

1 **Pattern of Administration**
2 **for**
3 **The Ohio State University**
4 **Department of Neuroscience**

5 Approved by the Faculty: January 24, 2024

6 Approved by the Office of Academic Affairs: April 3, 2024
7

Table of Contents

1
2
3 I Introduction3
4 II Department of Neuroscience Mission3
5 III Academic Rights and Responsibilities3
6 IV Faculty and Voting Rights4
7 A Clinical Faculty Appointment Cap.....4
8 B Research Faculty Appointment Cap.....4
9 V Organization of Department Services and Staff5
10 VI Overview of Department Decision-Making5
11 VII Department Administration5
12 A Department Chair5
13 B Other Administrators.....7
14 C Committees10
15 VIII Faculty Meetings13
16 IX Distribution of Faculty Duties, Responsibilities, and Workload.....14
17 A Tenure-track Faculty14
18 B Clinical Faculty16
19 C Research Faculty17
20 D Associated Faculty17
21 E Modification of Duties.....17
22 X Course Offerings, Teaching Schedule, and Grade Assignments18
23 XI Allocation of Department Resources.....18
24 XII Leaves and Absences.....18
25 A Discretionary Absence19
26 B Absence for Medical Reasons.....19
27 C Unpaid Leaves of Absence.....19
28 D Faculty Professional Leave (FPL).....19
29 E Parental Leave.....20
30 XIII Additional Compensation and Outside Activities20
31 XIV Financial Conflicts of Interest20
32 XV Grievance Procedures21
33 A Salary Grievances.....21
34 B Faculty Promotion and Tenure Appeals.....21
35 C Faculty and Staff Misconduct21
36 D Harassment, Discrimination, and Sexual Misconduct21
37 E Violations of Laws, Rules, Regulations, or Policies22
38 F Complaints by and about Students.....22
39 G Academic Misconduct.....22
40 XVI Appendix: Guidelines for Assignment and Retention of Research Space24
41

1 **I Introduction**

2
3 This document provides a brief description of the Department of Neuroscience (or “the department”) as
4 well as a 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 department and its faculty are subject.
6 The latter rules, policies and procedures, and changes in them, take precedence over statements in this
7 document.

8
9 This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or
10 reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at
11 any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the
12 department faculty (except as described below), the college office and the Office of Academic Affairs.

13
14 **II Department of Neuroscience Mission**

15
16 The **research mission** of the Department of Neuroscience is to foster a creative, interdisciplinary
17 environment that investigates fundamental questions in cellular, molecular, behavioral and systems
18 neuroscience with the goal of producing new knowledge that benefits society. Faculty are responsible for
19 funding their research programs through grant support, patent royalties or other mechanisms. Faculty will
20 disseminate knowledge acquired from their research through timely publication and other scholarly
21 endeavors.

22
23 Our research goals are to:

- 24
25 1. Lead interdisciplinary research programs that promote the development of top-tier researchers,
26 whose findings fundamentally advance general and specialty areas of neuroscience.
27 2. Use cutting-edge model systems and technical innovations that accelerate discovery of basic
28 structure/function relationships in brain, spinal cord and peripheral nerve, and mechanisms of
29 neurological function in health and disease.
30 3. Maintain a diverse, collaborative training environment with strong mentorship that fosters
31 intellectual creativity and instills the next generation of scientists with a passion to perform
32 cutting-edge research in neuroscience.
33 4. Train graduate, post-graduate, professional, and undergraduate students in the conduct and
34 methodology of research in neuroscience.
35 5. Be national and international leaders in neuroscience research.

36
37 The **educational mission** of the Department of Neuroscience is to strive for excellence in the didactic and
38 interactive teaching of basic and applied aspects of neuroscience to undergraduate, graduate and
39 professional students. The graduate education mission encompasses research training of both Masters and
40 Ph.D. students; i.e., providing experienced mentors, state-of-the-art laboratory facilities and curricula to
41 prepare students for careers in contemporary neuroscience and related fields.

42
43 The **service mission** of the Department of Neuroscience is to disseminate knowledge and provide
44 administrative contributions to the Department, the general biomedical and academic communities within
45 and outside OSU and to society in general. Professional service also involves various contributions (e.g.,
46 peer review, committee service, etc.) to national agencies (e.g., NIH, NSF, Society for Neuroscience,
47 etc.), private foundations, publishing houses, scientific societies and more. Administrative service
48 involves active faculty participation in the governance and operations of the Department, College and/or
49 University.

50
51 **III Academic Rights and Responsibilities**

1
2 In April 2006, the university issued a [reaffirmation](#) of academic rights, responsibilities, and processes for
3 addressing concerns.
4

5 **IV Faculty and Voting Rights**

6
7 Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio State University
8 and the rights and restrictions associated with each type of appointment. For purposes of governance, the
9 faculty of this department include tenure-track, clinical (educator pathway only), and research faculty
10 with compensated FTEs of at least 51% in the department, and associated faculty.
11

12 The department makes tenure-track appointments with titles of instructor, assistant professor, associate
13 professor, or professor. Tenure-track faculty may vote in all matters of department governance.
14

15 Within the clinical appointment type, the department makes clinical-educator appointments only. Clinical
16 faculty titles are clinical instructor; assistant clinical professor; associate clinical professor; and clinical
17 professor.
18

19 On January 24, 2024, the department faculty voted to extend governance rights to clinical faculty. Clinical
20 faculty may vote in all matters of departmental governance except tenure-track faculty promotion and
21 tenure decisions and research faculty promotion decisions. Clinical faculty may participate in discussions
22 of clinical faculty matters including promotion reviews. Any clinical faculty member appointed by the
23 department may stand for election to serve as a representative in the University Senate subject to
24 representation restrictions noted in [Faculty Rule 3335-7-11\(C\)\(2\)](#).
25

26 The department makes research appointments. Research faculty titles are research assistant professor,
27 research associate professor, and research professor.
28

29 On January 24, 2024, the department faculty voted to extend governance rights to research faculty.
30 Research faculty may vote in all matters of departmental governance except tenure-track faculty
31 promotion and tenure decisions and clinical faculty promotion decisions. Research faculty may participate
32 in discussions of research faculty matters including promotion reviews.
33

34 **A Clinical Faculty Appointment Cap**

35
36 Clinical faculty may not comprise more than 40% of the number of tenure-track faculty in the
37 department. In all cases, however, the number of clinical faculty positions must constitute a
38 minority with respect to the number of tenure-track faculty in the unit.
39

40 **B Research Faculty Appointment Cap**

41
42 Research faculty must comprise no more than 20% of the number of tenure-track faculty in the
43 department. In all cases, however, the number of research faculty positions must constitute a
44 minority with respect to the number of tenure-track faculty in the unit.
45

46 The department makes associated faculty appointments. Associated faculty titles include tenure-track
47 faculty on less than a 50% appointment, adjunct titles, lecturer titles, and visiting titles.
48

49 Associated faculty in this department are invited to participate in discussions on nonpersonnel matters but
50 are not eligible for tenure, may not vote at any level of governance, and may not participate in promotion
51 and tenure matters.

1
2 Emeritus faculty in this department are invited to participate in discussions on nonpersonnel matters, but
3 may not participate in personnel matters, including appointment, promotion and tenure reviews, and may
4 not vote on any matter.

5
6 Detailed information about the appointment criteria and procedures for the various types of faculty
7 appointments made in this department is provided in the [Appointments, Promotion and Tenure](#)
8 [Document](#).

9 10 **V Organization of Department Services and Staff**

11
12 The Department of Neuroscience is comprised of the department chair, vice chairs, tenure-track faculty,
13 clinical faculty (educator pathway), research faculty, associated faculty, research scientists and staff. The
14 department also includes a department administrator, a Chair's administrative assistant, a department
15 assistant and program manager(s).

16
17 The department has a collection of shared/core equipment and services (e.g., microscopy/imaging,
18 electrophysiology, behavior, genomics, etc.). Each core is managed by faculty directors or co-directors
19 with relevant content and technical expertise. A steering committee comprised of all directors/co-directors
20 and department administrative staff provide oversight and manage budgets associated with department
21 cores. The Department Chair appoints one of the directors/co-directors to Chair this committee.

22 23 **VI Overview of Department Decision-Making**

24
25 Policy and program decisions are made in a number of ways: by the department faculty as a whole, by
26 standing or special committees of the department, or by the Chair. The nature and importance of any
27 individual matter determines how it is addressed. Department governance proceeds on the general
28 principle that the more important the matter to be decided, the more inclusive the participation needs to be
29 in the decision-making process. Open discussions, both formal and informal, constitute the primary
30 means of reaching decisions of central importance.

31
32 A vote of the majority of the faculty will be required, in general, to decide matters that are covered by the
33 Pattern of Administration. The faculty may delegate, to a committee and/or the Chair, its authority to
34 resolve an issue that would normally be decided by majority vote. In these cases, delegation of authority
35 shall be accomplished by majority vote in a properly announced meeting of the faculty.

36
37 Operational efficiency requires that the Chair exercise a degree of autonomy in establishing and managing
38 administrative processes. Therefore, the Chair may find it necessary to depart from the decision of the
39 majority of the faculty on a matter covered by the Patterns of Administration. When this occurs, reasons
40 for the departure from the majority decision must be communicated to the faculty. When possible, a
41 statement of reasons shall be provided before the departure occurs. The communication may be in
42 writing, with an opportunity provided for faculty comment, or the communication may take place at a
43 properly announced meeting of the faculty as a whole.

44 45 **VII Department Administration**

46 47 **A Department Chair**

48
49 The primary responsibilities of the department chair are set forth in Faculty Rule [3335-3-35](#). This
50 rule requires the department chair to develop, in consultation with the faculty, a Pattern of
51 Administration (POA) with specified minimum content. The rule, along with Faculty Rule [3335-6](#),

1 also requires the department chair to prepare, in consultation with the faculty, a document setting
2 forth policies and procedures pertinent to appointments, reappointments, promotion and tenure.
3

4 Other responsibilities of the department chair, not specifically noted elsewhere in this Pattern of
5 Administration, are paraphrased and summarized below.
6

- 7 • To have general administrative responsibility for department programs, subject to the
8 approval of the dean of the college, and to conduct the business of the department
9 efficiently. This broad responsibility includes the acquisition and management of funds and
10 the hiring and supervision of faculty and staff.
11
- 12 • To plan with the members of the faculty and the dean of the college a progressive program;
13 to encourage research and educational investigations.
14
- 15 • To assign workload according to the department's workload guidelines (see Section IX)
16 and faculty appointment type (and rank).
17
- 18 • To evaluate and improve instructional and administrative processes on an ongoing basis; to
19 promote improvement of instruction by providing for the evaluation of each course when
20 offered, including written evaluation by students of the course and instructors, and periodic
21 course review by the faculty.
22
- 23 • To evaluate faculty members annually in accordance with university and department
24 established criteria; to inform faculty members when they receive their annual performance
25 and merit review of their right to review their primary personnel file maintained by their
26 department and to place in that file a response to any evaluation, comment, or other
27 material contained in the file.
28
- 29 • After consultation with the eligible faculty, to make recommendations to the dean of the
30 college regarding appointments, reappointments, promotions, dismissals, and matters
31 affecting the tenure of members of the department faculty, in accordance with procedures
32 set forth in Faculty Rules [3335-6](#) and [3335-7](#) and this department's Appointments,
33 Promotion and Tenure Document.
34
- 35 • To see that all faculty members, regardless of their assigned location, are offered the
36 privileges and responsibilities appropriate to their rank; and in general to lead in
37 maintaining a high level of morale.
38
- 39 • To maintain a curriculum vitae for all faculty.
40
- 41 • To see that adequate supervision and training are given to those members of the faculty and
42 staff who may profit by such assistance.
43
- 44 • To prepare annual budget recommendations for the consideration of the dean of the college.
45
- 46 • To facilitate and participate in prescribed [academic program review](#) processes, in
47 collaboration with the dean of the college and the Office of Academic Affairs.
48

1 Day-to-day responsibility for specific matters may be delegated to others, but the department chair
2 retains final responsibility and authority for all matters covered by this Pattern, subject when
3 relevant to the approval of the dean, Office of Academic Affairs, and Board of Trustees.
4

5 Operational efficiency requires that the department chair exercise a degree of autonomy in
6 establishing and managing administrative processes. The articulation and achievement of
7 department academic goals, however, are most successful when all faculty members participate in
8 discussing and deciding matters of importance. The department chair will therefore consult with the
9 faculty on all educational and academic policy issues and will respect the principle of majority rule.
10 When a departure from majority rule is judged to be necessary, the department chair will explain to
11 the faculty the reasons for the departure, ideally before action is taken.
12

13 **B Other Administrators**

14
15 The department chair may appoint one or more Vice Chairs to assist with administrative and
16 decision-making duties and to serve as acting Chair when the department Chair is
17 unavailable. Vice Chairs are appointed for four-year terms and are renewed annually
18 following yearly evaluation by the department chair. Reappointment is not guaranteed and
19 will be based on satisfactory performance.
20

21 In the department, there are currently three vice chairs – Vice Chair – Academic Affairs; Vice
22 Chair – Research; and Vice Chair – Diversity, Equity & Inclusion (DEI). The primary
23 responsibilities for each vice chair are described below.
24

25 **Vice Chair - Academic Affairs**

26
27 The Vice Chair - Academic Affairs is an essential partner with the Chair in mentoring and
28 managing the promotion and tenure and teaching/education mission of the Department.
29

30 *Duties and Responsibilities:*

- 31
- 32 • Serve as Chair, co-Chair or in an advisory role for the following committees: Advisory
33 Appointment, Promotion and Tenure (aAPT), Education and Curriculum, and Awards.
34
 - 35 • It is expected that the Vice Chair - Academic Affairs will serve as the primary point of
36 contact for all questions related to appointment, promotion and tenure, and faculty
37 review. The Vice Chair – Academic Affairs is expected to stay current on all university-
38 or college-level changes to the AP&T process. In doing so, she/he/they can be an
39 invaluable advisor to the Chair and/or co-Chair of the aAPT committee.
40
 - 41 • Serve as a required member of the Executive and Finance Committee
42
 - 43 • As Chair of the Education and Curriculum Committee, the Vice Chair - Academic Affairs
44 is responsible for coordinating periodic review of all Departmental courses and teaching
45 responsibilities. They, in consultation with the Department Chair, will form
46 subcommittees to periodically review existing courses and create new courses.
47
 - 48 • Communicate all college and university policies or changes that affect the education
49 mission to all department faculty and staff.
50

- 1 • Together with the Vice Chair – Research, the Vice Chair – Academic Affairs will assist
2 faculty, when needed, with the development, review and/or submission of animal
3 protocols.
4
- 5 • As Chair of the departmental awards committee, identify opportunities and coordinate
6 written nominations for external and institutional faculty awards.
7
- 8 • Provide oversight of the Masters in Neuroscience program. The Vice Chair - Academic
9 Affairs will work together with the Masters in Neuroscience admissions committee to
10 drive the development and implementation of new programmatic goals and track metrics
11 for success in this program. This includes keeping abreast of best practices and current
12 trends in recruitment to promote diversity, equity and inclusion and to meet the needs of
13 both the student and program faculty to ensure consistent growth of the program.
14
- 15 • Develop and monitor teaching metrics. These metrics will be considered as part of the
16 periodic review of course offerings (see above).
17
- 18 • Serve as a results-oriented catalyst for change throughout the department, inspiring
19 colleagues to achieve new levels of expertise, confidence, and productivity.
20
- 21 • Other special projects to be determined in consultation with the Chair.
22

23 **Vice Chair - Research**

24
25 The Vice Chair - Research is an essential partner with the Chair in mentoring and promoting
26 research excellence in the department through various activities including mentoring,
27 recruitment, grant review and the strategic development of new research areas and
28 collaborative research programs.
29

30 *Duties and Responsibilities:*

- 31
- 32 • Chair the Department Space Committee. In this role, Vice Chair -Research will review
33 department core space use and space metrics annually for each faculty member and
34 identify opportunities for collaborative use of research space. A written report including
35 total faculty funding, space occupied, \$/ft² metrics and suggestions for changes in space
36 assignments will be prepared annually in advance of the annual faculty merit review
37 period (no later than end of February).
38
- 39 • Serve as a required member of the Executive and Finance Committee.
40
- 41 • Serve as Chair on a standing department search committee.
42
- 43 • Chair the Department's Internal Grant Review Program (IGRP) and coordinate the
44 execution and review of this program, as well as tracking program success.
45
- 46 • Together with the Vice Chair – Academic Affairs, the Vice Chair – Research will assist
47 faculty, when needed, with the development, review and/or submission of animal
48 protocols.
49

- 1 • Regularly identify new internal and external funding opportunities to help expand the
2 departmental research mission.
3
- 4 • Serve as a results-oriented catalyst for change throughout the department, inspiring
5 colleagues to achieve new levels of expertise, confidence, and productivity.
6
- 7 • Other special projects to be determined in consultation with the Chair.
8

9 **Vice Chair – Diversity, Equity and Inclusion (DEI)**

10 The Vice Chair - DEI is an essential partner with the Chair in providing visionary leadership
11 for DEI initiatives across the department’s research, teaching and service missions and
12 ensuring that these initiatives align with college and university goals.
13

14 *Duties and Responsibilities:*

- 15 • Work closely with faculty and staff search committees, graduate student and post-doctoral
16 program leadership, and department leadership to provide effective strategies for
17 identifying diverse candidates, addressing and mitigating bias in the screening and
18 selection processes.
19
- 20 • Serve as a required member of the Executive and Finance Committee.
21
- 22 • Drive the development and implementation of new diversity-related programs and activities
23 that anticipate and meet departmental needs. This includes keeping abreast of best
24 practices and current trends in DEI and bringing that knowledge to inform program and
25 policy development work.
26
- 27 • Collaborate with college, university, and other stakeholders, including the Wexner Medical
28 Center’s Chief Diversity Officer, to ensure holistic, comprehensive programming, events
29 and resources for diverse staff.
30
- 31 • Act as a conduit for faculty, staff, and learners in mitigating concerns regarding
32 discrimination because of gender identity, ethnicity, race, disability, and sexual
33 orientation in alignment with reporting requirements of the OSU Office of Institutional
34 Equity.
35
- 36 • Develop and monitor metrics applicable to the department’s DEI goals. This includes
37 periodically assessing, both qualitatively and quantitatively, the productivity and success
38 of programs, policies, and services. This individual will present periodic progress reports
39 to departmental and/or college leadership.
40
- 41 • Serve as a results-oriented catalyst for change throughout the department, inspiring
42 colleagues to achieve new levels of expertise, confidence, and productivity.
43
- 44 • Other special projects to be determined in consultation with the Chair.
45

46 The department also supports multiple administrative and professional staff including a
47 department administrator, an administrative assistant to the chair, office associates and
48
49

1 program managers. Collectively, these individuals work with the department chair to ensure
2 operational excellence across the research, teaching, and service missions of the department.

3 4 **C Committees**

5
6 Much of the development and implementation of the department's policies and programs is carried
7 out by standing and ad hoc committees. The department chair is an *ex officio* member of all
8 department committees and may vote as a member on all committees except the Committee of
9 Eligible Faculty and the advisory Appointment, Promotion and Tenure Committee.

10 11 **Executive and Finance Committee**

12
13 This committee is composed of the department chair, vice-chair(s) and as many as five additional
14 departmental faculty with a primary appointment in the Department of Neuroscience. The term of
15 appointment is for three years and is renewable. The department Chair appoints the members and
16 Chairs the committee. The Chair may invite emeritus professors to participate on the committee. This
17 committee meets periodically for updates on major department, college or university initiatives, and
18 when appropriate, to review departmental finances. The committee advises the Chair on all matters,
19 including new initiatives, major equipment requests, strategic planning, and other major expenditures.
20 This committee meets at least quarterly.

21 22 **Advisory Appointment, Promotion & Tenure (aAPT) Committee**

23
24 The Department of Neuroscience has an Advisory Appointment, Promotion and Tenure (aAPT). The
25 committee's composition and full range of duties is described in the department's Appointments,
26 Promotion and Tenure document. Briefly, the aAPT committee assists the Department Chair with
27 various department administration tasks and supports the committee of the Eligible Faculty in
28 managing faculty appointment, evaluation and promotion and tenure issues. The aAPT committee
29 does not vote on the suitability of candidates for promotion and tenure, rather, this committee
30 provides the above listed services then ultimately presents the case for appointment, promotion and
31 tenure for each faculty candidate, pro and con, to the committee of the Eligible Faculty, whose
32 composition and duties are defined in the APT document. The final vote of the Eligible Faculty is
33 then forwarded to the Department Chair and College AP&T Committee.

34
35 This committee operates under a rotating schedule of Chair/Co-Chair, each with a three-year term.
36 The aAPT Chair is either selected by the Department Chair or can be nominated by the aAPT
37 committee as a whole. The aAPT Chair is expected to serve in this role for three consecutive years.
38 At the beginning of the aAPT Chair's term of service, they will select a co-Chair who will serve in
39 this role for three years as an "apprentice". After three years, the co-Chair becomes the new aAPT
40 Chair and the cycle repeats.

41
42 When considering cases of promotion of tenure-track Associate Professors to Professor, the
43 committee of Eligible Faculty will be identical in composition to the aAPT committee.

44
45 When considering cases involving clinical faculty, the aAPT Committee may be augmented by as
46 many as three non-probationary clinical faculty members at the rank of associate professor or
47 professor, as appropriate to the case.

48
49 When considering cases involving research faculty, the APT Committee may be augmented by as
50 many as three non-probationary research faculty members at the rank of associate professor or
51 professor, as appropriate to the case.

1
2 In addition to the responsibilities of the Advisory Promotion and Tenure Committee detailed in
3 Section VI.B.1.b in the Department's [Appointments, Promotion, and Tenure document](#), the aAPT
4 Committee will also:

- 5
6
- 7 • Vote on appointments of faculty requesting courtesy appointments in the Department. The
8 requirements for courtesy appointments are described in the departmental Appointments,
9 Promotion & Tenure document.
 - 10 • Perform other special projects related to appointment, promotion and tenure to be determined
11 in consultation with the department Chair.
- 12

13 **Education and Curriculum Committee**

14

15 This committee provides advice to the chair and the department on issues related to graduate,
16 medical, and undergraduate education. Decisions on the implementation of new courses or
17 discontinuance of current offerings, methods of teaching evaluation, and departmental interactions
18 with graduate programs, undergraduate programs, and medical education programs are discussed here
19 prior to full faculty votes. This committee is appointed by the Chair, and consists of three to five
20 members, including faculty members with responsibilities in medical, undergraduate and/or graduate
21 education. Every effort should be made to ensure that at least one member of this committee is also
22 serving as a member of one or more graduate program committees (e.g., NGP, MCDB, BGSP, etc).
23 This will facilitate communication between the department and the graduate programs with which the
24 department's educational mission is most aligned. The Vice Chair - Academic Affairs serves as Chair
25 of this committee. This committee's term is at the discretion of the department Chair, in consultation
26 with the Vice Chair – Academic Affairs. At a minimum, this committee meets 2x/year.

27

28 **Culture Committee**

29

30 The goal of this committee is to promote a positive overall culture among faculty, staff, and students
31 within the department. To achieve this, the committee plans events that foster community and
32 engagement in both professional and social settings. Standing events include a faculty research
33 seminar series and the annual Department of Neuroscience Research Day. The Committee Chair is
34 appointed by the department chair. Additionally, the committee consists of 4-6 faculty, 1 staff
35 member, and 1 graduate student. The term for each committee member is for three years and is
36 renewable. All members of the committee have voting rights.

37

38 **Awards Committee**

39

40 This committee identifies award opportunities, determines department nominees and oversees the
41 submission process for local, regional, national, and international awards. The Vice Chair - Research
42 and Vice Chair - Academic Affairs will be permanent members of this committee and will co-Chair
43 this committee. The department administrator (DA) will serve as an administrative and informational
44 resource to the committee. The Chair will appoint at least one and no more than two additional
45 faculty members to serve three year-terms. Terms are renewable and are at the discretion of the
46 department chair. This committee meets quarterly or as needed.

47

48 The duties of the Awards Committee include:

49

- 50 • Engage with university and college Offices of Research to identify university, regional,
51 national and international award programs for which department faculty, staff and trainees

1 can be nominated. The committee will identify nominees and request recommendations from
2 faculty, staff and trainees.
3

- 4 • Prepare nomination materials (templates, letters, etc.) as needed.
5

6 This committee also serves to advise the Chair on faculty teaching awards and other incentives to
7 enhance and reward teaching/educational and research excellence.
8

9 **Probationary Faculty Mentoring Committees**

10
11 Each probationary faculty member, regardless of appointment type, will be assigned by the
12 department Chair, in consultation with the faculty member, a mentoring committee consisting of at
13 least two faculty members at the rank of Associate Professor or Professor. At least one of the
14 members of this committee will be a faculty member with primary appointment in the Department of
15 Neuroscience. Mentors will support the faculty member in adjusting to the University and will
16 provide advice to their mentee on matters related to promotion and tenure and career development.
17 Further, the Peer Review of Teaching Committee will look to these mentors to provide peer
18 evaluation of teaching on an annual basis. The Mentoring Committee may meet informally as needed,
19 but a mandatory formal meeting is required at least once each year in Sept-Oct (and not later than
20 Nov. 1). A key deliverable from that meeting will be a written report, prepared by the mentee, of key
21 recommendations made by the Mentoring Committee. The contents of this letter should be mutually
22 agreed upon by the mentee and the mentoring committee then, the letter/report is to be submitted to
23 the department aAPT Committee for their consideration during the discussion of the candidate during
24 the annual aAPT Committee meeting (in Dec-Feb prior to the annual review meeting with the
25 department Chair). This letter will become part of the probationary tenure track, clinical and research
26 faculty member's permanent file. One member of the Mentoring Committee should be available (in
27 person or virtually) during the time of the scheduled aAPT review to answer any clarifying questions.
28

29 **Mid-Career Mentoring Committees**

30
31 Each member of the faculty who has reached the rank of Associate Professor shall form a peer
32 advisory committee that includes two or three colleagues from within and/or outside of the
33 department. The purpose of this group is to advise the faculty member in creating a long-range plan
34 for professional development and to provide feedback on immediate and long-term issues. The group
35 should meet at least one time per year to discuss progress in professional development. No reports
36 need to be generated but the faculty member should inform the Department Chair when the advisory
37 committee is formed and it is recommended that they hold their committee meeting in Sept-Oct so
38 that if any written reports are generated, they can be made available to the aAPT committee prior to
39 their annual meeting (in Dec-Feb).
40

41 **Peer Review of Teaching Committee**

42
43 Annually the Department Chair appoints a Peer Review of Teaching Committee of a size judged
44 sufficient to meet the volume of peer review activity expected that year, without overburdening any
45 of the members. The term of service is one year, with reappointment possible. Reasonable efforts are
46 made to distribute service among the tenured faculty from year to year to support and encourage
47 attention to the quality of teaching in the Department. Although there is no presumption that a peer
48 reviewer must be of equal or higher rank than the faculty member being reviewed, such a model will
49 be followed to the extent possible. The responsibilities of the Peer Review of Teaching Committee
50 are detailed in Section IX.B of the Department's [Appointments, Promotion, and Tenure document](#).
51

1 The department accepts the fundamental importance of full and free discussion but also recognizes that
2 such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally,
3 department meetings will be conducted with no more formality than is needed to attain the goals of full
4 and free discussion and the orderly conduct of business. However, Robert’s Rules of Order will be
5 invoked when more formality is needed to serve these goals.

6
7 **IX Distribution of Faculty Duties, Responsibilities, and Workload**
8

9 Faculty assignments are described in the initial letter of offer/contract. Assignments and expectations for
10 the upcoming year are addressed as part of the annual performance and merit review by the department
11 chair based on department needs as well as faculty productivity and career development.
12

13 During on-duty periods, faculty members are expected to be available for interaction with students,
14 research, and department meetings and events, even if they have no formal course assignment. Every
15 member of the faculty who is assigned instruction is expected to establish and maintain office hours in
16 order to be readily available to students. On-duty faculty members should not be away from campus for
17 extended periods of time unless on an approved leave (see section XII) or on approved travel.
18

19 Telework exception: Faculty members with responsibilities requiring in-person interaction are to work at
20 a university worksite to perform those responsibilities. Telework and the use of remote, virtual meetings
21 are allowed at the discretion of the department chair if such work can be performed effectively, and
22 faculty members are able to fulfill their responsibilities. Telework will be encouraged under certain
23 circumstances if it serves the needs of the department, college, university, and/or community. The
24 department chair has the discretion to require faculty to work on campus if there are concerns that
25 responsibilities are not being fulfilled through telework.
26

27 It is the responsibility of the department chair to communicate with each faculty member about
28 performance expectations, to set high standards, to give clear feedback about performance, and to
29 appropriately incentivize high levels of productivity. Each year, an annual performance review conducted
30 by the department chair (or his/her/their designee) and individual faculty members will be scheduled to
31 evaluate a faculty member’s performance with respect to previously established goals. After the meeting,
32 faculty members will receive clear, objective, and constructive written feedback regarding their
33 performance. Details of the annual merit review process can be found in the department’s APT document.
34

35 A full-time faculty member’s primary professional commitment is to Ohio State University and the
36 guidelines below are based on that commitment. Faculty with professional commitments outside of Ohio
37 State during on-duty periods (including teaching at another institution; conducting research for an entity
38 outside of Ohio State; external consulting) must disclose and discuss these with the department chair in
39 order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is
40 presented in the university’s [Policy on Outside Activities and Conflicts](#).
41

42 In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers (natural
43 disasters, for example), faculty duties, responsibilities, and workload may be adjusted by the department
44 chair to take into account the impact over time of the crisis. These adjustments may include modifying
45 research expectations in order to maintain teaching obligations. These assignment changes must be
46 considered in annual reviews.
47

48 **A Tenure-track Faculty**
49

1 Tenure-track faculty members are expected to contribute to the university's mission via teaching,
2 scholarship, and service. When a faculty member's contributions decrease in one of these three areas,
3 additional activity in one or both of the other areas is expected.
4

5 **Teaching**

6
7 Teaching in the department includes participation in undergraduate, graduate, professional (medical),
8 post-graduate professional (post-M.D.) and post-doctoral (post-Ph.D.) trainee education. Teaching
9 will include a combination of: 1) individual instruction (e.g., student advising, guiding student
10 research, individual study); and 2) formal lecture and laboratory course instruction in the
11 undergraduate Neuroscience Major, medical school curriculum, and graduate courses. These courses
12 may be taught by either individual instructors or by a faculty team. Other instructional activities also
13 include creating, developing, and revising instructional materials including computer-assisted
14 instructional programs.
15

16 Tenure track faculty are expected to be engaged in educational activities for 50% of effort; however,
17 adjustments to standard teaching assignments may be made to account for teaching a new class, the
18 size of the class, whether the class is taught on-line or team-taught, and other factors that may affect
19 the preparation time involved in teaching the course. Teaching assignments also will vary for
20 individual faculty members based on their research and/or service activities. Faculty members who
21 are especially active in research may, after discussion with the department chair, be eligible to reduce
22 teaching and/or service assignments. Likewise, faculty members who are relatively inactive in
23 research should expect to be assigned enhanced teaching and service assignments. Faculty members
24 who are engaged in extraordinary service activities (to the department, college, university, and in
25 special circumstances professional organizations within the discipline) may be eligible to negotiate
26 reductions in teaching assignments.
27

28 The department chair is responsible for making teaching assignments on an annual basis, and may
29 decline to approve requests for adjustments when approval of such requests is not judged to be in the
30 best interests of the department. All faculty members must do some formal instruction and advising
31 over the course of the academic year.
32

33 **Scholarship**

34
35 All tenure-track faculty members are expected to be engaged in scholarship as defined in the
36 department's [Appointments, Promotion, and Tenure Document](#). Faculty members who are actively
37 engaged in scholarship will be expected to publish regularly, particularly original data-focused
38 manuscripts in high quality peer-reviewed journals. Faculty members are expected to be involved in
39 sponsored research as a principal or a co-investigator. Overall, faculty engaged in basic or applied
40 research are expected to secure extramural funding that supports their annual minimum contractual
41 obligation for salary and benefits (typically, this is 50%) and stipends and tuition for graduate
42 students and/or post-doctoral trainees. Investigator-initiated NIH R01 grants (or similar) with full
43 indirect costs should be prioritized. Faculty members with direct salary appointments to extramural
44 grants exceeding 50% of their full salary may be eligible to participate in the College of Medicine's
45 non-clinical Incentive Plan.
46

47 Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in
48 other commercial activities stemming from their research. During the annual review process, the
49 department chair will determine the average percentage of time devoted to scholarly activities. The
50 department has established minimum annual baseline metrics to be used for annual review of

1 scholarly activity. For information related to the annual review and a description of detailed
2 expectations of scholarly activity at each rank, please refer to the department APT document.

3 4 **Service**

5
6 Faculty members are expected to be engaged in service and outreach to the department, university,
7 profession (e.g., providing peer review for funding agencies or scientific journals, serving as an
8 officer for professional organizations), and community (e.g., local, state, national, international).
9 Service activity also includes directing facilities or centers.

10
11 All faculty members are expected to participate in departmental governance through active
12 engagement in departmental faculty meetings and other activities that support the mission of the
13 department.

14
15 The department recognizes that some of its faculty members bear an inherent additional service
16 burden. That burden accrues when faculty members, often women and/or underrepresented
17 colleagues, are recognized as uniquely positioned to assist with work at the department, college, or
18 university levels. Such individuals may be expected to provide more service than normal because
19 their particular expertise, perspective, or voice can help working groups, for example, or task forces
20 or students (through their mentorship of them) understand context, options, and opportunities in new
21 ways. This additional service burden does not derive from volunteerism. Rather, it is an unwarranted
22 and inequitable expectation.

23
24 Service loads may be modified during the annual review process. When heavy service obligations are
25 primarily volunteer in nature, the department chair is not obligated to modify the faculty member's
26 teaching and/or scholarly effort. If, however, a heavy service load is due to the faculty member's
27 unique expertise, perspective, or voice, this should be noted in the annual performance review letter,
28 considered when distributing the faculty member's other duties, and taken into account for the annual
29 merit and compensation review process. The department chair will also consider this additional
30 service burden in managing equity of service loads among faculty.

31 32 **i Special Assignments**

33
34 Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special](#)
35 [Assignment Policy](#). The information provided below supplements this policy.

36
37 Untenured faculty will normally be provided an SA for research for at least one semester during
38 their probationary period. Reasonable efforts will be made to award SA opportunities to all other
39 faculty members subject to the quality of faculty proposals, including their potential benefit to the
40 department or university, and the need to assure that sufficient faculty are always present to carry
41 out department work. The department's aAPT committee will evaluate all SA proposals and make
42 recommendations to the department chair. The department chair's recommendation to the dean
43 regarding an SA proposal will be based on the quality of the proposal and its potential benefit to
44 the department or university and to the faculty member as well as the ability of the department to
45 accommodate the SA at the time requested.

46 47 **B Clinical Faculty**

48
49 The Department of Neuroscience appoints clinical-educator faculty. These appointments exist for
50 faculty members who focus principally on the education needs for the department. Clinical faculty
51 members are expected to contribute to the department's research and education missions, as reflected

1 by participation in educational program development and teaching. Clinical faculty members are
2 expected to make substantial contributions to the university's mission via teaching and service, and to
3 a lesser extent scholarship. Service expectations are similar to those for the tenure-track.
4

5 Full-time clinical faculty are expected to be engaged in educational activities for 85-100% of effort.
6 All teaching assignments for full-time clinical faculty members will be explicitly stated in their
7 contracts. In general, it is expected that clinical faculty will fully support their salary from teaching
8 revenue and service line activities, although other sources, including extramural funding may support
9 these appointments. If extramural funding is secured to support all or part of a clinical faculty
10 member's salary, teaching workloads will be adjusted accordingly.

11
12 Clinical faculty are eligible to vote on appointment or promotion issues as defined above (Section
13 IV).

14 **C Research Faculty**

15
16 Research faculty members are expected to contribute primarily to the university's research mission.
17 Research faculty expectations for research are similar to those for the tenure-track, albeit
18 proportionally greater since 100% of effort for research faculty members is devoted to research.
19 Specific expectations are spelled out in the letter of offer.
20

21
22 In accord with Faculty Rule [3335-7-34](#), Research Faculty may, but are not required to, participate in
23 the educational mission of the Department. However, teaching opportunities for Research Faculty
24 must first be approved by their respective Sponsor, then by a majority vote of the Tenure Track
25 Faculty. Under no circumstances may a member of the Research Faculty be continuously engaged
26 over an extended period in the same instructional activities as Clinical- or Tenure-Track Faculty.
27

28 Research Faculty may be appointed at the discretion of the department chair and, after consultation
29 with the Sponsor, to no more than one standing or ad-hoc committee. Research faculty are eligible to
30 vote on appointment or promotion issues as defined above (Section IV). Research faculty cannot vote
31 on curricular issues. Research Faculty may serve on University committees and task forces, but not on
32 University Governance committees.
33

34 **D Associated Faculty**

35
36 Compensated associated faculty members are expected to contribute to the university's mission via
37 teaching or research depending on the terms of their individual appointments.
38

39 Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations
40 based on their appointment level.
41

42 Expectations for compensated visiting faculty members will be based on the terms of their
43 appointment and are comparable to that of tenure-track faculty members except that service is not
44 required.
45

46 **E Modification of Duties**

47
48 The Department of Neuroscience strives to be a family-friendly unit in its efforts to recruit and retain
49 high quality faculty members. To this end, the department is committed to adhering to the College of
50 Medicine's guidelines on modification of duties to provide its faculty members flexibility in meeting
51 work responsibilities within the first year of childbirth/adoption/fostering, or care for an immediate

1 family member who has a serious health condition, or a qualifying exigency arising out of the fact
2 that the employee's immediate family member is on covered active duty in a foreign country or call to
3 covered active duty status. See the [college pattern of administration](#) for details. See also the OHR
4 [Parental Care Guidebook](#) and the Parental Leave Policy in Section XII.

5
6 A faculty member requesting a modification of duties and the department chair should be creative and
7 flexible in developing a solution that is fair to both the individual and the unit while addressing the
8 needs of the university. Expectations must be spelled out in an MOU that is approved by the dean.
9

10 **X Course Offerings, Teaching Schedule, and Grade Assignments**

11
12 Each year, the Vice Chair - Academic Affairs will develop a schedule of course offerings and teaching
13 schedules in consultation with the faculty, both collectively and individually. While every effort will be
14 made to accommodate the individual preferences of faculty, the department's first obligation is to offer
15 the courses needed by students at times and in formats, including on-line instruction, most likely to meet
16 student needs. To assure classroom availability, reasonable efforts must be made to distribute course
17 offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that
18 course offerings match student demand and that timing conflicts with other courses students are known to
19 take in tandem are avoided. A scheduled course that does not attract the minimum number of students
20 required by Faculty Rule [3335-8-16](#) (typically 15) will normally be cancelled and the faculty member
21 scheduled to teach that course will be assigned to another course for that or a subsequent semester.
22 Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand
23 will be taught by at least two faculty members across semesters of offering to assure that instructional
24 expertise is always available for such courses.
25

26 If an instructor of record is unable to assign grades due to an unexpected situation (i.e. health or travel), or
27 if they have not submitted grades before the university deadline and are unreachable by all available
28 modes of communication, then the department head may determine an appropriate course of action,
29 including assigning a faculty member to evaluate student materials and assign grades for that class. The
30 University Registrar will be made aware of this issue as soon as it is known and will be provided a
31 timeline for grade submission.
32

33 **XI Allocation of Department Resources**

34
35 The department chair is responsible for the fiscal and academic health of the department and for assuring
36 that all resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement
37 of unit goals.
38

39 The department chair will discuss the department budget at least annually with the faculty and attempt to
40 achieve consensus regarding the use of funds across general categories. However, final decisions on
41 budgetary matters rest with the department chair.
42

43 Research space is allocated as described in the Guidelines for Assignment and Retention of Research
44 Space (see above).
45

46 The allocation of office space will include considerations such as achieving proximity of faculty in
47 subdisciplines and productivity and grouping staff functions to maximize efficiency.
48

49 The allocation of salary funds is discussed in the Appointments, Promotion and Tenure Document.
50

51 **XII Leaves and Absences**

1
2 In general, there are four types of leaves and absences taken by faculty (in addition to parental leave, which
3 is detailed in the [Parental Care Guidebook](#)). The university's policies and procedures with respect to leaves
4 and absences are set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#) and Office
5 of Human Resources [Policies and Forms website](#). The information provided below supplements these
6 policies.

7 8 **A Discretionary Absence**

9
10 Faculty are expected to complete a travel request or a [request for absence form](#) well in advance of a
11 planned absence (for attendance at a professional meeting or to engage in consulting) to provide time
12 for its consideration and approval and time to assure that instructional and other commitments are
13 covered. Discretionary absence from duty is not a right, and the Department Chair retains the
14 authority to disapprove a proposed absence when it will interfere with instructional or other
15 comparable commitments. Such an occurrence is most likely when the number of absences in a
16 particular semester is substantial. [Rules of the University Faculty](#) require that the Office of Academic
17 Affairs approve any discretionary absence longer than 10 consecutive business days (see Faculty Rule
18 [3335-5-08](#)).

19 20 **B Absence for Medical Reasons**

21
22 When absences for medical reasons are anticipated, faculty members are expected to complete a
23 [request for absence form](#) as early as possible. When such absences are unexpected, the faculty
24 member, or someone speaking for the faculty member, should let the Department Chair know
25 promptly so that instructional and other commitments can be managed. Faculty members are always
26 expected to use sick leave for any absence covered by sick leave (personal illness, illness of family
27 members, medical appointments). Sick leave is a benefit to be used—not banked. For additional
28 details see OHR [Policy 6.27](#).

29 30 **C Unpaid Leaves of Absence**

31
32 The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of
33 absence are set forth in OHR [Policy 6.45](#).

34 35 **D Faculty Professional Leave (FPL)**

36
37 A *Faculty Professional Leave* (FPL) constitutes a more formal departure from regular academic
38 duties than a *Special Assignment* (see above) and may be considered for any period of intensive study
39 or research not to exceed one 9- or 12-month academic year. Information on faculty professional
40 leaves is presented in the OAA [Policy on Faculty Professional Leave](#).

41
42 Faculty members who desire an FPL should discuss the matter with the department Chair during their
43 annual evaluation or as soon thereafter as possible. The department Chair will indicate whether
44 submission of a full FPL proposal is appropriate. Because the Dean, Office of Academic Affairs and
45 Board of Trustees must approve FPL proposals, faculty should submit their proposal for a given year
46 no later than the end of autumn semester of the preceding year. Exceptions may be considered when
47 an unexpected opportunity precludes such timing.

48
49 The Chair's recommendation to the Dean regarding an FPL proposal will be based on the quality of
50 the proposal, its potential benefit to the department and to the faculty member and the ability of the
51 department to accommodate the FPL at the time requested.

1
2 **E Parental Leave**
3

4 The university, the college, and this department recognize the importance of parental leave to faculty
5 members. Details are provided in the OHR [Parental Care Guidebook](#), Paid Time Off [Policy 6.27](#), and
6 the [Family and Medical Leave Policy 6.05](#).
7

8 **XIII Additional Compensation and Outside Activities**
9

10 Information on additional compensation is presented in the OAA [Policy on Faculty Compensation](#).
11 Information on paid external consulting is presented in the university's [Policy on Outside Activities and](#)
12 [Conflicts](#). The information provided below supplements these policies.
13

14 This department adheres to these policies in every respect. In particular, this department expects faculty
15 members to carry out the duties associated with their primary appointment with the university at a high
16 level of competence before seeking other income-enhancing opportunities. All activities providing
17 additional compensation must be approved by the department chair regardless of the source of
18 compensation. External consulting must also be approved. Approval will be contingent on the extent to
19 which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra
20 income activity appears likely to interfere with regular duties, and the academic value of the proposed
21 consulting activity to the department. In addition, it is university policy that faculty may not spend more
22 than one business day per week on supplementally compensated activities and external consulting
23 combined.
24

25 Faculty with an administrative position (for example, chair, associate/assistant dean, center director)
26 remain subject to the [Policy on Outside Activities and Conflicts](#) and with appropriate approval, are
27 permitted to engage in paid external work activities. However, faculty members with administrative
28 positions are not permitted to accept compensation/honoraria for services that relate to or are the result of
29 their administrative duties and responsibilities.
30

31 Should a department faculty member wish to use a textbook or other material that is authored by the
32 faculty member and the sale of which results in a royalty being paid to him/her/them, such textbook or
33 material may be required for a course by the faculty member only if (1) the faculty member's department
34 chair and/or dean or designee have approved the use of the textbook or material for the course taught by
35 the faculty member, or (2) an appropriate committee of the department or college reviews and approves
36 the use of the textbook or material for use in the course taught by the faculty member.
37

38 Faculty who fail to adhere to the university's policies on these matters, including seeking approval for
39 external consulting, will be subject to disciplinary action.
40

41 **XIV Financial Conflicts of Interest**
42

43 Information on faculty financial conflicts of interest is presented in the university's [Policy on Outside](#)
44 [Activities and Conflicts](#). A conflict of interest exists if financial interests or other opportunities for
45 tangible personal benefit may exert a substantial and improper influence upon a faculty member or
46 administrator's professional judgment in exercising any university duty or responsibility, including
47 designing, conducting, or reporting research.
48

49 Faculty members with external funding or otherwise required by university policy are required to file
50 conflict of interest screening forms annually and more often if prospective new activities pose the
51 possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with

1 university officials in the avoidance or management of potential conflicts will be subject to disciplinary
2 action.

3
4 In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise
5 in relation to consulting or other work done for external entities. Further information about conflicts of
6 commitment is included in section IX above.

7 8 **XV Grievance Procedures**

9
10 Members of the department with grievances should discuss them with the department chair who will
11 review the matter as appropriate and either seek resolution or explain why resolution is not possible.
12 Content below describes procedures for the review of specific types of complaints and grievances.

13 14 **A Salary Grievances**

15
16 A faculty or staff member who believes that his/her/their salary is inappropriately low should discuss
17 the matter with the department chair. The faculty or staff member should provide documentation to
18 support the complaint.

19
20 Faculty members who are not satisfied with the outcome of the discussion with the department chair
21 and wish to pursue the matter may be eligible to file an appeal with the college's Faculty Salary
22 Appeals Committee. A formal salary appeal can also be filed with the Office of Faculty Affairs (see
23 Volume 1, Chapter 3 of the Office of Academic Affairs [Policies and Procedures Handbook](#)).

24
25 Staff members who are not satisfied with the outcome of the discussion with the department chair and
26 wish to pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human
27 Resources.

28 29 **B Faculty Promotion and Tenure Appeals**

30
31 Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).

32 33 **C Faculty and Staff Misconduct**

34
35 Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in
36 Faculty Rule [3335-5-04](#).

37
38 Any student, faculty, or staff member may report complaints against staff to the department chair.
39 The [Office of Employee and Labor Relations](#) in the Office of Human Resources can provide
40 assistance with questions, conflicts, and issues that arise in the workplace.

41 42 **D Harassment, Discrimination, and Sexual Misconduct**

43
44 The [Office of Institutional Equity](#) exists to help the Ohio State community prevent and respond to all
45 forms of harassment, discrimination, and sexual misconduct.

- 46
47 1 Ohio State's policy and procedures related to affirmative action and equal employment
48 opportunity are set forth in the university's [policy on affirmative action and equal](#)
49 [employment opportunity](#).

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

4
5 **E Violations of Laws, Rules, Regulations, or Policies**

6
7 Concerns about violations of laws, rules, regulations, or policies affecting the university community
8 should be referred to the [Office of University Compliance and Integrity](#). Concerns may also be
9 registered anonymously through the [Anonymous Reporting Line](#).

10
11 **F Complaints by and about Students**

12
13 Normally student complaints about courses, grades, and related matters are brought to the attention of
14 individual faculty members. In receiving such complaints, faculty should treat students with respect
15 regardless of the apparent merit of the complaint and provide a considered response. When students
16 bring complaints about courses and instructors to the department chair, the chair will first ascertain
17 whether or not the students require confidentiality. If confidentiality is not required, the department
18 chair will investigate the matter as fully and fairly as possible and provide a response to both the
19 students and any affected faculty. If confidentiality is required, the department chair will explain that
20 it is not possible to fully investigate a complaint in such circumstances and will advise the student(s)
21 on options to pursue without prejudice as to whether the complaint is valid or not. See Faculty Rule
22 [3335-8-23](#).

23
24 Faculty complaints regarding students must always be handled strictly in accordance with university
25 rules and policies. Faculty should seek the advice and assistance of the department chair and others
26 with appropriate knowledge of policies and procedures when problematic situations arise.

27
28 **G Academic Misconduct**

29
30 Board of Trustees Rule [3335-23-15](#) stipulates that the [Committee on Academic Misconduct](#) does not
31 hear cases involving academic misconduct in colleges having a published honor code, although some
32 allegations against graduate students fall under the committee’s jurisdiction. Accordingly, faculty
33 members will report any instances of academic misconduct to the Vice Chair – Academic Affairs and
34 the Department Chair, who will involve the Committee on Academic Misconduct, if appropriate, or
35 will otherwise follow the university procedures for addressing allegations of violations of the
36 professional student honor code.

37
38 Professional Student Honor Code

39
40 Professionals have a moral responsibility to themselves, to their patients, to their associates, and to
41 the institution with which they are affiliated, to provide the best service possible.

42
43 Personal ethics require certain inherent elements of character that include honesty, loyalty,
44 understanding, and the ability to respect the rights and dignity of others. Personal ethics require
45 conscientious preparation during one's academic years for eventual professional duties and
46 responsibilities. A continuation of the development of professional efficiency should be
47 accomplished by observation, study, and investigation during one's entire professional life.

48
49 Strength of character should enable one to rise above prejudice in regard to race, creed, or
50 economic status in the interest of better professional service. To maintain optimum professional
51 performance, one should be personally responsible for maintaining proper physical and moral

1 fitness. Finally, it must be realized that no action of the individual can be entirely separated from
2 the reputation of the individual or of their profession. Therefore, a serious and primary obligation
3 of the individual is to uphold the dignity and honor of their chosen profession by thoughts, words,
4 and actions.
5

1 **XVI Appendix: Guidelines for Assignment and Retention of Research Space**
2

3 *Purpose:* The purpose of these guidelines is to ensure maximal and efficient use of all new and
4 existing Department of Neuroscience space. The department has the responsibility of establishing
5 benchmarking principles for utilization of departmental space that are consistent with College of
6 Medicine guidelines. Such benchmarking will occasionally mandate re-assignment of space based on
7 evolving circumstances including 1) new faculty recruitment and 2) increased or decreased funding of
8 existing faculty.
9

10 **Guidelines and Definitions**
11

12 *Office:* All full-time tenure-track and clinical faculty are entitled to an office, regardless of funding
13 status. Other faculty and research scientists may be assigned office space if available.
14

15 *Research Space:* To arrive at a fair and accurate assessment of total square feet assigned to each
16 faculty member, the following principles apply:
17

- 18 1. All space assigned to a faculty member is considered research space, regardless of its
19 configuration or utilization.
20
- 21 2. Shared space is divided equally by the number of users.
22
- 23 3. All assigned space is included in total area calculations regardless of location; however, cost per
24 square foot will vary as a function of location and will be considered relative to the quality of the
25 research space (as defined by the College of Medicine metrics).
26

27 *Funding:* To arrive at a fair and accurate assessment of each faculty member's funding, the following
28 principles apply:
29

- 30 1. Funding dollars will be calculated as total cost (direct and indirect).
31
- 32 2. Shared funding will be calculated in proportion to the actual distribution of funds between the
33 P.I. and all Co-I's. In order to avoid misunderstandings between investigators, the intended
34 distribution of funds should be decided among the involved investigators at the time of submission
35 then endorsed by the department Chair(s). Changes necessitated due to budget cuts by the granting
36 agency should be handled similarly (i.e., mutual agreement with endorsement by the Chair).
37
- 38 3. Faculty directing components of grants (e.g., program project grants) will be credited in
39 proportion to total number of PIs supported by the grant.
40
- 41 4. Other funding, such as that to pre- and post-doctoral trainees and research faculty, will be
42 credited to the faculty member sponsoring the trainees or research faculty.
43
- 44 5. Funding via "no-cost extensions" or release-time accounts will not be included.
45
- 46 6. Annual funding of Professors and Associate Professors will be calculated as an average of the
47 current and previous two years. Average funding metrics for tenure-track Assistant Professors will
48 begin to be assessed in year 4.
49

50 *Criteria for assigning/re-assigning research space:* Faculty funding via external grants is a major
51 criterion for assigning or re-assigning research space. Still, no matter how successful a faculty

1 member is in obtaining funding, the funding per square foot calculation alone is not sufficient to
2 determine research space assignments or reassignments. Additional criteria include the quality of the
3 space, the need to protect a minimum level of space for junior faculty and the space needs of faculty
4 that may experience temporary loss of funding. To arrive at a fair and accurate distribution of
5 research space within the department, the following criteria apply:
6

7 *1. Funding per square foot:* Each year, assigned research space will be ranked based on annual
8 funding dollars (direct & indirect three-year average) divided by square feet of assigned research
9 space. This relative ranking will provide each faculty member and the Chair with an annually
10 updated assessment to help evaluate requests for additional space (increased research needs) or the
11 possibility of space re-assignment (decreased research needs). These rankings will also be
12 considered by the Chair in the context of the faculty member's pending grant applications and
13 future research goals.
14

15 *2. Space quality:* Not all laboratory space is appropriately designed for the work being conducted.
16 Thus, in the short term, relative ranking based on funding per square foot, should be viewed in light
17 of space quality. In the long term, every effort should be made to match research needs to
18 laboratory space design (i.e., re-design existing space or move to more appropriate space).
19

20 *3. Space protection for tenure-track Assistant Professors:* Since most assistant professors usually
21 have a single laboratory, re-assignment of such space would effectively terminate any chance of
22 promotion and tenure. Thus, re-assignment should be avoided whenever possible. Assuming that
23 the Assistant Professor has demonstrated continued efforts to obtain funding (i.e., pending national
24 grants), the average funding per square foot calculation for junior faculty space will be based on a
25 running average (as described above) beginning in year 4.
26

27 *4. Space protection for senior (Associate Prof/Prof) faculty between grants:* Protection is provided
28 by calculating funding per square foot based on a three-year average. In this manner, short-term
29 losses of funding will only lower the relative ranking of a faculty member's space in an annual
30 stepwise fashion (see #1 above). Thus, assuming continued efforts to obtain new funding, faculty
31 previously funded will normally have two years before space is considered for re-assignment.
32

33 *5. Variable "Funding per square foot" criterion for large laboratories:* Highly-funded faculty with
34 funding per square foot in the top one third of the department may request additional lab space.
35 However, to justify additional space, funding per total square foot must be in excess of 50% above
36 the departmental average. This higher expectation is not intended to impose a penalty on large
37 laboratories, but rather, it provides protection for smaller laboratories with comparable funding per
38 square foot (i.e., large laboratories should be better able to adapt to a re-assignment of some space).
39

40 **Appeals:** If a faculty member's research space is considered for re-assignment, the individual will be
41 given the opportunity to present to the space committee their case for why such space should be
42 retained (e.g., extenuating circumstances meriting exception). A summary of the appeal will be
43 presented in an advisory letter to the department Chair.
44