

**Pattern of Administration  
for  
The Ohio State University  
College of Medicine**

Approved by the College of Medicine Council  
Date: 3/18/2020, 2/16/2022

Approved by the Office of Academic Affairs  
Date: 4/14/2020, 3/12/2022

## Table of Contents

<u>I</u>	<u><a href="#">Introduction</a></u> .....	4
<u>II</u>	<u><a href="#">College Mission</a></u> .....	4
III	Values .....	4
<u>IV</u>	<u><a href="#">Academic Rights and Responsibilities</a></u> .....	5
<u>V</u>	<u><a href="#">Faculty</a></u> .....	5
A	Faculty Appointments .....	5
B	Voting Rights.....	7
C	Distinguished Professor .....	7
<u>VI</u>	<u><a href="#">Organization of the College</a></u> .....	8
VII	Overview of College Administration and Decision-Making .....	9
A	College Council.....	9
B	Faculty Council .....	9
<u>VIII</u>	<u><a href="#">College Administration</a></u> .....	10
<u>A</u>	<u><a href="#">Dean</a></u> .....	10
<u>B</u>	<u><a href="#">Dean's Administration</a></u> .....	11
C	Department Chairs and School Directors.....	13
<u>D</u>	<u><a href="#">Centers and Institutes</a></u> .....	14
<u>E</u>	College <u><a href="#">Committees</a></u> .....	14
1	Promotion and Tenure Committee .....	14
2	Investigation and Sanctioning Committee .....	15
3	Salary Appeals Committee .....	15
4	Grievance and Appeals Committee.....	15
5	College Council Agenda Committee .....	16
6	Faculty Awards Committee.....	16
7	Elections & Appointment Committee .....	16
8	Rules and Bylaws Committee.....	16
9	Staff Advisory Committee .....	17
10	Education Committees.....	17
IX	College Policies .....	18
A	Supplemental Compensation .....	18
B	Outside Activities (including paid external consulting) .....	19
C	Outside Practice of Medicine .....	21
D	Policy on Salary Recovery.....	22

	E	Expenditures .....	22
<a href="#">X</a>		Conflict of Commitment, Educational and <a href="#">Financial Conflicts of Interest</a> .....	22
<a href="#">XI</a>		<a href="#">Faculty Meetings</a> .....	24
<a href="#">XII</a>		<a href="#">Distribution of Faculty Duties and Responsibilities</a> .....	24
	A	Faculty Teaching Load .....	25
	<a href="#">B</a>	<a href="#">Special Assignments</a> .....	26
	C	Modification of Duties .....	26
<a href="#">XIII</a>		<a href="#">Course Offerings and Teaching Schedule</a> .....	26
<a href="#">XIV</a>		<a href="#">Allocation of College Resources</a> .....	26
<a href="#">XV</a>		<a href="#">Leaves and Absences</a> .....	27
	<a href="#">A</a>	<a href="#">Discretionary Absence</a> .....	27
	<a href="#">B</a>	<a href="#">Absence for Medical Reasons</a> .....	27
	C	Family Medical Leave .....	28
	<a href="#">D</a>	<a href="#">Unpaid Leaves of Absence</a> .....	28
	<a href="#">E</a>	<a href="#">Faculty Professional Leave</a> .....	28
	F	Parental Leave.....	28
	G	University Business Travel .....	28
<a href="#">XVI</a>		<a href="#">Grievance Procedures</a> .....	29
	<a href="#">A</a>	<a href="#">Salary Grievances</a> .....	29
	<a href="#">B</a>	<a href="#">Faculty Misconduct</a> .....	29
	<a href="#">C</a>	<a href="#">Faculty Promotion and Tenure Appeals</a> .....	29
	<a href="#">D</a>	Harrasment, Discrimination and <a href="#">Sexual Misconduct</a> .....	29
	E	Violations of Laws, Rules, Regulations or Policies .....	30
	<a href="#">F</a>	Complaints by and about <a href="#">Students</a> .....	30
	G	Academic Misconduct.....	30
<a href="#">XVII</a>		Appendices .....	32
	A	By-Laws of the College Council.....	32
	B	By-Laws for the Admissions Committee.....	33
	C	By-Laws for the College Council Agenda Committee .....	35
	D	By-Laws for the Promotion and Tenure Committee.....	37
	E	By-Laws for the Elections and Appointments Committee .....	39
	F	By-Laws for the Executive Curriculum Committee.....	41
	G	By-Laws for the Faculty Council.....	47
	H	By-Laws for the Grievance and Appeals Committee .....	50

I	By-Laws for the Investigation and Sanctioning Committee .....	52
J	By-Laws for the Rules and Bylaws Committee .....	54

## **I Introduction**

This document provides a brief description of the College of Medicine 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 college 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 college Dean. 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.

The Dean or their designee shall solicit input from the College Faculty Council as representatives of the faculty at large prior to revising the College POA, and shall consider all such feedback provided in deciding on revisions. The Dean or their designee shall provide Faculty Council with sufficient time to review and comment on any proposed changes to the document. However, the Dean retains final authority to decide on which changes shall be implemented.

## **II College Mission**

The ambition of the College of Medicine is to be a leading college of medicine that transforms the health of our communities through inclusive and innovative education, discovery, and care. The College of Medicine will deliver on this ambition by manifesting a culture where people feel valued and have the opportunity to thrive and excel, we care for ourselves and each other, and all forms of diversity are celebrated.

## **III Values**

Shared values are the commitments made by the College's community regarding how work will be conducted. Our [values](#) in the College of Medicine include:

- Inclusiveness
- Determination
- Empathy
- Sincerity
- Ownership
- Innovation

The College of Medicine operates on the premise that all faculty, staff and learners in the College have unique talents that contribute to the pursuit of excellence and further our ambition. Faculty, staff, and learners are expected to set a high example of collegiality in the workplace with respect for personal boundaries and diversity and inclusion. They must avoid behaviors that interfere with or adversely affect a community member's ability to learn, carry out research, care for patients or fulfill the individual's professional responsibilities. This synergism may be seen in the creation of our learning environment, research collaborations, co-authorship of publications, team approach to clinical practice including health and wellness, sharing of innovative ideas in committee meetings, community, and industry outreach. Faculty members are expected to offer mentorship within the entire learning community, including mentorship to Faculty colleagues.

The College supports diverse beliefs and the free exchange of ideas and opinion and expects that faculty, staff, and students promote these values and apply them in a professional manner in all academic endeavors and interactions within and representing the College.

All faculty, staff and learners should work towards establishing and maintaining a team culture and an enriching and diverse intellectual working and learning environment. The college is committed to evaluating the practice of these core values as part of all performance evaluations.

#### **IV Academic Rights and Responsibilities**

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

#### **V Faculty**

##### **A. Faculty Appointments**

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.

The faculty of the College of Medicine shall be comprised of individuals who have a full-time or part-time academic appointment, with or without salary, in one of the tenure initiating units in the College of Medicine. This includes tenure track, clinical, research and associated faculty (including emeritus faculty). In clinical departments, the faculty may allow associated faculty who are compensated through the Ohio State University Physicians, Inc./[Faculty Group Practice \(OSUP/FGP\)](#) to participate in discussions surrounding departmental decision-making, though associated faculty may not vote. The term “faculty” shall include persons appointed by the Board of Trustees with tenure track, clinical, research, and associated (including emeritus faculty) faculty titles on full- or part-time appointments with or without salary.

With the exception of Departments with a patient care mission, tenure track faculty must constitute the majority of the total faculty.

Faculty roles and responsibilities are defined by each Tenure Initiating Unit (TIU) in accordance with University Faculty Rules. Depending on their appointment type, members of the faculty may be expected to contribute to the instructional, funded research, scholarship, outreach, and administrative missions and roles of the college. It is neither expected, nor considered desirable, for all faculty members to make equivalent contributions to each of these missions. Faculty assignments are described in the initial letter of offer and updated during the annual review process based on TIU needs as well as faculty productivity and career development.

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](#). All faculty letters of offer are issued under the signature of the TIU head and the Dean. In addition, for faculty in the FGP, letters of offer may be signed by health system leadership. Documentation of resources provided by centers, institutes, or other entities is outlined through a memorandum of understanding between the department/school and that entity.

**Tenure Track Faculty** – Persons with the titles of instructor, assistant professor, associate professor or professor, who serve on appointments totaling 50% or more service to the University.

**Clinical Faculty** - Persons with titles of assistant professor of clinical [department/school], associate professor of clinical [department/school], and professor of clinical [department/school] who serve on appointments totaling 50% or more service to the University. Clinical faculty members are not eligible for tenure. Clinical faculty are appointed for terms of three to five years, and may be reappointed to successive terms. Procedures for reappointment and promotion are defined in the College Appointment, Promotion, and Tenure Document.

In clinical departments (i.e. those with a patient care component) there is no limit on the number of clinical faculty. In other departments or schools without a patient care mission, no more than 40% of the faculty may be clinical faculty.

**Research Faculty** – Persons with titles of research assistant professor of [department/school], research associate professor of [department/school], or research professor of [department/school]. Research faculty members are not eligible for tenure. Research faculty are appointed for terms of one to five years, and may be reappointed to successive terms. Procedures for reappointment and promotion are defined in the College Appointments, Promotion, and Tenure Document.

According to Rule [3335-7-32](#) unless otherwise authorized by a majority vote of the tenure-track faculty in a unit, research faculty must comprise no more than twenty per cent of the number of tenure-track faculty in the unit. In all cases, however, the number of research faculty positions in a unit must constitute a minority with respect to the number of tenure-track faculty in the unit.

**Associated faculty** - A broad category of faculty titles that encompasses adjunct, visiting, returning retiree, lecturer, tenure track faculty who have an appointment less than 50% and other temporary and term positions. Associated faculty may or may not be Ohio State employees. They may or may not be paid. Titles include: adjunct instructor/assistant/associate/professor; lecturer and senior lecturer; retiree-faculty and retiree-faculty emeritus; visiting assistant/associate/professor; assistant/associate/professor-practice. These positions are usually intended to be short-term but may be appointed for a term up to three years. Procedures for reappointment and promotion are defined in the College Appointments, Promotion, and Tenure Document.

**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, 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. Emeritus faculty 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. Emeritus faculty members have benefits provided by the University, but are not entitled to office space or other resources. Provision of such resources is at the discretion of the Department Chair or School Director.

## **B. Voting Rights**

Faculty members with a 50% or more compensated appointment, whose TIU is in the college, and who hold an appointment as tenure-track faculty, clinical faculty, or research faculty shall have a full vote at college faculty meetings and in faculty elections as described below.

- Only tenure-track faculty may participate in discussions of tenure-track, clinical, and research faculty matters, including promotion and tenure reviews.
- Clinical faculty may participate in discussions of clinical faculty matters, including promotion reviews. Individuals appointed to the clinical faculty may not participate in promotion and tenure matters of tenure track faculty or the promotion of research faculty, but otherwise may participate in all matters of Department, College, and University governance unless otherwise stipulated.
- Research faculty may participate in discussions of research faculty matters including promotion reviews. Individuals appointed to the research faculty may not participate in promotion and tenure matters of tenure track faculty or promotion of clinical faculty, but may participate in all matters of Department, College, and University governance unless otherwise stipulated.
- Associated and emeritus faculty may not participate in discussion of or votes on personnel matters.

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

## **C. College of Medicine Distinguished Professor**

The Dean of the College of Medicine awards yearly the permanent, honorific title of College of Medicine Distinguished Professor on a competitive basis for one faculty member who has a truly exceptional record of accomplishment appropriate to their faculty track. All faculty at the rank of Professor in the College of Medicine are eligible to be nominated for this award.

The honoree will be awarded with an honorarium and distinction with the permanent title of College of Medicine Distinguished Professor.

The complete criteria for nominees to this award are as follows:

1. Primary appointment in the College of Medicine at the rank of Professor
2. Minimum of five (5) years of employment with The Ohio State University
3. Distinguished achievement in teaching, research and scholarship, and/or service, as appropriate to the nominee's track
4. Record of distinction in exhibiting the values of the Ohio State University Medical Center

Procedure to nominate a faculty member for this award:

1. Nominations may be made by TIU head (or a departmental/school awards committee) and Center or Institute Directors in the College of Medicine
2. The nomination packet should include:
  - a. The nominee's current CV
  - b. A nomination letter detailing the candidate's accomplishments
  - c. Two external support letters
3. Nominations are due to the College of Medicine Faculty Awards Committee by May 31.



- a. Nominations may be resubmitted for up to three consecutive years.
- b. Questions may be directed to [FacultyAwards@osumc.edu](mailto:FacultyAwards@osumc.edu).

Evaluation and Notification:

1. All nominations will be evaluated by the College of Medicine Faculty Awards Committee. The Committee then makes a recommendation to the Dean by August 1 for final review and approval.
2. The committee will assess the nominations on the basis of the nominee's impact in their discipline. The achievements that have the greatest impact on the field, whether clinically, in research, or in the realm of educating students and trainees, will receive the highest evaluation.
3. The awardee will be notified by September 30.

## VI Organization of the College of Medicine

The College of Medicine is composed of departments and schools that represent the tenure initiating units (TIUs) in which the faculty members are appointed. The Chairs of the Departments and the Director of the School of Health & Rehabilitation Sciences have the authority to lead their respective TIUs consistent with University Rule [3335-3-35](#). The TIUs in the College of Medicine include:

[Anesthesiology\\*](#), [Biological Chemistry and Pharmacology](#), [Biomedical Education and Anatomy](#), [Biomedical Informatics](#), [Cancer Biology and Genetics](#), [Emergency Medicine\\*](#), [Family and Community Medicine\\*](#), [Internal Medicine\\*](#), [Microbial Infection and Immunity](#), [Neurological Surgery\\*](#), [Neurology\\*](#), [Neuroscience](#), [Obstetrics and Gynecology\\*](#), [Ophthalmology and Visual Sciences\\*](#), [Otolaryngology – Head and Neck Surgery\\*](#), [Orthopaedics\\*](#), [Pathology\\*](#), [Pediatrics\\*](#), [Plastic and Reconstructive Surgery\\*](#), [Physical Medicine and Rehabilitation\\*](#), [Physiology and Cell Biology](#), [Psychiatry and Behavioral Health\\*](#), [Radiology\\*](#), [Radiation Oncology\\*](#), [School of Health and Rehabilitation Sciences](#), [Surgery\\*](#), [Urology\\*](#).

\*Denotes Clinical Departments

Departments and Schools will undergo a programmatic review on a regular schedule to be determined by the Dean in consultation with the Executive Vice President and Provost.

New departments can be created or exiting departments can be consolidated or eliminated according to the procedures defined by the University Faculty Rule [3335-3-37](#).

Departments may form divisions or other organizational structures to support the completion of their missions. Creation, deletion, or modification (e.g. renaming or merging of divisions) should follow policies defined in the TIU Patterns of Administration, and requires approval by the Dean of the College of Medicine, the Council of Academic Affairs, the University Senate and the Board of Trustees.

## VII Overview of College Administration and Decision-Making

Policy and program decisions are made in a number of ways: by the college faculty as a whole, by standing or special committees of the college, or by the Dean. The nature and importance of any individual matter determine how it is addressed. College 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.

Ideally all College policy and programmatic decisions will be made with input by faculty of the College through consultation with the College of Medicine Council and with standing or special committees of the faculty, or by the Dean, with the nature and importance of any specific matter determining how the issue is to be addressed. In addition, in order to solicit broad involvement of the faculty, issues of academic policy that pertain to faculty members including, but not limited to, issues that relate to faculty promotions, tenure, probationary periods, and faculty tracks will also require a vote of the faculty in each department. In order to implement policy changes as described above, the approval by a simple majority of the faculty in two thirds of the tenure initiating units in the College of Medicine will be required. In addition to the issues described above, there may be additional issues on which consultation with the faculty in the departments is desirable. Issues will also be submitted for vote by the faculty in the departments upon the request of two-thirds (7/10) of the Faculty Council representatives to the College Council. The College will operate on the principle that the more important the issue to be decided, the more extensive the agreement on a decision needs to be. Open and widely shared discussion, both formal and informal, will constitute the primary method of reaching agreement on basic decisions. Ultimately, however, the Dean of the College of Medicine retains responsibility for final decisions or recommendations to the University Administration.

### Governance

The governance system for the College of Medicine is established for the purpose of providing the faculty, chairs, and institute and program directors broad representation in the determination of academic policies for the College as defined below.

#### **A. College Council**

The primary governance body of the College of Medicine will be the College Council. Action by the College Council is required to enact or modify all academic policies including those that involve resources, space, facilities, services, and finances of the College, as well as those that affect the number, composition, qualifications, and degree requirements of students and/or the general instructional, research, and service functions of the faculty. The voting members of the College Council will include the Dean, Chairs or School Directors of the TIUs, directors of formally approved College or University academic centers or institutes, and ten representatives elected from the Faculty Council as described below. Other academic leaders may be invited to participate in the College Council, but may not vote on matters pertaining to College policy unless granted the right to vote by a majority of the College Council.

#### **B. Faculty Council**

The Faculty Council is the primary venue to discuss issues specifically relevant to faculty within the College of Medicine, address faculty concerns, facilitate communication between the faculty and the administration, and together with the Dean, or their designee, foster mechanisms of faculty support, development, and interaction within the College of Medicine. The Faculty Council will work closely with the Dean, or their designee, to ensure that the faculty have appropriate representation on relevant education, research, and clinical committees. The Faculty Council will be responsible for regular and timely communication with general faculty.

The Faculty Council will be represented on the College of Medicine Council by ten members to be elected by the Faculty Council to serve on the College Council. These ten representatives are selected according to the Faculty Council Bylaws (see Section XVII Appendix G). The Faculty Council will be consulted on issues that modify academic policies that affect the number, composition, qualifications, and degree requirements of students and/or the general instructional, research and service functions of the faculty. The Faculty Council members of the College Council will represent the voice of the Faculty to the College Council.

The Faculty Council of the College of Medicine will be responsible for determining the methods by which individuals are selected for service on the Faculty Council, as well as the method for selection of representatives to the College Council. The composition of Faculty Council is set forth in the Bylaws (Section XVII Appendix G). The Faculty Council will be responsible for determining the bylaws of the Faculty Council, and for making determinations about the agenda and schedule of meetings of the Faculty Council.

## **VIII College Administration**

### **A. Dean**

The primary responsibilities of the Dean are set forth in Faculty Rule [3335-3-29](#). This rule requires the Dean 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 Dean to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointments, reappointments, promotion and tenure.

Consistent with University Rule [3335-3-29](#), the Dean of the College of Medicine shall be a member of its faculty and the administrative head of the College.

The major responsibility of the Dean of the College of Medicine shall be that of providing active leadership in the promotion, direction and support of the clinical, educational and research activities of the College, in the maintenance of a high level of morale among the faculty, and in the encouragement of the spirit of learning among the students. In addition, the Dean shall have general administrative responsibility for the program of the College, subject to the approval of the President and the Board of Trustees.

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

- To preside at meetings of the college faculty and to appoint all college committees unless their membership has been designated by faculty rule or by the college faculty.
- To approve courses of study for students in their college, to warn students who are delinquent in their studies and to recommend appropriate student disciplinary action to the appropriate university disciplinary body or official.
- 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 [3335-3-23](#) of the Administrative Code).
- After consultation with the department chairs or school director within the college, to make recommendations to the executive vice president and provost concerning the college budget, the appointments to and promotions within the staff and the membership of the college faculty.

- To review salary appeals and other faculty issues in a professional and timely manner.
- To facilitate and participate in prescribed [academic program review](#) processes, in collaboration with the Office of Academic Affairs and TIU heads.
- To appoint and review department chairs and school director.
- To oversee Ohio State University Physicians, Inc./Faculty Group Practice (OSUP/FGP), the University approved Central College Practice Group, which reports to the Dean.
- To partake in philanthropic efforts as needed to support the missions of the College.

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.

Operational efficiency requires that the Dean exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of college academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The Dean will therefore consult with College Council on all educational and academic policy issues and will follow the principle of majority (>50% of those eligible) rule. However, the Dean holds ultimate authority for all College matters and may make a contrary decision if the Dean deems it necessary to do so. When the Dean chooses to depart from an action recommended by the majority of College Council, the Dean will explain to the College Council the reasons for the departure, ideally before action is taken.

The Dean of the College of Medicine has the authority requisite to carrying out the responsibilities of the Dean's position. The Dean may delegate any of their responsibility and authority to another member of the faculty of the College. The Dean shall be a voting member of the faculty of each department with the exception of Promotion and Tenure decisions.

The Chairs or Directors of each of the TIUs in the College of Medicine report to the Dean. The procedure for appointment, reappointment and removal of Chairs or Directors is defined by University Rule [3335-3-35](#). See also Section VIII.C below.

The Dean may appoint Vice Deans, Associate Deans or others to assist in the administration of the College. These individuals may be assigned or delegated specific responsibility and authority at the discretion of the Dean. These administrative positions will be reviewed periodically. Individuals in those roles serve at the discretion of the Dean.

## **B. Dean's Administration**

The Dean's Cabinet will consist of the Vice Dean for Research, Vice Dean for Education, Vice Dean for Clinical Affairs, Vice Dean for Faculty Affairs, Chief Administrative Officer, Chief Fiscal Officer, Director of the School of Health and Rehabilitation Sciences, and others at the discretion of the Dean. The Dean's Cabinet serves to advise the Dean on matters of the College.

### Secretary of the College

Per Faculty Rule [3335-3-33](#) the College of Medicine shall have a secretary who will be responsible for keeping the records of the college, including the minutes and attendance of College Council. The secretary of the college will be appointed by the Dean.

#### Vice Dean for Research

The Dean may appoint a Vice Dean for Research who will be responsible for leading the research mission of the College. The Vice Dean may, with the consent of the Dean, appoint Associate or Assistant Deans, or other support staff to support the development of the research enterprise. The Vice Dean may form committees or other work groups at their discretion to assist in the formulation and implementation of policies. The Vice Dean for Research may be appointed by the Dean to chair research related committees in the Medical Center.

#### Vice Dean for Clinical Affairs

The Dean may appoint a Vice Dean for Clinical Affairs who will be responsible for coordinating the academic activities of the clinical departments of the College. The Vice Dean for Clinical Affairs will serve as the President of the Ohio State University Physicians, Inc./Faculty Group Practice (OSUP/Practice). The Vice Dean may, with the consent of the Dean, appoint Associate or Assistant Deans, or other support staff to support the development of the clinical academic plan. The Vice Dean may form committees or other work groups at their discretion to assist in the formulation and implementation of policies. The Vice Dean for Clinical Affairs may be appointed by the Dean to chair clinical service related committees in the Medical Center.

#### Vice Dean for Education

The Dean may appoint a Vice Dean for Education who will be responsible for leading the education mission of the College. The Vice Dean may, with the consent of the Dean, appoint Associate or Assistant Deans, or other support staff to support the development of the educational enterprise. The Vice Dean may form committees or other work groups at their discretion to assist in the formulation and implementation of policies. The Vice Dean for Education may also hold the title of Associate Vice President for Education. The Vice Dean for Education may be appointed by the Dean to chair education related committees in the Medical Center.

#### Vice Dean for Faculty Affairs

The Dean may appoint a Vice Dean for Faculty Affairs who will be responsible for supporting the faculty of the College in their clinical, teaching, research and administrative roles. The Vice Dean may, with the consent of the Dean, appoint Associate or Assistant Deans, or other support staff to support the recruitment and development of faculty in their respective missions and to promote an inclusive and enjoyable work climate for all faculty. Other specific responsibilities of the Vice Dean for Faculty Affairs include: oversight of The Center for Faculty Advancement, Mentoring and Engagement (FAME); supporting the department chairs/school directors in the recruitment of new faculty; and oversight of faculty diversity programs, including developing strategies to recruit and retain a diverse group of faculty, guide departmental promotion and tenure chairs on the promotion and tenure process and advise faculty members on promotion readiness. The Vice Dean will approve all faculty appointments and reappointments and act as the liaison between the College and the University Office of Academic Affairs. The Vice Dean may form committees or other work groups at their discretion to assist in the formulation and implementation of policies. It is incumbent upon the Vice Dean to communicate with the President of Faculty Council to identify appropriate faculty to serve as a liaison between the Faculty Council and these committees and work groups.

#### Chief of Staff

The Chief of Staff is the principal administrative officer for the College of Medicine and is responsible for planning, organizing, evaluating and monitoring of administrative functions to

ensure the academic and administrative needs of the COM are addressed. The Chief of Staff works collaboratively with Chairs, faculty, and staff in the departments, centers/institutes, and the Health Sciences. The Chief of Staff serves as key member of the Dean's Cabinet and plays an instrumental role in support of the Dean to ensure that the COM/OHS have a sound administrative infrastructure that effectively supports its missions.

#### Chief Fiscal Officer

The Chief Financial Officer is the principal financial officer for the College of Medicine and OSU Physicians, Inc. (OSUP) and provides financial oversight of the College and OSUP. The Chief Financial Officer will provide strategic leadership of all aspects of the College's budgeting, planning and financial management to support the College's missions. The Chief Financial Officer will be responsible for establishing and maintaining a financial and operating environment to ensure adherence to University policies and procedures.

### **C. Department Chairs and School Directors**

Department chairs and school directors shall be selected and appointed by the Dean, in consultation with the faculty of the TIU and subject to approval by the president and the Board of Trustees. Each department chair or school director shall be appointed for a term of four years and shall be eligible for reappointment. Department chairs or school directors will be reviewed annually by the Dean.

During the last year of the term of a department chair or school director, the Dean will conduct a thorough review of the performance of the department chair or school director during their term, ascertain whether or not the department chair or school director desires to serve another term, and assess the level of support in the TIU for the department chair or school director's continuation. If the department chair or school director agrees to serve another term and their performance review is satisfactory, the Dean will consider feedback from the unit and then choose whether to reappoint the department chair or school director to another term.

If a new department chair or school director is to be selected, the Dean will meet with the faculty of the TIU to discuss the selection of a new head. After that meeting, the Dean, in consultation with the TIU, will form a search advisory committee. The committee will include at least one member from a unit outside the TIU. The Dean will appoint a chair from the members of the committee.

The search committee will identify candidates for the department chair's or school director's position, using best practices for diverse and inclusive searches. It is expected that faculty, trainees, and staff will be involved in the selection process.

After the selection procedure has been conducted, the search committee will provide the Dean with a list of potential department chair or school director candidates, and an evaluation of the candidates by the search committee. The list of candidates must be unranked. The Dean will appoint a department chair or school director, taking into consideration the recommendations made by the search committee and input received from the TIU.

#### **D. Centers and Institutes**

Centers and institutes may be created according to University Rule [3335-3-36](#), and procedures for establishing such entities as defined by the Office of Academic Affairs. This includes the creation of University Centers and Institutes and College Centers and Institutes. These are formal academic centers and institutes that are created and approved according to University Faculty Rules. A template for College center and institute proposals is available on the College of Medicine [website](#). In addition to these formal academic centers and institutes, units may request creation of other programmatic centers and institutes which require University approval for the use of the term center or institute, but are not regarded as academic centers. The College Council votes to approve the establishment of new College centers and institutes. The college maintains a [list](#) of its Centers, Programs, and Institutes.

#### **E. 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, with the exception of the Staff Advisory Committee, and Investigation and Sanctioning Committee and may vote as a member on all committees except the Promotion and Tenure Committee, Investigation and Sanctioning Committee and the Staff Advisory Committee. Standing committees necessary to perform on-going work shall be established as needed in the bylaws of the College and in conformity with University policy. These committees function primarily to maintain the integrity of the College governance. Unless otherwise noted in a committee's bylaws, all appointments will be made by the Elections and Appointments Committee from the entire College community as appropriate. The appointees, the chair of the appointees' Department or office, and the chair of the designated committee will all be consulted in making appointments.

##### 1. Promotion and Tenure Committee

In accordance with Faculty Rule [3335-6-04\(C\)](#), the College of Medicine shall have a standing Promotion and Tenure Committee. The Promotion and Tenure Committee will review, in a timely manner, all nominations for faculty appointments, promotion, and tenure in the College and make appropriate recommendations to the Dean. The Committee will also recommend for action to the College Council basic policies and procedures, which, within Faculty Rules, shall be the guidelines that govern the appointment, promotion, and tenure of faculty of the College of Medicine. The Faculty Council will be consulted on proposals for substantive change in criteria regarding promotion and/or tenure. The Committee will adopt bylaws that must be approved by the College Council. The Bylaws of the Committee are provided in Appendix D to this document.

The purposes of the college Promotion and Tenure Committee are:

- a. To ensure that high standards of excellence are maintained in the college promotion and tenure process.
- b. To serve as an advisory body to the Dean on matters concerning faculty promotion and/or tenure.

- c. To determine whether the college's TIUs have conducted a rigorous promotion and/or tenure review and reached a recommendation consistent with college and TIU policies, procedures, practices, and standards.
- d. To determine and advise the Dean where the weight of the evidence lies in promotion and/or tenure cases in which there is not a clear or consistent recommendation from the review conducted in the TIU.

## 2. Investigation and Sanctioning Committee

The College of Medicine Investigation and Sanctioning Committee investigates and makes recommendations, consistent with Faculty Rule [3335-5-04\(E\)](#), on formal complaints against tenure track, clinical, research and associated faculty members. The role and responsibility of the Committee are defined by Faculty Rule [3335-5-04](#). Committee members are appointed by the Dean or their designee. If necessary, multiple subcommittees derived from the main committee may be appointed simultaneously. The committee elects its own chair when the committee is convened to hear an appeal. The Bylaws of the Investigation and Sanctioning Committee are provided in Appendix I to this document.

## 3. Salary Appeals Committee

In accordance with Office of Academic Affairs requirements, the College of Medicine shall have a Salary Appeals Committee. It is expected that faculty members will first attempt to resolve salary concerns through appropriate channels within their TIU. For faculty members in the Ohio State University Physicians, Inc/Faculty Group Practice (OSUP/FGP), salary appeals are adjudicated through the provision of the OSUP/FGP compensation plan. All other faculty are referred to the Salary Appeals Committee which is an ad-hoc committee composed of three (3) faculty members (from outside the TIU of the appellant), Vice Dean for Research, and Vice Dean for Faculty Affairs.

The committee elects its own chair when the committee is convened to hear an appeal.

The Salary Appeals Committee follows the appeals process established in the Office of Academic Affairs [Policies and Procedures Handbook](#).

## 4. Grievance and Appeals Committee

The Grievance and Appeals Committee hears, and if appropriate, investigates and makes recommendations on the grievances or appeals presented in writing from any faculty, including the Dean, chairpersons and school directors, of the College community on any issue related to academic policy, exclusive of the promotion and tenure process. This committee shall be primarily responsible when the above individuals feel adversely affected by a decision or process (excluding faculty salary appeals which will be reviewed by the separate Salary Appeals Committee), conducted according to University policy. The Committee will adopt bylaws that must be approved by the College Council. In the event that matters arise that are appropriate for this committee, it will be constituted in



accordance with the bylaws of the committees. The Bylaws of the Committee are provided in Appendix H to this document.

5. College Council Agenda Committee

The College Council Agenda Committee is responsible for maintaining surveillance of and insuring the orderly flow of business through the governance system. The Committee will establish the agenda for the College Council in consultation with the Dean and/or designee(s). The Bylaws of the Committee are provided in Appendix C to this document.

6. Faculty Awards Committee

The Faculty Awards Committee promotes faculty recognition by bringing attention to their achievements through awards nominations. The Committee collects information about award opportunities, helps identifies appropriate nominees, and supports nominators' efforts. Specific committee charges include:

- a. Gather, review, and publicize the criteria for awards
- b. Define and publish an annual awards calendar, allowing for timely nominations
- c. Identify faculty members to recommend for nomination for specific awards
- d. Follow established procedures for processing awards
- e. Prepare and submit an annual report of COM nominations and awardees to the Dean's Cabinet.

The Committee convenes semi-annually or as needed to discuss Committee matters and in accordance with various award timelines. Project management support is provided by the Dean's Office.

7. Elections and Appointments Committee

The Elections and Appointments Committee of the College makes appointments and replacement appointments to the structural and substantive standing committees, according to the bylaws of these Committees. The Committee will adopt bylaws that must be approved by the College Council. The Bylaws of the Committee are provided in Appendix E to this document.

8. Rules and Bylaws Committee

The Rules and Bylaws Committee functions as the parliamentary authority for the College. The Committee will evaluate and rule on questions of compliance with the system of any action in the College of Medicine brought by any member of the COM community. The Committee will adopt bylaws that must be approved by the College Council. In the event that matters arise that are appropriate for this committee, it will be constituted in accordance with the bylaws of the committees. The Bylaws of the Committee are provided in Appendix J to this document.

## 9. Staff Advisory Committee

The Staff Advisory Committee provides a forum in which staff members within the College of Medicine can discuss, make recommendations, advocate and communicate with leadership regarding various experiences and issues affecting staff members. The committee is advisory to the Dean and serves as a liaison between staff and college leadership regarding ideas and issues that impact the workplace. The committee is comprised of 9 appointed members, each serving 2-year terms, and 2 ex-officio members. Ex-officio members do not have voting privileges. The committee meets monthly and meets with the Dean twice per year. The Staff Advisory Committee has an Executive Committee which includes a Chair, Vice Chair, and Secretary/Treasurer. The members of the executive committee are elected from the rotating members on the committee. The Chair must be a second-year member of the committee.

## 10. Education Committees

### a. Admissions Committee

Under the direction of the Associate Dean for Admissions, the Admissions Committee will establish policies and procedures that shall govern the Admissions Committee and admissions policies of the College of Medicine within University regulations. The chairperson(s) shall be recommended by the Associate Dean for Admissions and appointed by the Vice Dean for Education. Diverse faculty representation from basic science and clinical departments is expected, including practicing physicians from the community. Minimum number of members is thirty (30) with maximum to be determined based on needs. Nominees to the committee may be presented by TIU heads, members of the Admissions Committee, and other appropriate channels. Appointments are renewed annually if member is able to attend a minimum of two monthly meetings and demonstrate effectiveness/engagement on the Committee. The Committee will adopt a set of bylaws provided in Appendix B of this document that will be approved by the College Council, and substantive modifications of these bylaws will require approval by the College Council.

### b. College of Medicine Education Leadership Team (CELT)

The College of Medicine Education Leadership Team includes all of the leaders of educational programs within the education mission of the College of Medicine. This group meets twice a month to discuss and review initiatives and policies pertaining to the education mission. CELT is responsible for assuring that the education mission strategic initiatives are carried forth and implemented in a timely and effective manner. In addition the Academic Program Advisory Committee representatives assure that University initiatives are shared among the education leaders in the College of Medicine. The Chair for CELT is the Vice Dean for Education.

### c. Executive Curriculum Committee

In keeping with Faculty Rule [3335-5-14](#), "The college faculty shall have the following general powers: To adopt, alter or abolish courses and curricula subject to the approval of the Council on Academic Affairs and the president and the Board of Trustees." The responsibility for the design, implementation, evaluation and oversight of the curriculum leading to the M.D. degree is vested in the faculty as represented by the College of Medicine's Executive Curriculum Committee (ECC), which shall be a standing committee of the College of Medicine. In conjunction with the Dean for the College of Medicine or their decanal delegate, the ECC must ensure that the curriculum is coherent and coordinated and that oversight of each segment of the curriculum is sufficient to ensure that the medical school is in compliance with the accreditation standards of the Liaison Committee for Medical Education (LCME). The Bylaws of the Committee are provided in Appendix F to this document.

The ECC is empowered by decanal mandate to work in the best interest of the institution, without regard for political or parochial influence. In the event of the need for major curricular change, the ECC will present the recommended revisions to the College Council and Faculty Council for analysis and recommendations. The College Council or Faculty Council, based on comprehensive faculty input, may sanction the changes or request reevaluation of the recommendations.

d. Graduate Studies Committee

Each program or department that is responsible for graduate education is required to have a graduate studies committee that provides oversight to the PhD or Master's program. This oversight includes including admissions, curricular review, approval of committees, and evaluation of student progress and implementation of disciplinary procedures. The committee is also responsible for developing and implementing policies and procedures of the PhD and Master's program and appropriately conveying them to the P & M faculty.

## **IX College Policies**

### **A. Supplemental Compensation**

Information on faculty supplemental compensation is presented in the OAA [Policy on Faculty Compensation](#). The information provided below supplements this policy. There is a separate [FGP supplemental pay policy](#) relating to clinical activity for faculty in the Faculty Group Practice.

Supplemental compensation is for temporary work clearly beyond the faculty member's normal assignments, in an amount appropriate to the allocation of time necessary to complete the extra assignment. The extra assignment should be nonrecurring and clearly limited in time and scope.

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 TIU head 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 TIU or college

reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

The College 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 or school director regardless of the source of compensation. Approval will be contingent on the extent to which a faculty member is carrying out regular duties including meeting fiscal and other obligations to the department, 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 supplementally compensated activities and external consulting combined.

#### **B. Outside Activities (including paid external consulting)**

Information on paid external consulting is presented in the university's [Policy on Faculty Paid External Consulting](#). The information provided below supplements this policy.

The college encourages individual participation in outside activities, such as collaborations with government, industry, and other private institutions, because such participation helps advance the college's mission through mutually beneficial partnerships and contributes to social and economic development and increased knowledge. Faculty are required to devote their primary professional allegiance to the university and conduct their university responsibilities with integrity, demonstrating both honesty and transparency. Similarly, all healthcare professionals have an ethical obligation to provide safe, effective, patient-centered, timely, efficient, and high-quality care for their patients.

Faculty members, including faculty with administrative assignments and appointments, are therefore permitted to engage in outside activities to the extent they are clearly related to the mission of the university, they are arranged so as not to conflict or interfere with this commitment to the university or the best interest of the patient, and do not create a conflict of interest as defined in the [Financial Conflict of Interest Policy](#) or a conflict of commitment as defined in the [Conflict of Commitment Policy](#). Individuals conducting research also must avoid financial conflicts of interest in research. Faculty remain accountable for and have the primary commitment of meeting all formal and informal duties and obligations associated with research, service, instruction, scholarship, and/or clinical practice, and should not in their behaviors suggest that their commitment is to their outside engagements.

Engagement of faculty in outside activities are at the discretion of the Department Chair or Institute Director and the Dean of the College of Medicine and contingent on ability to complete all normal assigned academic and clinical roles. Allowable outside activities include, but are not limited to, consulting with pharmaceutical or device companies and medical legal work. Medical legal work includes expert witness and independent medical evaluations conducted in which a doctor/patient relationship does not exist. This includes evaluations for disability and civil or criminal legal issues (e.g., patient evaluation, reviewing records, discovery or trial deposition or trial testimony).

The college does not approve outside activities involving the use of confidential or proprietary information, which may include, but is not limited to, technologies, technical information, business information, know-how, ideas, data, materials, processes, procedures, methods,

compositions, formulas, protocols, devices, designs, strategies, discoveries, inventions, trade secrets, and other intellectual property.

The college *does not approve* outside activities with 'Expert Networks'. These types of organizations (e.g., Guidepoint, Gerson Lehrman Group, ProSapient, Techspert, etc.) have been previously associated with insider trading resulting in legal consequences, and the college has determined that the risk outweighs the benefit.

Finally, faculty should be cautious of 'Speaker Bureaus' where remuneration offered and paid could violate anti-kickback laws. For additional details see [OSUWMC Vendor Interaction Policy](#)

All time and compensation must be reported through appropriate university processes described above. Faculty at 1.0 FTE may not spend more than 416 hours of their on-duty time per fiscal year. Consulting during off-duty periods is not subject to time limitations. Total compensation earned through such external activities may not exceed 75% of total annual compensation, to ensure that individual faculty's principal focus does not appear to shift away from their university responsibilities. Requests in excess of this require written justification from the TIU head and approval from the Dean. In addition, a faculty member's outside activity effort, combined with funded effort commitments, may not exceed 100% of their effort. Faculty who will exceed the maximum hours may choose to reduce their FTE or discontinue outside activities.

For faculty members with administrative assignments and appointments (e.g. Division Directors, TIU heads, Chairs, School Directors, Assistant/Associate/Vice Deans), all paid outside activities and paid professional services **are subject to approval** and reporting requirements. Such faculty are prohibited from engaging in outside activities when the outside activities overlap with the faculty member's administrative responsibilities to OSU.

For faculty without administrative duties, the following activities **are not** subject to this policy's approval:

1. **Professional service activities** that exist apart from a faculty member's institutional responsibilities and that do not entail compensation beyond reimbursement for expenses and/or a nominal compensation for services. These activities include but are not limited to service to governmental and non-governmental agencies such as peer review panels and advisory bodies to other universities and professional organizations; presentations to either professional or public audiences in such forums as professional societies and organizations, libraries, and other universities; and peer review activities undertaken for either for-profit or nonprofit publishers, including grant reviews.
2. **Health care activities** that are explicitly covered by approved practice plans.

### Requirements/Restrictions

1. The procedure for requesting approval is outlined in the [Guidance on Faculty External Consulting](#) document on OneSource.
2. Outside activities must be approved by the Department Chair/School or Institute Director and Dean's office using the online faculty external consulting form prior to faculty member undertaking the outside activity.
3. A signed [OSU IP addendum](#) signed by both parties must be included for *all* external consulting agreements.

4. Faculty must use vacation leave (or unpaid leave) for any outside activities that occur during normal business hours, whether the outside activity is paid or unpaid.
  - a. Facilities and services of the university may not be used in connection with compensated outside activity.
  - b. University staff (e.g., assistants or administrators) may not be used to negotiate with companies, submit faculty requests, or book travel related to the outside activity, as these agreements are between the company and the faculty member.
  - c. Faculty members may not request reimbursement for expenses related to outside activities.
  - d. All outside activities and compensation must be disclosed in the [eCOI](#) within 30 days of College of Medicine approval.

### **Corrective Actions**

If a faculty member accepts payment for an outside activity without first obtaining approval or participates in activities that have been disapproved, a complaint may be filed against the faculty member under Faculty Rule [3335-5-04](#) and the faculty member may lose the privilege of future consulting at the discretion of the Dean of the College of Medicine.

### **C. Outside Practice of Medicine**

As required by the University Board of Trustees, all tenure track, clinical, or associated faculty in the College of Medicine who have a fifty percent or greater University appointment and who are providing patient care services are required, as a condition of faculty employment, to join and remain members of the Central College Practice Group (CCPG). Ohio State University Physicians, Inc (OSUP) has been designated as the CCPG by the University Board of Trustees on November 1, 2002.

Ordinarily, clinical services are provided within the facilities of the OSU Wexner Medical Center. Occasionally, a need or opportunity may arise in which a faculty member seeks to provide patient care service in a non-OSU facility. Requests to practice at a non-OSU facility (including Nationwide Children's Hospital) are considered on an individual basis. The approval process requires completion of the University Self-Insurance Program Non-OSU Location application. The request requires the approval of the Department Chair or School Director, and is then forwarded for College approval.

Tenure track, clinical, or associated faculty in the College of Medicine who have a fifty percent or greater University appointment are not permitted to be employed by other entities for the practice of medicine. The only exception to this policy is for faculty members who are contracted with the Veteran's Administration. In those cases, the percentage of the University faculty appointed is reduced proportional to the V.A. appointment. No other exceptions are permitted.

#### **D. Policy on Salary Recovery**

- Faculty are required to support their salary and/or funding expectations as outlined in their letter of offer or based on expectations outlined in their annual review.
- Per University Faculty Rules, for research faculty it is generally expected that salary recovery/support will be derived from extramural funds. While salary support for research faculty may not come from dollars provided to the departments from the college, departments may choose to provide funding from individual departmental faculty research funds, start-up funds, and/or department Chair package funds to maintain the faculty member's salary at 100%.
- Unless specifically required by a funding agency and approved by the College of Medicine (e.g. training grants), without cost (aka cost sharing) effort is not permitted.
- Faculty in 9-month appointments will be eligible for off duty pay (ODP) only if they have satisfied their fiscal obligations. ODP must be supported entirely on extramural funding.
- In addition to salary support, faculty are expected to support their research laboratory as specified in the Workload Policy.

#### **E. Expenditures**

[University Policy on Expenditures](#)

[Faculty & Staff Appreciation guidelines](#)

### **X Conflict of Commitment, Educational and Financial Conflict of Interest**

#### Conflict of Commitment

Information on conflicts of commitment is presented in the university's [Faculty Conflict of Commitment Policy](#). The information provided below supplements this policy.

Ohio State University full-time faculty members, including administrators with faculty appointments, owe their primary professional allegiance to the university, and their primary commitment of time and intellectual energies should be to the education, research, service and scholarship programs of the institution. The specific responsibilities and professional activities that constitute an appropriate and primary commitment will differ across schools and departments. To the extent that a faculty member's pattern of commitment is atypical for that department or school, it should be documented through a written agreement between the faculty member and the department chair or school director.

Even with such understandings in place, however, attempts by faculty to balance university responsibilities with non-university related external activities can result in conflicts regarding allocation of professional time and energies. Conflicts of commitment usually involve issues of time allocation. For example, whenever a faculty member's outside consulting activities (as defined in the university's Faculty Paid External Consulting Policy and above) exceed the permitted limits or whenever a full-time faculty member's primary professional obligation is not to Ohio State, a conflict of commitment exists.

Faculty should disclose and discuss external commitments with their department chairs/school director and/or Deans prior to engaging in the activity. If an activity cannot be managed by the

faculty member and their chair or Dean to avoid a conflict of commitment or the reasonable appearance of a conflict of commitment, the faculty member must refrain from participating in the activity.

#### Educational Conflict of Interest

Faculty at The Ohio State University College of Medicine accept an obligation to avoid conflicts of interest in carrying out their teaching and professional responsibilities. For purposes of this policy, an educational conflict of interest exists if:

1. Faculty member is currently or previously in a therapeutic relationship with the learner.
2. Faculty member is in a romantic or familial relationship with the learner.
3. Faculty member or admissions committee member is in a romantic or familial relationship with the applicant.
4. Faculty member is currently or previously in a therapeutic relationship with the applicant.

Having an educational conflict of interest may exert a substantial and improper influence upon a faculty member or admission committee member's professional judgment in exercising learner or applicant evaluation. Faculty members with an educational conflict of interest must not evaluate a learner's (for which there exists a conflict) performance or participate in any component of academic due process for that learner. Admissions Committee Members with an educational conflict of interest must not participate in any component of the admissions process for the year in which the applicant with whom they have the educational conflict with is involved. As soon as they become aware of a potential educational conflict the faculty member must disclose this to the Associate Dean for Medical Education/Designee, Associate Dean for Health & Rehabilitation Sciences/Designee, Associate Dean for Graduate Education/Designee, or the Associate Dean of Graduate Medical Education/Designee. Admissions Committee Members with an educational conflict of interest must disclose this to the Associate Dean for Admissions/Designee or the appropriate admissions committee chair.

#### Financial Conflict of Interest

Information on financial conflicts of interest is presented in the university [Faculty Financial Conflict of Interest Policy](#). The information provided below supplements this policy.

Faculty at The Ohio State University accept an obligation to avoid financial conflicts of interest in carrying out their professional work. For purposes of this policy, 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 who are 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 (see section above).



Finally, faculty are expected to disclose any relationship (whether paid or unpaid) with foreign institutions, companies, or collaborators.

## **XI Faculty Meetings**

The faculty meeting in the College of Medicine is the monthly meeting of the College Council. The Dean or their designee will preside over college faculty meetings. See Section XVII on College Council and the Bylaws in Appendix A.

## **XII Distribution of Faculty Duties and Responsibilities**

The University's policy with respect to faculty duties and responsibilities is set forth in the Office of Academic Affairs [Policies and Procedures Handbook](#), Volume 1, Chapter 2, Section 1.4.3. Depending on their appointment, members of the college faculty are expected to contribute to the university's mission through teaching, research, outreach/engagement, and/or service. When a faculty member's contributions decrease in an assigned area, additional activity in one or more of the other areas is expected. Fluctuations in the demands and resources of a TIU and individual circumstances of faculty members may also warrant changes. Assignments and expectations for the upcoming year are addressed as part of the annual review by the department chair or school director.

Faculty members are expected to be accountable for interaction with students, service assignments and other responsibilities. Faculty members should not be away from campus for extended periods of time unless on an approved Special Assignment or other approved leaves. Faculty members are expected to work at a University worksite during normal work hours. Flexibility for an alternate location can be provided through consultation and documentation with the department chair, school director or the Dean. Any faculty working out-of-state for more than 30 days in a year must be approved by the Dean.

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 or school director 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](#).

The Department Chair or School Director is responsible for ensuring that every faculty member has duties and responsibilities commensurate with their appointment and that departmental workload is distributed equitably among faculty. To achieve our goal of becoming a top quartile academic medical center, it is essential that all of our faculty members are provided with clear performance objectives, and that their efforts are aligned with the mission and goals of the College of Medicine. Faculty members are expected to set a high example of collegiality in the workplace with respect for personal boundaries and diversity and inclusion. Faculty members must avoid behaviors that interfere with or adversely affect a community member's ability to learn, carry out research or fulfill the individual's professional responsibilities. It is the responsibility of the department chair or school director to effectively communicate with each faculty member about performance expectations, to set high standards, to give clear feedback about performance, and to appropriately incentivize high levels of productivity. The Chair or Director, in consultation with the faculty member, should establish criteria for meeting

performance expectations and should establish explicit goals for each faculty member. At the end of the academic year the Chair or Director (or their designee) should meet with the faculty member to evaluate the faculty member's performance with respect to previously established goals. It is essential that faculty members receive clear, objective, and constructive written feedback regarding their performance. It is unhelpful to give unconditional positive evaluations for faculty members who are not meeting expectations. Face-to-face conversation with the chair or director or their designee as the basis for the written annual performance review is required. The written annual performance review, signed by both the Chair or Director (or their designee) is submitted to the College of Medicine.

Department chairs and school directors must establish a clear workload policy in the Departmental and School Patterns of Administration that articulates high standards in scholarship, teaching, and service, and that defines how the responsibilities in these mission areas are assigned to faculty members in the department or school. The standards should be periodically reviewed and increased to align with the Department or School and College's expectations. It is expected that the Chair or Director (or their designee) will meet with each faculty member to define the performance expectations for the coming academic year, and make whatever adjustments may be necessary to the faculty member's assignments. It is imperative that each faculty member have assignments that reasonably and appropriately represent 100% of their effort. Faculty members are expected to meet their clinical/service, teaching, administrative and research obligations. Situations in which a faculty member does not meet those expectations will be addressed through the relevant processes pertaining to workload reassignments, resource allocation, salary or FTE reductions as specified in the College of Medicine Policies, University Faculty Rules and the faculty member's letter of offer.

With the exception of research faculty, faculty are required to support their salary and/or funding expectations as outlined in their letter of offer or based on expectations outlined in their annual review.

Per University Faculty Rules, research faculty are generally expected to support 100% of their total annual salary on extramural funding.

Exclusive of start-up funds that may be provided to help establish a research program, faculty members are expected to generate the financial support for their laboratory staff, supplies, and other expenses.

#### **A. Faculty Teaching Load**

The University's policy with respect to faculty teaching load is set forth in the [Office of Academic Affairs Policies and Procedures Handbook, Volume 1](#), Chapter 2, Section 1.4.3.1.

## **B. Special Assignments**

Information on Special Assignments (SAs) is presented in the [Office of Academic Affairs Special Assignment Policy](#).

Faculty may request a SA, consistent with their department's requirements for SA proposals. The department chair or school director shall make a recommendation to the Dean regarding a SA proposal. Award of the SA will be based on the quality of the proposal and its potential benefit to the TIU or university and to the faculty member as well as the ability of the TIU to accommodate the SA at the time requested.

## **C. Modification of Duties**

The College of Medicine 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 duties that will 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. A faculty member requesting the modification of duties for childbirth/adoption/fostering and the TIU head 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.

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](#).

See also Parental Leave Policy in Section XV.

## **XIII Course Offerings and Teaching Schedule**

Department chairs or school director are expected generally to manage their unit's course offerings and individual faculty teaching schedules. However, the Dean is ultimately responsible for course offerings and teaching schedules and ensuring that courses needed by students are being offered, that class availability is distributed across the day and week, and that minimum class sizes are maintained as required by Faculty Rule [3335-8-16](#).

## **XIV 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 university operates in a decentralized internal control environment with each Dean and senior fiscal officer being accountable for the budget, financial operations, fiscal stewardship, internal controls and monitoring of fiscal activities in their college. The College of Medicine, at the discretion of the Dean, allocates financial resources to units (departments, centers/institutes and administrative areas) within the college through the annual budget process. The leaders of each of those units are responsible for developing and submitting their budget that gets reviewed and approved by the college's finance office in consultation with the

Dean. The leaders of each unit are then held accountable for managing their resources within that budget during the fiscal year.

Space will be assigned according to the productivity standards established by the Wexner Medical Center, College of Medicine, Davis Heart and Lung Research Institute, and Comprehensive Cancer Center.

Each Department Chair or School Director is responsible for allocating the resources that are assigned to it in order to make the most effective use of those resources. Other than faculty time and funds, research space is a major resource. It is essential that research space and support be allocated to faculty members with actively funded research programs that meet College metrics regarding research funding. See [COM Research Space Policy](#). After the preliminary/start-up period, faculty members who have not had extramural funding to support their research may be assigned laboratory space at the discretion of the Department Chair or School Director. In the event that a previously funded faculty is without extramural funding for two years, the laboratory space previously assigned to them will, at the discretion of the Department Chair or School Director, be re-assigned. The faculty member can share space with a funded faculty, with the consent of that faculty, until the faculty member is able to re-establish their funding at a sufficient level to meet space assignment metrics.

## **XV Leaves and Absences**

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](#). 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).

### **A Discretionary Absence**

Faculty are expected to complete a travel request or a [request for absence](#) well in advance of a planned absence (e.g., vacation, attending a professional meeting or engaging in consulting) to provide time for its consideration and approval and time to assure that the faculty member's commitments are covered. Discretionary absence from duty is not a right, and the college retains the authority to disapprove a proposed absence when departmental activities and priorities are negatively impacted by the leave. Rules of the University Faculty require that the University Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (see Faculty Rule [3335-5-08](#)) and must be requested in Workday prior to the leave.

### **B. Absence for Medical Reasons (Sick Leave)**

For more specific details see [OHR Policy 6.27](#). When absences for medical reasons are anticipated, faculty members are expected to complete a [request for absence](#) as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the department chair or school director 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).

### **C. Family Medical Leave**

Faculty may be eligible for leave under the [Family Medical Leave Policy](#) and/or the university's paid parental leave guidelines as described in its [Policy on Paid Time Off](#). The faculty member requesting the leave and the department chair or school director 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 and consistent with the OSUP/FGP compensation plan as applicable. Expectations must be spelled out in an MOU that is approved by the Dean.

### **D. Unpaid Leaves of Absence**

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

### **E. Faculty Professional Leave**

Tenured faculty are eligible for Faculty Professional Leave, also known as sabbatical leave, in accordance with the standards and requirements set forth in the Office of Academic Affairs' policy on [Faculty Professional Leave](#). The Faculty Professional Leave program (FPL) was created to give faculty a period of uninterrupted time to invest in their professional development. Activities that entail little or no investment in new skills and knowledge are not appropriate for the program. In addition, faculty should restrict other employment activity during a leave, including employment approved under the paid external consulting policy, to that which clearly enhances the purposes of the leave. FPL proposals generally emphasize enhancement of research skills and knowledge. However, faculty members may use an FPL for substantial investment in pedagogical or administrative skills and knowledge when these are judged to be mutually beneficial to the faculty member and their academic unit.

It is recommended that the faculty member submit proposals to their department chair or school director at least three months in advance of the proposed leave. The department chair or school director will review the proposal consistent with the Department's guidelines for Faculty Professional Leave, as described in the Department's pattern of administration. If approved, the department chair or school director will submit the proposal to the Dean or their delegate for approval, who will then submit the document for OAA approval, with leave applications finally recommended to the Board of Trustees for final approval.

### **F. 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 [Policy 6.27](#), and the [Family and Medical Leave Policy 6.05](#).

### **G. University Business Travel**

First and foremost, all faculty members, including administrators, have a primary obligation to exercise the responsibilities of their position. While being away from the University is a reasonable and necessary component of this responsibility, it cannot be at the detriment of their University obligations. Excessive outside commitments fundamentally undermine a person's ability to do their job. In any given situation numerous college and university policies may apply, and it is the faculty members' responsibilities to adhere to all such policies.

Faculty members frequently have the opportunity to participate in activities outside of the University (e.g. attending academic conferences, lecturing at other Universities, etc.) which are important for the development of their academic careers, and which enhances the national reputation of the College and University. The importance of undertaking these activities must be balanced with each faculty member's commitments and responsibilities to the Department and College. The amount of approved business travel must be appropriate and consistent with the University policies on [Financial Conflict of Interest](#) and [Conflict of Commitment](#).

## **XVI Grievance Procedures**

Faculty or staff members who have a grievance with the college and its individual units should first discuss the matter with their department chair or school director, who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. This section deals with grievances that have proceeded from the TIU level to the college level. If the grievance involves the department chair or school director or the department chair or school director is not the appropriate contact for some other reason, the faculty or staff member should bring the matter to the attention of the Dean or a Vice/Associate Dean.

### **A. Salary Grievances**

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

In cases that cannot be resolved at the TIU level, a faculty member may file a salary grievance with the Dean. The Salary Appeals Committee handles salary appeals according to procedures outlined in the OAA [Policies and Procedures Handbook](#).

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

### **B. Faculty Misconduct**

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

### **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. 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](#).

#### **F. Complaints by and about Students**

##### Student Conduct

Each program should have a formal process for student complaints and appeals that is made available to students and faculty within the program. Normally student academic 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 Program Director/Chair/Division Director, they will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the Program Director/Chair/Division Director will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty.

Faculty complaints regarding students must always be handled strictly in accordance with University Faculty Rules and policies. Faculty should seek the advice and assistance of the Program Director/Chair/Division Director 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 appropriate Associate Dean (student life, graduate studies, graduate medical education or school of health & rehabilitation sciences), who will involve the Committee on Academic Misconduct, if appropriate, or will otherwise follow the Program's (Undergraduate, Graduate, Professional Graduate Medical) 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.

#### Academic Due Process

Academic due process involves the process by which individual student performance issues are considered for action by the faculty. This process encompasses issues related to deficiencies in knowledge skills attitudes and/or behaviors of the learner. Each academic program within the College of Medicine shall develop a program specific mechanism for ensuring academic due process of learners. Learners should refer to the program student handbook regarding the program specific process.

#### Challenge Related to a Grade

A student may challenge a grade only for procedural reasons. If a student believes that a procedural error in grading was made, the student should follow the specific program guidelines for grade appeals in the respective program specific student handbook that are in alignment with Faculty Rule [3335-8-23](#) in making an appeal. In general, the student should first meet with the instructor of the course and if the instructor does not agree that a procedural error was made, the student must meet with the Program/Division director to discuss the grade grievance. If the issue is not resolved to the satisfaction of the student, the student may request in writing a grade appeal to the Chair/School Director. If the student is not satisfied with the response from the Chair/School Director, the student may seek further review through the Vice Dean of Education.



## **XVII. APPENDICES (A-J)**

---

### **A. BYLAWS OF THE COLLEGE COUNCIL**

---

#### **I. RESPONSIBILITIES**

- A. Act on academic policy matters
  - 1. Such action will normally be related to proposals forwarded in writing from standing committees and placed on the agenda through consultation with the Agenda Committee.

#### **II. COMPOSITION**

- A. Voting members
  - 1. The voting members of the College Council shall consist of the chairs and directors, or their designee, of the Tenure Initiating Units in the College, directors of formally approved College or University academic centers or institutes, and ten faculty members selected by the Faculty Council as set forth in Faculty Council bylaws. Others (e.g. Dean's staff, etc.) may be invited to attend but will be ineligible to vote.

#### **III. ORGANIZATION**

- A. Meetings
  - 1. Meetings of the College Council will be presided over by the Dean of the College of Medicine, or their designee, who will be a non-voting member.
  - 2. Regular meetings of the College Council will be determined by the College Council.
  - 3. Special meetings may be called by the Dean or their designee.
- B. Agenda: The Dean will set the agenda for College Council in consultation with the Agenda Committee.

Amended: College Council, 3/18/2020

Amended: College Council, 2/16/2022

## **B. BYLAWS FOR THE ADMISSIONS COMMITTEE**

---

### **I. RESPONSIBILITIES**

It is the responsibility of the Admissions Committee to select a class of diverse students who demonstrate the intelligence, integrity, personal and emotional characteristics necessary for them to become effective physicians. To do so, they are charged to establish and implement the criteria and procedures that shall govern the selection of students for entry into the MD degree program of the College of Medicine, within university regulations.

With the assistance of the Associate Dean for Admissions, the Admissions Committee:

- A. Develops and implements a holistic, confidential selection process that is shielded from political or financial influence. The elements of this process include: the use and content of primary and secondary applications, the screening of applications for interviews using an established rubric, the interview of the candidate with rating rubrics, the deliberation process, the offers of acceptance, and the selection of scholarship offers to accepted students.
- B. Develops and educates committee members on effective and legal interview and deliberation techniques. Using these techniques and the established criteria, the Admissions Committee will consider each candidate and recommend them for 1) acceptance, 2) deferral, 3) rejection, or 4) alternate training pathways
- C. Charges a faculty subcommittee of the full committee to manage the holistic confidential review process for the following categories of applicants:
  - Students who have completed the interview process and have a decision score generated by committee members during deliberation and under consideration for admission
  - Students who are deferred for admission
  - Students who are rejected for admission
  - Students applying for admission to the Primary Care Track program
  - Students applying for the combined MD/PhD program
  - Students who are referred for consideration of entry into the post-baccalaureate program
- D. Maintains individual records of candidates with documentation of the reason(s) for or against admissions.
- E. Annually reviews class admission statistics and prepares a report on admission process and outcomes for the Vice Dean for education, the College Council, and the Dean of the College of Medicine.

### **II. COMPOSITION**

Diverse faculty representation from basic science and clinical departments is expected, including practicing physicians from the community. Minimum number of faculty members is thirty (30). Medical students, residents, and fellows associated with the College of Medicine are non-voting members of the admissions committee.

Faculty members, may be nominated to the committee by Department Chairs, members of the Admissions Committee, self-nominated or peer nominated. At least 8 members are voted in by the faculty of the College of Medicine. Appointments may be renewed annually if the member is able to attend a minimum of two monthly meetings,

is compliant with all policies, and demonstrates effectiveness/engagement on the committee. Students, residents and fellows may self-nominate to the committee.

### III. ORGANIZATION

The chairpersons shall be recommended by the Associate Dean for Admissions to the Vice Dean for Education who approves the appointment. A chairperson is expected to attend and chair Admissions Committee deliberation sessions and facilitate admissions processes.

The Associate Dean for Admissions (and/or Director of Admissions) shall be the secretary of the committee and staff liaison. The Associate Dean shall be a voting member of the committee, as long as this individual holds a faculty appointment.

The Associate Dean for Admissions, in conjunction with the chairpersons, may appoint as appropriate subcommittees to manage specific functions of the committee.

The Associate Dean for Admissions, in conjunction with the chairpersons, may call additional meetings as required with not less than one week's written notice.

A designated number of rotating members of the admissions committee meet twice per week during the normal recruitment and admissions period (September through April) for deliberation of interviewed candidates. The number of rotating members is contingent upon the number of students interviewed with at least one rotating member for each interviewed candidate. The members also meet to allocate scholarships, and make offers from the deferred list.

The final authority regarding admission rests with the faculty members of the admissions committee as empowered by the collective work of screeners, interviewers and deliberators. The full admissions committee should be overseeing all admissions decisions. A quorum of the admissions committee shall be considered a simple majority of the voting members.

Approved: Conference Committee, 9/2/92

Amended: Council of Chairs, 11/17/93  
Faculty Council, 11/24/93  
Conference Committee, 12/2/93

Amended: Conference Committee, 8/4/99  
Council of Chairs, 8/18/99  
Faculty Council, 8/25/99  
Conference Committee 9/1/99 (voted to go with Faculty Council version)

Amended: College Council, 7/20/11

Amended: College Council, 3/18/2020  
Amended: College Council, 11/17/2021

## C. BYLAWS FOR THE COLLEGE COUNCIL AGENDA COMMITTEE

### I. RESPONSIBILITIES

The College Council Agenda Committee is responsible for maintaining surveillance of and insuring the orderly flow of business through the governance system. These responsibilities are fulfilled by the following activities:

- A. Receive all policy proposals, rules guidelines, etc., arising from within or outside the governance structure and direct them expeditiously to the appropriate council(s) and/or committee(s) for consideration.
  - 1. Consult with the Rules and Bylaws Committee to determine compatibility of proposals rules, guidelines, etc. with the constitution and bylaws of the governance structure.
  - 2. Establish the agenda for the meetings of the College Council in consultation with the Dean.

### II. COMPOSITION

- A. A minimum of eleven (11) voting members, who shall include a minimum of four TIU heads, one center/institute director, two representatives of the Faculty Council who serve on the College council, and four faculty members who have volunteered or been recommended by their TIU head. The TIU heads shall include at least one TIU head of a clinical department and one TIU head of a basic science department. The four faculty members are voted in by the faculty of the College of Medicine. The faculty representatives shall include at least one faculty from a clinical department and at least one faculty from a basic science department. In the event all vacant positions are not filled, new members shall be appointed by the Elections and Appointments Committee. All other members shall be appointed by the Elections and Appointments Committee. The members of the Faculty Council who serve on the Committee will have the responsibility of communicating the activities of the committee to the Faculty Council. The committee is chaired by the Vice Dean for Faculty Affairs.
- B. Terms of appointment shall be three (3) years.
- C. Membership from the College Council will be elected by the members of the Council according to their own operating procedures. No member shall serve more than three (3) consecutive years on the Agenda Committee.
- D. By invitation of the committee, other persons may attend meetings of the Agenda Committee in an ex officio nonvoting capacity.

### III. ORGANIZATION

- A. The meeting will be chaired by the Dean or delegate.
- B. The Agenda Committee will meet at least monthly and/or at the call of the Dean.
- C. A quorum for the purpose of conducting business by the Agenda Committee shall be three (3) TIU heads and three (3) faculty members.
- D. Issues must be decided by a majority vote of the Agenda Committee members in attendance.

Approved: Conference Committee, 5/6/92

Amended: Conference Committee, 1/6/93

Amended: Council of Chairs, 11/17/93  
Faculty Council, 11/24/93  
Conference Committee, 12/2/93

Amended: College Council, 10/17/2018

Amended: College Council, 3/18/2020

Amended: College Council, 2/16/2022

## D. BYLAWS FOR THE APPOINTMENTS, PROMOTION AND TENURE (A, P&T) COMMITTEE

### I. RESPONSIBILITIES

- A. To review in a timely manner all nominations for promotion, and tenure in the College and make appropriate recommendations to the Dean. As a minimum, the review will consider:
1. Adherence to University, College, and Department guidelines. [Note specifically Rule [3335-3-35](#), Department Patterns of Administration, regarding faculty input in department A, P&T decisions].
  2. The need for confidentiality, but not at the expense of the right of candidate to be kept informed of the progress of their nomination through College and University bureaucracy.

### II. COMPOSITION

- A. There shall be thirty (30) members on the College of Medicine A, P&T Committee. This number may be increased as needed based on the number of dossiers received.
1. Faculty members, may be nominated by Department Chairs, self-nominated or peer nominated. New faculty members are voted in by the faculty of the College of Medicine. In the event all vacant positions are not filled, new members shall be appointed by the Elections and Appointments Committee.
  2. All members shall be appointed by the Dean following the college vote and/or recommendation by the Elections and Appointments Committee. All members shall serve three (3) year staggered terms. Appointments shall be made during the spring and be effective July 1. Appointments shall give as wide a recognition as possible to the various units of the College. Replacements for members unable to complete their full terms will be made in the same fashion to complete the remaining term.
  3. All members shall hold a faculty appointment at the professor rank.
  4. The committee will consist of eighteen (18) members of the clinical faculty and twelve (12) members of the tenure track faculty. This number may be increased as needed. At no time will clinical faculty be eligible to vote when reviews of tenure track faculty are being considered. Tenure track and research faculty candidates will be reviewed by the tenure track members of the Committee, and clinical faculty candidates will be reviewed by the clinical faculty members of the Committee. The tenure track faculty have the ability to vote on all promotion candidates. As approved by the College Council (October 2015), further subcommittees may be used to facilitate the work of the Committee.
  5. Department chairs and school directors shall not be members of the A, P&T Committee.
  6. There shall be no student representation on the A, P&T Committee.

### III. ORGANIZATION

- A. The chairperson shall be elected by members of the committee to serve for a one (1) year term and is eligible for one (1) reelection.

- B. Meetings shall be called as required, with not less than one (1) week's written notice, including full details on any personnel or policy actions to be taken.
- C. The College of Medicine Office of Academic Affairs shall supply the A, P&T Committee with all necessary data, forms, application deadlines and logistical support needed to fulfill their responsibilities. The College of Medicine Office of Academic Affairs shall be responsible for keeping candidates informed on their progress through the entire A, P&T process.
- D. A quorum shall consist of a simple majority of committee members.
- E. Unless otherwise specified in these bylaws, the A, P&T Committee shall determine its own internal procedures subject only to veto by the councils. All procedures adopted shall be reported to the faculty.

Approved: Conference Committee, 9/2/92

Amended: Council of Chairs, 11/18/92  
 Faculty Council, 11/25/92  
 Conference Committee, 12/2/92

Amended: Council of Chairs, 11/17/93  
 Faculty Council, 11/24/93  
 Conference Committee, 12/2/93

Amended: Council of Chairs, 6/15/94  
 Faculty Council, 6/22/94  
 Conference Committee, 7/6/94

Amended: Council of Chairs, 10/19/94  
 Faculty Council, 11/23/94  
 Conference Committee, 12/7/94

Amended: College Assembly, 1/19/11

Amended: College Assembly, 8/21/13  
 Amended: College Assembly, 10/21/2015

Amended: College Council, 10/17/2018

Amended: College Council, 3/18/2020

Amended: College Council, 2/16/2022

## **E. BYLAWS FOR THE ELECTIONS AND APPOINTMENTS COMMITTEE**

### **I. RESPONSIBILITIES**

- A. Make appointments and replacement appointments to the substantive and standing committee, according to the bylaws of these committees.
  - 1. In making appointments, E&A will follow the bylaws of each standing committee in terms of composition and process.
  - 2. Report all committee appointments to the College Council.
- B. Report any problems encountered and recommendations for changes to the Rules and Bylaws committee.

### **II. COMPOSITION**

- A. There shall be eight (8) voting members on the Elections & Appointments Committee as follows: four (4) TIU heads, four (4) faculty members.
- B. The three (3) faculty members may be nominated by Department Chairs, self-nominated or peer nominated and shall be voted in by the faculty of the College of Medicine. One (1) faculty member of the committee will be a member of the Faculty Council, will be nominated by Faculty Council and will have the responsibility of communicating the activities of the committee to the Faculty Council.
  - 1. Term of office shall normally be three (3) years.
  - 2. Terms shall be staggered such that approximately one-third (1/3) of appointees are replaced or reappointed each year.
  - 3. Appointments shall be made effective July 1 of each year.
  - 4. Replacement appointments will be made by the committee from nominees from the previous year within one (1) month after committee certification that vacancies exist.
- C. The four (4) TIU heads shall be appointed by the Dean or their designee.
  - 1. Term of office shall be three (3) years except that term shall cease when an appointment as department chair or school director ends.
  - 2. Term shall be staggered such that approximately one-third (1/3) of the membership is replaced or reappointed each year.
  - 3. Appointments shall be made effective July 1 of each year.

### **III. ORGANIZATION**

- A. The chairperson shall be elected by members of the committee to serve for a one (1) year term and is eligible for one (1) reelection.
- B. Meetings shall be called as required with not less than one (1) week's written notice, including full details on any personnel or policy actions to be taken.
- C. The College of Medicine Office of Faculty Affairs shall supply the E&A Committee with all necessary data, forms, application deadlines and logistical support needed to fulfill their responsibilities.
- D. A quorum shall consist of a simple majority of committee members.
- E. The E&A Committee may adopt any additional internal procedures necessary for the efficient conduct of business. Such procedures shall be outlined specifically to the two (2) councils and in turn to the faculty.



Amended: Council of Chairs, 7/21/93  
Faculty Council, 7/28/93  
Conference Committee, 8/4/93

Amended: Council of Chairs, 11/17/93  
Faculty Council, 11/24/93  
Conference Committee, 12/2/93

Amended: College Council, 3/18/2020

Amended: College Council, 2/16/2022

## **F. BYLAWS FOR THE EXECUTIVE CURRICULUM COMMITTEE**

### **I. RESPONSIBILITIES**

The ultimate responsibility for design, control and conduct of the curriculum lies with the Executive Curriculum Committee. However, decisions of the committee should be made in consultation with the Dean of the OSU College of Medicine (or designee), in recognition of the fact that the Dean is responsible for providing the resources necessary for the execution of the decisions of the Committee.

A. The Executive Curriculum Committee (ECC) provides integrated institutional oversight for the overall design, management, and evaluation of a coherent and coordinated curriculum. The ECC shall be a standing committee of the College of Medicine. It shall exhibit participation by faculty, students, and administration. The ECC, at the request of the Dean and in conjunction with the college governance system, has the responsibility to ensure that the curriculum meets LCME accreditation standards at all times.

B. The Executive Curriculum Committee shall:

1. Define the college's institutional objectives for curricular content and ensure that the curriculum provides a general professional education
2. Oversee the system for the evaluation of student achievement of knowledge, skills, behaviors, and attitudes throughout medical school which includes formative and summative evaluation of student achievement in each course and clerkship
3. Review and revise the academic programs to achieve a logical sequencing of the various segments of the curriculum, content that is coordinated and integrated within and across the academic periods of study (horizontal and vertical integration), and methods of pedagogy and student evaluation that are appropriate for the achievement of the college's institutional objectives.
4. Approve or modify substantive changes recommended by academic program committees concerning the curriculum or evaluation of students.
5. Evaluate program effectiveness by outcomes analysis, monitor content and workload in each discipline, identify omissions and unwanted redundancies, and review the stated objectives of individual courses and clerkships to assure congruence with institutional educational objectives
6. Develop and monitor standards that address the depth and breadth of knowledge required for a general professional education, currency and relevance of content, and the extent of redundancy needed to reinforce learning of complex topics.
7. Monitor the amount of classroom time and examination frequency as well as the hours that medical students work during the clinical years and the educational value of their clinical activities.
8. Maintain minutes that document that the above activities take place and document findings and recommendations, and provide reports as needed to the Faculty Council, College Council, and the Dean.

C. Day-to-day management of academic programs is delegated to the academic

program directors under the supervision of the Associate Dean for Medical Education.

- D. The ECC may appoint sub-committees, ad hoc committees or task forces to examine curricular issues in detail.
- E. The Executive Curriculum Committee meets on a regular basis (monthly).

## II. COMPOSITION

- A. Voting members shall be appointed by the Vice Dean for Education using the following guidelines:
  - 1. Academic Program Directors as determined by the Executive Curriculum Committee (See Addendum I for a list of the academic programs).
  - 2. At least five (5) faculty members, including the committee chair and two (2) members appointed by the Dean/designee, and at least two (2) members voted in by the faculty of the College of Medicine.
  - 3. One (1) basic science chair.
  - 4. One (1) clinical science chair.
  - 5. One (1) residency program director
  - 6. Associate Dean, Medical Education.
  - 7. Chair, Academic Review Board.
  - 8. Assistant/Associate Deans involved in medical student education.
  - 9. Assistant Deans, affiliated programs.
  - 10. Two (2) representatives of the student body.

Membership shall not be less than 15, and will not exceed 25 voting members. Voting faculty members are appointed for one-year terms. Student representatives are appointed for one-year terms. Students are voting members.

- B. The quorum shall consist of those members who are present at a regularly scheduled meeting or 50% of the total membership for a specially convened meeting.
- C. The chair of the Executive Curriculum Committee is appointed by the Dean/designee for a period of five (5) years. The chair and vice chair together shall set the agenda for the ECC. The chair shall run the meetings and communicate decisions and minutes as appropriate.
- D. The vice-chair shall be selected annually by the chair from among the Assistant or Associate Deans on the committee. The vice chair shall run meetings in the absence of the chair. The Associate Dean for Medical Education shall be responsible for implementing decisions of the ECC.

## III. ORGANIZATION

- A. The ECC will designate academic program committees to run the operation of the curriculum. Members of these committees will be appointed by the Vice Dean for Education and include members voted in by the College of Medicine faculty. From time to time these committees may change. Descriptions of these committees are included as Addendum 1.
- B. ECC MICRO (Management, Innovation, Compliance, Revision, Optimization) is a subcommittee charged to review LSI programs, policies, and curriculum, and

make recommendations to the ECC for consideration and final action. All proposed program, policy, assessment, and course changes are to be vetted by this committee with consideration of the appropriateness of the proposed action in the context of the overall curriculum, service to students, and COM/university/ECC missions.

C. The following academic standing committees and subcommittees are appointed annually directly by the ECC or the Dean/designee and except for the Academic Review Board include members voted in by the College of Medicine faculty:

1. Academic Review Process Committee  
This committee oversees the Academic Review process serving in a quality assurance capacity. This committee will monitor the academic review process and report in a yearly fashion to the ECC.
2. The Academic Advancement Committee  
This committee is responsible for determining an individual student's academic status.
3. Academic Behavioral Review Subcommittee  
This sub-committee of the Academic Review Process Committee oversees the evaluation of all students. This committee will meet with any student who has been recommended for a change in a substantial portion of the curriculum; recommendation for a repetition of a substantial portion of the curriculum; recommendation of dismissal excluding those that have been heard through the USMLE Review sub-committee, the Honor & Professionalism Council or the Violations Committee; recommendations for action because of any combination of lapses in academic or professional behavior that is not heard through the Honor & Professionalism Council or the Violations Committee.
4. USMLE Review Subcommittee  
This sub-committee of the Academic Review Process Committee meets with students who have failed attempts at Step 1 or Step 2CK. In addition, this committee meets with students who have not met the established deadline for taking Step 1 or Step 2CK.
5. Academic Review Board (Appointed by the Dean/designee)  
This committee is advisory to the Dean and oversees all student dismissals and reinstatements.

D. The chairperson of each academic program committee shall be appointed by the Vice Dean for Education and shall serve as the director of the academic program.

E. Suggested guidelines for general functions of the academic program committees include:

1. Each academic program committee should meet on a regular basis with minutes sent to the chair and vice-chair of the Executive Curriculum Committee.
2. Each academic program committee prepares an end-of-year report on its program, including the general performance of students, which is presented to and acted upon by the Executive Curriculum Committee.
3. Significant new policies and changes in the academic program will be shared with the appropriate faculty.

#### IV. CURRICULUM AND POLICY CHANGES

Occasionally, substantive changes in the degree requirements may be necessary, either at the recommendation of accrediting bodies or as initiated by the faculty. The ECC will bring recommendations for major curricular change to the Dean and the College Council for comprehensive input from the Dean and the faculty.

Approved: Council of Chairs, 5/19/93  
Faculty Council, 6/23/93  
Amended and Approved: Conference Committee, 7/7/93

Amended: Council of Chairs, 11/17/93  
Faculty Council, 11/24/93  
Conference, 12/2/93

Amended: Council of Chairs, 6/21/00  
Faculty Council, 9/27/00  
Conference, 10/4/00

ECC Updated Appendix, 4/26/05

Revision Approved: Executive Curriculum Committee, 12/5/06

Revision Approved: Faculty Council, 5/30/07

Revision Approved: Executive Curriculum Committee, 12/16/08

Amended and Revision Approved: Executive Curriculum Committee. 6/26/2012

Addendum amended and approved College Assembly 8/15/2012

Amended and Revision Approved: Executive Curriculum Committee 4/22/2014

Amended and Revision Approved: College Council. 6/19/2019

Amended and Revision Approved: College Council. 10/20/2021

Amended and Revision Approved: College Council. 11/17/2021

### **Addendum 1 Academic Program Committees of the ECC**

#### **Clinical Foundations (Part 1) Academic Program Committee (MEDCOL 7762 & 7763)**

The Academic Program Committee meets regularly to discuss the operation of Part 1 of the LSI curriculum. This committee determines passing criteria and policies which govern its operation. Areas of responsibility include: content and sequencing of the curriculum, grading criteria, faculty and student responsibilities within the program, and the integration of curricular content across curricular units. This committee is responsible for ensuring that there exists a functional relationship of Part 1 to the other academic programs and administrative units of the college. The Committee also acts on the directions of the Executive Curriculum Committee or through the Management, Innovation, Compliance, Revision, and Optimization (MICRO) Subcommittee. The committee is chaired by the Academic Program Director(s) and consists of directors and associate directors of Part 1 curricular units, two (2) members voted in by faculty of the College of Medicine, and other faculty and staff appointed by the Vice Dean of Medical Education.

### **Clinical Applications (Part 2) Academic Program Committee (MEDCOL 8764)**

The Academic Program Committee meets regularly to discuss the operation of Part 2 of the LSI curriculum. This committee determines passing criteria and policies which govern its operation. Areas of responsibility include: content and sequencing of the curriculum, grading criteria, faculty and student responsibilities within the program, and the integration of curricular content across ground school and curricular rings. This committee is responsible for ensuring that there exists a functional relationship of Part 2 to the other academic programs and administrative units of the college. The Committee also acts on the directions of the Executive Curriculum Committee or through the MICRO Subcommittee. The committee is chaired by the Academic Program Director and consists of directors and associate directors of Part 2 curricular rings, two (2) members voted in by the faculty of the College of Medicine, and other faculty and staff appointed by the Vice- Dean of Medical Education.

### **Advanced Clinical Management (Part 3) Academic Program Committee (MEDCOL 8864)**

The Academic Program Committee meets regularly to discuss the operation of Part 3 of the LSI curriculum. This committee determines passing criteria and policies which govern its operation. Areas of responsibility include: content and sequencing of the curriculum, grading criteria, faculty and student responsibilities within the program, and the integration of curricular content across curricular units. This committee is responsible for ensuring that there exists a functional relationship of Part 3 to the other academic programs and administrative units of the college. The Committee also acts on the directions of the Executive Curriculum Committee or through the MICRO Subcommittee. The committee is chaired by the Director and consists of directors and associate directors of Part 3 curricular units, two (2) members voted in by the faculty of the College of Medicine, and other faculty and staff appointed by the Vice Dean of Medical Education.

## **Addendum 2 Alternate Curricular Tracks**

### **Medical Scientist Training Program (MSTP)**

The Medical Scientist Training Program (MSTP) is a parallel curricular track offered at The Ohio State University's Columbus campus. The goal of the MSTP is to provide MD/PhD students the rigor, depth, and breadth of both scientific and medical education in a way that facilitates integrating both sets of training to prepare for careers as physician-scientists. Students in the MSTP complete a modified LSI curriculum that facilitates the integration of medical school and graduate school. Application to the program is a separate process from either the MD admissions process or the graduate school process.

### **Primary Care Track (PCT)**

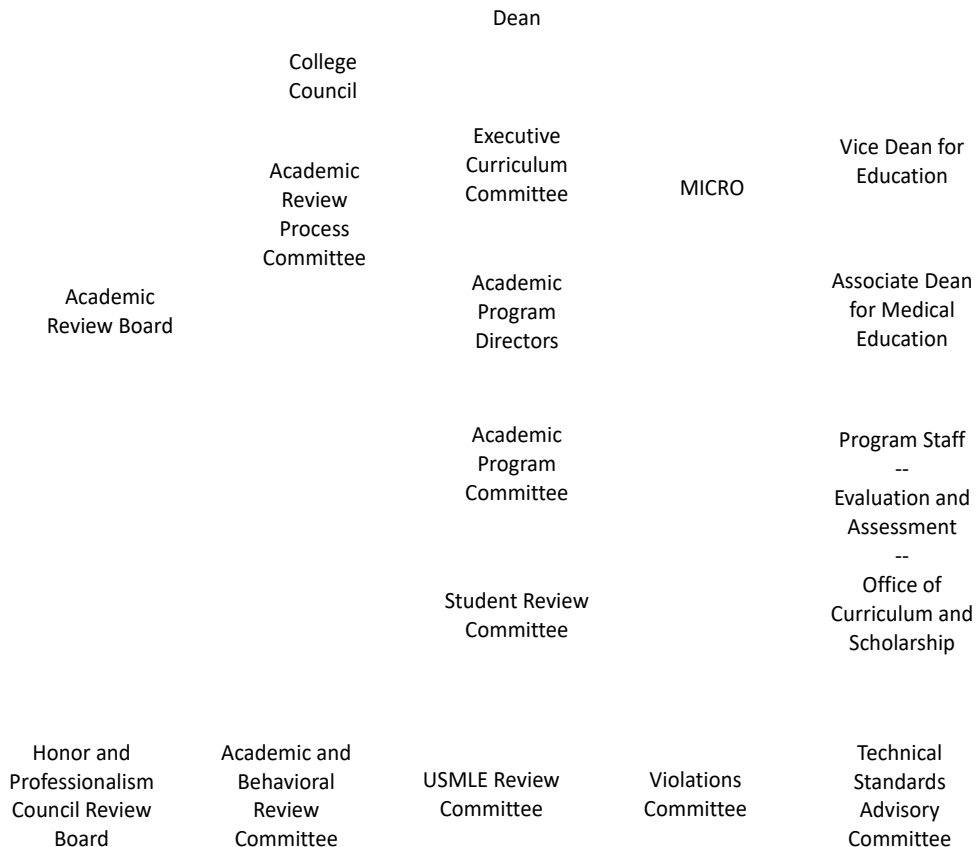
The Primary Care Track is an accelerated training pathway for students planning to enter a primary care residency program. Students in the PCT complete all the requirements of the traditional curriculum in the minimum required time of 130 weeks (three years) and matriculate into a primary care residency program.

## Addendum 3 Post Baccalaureate Program

### Medical Careers Pathway (MEDPATH) Post Baccalaureate Program

The Ohio State University College of Medicine (COM) is committed to creating an environment that facilitates the academic achievement of medical students who are underrepresented in medicine (URM) or have had a socioeconomic disadvantage. The COM believes that a diverse class promotes cultural awareness and understanding, and creates an appreciation for the importance of promoting physicians who can better serve a diverse community. The COM's diversity recruitment efforts include administering the MEDPATH program. This one-year program is aimed at developing and enriching the academic knowledge base and skills of students prior to their entrance into medical school, and increasing the number of students URM, students from economically and/or educationally disadvantaged backgrounds, and those who will serve underrepresented populations who graduate from medical school.

### Curriculum Governance



Curricular governance of the Ohio State University College of Medicine Lead.Serve.Inspire curriculum.  
 USMLE = United States Medical Licensing Exam  
 MICRO = Management, Innovation, Compliance, Revision, Optimization

## G. BYLAWS FOR THE FACULTY COUNCIL

### I. PURPOSE

The College of Medicine Pattern of Administration document recognizes that the most effective governance of the College of Medicine (College) requires an alignment of the philosophy and goals of the faculty and administration. This requires an effective means of communication between the College Council and the faculty. The Faculty Council is the body through which the communication will occur. The Faculty Council exists to collect and formulate faculty concerns for communication to the College Council and to interpret and disseminate College Council business to the faculty. It is through the Faculty Council that the faculty have a voice and voting influence on College Council business. Shared governance requires full and open access to information regarding the operation of the College, and it is through the Faculty Council that this important communication will occur.

### II. MEMBERSHIP

A. The Faculty Council members will consist of representatives from the clinical, research, or tenure track faculty of the College. To serve on the Faculty Council, the faculty must be from a Tenure Initiating Unit (TIU) and must have an appointment of 50% or more.

B. TIU chairs, Center directors, Deans, and Associate and Assistant Deans are excluded from membership on the Faculty Council.

C. Faculty Council members are to be elected by the faculty members of each TIU. The election shall be governed by the unit's Pattern of Administration.

D. The term of membership will be three years beginning July 1. One third of the membership will be newly elected each year. Replacement of members, whose terms are expiring, will be included as an agenda item at the May and June meetings of Faculty Council. Each retiring Faculty Council member is responsible for seeing that the unit represented conducts an election for replacement and for reporting the results to the Faculty Council Secretary no later than the June meeting. Members may be reelected to subsequent terms if allowed by the unit's Pattern of Administration.

E. Each TIU of fifty regular faculty or less shall elect one (1) Faculty Council member. Each TIU with more than fifty regular faculty may elect a second Faculty Council member for a maximum of two (2) members, according to the unit's Pattern of Administration. Units with two members may elect the members on different years.

F. Each TIU should provide for an alternate member in the event that the elected member cannot attend. Alternates shall be selected according to the unit's Pattern of Administration.

### III. OFFICERS

The Faculty Council Officers shall include:

**President** – responsible to set the agenda and to conduct the Faculty Council meetings.



**Vice President/President-Elect** – responsible to assure that Faculty Council business is conducted according to the bylaws, and to conduct the Faculty Council meetings in the absence of the President.

**Secretary** – responsible for maintaining the membership roster; for tracking attendance, for managing communication to the members; and for recording the minutes of the Faculty Council meetings.

The term of each office shall be two years, beginning on July 1 of odd years. The Vice President/President Elect will advance to President at the next term. Request for nominations for Vice President/President Elect and Secretary will be announced at the April meeting and nominations will be accepted at the May meeting. Election of these officers will occur at the June meeting. For each office, election will be by secret ballot. Officers may not be nominated or re-elected to the same office.

If the President should leave office, the Vice President will immediately assume the office and complete the current term. This member will retain eligibility to serve as President for the next term.

If the Vice President should leave office, a replacement will be nominated by the President, will be confirmed by a Faculty Council vote at the next meeting, and will complete the current term. This member will retain eligibility to be elected Vice President for the next term.

If the Secretary should leave office, a replacement will be nominated by the President, will be confirmed by a Faculty Council vote at the next meeting, and will complete the current term. This member will retain eligibility to be elected Secretary for the next term.

Recall: Any officer may be removed from office by a 2/3 majority vote of all Faculty Council members. The vote may be conducted electronically. In this event, the Faculty Council shall immediately nominate and elect another member to that office.

College Council (CC) Reps – Ten members will represent the Faculty Council at the College Council meetings. These reps include the President, Vice President, Secretary, three members elected from basic science units, three members elected from clinical units, and one at-large member.

The term of service is two years. If a CC rep should leave office, a replacement will be elected at the next Faculty Council meeting and will complete the term. CC Reps may be reelected to subsequent terms. The at-large and clinical unit members shall be elected on even years and the basic unit members shall be elected on odd years. Any member of the Faculty Council may serve as an alternate CC Rep. It is the responsibility of each elected CC Rep to designate an alternate to attend any meeting of the College Council that the CC Rep is unable to attend.

#### IV. MEETINGS

- A. Regular Faculty Council meetings will be held monthly, on a day and time decided by the Faculty Council. Meetings may be cancelled by the officers, with the exception that meetings must be held at least quarterly.

- B. Special meetings may be called by any Officers or any two members of the Faculty Council. Special meetings may be held in electronic format, to be defined by the officers.
- C. Meetings will be conducted by the presiding officer with guidance by the newest edition of Robert's Rules of Order.
- D. A quorum is 10 members. Votes are simple majority, except on bylaws changes as noted below. Electronic voting may be used. Electronic response of 10 members will establish a voting quorum and will be simple majority.

## V. COMMITTEES

### A. Standing Committees

- A. Bylaws committee. The bylaws committee shall consist of the current officers. The committee is responsible to review suggested bylaws amendments, to draft the language of the proposed amendments, and to present the proposed bylaws amendments to the Faculty Council according to the process in Article VI.

- B. Ad hoc committees may be appointed by the President.

## VI. AMENDMENTS TO THE BYLAWS

Amendments to the Bylaws shall be drafted and reviewed by the Bylaws committee. The proposed amendments shall be presented to the Faculty Council in two readings. The first reading may be presented by electronic distribution requiring a read-receipt. The second reading must be at a convened meeting of the Faculty Council. At the time of the second reading, a vote may be held. Bylaws changes must be approved by a 2/3 majority vote of the Faculty Council. Electronic voting may be utilized.

Approved: Faculty Council, 11/23/2010

Amended: College Council, 3/18/2020

Amended: College Council, 2/16/2022

## H. BYLAWS FOR THE GRIEVANCE AND APPEALS COMMITTEE

### I. RESPONSIBILITIES

- A. Hears, and if appropriate, investigates and makes recommendations on the grievances or appeals presented in writing from any regular or associated faculty, including the Dean, chairpersons and school directors, of the College community on any issue related to academic policy. This committee shall be primarily responsible when the above individuals feel adversely affected by a decision or process (e.g. workload assignment). Issues relating to the promotion and tenure process, sexual misconduct, research misconduct, or complaints against another faculty member are addressed by the appropriate processes as defined University Faculty Rules. In accordance with [Office of Academic Affairs Policies and Procedures Handbook](#), salary appeals will be handled by the Salary Appeals Committee.
  - 1. Appropriateness of a grievance or appeal for investigation will be decided by the committee within thirty (30) days of receipt of a grievance or appeal.
  - 2. Committee will ascertain that all reasonable means of reconciliation have been exhausted before beginning an investigation.
  - 3. Render all decisions and recommendations within ninety (90) days of the beginning of an investigation on a grievance or appeal.
  - 4. Operate in as collegial and non-adversarial a manner as possible.
- B. Monitors final resolution of an appeal in which a recommendation has been rendered and makes the resolution part of the committee record.
- C. Respects confidentiality of all parties involved in an appeal except when a committee recommendation is not resolved to the committee's satisfaction and the appellant agrees to waive confidentiality.

### II. COMPOSITION

- A. Voting memberships shall be seven (7) faculty members without College administrative duties, appointed by the Elections and Appointments (E&A) Committee. A member of the committee from the same department would not participate in any phase of discussion, consideration, or decisions involving a member of their department.
  - 1. There shall be neither students nor members of the Dean's staff present on the Grievance and Appeals Committee.
- B. This committee is populated as the need arises.

### III. ORGANIZATION

- A. Officers of the committee shall be a chair and secretary and the committee elects its own officers.
- B. The grievance and appeal process shall be initiated by a request in writing addressed to the committee chairperson.
  - 1. All grievances or appeals reaching the committee in writing must be reviewed and a decision made on appropriateness of an investigation by the committee within thirty (30) days of receipt of request.

- C. A quorum shall consist of four (4) members; the decision on appropriateness for investigation of a grievance or appeal shall be made by formal ballot.
- D. Upon committee decision to investigate a grievance or appeal, the officers shall appoint from among the committee members (including themselves) a three (3) person Hearing Panel, giving due consideration to conflict of interest.
  - 1. The officers shall designate one (1) member of the Hearing Panel, (not an officer of the committee) to serve as chair of the panel.
- E. The Hearing Panel shall conduct broad and detailed investigation of the appeal to establish reasonable findings and conclusions.
  - 1. Witnesses may be asked to give testimony as needed, with due note taken of cooperation or lack thereof.
  - 2. At least two (2) members of the panel must be present at each session of the panel.
  - 3. Panel records shall be kept with due respect for confidentiality.
- F. The panel shall report its findings and conclusions to the committee; if accepted, the report will become a committee recommendation.
  - 1. The panel initiating an investigation shall be responsible for monitoring and reporting the resolution of a committee recommendation.
- G. The committee recommendation will be submitted to the Dean for action.
- H. The committee may propose such additional operating rules as deemed desirable (in consultation with the Rules and Bylaws Committee) for subsequent ratification by the councils.
- I. Cooperation of the administration in facilitating investigation and implementing recommendations is assumed.

Approved: Council of Chairs, 9/16/92  
 Faculty Council, 9/23/92  
 Conference Committee, 12/2/92

Amended: Council of Chairs, 11/17/93  
 Faculty Council, 11/24/93  
 Conference Committee, 12/2/93

Amended: Council of Chairs, 6/15/94  
 Faculty Council, 8/24/94  
 Conference Committee 9/7/94

Amended: College Council, 3/18/2020

Amended: College Council, 2/16/2022

## I. BYLAWS FOR THE INVESTIGATION AND SANCTIONING COMMITTEE

### I. RESPONSIBILITIES

- A. Investigates and makes recommendations, consistent with University Faculty Rules [3335-5-04.1 \(D\)](#) and [3335-5-04.4 \(D\)](#), on formal complaints against tenure track, clinical, research, and associated faculty members.
- B. A complaint alleging any form of discrimination or sexual misconduct may be filed by any student or university employee [Rule [3335-5-04 \(B\)\(I\)](#)].
- C. Committee initiates any and all investigations only upon receipt of written complaint that has been referred to the committee in accordance with Faculty Rules [3335-5-04.1\(D\)](#) and [3335-5-04.4\(D\)](#). The committee shall comply with all requirements set forth in the applicable rules for these proceedings.
- D. The committee shall conclude its investigation of the complaint within forty-five (45) days of receipt of the referral to it unless an extension of time is granted. At the conclusion of the investigation, the committee shall deliver to the Dean its findings, a conclusion as to whether a violation occurred and, if the complaint is judged to have merit, a proposed sanction following the guidelines in University Faculty rule [3335-5-04.1 \(D\) \(6\)](#) and [3335-5-04.4 \(D\) \(6\)](#).

### I. COMPOSITION

- A. There shall be five (5) tenured faculty members and one (1) alternate without College administrative duties appointed for three year terms. Committee members will be appointed by the Dean or their designee. As needed additional faculty members may be appointed to constitute additional hearing panels. All such panels will maintain the composition as described above and will follow the same restrictions as described below.
  - 1. The Dean and Dean's staff members may not serve on the committee.
  - 2. TIU heads may not serve on the committee.
- B. A member of the committee from the same department as the complainant or respondent shall not participate in the investigation. In addition, a member of the committee should remove themselves from an investigation if there is any conflict of interest.

### III. ORGANIZATION

- A. Officers of the committee shall be a chair and secretary.
  - 1. The committee shall elect its own officers.
- B. All members of the committee shall be required to attend all meetings with the complainant and respondent in person or through remote electronic means (e.g. phone, video conference).
  - 1. If a member cannot attend any meeting with the complainant and respondent, that member is disqualified from participating in any further deliberations relating to that investigation. The alternate will replace the member.
  - 2. If a member of the committee is aware that they will not be able to participate in an investigation, then they should notify the chairperson of the committee. The alternate will replace the member.

- C. The decision on the merits of the complaint and, if the complaint is judged to have merit, a proposed sanction shall be made by formal ballot. A majority vote is required to determine if a complaint has merit and, if it has merit, the sanction.

Approved: Council of Chairs, 5/18/94

Amended: Council of Chairs, 6/15/94  
Faculty Council, 6/22/94  
Conference Committee, 7/6/94

Amended: College Council, 3/18/2020

Amended: College Council, 2/16/2022

## J. BYLAWS FOR THE RULES AND BYLAWS COMMITTEE

### I. RESPONSIBILITIES

- A. Functions as the parliamentary authority for the governance system. Hears and rules on questions of compliance with the system of any action in the College of Medicine brought by any member of the COM community.
- B. Reviews and comments on all proposals coming before the councils and committees with respect to compliance with the governance system.
- C. Determines if changes proposed in the governance system relate to the constitution, bylaws or to rules and ensure that appropriate procedures are followed in each case.
- D. Reports recommendations to the College Council.

### II. COMPOSITION

- A. In the event that matters arise that are appropriate for this committee, members will be appointed by the Elections and Appointments Committee. The committee will consist of six (6) voting members: three (3) faculty members and 3 TIU heads.

### III. ORGANIZATION

- A. Officers shall consist of a chair and secretary, elected from within the committee.
- B. Chair shall be empowered to make initial parliamentary decisions where rapid response is desired; such decision shall be disseminated promptly to the committee and if challenged, chair will arrange for committee vote.
  - 1. Challenge may be verbally from any member of R&B, or in writing from any members of the COM community.
- C. Maintenance of minutes and records shall be the responsibility of the secretary and be available to all members of the COM community.
- D. Four (4) members present and voting shall constitute a quorum.

Approved: Council of Chairs, 1/15/92  
Faculty Council, 6/12/91  
Conference Committee, 10/17/92

Amended: Conference Committee, 2/3/93  
Amended: Council of Chairs, 11/17/93  
Faculty Council, 11/24/93  
Conference Committee, 12/2/93

Amended: College Council, 3/18/2020

Amended: College Council, 2/16/2022