Pattern of Administration for The Ohio State University Tenure-Initiating Unit (TIU) XXX

Colleges that serve as TIUs should also refer to the College Pattern of Administration sample document at https://oaa.osu.edu/policies-and-procedures-handbook.

Approved by the Faculty: aa/aa/aaaa; bb/bb/bbbb; cc/cc/cccc; etc.

Last approved by the Faculty: dd/dd/dddd

Approved by the Office of Academic Affairs: ee/ee/eeee
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I Introduction

This document provides a brief description of TIU XXX as well as a description of its guidelines and procedures. It supplements the Rules of the University Faculty, and other policies and procedures of the university to which the TIU and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the TIU head. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

II TIU Mission

Include TIU mission statement.

Wording here must be the same as in the Appointments, Promotion, and Tenure Document.

III Academic Rights and Responsibilities

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns.

IV Faculty

Include information on clinical/teaching/practice and research faculty only if approved for unit.

Faculty Rule 3335-5-19 defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this TIU includes tenure-track, clinical/teaching/practice, and research faculty with compensated FTEs of at least XX% in the TIU, and associated faculty.

The TIU XXX makes clinical/teaching/practice [TIU may select most appropriate title] appointments. Clinical/teaching/practice faculty titles are assistant professor of clinical, teaching, or practice XXX, associate professor of clinical, teaching, or practice XXX, and professor of clinical, teaching, or practice XXX. The appointment cap on clinical/teaching/practice faculty in relation to the total of tenure-track, clinical/teaching/practice and research faculty is established in the college pattern of administration. [If the TIU has elected to have its own cap, insert here. If the TIU has voted to extend governance rights to clinical/teaching/practice faculty, include the following sentence.] On DATE, the TIU faculty voted to extend governance rights to clinical/teaching/practice faculty. Clinical/teaching/practice faculty may vote in all matters of TIU governance except tenure-track appointment, promotion and tenure decisions and research appointment and promotion decisions.

The College of Arts and Sciences and the professional colleges have a 20% cap.

Colleges within the Health Sciences have a higher cap.

Clinical departments within the College of Medicine have no cap on clinical faculty.

The TIU XXX makes research appointments. Research faculty titles are research assistant professor of XXX, research associate professor of XXX, and research professor of XXX. Research faculty can comprise no more than 20% of the tenure-track faculty. [If the TIU has voted to extend governance rights to research faculty, include the following sentence.] On DATE, the TIU faculty voted to extend
governance rights to research faculty. Research faculty may vote in all matters of TIU governance except
tenure-track appointment, promotion and tenure decisions and clinical/teaching/practice appointment and
promotion decisions.

[If the TIU has voted to extend governance rights to associated faculty, include the following sentence.]

On DATE, the TIU faculty voted to extend governance rights to associated faculty. Associated faculty
may vote in all matters of TIU governance except tenure-track appointment, promotion and tenure
decisions, and clinical/teaching/practice and research appointment and promotion decisions.

Emeritus faculty in this TIU are invited to participate in discussions on nonpersonnel 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 TIU is provided in the Appointments, Promotion and Tenure Document.

V Organization of TIU Services and Staff

Include description of TIU offices, staff, and their functions.

VI Overview of TIU Administration and Decision-Making

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

VII TIU Administration

A TIU Head

The primary responsibilities of the TIU head are set forth in Faculty Rule 3335-3-35. This rule
requires the TIU head to develop, in consultation with the faculty, a Pattern of Administration with
specified minimum content. The rule, along with Faculty Rule 3335-6, also requires the TIU head to
prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to
appointments, reappointments, promotion and tenure.

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

- To have general administrative responsibility for TIU programs, subject to the approval of the
dean of the college, and to conduct the business of the TIU 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 TIU established criteria; to inform faculty members when they receive their annual performance and merit review of their right to review their primary personnel file maintained by their TIU and to place in that file a response to any evaluation, comment, or other material contained in the file.

• To recommend, after consultation with the tenured faculty, appointments, reappointments, promotions, dismissals, and matters affecting the tenure of members of the TIU faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 and this TIU’s Appointments, Promotion and Tenure Document.

• To see that all faculty members, regardless of their assigned location, are offered the privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.

• To maintain a curriculum vitae for all personnel teaching a course in the TIU’s curriculum.

• To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

• To prepare, after consultation with the faculty, annual budget recommendations for the consideration of the dean of the college.

Day-to-day responsibility for specific matters may be delegated to others, but the TIU head 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 TIU head exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of TIU academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The TIU head 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 TIU head will explain to the faculty the reasons for the departure, ideally before action is taken.

B Other Administrators

At a minimum include information on other academic administrators including vice, associate, and assistant chairs/directors; graduate studies and undergraduate studies chairs; etc. It is also beneficial to include A&P staff positions, especially those that directly support the TIU’s academic mission.

C Committees

Much of the development and implementation of the TIU’s policies and programs is carried out by standing and ad hoc committees. The TIU head is an ex officio member of all TIU committees and
may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee.

Describe the TIU’s committee structure. Include number of members, how they are selected, length of term, how chair is selected. If students are permitted on committees, include how they are selected and whether they may vote. There is nothing that prohibits students from voting on TIU committees, though it is good practice to exclude students from sessions that involve student confidentiality.

VIII Faculty Meetings

The TIU head will provide to the faculty a schedule of TIU faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per semester and normally will provide for monthly meetings. A call for agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. A meeting of the TIU faculty will also be scheduled on written request of 25% of the faculty. The TIU head will make reasonable efforts to have the meeting take place within one week of receipt of the request. The TIU head will distribute minutes of faculty meetings to faculty by e-mail—within seven days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

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

For purposes of discussing TIU business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple majority of all faculty members eligible to vote.

Either the TIU head or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will be given one week to respond.

When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be achieved on behalf of any position, the TIU head will necessarily make the final decision.

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

IX Distribution of Faculty Duties and Responsibilities

The Office of Academic Affairs requires TIUs to have guidelines on the distribution of faculty duties and responsibilities (See the OAA Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.3).
During on-duty periods, faculty members are expected to be available for interaction with students, research, and TIU meetings and events even if they have no formal course assignment. [Insert TIU policies regarding holding office hours.] On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XII) or on approved travel.

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the TIU and the individual circumstances of faculty members may warrant temporary deviations from these guidelines. Assignments and expectations for the upcoming year are addressed as part of the annual review by the TIU head.

A full-time faculty member’s primary professional commitment is to Ohio State University and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must disclose and discuss these with the TIU head in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the OAA Policy on Faculty Conflict of Commitment.

The numbers and other specifics used in sections A – D are examples only and are given to indicate the kinds of information that should be included; specific numbers provided by individual units must be compatible with the appropriate benchmarks in peer institutions.

A Tenure-track Faculty

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

Teaching

All tenure-track faculty are expected to contribute to the TIU’s teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. The standard teaching assignment for full-time tenure-track faculty members is four courses per academic year. Faculty members are also expected to advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work.

Adjustments to the standard teaching assignment may be made to account for teaching a new class, the size of the class, whether the class is taught on-line or team-taught, and other factors that may affect the preparation time involved in teaching the course.

The standard teaching assignment may vary for individual faculty members based on their research and/or service activity. Faculty members who are especially active in research can be assigned an enhanced research status that includes a reduced teaching assignment. Likewise, faculty members who are relatively inactive in research can be assigned an enhanced teaching status that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the TIU, college, university, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment.
The TIU head is responsible for making teaching assignments on an annual basis, and may decline to approve requests for adjustments when approval of such requests is not judged to be in the best interests of the TIU. All faculty members must do some formal instruction and advising over the course of the academic year.

Include TIU-specific guidelines for determining increases or decreases to teaching assignment.

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the TIU’s Appointments, Promotion, and Tenure Document. Over a four-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles. Faculty engaged in basic or applied research are expected to attract extramural funding that supports at least 15% AY release time and that supports at least two graduate students per year. Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research.

Include TIU-specific guidelines for determining increases or decreases to the scholarship assignment. This might include a numerical range for expected publication activity or list other activities that are part of the unit’s scholarship agenda, such as evidence of work in progress on book manuscripts or creative works or presentations or posters at national or international conferences.

Service

Faculty members are expected to be engaged in service and outreach to the TIU, university, profession, and community. Typically this will include service on two committees within the TIU and one outside the unit. This pattern can be adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the TIU, college, or university).

All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other TIU events.

Include TIU-specific guidelines for determining increases or decreases to service assignment.

Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs Special Assignment Policy. The information provided below supplements these policies.

Untenured faculty will normally be provided an SA for research for one semester, during their probationary period. Reasonable efforts will be made to award SA opportunities to all other faculty members subject to the quality of faculty proposals, including their potential benefit to the TIU or university, and the need to assure that sufficient faculty are always present to carry out TIU work. The TIU’s committee on [insert appropriate peer group here] will evaluate all SA proposals and make recommendations to the TIU head. The chair’s/director's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential
benefit to the TIU or university and to the faculty member as well as the ability of the TIU to accommodate the SA at the time requested.

B Clinical/Teaching/Practice Faculty

The TIU of XXX uses the title clinical, teaching, or practice [select title] faculty. These appointments exist for faculty members who focus principally on the education needs for TIU XXX. Clinical, teaching, or practice [select title] faculty members are expected to contribute to the TIU’s research and education missions, as reflected by participation in graduate program development and teaching. Clinical/teaching/practice faculty members are expected to contribute to the university’s mission via teaching and service, and to a lesser extent scholarship. Service expectations are similar to those for the tenure-track.

The standard teaching assignment for full-time clinical, teaching, or practice [select title] faculty members is seven courses per academic year.

C Research Faculty

Research faculty members are expected to contribute to the university’s mission via research.

In accord with Faculty Rule 3335-7-34,

a research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. However, teaching opportunities for each research faculty member must be approved by a majority vote of the TIU’s tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.

Research faculty expectations for research are similar to those for the tenure-track, albeit proportionally greater since 100% of effort for research faculty members is devoted to research. Specific expectations are spelled out in the letter of offer.

i Clinical/Teaching/Practice and Research Faculty Appointment Cap and Governance Rights

In accordance with Faculty Rule 3335-7-03, unless an exception is approved by the University Senate and the Board of Trustees, clinical/teaching/practice faculty may comprise no more than 40% of the total tenure-track, clinical/teaching/practice, and research faculty in each of the colleges of the health sciences and no more than 20% of the tenure-track, clinical/teaching/practice, and research faculty in all other colleges. In all TIUs not in the health sciences, the number of clinical/teaching/practice track faculty members must be fewer than the number of tenure-track faculty members in each unit.

Clinical/teaching/practice faculty may vote in all matters of TIU governance except tenure-track appointment, promotion and tenure decisions. TIUs that appoint clinical/teaching/practice faculty determine the level of participation within TIU governance and administrative structures in accordance with Faculty Rule 3335-7-11. Any clinical/teaching/practice faculty member appointed by the college unit may stand for election to serve as a representative in the University Senate subject to representation restrictions noted in Faculty Rule 3335-7-11(C)(2).
Unless otherwise authorized by a majority vote of the tenure-track faculty in a TIU, research faculty must comprise no more than 20% of the number of tenure-track faculty in the TIU. In all cases, however, the number of research faculty positions must constitute a minority with respect to the number of tenure-track faculty in the unit.

Research faculty may participate in discussions of research faculty matters including promotion and tenure reviews.

D Associated Faculty

Compensated associated faculty members are expected to contribute to the university’s mission via teaching or research depending on the terms of their individual appointments.

Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based on their appointment level.

Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.

The standard teaching assignment for full-time lecturers is eight courses per academic year.

E Parental Modification of Duties

The TIU of XXX strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the TIU is committed to adhering to the College of YYY’s guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption. See the college pattern of administration for details.

The faculty member requesting the modification of duties for childbirth/adoption and the TIU head should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the dean.

X Course Offerings and Teaching Schedule

The TIU head will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the TIU’s first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-16 will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty
members across semesters of offering to assure that instructional expertise is always available for such
courses.

XI Allocation of TIU Resources

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

The TIU head will discuss the TIU 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 TIU head.

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.

Include TIU guidelines on the allocation of travel funds.

XII Leaves and Absences

In general, there are four types of leaves and absences taken by faculty (in addition to parental leave,
which is detailed in the Parental Care Guidebook). The university's policies and procedures with respect to
leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook
and Office of Human Resources Policies and Forms website. The information provided below
supplements these policies.

Include TIU-specific guidelines.

A Discretionary Absence

Faculty are expected to complete a travel request or an Application for Leave form well in advance of
a planned absence (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 TIU head 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
semester is substantial. Rules of the University Faculty require that the Office of Academic Affairs
approve any discretionary absence longer than 10 consecutive business days (see Faculty Rule 3335-
5-08) and must be requested on the Application for Leave form.

B 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 TIU head 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. For additional details see OHR Policy 6.27.

C Unpaid Leaves of Absence

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR Policy 6.45. The information provided below supplements this policy.

Include TIU-specific guidelines.

D Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leave. The information provided below supplements these policies.

The TIU’s committee on [insert appropriate peer group here] will review all requests for faculty professional leave and make a recommendation to the TIU head based on the following criteria:

Include TIU-specific criteria for reviewing faculty professional leave requests.

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

Include TIU-specific guidelines.

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.

This TIU adheres to these policies in every respect. In particular, this TIU 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 TIU. In addition, it is university policy that faculty may not spend more than one business day per week on supplementally compensated activities and external consulting combined.

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.

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 TIU faculty member wish to use a textbook or other material that is authored by the faculty
member and the sale of which results in a royalty being paid to him or her, such textbook or material may
be required for a course by the faculty member only if (1) the faculty member’s TIU head and dean or
designee have approved the use of the textbook or material for the course taught by the faculty member,
or (2) an appropriate committee of the TIU or college reviews and approves the use of the textbook or
material for use in the course taught by the faculty member.

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.

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

XV Grievance Procedures

Members of the TIU with grievances should discuss them with the TIU head 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

A Salary Grievances

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the
matter with the TIU head. 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 TIU head and
wish to pursue the matter may be eligible to file a more formal salary appeal (see the Office of
Academic Affairs Policies and Procedures Handbook).

Staff members who are not satisfied with the outcome of the discussion with the TIU head and wish
to pursue the matter should contact Employee and Labor Relations in the Office of Human Resources.

B Faculty Misconduct
Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04.

C Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05.

D Sexual Misconduct

The university's policy and procedures related to sexual misconduct are set forth in OHR Policy 1.15.

E 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 TIU head, the TIU head will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the TIU head 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 TIU head 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. See Faculty Rule 3335-8-23.

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 TIU head 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 (see also Faculty Rule 3335-23-05).

F Code of Student Conduct

In accordance with the Code of Student Conduct, faculty members will report any instances of academic misconduct to the Committee on Academic Misconduct.

G Professional Student Honor Code

For the health sciences colleges that have a student honor code:

Include the web reference for any professional student honor code that applies to your students.
The following section does not need to be included in governance documents. It is for information only.

Alphabetical List of Hyperlinks Appearing in Ohio State University
Patterns of Administration
and
Appointments, Promotion, and Tenure Documents

Academic Rights and Responsibilities Reaffirmation: https://oaa.osu.edu/rightsandresponsibilities.html


Application for Leave form: https://eleave.osu.edu

Code of Student Conduct: https://trustees.osu.edu/rules/code-of-student-conduct/

Committee on Academic Misconduct: https://oaa.osu.edu/coam.html and https://senate.osu.edu/committees/academic-misconduct

Faculty Rule 3335-3 (administration): https://trustees.osu.edu/rules/University-rules/chapter-3335-3-administration.html


Faculty Rule 3335-8 (instruction): https://trustees.osu.edu/rules/University-rules/chapter-3335-8-instruction.html


Kirwan Institute for the Study of Race and Ethnicity: http://www.kirwaninstitute.org/

Office of Academic Affairs Governance Documents Webpage: https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure
Office of Distance Education and eLearning: https://odee.osu.edu
Office of Diversity and Inclusion: https://odi.osu.edu/
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