

Pattern of Administration

**The Ohio State University
College of Nursing**

Approved by the Faculty, 05/03/2007; 11/14/2012; 12/14/2017; 02/10/2021

Last Approved by the Faculty, 05/11/2022

Approved by the Office of Academic Affairs, 09/28/2007; 11/12/2013; 3/2/2018; 2/2/2019;
9/1/2021; 6/20/2022

Table of Contents

PATTERN OF ADMINISTRATION	6
Introduction	6
College Mission	6
Academic Rights and Responsibilities.....	6
Faculty	6
Functions of the Faculty.....	6
Tenured/Tenure-Track Faculty	7
Clinical Faculty.....	7
Research Faculty	7
Associated Faculty.....	7
Emeritus Faculty.....	7
Voting.....	8
Graduate Associates	8
Postdoctoral Fellows.....	8
Support Staff	8
Nursing Distinguished Professor.....	8
College Administration (Refer to Attachment A).....	10
Dean	10
Vice Dean	11
Associate Deans	11
Assistant Deans.....	11
Executive Leadership Team	11
Centers.....	11
Oversight Committee.....	11
Center for Healthcare Innovation and Leadership	12
Center for Research and Health Analytics	12
Center for Wellness and Prevention.....	12
Center of Healthy Aging, Self-Management and Complex Care	12
Martha S. Pitzer Center for Women, Children and Youth	12
The Helene Fuld Health Trust National Institute for Evidence-based Practice (EBP) in Nursing and Healthcare.....	13
Center Directors.....	13
Review of College Centers	13
College Committees.....	14
College Faculty Meetings.....	14

Faculty Roles and Responsibilities	15
Distribution of Faculty Roles and Responsibilities	16
Tenure-track Faculty	16
Clinical Faculty.....	16
Research Faculty	16
Associated Faculty.....	17
Appointment/Reappointment Criteria	17
Licensure and Credentials.....	17
Drug Testing	17
Health Policies.....	17
Health Information Privacy Act (HIPAA) Training	18
Family Educational Rights and Privacy Act (FERPA) Training.....	18
Implicit Bias Training	18
Liability Insurance Coverage	18
Tenured and tenure-track probationary faculty.....	18
Clinical faculty	19
Research faculty.....	19
Associated faculty	19
Length of appointment	19
Teaching	19
Teaching Evaluation	21
Course Head Responsibilities.....	21
Research and Scholarship	22
Salary Recovery from External Grants and Research Activities.....	22
Service and Clinical Practice.....	23
Faculty Development	23
Special Assignment (SA).....	24
Guidelines for Determining FTE Exceptions to Faculty Appointments Policy	25
Circumstances that may warrant adjusting FTE	25
Modification of Responsibilities	25
Course Offerings and Teaching Schedule	26
Allocation of College Resources.....	26
Leaves and Absences	26
Absence from Responsibilities	26
Faculty Professional Leave.....	27
Discretionary Absence	27

Absence for Medical Reasons	27
Unpaid Leaves of Absence	28
Parental Leave.....	28
Consulting Activity	28
Supplemental Compensation and Paid External Consulting	28
Financial Conflicts of Interest	29
Textbook Conflicts of Interest.....	29
Grievance Procedures.....	30
Salary Grievances.....	30
Faculty Misconduct.....	30
Faculty Promotion and Tenure Appeals	30
Academic Misconduct.....	30
Professional Misconduct.....	30
Complaints by and about Students.....	30
Staff Misconduct	31
Harassment, Discrimination, and Sexual Misconduct	31
Violations of Laws, Rules, Regulations, or Policies	31
Attachment A.....	32
Roles and Responsibilities of the Vice Dean, Associate and Assistant Deans	33
Vice Dean	33
Education	33
Senior Associate Dean for Academic Affairs and Educational Innovation	33
Assistant Dean for Baccalaureate Programs.....	34
Assistant Dean for Graduate Clinical Programs.....	35
Assistant Dean for Student Success.....	36
RESEARCH.....	37
Senior Associate Dean for Research and Innovation.....	37
Assistant Dean for Biological Health Research	38
Assistant Dean for Research and Innovation.....	39
CLINICAL.....	39
Assistant Dean for Clinical Affairs.....	39
EVIDENCE-BASED PRACTICE.....	40
Associate Dean for Wellness and Prevention.....	40
Evaluation of Vice Dean, Associate and Assistant Deans	40
Attachment C	41
Standing College Committees.....	41

Appointments, Promotions and Tenure (APT) Committee	41
Graduate Studies Committee	42
MCR Program Subcommittee	42
Undergraduate Studies Committee	43
Undergraduate Admissions Committee	44
Honors Program Committee	44
Professional Misconduct Committee	45
PhD Program Subcommittee	45
DNP Program Subcommittee	46
MHI Program Subcommittee	46
RN to BSN Subcommittee	47
HWIH Subcommittee	47
Diversity, Equity and Inclusion (DEI) Committee	48
Faculty Search Committees: Tenure-Track and Clinical	48
Staff Advisory Committee	48
Statement of Purpose	48
Dean’s Staff Advisory Council	49
College Investigations Committee	49
Salary Appeals Committee	50
Attachment D	51
College of Nursing Protocol for Establishing College Centers	51
College of Nursing Center Development Proposal	51
Attachment E	53
Travel Guidelines and Procedures	53

PATTERN OF ADMINISTRATION

COLLEGE OF NURSING

Introduction

This document, called the Pattern of Administration (POA), describes the organization, policies, and procedures of The Ohio State University College of Nursing that affect its faculty and staff. The POA is not a replacement for other rules and procedures published by the university but should be viewed as a supplement. This document is subject to continuing revision. It must be revised or reaffirmed on the appointment or reappointment of the dean. Faculty will provide an advisory vote to the dean on approving changes to the POA. The policies and procedures in this document are in accordance with the [Rules of the University Faculty](#), and changes in the rules take precedence over statements in this document. The approved and most updated version of this document will be available on the Office of Academic Affairs (OAA) [website](#) as document of record and on the college intranet (Sharepoint).

This Pattern of Administration is subject to continuing revision. Revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the Office of Academic Affairs.

College Mission

We exist to dream, discover, and deliver a healthier world.

Academic Rights and Responsibilities

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

Faculty

Rules of the University Faculty defines "faculty" as persons appointed by the board of trustees with tenure-track, non-tenure-track, and emeritus faculty titles on full or part-time appointments, with or without salary. For purposes of governance functions, as stipulated in Rule [3335-5-19.1](#), members of the faculty are responsible for the governance of the college.

Functions of the Faculty

The functions of the faculty include, but are not limited to:

- a. Develop, revise and evaluate the philosophy, objectives, and the curricula for the College of Nursing.
- b. Initiate, implement, and evaluate policies for the academic programs of the college.
- c. Determine criteria for student admission, progression, and graduation.
- d. Foster an environment conducive to the professional development and well-being of students, faculty and staff.

- e. Determine and approve criteria for appointment, promotion, and tenure, or promotion of faculty within the rules of the university. This one faculty function will be carried out by tenure-track, clinical and research faculty, as applicable, in their second term as described in the Appointments, Promotion, and Tenure document.

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

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

Tenured/Tenure-Track Faculty

The College of Nursing makes tenured/tenure-track faculty appointments. Tenured/Tenure-Track faculty titles are: Assistant Professor, Associate Professor and Professor.

Clinical Faculty

The College of Nursing makes clinical faculty appointments. Clinical faculty titles are: assistant clinical professor, associate clinical professor, and clinical professor. The appointment cap on clinical faculty in relation to the total of tenure-track, clinical and research faculty is 75% in the College of Nursing.

Research Faculty

The College of Nursing makes research faculty appointments. Research faculty titles are research assistant professor, research associate professor, and research professor. Research faculty can comprise no more than 20% of the tenure-track faculty.

Associated Faculty

The College of Nursing makes associated faculty appointments. Associated faculty titles are clinical instructor of practice, clinical assistant professor of practice, clinical associate professor of practice and clinical professor of practice. Lecturers are personnel other than graduate teaching associates who are needed for teaching, usually on a part time basis. The titles of lecturer and senior lecturer shall be used for all compensated instructional appointments where other titles are not appropriate. Lecturers' Rules of the University Faculty responsibilities are limited to teaching as defined in Chapter [3335-6](#) of the Administrative Code.

Emeritus Faculty

Emeritus faculty status is an honor given in recognition of sustained academic contributions to the university as described in Faculty Rule [3335-5-36](#). Full-time tenure track, clinical/teaching/practice, research, or associated faculty may request emeritus status upon retirement or resignation at the age of sixty or older with ten or more years of service or at any age with twenty-five or more years of service. See the college [Appointments, Promotion, and Tenure Document](#) for additional detail.

Voting

Decisions that require a vote from the faculty body include new courses, course curricular revisions, new programs, academic policies, and an advisory vote on changes in the Pattern of Administration. Only the Committee of the Eligible Faculty (CEF) can vote on changes in promotion and tenure requirements. Decisions are made by majority rule (majority of voting eligible faculty who are eligible to vote in person or online). Faculty must recuse themselves from voting on matters that present a conflict of interest.

On December 6, 2017, the college faculty voted to extend governance rights to associated faculty employed at 50% or greater. Associated faculty may vote in all matters related to items a – d under Functions of the Faculty above. Associated faculty may not vote on any matters related to appointments, promotions, or tenure decisions of tenured, tenure-track, clinical or research faculty.

Clinical faculty cannot vote in promotion and tenure cases of tenure-track faculty and promotion cases of research faculty per the Rules of the University Faculty. Research faculty are not eligible to vote on the promotion and tenure of tenure-track faculty or the promotion of clinical faculty. Associated faculty and persons with non-academic appointments are eligible to vote in some committee meetings according to the guidelines for committee structure and responsibilities.

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

Graduate Associates

Graduate associates (GAs) are appointed by the dean, associate deans or assistant deans as needed.

Postdoctoral Fellows

Postdoctoral fellows also are referred to as postdoctoral associates. These positions are usually funded through a particular research, training, or program grant. Postdoctoral fellows report to the faculty member specified as their mentor.

Support Staff

The college employs a variety of highly qualified staff to assist the deans, directors and faculty to meet the varied teaching, research, and service goals of the college, and to provide support and services to students, alumni, parents, and prospective students. Staff are considered a vital part of the college.

Nursing Distinguished Professor

Distinguished faculty members within the College of Nursing may be awarded the title Nursing Distinguished Professor in recognition of excellence in teaching, research, and service, and demonstrated extra-mural funding and/or national/international impact. This honorific may be awarded to anyone currently in the college or new faculty recruited to the college.

Internal nominations for a College of Nursing Distinguished Professorship come from the associate deans or the vice dean. Nominations must include evidence of excellence in research, teaching, and service, extramural funding and national or international impact. The Dean with input from the Vice Dean will make nominations and appointments of external faculty recruits.

The College of Nursing Distinguished Professorship is an honorific title, not a new faculty rank. This award serves to honor senior colleagues or recruit senior faculty who have earned distinction in all three areas of professional endeavor, and whose work has earned them national and international recognition of the highest sort.

To be eligible, internal faculty must not already hold a titled position, such as Eminent Scholar, Distinguished University Professor, or an endowed chair, and must have served at professor rank for at least five years at Ohio State. External candidates recruited into this position must be eligible for professor rank at Ohio State. Eligible faculty must be truly distinguished scholars in their field of specialization, with records of sustained and significant productivity throughout their careers. They must also have a record of excellence in teaching and scholarship and outstanding service to their college, the university, and the profession. Evidence of such distinction may include but is not limited to the following: significant awards for research and creative activity; a major professional or university award; editorship of a major professional journal; or, elected position in a prominent professional association. The Dean will appoint at least a 3-member committee to review nominations. This committee will then forward their recommendation to the Dean, who will make the appointment with input from the Vice Dean.

Compensation: Successful candidates from within the college will receive at least a \$5,000 addition to their base pay and the title "College of Nursing Distinguished Professor of [area of specialization]." A full-time faculty member with this title being appointed to the college will start at a competitive salary as benchmarked with the American Association of Colleges of Nursing (AACN) salaries for colleges of nursing in an academic health sciences center.

Responsibilities and Resources: A full time faculty member with this honorific title may be assigned reduced teaching loads (that is, a re-distribution of responsibilities to allow for focus on areas of excellence) and is expected to mentor faculty and serve in a leadership capacity to assist the college in achieving strategic planning goals. Additional resources, such as research funds or graduate or research assistants commensurate with the faculty members' research trajectory and/or responsibilities in the college, may also be awarded at the discretion of the dean. A part time appointee may engage in college initiatives through activities such as public lectures, guest lectures in courses, and consultations on curriculum development or re-design.

Term: The initial appointment is up to five years. The Distinguished Professors are eligible for subsequent terms of five years based on a favorable review of the Executive Leadership Team and decision by the Dean. It is essential that such professorships be reserved for the most distinguished senior faculty. Therefore, no more than 20% of the total number of tenured/tenure-track faculty in the College of Nursing may hold this title.

College Administration (Refer to Attachment A)

Dean

The roles and function of the dean are described in Faculty Rule [3335-3-29](#). In the absence of departments, and department chairs, according to Faculty Rule [3335-3-35](#), the dean will also have the responsibility to:

- a. Develop, in consultation with the faculty, a *Pattern of Administration*, which will be made available to all present and prospective members of the college. A copy shall be deposited in the Office of the Dean and of the Executive Vice President and Provost.
- b. To prepare, after consultation with the faculty and in accordance with the *Pattern of Administration*, a statement setting forth the criteria and procedures according to which recommendations are made concerning appointments and/or dismissals, salary adjustments, promotions in rank, and matters affecting the tenure of the faculty (refer to College of Nursing [Appointments, Promotion, and Tenure document](#)). This statement shall be made available to all present and prospective members of the college, and a copy shall be deposited in the Office of the Executive Vice President and Provost. At the beginning of each five-year term of the dean, the members of the college, the Office of the Dean of the college, and the Office of the Executive Vice President and Provost shall receive either a revision or reaffirmation of the original statements.
- c. Provide a schedule of all regular college faculty meetings to all faculty members before the start of each semester. Preside over meetings or, if necessary, appoint a designee. Maintain minutes of all faculty meetings and maintain records of all other actions covered by the *Pattern of Administration*.
- d. Consult with the faculty as a whole on all policy matters, and such consideration will, whenever practicable, be undertaken at a meeting of the faculty as a whole.
- e. Favor a majority faculty rule of voting eligible faculty on all matters covered by the *Pattern of Administration*. To enhance communication and to facilitate understanding within the college, whenever majority faculty rule is not followed, the dean will explain the reasons for the departure. Where possible, the statement of reasons shall be provided before the departure occurs, in writing or at a faculty meeting, with an opportunity provided for faculty to comment.
- f. To approve courses of study for students, to warn students who are delinquent in their studies, and to recommend appropriate student disciplinary action to the appropriate university disciplinary body or official.
- g. To present candidates for degrees to the president on behalf of the college faculty and to serve as a member of the Council of Deans (see Rule [3335-3-22](#) of the Administrative Code).

- h. To make recommendations to the executive vice president and provost concerning the college budget, the appointments to, and promotions within the membership of the college faculty.
- i. To review salary appeals and other faculty issues in a professional and timely manner.
- j. To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the Office of Academic Affairs.

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

Vice Dean

The vice dean for the college is appointed by the dean: (Refer to Attachment B)

Associate Deans

The senior associate dean for academic affairs and educational innovation and the senior associate dean for research and innovation are appointed by the dean with input from the vice dean. (Refer to Attachment B.)

Assistant Deans

The assistant deans for baccalaureate programs and graduate clinical programs are appointed by the dean with input from the vice dean and senior associate dean for academic affairs and educational innovation. (Refer to Attachment B.) Other senior associate, associate, or assistant deans may be appointed by the dean with input from the vice dean and/or senior associate dean for research and innovation as deemed necessary for the benefit of the college and its strategic plan.

Executive Leadership Team

The Executive Leadership Team (ELT) members are appointed by the dean and convened at the discretion of the dean. The ELT consists of the vice dean, the associate and assistant deans, chief of strategic partnerships, and any other senior administrative college member appointed by the dean. (Refer to Attachment B.)

Centers

The college has centers of excellence that will further the mission of the college, raise its visibility locally and nationally/internationally, differentiate it from other colleges and schools of nursing throughout the nation, facilitate external funding, and propel it forward in innovation, discovery, and leadership.

Oversight Committee

Each college center will establish an oversight committee. The center director, in collaboration with the dean, will name an oversight committee, at least two-thirds of whose members are faculty from the academic units involved in the center. The director will consult regularly with

the oversight committee. Proposals for new centers must be submitted to the dean. (Refer to Attachment D.)

Center for Healthcare Innovation and Leadership

The Mission of the Center for Healthcare Innovation and Leadership is to develop innovative and entrepreneurial-minded leaders who transform systems to promote the highest level of well-being among individuals, organizations, and communities. This is done through innovative programming, coaching, fostering an entrepreneurial mindset, commitment to positive disruption and human centered design. The hubs of the Center include Creation, Leadership, Extended Reality Tech, Healthcare Design, and Entrepreneur. The Center is led by a Director who is appointed by the Dean.

Center for Research and Health Analytics

The Center for Research and Health Analytics provides important resources to support faculty and student research and scholarly activities, including significant grants, development support and access to statistical consultants and scientific editors. The center is under the direction of the senior associate dean for research and innovation, who reports to the dean. The center is staffed by two biostatisticians who provide statistical support and consultations on research design and methodology; grants management specialists to assist with grant submission and pre/post award management; an administrative coordinator, and a research regulatory coordinator to help with IRB applications and compliance-related functions. The assistant dean for biological health research, faculty lab director and director of the stress science lab provide oversight for biological research, supported by resources including two wet laboratories that are staffed by a fulltime research assistant, who is available to consult with faculty and students on laboratory methods and to assist with assays as needed.

Center for Wellness and Prevention

The Mission of the Center for Wellness and Prevention is to enhance the highest levels of multiple domains of health and well-being of students, faculty, staff, alums and the community. The Center is responsible for shifting the paradigm of sick/crisis care to wellness and prevention for individuals and communities guided by interprofessional teams. This is accomplished through the rapid translation of evidence into practice, health and wellness coaching, telehealth interventions, wellness programming, research, entrepreneurial initiatives, and measurement of outcomes. The Center is led by a Director who also serves as Associate Dean for Health Promotion and Well-being and reports directly to the Dean.

Center of Healthy Aging, Self-Management and Complex Care

The Center of Healthy Aging, Self-Management and Complex Care is a transdisciplinary center of excellence in research, education, practice and clinical scholarship that fosters the highest quality of care for adults with critical and complex illnesses. The center is led by a director who reports to the senior associate dean for research and innovation. An associate director may be appointed by the dean with input from the director.

Martha S. Pitzer Center for Women, Children and Youth

The mission of the Martha S. Pitzer Center for Women, Children and Youth is to foster

collaboration, outreach, research, educational, and translational activities to optimize the highest levels of health and wellness outcomes in infants, children, adolescents, and women. The center is led by a director, who reports to the senior associate dean for research and innovation. An associate director may be appointed by the dean with input from the director.

The Helene Fuld Health Trust National Institute for Evidence-based Practice (EBP) in Nursing and Healthcare

The Helene Fuld National Institute for EBP is an innovative enterprise comprised of evidence-based Practice experts that foster EBP for the ultimate purpose of improving quality of care and patient/family health outcomes. The dean serves as executive director and appoints a senior director, who reports to the dean.

Center Directors

The center directors are appointed by the dean for three-year terms with input from the vice dean. Every three years, faculty, students, staff and other key stakeholders will be given the opportunity to give feedback on Center Directors in a way that preserves anonymity.

Review of College Centers

College centers will be reviewed two years after initial establishment and at three-year intervals thereafter. The Executive leadership team will review using the following information.

1. Mission.
 - a. Original mission statement.
 - b. Proposal establishing the center.
 - c. Annual reports.
 - d. Description or list of all center activities, events, and initiatives that have contributed to fulfilling the mission and objectives of the center. If current activities differ from those originally envisaged or articulated in the mission statement, explain this evolution.
2. Faculty and Student Involvement and Contribution.
 - a. List of current faculty and graduate student affiliates or associates.
 - b. List of past faculty and graduate student affiliates or associates.
 - c. List of all faculty publications, lectures, grants, or other activities related to their work with the center, focusing on those that contribute most centrally to the mission of the center.
 - d. List of all student publications, lectures, grants, or other activities related to their work with the center.
3. Administrative Structure and Responsibilities.
 - a. Description of administrative structure.
 - b. Responsibilities and activities of all administrative staff, indicating their contributions to the mission of the center and its objectives.
 - c. Indicate the contributions made by the oversight committee to the mission of the center and its objectives.
 - d. Pattern of administration.
4. Budget.
 - a. Current budget.

- b. Projected budget for the next three years.
 - c. Past budgets since last review.
 - d. Description of the budgetary context for the center, outlining specific information regarding those expenses charged to the university's general funds. Externally generated funds produced by the center should be itemized and linked to the functions and services articulated in the mission statement.
5. Evaluative Criteria and Benchmarks.
- a. List of evaluative criteria and benchmarks articulated in the original center proposal, identifying and describing the degree to which the center has met (or failed to meet) its stated evaluative criteria and benchmarks.
 - b. Identify and justify any new evaluative measures and describe the degree to which the center has met these criteria or benchmarks.
 - c. Provide any specific narrative information or data as appropriate, and attach as appendices any documentation (e.g., letters of recommendation, awards, and news releases) that demonstrate how the center has met its criteria or benchmarks.

After discussing these materials with the center director, the Executive leadership team will make an advisory recommendation to continue or discontinue the center.

College Committees

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

The college has several standing, ad hoc, and appointed committees that assist with college operations. A current list of committees and bylaws and constitutions is included in Attachment C. The list of committees and current members is available on the college SharePoint site.

College Faculty Meetings

College faculty meetings are held monthly or at least twice per semester during the academic year. The agenda is set by a call for agenda items at least one week prior to scheduled faculty meetings. The quorum for college meetings will consist of a simple majority of the voting faculty members who are present. Faculty who are on approved leave or special assignment and unable to attend may vote in absentia prior to the faculty meeting. Decisions that require a vote from the faculty include new courses, course curricular revisions, new programs, academic policies, changes in promotion and tenure requirements, and an advisory vote for changes in the *Pattern of Administration*. Special policies pertain to voting on personnel matters, and these are set forth in the college's Appointments, Promotion and Tenure Document. Decisions are made by majority rule (majority of voting eligible faculty who are eligible to vote in person or online). Items from standing college committees that require a faculty vote may be added to the faculty meeting agenda.

For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. When a matter must be

decided and a simple majority of all faculty members eligible to vote cannot be achieved on behalf of any position, the dean will necessarily make the final decision.

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

Faculty forums will be scheduled on a regular basis each semester. Forums are the venue for discussion of topics of importance to faculty, such as academic programs, courses, academic policies, faculty development, and appointment, promotion, and tenure requirements. Any standing college committee may recommend topics for forums to the vice dean's executive assistant. The requesting faculty member is responsible for the agenda, handouts, and other materials for the relevant forum.

Special faculty meetings may be called by the dean and/or vice dean or upon the request of one-third of the voting faculty members. A request for a special meeting is to be sent to the dean with a clear purpose stated for the meeting. Minutes of all faculty meetings are recorded, kept on file, and distributed to all faculty members. Faculty are given the opportunity to amend/approve the minutes from the previous meeting at the beginning of the following meeting.

Faculty Roles and Responsibilities

The roles and responsibilities detailed below are consistent with the overall mission of a major, public, research-intensive university. However, this policy does not constitute a contractual obligation for any individual faculty member as changes in demands and individual circumstances may warrant deviations from the expected norms delineated in the policy. While there is considerable freedom built into the faculty members' work in the college, there are certain obligations that all faculty members are expected to meet. These include course commitments and attendance at college meetings including faculty meetings, course meetings, curriculum workdays, committee meetings, faculty development meetings and forums, college recognition ceremonies and functions, and convocation.

The overarching goal of the university is to become one of the world's great public research and teaching universities. All faculty are expected to contribute to meeting these objectives. However, it is recognized that at different times during a faculty member's career, the contribution in one or two areas may predominate and exceed contributions in the other areas. This variation must result from agreement between the dean and the faculty member. When such a variation occurs, excellence is still expected and the relative proportion of effort dedicated to specific activities will be adjusted. In total however, the college will be judged according to how well it meets the university's goals and objectives.

A full-time faculty member's primary professional commitment is to The Ohio State University. Faculty who have professional commitments outside of Ohio State during on-duty periods

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

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

The College of Nursing embraces the university's goals and objectives and also has a stated goal of excellence in clinical practice. As an academic unit within a doctoral/research intensive institution, excellence in research is expected. In order to advance these goals and to achieve excellence in all three missions, the following guidelines for assignments are adopted.

As a guiding principle:

During employment, faculty members are expected to be available for interaction with students, research, and college meetings and events even if they have no formal course assignment. Faculty should be available a minimum of four hours for office hours per week. Faculty may hold office hours online. Employed faculty members should not be away from their responsibilities for extended periods of time unless on an approved leave or on approved travel.

Distribution of Faculty Roles and Responsibilities

The Office of Academic Affairs requires guidelines on the distribution of faculty roles and responsibilities (See the OAA [Policies and Procedures Handbook](#), Volume 1, Chapter 2, Section 1.4.5).

Tenure-track Faculty

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

Clinical Faculty

Clinical faculty members are expected to contribute to the university's mission via teaching, service, and scholarship. Service expectations are similar to those for the tenure-track.

All clinical faculty are expected to contribute to the college's teaching in courses or instructional situations involving live patients or live clients, courses or instructional situations involving the simulation courses or instructional situations involving professional skills. For clinical faculty, 70% of their workload is dedicated to teaching.

Research Faculty

Research faculty members are expected to contribute to the university's mission via research.

In accordance with Faculty Rule [3335-7-34](#), a research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. However, teaching opportunities for each research faculty member must be approved by a majority vote of the tenure initiating unit's tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.

Research expectations are similar to those for the tenure-track, albeit proportionally greater since 100% of effort for research faculty members is devoted to research. Specific expectations are spelled out in the letter of offer.

Associated Faculty

Salaried associated faculty members are expected to contribute to the university's mission via teaching and/or research depending on the terms of their individual appointments.

Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required. Some associated faculty are given up to 10% of their effort for their participation in service. Service effort for associated faculty is negotiated with the supervisor.

The standard teaching assignment for full-time associated faculty is eight courses per academic year. For faculty employed for 12-months, the standard teaching assignment is 12 courses.

Appointment/Reappointment Criteria

See criteria for appointment and reappointment, stated in the College of Nursing [Appointments, Promotion and Tenure](#) document. A current version of this document is maintained on the college Sharepoint site.

Licensure and Credentials

All nurse faculty are required to have a valid, current Ohio registered nurse license. When appropriate, national certification and advanced practice registered nurse licensure are required. Upon hire, all faculty are required to submit original transcripts for each educational degree earned. Information regarding licensure in the state of Ohio can be obtained by contacting the [Ohio Board of Nursing](#), Suite 400, 17 South High Street, Columbus, Ohio 43215-3413 (614/466-3947). Non-nurse faculty must have credentials appropriate to their specialty.

Drug Testing

The College of Nursing will require a drug screen for every new faculty employee. All faculty offers will be contingent on successful completion of this requirement, and the screening will occur post offer letter, pre-employment. Additional drug screening will be completed upon reasonable suspicion, per OSU policy [Drug-Free Workplace, 7.30](#)

Health Policies

The Occupational Safety and Health Administration (OSHA) currently requires hospital and

clinical agencies to show proof that all personnel, who have patient contact are knowledgeable about tuberculosis and blood borne pathogens have been immunized or are immune to certain communicable diseases (as recommended for health care workers by the Centers for Disease Control). These are requirements of all faculty, clinical instructors, research and graduate associates.

Health Information Privacy Act (HIPAA) Training

It is a requirement of the College of Nursing that all faculty, staff and students receive training annually regarding current HIPAA requirements and recommended practices. All newly appointed faculty and staff are required to undertake an approved form of HIPAA training and successfully pass a post-test within 30 days of employment. Faculty and staff adherence to training requirements is monitored by human resources. Student adherence is monitored by the senior associate dean for academic affairs and innovation. Breaches in HIPAA should be immediately reported to the privacy officer. HIPAA training can be accessed through BuckeyeLearn.

Family Educational Rights and Privacy Act (FERPA) Training

All faculty and staff are required to complete the FERPA training which can be accessed through BuckeyeLearn. Completion of this online training must be completed upon hire and renewed by Nov 1 each academic year.

Implicit Bias Training

Awareness, skills and knowledge are at the cornerstone of attaining authentic diversity and inclusion. As we strive to become the world leaders in inspiring solutions to address health and education disparities/inequities across the lifespan, we aim to continue to enhance our culture of inclusiveness at the CON. Regardless of background, we all bring to the work setting our own personal bias. The first step to personal awareness of these biases is gaining skills and knowledge to engage others in these important conversations. All faculty and staff are required to complete a 2-hour continuing education program on unconscious/implicit bias by Nov 1 each academic year. The modules for this program can be accessed through BuckeyeLearn.

Liability Insurance Coverage

The university maintains a blanket student liability insurance policy that covers all students (except students in the graduate nurse midwifery specialty during nurse midwifery clinical practice) and faculty (except nurse midwifery faculty during supervision of midwifery clinical experience) during official instructional activities under the auspices of the college. This policy DOES NOT cover students or faculty for any activity that is not part of a specific instructional assignment, nor does it cover students when the semester is not in session.

Tenured and tenure-track probationary faculty

Tenured and tenure-track probationary faculty are expected to teach, conduct research that has been extramurally funded by national peer review, publish and provide service to the college, university, and profession.

Clinical faculty

Clinical faculty are expected to teach, conduct clinically relevant scholarship, publish, engage in and provide leadership in clinical practice, and provide service to the college, university, profession, and community.

Research faculty

Research faculty are expected to engage in research activities related primarily to seeking extramural funding, publish extensively, and mentor faculty and students in the college on research and scholarship and participate in internal and external consultation. As a rule, research faculty are not assigned teaching responsibilities; however, under certain circumstances they may be assigned teaching responsibilities.

Associated faculty

Associated faculty are expected to teach; however, they are also expected to provide service to the college and are encouraged to make scholarly contributions to the profession, such as publishing in the professional literature, making presentations at professional meetings, developing continuing education offerings, and developing clinical and educational innovations.

All faculty in the College of Nursing are expected to attend all planning events that are generally scheduled during the week prior to the beginning of autumn semester and after finals week in autumn and spring semesters. New faculty appointees are required to attend orientation sessions sponsored by the college. New tenure, clinical and research faculty also are strongly encouraged to attend orientation sponsored by the university.

Length of appointment

- a. Tenure-track, clinical, and research faculty may be offered either a nine-month or a twelve-month appointment.
- b. Faculty members on a nine-month appointment typically begin their responsibilities mid-August and end mid-May as indicated by university calendar. Twelve-month appointments typically begin either July 1 or on the first day of autumn semester.
- c. In accordance with Faculty Rule [3335-5-07](#), faculty members are expected to be present and engaged an average of 19 working days a month (weekdays excluding university holidays).
- d. Nine-month faculty members do not accrue vacation but are not expected to be present during intersessions between semesters or during summer.
- e. Twelve-month faculty members accrue vacation per the [Paid Time Off Policy, 6.27](#)

Teaching

The university's and college's goal is to provide students with the highest quality educational experience that will prepare them for the professional roles they will assume. To accomplish this, faculty are expected to possess knowledge of core material, relevant clinical specialty, and the appropriate pedagogical skills for both classroom and clinical teaching. Faculty are also expected to use available state of the art pedagogy in the classroom.

Dimensions of teaching may include but are not limited to: a) on campus, clinical or on-line instruction, b) course/curriculum development and design, c) clinical or biomedical laboratory instruction/supervision, d) creation, production, and publication of instructional materials, e) supervision of graduate student research and scholarship, f) guiding graduate teaching associates, g) independent study, h) field instruction, and I) student advising.

Teaching responsibilities may include some combination of undergraduate, graduate, clinical and non-clinical courses, laboratory instruction, and research supervision. Clinical instruction is accomplished with a ratio of students/faculty depending on professional standards, requirements of the clinical agency, and college resources.

Teaching is expected of all tenure-track, clinical, and associated faculty. Teaching assignments may be individually negotiated with the senior associate dean for academic affairs and educational innovation and with input from the dean/vice dean, executive leadership team, and center director as relevant. The teaching assignment considers percentage of committed effort and salary recovery related to grant funding. Full-time tenured faculty with no funded release time would teach approximately 4 courses for the academic year (service responsibilities, such as chair of undergraduate or graduate studies, will be factored into the assignment). Clinical faculty are expected to teach approximately 5-6 courses per academic year. Practice time allocation will be factored into the teaching assignment. Faculty practice time will only be factored into the teaching assignment if: a) practice time is reimbursed directly to the college, or b) faculty oversee students in their practice. The teaching load for probationary faculty will be negotiated with the dean/vice dean and senior associate dean for academic affairs and educational innovation. However, the absence of extramural funding does not exempt a faculty member from continuing a record of productive scholarship. Advising graduate students is expected of all faculty in tenure-track and clinical faculty who hold a Graduate Faculty M or P status. Graduate advising assignments and changes to assignments are overseen by the Graduate Studies Committee as required by the Graduate School and made in collaboration with the senior associate dean for academic affairs and educational innovation.

Course teaching load will be designed, whenever possible, to reflect a balance across courses of various sizes and types (e.g., presence of a clinical component requiring supervision), and considering new course preparation. A balance of in-class and online teaching will be considered. Teaching load will consider doctoral candidate advisement during the dissertation or project writing phase of the student's program.

Full-time paid associated faculty responsibilities include teaching activities including in-class and clinical instruction, preparation time, student evaluation, and course evaluation and refinement. Part-time paid associated faculty teaching loads are pro-rated according to the percentage of the position.

Lecturers are generally part time associated faculty who are paid to teach courses on a per semester basis. Lecturers are not required to participate in scholarly activities but are welcome to participate with other faculty or engage in scholarship as they find time and interest.

Associated faculty teaching loads are pro-rated according to the percentage of the position.

Teaching Evaluation

It is the policy of the university that evaluation of instruction in all courses and by all faculty is required. The evaluation of teaching is a continuous and multifaceted process and is detailed in the college APT guidelines.

Course Head Responsibilities

“Course head” is a term used to describe a faculty member who holds overall responsibility for a course that is staffed by more than one instructor and has a clinical and/or lab component. The course head is responsible for organizing the course(s) for smooth and efficient operation and implementation. Course head responsibilities include: assigning students’ final grades; coordination of responsibilities for faculty members in the course; communicating with faculty members in the course and with the appropriate associate or assistant dean regarding curriculum matters and student placement; and communicating with other faculty members outside the course regarding curricular matters and student performance.

Specific responsibilities of faculty teaching a nursing course in the course head role:

- a. Use the standards for undergraduate and graduate education in the American Association of Colleges of Nursing Essentials and other national standards for clinical specialties in determining learning/clinical experiences.
- b. Adhere to the course objectives as approved by faculty (changes to be submitted through the appropriate College Curriculum Committee).
- c. Ensure that the evaluation of clinical and/or lab performance is carried out in accordance with contemporary educational standards and follows regulatory standards.
- d. Update and prepare the syllabus and other course materials in a timely manner which includes the requirements set forth by accreditation and regulatory requirements.
- e. Orient faculty, teaching assistants, clinical site, and preceptors, communicating clinical and lab objectives, course objectives, and the course evaluation of students which responds to the student meeting the course objectives.
- f. Ensure all preceptors in course meet qualifications according to accreditation and regulatory requirements.
- g. Verify all agencies used for clinical sites have a contract that is current, signed by both parties, and includes language regarding use of preceptors and related expectations.
- h. Conduct course meetings.
- i. Consult with and advise course faculty, teaching assistants, or preceptors regarding student performance and follow program requirements for performance improvement plans to include meeting accreditation and regulatory requirements.
- j. Direct and supervise the activities of the faculty, teaching assistant, and preceptors within the course and address any concerns with the appropriate assistant dean.
- k. Establish a plan that allows students to meet all clinical / lab hours within a course to include missed clinical / lab days.
- l. Ensure compliance requirements are met for all students in course.
- m. Participate in curricular decisions.
- n. Evaluate student performance in class and clinical / lab as indicated

accreditation and regulatory requirements using rubrics and standardized evaluation processes.

- o. Retain clinical and lab evaluations and hours completed in student records.
- p. Notify senior associate dean for academic affairs and educational innovation or relevant assistant dean of student course failures each semester.
- q. Provide course feedback to senior associate dean for academic affairs and educational innovation, relevant assistant dean, graduate or undergraduate studies chair as appropriate.
- r. Participate in program evaluation.
- s. Establish an organized plan for course delivery which includes: adherence to syllabus, timely distribution of material and course management platform, evidence-based teaching strategies. Ensure all clock hours are met for the course, organization of the learning management system, and communication with all faculty and students in the course.
- t. Coordinate a plan with the senior associate dean for academic affairs and educational innovation or relevant assistant dean for the evaluation of course faculty, preceptors, course evaluation, SEI, SECI, and clinical sites.

Research and Scholarship

The Ohio State University is classified as a doctoral/research intensive university (according to the Carnegie Foundation for the Advancement of Teaching), which means that all tenure-track and research faculty are expected to develop programs of research and scholarship focused on national health priorities that will build the scientific base for improving clinical practice and/or population health outcomes. Programs of scholarship for Clinical and Associated faculty in the areas of clinical practice and teaching and learning are valued as important contributions to the discipline. Faculty are expected to disseminate the results of their work and other professional activities in refereed journals and at professional and interdisciplinary conferences.

Salary Recovery from External Grants and Research Activities

- a. With 25-50% salary recovery, the average annual teaching assignment will be on average 2 courses. The teaching assignment for persons with salary recovery above or below the 25-50% range is pro-rated based on percentage of salary recovered.
- b. When funded research projects include facility and administrative (i.e., indirect) cost recovery, the investigator's salary recovery dollars will be divided in the following manner: with up to 49% faculty effort supported by grant funding at the NIH full rate, 10% of faculty salary funded by grant(s) will be returned to the faculty member in either a research account or as annual salary supplement; with 50% to 89% funded, 15% of faculty salary funded by grant(s) will be returned to the faculty member in either a research account or as an annual salary supplement; at 90% and higher faculty effort supported by grant funding at the NIH full indirect rate, 20% of the faculty salary funded by grant(s) will be returned to the faculty member in either a research account or as annual salary supplement. For grants that fund with indirect costs below 25%, a salary supplement and/or adjustment of teaching responsibilities may be considered.
- c. The investigator's research account may be utilized to support additional research personnel, equipment, and supplies not covered in the grant; to support research staff

during a brief bridge period between grants; and to support graduate students, travel, and seeding new projects.

Teaching load adjustments for grants for which no salary and benefits support is provided or for no-cost extensions that provide no effort support will be negotiated with the faculty's supervisor, academic dean and dean of research. Faculty who participate in grants with contributed effort must obtain approval from their supervisor prior to submitting the grant proposal.

Service and Clinical Practice

All faculty are expected to attend faculty meetings and major college and university events, including convocation, and, if eligible, to contribute to governance at the college, university, and professional levels. Involvement in service is expected to increase over time with tenured faculty expected to assume greater leadership responsibilities than untenured faculty. In addition, tenured faculty are expected to contribute more at the university and professional levels.

Nursing is a clinical discipline and, as such, faculty are expected to maintain their clinical expertise through regular involvement in relevant clinical activities in their specialty. For faculty nationally certified by an organization that requires ongoing clinical practice for re-certification, the required time spent in clinical practice will be factored into their overall responsibilities. It is expected that their practice will also be used for teaching and/or research purposes. In other words, clinical practice should facilitate teaching and research and not be an end in itself.

Faculty Development

A faculty development process reflects the college's responsibility to assist faculty to achieve high standards of productivity in teaching, research, and service.

Upon appointment, the senior associate dean for academic affairs and educational innovation, the senior associate dean for research and innovation, the relevant assistant dean, and/or the relevant center director, in concert, will assign a faculty teaching mentor for the faculty member. New faculty members may be given the opportunity to teach both undergraduate and graduate students. These opportunities may come in the form of guest lectures. When possible, consistent teaching assignments will be made to allow for evaluation over time. Opportunities should be provided for curriculum development through committee and subcommittee work and the development of new courses and/or the revision of courses.

Probationary and new faculty members are encouraged to observe and talk with seasoned faculty. They also are encouraged to avail themselves of the resources at Michael V. Drake Institute for Teaching and Learning, the College's Academy for Teaching Innovation, Excellence and Scholarship and through the Office of Distance Education and E-learning by the second semester of the first year of the probationary period.

Newly appointed tenured and probationary tenure-track faculty will be given a reduced teaching load for the first year or two of appointment to facilitate productivity in research and scholarship. If progress is evident and college resources permit, the reduced teaching load can

be extended for another year by the dean. Faculty should use this time to publish manuscripts in high quality research journals, plan their programs of research with input from colleagues, conduct preliminary or seed projects to underpin grant submissions, and secure funding for the next steps in their research trajectory.

Upon appointment, the senior associate dean for academic affairs and educational innovation will assign a faculty teaching mentor for the probationary clinical faculty member. New clinical faculty members may be given the opportunity to teach both undergraduate and graduate students. New faculty will be oriented to their roles and expectations in the areas of teaching and advising, scholarship, service, and practice. Faculty are encouraged to avail themselves of the resources through the [Michael V. Drake Institute for Teaching and Learning](#), the College's Academy for Teaching Innovation, Excellence and Scholarship and/or through the [Office of Distance Education and eLearning](#) by the second semester of the first year of the probationary period. The plan of scholarship should include publication in high quality peer-reviewed journals and/or textbooks, and dissemination of scholarly work through oral or poster presentation on the state or national stage. A professional development plan should be developed by the individual faculty member with discussion and input from their mentor, program director, course head or specialty track director with whom the faculty member works most closely, as appropriate, and the senior associate dean for academic affairs and educational innovation.

Professional development plans for associated faculty are developed by the individual faculty member with discussion and input from the associate and assistant deans, program director, and course head or specialty track director with whom the faculty member works most closely. Professional development resources of the university are available to enhance teaching and research competency (see above). Faculty are expected to engage regularly in continuing professional education and other activities to increase and update clinical knowledge and skills, as well as teaching skills.

Special Assignment (SA)

A SA is one full semester devoted to research or scholarly work. SAs are only available to tenured and probationary faculty. SAs are not leaves, but rather are redistribution of faculty responsibilities. Priority in granting SAs will go to untenured faculty seeking promotion, and faculty with compelling grant submission requirements. Full compensation is available up to one full semester. The faculty member is freed from teaching and service commitments. A faculty member should make formal application for an SA. The first step is to inform the senior associate dean for academic affairs and educational innovation in writing of the request for an SA for the next academic year by the end of March of the spring semester. The application must include a statement of anticipated activities, objectives, and outcomes. Because the number of SAs that can be awarded is very limited, selection is competitive. Decisions about the award of SAs are made by the dean, based on the merit of the application, the fit of the application with the mission of the college, the likelihood that anticipated outcomes will be accomplished, and the availability of college resources. A report of accomplishments during the SA should be submitted to the senior associate dean for academic affairs and educational innovation and the vice dean within two weeks after the conclusion of the SA.

Guidelines for Determining FTE Exceptions to Faculty Appointments Policy

There are instances where the workload associated with a course is greater (or less) than the College of Nursing ratio of one (1) 3-credit didactic course to 0.33 FTE. In such cases, consideration may be given for an FTE adjustment.

At other times, there may be unique circumstances surrounding the specific instance the course is offered that increase the workload. In these cases, the college may consider additional compensation for the faculty teaching the course.

Circumstances that may warrant adjusting FTE

- a. Three-hour credit courses that exceed an average of two (2) additional hours/week, the FTE will be determined by assessing the average hours/week required for the course.
- b. Courses where the faculty provides the lecture and engages others (faculty/GTAs) to provide the laboratory or clinical support.
- c. Courses involving individual instruction including but not limited to PhD and DNP mentoring.
- d. Advising, curriculum development or internship oversight may replace part of course teaching.
- e. Development of a newly approved course.
- f. Large enrollment courses.

Note these lists are not exhaustive, rather they are meant only to serve as examples.

Modification of Responsibilities

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

The faculty member requesting the modification of responsibilities for childbirth/adoption/fostering and the senior associate dean for academic affairs and educational innovation or relevant assistant dean should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the dean. Options include:

- a. reassigning the off time period;
- b. deferring teaching obligations to another semester;
- c. utilizing a 7-week teaching schedule;
- d. redistributing expectations among teaching, research, and/or service;
- e. team teaching.

Faculty may be eligible for additional leave under the [Family Medical Leave Policy](#) and/or the

university's paid parental leave guidelines as described in its [Policy on Paid Leave Programs](#).

Course Offerings and Teaching Schedule

The senior associate dean of academic affairs and educational innovation and assistant deans will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the college's first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule [3335-8-17](#) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

Allocation of College Resources

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

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

Research space shall be allocated on the basis of research productivity, including external funding, and will be reallocated periodically as these faculty-specific variables change.

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

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

Leaves and Absences

Absence from Responsibilities

Faculty Rule [3335-5-08](#) states that “absence of any member of the teaching staff from ordinary service in the university, for any cause other than sickness, must be with the knowledge and approval of the dean of the college, and, if for longer than ten consecutive business days, with the approval of the executive vice president and provost.” Absence must be submitted in [Workday](#).

Employees are expected to give ample notice of intent to resign from employment, in order to allow adequate time for planning. Ideally, resignations should become effective at the end of the academic year, and not during an academic term in which the faculty member has teaching responsibilities.

The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#) and Office of Human Resources [Policies and Forms website](#). *The information provided below supplements these policies.*

Faculty Professional Leave

Professional leave is granted for faculty improvement and to encourage increased efforts in scholarship that is relevant to past scholarly work. Faculty Professional Leave is only available to tenure-track faculty with at least seven academic years of service at Ohio State. Leave may be granted for up to one year. Guidelines and criteria for professional leave can be obtained from Ohio State's Office of Academic Affairs [Policy on Faculty Professional Leave](#). After preliminary discussion with the dean, senior associate dean for academic affairs and educational innovation, or center director, an application for professional leave must be accompanied by a proposal that is evaluated for merit by the Appointments, Promotion and Tenure Committee. That committee will make a recommendation to the dean. The proposal must be considered meritorious in one or more of the following categories: scholarly research, pedagogical research, creative work, or professional growth. Compelling reasons for a professional leave for any other purposes must be fully explained.

Criteria for merit include: contribution of the proposal to nursing, contribution to the college mission, relevance to previous work or new direction in research, appropriateness of the method, and feasibility. Administrative approval by the dean will be based on the merit of the proposal and availability of current resources. If there are two or more equally meritorious requests for professional leave, priority will be given to the individual with the longest tenure. Faculty Professional Leave must be approved by the Office of Academic Affairs and the Board of Trustees.

Discretionary Absence

Absence must be approved by Supervisors and submitted in [Workday](#), if applicable. A minimum of thirty days of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from employment responsibilities is not a right, and your supervisor retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. [Rules of the University Faculty](#) require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (Faculty Rule [3335-5-08](#))

Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty and staff are expected to submit Absence in Workday as early as possible. When such absences are unexpected, the employee,

or someone speaking for the employee, should let the supervisor know promptly so that instructional and other commitments can be managed. Employees are always expected to use Absence – Illness/Injury/Sick for any absence covered by Absence – Illness/Injury/Sick (personal illness, illness of family members, medical appointments). Absence – Illness/Injury/Sick is a benefit to be used not banked. For additional details see OHR [Policy 6.27](#).

Unpaid Leaves of Absence

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

Parental Leave

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

Consulting Activity

Supplemental Compensation and Paid External Consulting

Appropriate professional service outside the university in government, industry and other institutions can enrich academic programs and benefit a variety of organizations, both public and private. Professional recognition that accompanies this participation is shared indirectly by the university. In making the decision to engage in such service, whether with or without compensation, faculty members must consider first and foremost the requirements of their total university commitment and responsibilities.

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

As a general rule, clinical faculty members are permitted up to one working day per week for outside professional service. See The Ohio State University – Office of Academic Affairs website for the current policy regarding “Work Outside the University” [Policy 3.35](#) regarding “Supplemental Compensation Regarding Work within the University”.

Approval must be obtained for each outside paid activity by submitting a Paid External Consulting Approval Form via DocuSign and initiated by the executive assistant to the vice dean. A request must be submitted for each specific service describing the nature of the intended professional activity. For continuing outside service, a request must be submitted at the beginning of each academic year to renew the authorization. The dean/vice dean may deny any request considered inconsistent with the mission, priorities, available resources, responsibilities and best interest of the college or university. Faculty authorized to engage in outside professional activities must report absence from regular responsibilities in Workday.

An individual engaged in outside consulting or other outside employment must avoid the use of

information or procedures that may involve a conflict of interest with assigned university responsibilities, particularly as relates to an area of ongoing research, including sponsored programs with specific contractual restrictions, or competing academic institutions. Annually, all faculty must complete The Ohio State University Conflict of Interest Screening/Disclosure Form available on the Office of Responsible Research Practices website.

Faculty with an administrative position (for example, associate/assistant dean, center director) remain subject to the Policy on Faculty Paid External Consulting and with appropriate approval, are permitted to engage in paid external work activities. However, faculty members with administrative positions are not permitted to accept compensation/honoraria for services that relate to or are the result of their administrative duties and responsibilities.

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

Financial Conflicts of Interest

Information on faculty financial conflicts of interest is presented in the university's [Policy on Faculty Financial Conflict of Interest](#). A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university responsibility, including designing, conducting or reporting research.

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

Faculty members are required to file conflict of interest screening forms annually and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with university officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

Textbook Conflicts of Interest

Should a faculty member wish to use a textbook or other material that is authored by the faculty member and the sale of which results in a royalty being paid to him or her, such textbook or material may be required for a course by the faculty member only if (1) the faculty member's dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate committee of the college reviews and approves the use of the textbook or material for use in the course taught by the faculty member. Sales of such items shall not be conducted directly between a faculty member and a student.

In order to remove any conflict of interest for the faculty author, the textbook publisher may provide written documentation that the faculty author received no royalties from OSUCON sales; or, royalties paid to the faculty for textbooks used in the OSU class taught by the faculty author will be contributed to the CON student scholarship fund.

Grievance Procedures

Salary Grievances

A faculty or staff member who believes that their salary is inappropriately low should discuss the matter with the vice dean. The faculty or staff member should provide documentation to support their complaint. The vice dean in consultation with the dean will provide a response within 2 weeks. Faculty members who are not satisfied with the outcome of the discussion with the vice dean and wish to pursue the matter may be eligible to file a more formal salary appeal. Per the University Office of Academic Affairs [Policies and Procedures Handbook](#), a Salary Appeals Committee shall be convened to respond as needed to requests for Salary Appeals within the College, with membership appointed as appropriate to the nature of the appeal. Staff members who are not satisfied with the outcome of the discussion with the dean and wish to pursue the matter should contact [Employee and Labor Relations](#) in the Office of Human Resources.

Faculty Misconduct

Any student, faculty, or staff member may report complaints against faculty members to the vice dean/dean (and to the provost in complaints against the dean). Pursuant to Faculty Rule [3335-5-04](#) the Dean may refer complaints to the college Investigations Committee.

Faculty Promotion and Tenure Appeals

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

Academic Misconduct

Academic and Non-academic misconduct: Procedures outlined by the [Code of Student Conduct](#) will be followed. Copies of this document are available through the Office of Student Affairs. Professional standards are set forth in the [Master's and Undergraduate Student Handbooks](#).

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

Professional Misconduct

Procedures outlined by the College of Nursing in the [Undergraduate or Graduate Student Handbooks](#) will be followed.

Complaints by and about Students

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the dean will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the senior associate dean for academic affairs and educational innovation or

relevant assistant dean will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the senior associate dean for academic affairs and educational innovation or relevant assistant dean will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the assistant deans or senior associate dean and others with appropriate knowledge of policies and procedures when problematic situations arise.

Staff Misconduct

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

Harassment, Discrimination, and Sexual Misconduct

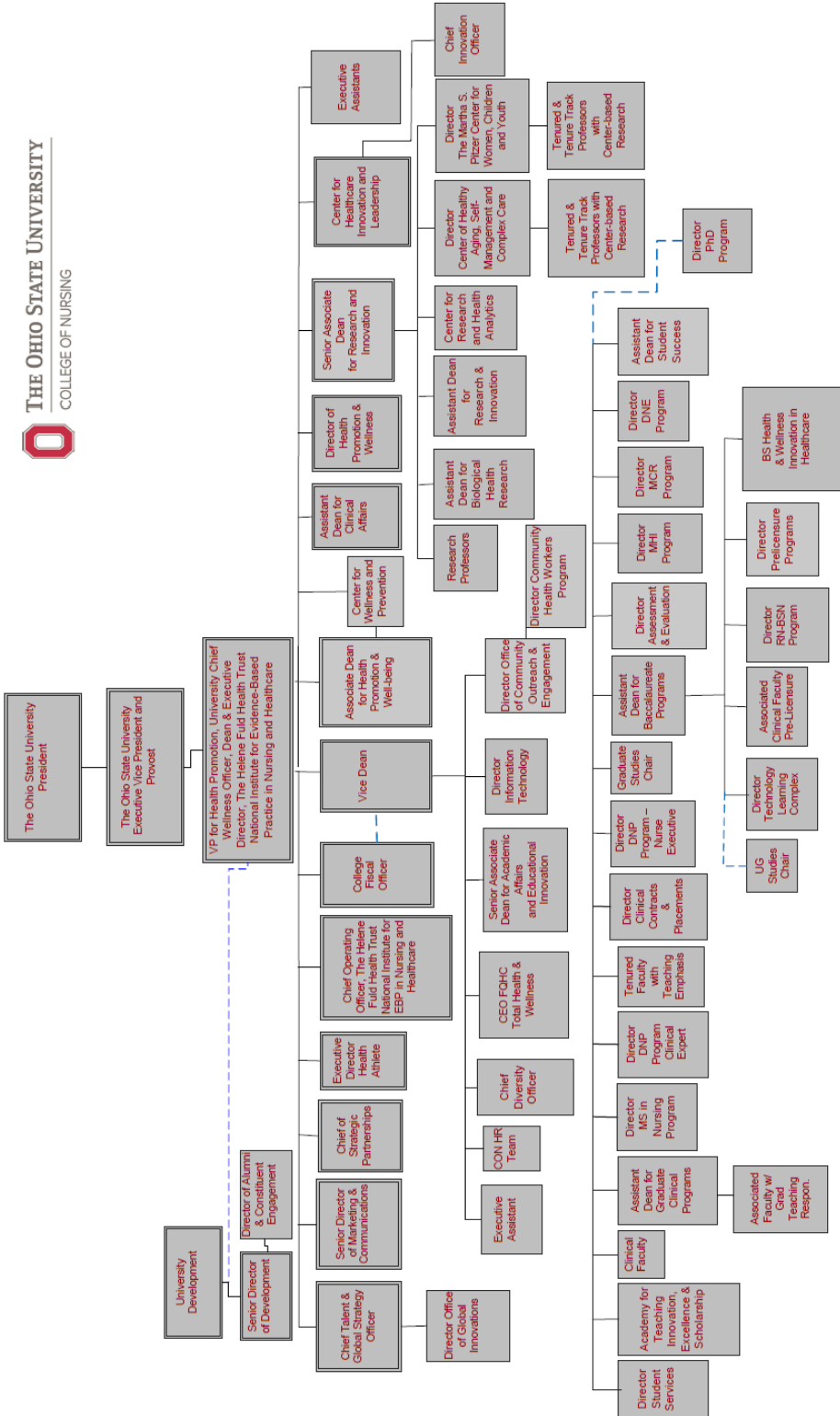
The [Office of Institutional Equity](#) exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination, and sexual misconduct.

- 1 Ohio State's policy and procedures related to affirmative action, equal employment opportunity, and non-discrimination/harassment are set forth in university [Policy 1.10](#).
- 2 Ohio State's policy and procedures related to sexual misconduct are set forth in university [Policy 1.15](#).

Violations of Laws, Rules, Regulations, or Policies

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

Attachment A Administrative Structure



Attachment B

Roles and Responsibilities of the Vice Dean, Associate and Assistant Deans

Vice Dean

PRIME FUNCTIONS:

The vice dean is the administrative officer responsible for assisting the dean with the leadership and management of the college. The vice dean oversees day to day operations of the college, information systems, evaluation, and human resources. They work closely with the dean to set and implement the strategic vision and plan of the college and garner resources through innovative and entrepreneurial activities. The vice dean participates as a member of the executive leadership team of the college and contributes to the development and implementation of the college and university goals and strategic plans. Reports to the dean.

RESPONSIBILITIES:

- Assists the dean in implementing the strategic vision and plan for the college.
- Oversees day to day operations of the college as well as personnel actions in the college, including promotion and tenure, exit interviews and personnel actions related to service professionals and classified staff.
- Provides leadership for the college's procedures and policies.
- Oversees faculty annual self-evaluation requirements in consultation with the dean.
- Assists the dean in financial operations and garnering resources for the college through innovative and entrepreneurial activities as well as federal, foundation and corporate grants/contracts.
- Provides leadership in creating a culture that contributes to faculty scholarship in teaching, research, and clinical practice.
- Promotes cultural diversity initiatives.
- Represents the college at university, local, national, and international forums.
- Oversees the leadership of the college in close collaboration with the dean.
- Carries out assignments and special projects as delegated by the dean.
- Collaborates with the CEO and Board of Directors for the CON FQHC.
- Evaluates and writes annual reviews for senior associate dean for academic affairs and educational innovation.
- Evaluates and writes annual reviews for all direct staff reports.

Education

Senior Associate Dean for Academic Affairs and Educational Innovation

PRIME FUNCTIONS:

The senior associate dean for academic affairs and educational innovation is appointed by the dean and has delegated administrative responsibility for the oversight and implementation of the college's academic programs. Reports to the vice dean. General responsibilities include but are not limited to:

RESPONSIBILITIES:

- Monitor and implement continuous quality improvement of the academic programs.
- Monitor national initiatives in nursing education and providing innovative leadership to the development, evaluation, and refinement of all academic programs.

- Ensure adherence of the educational programs to state and national standards.
- Work with the offices of diversity, equity and inclusion and student affairs and success staff to plan and implement an effective student recruitment, advisement and retention strategy.
- Oversee placement office and collaborate with assistant deans to ensure that appropriate regulatory and national standards for accreditation are followed.
- Implement strategies to address faculty teaching and development.
- Assess the needs of clinical and associated faculty for enhancing scholarship effectiveness.
- Organize the peer evaluation of faculty teaching.
- Assign course teaching responsibilities with the assistant deans.
- Share responsibility with the assistant deans for appointing, orienting and supervising graduate teaching associates.
- Develop class schedule in collaboration with the assistant deans
- Oversee the process of awarding scholarships to undergraduate and graduate students.
- Oversee compliance process of faculty.
- Represent the college on university committees focused on academic matters.
- Represent the dean as needed.
- Evaluate the annual performance of associate professors who are teaching intensive with input from the senior associate dean for research and transdisciplinary scholarship, the appropriate assistant dean and center directors.
- Share responsibility with the center directors to evaluate teaching for faculty who fall under center.
- Evaluate annual performance of clinical faculty and other faculty direct reports/for annual reviews.
- Evaluate the performance of faculty and staff with supervisory responsibilities.
- Provide leadership for the preparation and submission of extramural educational grants to support innovation, development and refinement of academic initiatives.
- Design a system for recruiting, training, evaluating and recognizing clinical preceptors with input from the assistant deans and the graduate specialty program directors and track heads.
- Collaborate with assistant deans and clinical placement office staff to assure compliance for all student clinical placements.
- Meet regularly with all persons responsible for academic programs (to include the assistant deans, graduate studies chair, undergraduate studies chair, program directors and specialty track directors) to monitor admission and progression patterns and identify and address issues that cross specialties and programs.
- Coordinate end-of-program evaluation surveys and follow-ups for graduates
- Complete national surveys related to academic nursing programs and faculty
- Oversee accreditation, regulatory, and center of excellence documents and site visits.
- Direct the curricular proposals submitted for approvals at the university.

Assistant Dean for Baccalaureate Programs

PRIME FUNCTIONS:

The assistant dean for baccalaureate programs is appointed by the dean and has delegated administrative responsibility for the overall oversight and implementation of the undergraduate components of the academic program, to include the RN to BSN, traditional BSN option, health and wellness innovation in healthcare (HWIH), undergraduate certificates, and the pre- licensure portion of the graduate entry program. Reports to the senior associate dean of academic affairs and educational innovation. General responsibilities include but are not limited to:

RESPONSIBILITIES:

- Monitor and promote continuous quality improvement of undergraduate programs.
- Monitor trends in undergraduate and “second degree”/graduate entry education and provide leadership for program development and refinement.
- Ensure adherence to state and national standards for pre-licensure education.
- Works with the Office of Student Affairs and Success to develop long- and short-term undergraduate student retention strategies.
- Act as a representative for the college within and outside of the university as needed.
- Serve as the college liaison for undergraduate agency contracts.
- Represents the dean as asked.
- Assist in preceptor training, development, evaluation and recognition for undergraduate clinical experiences.
- Assist in writing/editing accreditation reports.
- Work with Undergraduate Studies Committee in selecting vendors for educational programs.
- Monitor undergraduate student compliance.
- Assists the senior associate dean for academic affairs in making undergraduate program teaching schedules and course assignments.
- Work with the Undergraduate Studies Committee to monitor student performance on the licensure examination and develop activities to bring about continuing improvement.
- Coordinate program evaluation survey of graduating seniors and follow-up surveys of graduates; analyzes data and communicating results to UGS Committee.
- Supervise policy development for Technology Learning Complex equipment and usage.
- Assess the needs of faculty with undergraduate teaching responsibilities for enhancing teaching effectiveness and development and promotes innovative educational strategies.
- Organize programs to enhance teaching effectiveness for continuing development of pedagogical skills.
- Share responsibility with the senior associate dean for academic affairs for appointing, orienting and supervising instructors and graduate teaching associates with undergraduate teaching responsibilities.
- Evaluate the performance of faculty who teach in the undergraduate programs.
- Evaluate the performance of the director of the Technology Learning Complex.

Assistant Dean for Graduate Clinical Programs

PRIME FUNCTIONS:

The assistant dean for graduate clinical programs is appointed by the dean and has delegated administrative responsibility for the overall oversight and implementation of the college’s graduate clinical programs in the MS and DNP. This is a 12-month tenure or clinical faculty position with administrative effort of 40%. Productivity in scholarship and educational grants is an expectation of this position. The Assistant Dean for Graduate Clinical Programs reports to the senior associate dean for academic affairs and educational innovation. General responsibilities include but are not limited to:

RESPONSIBILITIES:

- Monitor and implement continuous quality improvement of the graduate clinical MS and DNP programs.
- Monitor trends in nursing education and providing innovative leadership to the

- development, evaluation, and refinement of graduate clinical MS and DNP programs.
- Monitor adherence of the graduate clinical programs to state and national standards.
- In collaboration with senior associate dean for academic affairs and educational innovation, plan and implement an effective student recruitment, advisement and retention strategy.
- Assess the outcomes and needs of associated faculty for teaching effectiveness in graduate clinical programs.
- Oversee assessment and evaluation of graduate clinical MS and DNP programs.
- Collaborate on graduate program course assignments with the senior associate dean for academic affairs.
- Shared responsibility with the senior associate dean for academic affairs and educational innovation for appointing, orienting and supervising graduate teaching associates with graduate program teaching responsibilities.
- Develop class schedule for MS and DNP courses in collaboration with the assistant dean for baccalaureate programs
- Represent the college on university committees focused on graduate academic matters.
- Represent the senior associate dean for academic affairs and educational innovation as needed.
- Evaluate the performance of associated faculty who have primary teaching assignments in graduate MS and DNP clinical programs.
- Provide primary oversight for recruiting, training, evaluating and recognizing clinical preceptors in MS and DNP programs with input from the senior associate dean for academic affairs and educational innovation and the MS and DNP program directors.
- Meet regularly with all persons responsible for academic programs (to include the senior associate dean for academic affairs and educational innovation, assistant dean for baccalaureate programs, graduate studies chair, undergraduate studies chair, MS and DNP program directors) to monitor admission and progression patterns and identify and address issues that cross programs.

Assistant Dean for Student Success

PRIME FUNCTION

The Assistant Dean for Student Success is responsible for developing, implementing, and evaluating an innovative strategy that supports the academic success of students in alignment with the strategic goals of the College of Nursing. The assistant dean will provide leadership for student retention in collaboration with the office of student affairs and success and the office of diversity, equity and inclusion in the implementation of student retention services for the college. This is a 12-month tenure track or clinical track position. Productivity in scholarship and educational grants is an expectation of this position.

RESPONSIBILITIES:

- Provide oversight and leadership of the strategies for student success.
- Provide leadership to ensure programs integrate diversity, equity and inclusion for student success.
- Develop innovative initiatives to promote optimization of the student experience and academic success.
- Manage college student retention across all academic programs.
- Collaborate with the office of student affairs and success and the office of diversity, equity and inclusion in student recruitment.

- Develop innovative programming and initiatives to foster student personal and professional development.
- Work collaboratively with the college's offices of student affairs and success and diversity, equity and inclusion, and wellness to coordinate student retention.
- Collaborate with academic program deans and directors, the associate dean for health promotion and well-being, the academic wellness program directors, and faculty to develop plans to promote student success and well-being.
- Direct and manage a comprehensive evaluation plan of progress toward and achievement of the college's strategic plan with regards to student recruitment and retention.
- Contribute to a positive culture and climate of inclusion and well-being, and a diverse community of students
- Collaborate with the marketing/communications team on strategies to attract a diverse student body and build enrollment in academic programs.
- Facilitate partnerships with university offices to implement strategies for success within academic programs.
- Provide bi-annual reports of student success, strategic initiatives and retention to academic deans and studies committees.

RESEARCH

Senior Associate Dean for Research and Innovation

PRIME FUNCTIONS:

The senior associate dean for research and innovation is appointed by the dean and has delegated administrative responsibility for the overall oversight, encouragement, and facilitation of the college's research mission, including the procurement of extramural research funding. Reports to the dean. General responsibilities include but are not limited to:

RESPONSIBILITIES:

- Monitor and implement continuous quality improvement of the college's research infrastructure and research support activities.
- Monitor trends in nursing research, including identifying potential funding sources and priorities, and communicating the information to faculty.
- Provide direction and leadership to secure resources and facilities to support college's research infrastructure and research support activities.
- Provide supervision for the directors of the Center for Healthy Aging, Self-Management, and Complex Care and the Pitzer Center for Women, Children, and Youth
- Serve as an advocate for research interests in the allocation of resources, faculty workload issues, space and other resources related to research.
- Assess the needs of faculty for research mentorship.
- Facilitate the mentorship of probationary faculty by senior faculty.
- Assess the needs of faculty for enhancing research and grant-preparation skills.
- Evaluate the performance of faculty who report to the ADR
- Shared responsibility with the center directors to evaluate faculty who fall under center.
- Plan scientific integrity training and managing conflict of interest.
- Keep faculty informed of changes in policies and procedures regarding the privacy of health information in research data as well as other federal research policies related to data management, intellectual property, research relationships, and grant applications.
- Serve as data privacy officer.
- Coordinate support for submission of research and training grant proposals for external

- funding, including peer review.
- Regularly prepare reports of faculty and student research and research funding.
- Liaison between the college and the vice president for research.
- Recommend allocation of faculty travel support for research presentations.
- Recommend allocation of research space and laboratories.
- Represent the college on university committees focused on research or recommends appropriate faculty for appointment to research committees.
- Represent the dean as needed.
- Provide leadership and assistance in writing grants to further develop the research foci and infrastructure of the college.
- Serve as a member of the tenure track faculty search committee and participate in planning research faculty positions; recruiting and evaluating research faculty candidates.
- Serve as liaison for research-related planning and support to the Wexner Medical Center and OSU Health Science colleges; planning and implementing joint activities.
- Plan research marketing and promotional outreach with the Assistant Dean for Research and Innovation and the designated members of the Marketing and Communications team.
- Supervise and evaluate the research support personnel assigned to the Center for Nursing Research.
- Oversee contracts and agreements for faculty and student research, including agreements with the OSU Wexner Medical Center, OhioHealth, and Nationwide Children's Hospital Research Institute.
- Oversee and evaluate research administrative activities of the Assistant Dean for Research and Innovation who coordinates research grant development and marketing activities and the Assistant Dean for Biological Health Research who oversees laboratory functions.
- Coordinate planning of research colloquia, research forums, and visiting scholar lectures with center directors and director of Ph.D. program.

Assistant Dean for Biological Health Research

PRIME FUNCTIONS:

The assistant dean for biological health research is appointed by the dean and senior associate dean for research and innovation has delegated administrative responsibility for the overall oversight of the CON biomedical labs, including the Faculty Lab director. Reports to the senior associate dean for research and innovation.

RESPONSIBILITIES:

- Mentoring faculty to NIH funding with biomarker measurements including the provision of detailed feedback and editorial advice on grant applications, in consultation with Center Directors.
- Conducting NIH grant writing workshop for junior faculty (1/year).
- Oversee wet lab(s) in the college.
- Directing all CON lab personnel.
- Oversight for lab budget, equipment inventory, calibration, preventive maintenance repairs, purchasing, replacement planning and specimen storage quality and requisite documentation.
- Oversight for faculty and student lab use policies and procedures.
- Collaboration with facilities management team for optimum maintenance of the lab facility.

- Serve as Chair of the Faculty Lab Committee.
- Measurable outcomes for this position will include increase in R-grant success for CON faculty, satisfaction from lab faculty, improved documentation and equipment/facility maintenance and personnel management targets.

Assistant Dean for Research and Innovation

PRIME FUNCTION

The assistant dean for research and innovation is appointed by the dean with advisement of the senior associate dean for research and innovation. Reports to the senior associate dean for research and innovation. General responsibilities include but are not limited to:

RESPONSIBILITIES:

- Coordinating CON's pilot seed grant program.
- Collaborating with administrative staff to coordinate and oversee research grant development support for faculty – e.g., aims page reviews, mock reviews, quality reviews, etc.
- Leading administrative coordination of research marketing for the College and advancing research market efforts across mediums.
- Overseeing research programming in two areas: Health Disparities, health equity and the health effects of racism and Health Services Research.
- Attending administrative meetings as assigned.
- Assisting with budget review, strategic planning, review of research metrics and programmatic success, and report writing.

CLINICAL

Assistant Dean for Clinical Affairs

PRIME FUNCTIONS:

The assistant dean for clinical affairs will play a significant leadership role in advancing the strategic goals and mission of the college related to collaboration with the Wexner Medical Center. The assistant dean will serve as the liaison to the medical center: for a variety of student and faculty collaborations, and to advance the college's strategic initiatives in collaborative student experiences and faculty practice, and under the direction of the dean and vice dean develops strategies for strengthening academic, research, and clinical collaborations. Reports to the dean of the college of nursing. General responsibilities include but are not limited to:

RESPONSIBILITIES:

- Develops and maintains effective relationships with key stakeholders in the college and the Wexner Medical Center.
- Actively identify, explore, and assist to maintain clinical placement opportunities in the medical center.
- Assist with facilitation of reviews for research faculty to access medical center patients.
- Serves as a liaison for research faculty with medical center units.

EVIDENCE-BASED PRACTICE

Associate Dean for Wellness and Prevention

PRIME FUNCTIONS:

The Associate Dean for Wellness and Prevention will lead initiatives within the College of Nursing (CON) to enhance an optimal state of health and well-being in faculty, clinicians, staff, students, alumni, and the community. This leader also will oversee efforts to integrate wellness within all of the college's academic programs while working closely with the academic program wellness directors for the undergraduate and graduate programs, and work in alignment with the University's Chief Wellness Officer/Buckeye Wellness and faculty/staff Buckeye Wellness Innovators. Reports to the Dean.

RESPONSIBILITIES:

- Will provide oversight for the wellness components and outcomes of the CON's strategic plan and also will be Director of the CON's Center for Wellness and Prevention.
- This center focuses on improving health and well-being and preventing chronic disease, including evidence-based health and wellness screenings, risk assessments, wellness coaching and telehealth services.
- Will oversee interprofessional team-based care and be the direct report for the Center's clinicians and staff.
- Will be expected to engage in entrepreneurial initiatives that will generate revenue for the Center, working closely with the CON's senior fiscal officer/business manager for the Center.
- Research to advance the science of health and well-being also is an expectation of this role, including grant-writing.

Evaluation of Vice Dean, Associate and Assistant Deans

Every three years, faculty, students, staff and other key stakeholders will be given the opportunity to give feedback on Vice Dean, Associate Deans and Assistant Deans in a way that preserves anonymity.

Attachment C

Standing College Committees

Unless otherwise indicated, all committee chairs will serve a three-year term and can serve no more than two consecutive terms as chair. Committee members will be elected for three-year staggered terms and can serve no more than two consecutive terms. Student members will be elected annually on a volunteer basis.

Appointments, Promotions and Tenure (APT) Committee

Membership:

Chair: Professor elected by the committee. The APT chairperson also serves as chair of the Committee of the Eligible Faculty (CEF). The APT Committee is a subcommittee of the CEF. See the College's [Appointments, Promotion and Tenure document](#) for additional information.

Five (5) elected Members:

- Two tenured professors
- One tenured associate professor
- One professor of clinical nursing in second or subsequent term
- One associate professor of clinical nursing in second or subsequent term

Functions:

1. Reviews the background of applicants for tenure-track, clinical or research faculty positions for appropriate rank prior to appointment.
2. Reviews the APT document with prospective faculty during their interviews on campus in order to clarify OSU/CON criteria related to faculty rank, tenure, and promotion.
3. Plans faculty forums addressing topics related to scholarship, faculty productivity, and OSU/CON criteria for promotion, reappointment and tenure and related appropriate documentation.
4. Prepares written reports of the assessment and vote of the faculty review body for inclusion in the dossier on each candidate.
5. Periodically reviews college criteria for promotion and tenure in light of university and professional standards and makes recommendations to the faculty for change.
6. Schedules and conducts the fall meeting of all eligible faculty (tenured faculty and clinical faculty in their second term appointment) for annual reviews in accordance with university timelines for promotion and tenure reviews.
7. Develops procedures for annual reviews.
8. Ensures that appropriate documents are available for review.
9. Develops and distributes policies regarding group/meeting procedures to faculty.
10. Provides input to dean on faculty performance.
11. Provides mentorship to junior faculty relative to the promotion and tenure criteria and career progression.
12. Reviews proposals for Faculty Professional Leave.

Graduate Studies Committee

Membership:

Chair: A P status faculty member elected by the voting members of the faculty. Chair elect: P status tenure track/tenured faculty member (non-voting), 1 year term in the last year of the chair's term followed by 3-year term as chair)

Vice Chair: P status tenure track/tenured faculty member (non-voting), 2-year term in the last 2 years of the chair's term followed by 3-year term as chair)

All elected members must have M or P graduate faculty status. The chair and vice chair are in addition to the elected members. Student members from each graduate program will be appointed to serve in advisory roles.

Elected members:

- Five (5) faculty, one of whom is tenured and one of whom is certified as an advanced practice nurse.
- Five (5) students: One graduate entry, one traditional MS, one Master of Healthcare Innovation, one PhD student, one DNP student and one MCR student
- Ex-officio members: Senior associate dean for academic affairs, assistant dean for baccalaureate programs, assistant dean for graduate clinical programs, program directors, the graduate program manager.

Functions:

1. Carries out specific functions required by the Graduate School and the dean of the College of Nursing.
2. Reviews faculty for Graduate School appointment.
3. Reviews and recommends to the faculty for approval or modification the aims, objectives, philosophy, conceptual framework, and offerings of the graduate programs.
4. Reviews and approves revisions in existing courses, changes in course content, and changes in course titles or credits, and forwards to the faculty for approval.
5. Initiates and/or reviews proposals for new courses and/or any reorganization of the curriculum and makes recommendations to the faculty for approval.
6. Evaluates outcomes of the graduate program.
7. Recommends to the faculty criteria consistent with the Graduate School for admissions, progression, and graduation.
8. Reviews and selects candidates for admission to the graduate program.
9. Monitors progression of students in the graduate program.
10. Acts upon student petitions for exceptions to or modifications of policies or procedures for progress in (including reinstatements) and graduation for the graduate programs.
11. Selects candidates for fellowships, grants, and honors.
12. Communicates with graduate student recruiters regarding design, implementation, and outcomes of graduate student recruitment strategies.
13. Appoints one member and one alternate to serve on the Professional Misconduct Committee.

MCR Program Subcommittee

The MCR Program Subcommittee is a permanent subcommittee of the Graduate Studies Committee (GSC). It reports to the Graduate Studies Committee.

Membership:

Chair: MCR Program Director.

Category M and P faculty are elected and MCR student representatives are elected annually.

Elected Members:

- Three (3) faculty: One with P faculty status and two with M faculty status.
- One (1) Student: MCR student (volunteer).
- One (1) Ex-officio: Graduate Studies Committee chairperson, senior associate dean for academic affairs and educational innovation.

Functions:

1. Advises the GSC about MCR curriculum implementation including the development of new courses and proposals to alter the curriculum.
2. Monitors programmatic quality indicators and consistency of the curriculum with national standards.
3. Presents program evaluation data to the GSC annually.
4. Reviews applications, conducts interviews of applicants, and recommends MCR program applicants for admission to the GSC.
5. Monitors progression of students in the MCR program.

Undergraduate Studies Committee

Membership:

Chair: Elected by the voting members of the faculty. Vice Chair: Chair elect: faculty member (non-voting), 2-year term in the last 2 years of the chair's term followed by 3-year term as chair)

Elected members:

- Eight (8) faculty: Four tenure-track or clinical faculty, at least one of whom is tenured; and four salaried associated faculty who provide direct clinical supervision.
- One (1) associated faculty member from OSUMC appointed by the chief nursing executive of OSUMC.
- Two (2) students: One undergraduate ombudsperson, one additional student selected by peers, and one peer-selected alternate who attends when the regular student committee member is unable.
- Five (5) Ex-officio: Assistant dean for baccalaureate programs, college secretary, lead faculty of the RN to BSN program, director of BS HWIH and an academic advisor.

Functions:

1. Reviews and recommends to the faculty for approval modifications of the aims, objectives, philosophy, conceptual framework, and offerings of the undergraduate programs.
2. Reviews new courses and approves revisions in existing courses, changes in course content, and changes in course titles or credits, and forwards to the faculty for approval.
3. Initiates and/or reviews proposals for new courses and/or any reorganization of the curriculum and makes recommendations to the faculty for approval.
4. Establishes and implements and process for evaluating outcomes of the undergraduate curriculum.

5. Recommends to the faculty criteria consistent with those of the university to be utilized in selecting, progressing, and graduating students in the undergraduate program.
6. Develops policies, practices, and procedures to expedite progression through the program, subject to faculty or administrative approval.
7. Receives and acts upon student petitions for any exceptions to or modifications of prevailing policies or procedures for progress in and graduation from the undergraduate program.
8. Implements policies to guide decisions about progression, graduation, and requests for reinstatement to the undergraduate program.
9. Appoints one member to serve as voting member and liaison to the Undergraduate Admissions Committee.
10. Appoints one member and one alternate to serve on the Professional Misconduct Committee.

Undergraduate Admissions Committee

The Undergraduate Admissions Committee is a permanent subcommittee of the Undergraduate Studies Committee (UGS).

Membership:

Chair: Elected by the committee.

Elected Members:

- Six (6) faculty: at least one of whom is a tenure-track faculty member.
- One (1) appointed member from Undergraduate Studies Committee.
- Three (3) ex-officio: Assistant dean for baccalaureate programs, academic advisor, and the Diversity Coordinator.

Functions:

1. Reviews and recommends candidates for admission to the prelicensure nursing program to the Undergraduate Studies Committee.
2. Makes recommendations for revision of admissions criteria to the Undergraduate Studies Committee.
3. Develops practices and procedures for reviewing applicants subject to faculty or administrative approval.

Honors Program Committee

The Honors Program Committee is a subcommittee of the Undergraduate Studies Committee (UGS).

Membership:

Chair: Tenure/Tenure-Track appointed by the senior associate dean for academic affairs and educational innovation

Elected Members:

- Three (3) faculty members on clinical or tenure-track
- Ex-officio: UGS Chair, assistant dean for baccalaureate programs, senior associate dean for academic affairs and educational innovation

Functions:

1. Reviews and approves applications to the Honors program.

2. Advises the UGS about honors curriculum.
3. Makes recommendations for honors requirements.
4. Monitors student progression in honors.
5. Oversees standards of academic attainment leading to “Honors Research Distinction in Nursing.”

Professional Misconduct Committee

Membership:

Chair: Appointed by the dean.

Elected members:

- Eight (8) faculty: Two tenure-track, at least one of whom is tenured; two clinical faculty, at least one of whom provides graduate clinical supervision; four associated faculty, at least two of whom provides clinical supervision.
- Two (2) student peers: appointed by the chair of the Professional Misconduct Committee.
- Ex-officio: College secretary, senior associate dean for academic affairs and educational innovation, assistant dean for baccalaureate programs, assistant dean for graduate clinical programs.

Functions:

1. Serves as a joint standing subcommittee of Undergraduate Studies and Graduate Studies Committee.
2. Conducts hearing procedures in accordance with the procedures outlined in the relative student handbook.
3. Conducts hearings in accordance with the procedures outlined in the Undergraduate or Graduate Handbook for suspected incidences of professional misconduct by students enrolled in the College of Nursing that are reported to the chair of the Professional Misconduct Committee.

PhD Program Subcommittee

The PhD Program Committee is a permanent subcommittee of the Graduate Studies Committee (GSC).

Membership:

Chair: PhD Program Director.

Category P faculty are elected and PhD student representatives are elected annually.

Elected Members:

- Three (3) tenure-track faculty: at least one of whom is an assistant professor.
- One (1) Student: PhD student (volunteer).
- One (1) Ex-Officio: Graduate Studies Committee (GSC) chairperson, senior associate dean for academic affairs and educational innovation.

Functions:

1. Advises the GSC about PhD curriculum implementation. Collects and presents programmatic quality indicators, as directed by GSC.
2. Reviews and recommends PhD program applications for admission to GSC.
3. Implements the Preliminary Examination Process, as directed by GSC.

DNP Program Subcommittee

The DNP Program Committee is a permanent subcommittee of the Graduate Studies Committee (GSC).

Membership:

Chair: DNP Program Director.

Category M and P faculty are elected and DNP student representatives are elected annually.

Elected Members:

- Five (5) faculty holding M or P status
- One (1) Student: DNP student (volunteer).
- One (1) Ex-officio: Graduate Studies Committee chairperson, senior associate dean for academic affairs and educational innovation, assistant dean for graduate clinical programs.

Functions:

1. Advises the GSC about DNP curriculum implementation including the development of new courses and proposals to alter the curriculum.
2. Monitors programmatic quality indicators and consistency of the curriculum with the DNP Essentials and NONPF standards.
3. Presents program evaluation data to the GSC annually.
4. Reviews applications, conducts interviews of applicants, and recommends DNP program applicants for admission to the GSC.
5. Implements and evaluates the Professional Doctoral Examination and the formats for the final project.
6. Monitors progression of students in the DNP program.

MHI Program Subcommittee

The MHI Program Subcommittee is a permanent subcommittee of the Graduate Studies Committee (GSC). It reports to the Graduate Studies Committee.

Membership:

Chair: MHI Program Director.

Category M and P faculty are elected and MHI student representatives are elected annually.

Elected Members:

- Three (3) faculty holding M or P status
- One (1) Student: MHI student (volunteer).
- One (1) Ex-officio: Graduate Studies Committee chairperson, senior associate dean for academic affairs and educational innovation.

Functions:

1. Advises the GSC about MHI curriculum implementation including the development of new courses and proposals to alter the curriculum.
2. Monitors programmatic quality indicators and consistency of the curriculum with national standards.

3. Presents program evaluation data to the GSC annually.
4. Reviews applications, conducts interviews of applicants, and recommends MHI program applicants for admission to the GSC.
5. Monitors progression of students in the MHI program.

RN to BSN Subcommittee

The RN to BSN subcommittee is a subcommittee of the Undergraduate Studies Committee (UGS).

Membership:

Chair: RN to BSN Program Director or lead faculty.

One (1) appointed member from Undergraduate Studies Committee.

Elected Members:

- Three (3) faculty: at least one of whom is M or P status
- Ex-officio: UGS Chair, Academic Advisors, assistant dean for baccalaureate programs

Functions:

1. Reviews and recommends candidates for admission to the RN to BSN program to the undergraduate studies committee.
2. Makes recommendations for revision of admissions criteria to the UGS.
3. Develops practices and procedures for reviewing applicants subject to faculty.
4. Advises the UGS about RN to BSN curriculum implementation including the development of new courses and proposals to revise the curriculum.
5. Monitors progression of students in the RN to BSN program.
6. Monitors RN to BSN program outcomes and report to UGS.

HWIH Subcommittee

The HWIH subcommittee is a subcommittee of the Undergraduate Studies Committee (UGS).

Membership:

Chair: HWIH Program Director(s).

One (1) Appointed member from Undergraduate Studies Committee.

Elected Members:

- Three (3) faculty: at least one of whom is P status
- Ex-officio: UGS Chair, academic advisors, assistant dean for baccalaureate programs

Functions:

1. Reviews and selects candidates for admission to the HWIH program.
2. Makes recommendations for revision of admissions criteria to UGS.
3. Develops practices and procedures for reviewing applicants subject to faculty.
4. Advises UGS about HWIH curriculum implementation including the development of new courses and proposals to revise the curriculum.
5. Monitors progression of students in the HWIH program.
6. Monitors HWIH program outcomes and report to UGS.

Diversity, Equity and Inclusion (DEI) Committee

Membership:

Chair: Appointed by the Dean

Elected Members:

- Four (4) faculty and three (3) staff who express a desire to serve on the committee. Each faculty and staff member will serve a three-year term.
- Three (3) students: One Diversity, Equity and Inclusion Student Advocate, one graduate student, one undergraduate student. Each student member will serve a one-year term, eligible for renewal. New students are always encouraged to apply for membership.
- Two (2) Ex-officio: Chief Diversity Officer and Director of Equity and Inclusion

Meetings are open to all faculty, staff, and students, regardless of membership on the committee.

Functions:

The Diversity Committee works in collaboration with the Office of Diversity, Equity and Inclusion to:

1. Participate in the development of and dissemination of climate wellness results and recommended actions to executive leadership team, faculty, staff and students.
2. Organize, facilitate, and support diversity-oriented educational programs that enrich prospective and current student, faculty, and staff experiences.
3. Identify and host speakers and trainings on diversity for student orientations and faculty forums.
4. Advocate for the unique needs of our faculty, staff, and students to further promote equitable inclusion

Faculty Search Committees: Tenure-Track and Clinical

The College of Nursing Faculty Search Committees for Tenure-Track and Clinical are Ad Hoc Committees formed for specific purposes with membership appointed based on the needs of the college, committees and at the discretion of the dean.

Staff Advisory Committee

The College of Nursing Staff Advisory Committee (CONSAC) has a mission to serve as an advisory body to the dean of the College of Nursing by maintaining an active and participatory line of communication with staff; to provide a forum through which college staff can raise, discuss, and make recommendations; and to support the college's mission.

Statement of Purpose

To provide input and make recommendations to administration on matters relating to College operations, budget, and staffing. Provide staff a means for proactive participation in college goal setting and decision-making. Encourage involvement, initiative, and leadership among staff members. Promote the core values, mission and goals of the college.

Membership:

Elected Members:

- One (1) Chair
- One (1) Vice Chair

- One (1) Secretary
- One (1) Elected Member-additional elected staff members
- Two (2) Ex-officio: vice dean and chief of strategic partnerships

Dean’s Staff Advisory Council

Article 1 – Name, Purpose, and Non-Discrimination Policy Dean’s Student Advisory Council of the College of Nursing

The purpose is to advise the Dean of the College of Nursing on matters pertaining to students such as academics, communication, activities, student life, and college relations.

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article 2 – Membership

Any student admitted and enrolled in the College of Nursing may be a member.

Students may join at any time of the year by notifying the Student Ombudsperson of their intention to join.

Members may attend any meeting of the organization.

Voting membership is limited to currently enrolled Ohio State College of Nursing students. One member from the Office of Student Affairs is ex-officio.

Faculty and staff are encouraged to join but as non-voting members.

Article 3 – Organization Leadership

The Dean of the College of Nursing or designee will lead each meeting.

The Student Ombudsperson serves as Secretary to the organization and will announce meetings, solicit agenda items, distribute the agenda, take minutes, and distribute minutes of each meeting. The term of the Student Ombudsperson is one year.

Article 4 – Meetings and frequency

Meetings occur 1-2 times per semester depending on needs of the organization and agenda. Meeting days and times vary in order to permit attendance by the wider membership.

Members are not required to attend meetings.

Article 5 – Rules

The official rules for the Dean’s Student Advisory Council are *Roberts Rules of Order, Revised*

The Student Ombudsperson is responsible for administering the rules.

College Investigations Committee

The College Investigations Committee is composed of seven tenured faculty members appointed by the dean to two-year staggered terms. The vice dean serves as non-voting chair of the College Investigations Committee.

The College Investigations Committee follows the investigations process established in Faculty Rule [3335-5-04](#).

Salary Appeals Committee

The College Salary Appeals Committee is an ad-hoc committee composed of the faculty members of the Executive leadership team, excluding the associate deans, plus two professors. The committee elects its own chair when the committee is convened to hear an appeal. See the OAA [Policies and Procedures Handbook](#), Volume 1, Chapter 3. **Error! Hyperlink reference not valid.**

Attachment D

College of Nursing Protocol for Establishing College Centers

The following protocol amplifies the OSU **Guidelines for the Establishment and Review of Academic Centers** (Faculty Rule [3335-3-36](#) *Centers and institutes.*)

- College centers will focus on research/scholarship, instruction, innovation, service, clinical or outreach missions. A center does not have to meet all missions but may focus on one or more as appropriate to the strategic goals of the college.
- The center will be led by a center director who is appointed by the dean, and will report of the dean, vice dean or senior associate dean in the college.
- The college has a template for the development of center proposals and subsequent review of established centers (attached).
- Copies of college templates also will be maintained in the Office of Academic Affairs.
- Proposals will be developed with adherence to the template and submitted to the dean(s) of the college(s).
- No review/action by the Council on Academic Affairs is required.
- The dean(s) will inform the Office of Academic Affairs of the establishment of such a center.
- The Office of Academic Affairs will inform the council, resulting in official institutional notification.
- The center director in collaboration with the dean will name an oversight committee, at least two-thirds of whose members are faculty from the academic units involved in the center. The director will consult regularly with the oversight committee.
- All centers will be monitored through annual reports to the college dean(s).
- Significant change(s) to a center or the decision to abolish a center must have the approval of the college dean.
- The college dean will send notification of that decision to the Office of Academic Affairs and through it to the Council on Academic Affairs.

College of Nursing Center Development Proposal

Center Title and Center Director Name Vision

Mission Core Values

Center Director Role and Suitability

Suggest a director for the proposed center with a brief paragraph about suitability for the role; include detailed role description (see POA for current center job descriptions).

Membership

Who will be members, process for membership application or assignment.

Administration

Include a pattern of administration, and director, member and staff roles description, and oversight and evaluation processes.

Center Review

A final annual report is due to the dean and the senior associate dean for research and innovation by May 30th of each year. The annual report must include progress on each metric established for the evaluation of the center. An interim Center Progress Report on metrics is due to the dean and the direct supervisor of the center director by March 25th of each year. All reports must include goals for the subsequent year. Initial Budget/Funding Sources For year 1 and entire 5 years.

Center Goals

Include 5-year goals and specific goals for Year 1 Evaluation.

Include metrics for evaluation relevant to the center. Please develop measurable and specific metrics.

Attachment E

Travel Guidelines and Procedures

Policy: It is the policy of the College of Nursing to provide reimbursement to faculty for reasonable and necessary expenses incurred in connection with approved travel on behalf of the College of Nursing. Compliance with Spend Authorization procedures will assure the timely processing of all requests.

Requests: All faculty are expected to obtain CON Leadership approval before starting the Spend Authorization process. Once approval has been obtained, faculty should complete the CON Spend Authorization Form and submit it to their travel coordinator. The travel coordinator will then give their recommendation on the request and submit a Spend Authorization in Workday.

Approval: Priority for funding will be in the following order:

1. Confirmed oral presentations at national conferences for the first presenter.
2. Confirmed poster presentations at national conferences for the first presenter.
3. Required national meetings for faculty who hold key leadership positions in professional organizations when the organizations do not fund attendance.
4. Oral and poster presentations for regional conferences for the first presenter.

Every attempt will be made to fund as much as possible of the request for national presentations by first authors, but funding will depend upon availability of College funds and competing strategic plan priorities.

With outstanding rationale, consideration also will be given to funding or partially funding conferences for faculty to maintain essential credentials for teaching and/or clinical practice. However, faculty are highly encouraged to submit abstracts to present at these conferences.

When writing grants, faculty should include travel to conferences to help offset the College's travel budget. In addition, when travel for conferences is funded, it is expected that faculty will take marketing materials for the CON with them for distribution and participate in staffing a booth for the CON when arranged as well as submit a paper for publication within three months following the presentation. Future requests will consider if past presentations were converted to publication submissions as required.

It is very important that all faculty and staff review the attached University and College of Nursing policies related to travel and reimbursement.

Pertinent University [Policies](#):

- The University will not consider requests for travel reimbursement unless a Spend Authorization Form was processed by the College of Nursing and a Spend Authorization number was assigned to that specific travel **before** travel occurred.

- University travelers may accrue frequent flyer miles for University-related travel. In accordance with the State of Ohio Ethics Commission rulings, these accrued miles must be used for University-related business travel. If a traveler chooses to use frequent flyer miles in connection with University business, it is their responsibility to keep track of the accrual/usage for auditing purposes.
- OSU's preferred travel agent must be used for all air travel
- Meals included in a conference must be deducted from per diem.

All requests for reimbursement of travel related expenses must be submitted to the College of Nursing within 60 days following completion of travel.

College of Nursing Specific Policies:

- Upon return from traveling, please submit all original itemized receipts to your travel coordinator. Legible scans and photos of receipts are also acceptable.
- **Clinical Site Visits/Local Travel:**
 - **Graduate and Undergraduate clinical mileage will be reimbursed**
 - **Preceptor site visits will be reimbursed for mileage**
 - A blanket Spend Authorization should be submitted for **preapproval** once each fiscal year for Clinical Site Visits and *other recurring travel*. (*Spend Authorizations can be submitted once per semester if the course you instruct changes over the course of the year*).
 - All Expense Reports must be submitted within 60 days of the travel date and include a completed Mileage Reimbursement Form. Failure to submit an Expense Report within 60 days will result in non-reimbursement.
 - Please submit mileage to the appropriate undergraduate or graduate program coordinator based on the level of course taught.

*Blanket Spend Authorizations for recurring sponsored travel (ex. study recruitment) should be entered through the grant end date.

REQUIRED DOCUMENTATION & PRE-TRAVEL PAYMENTS

Required Documentation:

- **Employee Travel** – A completed CON Spend Authorization Form, proof of CON Leadership approval, and a conference/meeting detailed agenda are required documentation prior to any travel on behalf of the College of Nursing.
- **Pre-Travel Payments:** If requesting prepayments, the Spend Authorization Form must be submitted at least 21 days prior to departure date. *Those submitted within 21 days of the departure date must pay for these expenses out-of-pocket and be reimbursed upon*

submission of original itemized receipts after travel completion. The following pre-travel payments can be made by the College of Nursing.

- **Airline** – OSU’s preferred travel agent must be used for all air travel. Provide the desired departure and arrival times/dates on the Spend Authorization Form.
- **Conference/Meeting Registration:** Reimbursement is strongly encouraged. However, the traveler may check out a PCard from the CON Business Office for this purchase after the Spend Authorization is approved.

Approval of the expense report will be required in Workday after the completed travel.

PRE-TRAVEL PROCEDURES

College of Nursing Spend Authorization Forms and Mileage Forms are located: CON Sharepoint: Frequently Used Documents/Forms

Complete the Spend Authorization Form: Include name, OSU employee ID #, date of birth, travel information and estimated expenses.

Return the following to the travel coordinator:

- Completed College of Nursing Spend Authorization Form
 - (including proof of CON Leadership approval)
- Conference/meeting detailed agenda

POST-TRAVEL PROCEDURES

Submit all itemized receipts to the designated travel coordinator within 60 days following completion of travel.