

# Office of Academic Affairs

## Policies and Procedures Handbook: Volume 1

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#### 1.0 Regional Campus Advisory Boards

Revised: 02/15/13

#### 1.1 Composition and Administration

Revised: 02/15/13; 07/20/17

A regional campus board has been established for each of the university's regional campuses located in Lima, Mansfield, Marion, and Newark. Composition and administration of the regional campus boards shall be as follows:

- (1) Each of these boards shall be composed of ten members appointed by the executive vice president and provost ("the provost") in consultation with the dean/director of each regional campus.
- (2) Nine members of each board shall be private citizens. One member of each board shall be a student who is currently enrolled and in good standing on his or her campus. **The student member shall have no voting power on the board.**

(3) Citizen members shall be appointed for terms of three years. Terms will be staggered so that three terms end each year. In case a vacancy develops, the provost may appoint a citizen member to fill the remaining part of the unexpired term. No citizen member shall serve more than three terms, consecutive or otherwise. (In determining eligibility for reappointment, an initial appointment of two years, or more, shall be construed as a term.)

(4) The student member shall serve a term of one year, and is eligible for reappointment as long as he or she remains a student in good standing on his or her campus.

(5) Terms of the appointed members shall begin on July first.

(6) Board members shall serve without compensation but may be reimbursed for expenses incurred in the performance of their duties. Board members shall be provided immunities or indemnification against any claims or liabilities which may arise from the performance of their duties to the full extent permitted by law.

(7) The dean/director of each campus, in collaboration with the provost, shall establish campus priorities. The chair of each board shall advise the dean/director in establishing board agendas that promote these priorities. Reasonable staff services and other assistance as may be required by a board will be provided by the dean/director. The dean/director may attend all meetings of the board.

(8) The provost or the provost's designee, in cooperation with the deans/directors, shall serve as the liaison between the regional campus boards and the various colleges, departments, and offices of the university, and may attend all meetings of these boards.

(9) The chairs of the Lima, Mansfield, Marion, and Newark campus faculty assemblies shall serve as resource persons to their campus's board and, in order to serve that function, may attend all public meetings of the board.

## **1.2 Nominations and Appointments**

Revised: 02/15/13

Nominations for and appointments to regional campus boards shall proceed as follows, with the goal of continually ensuring a strong, independent group of dedicated members of diverse backgrounds who represent a range of professions and experiences.

(1) All members of the regional campus boards are appointed by the provost, in consultation with the dean/director of each campus.

(2) The deans/directors will consult with their boards in determining nominees.

(3) The following criteria shall guide the nominations of community members:

(a) They are well acquainted with their respective campus and its region; with the other regional campuses; and with the Ohio state university as a whole;

(b) They have a record of community service;

(c) Consideration should be given to nominating individuals with diverse professional expertise and perspectives; and

(d) Employees of the university and their immediate family members, employees of the co-located technical college and their immediate family members, and members of the board of the co-located technical college are ineligible to serve as citizen members.

(4) Student members should be in good standing on their respective campuses, with an active interest in improving the campus and The Ohio State University in general, and must be willing to inform themselves about the needs, interests, and concerns of other students. However, in their capacity as board members, the student member's role is as that of any other board member – to balance the needs and issues of all constituencies in their deliberations – not to represent a single constituency.

(5) Deans/directors will communicate their nominations to the provost no later than the Tuesday following Memorial Day of each year.

(6) Vacancies shall be filled by the provost in the same manner and subject to the same qualifications as appointments for full terms.

(7) Members of the regional campus boards serve at the pleasure of the provost.

### **1.3 Responsibilities**

Revised: 02/15/13

The regional campus boards shall serve in an advisory capacity to the dean/director of their respective campuses. Each board shall:

(1) Assist in maintaining key relationships with external constituencies by:

(a) Developing support for its campus;

(b) Being knowledgeable about The Ohio State University, in general, and, in particular, about the campus served by the board;

(c) When appropriate, serving as a knowledgeable and effective advocate for its campus and for The Ohio State University with the state legislature and state and local agencies;

(d) Ensuring effective coordination with the board of the co-located technical college in all areas of common interest; and

(e) Ensuring effective coordination with the Columbus campus through service by appointed board members on appropriate Columbus-based councils and committees.

(2) Offer advice and guidance, as appropriate, about its campus's strategic plan, campus plan, student life plan, safety and security plans, etc. The regional campus boards shall have no jurisdiction with respect to faculty. The hiring, evaluation, promotion, tenure status, duties and responsibilities, and compensation of faculty shall be conducted in accordance with established university rules.

(3) The deans/directors of the regional campuses may at their discretion seek the advice of their respective boards on such matters as annual budgets, capital projects, tuition and fees proposals, etc.

### **1.4 Meetings**

Revised: 02/15/13

Regular meetings of the regional campus boards shall be held on such schedule as may be established by these boards in consultation with the dean/director, at times that shall be set and publicly announced.

(1) Special meetings may be called at the direction of a board chair, in consultation with the dean/director, or may, in consultation with the dean/director, be called by a chair at the request of three members of his or her board. In such cases, notice to all members of that board shall be given not less than five days prior to the meeting and publicly announced.

(2) Non-binding recommendations to the dean/director may be passed by a majority of the voting members present.

### **1.5 Conflict of Interest**

Revised: 02/15/13

No regional campus board member shall participate in deliberations on a university contract, action or transaction when the board member has a financial or personal or fiduciary interest in any person or entity affected by such contract, action or transaction. The board member having the prohibited interest shall make full disclosure thereof and shall abstain from any deliberations on any such matter. Board members shall provide the provost on or about August first of each year with a full disclosure of any financial or fiduciary interest the board member, a member of the board member's family, or any business associate of the board member may have in any service provider who may be qualified to do business with the university

### **1.6 Officers**

Revised: 02/15/13

Officers of regional campus boards shall be as follows:

(1) The executive committees of the regional campus boards shall consist of a chair, vice chair, and a recording secretary of each board. These officers shall be elected annually by their respective board on a schedule to be determined by that board. No officer may serve more than two consecutive, one-year terms in the same office.

(2) The chair shall preside at all meetings of his or her board, shall appoint members of any committees created by the board, shall serve as an *ex officio* member of all standing and special committees, and shall approve the agenda for all board meetings.

(3) The vice chair shall perform the duties and exercise the powers of the chair during the absence of the chair or in the event of the chair's inability to act.

(4) The recording secretary shall be responsible for ensuring that minutes of board meetings are produced and maintained; for ensuring that board members are kept informed about board activities and campus issues; for ensuring that correspondence of the board is properly conducted; and for posting board minutes to a designated location on his or her campus's website in a timely fashion.

### **1.7 Committees**

Revised: 02/15/13

Committees of regional campus boards may form and operate as follows:

(1) In consultation with their respective deans/directors, the regional campus boards shall establish such committees, both standing and *ad hoc*, as needed to inform their advice and recommendations to the deans/directors.

(2) The charge and composition of the regional campus board committees shall be determined by the board chairs in consultation with their respective dean/director.

(3) The work of the regional campus board committees shall be facilitated by such offices on the Columbus campus as student life, strategic enrollment planning, minority affairs, business and finance, and other units as may be appropriate to a committee's charge. The provost or the provost's designee will assure the regular and ongoing contact of the regional campus board committees and these offices and units on the Columbus campus.

(4) The regional campus board committees shall also work with individuals and entities, as appropriate, at the technical school co-located on their campus to ensure the continuing collaboration and mutual benefit of both institutions.

## **2.0 Faculty Fellow Program**

Revised: 02/15/13

### **2.1 Purpose**

Revised: 02/15/13

This program enables OAA to obtain the services of a senior faculty member for an in-depth, time-limited administrative project, releasing him/her from 50% **20%** or more of his/her regular duties. The program is also designed to provide a leadership development opportunity for senior faculty.

### **2.2 Compensation**

Revised: 02/15/13; 07/20/17

A faculty fellow appointment does not entail additional compensation. OAA will transfer funds to the fellow's home unit to cover the fellow's compensation in proportion to the percent FTE that OAA is obtaining for the fellow's time.

**Compensation can include summer funding for faculty who are on 9-month appointments. ~~not to exceed 2/9ths of the base salary.~~**

### **2.3 Appointment Process**

Revised: 02/15/13

The provost must approve any proposal for a project to be undertaken by a fellow. Once the proposal is approved, OAA will call for nominations, including self-nominations, through an electronic message sent to faculty, chairs and deans. ~~All applications must include a recommendation from the unit head.~~ The provost will appoint a screening committee to review applications and make a recommendation about an appointment. **Applicants may be requested to provide recommendation letters.**

### **2.4 Carole A. Anderson Fellow**

Revised: 02/15/13

In selecting the Carole A. Anderson Fellow (Named in honor of Carole A. Anderson, professor emerita of Nursing, retired July 31, 2011), the screening committee may consider participation in a leadership

development program or significant university service as a factor in making a recommendation. There will generally be only one Anderson fellow appointed at any given time.

### **3.0 Dual career hiring cost-sharing fund**

Revised: 12/18/13

As part of its commitment to the recruitment and retention of a diverse and world-class faculty, the Office of Academic Affairs (OAA) has established a hiring fund to help support dual career academic appointments. This fund provides three years of partial salary support for opportunity hires in which a potential or current tenure-track, clinical, or research faculty member has a spouse or partner who is also interested in an academic appointment. In such cases, the chair or dean of the hiring unit will identify the appropriate unit for the opportunity hire and establish whether the potential candidate would be an appropriate fit for and meet the appointment criteria in that unit.

If there is interest in an opportunity hire, the unit will determine the appropriate type of appointment and consult with its faculty in accordance with its own unit guidelines. Once there is an agreement to offer an appointment, OAA will provide one-third of the initial salary, on a cash basis, for a period of up to three years. This cost-sharing is contingent on the availability of funds, which are reviewed on an annual basis. The remaining salary and all of the benefits will be split between the hiring units, or in the case of a dual career couple being hired into the same unit, assumed by that unit. The unit making the initial hire is responsible for initiating a Memorandum of Understanding that outlines how the funding will be split and administered. The OAA dual career hiring fund applies to any academic appointment, including all tenure-track and non-tenure-track positions as well as postdoctoral positions. The units can be within a single college, as well as across colleges. Colleges should forward requests for cost-sharing from this fund using OAA form 210 (<https://oaa.osu.edu/assets/files/documents/Form210.pdf>) to [Admin-FacultyAffairs@osu.edu](mailto:Admin-FacultyAffairs@osu.edu). Allocations to this fund are made annually and disbursements are subject to the availability of funds at the time of the request.

The university does not expect any department/college to hire candidates that do not meet the same quality standards as candidates hired in the receiving department.

The process will be conducted with all deliberate speed to reach a final agreement in time to allow a successful recruitment of the target candidate.

### **4.0 Special opportunity hire fund**

Revised: 03/01/15

The Special Opportunity Hire (SOH) Fund is designed to provide incentives to and reward units for successfully recruiting and retaining faculty members who will contribute to diversity and equal opportunity within their unit and, in turn, the university as a whole.

Units receiving the funds will be expected to assist in this assessment by providing annual reports on the retention of faculty supported through the program and participating in discussions of best practices for their ongoing mentoring and support.

The fund will provide bridge funding, in cash, to help defray the cost of salary support for SOH hires. These hires will emerge from

- 1) A targeted search for a faculty member who provides a unit a quality it is lacking, either in experience or expertise, and also possesses attributes that will contribute to the unit's diversity initiatives.

- 2) A national search where one of several strong candidates bring attributes to the unit that will contribute to the unit's diversity initiatives.

In either case, the unit must document its longer-term plans for sustaining the SOH (e.g. in light of enrollment trends, research support, clinical needs, and so on).

Associated faculty appointments are not eligible for this program. This program is also separate from the university's ongoing efforts to support the internationalization of its students and faculty. For this reason, it is expected that candidates will contribute to domestic diversity initiatives.

OAA will provide cash funding for three years. The funds are available only for the general funds portion of the salary. These funds are available to all of the colleges, University Libraries, and the regional campuses. Units may choose among three funding packages, all equivalent to a year of salary support, excluding benefits:

- 75% of the salary in the 1<sup>st</sup> year and 25% in the 2<sup>nd</sup> year
- 50% of the salary in the 1<sup>st</sup> and 2<sup>nd</sup> years
- 33% of the salary over each of 3 years

Requests for these funds will be accepted on a rolling basis during the academic year and awarded on a first-come, first-served basis until the funds are depleted. Approval is not automatic and will be based on consideration of the information requested on the form as well as on OAA's assessment of how best to support campus-wide diversity initiatives and needs. Units submitting more than one request at the same time should submit them in ranked order. In cases where the candidate receiving SOH funding also has a partner being offered a faculty appointment, the partner hire is still eligible for cost-sharing through OAA's dual-career hiring fund.

Colleges should forward requests for cost-sharing from this fund using OAA form 209 (<https://oaa.osu.edu/assets/files/documents/Form209.pdf>) to [Admin-FacultyAffairs@osu.edu](mailto:Admin-FacultyAffairs@osu.edu) along with a copy of the candidate's CV. The financial plan must contain analysis through enrollment trends or other data that the unit has sufficient teaching, research, and/or clinical work to support this position going forward. The explanation of how the candidate would contribute to the mission of the unit and enhance the unit's diversity initiatives must refer to goals in the college's strategic plan.

## **5.0 Emergency loan fund for new faculty**

Revised: 10/18/11

The Ohio State University Emergency Loan Fund for New Faculty is available upon request to assist newly appointed tenure-track, clinical, and research faculty during their first semester on campus in meeting expenses associated with their transition to Ohio State. Although these resources are limited, the university attempts to make emergency loans readily available to ease the financial burden of relocating until first paychecks are received and local credit can be established. Each new faculty member is eligible to borrow up to \$1,500. The program is administered through the Office of the University Bursar. This revolving fund is available on a first-come, first-served basis. New loans are awarded as previous recipients repay their loans. The loan is interest free.

Because this is a revolving fund, individuals are required to repay the loan through the Office of the University Bursar by credit card, direct withdrawal from their bank account, or check. There will be a payment of \$300 each month beginning in January and continuing until May for a total of 5 months (time-frame adjusted for January hires). Faculty receiving loans will be required to complete a promissory note with the Office of the University Bursar and a data sheet with personal information as well as two

personal references. Faculty requesting a loan must complete an application and obtain the appropriate signatures in their college and forward to OAA. Normal processing of the application should result in the check being mailed to the faculty member's home address within 5-7 business days upon receipt of the completed application in OAA.