

Department of Neurology

Patterns of Administration

Revised:

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This document provides a brief overview of the Department of Neurology, and in particular, a description of its policies and procedures. It supplements the Rules of the University Faculty and other policies and procedures of the University to which the department and its faculty are subject. The latter rules, policies, and procedures, and changes in them, take precedence over statements in this departmental document.

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

Mission Statement

The mission of the Department of Neurology at The Ohio State University College of Medicine includes:

1. Providing the highest quality of neurologic patient care by an attending medical staff with the highest qualifications, expertise, and professionalism.
2. Teaching medical students and trainees of various professional disciplines the basics of neurologic diagnosis and treatment, and, at a more advanced level, providing post-M.D. residency training to produce neurologists of the highest caliber.
3. Performing research and scholarly investigation into neurologic disorders in order to identify the causes, treatments, and prevention of these disorders.
4. Service to the Central Ohio community (including other University departments), such as education that improves awareness of the medical and public health importance of neurologic diseases, etc.

Faculty

Faculty Rule 3335-5-19 <http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html> defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department includes tenure-track, clinical, and research faculty with compensated FTEs of at least 50% in the department of neurology, and associated faculty. Associated faculty, emeritus faculty, and faculty joint appointees with FTEs below 50% in this department may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

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

Departmental Organization

The Department is organized into several divisions which reflect the main programmatic areas of the department. These divisions include: Neuromuscular Disease, Cerebrovascular Disease, Cognitive Neurology, Epilepsy, Neuro-oncology, Movement Disorders, Multiple Sclerosis, and Sleep Medicine. Additional divisions may be added as new programmatic themes emerge. Within each Division, there are a range of research, teaching, and clinical activities which may include inpatient and outpatient services. Faculty members are affiliated primarily with a specific division, but may have significant activities across multiple divisions.

Division directors are appointed by the chairperson of the department for a five year term. The division directors are reviewed for reappointment during the fourth year of the term. A division director may be replaced by the chairperson at any time during the term. Faculty members are affiliated primarily with a specific division, but may have significant activities across multiple divisions.

The Department maintains an Education Office, which coordinates the activities pertaining to teaching of medical students and residents. This office is led by a committee which involves the Chairperson, the Director of Residency, and the Director of Student Education/Neurology Clerkship Director. This office is primarily involved in daily administration of these educational programs, and preparation for accreditation reviews.

Overview of Departmental Administration and Decision Making

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

Department Administration

Department Chair

The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35 <http://trustees.osu.edu/rules/university-rules/chapter-3335-3-administration.html>. This rule requires the chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-

6 <http://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html>, also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure (the Appointments, Promotion and Tenure document; see <http://oaa.osu.edu/assets/files/policies-procedures-handbook/3HBPT.pdf>).

In concordance with Faculty Rule 3335-3-35 regarding Chairs of departments, the chair of the Department of Neurology shall be the administrative head, respectively, of the department. The department chair performs a dual function. In addition to being the administrative head of the department, the chair represents the faculty of the department in dealing with the dean or others in the university administration.

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

- To have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the dean of the college a progressive program; to encourage research and educational investigations.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both University and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 <http://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html> and this department's Appointments, Promotion and Tenure document.

- To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

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

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

The number and types of Vice Chair positions are at the discretion of the Chair. These typically include a Vice Chair for Clinical Affairs and Vice Chair for Academic Affairs, but others may be appointed as deemed necessary. These positions are appointed by the chair, with an annual re-appointment cycle (i.e., they serve on a year-to-year basis). The duties of the positions are determined by the chair as dictated by departmental administrative needs.

Division Directors (who serve on a year-to-year basis) will be appointed by the chair as-needed. For divisions not having a division director either the Chair or one of the Vice Chair positions will provide additional administrative support, at the discretion of the Chair.

Committee Structure

Some departmental decisions are made through committees and approved by the chairperson. These include recommendations for initial recruitment of faculty, departmental practice plan and academic enrichment budget, medical records, quality assurance, and credentials. Some of these committees are elected by the faculty, whereas others are appointed by the chairperson. The chair is an ex officio member of all department committees and may vote as a member on all committees except the Promotion and Tenure Committee.

The major standing committees within the department of neurology are as follows.

The department Executive Committee is composed of the Chair, Vice-Chair, ,

Department Administrator, and Division Directors. It meets monthly (or more often at the discretion of the chairperson) and advises the chair about major policy and planning issues usually before these are brought to the whole faculty at the monthly faculty meetings.

The department Promotion and Tenure Committee is appointed by the Chair, with each member serving a 4 year term. Eligibility to the committee is restricted to associate professors and full professors on the tenure-track or clinical track, and the committee is chaired by a full professor. The committee is responsible to assist candidates for tenure and/or promotion in completion of the dossier, and to assist the chair in identification of potential external reviewers for these candidates. The committee summarizes dossiers presented in consideration of reviews for promotion and or tenure, but does not make a decision or a recommendation to the eligible faculty.

The departmental Finance Committee is appointed by the chair. In consultation with the department chair, it makes recommendations to the faculty about issues related to the departmental practice plan and financial circumstances. The committee functions to improve the business aspects of the clinical practice, optimize use of departmental resources, develop and approve the department's academic enrichment budget, and develop business plans for the department. All reports and plans developed by the committee are forwarded to the chair for final approval before presentation to the general faculty.

The Education Committee is appointed by the Chair, and consists of the Residency Director, Residency Co-Director, Student Education Director, and the Department Chair. The committee meets monthly, and oversees all decisions pertaining to the educational goals and needs of the program. The director of Residency Training is the chairperson of this committee.

The Secretary & Space Committee is appointed by the chair, and consists of 2-3 members. The committee is charged with advising the chair and the Executive Committee on all matters related to office and laboratory space allocation, as well as number and distribution of secretarial help.

As discussed in the prototype patterns of administration document, colleges that are tenure initiating units (colleges without departments) must have two committees that are not required at the TIU (department) level. One is a college investigations committee, per Faculty Rule 3335-5-04 <http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>, and the other is a salary appeals committee <http://oaa.osu.edu/assets/files/documents/1.3HBAppeals.pdf>. Because business for these committees is rare, these functions are assigned to the Executive Committee, with the possibility of additional faculty inclusion to address specific issues at the discretion of the Chair.

Faculty Meetings

The chairperson of the Department will schedule meetings of the faculty on a regular basis. All faculty meetings will be held on the last Friday of the month at a location announced by the chair. The chair, in consultation with the faculty, will develop the agenda for these meetings, and any faculty member can submit an agenda item. Minutes will be maintained by the department chair. Business can be brought up from the floor and suggestions made about departmental policy. The departmental chair or his /her designee presides at the meeting. The structure is informal by mutual agreement. Attendance at faculty meetings is considered mandatory, and all departmental faculty are required to attend at least nine faculty meetings per year.

The chair will consult with the faculty as a whole on all matters of policy. Whenever practical, this consultation will take place during the monthly faculty meetings. The Department of Neurology recognizes in principle the presumption favoring majority rule on all matters covered by the pattern of administration. Decisions are usually made by consensus, compromise, or chairman's decision with tacit consent of the faculty. The chair brings policy matters to these meetings for faculty consultation, and these are usually decided by a simple majority vote, as long as a quorum (two-thirds of the faculty), is present at a meeting. All faculty (50% or greater appointment on tenure track or clinical track and full-time term appointment faculty have a vote on academic matters. When majority rule is not followed on policy matters, the chair explains at a faculty meeting the reason for departing from majority wishes. Where possible this explanation will be provided before the departure occurs. The explanation will outline the decision of the majority of the faculty, the decision of the department and the reasons the decisions differ. The explanation shall be communicated to the faculty in writing, where possible, or at a faculty meeting, with an opportunity provided for faculty to comment.

Faculty Workload Policy

The Department administration uses the following guidelines to ensure that comparable and equitable duties are assigned to faculty members, and that the scope and nature of these responsibilities are consistent with the type of academic appointment (tenure eligible versus clinical). This policy recognizes that all faculty members are expected to have responsibilities in teaching, research and service, and that the distribution of these responsibilities will vary among faculty. Fluctuations in instructional demand, departmental resources and particular circumstances may necessitate modification of this policy. It is understood that completion of expected responsibilities does not constitute meritorious performance. Evaluation of meritorious performance requires demonstrable achievements which substantially exceeds the expectations for a faculty member. The nature of activities subsumed under the areas of responsibility and criteria for evaluation (teaching, research, service) are fully delineated in the Departmental Promotion and Tenure guidelines.

Teaching responsibilities include (but are not limited to) formal didactic lectures to

trainees, grand round presentations, seminars, and supervision of the clinical activities of trainees on the ward or consult services or in the resident weekly clinic. Teaching also includes curriculum planning and development, and coordination of continuing education activities. Teaching or training of medical students, residents, fellows, or non-physician professions (e.g. Allied Health Medical Professionals) are included in the teaching responsibility of faculty.

Service activities may include administrative (including committee) work for the department, college, or university, service to the faculty member's profession on a local or national level, or service to the community.

Clinical activities include all clinical patient care for faculty who are licensed to provide such care. These activities include clinical care and procedures provided in ambulatory care locations as well as inpatient settings. All faculty are expected to contribute to inpatient and resident clinic, and to share in the overnight and weekend coverage related to these services.

Research and other scholarly activity includes generation of new knowledge or creative work which may include publication of original work in peer reviewed journals, obtaining external peer-reviewed funding for research, books, or book chapters, a creation of new diagnostic therapeutic or teaching techniques, invited presentations and/or data presentations at state, national or international meetings.

Workload - Tenured or Tenure Eligible Faculty

- 1. Teaching** – This will include formal lectures, lecture preparation and clinical supervision in the context of patient care. Teaching will be approximately 10% of the average workload, but may range from 10-50% depending on the particular faculty member's specific assignments. The proportion of time dedicated to teaching will likely fluctuate throughout the year.
- 2. Scholarly Activity** – All tenured and tenure-eligible faculty are expected to have a significant commitment to scholarly activity and to make consistent efforts to obtain and maintain external support for their research program. Faculty are expected to budget adequate release time in grant applications to cover the realistic amount of time expected to be spent on the research project. Faculty are expected to be principal investigator on certain grants, and may be collaborators on the grants of other faculty. The average time allocated to scholarly activities will be approximately 70% but will vary throughout the year in regard to the other areas of faculty responsibility as well as time constraints (e.g. grant deadlines) pertaining to specific scholarly activities. The proportion of time spent in research may be influenced by obtaining release time through externally funded grants.
- 3. Service** – Tenure track faculty are expected to contribute to the service needs of the Department, the College, and the Medical Center. Faculty will spend

approximately 10-20% of time on service related activities.

- 4. Clinical activities** – This will overlap to some extent with Teaching, particularly in the clinical supervision of medical students or residents in clinical patient care activities. Tenure track faculty would generally be expected to spend approximately 10-20% of time on clinical activities. The amount of time devoted to clinical activities may vary throughout the year on the basis of the clinical and service needs of the department, the other responsibilities of the faculty member, and the availability of research funding.

Workload - Clinical Faculty

- 1. Clinical activities – Clinical** faculty will devote a specific percentage of their time to clinical activities based on their respective contracts. The majority of this time will be devoted to patient care activities, and also includes attending on a teaching service where students and residents rotate.
- 2. Teaching** - The teaching requirement will be integrated and overlap to a large extent with the clinical service in the supervision of trainees. The time dedicated specifically to teaching will typically be approximately 5-20%. The combined time dedicated to teaching and patient care will vary according to the departments needs and the individual faculty members' specific goals. It is expected that clinical faculty will take a leading role in teaching.
- 3. Scholarly Activity – Clinical** faculty are expected to be active in authoring manuscripts, textbook chapters, textbooks, and to be involved in other scientific work. Active participation in ongoing research as PI or as directed by other faculty (e.g. co-investigator or secondary authorship) is expected for advancement in rank.
- 4. Service activities** - Clinical faculty are expected to contribute to the service needs of the Department, the College, and the Medical Center. Faculty will spend some portion of their overall time on service-related activities.

Policy on Faculty Duties and Responsibilities

The Department of Neurology adheres to the University Policy (Effective 4/1/99) on faculty duties and responsibilities as described below.

The chair is responsible for assuring that every faculty member has duties and responsibilities commensurate with his or her appointment and that departmental workload is distributed equitably among faculty. While faculty are expected to exercise "self-determination" in conducting their research or other scholarly activity, the chair assigns teaching and departmental service.

In making these assignments the chair must balance the needs of the department with the preferences of the faculty member within the context of the department's policy on faculty duties and responsibilities described below.

Many faculty members voluntarily take on a variety of professional activities that fall outside the department's policy on faculty duties and responsibilities. These activities often benefit the department or University and, to the extent possible, should be taken into account in considering a faculty member's total workload.

However, fairness to other faculty and the department's need to meet its programmatic obligations may become issues when a faculty member seeks relief from departmental obligations in order to devote considerable time to personal professional interests that may not contribute to departmental goals. The chair may decline to approve such requests when approval is not judged to be in the best interests of the department.

During on-duty quarters faculty members are expected to be available for interaction with students, service assignments, and other responsibilities even if they have no formal course assignment that quarter. On-duty faculty members should not be away from campus for extended periods of time unless on an approved Special Research Assignment (SRA).

Faculty Rule 3335-5-08 requires that absence from campus for more than ten consecutive business days be approved by chair, dean, and provost.

Every department, college without departments, and regional campus must have a written policy for the equitable assignment and distribution of faculty duties and responsibilities. Faculty Rule 3335-3-35 requires that such a policy be a part of the academic unit's pattern of administration. In line with this requirement:

Instructional Activity

Formal course offerings are not the primary mode of instruction for the Department of Neurology. Rather, faculty provide lectures at the College of Medicine (or other University Colleges, as requested), provide clinical teaching as part of the medical school curriculum, and provide teaching in the form of lectures, journal clubs, and clinical teaching for residents, fellows, or other learners. In the course of these activities, faculty may also serve as advisors/mentors to learners, and may be asked to develop syllabi or other educational materials. It is expected that all faculty will participate in the educational activities of the department, although the details of that participation are expected to vary from one faculty to another.

Scholarly Activity

All tenured and tenure-eligible faculty are expected to have a significant commitment to scholarly activity and to make consistent efforts to obtain and maintain external support

for their research program. Faculty are expected to budget adequate release time in grant applications to cover the realistic amount of time expected to be spent on the research project. Faculty are expected to be principal investigator on certain grants, and may be collaborators on the grants of other faculty.

Service Activity

Faculty will spend approximately 10% of time on service related activities. Some faculty may provide a greater proportion of service to the Department, College, Medical Center or University.

Clinical Activity

This will overlap to some extent with the clinical supervision of medical students, residents, or fellows in clinical patient care activities. The proportion of time may vary throughout the year on the basis of the clinical and service needs of the department and the other responsibilities of the faculty member.

The above policy does not constitute a contractual obligation. Fluctuations in demands and resources in the department and the individual circumstances of faculty members may warrant temporary deviations from the policy.

Faculty Performance Reviews:

The chair or the individual's Division Director will meet individually **on an annual basis** with all faculty (tenured, tenure eligible, and clinical) to review and discuss the faculty members performance and to review longer term plans and goals. The faculty member's performance over the previous year will be reviewed in all components of faculty responsibility including teaching, research, clinical care, and service. This meeting will also review the proposed work assignment for the next academic year, including a discussion of any proposed change in assignment. The faculty member will have the opportunity to offer information regarding current and/or future work assignments.

Following the meeting, the faculty member will receive written feedback regarding current performance and the proposed future goals. Areas of needed improvement will be specifically delineated as well as suggested steps proposed to resolve areas of weakness. Assessment of annual performance review will be based on expectations outlined in the previous performance evaluation (a letter of offer in the case of the initial year of service). Salary recommendations will be based on the evaluation of performance of the stated goals and expectations. The feedback letter from the chair or the individual's Division Director will include a statement regarding the salary recommendation for the following year and a brief explanation for the recommendation.

All faculty members will have the opportunity to respond in writing to the written feedback regarding their performance.

Allocation of Department Resources

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

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

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

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

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

Consistent with current departmental policies each faculty member is expected to generate their salary and benefits as well as a contribution to departmental overhead. Release time funds generated through grants must be included in the requested budget equivalent to the time expected to be devoted to that project. These funds will be applied against the faculty's financial obligation to the department.

Departmental travel funds are distributed as outlined in the faculty contract.

LEAVES AND ABSENCES

The Department of Neurology fully adheres to the university policies on leaves and absences. These University policies with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/policiesprocedureshandbook.html> and Office of Human Resources Policies and Procedures website <https://hr.osu.edu/policies-forms>. The information provided below supplements these policies.

Discretionary Absence

Faculty are expected to complete an Application for Leave form well in advance of a planned absence (e.g. as for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the chair retains the authority to disapprove a proposed absence when it

will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular quarter is substantial. Faculty Rules require that the Office of Academic Affairs approve any discretionary absence of ten or more days.

Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. See OHR Policy 6.27 for details: <https://hr.osu.edu/public/documents/policy/policy627.pdf>.

Unpaid Leaves of Absence

<http://hr.osu.edu/policy/policy645.pdf>

A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons would include an opportunity to accept a visiting appointment at another institution. A faculty member desiring an unpaid leave of absence should submit a written request for the absence as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered or deferred during the proposed absence, and the positive or negative impact on the department of the proposed absence. Unpaid leaves of absence require the approval of the dean, Office of Academic Affairs, and Board of Trustees.

Special Research Assignments

<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>

SRAs are normally one quarter in length and are designed to provide a faculty member time away from classroom teaching and some other responsibilities in order to concentrate effort on research. SRAs are usually, but not necessarily, provided to faculty to develop a new research skill, initiate a new project, or complete an ongoing project. SRAs of shorter duration may be provided for such purposes as facilitating travel related to research that is less than a quarter in duration but more than a week or two provided classroom teaching is not disrupted.

Untenured faculty will normally be provided an SRA during their probationary period. Reasonable efforts will be made to provide SRA opportunities to all productive faculty on a rotating basis subject to the quality of faculty proposals, including their potential

benefit to the department, and the need to assure that sufficient faculty are always present to carry out department work.

Faculty members who desire an SRA should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the SRA is appropriate. The chair will normally announce decisions regarding SRAs for the next academic year no later than June 30 of the previous academic year, but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

Faculty Professional Leave

<http://oaa.osu.edu/assets/files/documents/facultyprofessionalleave.pdf>

A Faculty Professional Leave constitutes a more formal departure from regular academic duties than a Special Research Assignment and may be one, two or three quarters in length for 9-month faculty and one, two, three, or four quarters in length for 12-month faculty. FPLs involve salary reductions and other considerations established by the Ohio legislature and University Board of Trustees and faculty considering an FPL should fully acquaint themselves with these policies before applying for leave.

Faculty members who desire an FPL should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the FPL is appropriate. Because FPL proposals must be approved by the dean, Office of Academic Affairs, and Board of Trustees before they may be implemented, faculty should submit FPL proposals for a particular year no later than the end of Autumn Quarter of the preceding year, except when the development of an unexpected opportunity precludes such timing.

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

SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

The University's policies with respect to supplemental compensation and external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook:

<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf> and
<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>

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

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

FINANCIAL CONFLICTS OF INTEREST

The University's policy with respect to financial conflicts of interest is set forth in the Office of Academic Affairs Policies and Procedures Handbook <http://orc.osu.edu/files/2013/02/Policy-on-Faculty-Financial-Conflict-of-Interest.pdf>. 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 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.

GRIEVANCE PROCEDURES

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

Salary Grievances

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

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal <http://oaa.osu.edu/assets/files/documents/1.3HBAppeals.pdf>.

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact the Office of Human Resources <https://hr.osu.edu/>.

Faculty Misconduct

Faculty misconduct/incompetence: Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04 <http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>.

Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05 <http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html>.

Sexual Misconduct, Sexual Harassment, and Relationship Violence

The University's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15 <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

Student complaints

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

Faculty complaints regarding students must always be handled strictly in accordance with University rules and policies. Faculty should seek the advice and assistance of the chair and others with appropriate knowledge of policies and procedures when

problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct <http://oaa.osu.edu/coam.html> and http://senate.osu.edu/?page_id=3521. The Code of Student Conduct is Faculty Rule 3335-23 <http://trustees.osu.edu/rules/code-of-student-conduct/>.