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

Approved by the Office of Academic Affairs: 6/29/2020

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1 **I Introduction**

2  
3 The College of Optometry operates as a unified college/department unit for the purposes of  
4 administering and serving its teaching, research, and service missions. This document  
5 provides a brief description of the College of Optometry and its policies and procedures. It  
6 supplements the [Rules of the University Faculty](#) and other policies and procedures of the  
7 university to which the college and its faculty are subject. The latter rules, policies and  
8 procedures, and changes in them, take precedence over statements in this document.  
9

10 This Pattern of Administration is subject to continuing revision. It must be reviewed and either  
11 revised or reaffirmed within a year of the appointment or reappointment of the dean of the  
12 College of Optometry; however, revisions may be made at any time as needed. All revisions,  
13 as well as periodic reaffirmation, are subject to approval by the Office of Academic Affairs.  
14

15 **II College Mission**

16  
17 The **mission** of The Ohio State University College of Optometry includes the following  
18 objectives:

- 19
- 20 • To educate excellent optometrists who reflect our diverse communities through  
21 our professional, residency, and continuing education programs.
  - 22 • To conduct excellent research in vision science, through our graduate education  
23 and research programs.
  - 24 • To provide excellent optometric care to the community, through our teaching  
clinics, externship sites, and residency programs.

25 An additional mission and goal shared with the Graduate School of The Ohio State  
26 University is:

- 27
- 28 • To educate and train ophthalmic and vision scientists for the advancement of  
those teaching, research, and service missions above.

29  
30 **III Academic Rights and Responsibilities**

31  
32 In April 2006, the university issued a [reaffirmation](#) of academic rights, responsibilities, and  
33 processes for addressing concerns.  
34

35 **IV Faculty**

36  
37 **A Faculty Appointments**

38  
39 Faculty Rule [3335-5-19](#) defines the types of faculty appointments possible at The Ohio  
40 State University and the rights and restrictions associated with each type of appointment.  
41 The college faculty comprises:

- 42
- 43 1. Tenure-track faculty with titles of assistant professor, associate professor, or  
44 professor;  
45

1 2. Clinical faculty with titles of assistant professor of clinical optometry, associate  
2 professor of clinical optometry, and professor of clinical optometry (Note: the number of  
3 clinical faculty may comprise no more than 40% of the number of the tenure-track,  
4 clinical, and research faculty combined (University Rule 3335-7-03  
5 <https://trustees.osu.edu/university-faculty-rules/3335-7>);  
6

7 3. Research faculty with titles of research assistant professor of optometry, research  
8 associate professor of optometry, or research professor of optometry; research faculty  
9 can comprise no more than 30% of the tenure-track faculty (as authorized by a majority  
10 vote of the tenure-track faculty at a Faculty Advisory Committee meeting on 6/30/04);  
11

12 4. Associated faculty to include:

13 a. Adjunct titles, visiting titles, and lecturer titles

14 b. Those on less than a 50% appointment to the university; and  
15

16 5. Emeritus faculty: Emeritus faculty status is an honor given in recognition of sustained  
17 academic contributions to the university as described in Faculty Rule [3335-5-36](#). Full-  
18 time tenure track, clinical/teaching/practice, research, or associated faculty may request  
19 emeritus status upon retirement or resignation at the age of 60 years or older with 10 or  
20 more years of service or at any age with 25 or more years of service. See the college  
21 [Appointments, Promotion, and Tenure Document](#) for additional detail. Emeritus faculty  
22 may be invited to participate in discussions on nonpersonnel matters but may not  
23 participate in personnel matters, including promotion and tenure reviews, and may not  
24 vote on any matter.  
25

26 Members of the faculty are expected to contribute to the instructional, funded research,  
27 scholarship, outreach, and administrative missions and roles of the college. It is neither  
28 expected nor considered desirable for all faculty members to make equivalent contributions  
29 to each of these missions. Faculty assignments are described in the initial letter of offer and  
30 updated during the annual review process based on college needs as well as faculty  
31 productivity and career development.  
32

33 Detailed information about the appointment criteria and procedures for the various types of  
34 faculty appointments made in this college is provided in the [Appointments, Promotion, and  
35 Tenure Document](#).  
36

## 37 **B Voting Rights**

38

39 Faculty members with a 50% or more compensated appointment, whose TIU is in the  
40 college, and who hold an appointment as tenure-track, clinical, or research faculty shall  
41 have a full vote at college faculty meetings and in faculty elections.  
42

43 Only tenure-track faculty may participate in discussions of tenure-track, clinical, and  
44 research faculty matters, including promotion and tenure reviews.  
45

46 Clinical faculty may participate in discussions of clinical faculty matters, including promotion  
47 reviews.  
48

49 Research faculty may participate in discussions of research faculty matters including  
50 promotion reviews.

1  
2 Associated and emeritus faculty may not participate in discussion of or votes on personnel  
3 matters.  
4

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

### 8 **C Distinguished Professor** 9

10 Distinguished faculty members within the College of Optometry may be awarded the title  
11 Distinguished Professor of Optometry and Vision Science in recognition of excellence in  
12 teaching, scholarship, service, and demonstrated extramural funding and/or  
13 national/international impact. The College of Optometry Distinguished Professor  
14 designation is an honorific title, not a new faculty rank.  
15

16 Successful candidates from within the college will receive a \$5,000 addition to their base  
17 pay and the title Distinguished Professor of Optometry and Vision Science. A full-time  
18 faculty member with this title may be assigned reduced teaching loads and is expected to  
19 mentor faculty and to help lead the college in achievement of its strategic plan. Additional  
20 resources, such as research, funds, or graduate students/postdoctoral trainees  
21 commensurate with the faculty members' research trajectory may also be awarded at the  
22 discretion of the dean.  
23

24 Criteria for consideration of this honorific include:

- 25 • Excellence in teaching, scholarship, service, and demonstrated extramural funding  
26 and/or national/international impact;
- 27 • Rank of tenured professor in the college;
- 28 • New faculty recruited to the college at the rank of tenured professor;
- 29 • Internal faculty must not already hold a titled position (e.g., Eminent Scholar,  
30 Distinguished University Professor, endowed professorship, or endowed chair);
- 31 • Must have been at the tenured full professor rank for at least two years at Ohio  
32 State with at least five years total as a faculty member at Ohio State;
- 33 • External candidates recruited into this position must be eligible for tenured professor  
34 rank at Ohio State.  
35

36 The college's Executive Committee will evaluate eligible faculty members' dossiers and will  
37 make selections. The appointments will be made by the dean.  
38

39 The initial appointment is for up to five years. Distinguished Professors of Optometry and  
40 Vision Science are eligible for subsequent terms of five years based on a favorable review  
41 by the Executive Committee. Although the increase in base pay is permanent, i.e., it  
42 extends beyond the term of appointment, the title can only be used during the formal term.  
43 The honorific title is limited to 20% of the college's professors.  
44

### 45 **V Organization of the College** 46

47 The college functions as one tenure-initiating unit (TIU).  
48

### 49 **VI Overview of College Administration and Decision-Making** 50

1 Policy and program decisions are made in a number of ways: by the college faculty as a whole,  
2 by standing or special committees of the college, or by the dean. The nature and importance of  
3 any individual matter determine how it is addressed. College governance proceeds on the  
4 general principle that the more important the matter to be decided, the more inclusive  
5 participation in decision making needs to be. Open discussions, both formal and informal,  
6 constitute the primary means of reaching consensus on decisions of central importance.  
7

## 8 **VII College Administration**

9

### 10 **A Dean**

11  
12 The primary responsibilities of the dean are set forth in Faculty Rule [3335-3-29](#). This rule  
13 requires the dean to develop, in consultation with the faculty, a Pattern of Administration  
14 with specified minimum content. The rule, along with Faculty Rule [3335-6](#), also requires the  
15 dean to prepare, in consultation with the faculty, a document setting forth policies and  
16 procedures pertinent to appointments, reappointments, promotion, and tenure.  
17

18 Other responsibilities of the dean, not specifically noted elsewhere in this Pattern of  
19 Administration, are paraphrased and summarized below.  
20

- 21 • To preside at meetings of the college faculty and to appoint all college committees unless  
22 their membership has been designated by faculty rule or by the college faculty.
- 23 • To approve courses of study for students in his or her college, to warn students who are  
24 delinquent in their studies and to recommend appropriate student disciplinary action to  
25 the appropriate university disciplinary body or official.
- 26 • To present candidates for degrees to the president on behalf of the college faculty and  
27 to serve as a member of the Council of Deans (see Rule [3335-3-22](#) of the Administrative  
28 Code).
- 29 • After consultation with the college's Executive Committee to make recommendations to  
30 the executive vice president and provost concerning the college budget, the  
31 appointments to and promotions within the staff and the membership of the college  
32 faculty.
- 33 • To review salary appeals and other faculty issues in a professional and timely manner.  
34

35 Day-to-day responsibility for specific matters may be delegated to others, but the dean  
36 retains final responsibility and authority for all matters covered by this Pattern, subject when  
37 relevant to the approval of the Office of Academic Affairs and Board of Trustees.  
38

39 Operational efficiency requires that the dean exercise a degree of autonomy in establishing  
40 and managing administrative processes. The articulation and achievement of college  
41 academic goals, however, is most successful when all faculty members participate in  
42 discussing and deciding matters of importance. The dean will therefore consult with the  
43 faculty on all educational and academic policy issues and will respect the principle of  
44 majority rule. When a departure from majority rule is judged to be necessary, the dean will  
45 explain to the faculty the reasons for the departure, ideally before action is taken.  
46

### 47 **B Other Administrators**

48

49 The associate dean for academic affairs, the associate dean for clinical services, and the  
50 associate dean of research must be members of the faculty of the college and are expected

1 to serve terms concurrent with that of the incumbent dean. The assistant dean for  
2 administration and finance is a staff member who serves the college as its chief  
3 administrative officer and senior fiscal officer. They will assist the dean in a variety of  
4 administrative matters. They will serve in place of the dean at their request during periods  
5 of absence. The college registrar will assist the dean in matters of student records and  
6 scheduling and as otherwise noted. The chief diversity officer is appointed by the dean,  
7 chairs the Committee on Diversity and Inclusion, and advises the college on issues related  
8 to diversity, equity, inclusion, and anti-racism.  
9

## 10 **C Committees**

11  
12 Much of the development and implementation of the college's policies and programs is  
13 carried out by standing and *ad hoc* committees. The dean is an *ex officio* member of all  
14 college committees and may vote as a member on all committees except the Promotion  
15 and Tenure Committee.  
16

### 17 **1 Promotion and Tenure (P&T) Committee**

18  
19 In accordance with Faculty Rule [3335-6-04\(C\)](#), the College of Optometry shall have  
20 a standing Promotion and Tenure Committee. The purposes of the college  
21 Promotion and Tenure Committee are to ensure that high standards of excellence  
22 are maintained in the college promotion and tenure process and to serve as an  
23 advisory body to the dean on matters concerning faculty promotion and/or tenure.  
24

25 The Eligible Faculty in the College of Optometry serve as the Promotion and Tenure  
26 Committee, as follows:

- 27 1. Tenure-track faculty promotion to Associate/Tenure: All tenured faculty
- 28 2. Tenure-track faculty promotion to Professor: All tenured professors
- 29 3. Clinical faculty promotion to Associate: All clinical and tenure-track associate  
30 professors and professors
- 31 4. Clinical faculty promotion to Professor: All clinical and tenure-track professors
- 32 5. Research faculty promotion to Associate: All tenured faculty, all research faculty  
33 associate professors and professors
- 34 6. Research faculty promotion to Professor: All tenured professors, all research  
35 faculty professors  
36

37  
38 In each individual P&T case, the dean will appoint a three-member subcommittee of  
39 the P&T Committee that will extensively evaluate each case and make a  
40 recommendation to the entire P&T committee. The Chair of the Eligible Faculty will  
41 be a tenured Professor elected by the Eligible Faculty for a two-year term  
42 (renewable without limit) and will also serve as the Chair of the P&T committee. The  
43 Procedures Oversight Designee is appointed by the dean and must be a different  
44 person than the Chair of the Eligible Faculty. The Chair of the Eligible Faculty and  
45 the Procedures Oversight Designee will serve to advise the dean on matters of  
46 promotion and tenure. The person who serves as Chair of the Eligible Faculty and  
47 the Procedures Oversight Designee can serve multiple consecutive terms if  
48 elected/appointed, respectively. If the Chair of the Eligible Faculty or the Procedures  
49 Oversight Designee have a conflict of interest in a specific case, they should  
50 voluntarily withdraw from the process. If they do not, the dean will remove the  
51 person in conflict.



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**2 Investigations Committee**

The Investigations Committee follows the investigations process established in Faculty Rule [3335-5-04](#). All committee members must be tenured faculty. All members, including the chair, are appointed by the dean.  
Number of committee members: 3  
Term of service: 1 year

**3 Salary Appeals Committee**

In accordance with Office of Academic Affairs requirements, the College of Optometry shall have a Salary Appeals Committee. The Salary Appeals Committee is an *ad hoc* committee appointed by the dean. In the event of an appeal, the appellant can ask for one additional faculty member, who meets one of the criteria below, to serve. 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](#). Number of committee members: 3 (two tenured faculty members who have no decanal titles and one clinical faculty member who holds the rank of either the Associate Professor of Clinical Optometry or Professor of Clinical Optometry)

**4 Admissions Committee**

Receives, reviews and monitors through to final disposition all student applications to the Doctor of Optometry program in the College of Optometry. The committee fosters fair and equitable admissions standards and reviews and recommends changes to admissions policies, as needed. The committee allocates scholarships to admitted students. The chair is appointed by the dean.

- Number of committee members: Variable
- Faculty: 5 to 10 members appointed by the dean
- Term of service: 1 year
- Chief Diversity Officer
- Director of Student Services
- Associate Dean for Academic Affairs

**5 Clinic Committee**

Reviews the utilization of resources and facilities assigned to the clinics and to recommend to the dean means of enhancing the quality of clinical instruction and patient care.

- Number of committee members: Variable
- Faculty: Variable (appointed by the dean)
- Term of service: 1 year
- Associate Dean for Clinical Services (Chair)
- Assistant Dean of Administration and Finance
- Health Systems Analyst
- Clinic staff: Variable, as appointed by the Associate Dean for Clinical Services
- Associate Dean of Academic Affairs

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**6 Continuing Education (CE) Committee**

Recommends to the dean continuing education programs timely to the profession of optometry. The chair is appointed by the dean.

- Number of committee members: 4-7
- Faculty: No fewer than 3 (appointed by the dean)
- Term of service: 1 year
- Assistant Dean of Administration and Finance
- Health Systems Analyst
- Clinic staff: Variable, as appointed by the Associate Dean for Clinical Services
- Associate Dean of Academic Affairs
- Program Assistant/CE Coordinator
- Assistant Dean of Administration and Finance

**7 Curriculum Committee**

Reviews the courses and curriculum, to recommend changes and improvements and to foster high standards of instruction. The chair is appointed by the dean.

- Number of committee members: 16; 11 voting members
- Faculty: 7 (appointed by the dean)
- Term of service: 1 year
- Director of Student Services (non-voting)
- College Registrar (non-voting)
- Recording Secretary (non-voting)
- IT Director (non-voting)
- Faculty Teaching Technology Director
- President of Student Council (or designee)
- Associate Dean of Academic Affairs
- Associate Dean for Clinical Services
- Dean (non-voting)

**8 Committee for Inclusion and Diversity**

Coordinates all activities relating to the enhancement of diversity, inclusion, equity, and cultural competency. All members are appointed by the dean.

- Number of committee members: 7
- Chief Diversity Officer (chair)
- Director of Student Services
- Faculty: 2
- Staff: 3
- Term of service: 1 year

**9 Electronic Health Records (EHR) Committee**

Coordinates the ongoing activities related to EHR in the clinic, including but not limited to troubleshooting, improving workflow, and implementation of upgrades.

- Number of committee members: 8
- Associate Dean for Clinical Services (chair)
- IT Director
- Systems Manager
- Manager, Medical Records Department
- Staff: 4 (appointed by the dean)
- Term of service: 1 year

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**10 Executive Committee**

Serves in such capacity as required by Faculty Rule [3335-5-15](#) or in other matters as requested by the dean.

- Number of committee members: 6
- Dean (chair)
- Associate Dean for Academic Affairs
- Associate Dean of Research
- Associate Dean for Clinical Services
- Assistant Dean for Administration and Finance
- Executive Assistant to the Dean (recording secretary, non-voting)

**11 Faculty Advisory Committee**

Faculty in the College of Optometry play a significant role in determining the direction of the college and its programs in teaching, research, and service. Such a role can be achieved only if the faculty share a general concern for the present and future well-being of the college, enjoy an open and creative relationship with the administrative officers of the college, and have a mechanism for effectively communicating ideas and viewpoints concerning both opportunities and changes presented to the college and its programs. A flexible, interactive committee structure is critical to open dialogue and the orderly transaction of the college's business. To these ends, a Faculty Advisory Committee to the dean of the college is defined here.

The Faculty Advisory Committee serves as an advisory body to the dean to promote effective communication among the faculty and the administrative officers of the college.

The Chair of the Faculty Advisory Committee, on the consensus of that body, may request of the dean that items of concern be placed on the agenda of a future faculty meeting. The dean must include the items on the agenda of a faculty meeting or must respond to the Faculty Advisory Committee in writing as to why the items were not included. The Faculty Advisory Committee maintains official minutes, which are made available to any faculty member upon request.

Faculty Advisory Committee membership consists of all tenure-track, clinical, and research faculty, as defined by the Rules of the University Faculty (Section [3335-5-19](#)).

The Faculty Advisory Committee elects a chair and a secretary from among the non-probationary faculty. Meetings of the Faculty Advisory Committee may be called by the chair, the dean, or by any two members of the Faculty Advisory Committee. The chair prepares the meeting agenda and presides. The secretary records and preserves orderly minutes. A quorum for Faculty Advisory Committee meetings is >50% of its members. Faculty members with decanal titles are non-voting members.

- Number of committee members: Variable
- Faculty: all tenure-track, clinical, and research faculty

**12 Faculty Awards Committee**

1 Identifies opportunities to nominate college faculty for various awards, both internal  
2 and external, e.g., The Ohio State University, the Association of Schools and  
3 Colleges of Optometry, the Association for Research in Vision and Ophthalmology,  
4 the American Academy of Optometry, and the American Optometric Association.

5 The chair is appointed by the dean.

- 6 • Number of committee members: Variable
- 7 • Faculty: Associate Professors and Associate Professors of Clinical Optometry
- 8 • Term of service: 1 year

### 9 10 **13 Functional Standards Committee**

11 Reviews cases where the applicant's and/or enrolled student's ability to meet the  
12 functional standards of the college's professional program is in question. The  
13 college's "Functional Standards for Didactic and Clinical Education" document  
14 serves as the basic resource for this committee.

- 15 • Number of committee members: 11
- 16 • Associate Dean for Academic Affairs (chair)
- 17 • Associate Dean for Clinical Services
- 18 • Chiefs of Primary Vision Care, Contact Lens, Advanced Ocular Care, Low
- 19 Vision Rehabilitation, Binocular Vision/Pediatrics, and Eyewear Gallery Services
- 20 • Director of Student Services
- 21 • University ADA coordinator (non-voting)

### 22 23 **13 Health Insurance Portability and Accountability Act (HIPAA) Steering** 24 **Committee**

25 Manages the HIPAA obligations for the College of Optometry. This committee  
26 develops policies for the College of Optometry with respect to its HIPAA obligations,  
27 develops training for the College of Optometry with respect to its HIPAA obligations,  
28 reviews risk assessments and audits to ensure that the college is meeting its HIPAA  
29 obligations, monitors and plans for any updates with respect to HIPAA or related  
30 laws, and enforces policies with respect to HIPAA compliance.

- 31 • Number of committee members: 6
- 32 • Associate Dean for Clinical Services (chair)
- 33 • HIPAA Security Officer/IT Director
- 34 • HIPAA Privacy Officer/Medical Records Manager
- 35 • HR Consultant
- 36 • Building Coordinator
- 37 • Research representative (appointed by the dean)

### 38 39 **14 Honor Council**

40 Promotes appropriate conduct among students in the professional academic  
41 program by encouraging the highest standard of personal conduct, promoting the  
42 highest quality professional education, promoting the highest quality patient care,  
43 and establishing a system to resolve allegations of academic and professional  
44 misconduct. The chair will be appointed by the dean and must be one of the three  
45 faculty members on the committee

- 46 • Number of committee members: 8
- 47 • Faculty: 3 (appointed by the dean)
- 48 • Students 4, to include the vice-president of each of the four classes in the  
49 professional program

- Associate Dean for Academic Affairs (Honor Council Coordinator, non-voting)
- Term of service: 1 year

#### **15 Research and Graduate Studies Committee**

Oversees and administers the Graduate Program in Vision Science, serves as the liaison between the Graduate School and the graduate faculty members, and makes recommendations to the dean about the graduate program. All faculty members (one of whom is the chair) are appointed by the dean.

- Number of committee members: minimum of 10
- Faculty: at least 7 tenured, Category P graduate faculty in vision science
- Term of service: 1 year
- Associate Dean of Research
- Grants and Contracts Administrator (non-voting member)
- Program Manager of the Graduate Program in Vision Science (non-voting member)

#### **16 Residency Program Committee**

Enhances the clinical education of optometry students and residents.

- Number of committee members: Variable
- Residency Director (chair)
- Associate Dean for Clinical Services
- Director of Externship Program
- College Registrar
- Residency Coordinators who oversee the day-to-day operations at residency sites

#### **17 Student Awards Committee**

Coordinates the announcement, selection, and dissemination of various college, industry, and organization awards, grants, and scholarships to students in the professional program. The chair is appointed by the dean.

- Number of committee members: Variable
- Faculty: members appointed by the dean
- Staff: appointed by the dean
- Term of service: 1 year
- Director of Student Services
- College Registrar

#### **18 Staff Advisory Committee**

Promotes, as a liaison to the University Staff Advisory Committee, communication and effective working relationships among staff, faculty, and administrators. All members and the chair are appointed by the dean

- Number of committee members: Variable
- Staff: Variable
- Term of service: 1 year

#### **19 Stewardship Committee**

Oversees the financial stewardship of the college's endowment and current use gift funds. Works with the University Office of Advancement to determine possible alternatives for fund usage when fund descriptions become

1 obsolete and/or too restrictive to support college business needs. The chair is  
2 appointed by the dean.

- 3 • Number of committee members: 6
- 4 • Business Operations Manager
- 5 • Director of Student Services
- 6 • Development Officer
- 7 • Assistant Dean of Administration and Finance
- 8 • Associate Dean for Research
- 9 • Dean
- 10 • Term of service: 1 year

11  
12 **20 Student Advisory Committee**

13 Advises the dean on matters relating to optometry student interests and activities.  
14 The dean or their designee conducts the meetings of the Student Advisory  
15 Committee.

- 16 • Number of committee members: 23
- 17 • Students: Presidents of Student Council, American Optometric Student  
18 Association chapter, National Optometric Student Association chapter, Beta  
19 Sigma Kappa, Epsilon Psi Epsilon, Student Volunteer Optometric Services for  
20 Humanity, Student Chapter of the American Academy of Optometry, Sports  
21 Vision Club, Private Practice Club, Ocular Disease and Neuro-Optometry club,  
22 Contact Lens Advancement Society, College of Optometrists in Vision  
23 Development chapter, Fellowship of Christian Optometrists, Low Vision  
24 Rehabilitation Club, Optometry Ambassadors, Student Lions Club; Optometry  
25 Representative to Interprofessional Council; Presidents of the first, second,  
26 third, and fourth year classes
- 27 • Term of service: 1 year
- 28 • Dean (convener)
- 29 • Associate Dean of Academic Affairs
- 30 • Director of Student Services

31  
32 **20 Records Management and Maintenance Committee**

33 Responsible for coordinating all activities related to records management and  
34 maintenance in the college as part of the college's larger goal of managing risk.  
35 Health records management is specifically excluded from this committee's mandate.

- 36 • Number of committee members: 7
- 37 • HIPAA Security Officer/IT Director
- 38 • HIPAA Privacy Officer/Medical Records Manager
- 39 • Director of Student Services
- 40 • College Registrar
- 41 • Grants and Contracts Administrator (chair)
- 42 • Assistant Dean of Administration and Finance
- 43 • Associate Dean for Research
- 44 • Term of service: 1 year

45  
46 **21 Wellness Committee**

47 Dedicated to creating a culture of wellness in the College of Optometry among staff,  
48 faculty, and students. Their focus areas include nutrition/fitness, mental health,

1 career, financial, intellectual, creative, and environmental wellness. Members and  
2 chair are appointed by the dean.

- 3 • Number of committee members: Variable
- 4 • Staff: Variable
- 5 • Student: 1
- 6 • Director of Marketing and Communications
- 7 • HR Consultant
- 8 • Term of service: 1 year

## 10 **VIII Faculty Meetings**

11  
12 The faculty and dean will meet on a monthly basis to ensure ongoing communication and to  
13 conduct the business of the college. Any College of Optometry faculty member with a tenure-  
14 track, clinical, research, or associated faculty title with a salaried appointment totaling 50% full-  
15 time equivalent (FTE) or more is eligible to vote at a faculty meeting. Meeting agendas are set  
16 by the dean. Any regularly scheduled faculty meeting may be cancelled by the dean if the  
17 agenda does not warrant such a meeting. A meeting of the college faculty will also be  
18 scheduled on written request of at least 25% of the college faculty. The dean will make  
19 reasonable efforts to have the meeting take place within one week of receipt of the request.

20  
21 The dean or their designee will preside over college faculty meetings. For purposes of  
22 discussing college business other than personnel matters, and for making decisions where  
23 consensus is possible and a reasonable basis for action, a quorum will be defined as a simple  
24 majority of all faculty members eligible to vote. Faculty meetings occur on the second Tuesday  
25 of each month during the “common hour” from 8-9am. On average, nine such meetings occur in  
26 a given year. The Executive Assistant to the Dean announces meetings via disseminated  
27 calendar appointments, and they generate minutes and make them available on the college’s  
28 internal Information drive. Post-meeting changes to the minutes are communicated to the dean.  
29 A written vote would be taken any time a voice vote majority is unclear or at the request of any  
30 faculty meeting attendee.

31  
32 For purposes of a formal vote, a matter will be considered decided when a particular position is  
33 supported by at least a majority of all faculty members eligible to vote. When a matter must be  
34 decided and a simple majority of all faculty members eligible to vote cannot be achieved on  
35 behalf of any position, the dean will necessarily make the final decision.

36  
37 Special policies pertain to voting on personnel matters, and these are set forth in the college’s  
38 Appointments, Promotion, and Tenure Document.

39  
40 Balloting will be conducted by mail or e-mail when necessary to assure maximum participation  
41 in voting. When conducting a ballot by mail or email, faculty members will be given one week to  
42 respond.

43  
44 The college accepts the fundamental importance of full and free discussion but also recognizes  
45 that such discussion can only be achieved in an atmosphere of mutual respect and civility.  
46 Normally college faculty meetings will be conducted with no more formality than is needed to  
47 attain the goals of full and free discussion and the orderly conduct of business; however,  
48 Robert’s Rules of Order will be invoked when more formality is needed to serve these goals.

1 **IX Distribution of Faculty Duties and Responsibilities**

2  
3 All members of the college faculty are expected to contribute in all areas of the university's  
4 mission through teaching, research, outreach/engagement, and service. When a faculty  
5 member's contributions decrease in one of these areas, additional activity in one or more of the  
6 other areas is expected. Fluctuations in the demands and resources of the college and  
7 individual circumstances of faculty members may also warrant changes. Assignments and  
8 expectations for the upcoming year are addressed as part of the annual review by the dean.  
9

10 A full-time faculty member's primary professional commitment is to The Ohio State University  
11 and the guidelines below are based on that commitment. Faculty who have professional  
12 commitments outside of Ohio State during on-duty periods (including teaching at another  
13 institution; conducting research for an entity outside of Ohio State; external consulting) must  
14 disclose and discuss these with the dean in order to ensure that no conflict of commitment  
15 exists. Information on faculty conflicts of commitment is presented in the OAA [Policy on Faculty](#)  
16 [Conflict of Commitment](#).  
17

18 Faculty duties and responsibilities in instruction, scholarship, and service are assigned by the  
19 dean in consultation with the Executive Committee, the individual faculty member, and other  
20 advisory bodies of the college. Every effort will be made to make fair and equitable  
21 assignments. Factors used to determine duties and assignments may include, but are not  
22 limited to, tenure status, type of faculty appointment, academic expertise, research  
23 responsibilities, clinical responsibilities, and rank.  
24

25 **A Guidelines on Teaching Assignments**

26  
27 All tenured, tenure-track, clinical, and associated faculty are expected to contribute to the  
28 college's teaching, including didactic and clinical courses. Average teaching loads for  
29 faculty should be compatible with the appropriate benchmarks in peer universities. In  
30 order to achieve equitable workloads for all faculty, the teaching load for an individual  
31 faculty member will be adjusted appropriately in response to variations in research and/or  
32 service activities. Additional guidelines with respect to faculty teaching load are found in the  
33 Office of Academic Affairs [Policies and Procedures Handbook](#), Volume 1, Chapter 2,  
34 Sections 1.4.3 and 1.4.3.1.  
35

36 Faculty are expected to engage in didactic, laboratory, and clinic-based teaching of  
37 professional and graduate students. Individual assignments will vary depending on  
38 expertise and other responsibilities. In addition, assignments will be evaluated with regard  
39 to the percentage of funded release time from extramural sources that provide full indirect  
40 cost recovery.  
41

42 During on-duty periods, faculty members are expected to be available for interaction with  
43 students, research, and college meetings and events even if they have no formal course  
44 assignment. Students must have access to their didactic course teachers and their clinical  
45 attendings, either through regular, scheduled office hours or the ability to schedule  
46 individual meetings in a timely manner. On-duty faculty members should not be away from  
47 campus for extended periods of time unless on an approved leave or on approved travel.  
48

49 Faculty are expected to engage in research and scholarly activity relevant to the discipline  
50 of optometry and vision science. Expectations will vary depending on the faculty member's  
51 track and rank and other assignments as delineated in the College of Optometry's



1 Appointment, Promotion and Tenure document.  
2

3 All faculty are expected to attend and participate in faculty meetings, Faculty Advisory  
4 Committee meetings, student recruitment, welcoming, and retention activities, and other  
5 college events (e.g., convocation, commencement, and the annual white coat ceremony).  
6

7 A full-time faculty member's primary professional commitment is to The Ohio State  
8 University, and the guidelines below are based on that commitment. Faculty who have  
9 professional commitments outside of Ohio State during on-duty periods (including  
10 teaching at another institution; conducting research for an entity outside of Ohio State;  
11 external consulting) must disclose and discuss these with the dean in order to ensure that  
12 no conflict of commitment exists. Information on faculty conflicts of commitment is  
13 presented in the OAA Faculty Conflict of Commitment policy  
14 (<http://oaa.osu.edu/assets/files/documents/conflictofcommitment.pdf>).  
15

## 16 **B Tenure-track Faculty**

17  
18 Tenure-track faculty members are expected to contribute to the university's mission via  
19 teaching, scholarship, and service. When a faculty member's contributions decrease in one  
20 of these three areas, additional activity in one or both of the other areas is expected.  
21

### 22 **Teaching**

23  
24 All tenure-track faculty are expected to contribute to the college's teaching, including  
25 courses in the professional and/or graduate curricula. The standard teaching assignment  
26 for full-time tenure-track faculty members is one or two courses per year in the  
27 professional program and/or the graduate program in vision science. Faculty members  
28 are also expected to advise graduate students.  
29

30 Adjustments to the standard teaching assignment may be made to account for teaching  
31 a new class, the size of the class, whether the class has a laboratory component,  
32 whether the class is taught on-line or team-taught, and other factors that may affect the  
33 preparation and/or contact time involved in teaching a course.  
34

35 The standard teaching assignment may also vary for individual faculty members based  
36 on their research and/or service activity. Faculty members who are especially active in  
37 research, e.g., those with formal release time from extramural funding, can be assigned  
38 an "enhanced research" status that includes a reduced teaching assignment. Likewise,  
39 faculty members who are relatively inactive in research can be assigned an "enhanced  
40 teaching" status that includes an increased teaching assignment. Faculty members who  
41 are engaged in extraordinary service activities to the college, the university, and/or, in  
42 special circumstances, professional organizations in optometry and/or vision science,  
43 can be assigned an "enhanced service" assignment that includes a reduced teaching  
44 assignment.  
45

### 46 **Research/Scholarship**

47  
48 All tenure-track faculty are expected to be engaged in scholarship as defined in the  
49 college's Appointment, Promotion and Tenure document. Active engagement in  
50 scholarship will be defined as regular publication in high quality peer-reviewed journals  
51 as well as in other appropriate venues, e.g., edited book chapters. Faculty are expected

1 to attract extramural funding on a regular basis to support their research. Extramural  
2 funding of faculty release time plus graduate student and/or postdoctoral support is  
3 strongly encouraged. Tenure-track faculty members are also expected to actively seek  
4 ways to ensure that the results of their research and knowledge discovery benefit  
5 society. This includes seeking appropriate opportunities to obtain patents and to engage  
6 in other commercial activities stemming from their research.  
7

8 Tenure-track faculty members' research activities and productivity will be a major focus  
9 of the annual review process with the dean.  
10

### 11 **Service**

12  
13 Tenure-track faculty members are expected to be engaged in service and outreach to  
14 the college, university, professional or research associations, optometric profession, and  
15 community. Typically this will include service on at least two committees within the  
16 college. This pattern can be adjusted depending on the nature of the assignment (e.g.,  
17 service as a committee chair, service on a time-intensive committee, organizing a  
18 professional conference, leadership in an educational outreach activity, and  
19 administrative service in the college or university).  
20

21 Probationary faculty, i.e., Assistant Professors, are required to participate as active  
22 members of the Faculty Advisory Committee. Additional service is generally  
23 discouraged, both inside and outside the college, unless research productivity is  
24 exceptional.  
25

## 26 **C Clinical Faculty**

27  
28 Clinical faculty members are expected to contribute to the university's mission via teaching  
29 and service, and, to a lesser extent, scholarship.  
30

### 31 **Teaching**

32  
33 All clinical faculty are expected to contribute to the college's teaching in courses or  
34 clinical situations involving live patients, courses, instructional situations involving the  
35 simulation of live patients, and/or or courses or instructional situations involving  
36 professional skills. The standard teaching assignment for fulltime clinical faculty  
37 members is two didactic courses per academic year plus clinical attending assignments  
38 to result in an average of 3.5 days per week contact time.  
39

### 40 **Research/Scholarship**

41  
42 All clinical faculty are expected to be engaged in scholarship as defined in the college's  
43 Appointment, Promotion and Tenure document.  
44

### 45 **Service**

46  
47 Clinical faculty members are expected to be engaged in service and outreach to the  
48 college, university, optometric profession, and community. Typically this will include  
49 service on at least two committees within the college. This pattern can be adjusted  
50 depending on the nature of the assignment (e.g., service as a committee chair, service

1 on a time-intensive committee, organizing a professional conference, leadership in an  
2 educational outreach activity, and administrative service in the college or university).

3  
4 Probationary faculty, i.e., Assistant Professors of Clinical Optometry, are required to  
5 participate as active members of the Faculty Advisory Committee. Additional service is  
6 generally discouraged, both inside and outside the college, unless research productivity  
7 is exceptional.

#### 8 9 **D Research Faculty**

10  
11 Research faculty members are expected to contribute to the university's mission via  
12 research. A research faculty member may participate in limited educational activities in the  
13 area of his or her expertise; however, teaching opportunities must be approved by a  
14 majority vote of the tenure-track faculty. Under no circumstances may a member of the  
15 research faculty be continuously engaged over an extended period of time in the same  
16 instructional activities as tenure-track or clinical faculty.

17  
18 University Rule [3335-7-32](#) stipulates that the number of research faculty cannot exceed  
19 20% of the number of tenure-track faculty, unless otherwise authorized by a majority vote  
20 of the tenure-track faculty. A 30% limit was authorized previously by a vote of College of  
21 Optometry tenure-track faculty (Faculty Advisory Committee Minutes, 6/30/2004). Clinical  
22 faculty do not affect this ratio. Any transfer between faculty appointment types must keep  
23 the college in compliance with this ratio.

24  
25 Research faculty members are able to supervise graduate students. They can routinely  
26 serve as category M faculty after appropriate application procedures. Research faculty may  
27 apply for category P status, subject to the approval of the College's Research and  
28 Graduate Studies Committee and the Graduate School.

29  
30 Research expectations are similar to those for the tenure-track, albeit proportionally greater  
31 because 100% of effort for faculty members on the research is devoted to research.

#### 32 33 **E Associated Faculty**

34  
35 Compensated associated faculty members are expected to contribute to the university's  
36 mission via teaching or research depending on the terms of their individual appointments.  
37 The standard teaching assignment for associated clinical faculty with a  $\geq 60\%$  FTE  
38 appointment is clinical attending assignment equivalent to their FTE less 10% FTE  
39 administrative time.

#### 40 41 **F Parental Modification of Duties**

42  
43 The College of Optometry strives to be a family-friendly unit in its efforts to recruit and  
44 retain high-quality faculty members. To this end, the college is committed to a parental  
45 modification of duties that provide its faculty members flexibility in meeting work  
46 responsibilities within the first year of childbirth/adoption/fostering.

47  
48 The faculty member requesting the modification of duties for childbirth/adoption/fostering  
49 and the TIU head should be creative and flexible in developing a solution that is fair to both  
50 the individual and the unit while addressing the needs of the university. Options might  
51 include (but are not limited to) deferring teaching obligations to another semester,

1 redistribution of expectations among teaching, research, and/or service, or team teaching.  
2 Expectations must be spelled out in a memorandum of understanding that is approved by  
3 the dean.

4  
5 Faculty may be eligible for additional leave under the [Family Medical Leave Policy](#) and/or  
6 the university's paid parental leave guidelines as described in its [Policy on Paid Leave](#)  
7 [Programs](#).

## 8 9 **G Special Assignments**

10  
11 Information on Special Assignments (SAs) is presented in the Office of Academic Affairs  
12 [Special Assignment Policy](#).

13  
14 Faculty may send a request for a SA, consistent with the college's requirements for SA  
15 proposals, to the dean. Award of the SA will be based on the quality of the proposal and its  
16 potential benefit to the college or university and to the faculty member as well as the ability  
17 of the college to accommodate the SA at the time requested.

## 18 19 **X Course Offerings and Teaching Schedule**

20  
21 The schedule of course offerings for the College of Optometry is developed through  
22 consensus by the Curriculum Committee, the College Secretary, and the Executive  
23 Committee. The teaching schedule is developed by the Executive Committee in consultation  
24 with the Curriculum Committee, the College Secretary, the Research and Graduate Studies  
25 Committee, and individual faculty members. The dean is ultimately responsible for course  
26 offerings and teaching schedules and ensuring that courses needed by students are being  
27 offered, that class availability is distributed across the day and week, and that minimum  
28 class sizes are maintained as required by Faculty Rule [3335-8-16](#).

## 29 30 **XI Allocation of College Resources**

31  
32 The dean is responsible for the fiscal and academic health of the college and for assuring that  
33 all resources—fiscal, human, and physical—are allocated in a manner that will optimize  
34 achievement of college goals. The dean will allocate resources in support of the mission of the  
35 college after consultation with the executive committee; however, final decisions on resource  
36 allocation rest with the dean.

37  
38 College funds and space resources are allocated by the dean according to individual and  
39 programmatic needs. Assuming financial resources are available, it is the policy of the college  
40 to provide career development funds annually to tenure-track, clinical, and research faculty  
41 members and to associated faculty members  $\geq 60\%$  FTE after one year of service. Special  
42 requests to fund travel, equipment, or other academic/research pursuits are considered on an  
43 individual basis by petitioning the dean. Space is allocated on the merit of the justification of  
44 the request, its impact on the total college space pool, and in accordance with the general  
45 strategic plan of the college.

46  
47 The allocation of salary funds is discussed in the Appointments, Promotion, and Tenure  
48 Document.

## 49 50 **XII Leaves and Absences**

51

1 The university's policies and procedures with respect to leaves and absences are set forth in  
2 the Office of Academic Affairs [Policies and Procedures Handbook](#) and Office of Human  
3 Resources [Policies and Forms website](#). In general, there are four types of leaves and  
4 absences taken by faculty (in addition to parental leave, which is detailed in the [Parental Care](#)  
5 [Guidebook](#)).

### 6 7 **A Discretionary Absence**

8  
9 Faculty are expected to complete a travel request or an [Application for Leave form](#) well in  
10 advance of a planned absence (e.g., to attend a professional meeting or to engage in  
11 consulting) to provide time for its consideration and approval and time to assure that  
12 instructional and other commitments are covered. Discretionary absence from duty is not a  
13 right, and the college retains the authority to disapprove a proposed absence when  
14 instruction or other activities would be negatively impacted by the leave. Such an  
15 occurrence is most likely when the number of absences in a particular semester or term is  
16 substantial. [Rules of the University Faculty](#) require that the Office of Academic Affairs  
17 approve any discretionary absence longer than 10 consecutive business days (see Faculty  
18 Rule [3335-5-08](#)) and must be requested on the [Application for Leave form](#).

### 19 20 **B Absence for Medical Reasons**

21  
22 When absences for medical reasons are anticipated, faculty members are expected to  
23 complete an [Application for Leave form](#) as early as possible. When such absences are  
24 unexpected, the faculty member, or someone speaking for the faculty member, should let  
25 the dean (associate dean of academic affairs for associated faculty) know promptly so that  
26 instructional and other commitments can be managed. Faculty members are always  
27 expected to use sick leave for any absence covered by sick leave (personal illness, illness  
28 of family members, medical appointments). Sick leave is a benefit to be used—not banked.  
29 For additional details see OHR [Policy 6.27](#).

### 30 31 **C Unpaid Leaves of Absence**

32  
33 The university's policies with respect to unpaid leaves of absence and entrepreneurial  
34 leaves of absence are set forth in OHR [Policy 6.45](#). The information provided below  
35 supplements this policy.

### 36 37 **D Faculty Professional Leave**

38  
39 Information on faculty professional leaves is presented in the OAA [Policy on Faculty](#)  
40 [Professional Leave](#). The information provided below supplements these policies.

41  
42 Applications for FPL, which must follow the format determined by the Office of Academic  
43 Affairs, must be peer-reviewed in the college.

44  
45 The Executive Committee will review all requests for faculty professional leave and make a  
46 recommendation to the dean based on the following criteria:

- 47 • Overall quality and impact of the planning activities;
- 48 • Assessment of the planned activities for relevance to the faculty member's future  
49 goals;
- 50 • Relevance of the planned activity to the faculty member's continuing to contribute to  
51 the college's mission and goals; and

- The ability of the college to accommodate the leave at the time requested.

### **XIII Supplemental Compensation and Paid External Consulting**

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

The College of Optometry adheres to these policies in every respect. In particular, this 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 TIU head 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 college. 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 with an administrative position (for example, chair, associate/assistant dean, center director) remain subject to the Policy on Faculty Paid External Consulting and with appropriate approval, are permitted to engage in paid external work activities. However, faculty members with administrative positions are not permitted to accept compensation/honoraria for services that relate to or are the result of their administrative duties and responsibilities.

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 dean or designee have approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate committee of the college reviews and approves the use of the textbook or material for use in the course taught by the faculty member.

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.

### **XIV Financial Conflicts of Interest**

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

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

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

## 4 5 **XV Grievance Procedures**

6  
7 Faculty or staff members who have a grievance with the college should first discuss the  
8 matter with their supervisor, who will review the matter as appropriate and either seek  
9 resolution or explain why resolution is not possible. This section deals with grievances that  
10 have proceeded from the supervisor level to the college level. If the grievance involves the  
11 supervisor or the supervisor is not the appropriate contact for some other reason, the faculty  
12 or staff member should bring the matter to the attention of the dean. If the grievance involves  
13 the dean or the dean is not the appropriate contact for some other reason, the faculty or staff  
14 member should bring the matter to the attention of the executive vice president and provost.

### 15 16 **A Salary Grievances**

17  
18 A faculty or staff member who believes that his or her salary is inappropriately low should  
19 discuss the matter with the dean. The faculty or staff member should provide  
20 documentation to support the complaint. The Salary Appeals Committee (see section VII-C)  
21 handles salary appeals according to procedures outlined in the OAA [Policies and](#)  
22 [Procedures Handbook](#).

23  
24 Staff members who are not satisfied with the outcome of the discussion with the dean and  
25 wish to pursue the matter should contact [Employee and Labor Relations](#) in the Office of  
26 Human Resources.

### 27 28 **B Faculty Misconduct**

29  
30 Complaints alleging faculty misconduct or incompetence should follow the procedures set  
31 forth in Faculty Rule [3335-5-04](#). The College of Optometry Investigations Committee (see  
32 section VII-C) handles cases of faculty misconduct according to procedures outlined in the  
33 OAA [Policies and Procedures Handbook](#).

### 34 35 **C Faculty Promotion and Tenure Appeals**

36  
37 Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](#).

### 38 39 **D Sexual Misconduct**

40  
41 The university's policy and procedures related to sexual misconduct are set forth in OHR  
42 [Policy 1.15](#).

### 43 44 **E Student Complaints**

45  
46 Normally student complaints about courses, grades, and related matters are brought to the  
47 attention of individual faculty members. In receiving such complaints, faculty should treat  
48 students with respect regardless of the apparent merit of the complaint and provide a  
49 considered response. When students bring complaints about courses and instructors to the  
50 dean, the dean will first ascertain whether or not the students require confidentiality. If  
51 confidentiality is not required, the dean will investigate the matter as fully and fairly as

1 possible and provide a response to both the students and any affected faculty. If  
2 confidentiality is required, the dean will explain that it is not possible to fully investigate a  
3 complaint in such circumstances and will advise the student(s) on options to pursue without  
4 prejudice as to whether the complaint is valid or not.

5  
6 Student Grade Grievances procedures outlined in Faculty Rule [3335-8-23](#) will be followed.

7  
8 Student Academic Misconduct procedures outlined in the College of Optometry's Student  
9 Honor Code (<http://optometry.osu.edu/pdf/HonorCode.pdf>) and in the University Code of  
10 Student Conduct (<http://studentlife.osu.edu/csc/>) will be followed.

11  
12 Faculty complaints regarding students must always be handled strictly in accordance with  
13 university rules and policies. Faculty should seek the advice and assistance of the dean  
14 and others with appropriate knowledge of policies and procedures when problematic  
15 situations arise. In particular, evidence of academic misconduct must be brought to the  
16 attention of the [Committee on Academic Misconduct](#) (see Faculty Rule [3335-23-05](#)).