

1 **Pattern of Administration**
2 **for**
3 **The Ohio State University**
4 **Moritz College of Law**

5 Approved by College: January 24, 2024

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Contents

I.	Introduction.....	4
II.	College Mission	4
III.	Academic Rights and Responsibilities.....	4
IV.	Faculty and Voting Rights	4
	A. Faculty Appointments.....	4
	B. Voting Rights (see also Section VIII.1.A).....	5
	C. Endowed Chairs and Endowed Professorships	6
V.	Organization of the College	9
VI.	Overview of College Decision-Making	10
VII.	College Administration.....	10
	A. Dean.....	10
	B. Other Administrators	13
	C. Required Committees (see Appendix A for a full list of committees)	14
	1. Promotion and Tenure Committee.....	14
	2. Investigation and Sanctioning Committee	14
	3. Faculty Salary Appeals Committee.....	16
	D. Centers.....	16
	1. Establishment of College Centers.....	16
	2. Review of College Centers.	16
VIII.	Faculty Meetings.....	17
IX.	Distribution of Faculty Duties, Responsibilities, and Workload	20
	A. Tenure-Track Faculty	21
	B. Clinical Faculty.....	23
	C. Associated Faculty.....	24
	D. Modification of Duties.....	24
X.	Course Offerings and Teaching Schedule.....	24
XI.	Allocation of College Resources	25
XII.	Leaves and Absences	26
	A. Discretionary Absence.....	26
	B. Absence for Medical Reasons	26
	C. Unpaid Leaves of Absence.....	26

1	D. Faculty Professional Leave.....	26
2	E. Parental Leave	26
3	XIII. Additional Compensation and Outside Activities.....	27
4	XIV. Financial Conflicts of Interest.....	27
5	XV. Grievance Procedures	28
6	A. Salary Grievances.....	28
7	B. Faculty Promotion and Tenure Appeals	28
8	C. Faculty and Staff Misconduct.....	28
9	D. Harassment, Discrimination, and Sexual Misconduct.....	29
10	E. Violations of Laws, Rules, Regulations, or Policies	29
11	F. Complaints by and about Students	29
12	G. Academic Misconduct	29
13	H. Complaints Regarding Significant Problems as to Compliance with ABA Standards ...	30
14	Appendix A: Committees	32
15	Appendix B: Assignment of Courses.....	35
16	Appendix C: Faculty Professional Leave Details	37
17	Appendix D: Research Assignment Program	41
18	Appendix E: Guidelines for External Fellowship Studies	43
19		
20		

1 **I. Introduction**

2
3 This document provides a brief description of the Moritz College of Law as well as a
4 description of its guidelines and procedures. It supplements the [Rules of the University Faculty](#),
5 and other policies and procedures of the university to which the College and its faculty are
6 subject. The latter rules, policies and procedures, and changes in them, take precedence over
7 statements in this document. This Pattern of Administration is subject to continuing revision. It
8 must be reviewed and either revised or reaffirmed on appointment or reappointment of the
9 College Dean. However, revisions may be made at any time as needed. All revisions, as well as
10 periodic reaffirmation, are subject to approval by the Office of Academic Affairs.

11
12 **II. College Mission**

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14 Vision Statement

15
16 The Moritz College of Law strives to be a premier public law school—a student-centered,
17 diverse, inclusive community that educates skilled lawyers, trains tomorrow’s leaders, cultivates
18 big ideas, and advances justice.

19
20 Mission

21
22 We seek to:

- 23
24 • Teach students rigorous analytical skills, assist them in developing their understanding
25 of the law and legal process, and enhance their professional judgment through a dynamic
26 and innovative learning environment with the goal that they become outstanding legal
27 professionals equipped to aid and improve society.
28
29 • Offer insights on the impact of law and legal institutions on individuals and
30 communities and advocate for changes in law that improve the well-being of people and
31 society.
32
33 • Contribute expertise in the public conversations and initiatives that lead to the
34 improvement of law and the administration of justice in Ohio, the nation, and the world.
35

36 **III. Academic Rights and Responsibilities**

37
38 In April 2006, the University issued a [reaffirmation](#) of academic rights, responsibilities, and
39 processes for addressing concerns.

40
41 **IV. Faculty and Voting Rights**

42
43 **A. Faculty Appointments**

1 Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio
2 State University and the rights and restrictions associated with each type of appointment.
3 The College faculty comprises:

4
5 1. Tenure-track faculty with titles of assistant professor, associate professor, or
6 professor;

7
8 2. Clinical faculty with titles of assistant clinical professor, associate clinical
9 professor, and clinical professor. Consistent with University policy, the cap on
10 clinical faculty in the College is 20 percent.

11
12 3. Associated faculty to include adjunct titles, visiting titles, and lecturer titles.

13
14 4. Emeritus faculty: Emeritus faculty status is an honor given in recognition of
15 sustained academic contributions to the University as described in Faculty Rule [3335-](#)
16 [5-36](#). Full-time tenure-track, clinical, or associated faculty may request emeritus
17 status upon retirement or resignation at the age of sixty or older with ten or more
18 years of service or at any age with twenty-five or more years of service. See the
19 College [Appointments, Promotion, and Tenure Document](#) for additional detail.

20
21 Depending on their appointment type, members of the College faculty are expected to
22 contribute to the instructional, scholarship, service, and administrative missions and
23 roles of the College. It is neither expected nor considered desirable for all faculty
24 members to make equivalent contributions to each of these missions. Faculty
25 assignments are described in the initial letter of offer of each faculty member and
26 updated during the annual review process based on the College's needs, as well as
27 faculty productivity and career development.

28
29 Detailed information about the appointment criteria and procedures for the various types
30 of faculty appointments made in this College is provided in the [Appointments,](#)
31 [Promotion, and Tenure Document](#).

32
33 **B. Voting Rights (see also Section VIII.1.A)**

34
35 Faculty members with a 50% or more compensated appointment, whose TIU is in the
36 College, and who hold an appointment as tenure-track faculty or clinical faculty, or
37 associated faculty who have been given governance rights, shall have a full vote at
38 College faculty meetings and in faculty elections.

39
40 Tenure-track faculty may vote in all matters of College governance.

41
42 Clinical faculty, and associated faculty who have been provided governance rights, may
43 vote in all matters of governance except tenure-track promotion and tenure decisions.
44 Clinical faculty, and associated faculty who have been given voting rights, may
45 participate in discussions of clinical faculty matters including promotion reviews.
46

1 Unless otherwise expressly approved by a faculty vote, associated faculty are invited to
2 participate in discussions on non-personnel matters but may not participate in personnel
3 matters, including promotion and tenure reviews, and may not vote on any matter.
4

5 Emeritus faculty are invited to participate in discussions on non-personnel matters but
6 may not participate in personnel matters, including promotion and tenure reviews, and
7 may not vote on any matter.
8

9 As defined by Faculty Rule [3335-7-11](#), tenure-track and clinical faculty may be
10 nominated and may serve if elected on the University Senate as a representative of the
11 College.
12

13 **C. Endowed Chairs and Endowed Professorships**

14 1. Description of the impact of endowed faculty for the academic unit

- 15 • Appointment to an endowed faculty position, including endowed chairs and
16 endowed professorships, is one of the highest honors an academic institution
17 can bestow upon a faculty member.
- 18 • At The Ohio State University, endowed faculty are essential to achieving
19 and increasing excellence in our missions of teaching, research, service, and
20 professional practice.
- 21 • Endowed positions illustrate the powerful partnership between faculty and
22 philanthropists in furthering these missions. A specific endowment
23 agreement between the donor and the University sets the purposes of the
24 endowed chair or professorship. Endowments are subject to review by the
25 Dean and approval by the Board of Trustees.
- 26 • Faculty who hold endowed positions are program-builders who elevate Ohio
27 State's profile in the profession.
- 28 • In the Moritz College of Law, endowed positions are used to hire for
29 excellence or clear evidence of potential for excellence, or to recognize
30 excellence of existing faculty.
- 31 • These positions are powerful recruitment and retention tools typically used
32 for the most highly accomplished faculty candidates or current faculty
33 members who are advancing our mission and who have a high level of
34 ethics, integrity and collegiality.
- 35 • Appointments to endowed chairs are ordinarily made at senior rank.
36 Appointments to endowed professorships, when appropriate, can be made
37 for early or mid-career faculty.

38 2. Criteria for appointment and reappointment

- 39 • Appointments to endowed positions are based on an appropriate combination
40 of: recognized distinction as a scholar, teacher, researcher, or administrator;
41 potential and willingness to provide leadership to the College in terms of the
42 University's missions; high levels of collegiality and professionalism;
43
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1 demonstrated leadership and mentorship; and compatibility with the
2 specifications established by the donor of the position.

- 3 • Faculty who receive this honor must perform as excellent colleagues, and be
4 faculty in whose accomplishments the university and donor can rightfully
5 take pride.
- 6 • All endowed chair and endowed professorship appointments should follow
7 criteria established in the endowment agreement for a term not exceeding
8 five years, which term can be renewed.
- 9 • Appointment criteria may vary depending on the intended endowment focus
10 or parameters in the endowment agreement.
- 11 • Available endowed faculty positions that are sufficiently funded may be
12 offered strategically for recruitment and retention at the Dean's discretion.
- 13 • Successive renewals will be considered throughout the appointee's remaining
14 productive career. Renewal of endowed chairs and professorships is subject
15 to satisfactory performance and continued faculty eminence.
- 16 • Holders of chairs and professorships are expected to remain productive in
17 service to the institution.
- 18 • Faculty holding endowed positions are expected to demonstrate outstanding
19 ethical behavior and College and University citizenship, perform at a high
20 level in research, teaching, outreach, engagement, and/or service
21 commensurate with the status and importance of these positions. Importantly,
22 these positions also provide opportunities for leadership through mentorship
23 of students and junior faculty.
- 24 • Appointments are not limited to any set number of terms.
- 25 • There should be no expectation or promise of renewal. In all cases, the
26 University retains the right not to renew for any reason.
- 27 • Both tenure track and clinical faculty are eligible for endowed faculty
28 positions.

29
30 3. Process for appointment and reappointment

- 31
32 • All processes for appointment and reappointment to endowed chairs or
33 professorships follow the procedures outlined in the [Faculty Appointment](#)
34 [Policy](#).
- 35 • Appointments to endowed positions are at the discretion of the Dean. The
36 Dean will forward the recommendation to the Office of Academic Affairs for
37 formal approval by the Board of Trustees. All endowed chairs and
38 professorships serve at the discretion of the Dean.
- 39 • Endowed professorships or chairs are appointed for an initial term of up to
40 five years. Renewal of endowed professorships and chairs is subject to
41 satisfactory performance and continued faculty eminence. The appointment,
42 term and specific expectations are outlined in the initial letter of offer (for
43 new recruits) and in a separate appointment letter (for existing faculty).
- 44 • Per the [Faculty Appointment Policy](#), the Dean must conduct a formal review
45 prior to submitting an individual for reappointment to an endowed position.

- Responsibility for conducting the review rests with the Dean. The Dean shall consult with the Associate Dean for Academic Affairs and the Associate Dean for Faculty and Intellectual Life.
- Endowed chair and professorship holders within College will be evaluated for possible reappointment no later than the final year of the term of appointment.
- The review process will begin the last year of an appointment. The faculty should exceed criteria and expectations set by the College promotion and tenure and merit review policies.

4. General expectation for participating in stewardship

- The College has a tradition of celebrating the inaugural endowed professorship or chair (for the professor, and for the professorship or chair itself) through an investiture ceremony. These events include a speech by the appointee and the presentation of a medallion by the Dean to the appointee.
- Faculty should work in partnership with the College’s advancement team to support annual donor stewardship to include, but not limited to, providing a summary of significant activities and accomplishments.
- Endowed chairs and professors are expected to generate a report of their activity annually, which will be incorporated into stewardship communications that the Dean will share with the donor. This report may coincide with the annual review process.

5. Appointment letters

- Appointment letters should convey the term of appointment, allowable use of funds, expectations for participation in stewardship, and criteria and process related to reappointment.
- Template language for the letter shall include:

The title of [Chair or endowed Professor] is a high academic honor reflecting outstanding accomplishment. Holders of endowed [Chairs / Professorships] are highly accomplished faculty who are advancing our mission and who have a high level of ethics, integrity, and collegiality.

Faculty holding endowed positions are expected to demonstrate outstanding ethical behavior and College and University citizenship, perform at a high level in research, teaching, outreach, engagement, and/or service commensurate with the status and importance of these positions. Importantly, these positions also provide opportunities for leadership through mentorship of students and junior faculty. Acceptance of this honor includes aspiration for continued excellence.

I am delighted to offer you the [____ Chair/Professorship], effective [DATE], subject to approval by The Ohio State University Board of Trustees. Your appointment to the [____ Chair/Professorship is for a period of __ years (ending

1 on [DATE]). As holder of this chair/professorship, you will be asked to
2 participate in stewardship activities, and remain productive in research and
3 service to the institution. Donors who establish endowed positions make an
4 indelible contribution to Ohio State through their generosity. Holders of
5 endowed positions are uniquely qualified to give donors an appreciation of the
6 impact of their philanthropy. Participating in stewardship, in partnership with the
7 Office of Advancement, is thus an important part of holding an endowed
8 position. This stewardship may include, but is not limited to, providing a
9 summary of your significant activities and accomplishments on an annual basis.

10
11 At the expiration of this appointment, reappointment may or may not be offered
12 based on your activities as a scholar and academic leader as assessed by the
13 Dean.

14
15 The College does not provide any additional compensation or other benefits in
16 connection with such an appointment. The honor of holding the position is a
17 reflection of the high regard the College and your colleagues hold for you.

18 19 **V. Organization of the College**

20
21 The Moritz College of Law is a tenure-initiating unit (TIU). The following are the different
22 organizational units within the Moritz College of Law.

23
24 **Administration.** Led by the Dean of the Moritz College of Law, Administration oversees all
25 functions of the College, which includes operations, administration, and strategic planning.

26
27 **Admissions.** Oversees the admissions process, which includes the recruitment, scholarships,
28 and admission of students to the Moritz College of Law.

29
30 **Advancement.** Engage in fundraising efforts to support the College's strategic objectives and
31 mission, and establish, develop, and strengthen relations with alumni to generate future support
32 for College initiatives like scholarships, programmatic, and academic support.

33
34 **Career Development.** Provides counseling services to students to help find the best job fit
35 through individualized self-assessment, identifying appropriate legal career options, providing
36 training in job search skills, and offering many sources of employment opportunities.

37
38 **Clinics.** Clinical education programs that provide enrolled students with experiential learning
39 through in-depth legal work in various areas of focus, accompanied by an intensive academic
40 experience in the classroom.

41
42 **Faculty Administration.** Administer faculty operations by overseeing faculty initiatives and
43 ensuring academic teaching and research at the Moritz College of Law.

44
45 **Inclusive Excellence.** Seeks to build a community of belonging within the College, promoting
46 diversity and the future of the legal profession from a broad perspective.

1
2 **Journals.** Student managed operations, which create legal journals that educate and publish
3 current legal initiatives and topics.

4
5 **Library.** Support scholarship and instruction in the law by providing Moritz College of Law
6 faculty and students with the necessary educational materials and learning spaces.

7
8 **Marketing and Communications.** Collaborates with units in the Moritz College of Law to
9 create marketing content while also advising on proper marketing strategies to advance the
10 reputation and brand of the Moritz College of Law.

11
12 **Student Affairs.** Counseling and support students by providing registration services, day-to-day
13 support, and necessary direction to guarantee the success of each student.

14
15 **Technology Services.** Classroom and faculty IT support staff that ensure proper function of
16 classroom technology to support teaching and learning.

17
18 **Programs and Centers.**

19 Divided Community Project

20 Drug Enforcement Policy Center

21 Election Law @ Ohio State

22 Moot Court and Trial Advocacy

23 Program on Data & Governance

24 Program on Dispute Resolution

25 Program on Law, Finance & Governance

26
27 **VI. Overview of College Decision-Making**

28
29 Policy and program decisions are made in a number of ways: by the Moritz College of Law
30 faculty as a whole, by standing or special committees of the College, or by the Dean or their
31 designate. The nature and importance of any individual matter determines how it is addressed.
32 College governance proceeds on the general principle that the more important the matter to be
33 decided, the more inclusive participation in the decision making needs to be. Open discussions,
34 both formal and informal, constitute the primary means of reaching decisions of central
35 importance.

36
37 All formal actions of the Moritz College of Law, including any amendment to the governance
38 documents of the Moritz College of Law, shall be made in faculty meetings called and
39 conducted pursuant to the [governance documents](#) of the Moritz College of Law.

40
41 **VII. College Administration**

42
43 **A. Dean**

44
45 The primary responsibilities of the Dean are set forth in Faculty Rule [3335-3-29](#). That
46 Rule provides as follows with respect to the responsibilities of the Dean of each college:

1
2 “The major responsibility of the dean of each college shall be that of providing active
3 leadership in the promotion, direction and support of educational and research activities
4 of the University, in the maintenance of a high level of morale among the faculty, and in
5 the encouragement of the spirit of learning among the students. In addition the dean
6 shall have general administrative responsibility for the program of the college, subject to
7 the approval of the president and the board of trustees. These administrative
8 responsibilities shall include the following duties:
9

- 10 1. Preside at meetings of the college faculty and to appoint all college committees
11 unless their membership has been designated by faculty rule or by the college
12 faculty.
13
- 14 2. Approve courses of study for students in their college, to warn students who are
15 delinquent in their studies and to recommend appropriate student disciplinary action
16 to the appropriate University disciplinary body or official.
17
- 18 3. Present candidates for degrees to the president on behalf of the college faculty and
19 to serve as a member of the council of deans (see rule [3335-3-23](#) of the
20 Administrative Code).
21
- 22 4. Make recommendations to the executive vice president and provost concerning the
23 college budget, and concerning the appointments to and promotions within the staff
24 and the membership of the college faculty, after consultation with the appropriate
25 staff and faculty members.
26
- 27 5. Review in consultation with the faculty the college’s pattern of administration
28 (POA). The POA shall be consistent with the principles of faculty governance and
29 the responsibilities of the dean. At the beginning of each five-year term, in
30 consultation with the faculty, the dean shall either reaffirm or revise the existing
31 POA. The existing POA shall be the starting point for the review of the POA and
32 shall remain in effect until the process is complete. Any revisions to the existing
33 POA shall be accomplished first with broad faculty input, obtained in a manner
34 consistent with the college’s established practices and procedures, and, second, with
35 faculty approval, also consistent with the college’s practices and procedures. If
36 faculty approval is not achieved, the dean shall explain the rationale in writing for
37 the departure in order to enhance communication and facilitate understanding.”
38

39 Faculty Rule [3335-3-35](#) provides the following additional responsibilities for TIU heads.
40 Because the Dean of the Moritz College of Law is also the TIU head of the College,
41 these additional responsibilities apply with respect to the Dean of the Moritz College of
42 Law:
43

- 44 1. To operate the business of the College with efficiency and timeliness.
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2. To assign workload according to the department’s workload guidelines (see Section IX) and faculty appointment type (and rank).
 3. To prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, reappointments, promotion and tenure.
 4. To plan with the members of the faculty the regular evaluation of the instructional and administrative processes and methods for their improvement, and to develop a plan for ensuring that students progress toward timely program completion.
 5. To evaluate faculty members periodically in accordance with criteria approved by the Board of Trustees and subject to instructions from the Executive Vice President and Provost, and also according to such supplemental criteria as may be set up by the College.
 6. To inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their tenure initiating unit and to place in that file a response to any evaluation, comment or other material contained in the file.
 7. To recommend to the Executive Vice President and Provost, after consultation with the eligible faculty, appointments, promotions, dismissals, and matters affecting the reappointment and tenure of members of the College faculty.
 8. To encourage research and educational investigations.
 9. To maintain a curriculum vitae for all personnel teaching a course in the College’s curriculum.
 10. To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the Office of Academic Affairs.
 11. To see that all faculty, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank.
 12. To lead in maintaining a high level of morale among faculty.
 13. To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.
 14. 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.
- 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 of

1 Administration, subject when relevant to the approval of the Office of Academic Affairs
2 and Board of Trustees.

3
4 Operational efficiency requires that the Dean exercise a degree of autonomy in
5 establishing and managing administrative processes. The articulation and achievement
6 of College academic goals, however, are most successful when all faculty members
7 participate in discussing and deciding matters of importance. The Dean will therefore
8 consult with the faculty on all educational and academic policy issues and will respect
9 the principle of majority rule. When a departure from majority rule is judged to be
10 necessary, the Dean will explain to the faculty the reasons for the departure, ideally
11 before action is taken.

12 13 **B. Other Administrators**

14
15 **Associate Dean for Academic Affairs.** Primary duties include oversight of the
16 curriculum, course assignments and course scheduling, grading, adjuncts and visiting
17 faculty, student evaluation of teaching, and accreditation issues.

18
19 **Associate Dean for Diversity and Inclusion.** Primary duties involve managing and
20 coordinating inclusive excellence policies and programming at the Moritz College of
21 Law, including dealing directly with students, faculty, staff, alumni, and the general
22 public related to diversity and inclusion policy, programming, processes, and practice;
23 heads the Office of Inclusive Excellence and oversees the Assistant Director for
24 Inclusive Excellence and the Dean's Fellow for Inclusive Excellence.

25
26 **Associate Dean for Faculty and Intellectual Life.** Primary duties include advancing
27 faculty scholarly productivity and impact, facilitating promotion and publicity of faculty
28 scholarship, oversight of faculty mentoring programs, coordinating faculty workshops
29 and speaker series, overseeing faculty meetings and governance, and oversight of
30 summer research grants and faculty research expenditures.

31
32 **Associate Dean for Strategic Initiatives.** Primary duties include helping to implement
33 College-wide strategic initiatives and widening the reach of existing and new degree and
34 non-degree programs, liaising with faculty, staff, and students in developing strategic
35 initiatives, providing guidance on implementation of College's strategic plan, and
36 assisting in representing the College with the general public, agencies, and other
37 institutions on strategic engagement.

38
39 **Assistant Dean for Admissions, Financial Aid, and Diversity Initiatives.** Primary
40 duties include recruiting and enrolling each year an entering J.D. class that embodies the
41 College's goals for academic excellence, leadership, multi-cultural experience, diversity,
42 commitment to public service, and career potential; also plays key role in development
43 and implementation of admissions and financial aid strategy, engages with student body
44 on diversity initiatives, and represents the Moritz College of Law at recruiting events.

1 **Assistant Dean for Career Development.** Primary duties include assisting students in
2 envisioning and developing their career arc, with an eye to helping them secure summer
3 and post-graduate employment, as well as assisting the Moritz College of Law in
4 navigating evolving legal and legal-adjacent job markets, while guiding and leading the
5 Career Development office.
6

7 **Assistant Dean for Graduate and International Affairs.** Primary duties include
8 leading two core programs within the Moritz College of Law, the LL.M. program for
9 international students and the M.S.L. program for working professionals, involving
10 defining the strategic vision for the programs and helping students integrate into the life
11 of the College.
12

13 **Assistant Dean for Information Services and Communications.** Primary duties
14 include overseeing and setting policy for the Law Library and the Department of
15 Information Technology and managing team of librarians, library staff, and information
16 technology specialists.
17

18 **Assistant Dean of Students.** Primary duties include student advising and assisting in
19 the oversight and administration of academic, curricular, and co-curricular matters at the
20 College, and overseeing implementation of disability accommodations and the
21 Registrar's office.
22

23 **Director of Clinical Programs.** Primary duties involve overseeing all aspects of the
24 College's clinical programs, including overseeing clinical professors, staff, and students.
25

26 **Director of Program on Dispute Resolution.** Oversees programming and external
27 engagement by the Program on Dispute Resolution and its key initiatives, including the
28 Divided Community Project.
29

30 **Chief Administrative Officer.** Oversees financial health and transactions in the
31 College; liaises with Human Resources; provides strategic advice and analytics to Dean
32 and College leadership; oversees facilities operations, maintenance, and needs in the
33 College.
34

35 **C. Required Committees (see Appendix A for a full list of committees)** 36

37 1. Promotion and Tenure Committee. The College shall establish a Promotion
38 and Tenure Committee which will be concerned with tenure-track faculty
39 promotion and tenure questions and recommendations for amendments to the
40 rules on promotion and tenure. The committee will consist of between three and
41 five professors, and the committee members and the Chair will be chosen by the
42 Dean and will each serve a term of one year.
43

44 2. Investigation and Sanctioning Committee. The College shall establish a College
45 Investigation and Sanctioning Committee to carry out the duties described in Faculty
46 Rules [3335-5-04.1](#) and [3335-5-04.4](#). The Committee shall consist of six faculty

1 members from the Moritz College of Law and one faculty member from outside of the
2 Moritz College of Law. The Chair of the Committee will be chosen by a vote of its
3 members after the members have been selected through the process described below.
4 The outside member may not be a person eligible to vote on appointment matters at the
5 Moritz College of Law. The faculty eligible to serve on the Committee shall be tenured
6 faculty members and non-probationary associate clinical professors and clinical
7 professors, but a majority of the Committee shall be tenured faculty members, as
8 required by Faculty Rule [3335-5-04.1](#). Four of the Moritz College of Law faculty
9 members shall serve as regular members of the Committee and two as alternates. The
10 Dean, Associate Deans, and Assistant Deans of the Moritz College of Law shall not be
11 eligible to serve as members of the committee, nor shall any faculty member serving in
12 an administrative capacity in the University on a full-time basis.

13
14 Each member of the College Investigation and Sanctioning Committee shall serve for a
15 term of two years.

16
17 In each year in which an election is necessary, all members of the College faculty who
18 have been given voting rights shall be given a ballot consisting of the names of all
19 College faculty eligible to serve on the Committee. Persons who are completing a term
20 as a regular member of the committee may have their name excluded from this ballot
21 upon request. To be valid, a ballot must contain one vote for each position being voted
22 on. The four faculty members receiving the highest number of votes shall be regular
23 members of the committee. The two faculty members receiving the next highest number
24 of votes shall be the alternates. If there are ties, they shall be broken by a coin toss.

25
26 With respect to the selection of a Committee member from outside the College, the
27 Dean shall solicit from the College faculty the names of eligible faculty members from
28 outside the Moritz College of Law. The Dean shall contact these persons and ask them
29 if they are willing to serve on the College Committee. The names of those persons
30 willing to serve will be entered onto a ballot and all members of the College faculty who
31 have been given voting rights shall be entitled to vote for one of the names on the ballot.
32 If no single name receives a vote of the majority of the faculty casting ballots, a run-off
33 shall be held between the two persons who received the most votes.

34
35 In the event that the process set forth above results in a Committee in which tenured
36 faculty do not constitute a majority of the Committee, the clinical faculty member
37 initially selected for the Committee but who received the fewest number of votes among
38 those clinical faculty selected will be replaced by the tenured faculty member initially
39 not selected for the Committee but receiving the highest number of votes among those
40 tenured faculty members not initially selected, until the majority of the Committee are
41 tenured faculty members. If there are ties, they shall be broken by a coin toss.

42
43 An alternate member shall serve in the determination of a matter that comes before the
44 Committee in the event of a regular member's unavailability, incapacity, or recusal,
45 whether voluntarily or upon the majority vote of the Committee based on conflict of
46 interest in the circumstances surrounding the complaint.

1
2 3. Faculty Salary Appeals Committee. The Promotion and Tenure Committee shall serve
3 as the Faculty Salary Appeals Committee.

4
5 **D. Centers**

6
7 1. Establishment of College Centers.

8
9 Those wanting to establish a College Center must submit a proposal to the Dean, who
10 will review the proposal and decide whether to establish the Center. The proposal
11 should provide in clearly labeled sections the information requested below.

12
13 a. Mission: Explain the mission of the Center and how it is aligned with the College's
14 Academic Plan and strategic goals.

15
16 b. Faculty: Describe the level of faculty interest and commitment to the Center. In
17 particular, provide, describe or explain the following:

- 18 • The criteria for selecting the Center's faculty membership.
19 • A list of faculty expressing interest in associating with the Center,
20 • The extent to which staff and students will be involved and how they will be
21 supported.

22
23 c. Administration: Describe the administrative structure and responsibilities of the
24 director. In particular, describe or explain the following:

- 25 • The name of the director or interim director of the Center.
26 • The proposed responsibilities of the director.

27
28 d. Budget/Funding: Specify budget and funding sources for the Center. In particular,
29 describe or explain the following:

- 30 • The expected budget for the first year of operation.
31 • Funding sources and one-time and recurring costs.
32 • Existing or new equipment, space, and facilities needed to establish the Center.
33 • The sustainability of the Center—possibilities for external funding, and details of
34 related funding proposal submissions.

35
36 e. Evaluative Criteria and Benchmarks: Propose and define specific criteria and
37 benchmarks against which the Center will be measured.

38
39 2. Review of College Centers.

40
41 All College centers will be monitored through annual reports to the College Dean(s).
42 Should significant change to a Center occur, or a decision be made to abolish a Center,
43 notification of that decision will be made to the Office of Academic Affairs and through
44 it to the Council on Academic Affairs.

1 **VIII. Faculty Meetings**

2
3 1. Faculty Meetings: Attendance and Voting Rights.

4
5 A. Faculty. Except as otherwise specified in this Pattern of Administration, all voting
6 members of the College faculty, consisting of tenure-track faculty, clinical faculty,
7 and associated faculty who have been granted governance rights, shall be entitled to
8 attend, participate in, and vote at College faculty meetings. Except as otherwise
9 specified by this document, all adjunct professors, visiting faculty members, staff
10 attorneys, and faculty members with joint appointments whose tenuring unit is not
11 the Moritz College of Law, who have not been granted a right to vote by the faculty,
12 shall be entitled to attend and to participate in such meetings (other than those
13 involving personnel matters such as hiring and promotion and tenure issues), but
14 shall not be entitled to vote.

15
16 B. Staff and Students. The President of the Student Bar Association shall be
17 permitted to attend and participate in faculty meeting (other than those involving
18 personnel matters such as hiring and promotion and tenure issues) but shall not be
19 entitled to vote. When a matter reported by a committee, or a matter placed on the
20 agenda and within the jurisdiction of a specific committee, is before the faculty, staff
21 and student members of the committee may attend the meeting during, and
22 participate in, the discussion of the reported matter and have a full vote on that
23 matter, except that they shall not be entitled to vote on individual student petitions or
24 admission applications, or on individual cases involving faculty appointments.
25 Notwithstanding the foregoing, the faculty may decide by majority vote to exclude
26 staff and students from attendance during deliberation on matters authorized for
27 executive session.

28
29 2. Faculty and Committee Meetings; When and By Whom Called.

30
31 A. Regular Faculty Meetings. Regular meetings of the faculty shall be held on
32 Thursday afternoons at least once each month during the academic year in
33 accordance with a schedule established by the Dean at the beginning of each
34 semester.

35
36 B. Special Faculty Meetings. A special faculty meeting may be called by the Dean
37 for any Thursday afternoon on which no regular faculty meeting has previously been
38 scheduled. The Dean shall call a special faculty meeting upon the signed request of
39 any seven faculty members. Special faculty meetings should not be utilized for
40 business that can reasonably be conducted within the schedule of regular faculty
41 meetings.

42
43 C. Emergency Special Faculty Meetings. Where action is required that cannot
44 reasonably be postponed until the following Thursday, the Dean may call an
45 emergency special faculty meeting for any reasonable time.

1 3. Notice of Faculty Meetings.
2

3 A. Regular Meeting Schedule. At the beginning of each semester, the Dean shall
4 distribute a schedule of regular meetings of the faculty to the College faculty.
5

6 B. Special Faculty Meetings. At least four calendar days prior to any special faculty
7 meeting, the Dean shall distribute notice of the date, time, and place of such meeting
8 to the full-time faculty.
9

10 C. Emergency Special Faculty Meetings. As early as possible, prior to any
11 emergency special faculty meeting, the Dean shall distribute notice of the date, time,
12 and place of such meeting to the full-time faculty.
13

14 D. Agendas of Faculty Meetings. At least 48 hours prior to any faculty meeting,
15 except an emergency special faculty meeting, the Dean shall distribute the agenda
16 for such meeting to the full-time faculty.
17

18 E. Public Information. Any person may determine the time, place, and agenda of all
19 faculty meetings by:
20

21 1. Calling the Office of the Dean, Moritz College of Law, The Ohio State
22 University; or
23

24 2. Consulting the calendar on the Moritz website.
25

26 F. Delegation. In giving the notices required, the Dean may rely on assistance
27 provided by a member of the Dean's staff and any such notice is complete if given
28 by such member in the manner provided.
29

30 4. Faculty Meetings; Required to Be Open; Executive Sessions.
31

32 A. Open Meetings. All meetings of the faculty shall be open to the public for
33 observation (but not for participation), subject to adjournment to executive session
34 for deliberations on such matters as are authorized by Ohio Revised Code section
35 121.22(G). All resolutions, rules, or formal action by the College faculty shall be
36 adopted in open session.
37

38 B. Executive Sessions. The Dean shall be empowered to adjourn any faculty meeting
39 to executive session for purposes of deliberating upon such matters as are authorized
40 for executive session by Ohio Revised Code section 121.22(G).
41

42 5. Distribution of Materials for Faculty Consideration.
43

44 Committee Reports and recommendations and other matters for consideration by the
45 faculty shall be distributed to the faculty and to students entitled to attend and participate
46 at least five days preceding the meeting at which it is to be considered. In appointments

1 matters, a forty-eight hour notice shall suffice with regard to specific individuals being
2 recommended if a five-day notice has been given that such recommendations may be
3 made. Such distribution shall be made by the chairperson of the committee or the faculty
4 proponent of the matter for consideration.

5
6 6. Changes or Amendments.

7
8 To facilitate expeditious disposition of matters for consideration at faculty meetings,
9 faculty members or students who propose amendments to or substitutes for committee
10 recommendations shall, wherever possible, circulate their proposals to the faculty and to
11 students entitled to attend and participate in faculty meeting consideration of the matter,
12 in advance of the meeting at which the committee report is scheduled for consideration.

13
14 7. Quorum.

15
16 For the transaction of ordinary faculty business, a quorum shall consist of a majority of
17 the members of the tenure-track faculty, clinical faculty, and associated faculty who
18 have been provided governance rights, who are not on leave, or if on leave are present at
19 the meeting, as defined herein.

20
21 The rules for quorums for appointments, reappointments, promotion, or promotion and
22 tenure are set forth in the College APT document.

23
24 8. Voting; Proxies.

25
26 Except as otherwise specified for tenure-track and clinical faculty appointments, tenure-
27 track promotion and tenure decisions, and clinical faculty reappointment and promotion
28 decisions, all actions of the College faculty shall be decided by a majority of those
29 voting in person or, if authorized, by proxy. "In person" or "present" means physical
30 presence or, in appropriate circumstances when authorized by the Dean, presence by
31 other means that allow for participation in the meeting. Appropriate circumstances
32 include, but are not limited to, professional responsibilities, illness, or care of family
33 members that preclude or impair physical presence at a meeting. Proxy voting will be
34 allowed only when authorized by the Dean in appropriate circumstance that preclude
35 either physical presence or presence by other means that allow for participation in the
36 meeting. Any proxy must be in writing and filed with the Dean or the Dean's designee
37 before the proxy is used. As specified in the College's APT document, proxy voting is
38 not allowed with respect to tenure-track appointments and promotion and tenure
39 decisions or clinical faculty appointments, reappointments, or promotion decisions.
40 Voting generally occurs by a show of hands, although any faculty member can request
41 that voting occur by secret ballot. Votes on faculty appointments and promotion and
42 tenure will always take place using a secret ballot.

43
44 When it is necessary to come to a decision about a matter, and for whatever reason a
45 majority vote cannot be achieved to decide the matter, despite the best efforts of the
46 Dean, the Dean will make the final decision. This might occur, for example, if there is

1 a tie vote or in instances in which a quorum needed for faculty action cannot be
2 achieved.

3
4 Special policies pertain to voting on personnel matters, and these are set forth in the
5 College's Appointments, Promotion, and Tenure Document.

6
7 The College accepts the fundamental importance of full and free discussion but also
8 recognizes that such discussion can only be achieved in an atmosphere of mutual
9 respect and civility. Normally, College faculty meetings will be conducted with no
10 more formality than is needed to attain the goals of full and free discussion and the
11 orderly conduct of business. However, Robert's Rules of Order will be invoked when
12 more formality is needed to serve these goals.

13
14 9. Notice to Students of Faculty Action.

15
16 Unless otherwise specified by vote of the faculty, all actions and decisions taken by the
17 faculty shall promptly be brought to the attention of the student body; provided,
18 however, that the Associate Dean for Academic Affairs shall have discretion not to post
19 some action or decision until the matter has been brought before the faculty's next
20 meeting for its decision as to posting.

21
22 **IX. Distribution of Faculty Duties, Responsibilities, and Workload**

23
24 Faculty assignments are described in the initial letter of offer. Assignments and expectations for
25 the upcoming year are addressed as part of the annual review by the Dean based on College
26 needs, as well as faculty productivity and career development.

27
28 During on-duty periods, faculty members are expected to be available for interaction with
29 students, research, and College meetings and events even if they have no formal course
30 assignment. On-duty faculty members should not be away from campus for extended periods of
31 time unless on an approved leave or on approved travel.

32
33 Telework exception: Faculty members with responsibilities requiring in-person interaction
34 are to work at a University worksite to perform those responsibilities. Telework and the use
35 of remote, virtual meetings are allowed at the discretion of the Dean if such work can be
36 performed effectively, and faculty members are able to fulfill their responsibilities.
37 Telework will be encouraged under certain circumstances if it serves the needs of the
38 College, University, and/or community. The Dean has the discretion to require faculty to
39 work on campus if there are concerns that responsibilities are not being fulfilled through
40 telework.

41
42 The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the
43 demands and resources of the College and the individual circumstances of faculty members may
44 warrant temporary deviations from these guidelines.

1 A full-time faculty member's primary professional commitment is to Ohio State University and
2 the guidelines below are based on that commitment. Faculty who have professional
3 commitments outside of Ohio State during on-duty periods (including teaching at another
4 institution; conducting research for an entity outside of Ohio State; external consulting) must
5 disclose and discuss these with the Dean in order to ensure that no conflict of commitment
6 exists. Information on faculty conflicts of commitment is presented in the University's [Policy](#)
7 [on Outside Activities and Conflicts](#).

8
9 In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers
10 (natural disasters, for example), faculty duties and responsibilities may be adjusted by the Dean
11 to take into account the impact over time of the crisis. These adjustments may include
12 modifying research expectations in order to maintain teaching obligations. These assignment
13 changes must be considered in annual reviews.

14 15 **A. Tenure-track Faculty**

16
17 Tenure-track faculty are expected to contribute to the University's mission via teaching,
18 scholarship, and service. When a faculty member's contributions decrease in one of
19 these three areas, additional activity in one or both of the other areas is expected.

20 21 **Teaching**

22
23 All tenure-track faculty are expected to contribute to the College's teaching. The
24 standard teaching assignment for full-time tenure-track faculty is ten credit hours per
25 academic year. This translates to three or four courses per academic year, depending on
26 the type of courses being taught by the faculty member. Faculty are also expected to
27 advise law students and supervise independent studies and other student work. The
28 standard teaching assignment may vary for individual faculty members based on their
29 research and service activity. Faculty members who are especially active in research can
30 be assigned an enhanced research status that includes a reduced teaching assignment.
31 Likewise, faculty members who are relatively inactive in research can be assigned an
32 enhanced teaching status that includes an increased teaching assignment. Faculty
33 members who are engaged in extraordinary service activities (to the College, University,
34 or in special circumstances professional organizations within the discipline) can be
35 assigned an enhanced service assignment that includes a reduced teaching assignment.

36
37 Periodic Review of Credit Hours Awarded in Established Courses.

38
39 A. When an instructor teaches an established course, the instructor will provide the
40 following information for the planned course:

- 41
42 (1) anticipated hours of direct faculty instruction;
43
44 (2) descriptions of and time estimates for assigned reading;
45
46 (3) descriptions of and time estimates for other out-of-class work; and

1
2 (4) hours allotted to a final examination or other final assessment.
3

4 The instructor will also attest that the planned course offering complies with the Moritz
5 College of Law guidelines articulated in Section X.
6

7 B. The Associate Dean for Academic Affairs will review the information provided
8 under subsection A and, if the Associate Dean believes that work done in a course does
9 not match the credit hours awarded, the Associate Dean will work with the instructor to
10 adjust the credit hours or workload. Any change in credit hours for an established
11 course must be reviewed by the Academic Affairs Committee and approved by the
12 faculty.
13

14 C. To inform estimates made by instructors under subsection A, as well as the
15 review conducted by the Associate Dean under subsection B.
16

17 (1) The Associate Dean or their designee will periodically prepare reports
18 aggregating workload data from course information submitted by instructors.
19 The Associate Dean will share those aggregate reports with instructors to
20 promote understanding and discussion of academic workloads at the Moritz
21 College of Law.
22

23 (2) Each academic year, the Academic Affairs Committee will solicit student
24 input on the overall academic workload at the Moritz College of Law. The
25 committee may solicit that input from student representatives on the committee,
26 surveys, focus groups, or any other means it finds appropriate.
27

28 (3) The Academic Affairs Committee will sponsor, as appropriate, an annual
29 faculty-wide discussion about academic workloads. These discussions may
30 include review of aggregate data from the Standard 310 forms, presentations by
31 experts, or other materials designed to inform faculty pedagogy.
32

33 **Scholarship**

34

35 All tenure-track faculty members are expected to be engaged in scholarship as defined in
36 the College's [Appointments, Promotion, and Tenure Document](#). A faculty member who
37 is actively engaged in scholarship will be expected to publish regularly in law journals,
38 as well as other appropriate venues. Faculty members actively engaged in research are
39 expected to produce, on average, at least one law review article or the equivalent each
40 academic year.
41

42 **Service**

43

44 Faculty members are expected to be engaged in service and outreach to the College, the
45 University, the profession, and the community. This includes service on College
46 committees, as well as other service within the University. All faculty members are

1 expected to attend and participate in faculty meetings, recruitment activities, and other
2 College events.

3
4 The College recognizes that some of its faculty members bear an inherent additional
5 service burden. That burden accrues when faculty members, often women and
6 underrepresented colleagues, are recognized as uniquely positioned to assist with work
7 at the College or University levels. Such individuals may be expected to provide more
8 service than normal because their particular expertise, perspective, or voice can help
9 working groups, for example, or task forces or students (through their mentorship of
10 them) understand context, options, and opportunities in new ways. This additional
11 service burden does not derive from volunteerism. Rather, it is an unwarranted and
12 inequitable expectation.

13
14 Service loads should be discussed and agreed to during annual performance and merit
15 reviews. When heavy service obligations are primarily volunteer in nature, the Dean is
16 not obligated to modify the service load of the faculty member (reduce teaching and/or
17 scholarly obligations). If, however, a heavy service load is due to the faculty member's
18 unique expertise, perspective, or voice, this should be noted in the annual performance
19 review letter, considered when distributing the faculty member's other duties. The Dean
20 should also consider this additional service burden in managing equity of service loads
21 among faculty.

22 23 **B. Clinical Faculty**

24
25 The College appoints clinical faculty. Clinical faculty are teachers/practitioners who are
26 engaged primarily in teaching activities related to: (a) law courses or instructional
27 situations involving representation of live clients, resolution of actual disputes, applied
28 skills in legislative bodies, governmental agencies or departments, and other applied
29 practice areas; (b) courses or instructional situations involving the simulation of
30 problems and circumstances related to the representation of live clients; or (c) courses or
31 instructional situations involving professional skills.

32
33 Clinical faculty are expected to contribute to the University's mission via teaching and
34 service. Clinical faculty who teach in the College's clinics are engaged in the practice of
35 law, as well as in teaching. Clinical faculty who teach Legal Writing engage in one-to-
36 one work with students, as well as their other teaching responsibilities. Given the nature
37 of teaching at the Moritz College of Law, including the fact that faculty do not have
38 teaching assistants, the standard teaching assignment for clinical faculty is one clinic per
39 semester if they oversee a clinic that serves clients, two sections of legal writing per
40 semester if they teach legal writing exclusively, or the equivalent to ten credits (in
41 combination with these courses or otherwise), as determined by the Associate Dean for
42 Academic Affairs in consultation with the Dean, each academic year. See also Section
43 IX.A above for information about the periodic review of credit hours awarded in
44 established courses.

45
46 Service expectations are similar to those for tenure-track faculty members.

1
2 **C. Associated Faculty**
3

4 Compensated associated faculty members are expected to contribute to the University's
5 mission via teaching and according to the terms of their individual appointments.
6

7 Expectations for compensated visiting faculty members will be based on the terms of
8 their appointment and are comparable to that of tenure-track faculty members except
9 that service is not required.
10

11 **D. Modification of Duties**
12

13 The College strives to be a family-friendly unit in its efforts to recruit and retain high
14 quality faculty members. To this end, the College is committed to modification of duties
15 to provide its faculty members flexibility in meeting work responsibilities within the
16 first year of childbirth/adoption/fostering, or care for an immediate family member who
17 has a serious health condition, or a qualifying exigency arising out of the fact that the
18 employee's immediate family member is on covered active duty in a foreign country or
19 call to covered active duty status.
20

21 A faculty member requesting the modification of duties for childbirth/adoption/fostering
22 and the College Dean should be creative and flexible in developing a solution that is fair
23 to both the individual and the unit while addressing the needs of the University.
24 Expectations must be spelled out in an MOU that is approved by the Dean.
25

26 Information about course assignments appears in Appendix B.
27

28 **X. Course Offerings and Teaching Schedule**
29

30 The Dean and the Associate Dean for Academic Affairs will annually develop a schedule of
31 course offerings and teaching schedules in consultation with the faculty, both collectively and
32 individually. While efforts will be made to accommodate the individual preferences of
33 faculty, the College's first obligation is to offer the courses needed by students at times and in
34 formats most likely to meet student needs. To assure classroom availability, reasonable
35 efforts must be made to distribute course offerings across the day and week. To meet student
36 needs, reasonable efforts must be made to assure that course offering match student demand
37 and that timing conflicts with other courses students are known to take in tandem are avoided.
38 A scheduled course that does not attract the minimum number of students required by Faculty
39 Rule [3335-8-16](#) will normally be cancelled and the faculty member scheduled to teach that
40 course will be assigned to another course for that or a subsequent semester.
41

42 1. Policy for Determining Credit Hours Awarded for Academic Work.
43

44 A. The Moritz College of Law adheres to ABA Standards in determining the
45 number of credit hours awarded for coursework. ABA Standard 310(b) provides:
46

1 A “credit hour” is an amount of work that reasonably approximates:
2

3 (1) not less than one hour of classroom or direct faculty instruction and two
4 hours of out-of-class student work per week for fifteen weeks, or the equivalent
5 amount of work over a different amount of time; or
6

7 (2) at least an equivalent amount of work as required in subparagraph (1) of this
8 definition for other academic activities as established by the institution, including
9 simulation, field placement, clinical, co-curricular, and other academic work
10 leading to the award of credit hours.
11

12 B. ABA Interpretation 310-1 clarifies that:
13

14 (1) the fifteen-week period may include one week of exam period;
15

16 (2) fifty minutes suffices for one “hour” of classroom or direct faculty
17 instruction; and
18

19 (3) sixty minutes are required to constitute an “hour” of out-of-class student
20 work.
21

22 C. In accordance with Standard 310, the Moritz College of Law awards one unit of
23 credit for an amount of academic work that reasonably approximates:
24

25 (1) at least 750 minutes of classroom or direct faculty instruction (including
26 examinations) plus 1800 minutes of out-of-class student work, for a total time of
27 42.5 hours per credit; or
28

29 (2) at least 45 hours of academic work completed outside the classroom without
30 direct faculty instruction; or
31

32 (3) any other combination of direct faculty instruction and out-of-class work that
33 satisfies the guidelines articulated in sections A and B above.
34

35 These requirements apply to academic work that extends over any period of time,
36 including semester-long courses, short courses, and summer session courses. They also
37 apply to distance education courses.
38

39 **XI. Allocation of College Resources** 40

41 The Dean is responsible for the fiscal and academic health of the College and for assuring that
42 all resources—fiscal, human, and physical—are allocated in a manner that will optimize
43 achievement of College goals. The Dean will allocate resources in support of the mission of the
44 College after consultation with the Moritz College of Law leadership team and the faculty.
45 However, final decisions on resource allocation rest with the Dean.
46

1 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure (APT)
2 Document.

3 4 **XII. Leaves and Absences**

5
6 The University's policies and procedures with respect to leaves and absences are set forth in the
7 Office of Academic Affairs [Policies and Procedures Handbook](#) and Office of Human Resources
8 [Policies and Forms website](#). In general, there are four types of leaves and absences taken by
9 faculty (in addition to parental leave, which is detailed in the [Parental Care Guidebook](#)).

10 11 **A. Discretionary Absence**

12
13 Faculty are expected to complete a travel request or a [request for absence form](#) well in
14 advance of a planned absence (for attendance at a professional meeting or to engage in
15 consulting) to provide time for its consideration and approval and time to assure that
16 instructional and other commitments are covered. Discretionary absence from duty is not
17 a right, and the College retains the authority to disapprove a proposed absence when
18 instruction or other activities are negatively impacted by the leave. Such an occurrence is
19 most likely when the number of absences in a particular semester is substantial. [Rules of](#)
20 [the University Faculty](#) require that the Office of Academic Affairs approve any
21 discretionary absence longer than 10 consecutive business days (see Faculty Rule [3335-](#)
22 [5-08](#)).

23 24 **B. Absence for Medical Reasons**

25
26 When absences for medical reasons are anticipated, faculty members are expected to
27 complete a [request for absence form](#) as early as possible. When such absences are
28 unexpected, the faculty member, or someone speaking for the faculty member, should
29 let the Dean know promptly so that instructional and other commitments can be
30 managed. Faculty members are always expected to use sick leave for any absence
31 covered by sick leave (personal illness, illness of family members, medical
32 appointments). Sick leave is a benefit to be used—not banked. For additional details see
33 OHR [Policy 6.27](#).

34 35 **C. Unpaid Leaves of Absence**

36
37 The University's policies with respect to unpaid leaves of absence and entrepreneurial
38 leaves of absence are set forth in OHR [Policy 6.45](#).

39 40 **D. Faculty Professional Leave**

41
42 Information on faculty professional leaves is presented in the OAA [Policy on Faculty](#)
43 [Professional Leave](#). For additional details, see Appendix C.

44 45 **E. Parental Leave**

1 The University and this College recognize the importance of parental leave to faculty
2 members. Details are provided in the OHR [Parental Care Guidebook](#), Paid Time Off
3 Program [Policy 6.27](#), and the [Family and Medical Leave Policy 6.05](#).

4 5 **XIII. Additional Compensation and Outside Activities**

6
7 Information on additional compensation is presented in the OAA [Policy on Faculty](#)
8 [Compensation](#). Information on paid external consulting is presented in the University's [Policy](#)
9 [on Outside Activities and Conflicts](#). The information provided below supplements these
10 policies.

11
12 This College adheres to these policies in every respect. In particular, this College expects
13 faculty members to carry out the duties associated with their primary appointment with the
14 University at a high level of competence before seeking other income-enhancing opportunities.
15 All activities providing additional compensation must be approved by the Dean regardless of
16 the source of compensation. External consulting must also be approved. Approval will be
17 contingent on the extent to which a faculty member is carrying out regular duties at an
18 acceptable level, the extent to which the extra income activity appears likely to interfere with
19 regular duties, and the academic value of the proposed consulting activity to the College. In
20 addition, it is University policy that faculty may not spend more than one business day per week
21 on additionally compensated activities and external consulting combined.

22
23 Faculty with an administrative position (for example, Associate/Assistant Dean, Center
24 Director) remain subject to the Policy on Outside Activities and Conflicts and with appropriate
25 approval, are permitted to engage in paid external work activities. However, faculty members
26 with administrative positions are not permitted to accept compensation/honoraria for services
27 that relate to or are the result of their administrative duties and responsibilities.

28
29 Should a faculty member wish to use a textbook or other material that is authored by the faculty
30 member and the sale of which results in a royalty being paid to that faculty member, such
31 textbook or material may be required for a course by the faculty member only if (1) the Dean or
32 the Dean's designee have approved the use of the textbook or material for the course taught by
33 the faculty member, or (2) an appropriate committee of the College reviews and approves the
34 use of the textbook or material for use in the course taught by the faculty member.

35
36 Faculty who fail to adhere to the University's policies on these matters, including seeking
37 approval for external consulting, will be subject to disciplinary action.

38 39 **XIV. Financial Conflicts of Interest**

40
41 Information on faculty financial conflicts of interest is presented in the University's [Policy on](#)
42 [Outside Activities and Conflicts](#). A conflict of interest exists if financial interests or other
43 opportunities for tangible personal benefit may exert a substantial and improper influence upon
44 a faculty member or administrator's professional judgment in exercising any University duty or
45 responsibility, including designing, conducting, or reporting research.

1 Faculty members with external funding or otherwise required by University policy are required
2 to file conflict of interest screening forms annually and more often if prospective new activities
3 pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to
4 cooperate with University officials in the avoidance or management of potential conflicts will
5 be subject to disciplinary action.

6
7 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment
8 that arise in relation to consulting or other work done for external entities.

9 10 **XV. Grievance Procedures**

11
12 Faculty or staff members who have a grievance with the College or its individual units should
13 first discuss the matter with the Dean, who will review the matter as appropriate and either
14 seek resolution or explain why resolution is not possible.

15
16 If the grievance involves the Dean or if the Dean is not the appropriate contact for some other
17 reason, the faculty or staff member should bring the matter to the attention of one of the
18 Associate Deans. Complaints concerning the Associate Deans should be brought to the
19 attention of the Dean.

20 21 **A. Salary Grievances**

22
23 A faculty or staff member who believes that their salary is inappropriately low should
24 discuss the matter with the Dean. The faculty or staff member should provide
25 documentation to support the complaint.

26
27 Faculty members who are not satisfied with the outcome of the discussion with the Dean
28 and who wish to pursue the matter may be eligible to file a more formal salary appeal
29 (see the Office of Academic Affairs [Policies and Procedures Handbook](#)).

30
31 Staff members who are not satisfied with the outcome of the discussion with the Dean
32 and who wish to pursue the matter should contact [Employee and Labor Relations](#) in the
33 Office of Human Resources.

34 35 **B. Faculty Promotion and Tenure Appeals**

36
37 Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).

38 39 **C. Faculty and Staff Misconduct**

40
41 Complaints alleging faculty misconduct or incompetence should follow the procedures
42 set forth in Faculty Rule [3335-5-04](#).

43
44 Any student, faculty, or staff member may report complaints against staff to the Dean.
45 The [Office of Employee and Labor Relations](#) in the Office of Human Resources can
46 provide assistance with questions, conflicts, and issues that arise in the workplace.

1
2 **D. Harassment, Discrimination, and Sexual Misconduct**
3

4 The [Office of Institutional Equity](#) exists to help the Ohio State community prevent and
5 respond to all forms of harassment, discrimination, and sexual misconduct.
6

7 Ohio State’s policy and procedures related to affirmative action and equal employment
8 opportunity are set forth in the University’s [policy on affirmative action and equal](#)
9 [employment opportunity](#).
10

11 Ohio State’s policy and procedures related to non-discrimination, harassment, and
12 sexual misconduct are set forth in the University’s [policy on non-discrimination,](#)
13 [harassment, and sexual misconduct](#).
14

15 **E. Violations of Laws, Rules, Regulations, or Policies**
16

17 Concerns about violations of laws, rules, regulations, or policies affecting the University
18 community should be referred to the [Office of University Compliance and Integrity](#).
19 Concerns may also be registered anonymously through the [Anonymous Reporting Line](#).
20

21 **F. Complaints by and about Students**
22

23 Normally, student complaints about courses, grades, and related matters are brought to
24 the attention of individual faculty members. In receiving such complaints, faculty should
25 treat students with respect regardless of the apparent merit of the complaint and provide
26 a considered response. When students bring complaints about courses and instructors to
27 the Dean, the Dean will first ascertain whether or not the students require
28 confidentiality. If confidentiality is not required, the Dean will investigate the matter as
29 fully and fairly as possible and provide a response to both the students and any affected
30 faculty. If confidentiality is required, the Dean will explain that it is not possible to fully
31 investigate a complaint in such circumstances and will advise the student or students on
32 options to pursue without prejudice as to whether the complaint is valid or not. See
33 Faculty Rule [3335-8-23](#).
34

35 Faculty complaints regarding students must always be handled strictly in accordance
36 with University rules and policies. Faculty should seek the advice and assistance of the
37 Dean and others with appropriate knowledge of policies and procedures when
38 problematic situations arise.
39

40 **G. Academic Misconduct**
41

42 Board of Trustees Rule [3335-23-15](#) stipulates that the [Committee on Academic](#)
43 [Misconduct](#) does not hear cases involving academic misconduct in colleges having a
44 published honor code, although some allegations against graduate students fall under the
45 committee’s jurisdiction. Accordingly, faculty members will report any instances of
46 academic misconduct to the Associate Dean for Academic Affairs, who will involve the

1 Committee on Academic Misconduct, if appropriate, or will otherwise follow the
2 College's procedures for addressing allegations of violations of the Moritz College of Law
3 Honor Code. The Moritz College of Law Honor Code can be found [here](#).

4
5 **H. Complaints Regarding Significant Problems as to Compliance with ABA**
6 **Standards**

7
8 As an ABA-accredited law school, the Moritz College of Law at The Ohio State
9 University is subject to the American Bar Association's Standards for Approval of Law
10 Schools. The Standards may be found [here](#). Information on the filing of and response to
11 complaints regarding the Moritz College of Law's compliance with standards governing
12 the program of legal education appears below.

13
14 1 Any student at the Moritz College of Law who wishes to bring a formal
15 complaint to the administration of the Moritz College of Law regarding a
16 significant problem that directly implicates the College's program of legal
17 education and its compliance with the ABA Standards should take the following
18 steps:

19
20 a. The student should submit the complaint in writing (via hard copy or e-
21 mail) to the Assistant Dean for Academic Affairs or to the person designated
22 by the Dean for that purpose. If the complaint concerns the person designated
23 to receive complaints, the student should consult the Dean, who will
24 designate an alternate person to receive the complaint.

25
26 b. The writing should (a) identify the ABA Standard implicated, (b) describe
27 in appropriate detail the behavior, program, or process complained of, and (c)
28 explain how the Moritz College of Law's program of legal education does
29 not comply with the identified Standard as a result of the problem.

30
31 c. The writing must provide the name of the student submitting the
32 complaint. It should also include the student's preferred contact information
33 for written or electronic communication. Upon request, the person receiving
34 the complaint may, at their discretion, maintain the student's anonymity for
35 all or part of the process.

36
37 2. The person who receives the written complaint (or their designee) should
38 acknowledge the complaint within five business days of receipt of the written
39 complaint. Acknowledgment may be made by e-mail, U.S. mail, or by personal
40 delivery.

41
42 3. Within ten business days of acknowledgment of the complaint, the person
43 who receives the complaint (or their designee) shall communicate the Moritz
44 College of Law's progress in regard to the complaint either in writing or in a
45 meeting with the complaining student. The communication should include either
46 a substantive response to the complaint or information about what steps are being

1 taken by the Moritz College of Law to address or further investigate the
2 complaint. If further investigation is needed, the complaining student shall,
3 within two weeks of the completion of the investigation, be provided with either
4 (i) a substantive response to the complaint or (ii) information about what steps
5 are being taken by the Moritz College of Law to address the complaint.
6

7 4. Appeals may be taken to the Dean of the Moritz College of Law. Any
8 decision made on appeal is final.
9

10 5. A copy of the complaint and a summary of the process and resolution of
11 the complaint shall be kept in the office of the Dean of the Moritz College of
12 Law as required by University retention rules or until the end of the academic
13 year in which the complaint is reported to the ABA as part of the Moritz College
14 of Law's accreditation process, whichever is later.
15

16 6. The Moritz College of Law will not retaliate against any individual who
17 makes a complaint under this provision, nor authorize any faculty member,
18 administrator, employee, or student to do so.
19

20 7. These provisions address only complaints that implicate compliance of
21 the College's program of legal education with the American Bar Association's
22 Standards for Approval of Law Schools. Students may always articulate in a
23 professional manner the concerns and complaints they may have about other
24 issues by addressing the appropriate persons, or by using other procedures
25 described in the Rules and Regulations of the American Bar Association, the
26 Moritz College of Law, or The Ohio State University.
27

1 **Appendix A: Committees**
2

3 A. There shall be nine standing committees with the following major functions:
4

5 Academic Affairs: To be concerned with consideration of new courses and curricular
6 planning (including clinical offerings); and student petitions on such matters as load-
7 lightening, transient status, scheduling, and student probation.
8

9 Administration: To be concerned with budgetary matters, alumni affairs, the law
10 library, overseeing the Honor Code, student activities of a non-curricular nature, and
11 such other matters, as assigned by the Dean, that are not regularly assigned to one of the
12 other College committees.
13

14 Admissions: To consider and pass on applications for admission and readmission, and
15 to be concerned with student financial aid.
16

17 Appointments: To be concerned with initial faculty appointments of all types other than
18 clinical appointments.
19

20 Clinical Faculty Review Committee. To be concerned with the review of probationary
21 clinical faculty members, the promotion of clinical faculty members, and the review for
22 reappointment of clinical faculty members.
23

24 Graduate Studies: To be concerned with matters involving the LLM and MLS program.
25

26 Inclusive Excellence: To be concerned with all matters relating to diversity and minority
27 affairs of the College community, but not to the exclusion of similar concerns by other
28 committees within their areas of activity.
29

30 Promotion and Tenure: To be concerned with tenure-track faculty promotion and tenure
31 questions and recommendations for amendments to the rules on promotion and tenure.
32

33 Long-Range Planning: To be concerned with long-range planning (including the future
34 of legal education, the physical facility, new programs, cooperation with University
35 planning activities, and coordination with various constituencies and with other College
36 committees concerning action recommended to or undertaken by the faculty).
37

38 The Dean or the Dean's designee is an ex officio member of all committees and may
39 vote as a member on all committees except the Committee of Eligible Faculty and the
40 Promotion and Tenure Committee.
41

42 B. In addition to these standing committees, other committees shall be appointed by the
43 Dean in years in which these committees are necessary.
44

45 Clinical Appointments Committee. To be concerned with the recommendation of
46 suitable candidates for appointment as clinical faculty members at a specified rank.

1
2 Judicial Clerkships Committee: To assist law students in obtaining clerkships with
3 judges.
4

5 C. Committee Meetings. Committee meetings shall be called by the chairperson of the
6 committee in question. Thursday afternoons from 12:10 to 2:15 p.m., when there is no
7 regular or special faculty meeting, may be reserved by faculty members and utilized by
8 committee chairpersons for committee meetings. Committee meetings may be called for
9 other times, where required.
10

11 D. Chairpersons; restrictions. Committee chairpersons, other than the Chair of the
12 College Investigation and Sanctioning Committee, are selected by the Dean. No one
13 shall be required to serve as a committee chairperson in two consecutive years.
14

15 E. Faculty Membership. The Dean shall appoint faculty members to committees each
16 year, with the number of faculty members appointed depending on the anticipated work
17 of the Committee for that year. No faculty member shall be required to serve on the
18 Appointments Committee, the Promotion and Tenure Committee, or the Academic
19 Affairs Committee more than three years out of five. The faculty must comprise a
20 majority of the membership of any committee.
21

22 F. Staff Membership. The Dean may appoint staff of the Moritz College of Law who are
23 not members of the Moritz College of Law faculty to serve on College committees. Staff
24 members may not be appointed to the Promotion and Tenure Committee.
25

26 G. Student Membership. Students shall serve on all standing and ad hoc committees of
27 the College, other than the College Investigation and Sanctioning Committee, the
28 Promotion and Tenure Committee, and the Clinical Faculty Review Committee. Of the
29 faculty and students serving on any committee, the students shall comprise
30 approximately one-third. The President of the Student Bar Association shall be one of
31 the student members of the Administration Committee. All other student members of
32 College committees shall be selected in a manner determined by the Student Bar
33 Association.
34

35 H. Ex Officio Membership. The Dean may appoint any person to serve as an ex officio
36 member of any committee. Ex officio members have no vote and are not to be counted
37 toward quorum requirements or the committee composition requirements set forth in
38 divisions C through E above.
39

40 I. Voting. Faculty are entitled to vote on all committee matters. Staff and students shall
41 be entitled to vote within their respective committees on all questions, with two
42 exceptions. Staff and students may not consider or vote on individual cases coming
43 before the Academic Affairs Committee or the Admissions Committee. However, the
44 prohibition on staff voting on individual cases coming before the Admissions
45 Committee does not apply to the Associate or Assistant Deans of Admissions should
46 those positions be held by persons who are not members of the faculty.

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J. The Academic Affairs Committee may designate a subcommittee to handle any student petition filed hereunder. The subcommittee shall consist of the Chair, at least two voting faculty members, and *ex officio*, the Associate Dean for Academic Affairs. The decision of the subcommittee shall have the same force and effect as a decision of the Committee.

L. Petition for Open Hearing. On petition of 10% of the entire student body of the College, a committee shall hold an open hearing for the purpose of hearing student opinion on legislative or policy issues within the jurisdiction of the committee.

M. Publication of Committee Reports. Unless otherwise specified by vote of a committee, all committee reports submitted for faculty consideration shall promptly be brought to the attention of the student body.

1 **Appendix B: Assignment of Courses**

2
3 1. The following policies shall be applied in the assignment of courses to instructors:

4
5 A. A seniority system with a right to retain presently held courses, to bid on open
6 courses, and to develop new courses shall be observed. When additional sections of
7 second- and third-year courses in the J.D. program are needed, expressions of interest
8 shall be first obtained from the faculty. Likewise, as it becomes possible to develop
9 small sections in the first-year courses in the J.D. program, similar expressions of
10 interest should be solicited from the then current members of the faculty.

11
12 B. Each faculty member shall be allowed, if possible, to pursue their own interest
13 by teaching courses and seminars in areas of their own choosing, consistent with the
14 curricular needs of the College and the experience of the faculty member. However,
15 before developing a new course or seminar, each faculty member should determine
16 whether their interests are such that the faculty member can teach either one of the more
17 popular elected courses or develop a small section in a first-year course in the J.D.
18 program.

19
20 2. Assignments of Adjuncts and Part-time Teachers.

21
22 Part-time teachers and adjunct professors shall be assigned only to those courses or seminars for
23 which the faculty has given prior approval.

24
25 3. Class Hours Rotation.

26
27 Undesirable class hours shall be rotated among the faculty members on a purely mechanical
28 basis.

29
30 4. Assignment of Faculty Offices.

31
32 The Dean shall make assignments of faculty offices in accordance with convenience, nature of
33 the work of the faculty members, and seniority.

34
35 5. Reporting Grades.

36
37 The members of the faculty shall turn in to the Registrar's Office not only alphabetical grades,
38 but numerical grades based on the following scale:

39

40	A	93-100
41	A-	90-92
42	B+	87-89
43	B	83-86
44	B-	80-82
45	C+	77-79
46	C	70-76
47	D	65-69

1 E 60-64

2
3 If an instructor of record is unable to assign grades due to an unexpected situation (i.e. health or
4 travel), or if they have not submitted grades before the University deadline and are unreachable
5 by all available modes of communication, then the Dean may determine an appropriate course
6 of action, including assigning a faculty member to evaluate student materials and assign grades
7 for that class. The University Registrar will be made aware of this issue as soon as it is known
8 and will be provided a timeline for grade submission.

9
10

1 **Appendix C: Faculty Professional Leave Details**

2
3 1. Establishment.

4
5 The Moritz College of Law shall have a faculty professional leave program consistent with
6 Section 3345.28 of the Ohio Revised Code and Rules of the Board of Trustees of The Ohio
7 State University. That program is as follows:

8
9 2. Definitions.

10
11 As used herein:

12
13 A. "Full-time faculty member" shall mean any person holding the rank of Professor,
14 Associate Professor, or Assistant Professor on at least 50% appointment in the College.
15 Adjunct and clinical faculty members are not included in this definition. A visiting
16 appointment at the College does not count in such a calculation. A joint appointment of
17 at least 50% does.

18
19 B. "Academic year of teaching service" shall mean any academic year in which the full-
20 time faculty member, while in such status, whether on nine or eleven months
21 appointment, had significant responsibilities to the College, including teaching, assigned
22 research, or administrative responsibilities.

23
24 3. Eligibility for Professional Leave.

25
26 A. A full-time faculty member who has completed seven years of teaching service, as
27 defined by Item 2 above shall be eligible for professional leave, subject to the provisions
28 of this Chapter.

29
30 B. A full-time faculty member shall become eligible for a second professional leave
31 after completion of seven years of teaching service following the end of the first
32 professional leave.

33
34 C. In determining years of teaching service, times spent on leaves of absence shall not
35 be included, but also shall not impair the accumulation of previous and subsequent
36 periods of teaching service credit.

37
38 D. In determining eligibility, a temporary discontinuation of service to the University
39 shall not impair the accumulation of previous and subsequent years of teaching service,
40 unless such discontinuation has extended for more than two academic years.

41
42 4. Certification of Eligibility.

43
44 By October 1 of each academic year, the Dean shall provide to the Committee charged under
45 Item 6 below and to each eligible faculty member a list of those faculty members who will be
46 eligible to begin a professional leave during the subsequent academic year.

1
2 5. Application for Professional Leave.
3

4 A. An eligible faculty member may file with the Dean a written proposal for
5 professional leave, which the Dean shall forward to the Committee designated pursuant
6 to Item 6 below.
7

8 B. Written proposals shall be filed by November 1 of the academic year prior to the
9 academic year in which the leave would begin. Proposals filed after November 1 may
10 be considered by the Dean and the Committee or they may be postponed until the
11 following year's deliberations.
12

13 C. Proposals shall include a detailed description of the proposed work and the applicant's
14 qualifications for the task.
15

16 D. Proposals shall state the duration of the leave requested and the starting date
17 proposed.
18

19 6. Peer Review.
20

21 A. The Dean shall appoint a special faculty committee of three to seven members, or
22 shall designate the committee charged with appointments, promotion and tenure, or
23 academic affairs, to act as a Peer Review Committee for professional leave proposals.
24

25 B. This Committee shall review all proposals referred to it by the Dean and shall report
26 to the Dean, within forty-five days of receipt of the proposals, whether the proposal
27 meets the standards for a professional leave proposal.
28

29 C. In determining whether a proposal should be approved, the Committee shall consider,
30 among others, the following factors:
31

- 32 1. Importance of the proposal for the development of the faculty member;
- 33 2. Importance of the proposal to the College's welfare;
- 34 3. Merit of the proposal;
- 35 4. Ability of the applicant to meet the stated objectives of the proposal; and
- 36 5. Need for a professional leave to accomplish the proposed goals.
37

38 D. Conflict of Interest. If the Dean appoints a special faculty committee to consider
39 professional leave proposals and if a member of that committee submits a proposal for
40 professional leave to the Dean, the member shall resign from the Committee. The Dean
41 shall appoint another member of the faculty to fill the vacant position if necessary to
42 maintain the requisite number of faculty under Item 6(A). If the Dean designates a
43 standing committee to consider professional leave proposals and if a member of that
44 committee submits a proposal for professional leave to the Dean, the member shall
45 recuse themselves from considering any professional leave requests. The Dean shall
46 appoint another member of the faculty to the committee, but only for the purpose of

1 voting on professional leave proposals, if necessary to maintain the requisite number of
2 faculty under Item 6(A).
3

4 7. Determination of feasibility; Referral to the Executive Vice President and Provost.
5

6 A. Upon receipt of approval by the Peer Review Committee, the Dean shall determine
7 whether it is feasible to implement the proposal during the proposed period. Every
8 effort shall be made to grant leaves on a current basis, i.e., at the time requested.
9

10 B. The following preferences, in the order listed, should guide the Dean in attempting to
11 implement a peer-approved professional leave proposal:
12

- 13 1. Any funds released by the absence of the person on leave and any funds which
14 may be available to the College specifically for professional leaves should be
15 used to hire visiting faculty for the period of absence;
- 16 2. Arrangements should be made to have non-essential courses taught on an
17 alternate year basis;
- 18 3. Arrangements should be made to have courses taught by adjuncts;
- 19 4. Consensual arrangements with other faculty members should be made to cover
20 essential (required or high enrollment) courses; and
- 21 5. Enrollments beyond those specified in Section X of this POA should be
22 permitted in other sections of multiple-section courses.
23

24 Non-teaching responsibilities of the absent faculty members shall be divided among
25 remaining faculty.
26

27 C. If the Dean determines that it is not feasible to grant a leave approved by the
28 Committee, the Dean shall notify the faculty member and the Committee of the reasons
29 for this determination and shall make every effort to ensure that the leave can be granted
30 in the following year.
31

32 D. If the Dean determines that it appears that only a certain portion of the Committee -
33 approved leaves for a particular period are feasible, the Dean shall report that fact and
34 the reasons to the faculty members involved and to the Committee, for further action
35 pursuant to Item 8(A) below.
36

37 E. The Dean shall, as early as possible in the second semester, forward to the Executive
38 Vice President and Provost all Committee-approved leave requests, as a group, from
39 eligible faculty members, except where the Dean has determined that it is not feasible to
40 grant such leave.
41

42 8. Priorities Among Approved Proposals.
43

44 A. If the Dean reports to the Committee that the Dean or the University administration
45 has determined that only a certain portion of Committee-approved leaves are feasible for
46 a particular period, the Dean and the Committee shall meet together, with the Dean as

1 chair, to determine which of the approved leaves shall be granted.
2

3 B. The following factors shall be considered by the Committee:
4

- 5 1. Whether the proposed leave has already been postponed one or more times;
- 6 2. Whether the leave proposal was submitted by the deadline stated in Item 5(B)
7 above;
- 8 3. The length of the proposed leave, with longer leaves preferred over shorter
9 ones;
- 10 4. The relative merit of the proposals according to the criteria specified in Item
11 6(C) above; and
- 12 5. Whether the nature of the proposed activity is amenable to postponement.
13

14 C. Where the Committee is unable to resolve priorities among proposals under division
15 B, it shall make such resolution according to years of teaching service, and then, if
16 necessary, by lot.
17

18 9. Withdrawals.
19

20 An application may be withdrawn by the applicant at any time until it is approved by the
21 Executive Vice President and Provost. Thereafter, it may be withdrawn with the approval of the
22 Dean.
23

24 10. Responsibilities of Faculty Member Taking Professional Leave.
25

26 A. A faculty member on professional leave is expected to comply in good faith with the
27 proposal approved, with any alterations approved by the Dean in cases of supervening
28 difficulty.
29

30 B. A faculty member returning from professional leave shall submit a report to the Dean,
31 by the end of the first semester back at the College, on the leave experience, including
32 an indication of the extent to which objectives of the leave were realized.
33

34 C. A faculty member taking professional leave shall be expected to return to the service
35 of the College for at least one year after the end of the leave.
36
37

Appendix D: Research Assignment Program

For the purpose of facilitating scholarship after tenure, the College establishes a research assignment program for faculty. Under this program, a faculty committee designated by the Dean may recommend to the Dean and Associate Dean responsible for the curriculum the reduction of faculty teaching loads for a specified number of credit hours to provide the faculty members who have applied for a research assignment with more concentrated time for research. The Dean and Associate Dean responsible for the curriculum will designate the approximate number of credit hours that may be released under this program, consistent with preserving the diversity and richness of the curriculum.

Only tenured faculty are eligible for this program. Faculty will not be eligible for professional development leave and a research assignment in the same academic year. Each recipient shall make a full report of the results of the research assignment to the Dean at the conclusion of the assignment.

Ordinarily, a faculty member may request a research assignment of up to three credit hours for the following academic year and, ordinarily, a faculty member who receives a research assignment in one year would not be eligible to receive another research assignment in the following year. This presumption would not apply if the number of research assignments available consistent with curricular needs exceeds the number of *meritorious* candidates. In exceptional circumstances, a faculty member may request a research assignment that will be executed over a three-year period. In that situation, the faculty member may request from three to six credit hours of research assignment to be credited to their teaching load for a three-year period. Exceptional circumstances might include a commitment to publish several articles or securing (or being in an advanced stage of negotiating) a contract for the first edition of a book-length project with a university or academic press.

The committee designated by the Dean will establish guidelines for obtaining information relevant to making research assignments. In choosing among applicants for research assignments, the committee's primary focus will be whether a substantial research project will be completed as a result of the research assignment. In making this determination, the committee shall consider:

1. the professor's past scholarly production;
2. the concreteness of the professor's research plan;
3. the professor's use of previous summer research grants, professional leaves, and other research support to further their scholarship;
4. the professor's eligibility and qualification for promotion;
5. the professor's prior and current teaching load;
6. the professor's prior public service, including committee service and administrative work at the College and University level.

The committee may recommend that a faculty member receive a research assignment for fewer credit hours and over a different time period than requested by the faculty member. The Dean and Associate Dean responsible for the curriculum will seek to honor these recommendations

- 1 consistent with preserving the diversity and richness of the curriculum; they may approve a
- 2 research assignment but delay its implementation due to curricular needs.
- 3

1 **Appendix E: Guidelines for External Fellowship Studies**

2
3 External Fellowship Subsidies are available to Moritz faculty who receive *prestigious,*
4 *nationally competitive fellowships* or research leave related awards. Subsidies are meant to
5 lessen the financial sacrifice for faculty whose fellowship awards provide less than their regular
6 academic salaries for research leaves.

7
8 Examples may include the Guggenheim fellowship, Fulbright awards, the Institute for
9 Advanced Study (Princeton University) fellowship, Program in Law and Public Affairs (LAPA)
10 at Princeton University fellowship, Radcliffe Institute for Advanced Study (Harvard University)
11 fellowship, American Council of Learned Societies fellowship, and the Woodrow Wilson
12 Center fellowships.

13
14 Applicants for the above awards must inform the Dean prior to submitting an application for a
15 fellowship.

16
17 Ordinary leaves-without-pay, prizes honoring past research, or visiting positions at other
18 institutions shall not be eligible for an External Fellowship Subsidy.

19
20 When a faculty member holding a regular tenured or tenure-track appointment is awarded an
21 externally funded fellowship, the Moritz College of Law may provide supplemental funds to
22 make the fellowship opportunity viable. Faculty members are eligible to receive up to 50
23 percent of their base for the period of the leave (a semester or year), with the actual amount
24 determined by the financial sacrifice for the period. The applicant must disclose all salaries,
25 fellowship monies, fringe benefits, per diem, etc., available to them during the proposed leave.
26 The financial sacrifice is calculated on annual base salary, less the amount of the fellowship
27 monies and other income. If the sacrifice amount is less than 50 percent of the base salary for
28 the period, the External Fellowship Subsidy will be the sacrifice amount; otherwise it will be 50
29 percent of the base salary for the period of the leave.

30
31 In all cases, the granting of External Fellowship Subsidy will be determined at the discretion of
32 the Dean. A leave supported by an External Fellowship Subsidy will not be awarded to
33 individuals in two consecutive years. In addition, an External Fellowship Subsidy may not be
34 combined with a professional leave to create a two-year leave. Like faculty professional leaves
35 (FPL), faculty members shall be required to sign a statement that they understand and accept
36 their obligation to return for a full “year of service” to the University as defined in by FPL rules.

37
38 In the alternative, faculty may use the standard credit buyout scale and banked credit hours,
39 with the permission of the Dean