed by the Department chair. The term of service is three years, with reappointment possible. When considering cases involving research faculty the Promotion and Tenure Committee may be augmented by a non-probationary research faculty member. When considering cases involving associated faculty the Promotion and Tenure Committee may be augmented by a non-probationary associated faculty member (not including visiting faculty) The committee is led by the Vice Chair of Academic Affairs.

**Recruitment Committee:** The committee consists of, at a minimum, representation from each Clinical Pathway (Educator, Scholar, Clinical Excellence) and the Tenure Track. Members are appointed annually by the Chair to represent diversity of perspectives including: Primary Practice at OSU Main, Primary Practice at OSU East, Diversity, Equity and Inclusion representative (s), Administrative representative (s), and Medical Director (s). There is no set number of members. The Committee is co-chaired by the Department Chair and one or two additional designees appointed by the Chair. All committee members must sign annual attestations that they have completed Implicit Bias Training. Committee members will be screened by the co-chairs of the committee in regard to willingness to serve and agree to confidentiality of all search committee discussions, as well as being screened for a commitment of sufficient time to take part in the longitudinal activities of the committee. The annual meeting schedule will be distributed in July. Frequency of meeting varies with recruiting needs of the Department and timing of identification of eligible candidates.

**Education Faculty Committee:** The committee is led by the Vice Chair of Education and has standing representation with all residency program directors, medical student education leaders, and core education faculty representation appointed by the Chair. The Committee meets monthly and coordinates general education initiatives for the department. There is no set number of members or length of term for this committee.

**Diversity, Equity and Inclusion Committee:** The committee is led by the Vice Chair of DEI and is composed of faculty, staff and resident members. Selection of the committee is by the Chair for faculty and staff members, and by nomination for resident members. The committee meets monthly and is responsible for identification, development, and promotion of DE&I activities within the department. There is no set number of members or length of term for this committee.

### **VIII. Faculty Meetings**

Department faculty meetings are typically held on the first Wednesday of each month. There is an open call for agenda items for all faculty. A completed agenda will be made available to faculty before a scheduled meeting. Reasonable efforts will be made to distribute the agenda at least three business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department's



tenure-track, clinical, and research 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 educational and academic policy issues, other than personal matters, a quorum will be defined as a simple majority of all faculty members eligible to vote and present at the meeting.. When a departure from majority rule is judged to be necessary, the chair will explain to the faculty the reasons for the departure.

Either the chair or one-third of all faculty members 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 a majority of all faculty members eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will be given at least 72 hours to respond.

When a matter must be decided and a simple majority of all faculty members 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.

## **IX. Distribution of Faculty Duties and Responsibilities**

The Office of Academic Affairs requires departments to have a policy on faculty duties and responsibilities (See the OAA [Policies and Procedures Handbook](#), Volume I, Chapter 2, Section 1.4.3). The information provided below supplements these guidelines.

The department of Emergency Medicine is committed to the professional development and success of all members of its faculty. All members of the faculty are expected to maintain a collegial and professional manner at all times and to follow the standards of professional behavior described by the rules and policies of OSU, OSU College of Medicine, and the department. Faculty duties are described in the initial letter of offer. The allocation of time and effort for each department faculty member is primarily determined by their assigned APT category, although it remains largely independent of academic rank (e.g. Assistant Professor vs. Professor). Faculty members are expected to be available for interaction with students and residents, service responsibilities and other responsibilities even if they have no formal course assignment. Faculty members should not be away from campus for

extended periods of time unless on an approved Faculty Professional Leave or other approved leaves (see section XII). Telework and the use of remote, virtual meetings are allowed at the discretion of the department Chair if such work can be performed effectively and faculty members are able to fulfill their responsibilities. Specific goals are addressed through the annual review process and typically include but are not limited to clinical responsibilities including bedside teaching, research/scholarly goals and service goals.

A full-time faculty member's primary professional commitment is to Ohio State University and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must disclose and discuss these with the department 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](#).

In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers (natural disasters, for example), faculty duties and responsibilities may be adjusted by the department chair to take into account the impact over time of the crisis. These adjustments may include modifying research expectations in order to maintain teaching obligations. These assignment changes must be considered in annual reviews.

#### **A. Modification of Duties**

The Department of Emergency Medicine 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 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 [college pattern of administration](#) for details.

A faculty member requesting the modification of duties for childbirth/adoption/fostering 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. See the OHR [Parental Care Guidebook](#) for additional details. See also the Parental Leave Policy in Section XII.

#### **X. Teaching in the Department of Emergency Medicine**

In the Department of Emergency Medicine, the primary duty for teaching involves bedside teaching responsibilities while working clinical shifts in the Emergency Department. In addition, faculty members teach through lectures, didactic training, clinical skills laboratory or simulation sessions, small group discussions or other various modalities. Specific teaching goals may be addressed through the annual review process.

## **XI. 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 representatives who are on the Finance Committee. Any faculty member who is interested is also welcome to participate in this committee's discussions or may have access to various reports and records. We will 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 availability of space, demonstrated need for and use of space, achieving proximity of faculty in sub disciplines, scholarship productivity, and grouping of staff functions to maximize efficiency.

The allocation of salary funds is discussed in the Appointments, Promotion and Tenure Document. Continuing medical education funds are determined annually and are specified in each physician employment agreement if applicable. Reimbursements will be made as long as funds are available and according to departmental and/or College of Medicine policies and procedures.

## **XII. Leaves and Absences**

The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#) and Office of Human Resources [Policies and Forms website](#). The information provided below supplements these policies. It is important to note that the faculty member is responsible to find alternative coverage for all responsibilities that have been specifically scheduled including but not limited to clinical shifts and teaching obligations.

### **A. Discretionary Absence**

Faculty are expected to complete a travel request or a [request for absence form](#) well in advance of a planned absence (e.g., for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that clinical, instructional and other commitments are covered. Discretionary absence from duty is not a right and the 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 at a particular time is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 continuous 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 a [request for absence form](#) as early as possible. When such absences are

unexpected, the faculty member, or someone speaking for the faculty member, should let the chair know promptly so that instructional and other commitments can be managed. For additional details see OHR [Policy 6.27](#).

### **C. Unpaid Leaves of Absence**

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

### **D. Faculty Professional Leave**

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](#). The information provided below supplements this policy.

The department chair will review all requests for faculty professional leave. If approved, 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.

### **E. Parental Leave**

The university, the college, and this department 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](#).

The Department maintains an Attending Physician Pregnancy and Post-Leave Shift Scheduling policy which is approved and maintained by the OSU EM, LLC Board of Directors.

## **XIII. Supplemental Compensation and Paid External Consulting**

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 and all College of Medicine policies and procedures regarding supplemental compensation. 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. 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. 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 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 department faculty member wish to use a textbook or other material that is authored by the faculty member and the sale of which results in a royalty being paid to him or her, such textbook or material may be required for a course by the faculty member only if (1) department chairperson 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.

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

#### **XIV. Financial Conflicts of Interest**

Information on faculty supplemental compensation 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 section IX above.

#### **XV. 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 his or her 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 (see the 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 [Office of Institutional Equity](#) 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 affirmative action and equal employment opportunity are set forth in the university's [policy on affirmative action and 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. Violations of Laws, Rules, Regulations, or Policies**

Concerns about violations of laws, rules, regulations, or policies affecting the university community should be referred to the [Office of University Compliance and Integrity](#).

Concerns may also be registered anonymously through the [Anonymous Reporting Line](#).

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

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the department chair, the chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible in conjunction with the Vice Chair for Education and the course director and the department will 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](#).



A student who has concerns regarding a grade from an Emergency Medicine Course should meet with the course director to discuss those concerns prior to formally requesting review of a grade. After that meeting, a student who wishes to request formal review of the grade must notify, in writing, the course director issuing the grade. The request for review must be submitted within 21 days of receiving the grade. The course director shall appoint an ad hoc committee of faculty members who were not involved in the original grade determination. The appointed ad hoc committee will meet with the student to review the grade and make a recommendation to the course director. The course director will notify the student of the decision in writing.

If a student has concerns regarding the learning environment (LE) they should know that there is a student mistreatment policy. This is located in the [Medical Student Handbook](#) Section 13 (and 15 for Sexual Harassment) There is also an anonymous LE Concern Reporting under [VITALS](#) in the Student Life tab. Concerns regarding student mistreatment will be addressed by the course director in concert with the Vice Chair for Education and Chair and in accordance with relevant University and College of Medicine policies.

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.

## **G Academic Misconduct**

Board of Trustees Rule [3335-23-15](#) stipulates that the [Committee on Academic Misconduct](#) does not hear cases involving academic misconduct in colleges having a published honor code, although some allegations against graduate students fall under the committee's jurisdiction. Accordingly, faculty members will report any instances of academic misconduct to the Vice Dean of Education who will involve the Committee on Academic Misconduct, if appropriate, or will otherwise follow the department's procedures for addressing allegations of violations of the College of Medicine's professional student honor code.