Pattern of Administration
for
The Ohio State University
Department of
Psychiatry and Behavioral Health

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I Introduction

This document provides a brief description of the Department of Psychiatry and Behavioral Health as well as a description of its guidelines and procedures. It supplements the Rules of the University Faculty, and other policies and procedures of the university to which the department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

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

II Department Mission

The Department of Psychiatry and Behavioral Health is dedicated to the following activities: education of skilled professionals in clinical psychiatry, psychology, neuroscience, and related disciplines; discovery, evaluation and dissemination of new treatments, knowledge and technology; and the provision of innovative solutions for improving health, with an emphasis on personalized health care.

III Academic Rights and Responsibilities

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns.

IV Faculty and Voting Rights

Faculty Rule 3335-5-19 defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department includes tenure-track, clinical, and research faculty with compensated FTEs of at least 50% in the department, and associated faculty.

The Department of Psychiatry and Behavioral Health makes tenure-track appointments with titles of instructor, assistant professor, associate professor, or professor. Tenure-track faculty may vote in all matters of department governance.

The Department of Psychiatry and Behavioral Health makes clinical appointments. Clinical faculty titles are assistant clinical professor, associate clinical professor, and clinical professor. There is no cap on the number of clinical faculty the department may appoint. This department has a long tradition of extending governance rights to clinical faculty. Clinical faculty may vote in all matters of departmental governance except tenure-track appointment, promotion and tenure decisions and research appointment and promotion decisions. Clinical faculty may participate in discussions of clinical faculty matters including promotion reviews. Any clinical faculty member appointed by the unit may stand for election to serve as a representative in the University Senate subject to representation restrictions noted in Faculty Rule 3335-7-11(C)(2).

The Department of Psychiatry and Behavioral Health makes research appointments. Research faculty titles are research assistant professor, research associate professor, and research. Research faculty can comprise no more than 20% of the tenure-track faculty. On 4/21/20 the department faculty voted to extend governance rights to research faculty. Research faculty may vote in all matters of departmental governance except tenure-track appointment, promotion and tenure decisions and clinical appointment.
and promotion decisions. Research faculty may participate in discussions of research faculty matters including promotion reviews of research faculty.

The Department of Psychiatry and Behavioral Health makes associated faculty appointments. Associated faculty titles include tenure-track faculty on less than a 50% appointment, adjunct titles, clinical titles, lecturer titles, and visiting titles. Associated faculty may not participate in issues of department governance or personnel matters.

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

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the Appointments, Promotion and Tenure Document.

V  Organization of Department Services and Staff

The Department is organized into the following divisions: the Division of Health and Integration, Division of Cognition and Emotion, the Division of Risk and Resilience, and the Division of Child and Family.

Division directors are appointed by the Department Chair for a four-year term. The Department Chair reviews the division directors for reappointment during the penultimate year of their term. The Department Chair may replace a division director at any time during the appointed term. The Divisional structure is intended to cross traditional disciplinary lines, and the activities of faculty members are matrixed across clinical service, teaching, and research missions. It is understood that faculty members will participate collaboratively and collegially in interprofessional, team-based clinical care and science.

The Department is also organized into specific sections including the Section on Psychology, Section on Psychiatry, and Section on Research. As the department continues to grow and evolve its academic roles, other sections may be formed that are not covered by the current set. Section directors are appointed by the Department Chair for a four-year term. The Department Chair reviews the section directors for reappointment during the penultimate year of their term. The Department Chair may replace a section director at any time during the appointed term. The section structure is intended to encompass specific disciplinary lines, and the activities of faculty members are related to the discipline-based identity.

The Department maintains an Office of Psychiatric Education, which coordinates and administers all educational activities pertaining to teaching of medical students, residents, and other learners in the department. This office is led by the Vice Chair for Education, and includes the directors of all educational programs in the department, including the Adult Psychiatry Residency, Medical Student Clerkship, Addiction Medicine Fellowship, Child and Adolescent Psychiatry Fellowship, Consult-Liaison Fellowship, Forensic Fellowship, Psychology Internship, Psychology Pre-doctoral Training, Psychology Post-doctoral Training, Social Work Externship, Advanced Practice Nursing, and any other training programs that have learners in the department. The Vice Chair for Education also chairs the Inter-Professional Training Committee that coordinates, where advisable, curriculum across training programs. This office is primarily involved in daily administration of these educational programs.

VI  Overview of Department Decision-Making
Policy and program decisions are made in a number of ways: by the departmental faculty as a whole, by standing or special committees of the department, or by the department chair. The nature and importance of any individual matter determines how it is addressed. Departmental governance proceeds on the general principle that the more important the matter to be decided, the more inclusive participation in decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

VII Department Administration

A Department Chair

The primary responsibilities of the department chair are set forth in Faculty Rule 3335-3-35. This rule requires the department chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6, also requires the department chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, reappointments, promotion and tenure.

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

1. To have general administrative responsibility for departmental programs, subject to the approval of the dean of the College of Medicine, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.

2. To plan with the members of the faculty and the dean of the college a progressive program; to encourage research and educational investigations.

3. To assign workload according to the department’s workload guidelines (see Section IX Distribution of Faculty Duties, Responsibilities, and Workload) and faculty appointment type (and rank).

4. To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.

5. To evaluate faculty members annually in accordance with both university and department established criteria; to inform faculty members when they receive their annual performance and merit review of their right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.

6. To recommend, after consultation with the eligible faculty, appointments, reappointments, promotions, dismissals, and matters affecting the tenure of members of the departmental faculty to the dean of the college, in accordance with procedures set forth in Faculty Rules 3335-6 and 3335-7 and this department’s Appointments, Promotion and Tenure Document.

7. To see that all faculty members, regardless of their assigned location, are offered the privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
8. To maintain a curriculum vitae for all personnel teaching a course in the department’s curriculum.

9. To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

10. To prepare, after consultation with the faculty, annual budget recommendations for the consideration of the dean of the college.

11. To facilitate and participate in prescribed academic program review processes, in collaboration with the dean of the college and the Office of Academic Affairs.

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

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

B Other Administrators

The Vice-Chair(s) shall be appointed by the Department Chair from among the members of the Department and shall serve a renewable term of office of four years. The Vice Chairs shall have responsibility for the major categories of activities of the Department noted below. Some Vice may be supported by the addition of Associate Vice Chairs. Should a new Chair be appointed for the Department, that individual will have the option to terminate the office of any Vice Chair prior to the completion of that Vice Chair’s current term in office. At the discretion of the Department Chair, one Vice Chair will be designated as the Executive Vice Chair, who will have specific duties as delegated by the Chair. In the absence of the Chair, the administrative responsibilities of the Department shall be directed by the Executive Vice Chair. In the absence of the Executive Vice Chair, the Chair shall designate an appropriate senior faculty member to have primary authority.

Department Executive Vice Chair: At the discretion of the Department Chair, an Executive Vice Chair may be appointed for a two-year term, renewed annually following yearly evaluation by the Department Chair. This individual will be selected by the Department Chair from the pool of Vice Chairs noted below. The Executive Vice Chair shall have responsibility for the major categories of activities across the academic (clinical care, education, research) of the Department that reside within the scope of their respective responsibilities as a Vice Chair and additional specific duties including those responsibilities noted for the Department Chair (VII.A) as assigned by the Department Chair. Such specific responsibilities may be delegated to the Executive Vice Chair, but the Department Chair retains final responsibility and authority for all matters covered by this Pattern. The Executive Vice Chair is a senior faculty member with a MD/DO, MD/DO-PhD, or PhD/PsyD degree and a proven, consistent record of excellent service, research, administrative experience and leadership skills.
Department Vice Chair of Faculty Affairs: At the discretion of the Department Chair, a Vice Chair of Faculty Affairs may be appointed for a four-year term, renewed annually following yearly evaluation by the Department Chair. The Faculty Affairs Vice Chair’s primary responsibilities will be administrative, as determined by the Department Chair and the Departmental Pattern of Administration, and focuses on two main functions to support the faculty: 1) academic appointment, promotion and tenure; and 2) faculty development and mentorship. The Vice Chair of Faculty Affairs is supported by two Associate Vice Chairs along these two functions, respectively. The Vice Chair assists and advises the Department Chair with regard to administrative and academic issues of the Department, chairs the departmental Promotion and Tenure Committee, develops and implements faculty development and mentorship activities and serves as a liaison between the College and the Faculty. In addition the Vice Chair of Faculty Affairs will also be supported by a Director of Faculty Affairs. The Vice and Associate Chairs of Faculty Affairs will work closely with department Division Directors, Chief Psychologist, Chief Psychiatrist and Vice Chairs of Education, Research, Strategy and Innovation and Diversity, Equity, and Inclusion. The Vice Chair of Faculty Affairs is a senior faculty member with an MD/DO or MD/DO-PhD, or PhD/PsyD degree, and a proven record of excellent service, research, administrative experience and leadership skills, excellence and engagement in faculty development initiatives and activities across education/training, scholarly, and clinical activities. The Associate Vice Chair of Faculty Affairs is a mid-level to senior faculty member with an MD/DO or MD/DO-PhD, or PhD/PsyD degree, and some record of excellent service, research, administrative experience and leadership skills. excellence and engagement in faculty development initiatives and activities across education/training, scholarly, and clinical activities.

Department Vice Chair of Research: At the discretion of the Department Chair, a Vice Chair of Research may be appointed for a four-year term, renewed annually following yearly evaluation by the Department Chair. The Research Vice Chair’s primary responsibility will be promotion of research within the Department as determined by the Department Chair and Departmental Pattern of Administration. The Vice Chair assists and advises the Department Chair with regard to research in the Department, leading the Section on Research and serves as a liaison between the Faculty and the Chair with regard to research-related concerns. The Vice Chair of Research is supported by three Associate Vice Chairs – an Associate Vice Chair for Clinical Science Research, an Associate Vice Chair of Translational Research and an Associate Vice Chair for Basic Research. The Vice Chair for Research is a senior faculty member with an MD/DO, MD/DO-PhD, or PhD/PsyD degree, and a proven record of research excellence, service, administrative experience and leadership skills.

Department Vice Chair of Clinical Affairs: At the discretion of the Department Chair, a Vice Chair of Clinical Affairs may be appointed for a four-year term, renewed annually following yearly evaluation by the Department Chair. The Clinical Vice Chair’s primary responsibility will be promotion of the clinical mission and affairs of the Department as determined by the Department Chair and Departmental Pattern of Administration. The Vice Chair assists and advises the Department Chair with regard to clinical issues/affairs of the Department, and serves as a liaison between the Faculty and the Chair with regard to clinical-related concerns and other internal and external stakeholders, and works closely with the Chief Psychiatrist, Chief Psychologist and Medical Directors. The Clinical Vice Chair is a senior faculty member with a MD/DO or MD/DO-PhD degree, and a proven record of excellent clinical service, administrative experience and leadership skills.

Department Vice Chair of Education: At the discretion of the Department Chair, a Vice Chair of Education may be appointed for a four-year term, renewed annually following yearly evaluation by the Department Chair. The Education Vice Chair’s primary responsibility will be promotion of the educational mission and affairs of the Department as determined by the Department Chair and Departmental Pattern of Administration. The Vice Chair of Education is supported by an Associate...
Vice Chair who focuses on the education and training mission of the clinical psychology discipline. The Vice Chair assists and advises the Department Chair with regard to educational issues-affairs of the Department, and serves as a liaison between the Faculty and the Chair. The Education Vice Chair is a senior faculty member with an MD/DO or MD/DO-PhD degree, and a proven record of excellence in education, clinical service, administrative experience, education experience and leadership skills. The Education Associate Vice Chair is a faculty member with an PhD or PsyD degree, and some record of excellence in education, clinical service, administrative experience, education experience and leadership skills.

**Department Vice Chair of Diversity, Equity, and Inclusion:** At the discretion of the Department Chair, a Vice Chair of Diversity, Equity, and Inclusion (DEI) may be appointed for a four-year term, renewed annually following yearly evaluation by the Department Chair. The DEI Vice Chair’s primary responsibility will be to provide vision and leadership in promoting a departmental culture that values and supports diversity, equity, and inclusion. This individual will report to the Chair of the Department Psychiatry and Behavioral Health and will work closely with the Chair, University and COM Diversity Leadership/Chief Diversity Officers the Vice Dean for Faculty Affairs, and Department Administration in alignment with departmental goals and the COM Strategic Plan. The DEI Vice Chair is a faculty member with an MD/DO or MD/DO-PhD, or PhD/PsyD degree and a proven record of excellence and engagement in DEI initiatives and programs across education/training, scholarly, and clinical activities.

**Department Vice Chair of Strategy and Innovation:** At the discretion of the Department Chair, a Vice Chair of Strategy and Innovation may be appointed for a four-year term, renewed annually following yearly evaluation by the Department Chair. The Strategy and Innovation Vice Chair’s primary responsibilities are strategic planning and promotion of innovation and new initiatives across the department’s clinical, education and research missions. The Strategy and Innovation Vice Chair will work closely with department’s other Vice Chairs, Division Directors, and Medical Directors. The Strategy and Innovation Vice Chair is a senior faculty member with an MD/DO or MD/DO-PhD, or PhD/PsyD degree, and a proven and broad record of excellence across education/training, scholarly, and clinical activities.

**Department Vice Chair of Community Behavioral Health:** At the discretion of the Department Chair, a Vice Chair of Community Behavioral Health may be appointed for a four-year term, renewed annually following yearly evaluation by the Department Chair. The Community and Behavioral Health Vice Chair’s primary responsibilities are strategic planning, promotion, implementation, and dissemination of new initiatives – educational, clinical and/or research – beyond the department and medical center and into community settings including other settings across the state of Ohio and the U.S. The Vice Chair of Community Behavioral Health will work closely with the Department’s other Vice Chairs, Division Directors, and Medical Directors. The Vice Chair of Community Behavioral Health is a senior faculty member with an MD/DO or MD/DO-PhD, or PhD/PsyD degree, and a proven and broad record of excellence across education/training, scholarly, and clinical activities and of community implementation science and practice.

**Chief of Psychiatry:** At the discretion of the Department Chair, a Chief Psychiatrist may be appointed for a four-year term, renewed annually following yearly evaluation by the Department Chair. The Chief Psychiatrist’s primary responsibility will be to provide administrative leadership for the physician faculty at the individual level in the department and leading the Section on Psychiatry. The Chief of Psychiatry is an advanced rank faculty member with a MD/DO or MD/DO-PhD degree, and a proven record of excellent clinical service, administrative experience and leadership skills.
Chief of Psychology: At the discretion of the Department Chair, a Chief Psychologist may be appointed for a four-year term, renewed annually following yearly evaluation by the Department Chair. The Chief Psychologist’s primary responsibility will be to provide administrative leadership for the psychology faculty in the department and leading the Section on Psychology. The Psychology Chief is an advanced rank faculty member with a PhD or PsyD, and a proven record of excellent clinical service, administrative experience and leadership skills.

Chief of Research: At the discretion of the Department Chair, a Chief Researcher may be appointed for a four-year term, renewed annually following yearly evaluation by the Department Chair. The Chief Researcher’s primary responsibility will be to provide administrative leadership for the faculty engaged in research in the department and leading the Section on Research. The Research Chief is an advanced rank faculty member with a PhD or PsyD, and a proven record of excellent research, administrative experience and leadership skills.

Other Administrative Leaders: There are several other administrative leaders, appointed by Harding Hospital and/or Wexner Medical Center, who will work with the Department Chair, Vice Chairs, Chief Psychiatrist, and Chief Psychologist. These include but are not limited to: Medical Director of Inpatient Psychiatry/Harding, Medical Director of Talbot Hall, Medical Director of Psychiatric Emergency Services, Medical Director of Addiction Medicine, Medical Director of Consult-Liaison Psychiatry, Chief Quality Officer, Director of Ambulatory Services, Director of Neurobehavioral Services, Medical Director of Outpatient Services, Director of Interventional Psychiatry.

In addition, at the discretion of the Department Chair, several other administrative leaders may be appointed across the academic (clinical care, education, and/or research) mission such as Program Directors (e.g., Addiction, Child and Adolescent Psychiatry and Behavioral Health, Health Psychology-Psychiatry/Behavioral Medicine, Mood and Anxiety, Neurobehavior, Psychosis, Suicide Prevention, Trauma, Women’s Behavioral Health, etc.), Education Directors (e.g. Director of Clinical Psychology Training, Associate Director of Clinical Psychology Training, Director of Postdoctoral Training, etc.) and Research Directors (e.g., Director of Basic Sciences Research, Director of Clinical Research, Director of Translational Research).

C Committees

Much of the development and implementation of the department’s policies and programs is carried out by standing and ad hoc committees. The department chair is an ex officio member of all departmental committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee. The faculty elects some of these committees, whereas the Department Chair appoints others. The following list provides more details:

1. Executive Committee: This committee, chaired by the department chair, is composed of the Vice Chairs, Chief Psychiatrist, Chief Psychologist, and Division Directors. Appointment procedures and terms for the Vice Chairs, Chief Psychiatrist, and Chief Psychologist are outlined in Section VII: Department Administration. This committee meets monthly (or more often at the call of the Department Chair) and advises the Department Chair about major policy and planning issues, usually before these are brought to the whole faculty at monthly plenary meetings. It also advises on faculty recruitment.

2. Promotion and Tenure Committee: In the Department of Psychiatry and Behavioral Health the recommending authority for faculty appointment, reappointment, promotion and tenure is placed in the hands of eligible faculty. However, there still needs to be a committee to gather
information, supervise the process and present the information to the eligible faculty. Eligibility to the committee is restricted to tenure-track and clinical Associate Professors and Professors. The Promotion and Tenure Committee is chaired by the Vice Chair for Faculty Affairs, and the Department Chair will appoint all members to serve 4-year terms. The Committee consists of three subcommittees: the Tenure-track Advisory Subcommittee, which reviews tenure-track and research faculty; the Clinical Advisory Subcommittee, which reviews clinical faculty; and the Associated Advisory Subcommittee, which reviews associated faculty. Composition of these subcommittees is as follows:

a. **Tenure-track Advisory Subcommittee:** This subcommittee is comprised of at least 3 department members who are tenure-track associate professors or professors (if the department has fewer than 3 such faculty, faculty from related departments will be requested to serve in this capacity) and is chaired by the Vice Chair for Faculty Affairs. The Department Chair will appoint all members to serve 4-year terms. This committee will assist in preparing the case and other aspects of the review, but the eligible faculty must still vote on tenure decisions.

b. **Clinical Advisory Subcommittee:** This subcommittee is comprised of at least 3 department members who are tenure-track or clinical associate professors or professors (if the department has fewer than 3 such faculty, faculty from related departments will be requested to serve in this capacity) and is chaired by the Vice Chair for Faculty Affairs. The Department Chair will appoint all members to serve 4-year terms. This committee will assist in preparing the case and other aspects of the review, but the eligible faculty must still vote on promotion decisions.

c. **Associated Subcommittee:** This subcommittee is comprised of at least 3 department members who are tenure-track or clinical associate professors or professors (if the department has fewer than 3 such faculty, faculty from related departments will be requested to serve in this capacity) and is chaired by the Vice Chair for Faculty Affairs. The Department Chair will appoint all members to serve 4-year terms. This committee will assist in preparing the case and other aspects of the review, but the eligible faculty must still vote on promotion decisions. This committee also assists with appointments to the education, community, and child/adolescent sections of the associated faculty ranks.

3. **Inter-Professional Training Committee:** This group is comprised of leads for all the educational programs housed in the department. It is chaired by the Vice Chair of Education; its purpose is to coordinate training among disciplines and to foster collaborative service and education.

4. **Clinical Competency and Program Evaluation Committees:** In accordance with the Accreditation Council for Graduate Medical Education (ACGME), the Clinical Competency and Program Evaluation Committees, consisting of faculty members and representatives of the residency classes, convene to make decisions pertaining to the educational goals, resident progress, and needs of the program. The Psychiatry Residency Director oversees the actions of these committees. These committees are comprised of 10 faculty members including: (i) the Psychiatry Residency Director; (ii) four Associate Psychiatry Residency Directors; (iii) one associated faculty member from a required residency rotation site; and (iv) the respective medical directors (or their designee) of the four major clinical areas within the residency program (i.e., Inpatient Services, Consult-Liaison, Emergency Department, and Outpatient Services). Residents who serve on this committee are elected by their fellow residents. Residents and the associated faculty member from a required residency rotation site are elected for one year terms with the possibility of re-appointment. The remaining faculty on the committee will serve on the
committee for the duration of their appointment as Psychiatry Residency Director, Associated
Psychiatry Residency Director, or Medical Director.

5. Education Committees: With the guidance of the Chair, the Vice Chair of Education oversees
additional committees, as needed, to address the regulatory, administrative, and implementation
issues of the Department’s educational programs. Within this scope, committee meetings occur as
indicated and at designated intervals between educational leaders, faculty, learners,
administrators, and other stakeholders to fulfill the mission of providing outstanding education to
medical students, interns, residents, fellows, and inter-professionals and to satisfy Departmental
objectives for ongoing faculty development and continuing education. Among these educational
committees is the Peer Review of Teaching Committee which is chaired by the Vice Chair for
Education. Annually the Department chair, in consultation with the Vice Chair for Education,
appoints faculty members of a size judged sufficient to meet the volume of peer review activity
expected that year, without overburdening any of the members. The term of service is one year,
with reappointment possible. The purpose of this committee is to ensure that a peer evaluation of
teaching is completed for each faculty member annually.

6. Faculty Development Committee: This group, chaired by the Vice Chair of Faculty Affairs and
co-chaired by the Vice Chair of Education and the Vice Chair of Diversity, Equity, and Inclusion,
is comprised of a mixture of Tenure, Research, and Clinical (MDs/DOs and PhDs/PsyDs)
faculty, representing the perspectives of different academic ranks and departmental divisions,
along with the Vice Chairs of Research, and Clinical Affairs as committee members (up to 14
members), with 4-year staggered, renewable terms (at the discretion of the committee chairs).
Member of this committee are appointed by the Department Chair. Its purpose is to coordinate
initiatives and programing that foster academic development and enhance professional resilience
among the faculty.

7. Research Council: This group, chaired by the Vice Chair of Research, is comprised of five
Tenured Professors (not including the Vice Chair) who have substantial involvement in
extramurally funded research. Its purpose is to coordinate initiatives and programing (e.g.,
internal grant reviews, pilot funding review) to foster the research pursuits of the faculty.
Members of this committee are appointed the Department Chair to serve 4-year terms.

8. Clinical Committee: This group, chaired by the Vice Chair of Clinical Affairs, is comprised of
up to 12 clinical faculty (MDs/DOs and PhDs/PsyDs) of all ranks, with 4-year renewable terms.
Its purpose is to promote and maintain clinical excellence in all programs and initiatives.
Members of this committee are appointed by the Department Chair.

9. Diversity, Equity, and Inclusion Committee: With the guidance of the Chair, the Vice Chair of
Diversity, Equity, and Inclusion oversees the committee to identify and implement core initiatives
to make the Department of Psychiatry and Behavioral Health a leader on campus, in our
community, and nationwide in respect and equity for all people, beliefs, needs, and cultural
traditions, in accordance with the COM's Strategic Plan and Mission. Along with the Director of
Diversity Initiatives, sub-committee chairs coordinate initiatives and programming related to DEI
Climate, Patient Care, Education, Research, Community Engagement, Professional Development,
and Recruitment and Retention. The committee meetings occur every quarter and as indicated by
the various DEI initiatives and include faculty, learners, and other stakeholders committed to
fulfilling our DEI mission. On a yearly basis, the Vice Chair for Diversity, Equity, and Inclusion
will place a call to join the committee, and any individual may volunteer to join the committee at
this time. Members of the committee will serve three-year, renewable terms. There is no cap on
the number of members for this committee.
VIII Faculty Meetings

The department chair will provide to the faculty a schedule of departmental faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per semester and normally will provide for monthly meetings. A call for agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the faculty. The department chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The department chair will distribute minutes of faculty meetings to faculty by e-mail—within seven days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

Special policies pertain to voting on personnel matters, and these are set forth in the department’s Appointments, Promotion and Tenure Document.

For purposes of discussing department business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple majority of all faculty members eligible to vote.

Either the department chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will be given one week to respond.

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

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

IX Distribution of Faculty Duties, Responsibilities, and Workload

The Department of Psychiatry and Behavioral Health offers training to a broad array of clinicians in training as well as basic and clinical researchers. Faculty are expected to provide clinical and/or didactic instruction in one or more of these training programs. Clinical faculty members will have a proportionately greater commitment to clinical teaching and supervision by virtue of having a relatively greater clinical service obligation. Clinical teaching and supervision include inpatient and outpatient settings. The Department Chair is responsible to make teaching, clinical, and research assignments to meet the department’s mission and objectives.

Faculty assignments are described in the initial letter of offer. Assignments and expectations for the upcoming year are addressed as part of the annual performance and merit review by the Department Chair based on the department needs as well as faculty productivity and career development.
During on-duty periods, faculty members are expected to be available for interaction with students, research, and department meetings and events even if they have no formal course assignment. Office hours are at the discretion of individual faculty members, and given the wide array of teaching roles, a policy for uniform hours is not feasible. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XII) or on approved travel.

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

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

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

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

A 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.

Teaching

All tenure-track faculty are expected to contribute to the department’s teaching, at the undergraduate and/or graduate level. This is anticipated to include some combination of advising undergraduate and graduate (e.g., medical) students and supervising independent studies and thesis and dissertation work.

Adjustments to the standard teaching assignment may be made to account for teaching a new class, the size of the class, whether the class is taught on-line or team-taught, and other factors that may affect the preparation time involved in teaching the course.

Tenure track faculty are expected to be engaged in educational activities for 50% of effort but the standard teaching assignment may vary for individual faculty members based on their research and/or
Faculty members who are especially active in research can be assigned an enhanced research status that includes a reduced teaching assignment. Likewise, faculty members who are relatively inactive in research can be assigned an enhanced teaching status that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the Department, College, University, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment.

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

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department’s Appointments, Promotion, and Tenure Document. All tenure-track faculty are responsible for dedicating a minimum of 50% of their effort to scholarship. Over a four-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles. Faculty engaged in basic or applied research are expected to attract extramural funding that provides a portion of salary support for themselves and covers their students/staff. Faculty members are also expected to seek appropriate opportunities to obtain patents and/or other commercial activities, consistent with their specific area of expertise, stemming from their research. Details about expected productivity can be found in the Appointments, Promotion, and Tenure Document.

Service

Faculty members are expected to be engaged in service and outreach to the department, university, profession, and community. Typically this will include service on committees both within the department and outside the unit, at the college or university level. Service to the profession at the national or international level is highly recommended. This pattern can be adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university).

All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other departmental events.

Details about service expectations can be found in the Appointments, Promotion, and Tenure Document.

The department recognizes that some of its faculty members bear an inherent additional service burden. That burden accrues when faculty members, often women and/or underrepresented colleagues, are recognized as uniquely positioned to assist with work at the department, college, or university levels. Such individuals may be expected to provide more service than normal because their particular expertise, perspective, or voice can help working groups, for example, or task forces or students (through their mentorship of them) understand context, options, and opportunities in new ways. This additional service burden does not derive from volunteerism. Rather, it is an unwarranted and inequitable expectation.
Service loads should be discussed and agreed to during annual performance and merit reviews. When heavy service obligations are primarily volunteer in nature, the department chair is not obligated to modify the service load of the faculty member (reduce teaching and/or scholarly obligations). If, however, a heavy service load is due to the faculty member’s unique expertise, perspective, or voice, this should be noted in the annual performance review letter, considered when distributing the faculty member’s other duties, and taken into account for the AMC Process. The department chair should also consider this additional service burden in managing equity of service loads among faculty.

i Special Assignments

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

Untenured faculty will normally be provided an SA for research for one semester during their probationary period. Reasonable efforts will be made to award SA opportunities to all other faculty members subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out departmental work. The department’s Executive Committee will evaluate all SA proposals and make recommendations to the department chair. The department chair’s recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

B Clinical Faculty

The Department of Psychiatry and Behavioral Health uses the title clinical faculty. These appointments exist for faculty members who focus principally on the clinical and education needs for the Department of Psychiatry and Behavioral Health. Clinical faculty members are expected to contribute to the department’s research and education missions, as reflected by participation in graduate program development and teaching. Clinical faculty members are expected to contribute to the university’s mission via teaching and service, and to a lesser extent scholarship. Service expectations are similar to those for the tenure-track. Teaching assignments are determined by the Chair, Vice Chair, Chiefs, and/or Program Directors in a coordinated manner with the directors of the Department educational programs.

C Research Faculty

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

In accord with Faculty Rule 3335-7-34,

\[ a \text{ research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. However, teaching opportunities for each research faculty member must be approved by a majority vote of the TIU’s tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.} \]
Research faculty expectations for research 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.

D  Associated Faculty

Compensated and uncompensated associated faculty members are expected to contribute to the university’s mission via teaching or research depending on the terms of their individual appointments. Associated faculty do not vote on departmental governance issues nor on tenure-track appointment, promotion, and tenure decisions and clinical and research faculty appointment and promotion decisions.

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

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.

Given the variability in contributions of associated faculty across the research, teaching, and clinical care missions of our department, there is no standard teaching assignment for all associated faculty. Rather, teaching assignments will vary across associated faculty in a manner consistent with that associated faculty member’s FTE and specific areas of contribution to the department’s mission. Teaching assignments for associated faculty, including full-time lecturers, are determined by the Chair, Vice Chair, Chiefs, and/or Program Directors in a coordinated manner with the directors of the Department educational programs.

E  Modification of Duties

The Department of Psychiatry and Behavioral Health strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of Medicine’s guidelines on modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption/fostering, or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee’s immediate family member is on covered active duty in a foreign country or call to covered active duty status. See the college pattern of administration for details. See also the OHR Parental Care Guidebook and the Parental Leave Policy in Section XII.

The faculty member requesting the modification of duties for childbirth/adoption and the department chair should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the dean.

X  Course Offerings, Teaching Schedule, and Grade Assignments

The department chair 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 department’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 3335-8-16 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.

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

XI Allocation of Department Resources

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

The department chair will discuss the department 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 department chair.

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

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

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

Academic enrichment funds will be made available to all tenure, clinical, and research faculty to support professional activities, including travel. Information about such support is specified in the faculty’s Letter of Offer.

XII Leaves and Absences

In general, there are four types of leaves and absences taken by faculty (in addition to parental leave, which is detailed in the Parental Care Guidebook). 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. In every case, coverage for clinical, teaching, and research obligations must be arranged by the faculty applicant prior to taking leave.

A Discretionary Absence

Faculty are expected to complete a travel request or a request for absence form well in advance 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 clinical, instructional and other commitments are covered. Discretionary absence from duty is not a right, and the department chair retains the authority to disapprove a proposed absence when it will interfere with clinical, 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 (see Faculty Rule 3335-5-08).

B Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete a request for absence form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the department chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used as needed—not banked. For additional details see OHR Policy 6.27, which also describes Family Medical Leave (FML).

C Unpaid Leaves of Absence

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

D Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leave. The information provided below supplements these policies.

The department’s Executive Committee will review all requests for faculty professional leave and make a recommendation to the department chair based on the following criteria: Convincing evidence that the proposed leave activities will accomplish one or more of the following:

- enhance the faculty member’s research success;
- enhance pedagogical or administrative skills and knowledge when these are judged to be mutually beneficial to the faculty member and the department

The chair's recommendation to the dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

E Parental Leave

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

XIII Additional Compensation and Outside Activities

Information on additional compensation is presented in the OAA Policy on Faculty Compensation. Information on paid external consulting is presented in the university’s Policy on Outside Activities and Conflicts. The information provided below supplements these policies.
This department adheres to these policies in every respect. In particular, this department expects faculty members to carry out the duties associated with their primary appointment with the university at a high level of competence before seeking other income-enhancing opportunities. All activities providing supplemental compensation must be approved by the department chair regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the department. In addition, it is university policy that faculty may not spend more than one business day per week on additionally compensated activities and external consulting combined. The procedure for requesting approval is outlined in the Guidance on Faculty External Consulting document (requires log-in) on OneSource.

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.

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

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

XIV Financial Conflicts of Interest

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

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

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

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

**A Salary Grievances**

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

Faculty members who are not satisfied with the outcome of the discussion with the department chair and wish to pursue the matter may be eligible to file a more formal salary appeal with the college’s Faculty Salary Appeals Committee. A formal salary appeal can also be filed with the Office of Faculty Affairs (see Volume 1, Chapter 3 of the Office of Academic Affairs Policies and Procedures Handbook).

Staff members who are not satisfied with the outcome of the discussion with the department chair and wish to pursue the matter should contact Employee and Labor Relations in the Office of Human Resources.

**B Faculty and Staff Misconduct**

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04.

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

**C Faculty Promotion and Tenure Appeals**

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05.

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

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

1. Ohio State’s policy and procedures related to affirmative action and equal employment opportunity are set forth in the university’s policy on affirmative action and equal employment opportunity.

2. Ohio State’s policy and procedures related to nondiscrimination, harassment, and sexual misconduct are set forth in the university’s policy on nondiscrimination, harassment, and sexual misconduct.

**E Violation of Laws, Rules, Regulations, or Policies**

Concerns about violations of laws, rules, regulations, or policies affecting the university community should be referred to the Office of University Compliance and Integrity. Concerns may also be registered anonymously through the Anonymous Reporting Line.
F Complaints by and about Students

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

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 department chair and others with appropriate knowledge of policies and procedures when problematic situations arise.

G Academic Misconduct

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

Professional Student Honor Code

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

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

Strength of character should enable one to rise above prejudice in regard to race, creed, or economic status in the interest of better professional service. To maintain optimum professional performance, one should be personally responsible for maintaining proper physical and moral fitness. Finally, it must be realized that no action of the individual can be entirely separated from the reputation of the individual or of their profession. Therefore, a serious and primary obligation of the individual is to uphold the dignity and honor of their chosen profession by thoughts, words, and actions.