Office of Academic Affairs

Policies and Procedures Handbook

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This handbook contains the faculty and academic unit procedures promulgated by the Office of Academic Affairs. It is an accompaniment to the OAA policies posted in the Policies and Procedures Handbook . It is updated annually or in response to a change to the Rules of the University Faculty and Bylaws of the Board of Trustees.

Revisions and edits

Each section includes the dates the last time the section was revised and edited. Edits do not represent substantive changes to that section. If, for example, a section was revised on 09/01/99, it is still current, since no revision has been needed since then.

Rules of the University Faculty

When referring the reader to specific language in the Rules of the University Faculty, this handbook will provide the web reference for the index housed on the Ohio State Board of Trustees website and the chapter and section numbers that will allow the reader to find the specific reference.

Examples

Examples, provided in parentheses within this handbook, are exemplary only. They do not represent an exhaustive list.

Common abbreviations used in this document

ACE	American Council on Education
APT	Appointments, promotion, and tenure
~~B&F~~	~~Business and Finance, Office of~~
BOT	Board of Trustees
CAFR	Committee on Academic Freedom and Responsibility
~~CEF~~	~~Committee of the Eligible Faculty~~
~~CIO~~	~~Chief Information Officer~~
~~COAM~~	~~Committee on Academic Misconduct~~
~~DOL~~	~~Department of Labor~~
~~EHS~~	~~Environmental Health and Safety, Office of~~
FERPA	Family Educational Rights and Privacy Act
FPL	Faculty Professional Leave
FTE	Full Time Equivalent
~~GL~~	~~General Ledger~~
~~IRP~~	~~Institutional Research and Planning, Office of~~
IUC	Inter-University Council
LOA	Leave of Absence
OAA	Office of Academic Affairs
~~ODI~~	~~Office of Diversity and Inclusion~~
~~ODS~~	~~Office of Disability Services~~
OHR	Office of Human Resources
~~OIA~~	~~Office of International Affairs~~
OIE	Office of Institutional Equity
~~ORRP~~	~~Office of Responsible Research Practices~~
~~OSP~~	~~Office of Sponsored Programs~~
P&T	Promotion and Tenure
POA	Pattern of Administration
POD	Procedures Oversight Designee
SA	Special Assignment
SOH	Special Opportunity Hire
SEI	Student Evaluation of Instruction
~~TCO~~	~~Technology Commercialization Office~~
TIU	Tenure-Initiating Unit
~~UITL~~	~~University Institute for Teaching and Learning~~