**Pattern of Administration for Regional Campuses**

**Information and Instructions for Required Outline**

A regional campus’s Pattern of Administration (POA) should strike a balance between assuring active and meaningful involvement of the faculty in campus governance and recognizing that the dean and director has ultimate responsibility for the campus’s administration.

A campus may develop advisory bodies to consider and make recommendations on any issue requiring a decision but the dean and director must retain responsibility for the final decision or recommendation to a higher level of administration. The dean and director has ultimate responsibility for allocating the campus’s resources in a way that makes the most fiscal and programmatic sense and cannot delegate that responsibility.

The POA should not include content that overlaps material required in the campus’s Appointments, Promotion, and Tenure (APT) document. Redundant content in the POA and APT documents serves no purpose and often results in inconsistencies. The only exception is the mission statement, which must be reproduced identically in both the POA and APT documents.

The POA should refer to and be consistent with the [University Faculty Rules](https://trustees.osu.edu/bylaws-and-rules/university-faculty-rules). It is inadvisable to quote rules extensively, given that such passages will not reflect later revisions of the Rules. In place of quoted material, cite the relevant Rule number and embed the web address within it to comply with accessibility guidelines. If quoting from the rules is deemed essential, please clearly demarcate the quotation (indent and/or italicize).

The POA must include a cover page with campus name and date approved by faculty. Include a table of contents and paginate the POA. OAA maintains a digital collection of governance documents on its own [website](https://www.osu.edu/assets/brand/ohiostate-editorialstyle.pdf) and encourages the regional campuses to make their POA available on their websites.

The required outline in the accompanying POA guideline document provides actual content and language that could be adopted in its present form or modified to better suit the particular needs of a campus. The content and language are based on university rules and policies as well as on common practices that work well broadly. Because a common format is needed to facilitate reference to POA documents, campuses are to follow the required outline, except for sections that do not pertain to them (e.g., campuses that do not appoint clinical/teaching/professional practice or research faculty do not need to include information relevant to those appointments).

Include current references to all university titles, rules, policies, offices, and entities. Web addresses should be embedded to comply with accessibility guidelines. See the [*Policies and Procedures Handbook*](https://oaa.osu.edu/policies-and-procedures-handbook), Chapter 1, Section 3.0: Updating Obsolete Material, for a summary of commonly found obsolete references that must be corrected before governance documents are submitted for review.

Items in red italicized text in the accompanying POA guideline document that follows are notes and comments; they are not to appear in a campus’s POA.

*The sections that follow are numbered according to the corresponding sections in the accompanying POA guideline document and are linked to them.*

# I [Introduction](#_Introduction)

Provide an introductory statement that includes the information that the POA must be reviewed and either revised or reaffirmed on appointment or reappointment of the dean and director. Revisions must be made with broad faculty input, and the campus’s practices and procedures for obtaining such input are to be specified. The process for revision at other times is the same as above.

# II [Campus mission](#_Campus_Mission)

Include the campus’s academic mission. This statement must also appear in the campus’s APT document. This is the only example of duplicated material in the two documents; the language must be identical in both.

Within the campus’s academic mission statement:

* identify the audiences of the campus’s teaching, research and creative activity, engagement, and service;
* explain how these audiences affect the nature of its teaching, research and creative activity, engagement, and service; and
* establish the relative importance of the various kinds of faculty effort in the context of the mission.

As part of its mission, the campus should set the goal of increasing the quality of its endeavors. In addition, the unit should assure that the guidelines on faculty duties, responsibilities, and workload included in the appendix to each campus POA are consistent with its mission and its criteria for appointments, promotion, and tenure, and for merit salary increases and other rewards. See the [*Policies and Procedures Handbook*](https://oaa.osu.edu/policies-and-procedures-handbook)*,* Chapter 2, Section 1.4.3: Duties, Responsibilities, and Workload for additional information.

# III [Academic rights and responsibilities](#_Academic_Rights_and)

Include the link to the university’s [reaffirmation of academic rights and responsibilities](https://oaa.osu.edu/academic-rights-and-responsibilities).

# IV [Faculty and voting rights](#_Faculty_and_Voting)

Describe who is considered a faculty member on the campus for voting purposes and for purposes of consultation (if the two are different).

Campuses with clinical/teaching/professional practice faculty, research faculty, and/or associated faculty are to state what governance rights will be extended to them.

Emeritus faculty may not be given voting rights but may be asked to consult with campus committees.

# V [Organization of the campus](#_Organization_of_the)

Describe the campus’s offices and staff and their functions.

# VI [Overview of campus decision-making](#_Overview_of_Campus)

Include a statement on how campus policy and program decisions are made. State that all fiscal and HR decisions ultimately must be approved by the dean and director.

### **VII** [**Campus administration**](#_Campus_Administration)

# A [Dean and director](#_Dean_and_Director)

The responsibilities of the dean and director are detailed in the accompanying POA guideline document. State clearly those matters for which the dean and director has final authority.

# B [Other administrators](#_Other_Administrators)

If the campus has other administrative positions such as associate or assistant deans, describe these positions in this section.

# C [Committees](#_Committees)

Regional campuses should routinely review their committee structure, revising it as need be to assure that it continues to be current and effective. Considerations include the number of faculty on the campus (the fewer the faculty, the greater the importance of a highly efficient committee structure), the complexity of the campus’s programs, and the campus’s culture. The number of committees, their size, and their intensity of effort should be consistent with the size of the campus (fewer faculty, fewer and smaller committees) and handled with good judgment regarding faculty input on the various types of business to be conducted. When possible, probationary faculty members’ committee responsibilities should be limited to allow acclimation to the university and the campus.

Describe the campus’s standing committee structure, including the responsibilities of each committee, who the members are, how they are selected, length of term, and how the chair is selected. If students are permitted on committees, state how they are selected and whether they may vote. There is nothing that prohibits students from voting on campus committees, though it is good practice to exclude students from sessions that involve student confidentiality.

Campuses are strongly advised to have a committee that can review grievances.

Most campuses have a dean’s advisory council, the purpose of which is to provide an efficient source of advice and consultation to the dean and director on a broad array of matters. Effective use of such a committee can reduce the need for single function standing committees. Members may serve by virtue of position (associate dean, for example), by appointment, by election, or a combination of these.

Other typical standing committees include a budget advisory committee; a facilities committee; a diversity, equity, and inclusion committee; and a staff forum. Regional campuses also may have an academic standards committee. In accordance with Faculty Rules [3335-9-23](https://trustees.osu.edu/bylaws-and-rules/3335-9), [3335-9-25](https://trustees.osu.edu/bylaws-and-rules/3335-9), [3335-9-26](https://trustees.osu.edu/bylaws-and-rules/3335-9), [3335-9-27](https://trustees.osu.edu/bylaws-and-rules/3335-9), and [3335-9-28](https://trustees.osu.edu/bylaws-and-rules/3335-9), such a committee monitors probations and dismissals of students, rules on academic dismissal cases, and considers appeals for reinstatement following academic dismissal. All other standing committees are specific to campus needs. The dean and director typically appoints members to standing committees—in part to assure a fair distribution of service effort among faculty and in part to assure appropriate membership in terms of expertise, diversity, and other considerations.

Many functions occur irregularly and may be carried out by ad hoc committees. These include faculty searches and periodic curriculum review. The dean and director typically appoints members to ad hoc committees.

The dean and director is an *ex officio* member of every committee.

### **VIII** [**Faculty Assembly meetings**](#_Faculty_Assembly_Meetings)

Regional campuses should include how Faculty Assembly meetings are scheduled, how faculty members are informed of meetings, and how meeting agendas and minutes are established, distributed, and maintained. This section of the POA should provide a link to the Assembly’s bylaws.

### **IX** [**Distribution of faculty duties, responsibilities, and workload**](#_Distribution_of_Faculty)

[Faculty Rule 3335-5-07](https://trustees.osu.edu/bylaws-and-rules/3335-5) requires regional campuses to develop and implement a faculty workload guideline, which is to be integrated in their POA.

Campus expectations regarding faculty office hours are to be included. Every member of the faculty who is assigned instruction is expected to establish and maintain regular office hours in order to be readily available to students. Any campus guidelines that supplement college guidelines and university policies with respect to conflicts of commitment should be described, with the reader directed to the [Outside Activities and Conflicts Policy](https://policies.osu.edu/sites/default/files/documents/2024/09/outside-activities-policy.pdf).

There should be a separate section by faculty appointment type detailing workload expectations for each of the campus’s faculty appointment types:

**A** **[Tenure-track faculty](#Workloadtenuretrack)**

Base the content of this section on the language in the parallel section of the accompanying POA guideline document.

**i** **[Special assignments](#Specialassignments)**

Describe any campus guidelines that supplement college guidelines and university policy with regard to [Special Assignments](https://oaa.osu.edu/sites/default/files/documents/Faculty-Special-Assignment.pdf).

**B** **[Clinical/teaching/professional practice faculty](#WorkloadCTP)**

Base the content of this section on the language in the parallel section of the accompanying POA guideline document.

**C** **[Research faculty](#Workloadresearch)**

Base the content of this section on the language in the parallel section of the accompanying POA guideline document.

**D** **[Associated faculty](#Workloadassociated)**

Base the content of this section on the language in the parallel section of the accompanying POA guideline document.

**i** **[Guidelines for determining associated faculty FTE exceptions](#GuidelinesfordeterminingFTE) to** [**Faculty Appointments Policy**](https://policies.osu.edu/sites/default/files/documents/2024/09/faculty-appointments-policy.pdf)

The [Faculty Appointments Policy](https://policies.osu.edu/sites/default/files/documents/2024/09/faculty-appointments-policy.pdf) requires regional campuses to have formal guidelines for addressing types of courses that warrant a change to the credit-hour FTE equivalency for lecturers or other associated faculty appointments. These guidelines must be written into the campus’s POA and approved by OAA. The guidelines must take into account reasonable estimates on the number of hours spent in the classroom, preparing, grading, answering student email, and holding office hours. Campuses can approve additional pay for a course that has a limited or one-time increase in effort, such as a first-time preparation or slightly larger class size.

### **E** [**Modification of duties**](#Modification)

A regional campus faculty member’s college pattern of administration includes details of the college’s guidelines on modification of duties to assist TIU heads in making flexible arrangements for full-time faculty seeking accommodation for childbirth/adoption, care taking for an immediate family member who has a serious health condition, or a qualifying exigency arising from the employee’s immediate family member being on covered active duty in a foreign country or being called to covered active-duty status.

### **X** [**Course offerings, teaching schedules, and grade assignments**](#_Course_Offerings,_Teaching)

Describe how the campus’s course offering schedule (see the [*Policies and Procedures Handbook*](https://oaa.osu.edu/policies-and-procedures-handbook)*,* Chapter 2, Section 1.5: Course Scheduling) and faculty teaching schedule are developed (see Chapter 2, Section 1.4.3: Duties, Responsibilities, and Workload).

Include a statement that the dean and director will determine an appropriate course of action when an instructor has been unable to assign grades before the university deadline.

### **XI** [**Allocation of campus resources**](#_Allocation_of_Campus)

Describe any campus guidelines with respect to travel funds, space assignments, and other resources (other than merit salary increases, which are discussed in the APT Document).

### **XII** [**Leaves and absences**](#_LEAVES_AND_ABSENCES)

Describe any campus guidelines that supplement university policies regarding how leaves are considered and approved, and how the following absences from duty are handled:

### **A** [**Discretionary absence**](#_Discretionary_Absence)

### **B** [**Absence for medical reasons**](#_Absence_for_Medical)

### **C** [**Unpaid leaves of absence**](#_Unpaid_Leaves_of)

### **D** [**Faculty Professional Leave (FPL)**](#FPL)

### **E** [**Parental leave**](#_E_Parental_Leave)

If the campus has no supplemental guidelines, at minimum, list each topic and direct the reader to the appropriate university policy or Faculty Rule.

### **XIII** [**Additional compensation and outside activities**](#_Additional_Compensation_and)

Describe any campus guidelines that supplement university policies with respect to the circumstances under which additional compensation for university work will be considered and external professional service activities will be approved.

The [Faculty Compensation Policy](https://oaa.osu.edu/sites/default/files/documents/faculty-compensation.pdf) defines the upper limits on what is possible, and regional campuses are encouraged to consider whether lower limits are appropriate to their circumstances.

For purposes of the [Outside Activities and Conflicts Policy](https://policies.osu.edu/sites/default/files/documents/2024/09/outside-activities-policy.pdf), and unless otherwise set forth in a regional campus’s guidelines or POA, a nominal honorarium for external professional activities is that which is considered usual and customary in higher education and the specific field of study. A guideline may include a maximum honorarium figure, with approval required for higher honoraria. Approval of an outside activity is at the discretion of the dean and director and will be denied should a conflict of interest or commitment exist ([Outside Activities and Conflicts Policy](https://policies.osu.edu/sites/default/files/documents/2024/09/outside-activities-policy.pdf)). The regional campus POA is to include additional guidelines for when an outside activity will not be approved.

Regional campuses are to determine a process for a faculty member to request permission to use a textbook(s) or other material that is authored by that faculty member and sale of which results in a royalty being paid to them. Generally, such a process is by way of a book selection committee and/or approval by the dean and director. See the *[Policies and Procedures Handbook](https://faculty.osu.edu/faculty-support/equitable-policies/policies-and-procedures-handbook)*, Chapter 2, Section 1.10: Use of self-authored material.

### **XIV** [**Financial conflicts of interest**](#_Financial_Conflicts_of)

Describe any campus guidelines that supplement university policies with respect to reporting and managing potential financial conflicts of interest.

If the campus has no supplemental guidelines, direct the reader to the [Outside Activities and Conflicts Policy](https://policies.osu.edu/sites/default/files/documents/2024/09/outside-activities-policy.pdf).

### **XV** [**Grievance procedures**](#_Grievance_Procedures)

Describe the campus’s mechanisms for reviewing faculty, staff, and student grievances. The following grievances should be treated in this section:

# A [Salary grievances](#_Salary_Grievances) (with references to the [*Policies and Procedures Handbook*](https://oaa.osu.edu/policies-and-procedures-handbook)*,* Chapter 4, Section 2 and [Employee and Labor Relations](https://hr.osu.edu/services/elr/) in the Office of Human Resources)

# B [Faculty promotion and tenure appeals](#_Faculty_Promotion_and) (with a reference to [Faculty Rule 3335-5-05](https://secure.ethicspoint.com/domain/media/en/gui/7689/index.html))

# C [Faculty and staff misconduct](#_Faculty_and_Staff) (with references to [Faculty Rule 3335-5-04](https://trustees.osu.edu/bylaws-and-rules/3335-5) and [Employee and Labor Relations](https://hr.osu.edu/services/elr/) in the Office of Human Resources)

# D [Harassment, discrimination, and sexual misconduct](#_Harassment,_Discrimination,_and) (with references to the Office of Institutional Equity, the university’s [policy on affirmative action and equal employment opportunity](https://go.osu.edu/aaeeo-policy), and the [policy on nondiscrimination, harassment, and sexual misconduct](https://go.osu.edu/non-discrimination-policy))

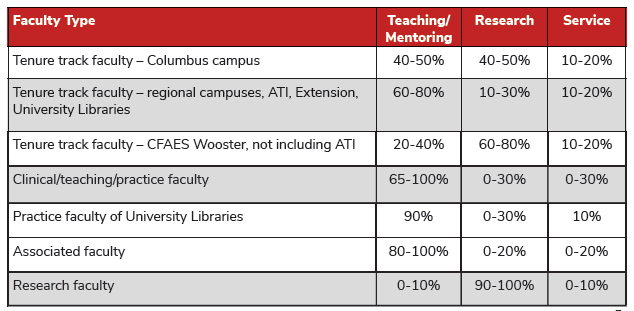
# E [Violations of laws, rules, regulations, or policies](#_Violations_of_Laws,) (with references to the [Office of University Compliance and Integrity](https://compliance.osu.edu/) and the [Anonymous Reporting Line](https://secure.ethicspoint.com/domain/media/en/gui/7689/index.html))

# F [Complaints by and about students](#_Complaints_by_and) (with a reference to [Faculty Rule 3335-8-23](https://trustees.osu.edu/bylaws-and-rules/3335-8))

# G [Academic misconduct](#_Academic_Misconduct) (with references to the [Committee on Academic Misconduct](https://oaa.osu.edu/academic-integrity-and-misconduct), the [Code of Student Conduct](https://trustees.osu.edu/bylaws-and-rules/code), and Board of Trustees Rule [3335-23-05](https://trustees.osu.edu/code-student-conduct/3335-23-05))

# [Appendix A](#_Appendix_A:_Faculty_1): Faculty workload arrangements

Workload arrangements for each faculty appointment type made by a regional campus should be detailed in the appendix to its POA. These should be developed based on the university’s [Faculty Workload Guideline](https://faculty.osu.edu/faculty-support/equitable-policies/faculty-workload-guideline) and should describe the allocation of effort in general terms (as opposed to that of individual faculty members). The following table provides ranges intended to guide deans and directors in developing transparent yet adaptable expectations for assigning workload to entire faculty groups.



The process of approval of a campus’s workload arrangements should include consultation of all faculty on the campus, according to [Faculty Rule 3335-3-35](https://trustees.osu.edu/bylaws-and-rules/3335-3), and should provide enough time for faculty discussion.

See the [*Policies and Procedures Handbook*](https://oaa.osu.edu/policies-and-procedures-handbook), Chapter 2, Section 1.4.3.1: Teaching, for additional information on unit guidelines on the distribution of faculty duties, responsibilities, and workload.

Pattern of Administration

for

The Ohio State University at [Campus Name]

Approved by the Faculty Assembly: [date]

Approved by the Office of Academic Affairs: [date]

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***Red italicized text is meant to provide guidance.***

***It should not be included in campus governance documents.***

# [Introduction](#_I_Introduction)

This document provides a brief description of The Ohio State University at [campus name] and a description of its policies and procedures. It supplements the [Rules of the University Faculty](https://trustees.osu.edu/bylaws-and-rules/university-faculty-rules) and other policies and procedures of the University to which the campus 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 must be reviewed and either revised or reaffirmed on appointment or reappointment of the regional campus dean and director. In keeping with Faculty Rules [3335-3-29.1](https://trustees.osu.edu/bylaws-and-rules/3335-3) and [3335-3-35](https://trustees.osu.edu/bylaws-and-rules/3335-3)(C)(2), within the first year of their appointment or reappointment, the dean and director shall review the Pattern of Administration in consultation with the faculty. Any revisions shall be made with broad faculty input, obtained in a manner consistent with the campus’s established practices and procedures [*please specify the practices and procedures used by the campus for obtaining broad faculty input*]. At other times, revisions may be proposed by the dean and director or recommended to the dean and director by the Faculty Assembly, campus committees, or members of the faculty. The process for revision is the same as above. All revisions, as well as periodic reaffirmation, are subject to approval by the Office of Academic Affairs.

# [Campus Mission](#_II_Campus_mission)

*Include campus mission statement. Wording here must be exactly the same as in the Appointments, Promotion, and Tenure Document.*

# [Academic Rights and Responsibilities](#_III_Academic_rights)

In April 2006, the university issued a [reaffirmation](https://oaa.osu.edu/rightsandresponsibilities.html) of academic rights, responsibilities, and processes for addressing concerns.

# [Faculty and Voting Rights](#_IV_Faculty_and)

# *Include information on clinical/teaching/professional practice, research, and associated faculty only if the campus has such faculty.*

Faculty Rule [3335-5-19](https://trustees.osu.edu/bylaws-and-rules/3335-5) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. The tenured, tenure track, clinical/teaching/professional practice *[the campus should select the most appropriate title—teaching faculty, for example—and use it throughout instead of “clinical/teaching/professional practice faculty” on each reference to this faculty type]*, and research faculty on the [campus name] are members of their respective Tenure Initiating Units (departments or schools) whose teaching and service normally occur on the [campus name]. This campus also employs associated faculty with the titles of *[state the titles of the campus’s associated faculty]*.

For purposes of governance, the faculty of the [campus name] include faculty with compensated FTEs of at least XX% on the [campus name]. *[State the voting rights accorded to the campus’ clinical/teaching/professional practice faculty, research faculty, and associated faculty. Include only those appointment types appropriate to the campus.]* Emeritus faculty may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made at [campus name] appears in the [Appointments, Promotion and Tenure Document](https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure).

# [Organization of the Campus](#_V_Organization_of)

*Include description of campus offices, staff, and their functions*.

# [Overview of Campus Decision-Making](#_VI_Overview_of)

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

The Dean also relies on contributions and advice from the [campus name] Advisory Board (composed of nine private citizens and one student appointed by the Executive Vice President and Provost in consultation with the dean and director). The [campus name] Advisory Board is consulted on matters pertaining to the campus as a whole. In cases where the dean and director is not able to reach consensus in consultation with the board, the dean and director will convene the board to publicly announce their decision and provide reasons for making that decision. See Chapter 5, Section 1 of the [Policies and Procedures Handbook](https://oaa.osu.edu/policies-and-procedures-handbook) for more information about regional campus advisory boards.

# [Campus Administration](#_VII_Campus_administration)

## [Dean and Director](#_A_Dean_and)

The primary responsibilities of the dean and director of a regional campus are set forth in [Faculty](https://trustees.osu.edu/bylaws-and-rules/3335-3) [Rule 3335-3-29.1, which](https://trustees.osu.edu/bylaws-and-rules/3335-3) states that “There shall be a dean and director of each regional campus who shall be a member of its faculty and the administrative head of the regional campus.” That rule also states that “The major responsibility of each regional campus dean and director shall be that of providing active leadership in the promotion, direction, and support of educational activities and research opportunities, in the maintenance of a high level of morale among the faculty, and in the encouragement of the spirit of learning among the students. In addition, the dean and director shall have administrative responsibility for the program of the regional campus subject to the approval of the executive vice president and provost or designee, the president, and the board of trustees.” [T](http://trustees.osu.edu/rules/university-rules/chapter-3335-3-administration.html)his rule further requires the dean and director to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content, including a description of campus policies and procedures.

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

* + - To uphold expectations of the Leadership Philosophy:
      * Uphold Ohio State’s [Shared Values](https://www.osu.edu/shared-values) and engender trust through words and actions.
      * Care for people and create conditions for well-being and productivity.
      * Set clear direction and goals for their teams and align to the mission of the campus.
      * Solve problems and support their teams to adapt to changing contexts.
      * Drive cross-functional collaborations to advance goals of the campus.
      * Demonstrate commitment to continuous growth for themselves and their teams.
    - To communicate to the regional campus community the educational programs, standards, and policies of the campus and the university.
    - To establish the extent and variety of course offerings on the regional campus in consultation with the executive vice president and provost or designee, the appropriate college deans, department chairs or school directors, the faculty of the regional campus, and other regional campus deans.
    - To consult with the appropriate college dean and department chair or school director and to jointly offer employment to prospective faculty members assigned to the campus.
    - To assist the appropriate college deans, department chairs, and school directors in the annual review of all faculty assigned to the regional campus. This assistance shall include a written evaluation of the faculty member's teaching, research, and service activities on and for the regional campus. The regional campus dean and director shall be consulted when a regional campus faculty member is being considered for promotion and tenure and may suggest such candidates to the appropriate chairs and directors.
    - To prepare and administer the regional campus budget in consultation with the regional campus faculty budget committee; to consult with the appropriate chair or director regarding faculty salary recommendations; to be responsible for the management, maintenance, and security of the physical plant and capital equipment of the regional campus.
    - To maintain liaison with community councils and agencies and to garner support of regional campus programs and activities.
    - To develop, promote, and maintain educational, cultural, and service programs with approval of the appropriate university bodies and administrative officials. The dean and director shall review all such programs periodically.
    - To consult with the senior vice provost for external engagement on matters of common concern to the regional campuses.

The dean and director is also expected to:

* + - Plan with the members of the faculty a progressive program for the campus that encourages research and educational investigations and promotes 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.
    - Evaluate and improve instructional and administrative processes on an ongoing basis.
    - Maintain a curriculum vitae for all personnel teaching a course on the campus.
    - Assign workload according to the campus’s workload guidelines (see Section IX) and faculty appointment type (and rank).
    - Carry general administrative responsibility for the regional campus and conduct the business of the regional campus efficiently. This broad responsibility includes the acquisition and management of funds, the hiring and supervision of faculty and staff, and the provision of adequate supervision and training for those members of the faculty and staff who may profit by such assistance.
    - Evaluate faculty and staff annually in accordance with both university and regional campus established criteria; inform faculty and staff when they receive their annual review of their right to review their primary personnel file maintained by the regional campus and to place in that file a response to any evaluation, comment, or other material contained in the file.

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

Operational efficiency requires that the dean and director exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of campus academic goals, however, is most successful when all faculty participate in discussing and deciding matters of importance. The dean and director 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 dean and director will explain to the faculty the reasons for the departure, ideally before action is taken.

## [Other Administrators](#_B_Other_administrators)

*Include information on other academic administrators, including associate and assistant deans and any other positions that directly support the campus’ academic mission.*

## [Committees](#_C_Committees)

Much of the development and implementation of the campus’ policies and programs is carried out by standing and *ad hoc* administrative committees. The dean and director is an *ex officio* member of all campus administrative committees.

*Detail the campus’ committees and their purpose.*

# [Faculty Assembly Meetings](#_VIII_Faculty_Assembly)

The Faculty Assembly of [campus name] is the official forum and voice of its faculty and is the campus’ primary faculty governance structure. Its membership is all full-time faculty. The Assembly elects its own officers and committees, and establishes its own rules and bylaws according to *[cite the name of the constitutional document and provide a link to it]*. The dean and director, associate deans, and assistant deans are non-voting members of the Faculty Assembly but shall attend meetings of the Faculty Assembly, participate in discussions, provide information on the state of the campus, and respond to faculty members’ questions.

*State how the Assembly is officially convened, how frequently, how notice of meetings is provided, and how minutes of the meetings are maintained.*

The Faculty Assembly meetings also are open to staff.

# [Distribution of Faculty Duties, Responsibilities, and Workload](#_IX_Distribution_of)

Depending on their appointment, faculty members at The Ohio State University are expected to be actively engaged in teaching, research/scholarship, and/or service. The regional campus mission, compared to that of the Columbus campus, shifts a greater degree of emphasis to teaching, and regional campus service may include a greater degree of community outreach and engagement. Also expected of regional campus faculty is research and scholarship at the same level of quality as departmental/school colleagues, although perhaps not at the same level of quantity given the regional campus mission.

During on-duty periods, faculty members are expected to be available for interaction with students, research, and Faculty Assembly meetings and events even if they have no formal course assignment. Every member of the faculty who is assigned instruction is expected to establish and maintain regular office hours in order to be readily available to students. *[Insert campus guidelines regarding holding office hours.]* On-duty faculty members may not be away from campus for extended periods of time unless they are on an approved leave (see Section XII) or on approved travel. Faculty Rule [3335-5-08](https://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html) requires that absence from ordinary service in the university, for any cause other than sickness, must be with the knowledge and approval of the dean and director. Absences longer than ten consecutive business days must also be approved by the executive vice president and provost.

Telework exception: Faculty members with responsibilities requiring in-person interaction are to work at a university worksite to perform those responsibilities. Telework and the use of remote, virtual meetings are allowed at the discretion of the dean and director if such work can be performed effectively and faculty members are able to fulfill their responsibilities. Telework will be encouraged under certain circumstances if it serves the needs of the campus, college, university, and/or community. The dean and director has the discretion to require faculty to work on campus if there are concerns that responsibilities are not being fulfilled through telework. Unless the dean and director has approved a temporary telework status (no longer than one semester), regional campus faculty are required to spend a minimum of three full days per week physically present on campus.

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the campus 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 dean and director.

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 dean and director to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the university’s [Policy on Outside Activities and Conflicts](https://policies.osu.edu/sites/default/files/documents/2024/09/outside-activities-policy.pdf).

In crisis situations, such as life-threatening disease (COVID, for example) or physical dangers (natural disasters, for example), faculty duties, responsibilities, and workload may be adjusted by the dean and director to take into account the impact over time of the crisis. These assignment changes must be considered in annual reviews.

A [Tenure-track Faculty](#Workloadtenuretrack1)

**Teaching**

All tenure-track faculty are expected to contribute to the campus’s teaching. Because tenure-track faculty are distributed across multiple disciplines that differ markedly in terms of contact hours per course and expectations for research, and because some tenure-track faculty must support degree programs that students can complete at this campus, the campus does not have a standard workload arrangement with a standard number of assigned courses. Instead, the campus defines several different workload arrangements that are equal in terms of their contributions to the campus’s mission and are consistent with the university’s [Faculty Workload Guideline](https://faculty.osu.edu/faculty-support/equitable-policies/faculty-workload-guideline). Workload arrangements for tenure-track faculty are detailed in Appendix A. Specific expectations are spelled out in the letter of offer.

The dean and director (or designee) is responsible for making teaching assignments on an annual basis. The number of courses assigned to a faculty member may vary to account for various attributes of the faculty member’s teaching, including whether the teaching includes a new class, the size of a particular class, and whether a class is taught on-line or team-taught. The number of courses assigned might also vary depending on the amount of time a faculty member spends on advising and mentoring.

*Include any other campus-specific guidelines for determining increases or decreases to teaching assignment.*

**Scholarship**

Columbus departments’ Appointment, Promotion, and Tenure documents specify the kinds and amounts of scholarly activities that faculty members at the regional campuses should produce. These documents are all available on the Office of Academic Affairs [website](https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure).

*Include any campus-specific guidelines for determining increases or decreases to the scholarship assignment.*

**Service**

All tenure-track faculty members are expected to engage in service and outreach to the campus, their TIU, the university, their discipline, and community.

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

i [Special Assignments](#Specialassignments1)

Information on special assignments (SAs) is presented in the Office of Academic Affairs [Special Assignment Policy](https://oaa.osu.edu/sites/default/files/documents/Faculty-Special-Assignment.pdf). The information provided below supplements this policy.

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 campus, TIU, or university, and the need to assure that sufficient faculty are always present to carry out campus work. The number of SAs available is also subject to budget restrictions. Faculty Professional Leave (see Section XII) is the appropriate mechanism to release a faculty member from more than a semester’s worth of teaching in a single year.

Applications for SAs must be submitted to the dean and director’s office by *[date].* Applications for a SA must include:

* A curriculum vitae
* A proposal that includes a description of the research to be undertaken and its likely status at the end of the SA period
* A letter from the faculty member’s TIU head or expert in the field indicating that the proposal has been carefully reviewed and has sufficient merit to warrant granting a [campus name]-funded SA to the applicant.

Applicants who receive a research-related SA are eligible to apply for another SA to begin no sooner than three academic years after their previous application. In the case of comparable applications, the applicant who has had an SA less recently will be prioritized. Special consideration will be given to faculty members who are returning to research and scholarly activity after a period of inactivity, or untenured faculty members falling below expectations in their annual research evaluation. Proposals from faculty in such situations must include a support letter from the TIU head. The campus’ committee on *[insert appropriate peer group here]* will evaluate all SA proposals and make recommendations to the dean and director. The committee’s recommendation to the dean and director regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the campus, TIU, and/or university and to the faculty member. The committee will consider the overall profile of each applicant in making recommendations. By *[date]*, the committee will provide a written report to the dean and director with a prioritized rank-ordered list of the faculty members it recommends and a brief explanation for its decisions. If the dean and director believes that circumstances merit a rejection of a committee recommendation, they must meet with the committee to discuss the case. If the dean and director still cannot accept the recommendation, they must notify the chair of the committee and the candidate in writing, articulating the reasons for the decision. The committee may then recommend another eligible recipient. The dean and director will usually announce decisions regarding SAs for the next academic year no later than *[date]* but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility. Faculty members on an SA cannot teach courses for additional financial compensation during the academic year in which the SA occurs, unless specific permission from the dean and director is granted.

B [Clinical/Teaching/Professional Practice Faculty](#WorkloadCTP1) *[include if the campus makes such appointments]*

The campus uses clinical, teaching, or professional practice faculty titles *[include titles as appropriate to the campus]* for positions that colleges or TIUs deem appropriate. Such appointments exist for faculty members who focus principally on the campus’s teaching needs, industry- and community-outreach needs, and career-preparation needs of students. Clinical/teaching/professional practice faculty *[select titles]* typically do not engage in scholarship.

Workload arrangements for clinical/teaching/professional practice faculty are detailed in Appendix A. Specific expectations are spelled out in the letter of offer.

C [Research Faculty](#Workloadresearch1) *[include if the campus makes such appointments]*

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

In accord with Faculty Rule [3335-7-34](https://trustees.osu.edu/rules/university-rules/chapter-3335-7-rules-of-the-university-faculty-concerning-clinical-faculty-appointment-reappointment-and-nonreappointment-and-promotion.html),

*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.*

Workload arrangements for research faculty are detailed in Appendix A. Specific expectations are spelled out in the letter of offer.

D [Associated Faculty](#Workloadassociated1) *[include if the campus makes such appointments]*

Compensated associated faculty members are expected to contribute to the campus’s mission via teaching. The characteristics of associated faculty members’ teaching duties may vary depending on the terms of their individual appointments.

Workload arrangements for associated faculty are detailed in Appendix A. Specific expectations are spelled out in the letter of offer.

i [Guidelines for Determining Associated Faculty FTE Exceptions](#GuidelinesfordeterminingFTE1) to [Faculty Appointments Policy](https://policies.osu.edu/sites/default/files/documents/2024/09/faculty-appointments-policy.pdf)

There are instances where the workload associated with a course is greater (or less) than the university-wide ratio of one 3-credit course to 0.25 FTE. In such cases, a regional campus should request approval for an FTE adjustment for an associated faculty member.

At other times there may be unique circumstances surrounding the specific instance the course is offered that increase the workload. In these cases, the campus should request approval for additional compensation for the faculty member teaching the course.

In all cases, campuses must provide evidence to justify requests to increase or decrease the credit-hour to FTE equivalency beyond the university-wide ratio of one 3-credit course to 0.25 FTE. Every five years, campuses will reassess and report to the college whether or not any changes are warranted.

**Activities that may warrant additional compensation include the following:**

* Faculty member assigned a course for the first time.
* Faculty member requested to simultaneously significantly revise and teach a course
* Faculty member requested to teach a class that is larger than usual

**Circumstances that may warrant adjusting FTE** *[this list is not exhaustive; it merely provides examples]*

* Three hour-credit courses that exceed an average of two additional hours/week; the FTE will be determined by assessing the average hours/week required for the course
* Courses involving individual instruction
* Advising, curriculum development, internship oversight may replace course teaching
* Online course development
* Large enrollment courses

E [Modification of Duties](#_F_Modification_of)

This campus strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the campus provides for a modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption/fostering, or care for an immediate family member who has a serious health condition, or a qualifying exigency arising out of the fact that the employee’s immediate family member is on covered active duty in a foreign country or call to covered active duty status. The faculty member’s [college pattern of administration](https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure) contains details. See also the OHR [Parental Care Guidebook](https://hr.osu.edu/wp-content/uploads/parental-care-guidebook.pdf) and the Parental Leave Policy in Section XII.

A faculty member requesting a modification of duties and the dean and director should be creative and flexible in developing a solution that is fair to both the individual, the TIU, and the campus while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the college dean.

## [Course Offerings, Teaching Schedule, and Grade Assignments](#_X_Course_offerings,)

*[State who is responsible for developing the campus’ schedule of course offerings.]* While every effort will be made to accommodate the individual preferences of faculty, the campus's first obligation is to offer the courses needed by students at times 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](https://trustees.osu.edu/bylaws-and-rules/3335-8) 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. If another course is unavailable, the faculty member will either be assigned to either (a) complete a specific academic task (e.g., developing a new course and preparing documents for course approval), or (b) teach an additional course during a subsequent semester.

If an instructor of record is unable to assign grades due to an unexpected situation (i.e., health or travel), or if they have not submitted grades before the university deadline and are unreachable by all available modes of communication, the dean and director may determine an appropriate course of action, including assigning a faculty member to evaluate student materials and assign grades for that class. The University Registrar will be made aware of this issue as soon as it is known and will be provided a timeline for grade submission.

# [Allocation of Campus Resources](#_XI_Allocation_of)

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

The dean and director will discuss the campus budget at least annually with the faculty, staff, and the campus’ Advisory Board and will attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the dean and director.

The allocation of salary funds is discussed in the [Appointments, Promotion and Tenure Document](https://oaa.osu.edu/appointments-reappointments-promotion-and-tenure).

# [Leaves and Absences](#_XII_Leaves_and)

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](https://hr.osu.edu/wp-content/uploads/parental-care-guidebook.pdf)). The University's policies with respect to leaves and absences are set forth on the Office of Human Resources [Policies and](https://hr.osu.edu/policies-forms) [Forms](https://hr.osu.edu/policies-forms) website. The information provided below supplements these policies.

## [Discretionary Absence](#_A_Discretionary_absence)

Faculty and staff are expected to complete a [request for absence form](https://workday.osu.edu/) in Workday well in advance of a planned absence (for attendance at a professional meeting, for example) to provide time for its consideration and approval and time to assure that instructional, administrative, and other commitments are covered. Discretionary absence from duty is not a right and the dean and director retains the authority to disapprove a proposed absence when it will interfere with instructional or administrative commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. [Rules of the University Faculty](https://trustees.osu.edu/bylaws-and-rules/university-faculty-rules) require that the Office of Academic Affairs approve any discretionary absence longer than ten consecutive business days (see Faculty Rule [3335-5-08](https://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html)).

## [Absence for Medical Reasons](#_B_Absence_for)

When absences for medical reasons are anticipated, faculty are expected to complete a [request for absence form](https://workday.osu.edu/) in Workday as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the dean and director know promptly so that instructional, administrative, and other commitments can be managed. Faculty 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](https://hr.osu.edu/wp-content/uploads/policy627.pdf).

## [Unpaid Leaves of Absence](#_C_Unpaid_leaves)

The university’s policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR [Policy 6.45](https://hr.osu.edu/public/documents/policy/policy645.pdf).

D [Faculty Professional Leave (FPL)](#_D_Faculty_Professional)

Information on faculty professional leaves is presented in the OAA [Policy on Faculty Professional Leave](https://oaa.osu.edu/sites/default/files/documents/Faculty-Professional-Leave.pdf). *[Include any campus-specific guidelines.]*

The campus committee on *[insert appropriate peer group here]* will review all requests for faculty professional leave and make a recommendation to the dean and director based on the following criteria:

*Include campus-specific criteria for reviewing faculty professional leave requests.*

The dean and director forwards their recommendation to the faculty member’s TIU head for evaluation. The dean and director’s recommendation will be based on the quality of the proposal and its potential benefit to the campus and to the faculty member as well as the ability of the campus to accommodate the leave at the time requested. The TIU head then returns approved proposals to the dean and director, who submits the leave application to the Office of Academic Affairs.

## E [Parental Leave](#_E_Parental_leave_1)

The university and this campus recognize the importance of parental leave to faculty members. Details are provided in the OHR [Parental Care Guidebook,](https://hr.osu.edu/wp-content/uploads/parental-care-guidebook.pdf) Paid Time Off Program [Policy 6.27](https://hr.osu.edu/wp-content/uploads/policy627.pdf), and the [Family and Medical Leave Policy 6.05](https://hr.osu.edu/wp-content/uploads/policy605.pdf).

# [Additional Compensation and Outside Activities](#_XIII_Additional_compensation)

Information on additional compensation is presented in the OAA [Policy on Faculty](https://oaa.osu.edu/sites/default/files/documents/faculty-compensation.pdf) [Compensation](https://oaa.osu.edu/assets/files/documents/facultycompensation.pdf). Information on paid external consulting is presented in the university’s [Policy on Outside Activities and Conflicts](https://policies.osu.edu/sites/default/files/documents/2024/09/outside-activities-policy.pdf). The information provided below supplements these policies.

This campus adheres to these policies in every respect. In particular, the campus 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 additional compensation must be approved by the dean and director 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 campus. In addition, it is university policy that faculty may not spend more than one business day per week on additionally compensated activities and external consulting combined.

Faculty with an administrative position (for example, associate dean, center director) remain subject to the [Policy on Outside Activities and Conflicts](https://policies.osu.edu/sites/default/files/documents/2024/09/outside-activities-policy.pdf) 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 campus 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) dean and director has approved the use of the textbook or material for the course taught by the faculty member, or (2) an appropriate campus committee 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.

# [Financial Conflicts of Interest](#_XIV_Financial_conflicts)

The university's policy with respect to financial conflicts of interest is set forth in the university’s [Policy on Outside Activities and Conflicts](https://policies.osu.edu/sites/default/files/documents/2024/09/outside-activities-policy.pdf). A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator’s professional judgment in exercising any University duty or responsibility, including designing, conducting or reporting research.

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

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.

# [Grievance Procedures](#_XV_Grievance_procedures)

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

## [Salary Grievances](#_A_Salary_grievances)

A faculty or staff member who believes that their salary is inappropriately low should discuss the matter with the dean and director. 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 dean and director and wish to pursue the matter may be eligible to file a formal salary appeal (see Chapter 4, Section 2 of the Office of Academic Affairs [Policies and](https://oaa.osu.edu/policies-and-procedures-handbook) [Procedures Handbook](https://oaa.osu.edu/policies-and-procedures-handbook)).

Staff members who are not satisfied with the outcome of the discussion with the dean and director and wish to pursue the matter should contact [Employee and Labor Relations](https://hr.osu.edu/services/elr/) in the Office of Human Resources.

## [Faculty Promotion and Tenure Appeals](#_B_Faculty_promotion)

Promotion and tenure appeals procedures are set forth in Faculty Rule [3335-5-05](https://trustees.osu.edu/bylaws-and-rules/3335-5).

## [Faculty and Staff Misconduct](#_C_Faculty_and)

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule [3335-5-04.](https://trustees.osu.edu/bylaws-and-rules/3335-5)

Any student, faculty, or staff member may report complaints against staff to the dean and director. The [Office of Employee and Labor Relations](https://hr.osu.edu/services/elr/) in the Office of Human Resources can provide assistance with questions, conflicts, and issues that arise in the workplace.

## [Harassment, Discrimination, and Sexual Misconduct](#_D_Harassment,_discrimination,)

The [Office of Institutional Equity](https://equity.osu.edu/) exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination, and sexual misconduct.

1 Ohio State’s policy and procedures related to affirmative action and equal employment opportunity are set forth in the university’s [policy on affirmative action and equal employment opportunity](https://go.osu.edu/aaeeo-policy).

2 Ohio State’s policy and procedures related to nondiscrimination, harassment, and sexual misconduct are set forth in the university’s [policy on nondiscrimination, harassment, and sexual misconduct](https://go.osu.edu/non-discrimination-policy).

## [Violations of Laws, Rules, Regulations, or Policies](#_E_Violations_of)

Concerns about violations of laws, rules, regulations, or policies affecting the university community should be referred to the [Office of University Compliance and Integrity](https://compliance.osu.edu/). Concerns may also be registered anonymously through the [Anonymous Reporting Line](https://secure.ethicspoint.com/domain/media/en/gui/7689/index.html).

## [Complaints by and about Students](#_F_Complaints_by)

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 dean and director, the dean and director will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the dean and director 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 dean and director 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](https://trustees.osu.edu/rules/university-rules/chapter-3335-8-instruction.html).

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 dean and director and others with appropriate knowledge of policies and procedures when problematic situations arise.

## [Academic Misconduct](#_G_Academic_misconduct)

Faculty members will report any instances of academic misconduct to the [Committee on Academic](https://oaa.osu.edu/academic-integrity-and-misconduct) [Misconduct](https://oaa.osu.edu/academic-integrity-and-misconduct) in accordance with the [Code of Student Conduct](https://trustees.osu.edu/bylaws-and-rules/code). See also Board of Trustees Rule [3335-23-05.](https://trustees.osu.edu/code-student-conduct/3335-23-05)

# [Appendix A](#_Appendix_A:_Faculty): Faculty Workload Arrangements at [campus name]

*In this appendix, provide a detailed description of workload arrangements by faculty appointment type: tenure-track, clinical/teaching/professional practice, research, and/or associated, as appropriate to the campus. These must be consistent with the university’s* [*Faculty Workload Guideline*](https://faculty.osu.edu/faculty-support/equitable-policies/faculty-workload-guideline)*.*