

(AS OF FEBRUARY 2, 2007)

Chapter 3335-1

**BYLAWS OF THE BOARD OF TRUSTEES
OF THE OHIO STATE UNIVERSITY**

3335-1-01 Meetings of the board of trustees.

- (A) Regular meetings. Unless otherwise specified by the chair, regular meetings of the board of trustees shall be held on the first Friday of each month except the months of January and August, during which there will be no regular meeting.
- (B) Special meetings. Special meetings of the board of trustees shall be held upon call of the chair. Special meetings may be called by the chair on his or her own initiative and shall be called by the chair, upon written request of three members of the board.
- (C) Time and place of meetings. Unless otherwise specified in the notice of meeting, all meetings of the board shall be held at the Ohio state university at such time as is designated in the notice of meetings.
- (D) Organization of meetings. At each meeting of the board, the chair, or in the chair's absence the vice chair, or in the absence of both of the foregoing, a chair chosen by a majority of the board present, shall preside. The secretary, or in the secretary's absence the associate secretary, shall perform the duties of the secretary of the meeting and shall keep the minutes thereof.
- (E) Order of business. Unless otherwise ordered by the board, the order of business at all meetings of the board shall be as follows:
 - (1) Roll call.
 - (2) Approval of minutes of preceding meeting.
 - (3) Election of officers (May meeting).
 - (4) Report of the president of the university.
 - (5) Report of committees of board of trustees.
 - (6) Unfinished business.
 - (7) Consent agenda
 - (8) New business.
- (F) Business to be considered at meetings. Any proposed action which is to be introduced by a board member and which will substantially affect university policy shall be presented to the other board members prior to the meeting at which the matter is to be considered by the board. Matters presented to the board by the president of the university shall follow the procedure outlined in paragraph (C) of rule 3335-1-03 of the Administrative Code. Any matters coming to the board other than from a board member or from the president of the university shall be presented to the secretary of the board at least two weeks prior to the meeting at which it is to be considered by the board.
- (G) Quorum and manner of acting.
 - (1) A majority of the board members shall be present in person at any meeting in order to constitute a quorum for the transaction of business at such meeting and, except as otherwise provided in paragraph (G)(2) of this rule, the act of the majority of the

trustees present at any such meeting at which a quorum is present shall be the act of the board of trustees. In the absence of a quorum, a majority of those present may adjourn the meeting from time to time until a quorum is had. Notice of any adjourned meeting need not be given.

- (2) The concurrence of a majority of all of the board members shall be necessary to elect or to remove the president or a member of the university faculty. A roll call vote is necessary when electing or removing a president or a member of the university faculty and when acting on motions involving the expenditure of university funds. On all other matters a voice vote shall be sufficient.
- (3) Conflict of interest, abstention. No trustee shall participate in deliberations or vote on a university contract, action or transaction when the trustee has a financial or personal or fiduciary interest in any person or entity affected by such contract, action or transaction. The trustee having the prohibited interest shall make full disclosure thereof and shall abstain from any deliberations or vote on any such matter. Any contract, action or transaction in which one or more trustees have a prohibited interest may be approved by the affirmative vote of a majority of voting trustees who are not interested in the contract, notwithstanding the fact that the disinterested trustees constitute less than a quorum of the trustees.

3335-1-02 Officers of the board.

- (A) Number. The officers of the board shall be a chair, a vice chair, a secretary and a treasurer. Any person may hold any two or more offices and perform the duties thereof, except the offices of chair and vice chair.
- (B) Election, term of office, and qualifications.
 - (1) The officers of the board shall be elected at the May meeting of the board of trustees. They shall take office immediately following the adjournment of the meeting at which they were elected and shall hold their office through the following May meeting of the board of trustees and until their successors are elected and qualified.
 - (2) The chair and the vice chair must be members of the board of trustees. The qualifications of all other officers shall be determined by the board.
- (C) Additional officers. In addition to the officers mentioned in paragraph (A) of this rule, the board may designate such other officers as the board may deem necessary. These additional officers shall have such authority and perform such duties as may from time to time be delegated to them by the board.
- (D) Removal. Any officer of the board may be removed at any time, either with or without cause, by resolution adopted by the board of trustees at any meeting of the board, the notice of which having specified that such removal action was to be considered.
- (E) Chair.
 - (1) The chair, when present, shall preside at all meetings of the board; shall sign the journal of all proceedings of the board; and in general, shall perform such duties as usually pertain to this office and such other duties as from time to time may be assigned to the chair by the board. The members of all committees of the board shall be appointed by the chair, unless otherwise ordered by the board.
 - (2) Unless specifically provided to the contrary by the board, the chair may assign any of his or her duties to another member of the board.

- (F) Vice chair.
- (1) At the request of or in the absence or disability of the chair, the vice chair shall perform all the duties of the chair and, while so acting, shall have all the powers and authority of, and be subject to all the restrictions upon, the chair. In addition, the vice chair shall perform such other duties as from time to time may be assigned to him or her by the board or by the chair.
 - (2) Unless specifically provided to the contrary by the board, the vice chair may assign any of his or her duties to another member of the board.
- (G) Secretary.
- (1) Under the direction of the president and with the approval of the board of trustees, the secretary of the board of trustees shall:
 - (a) Be the custodian of and responsible for the official books, records, and all transactions of the board, and such books, records, and transactions shall be open to public inspection in accordance with Ohio law;
 - (b) Be the custodian of the university seal and cause its imprint to be placed whenever and wherever appropriate;
 - (c) Sign, execute and deliver in the name of the university all deeds, mortgages, bonds, contracts and other instruments authorized by the board;
 - (d) Keep the minutes of all meetings of the board and of committees of the board; and
 - (e) See that all notices are duly given in accordance with the provisions of these rules.
 - (2) In addition, the secretary shall perform such other duties as from time to time may be assigned to him or her by the board or by the chair.
 - (3) The associate secretary of the board shall be responsible for the management of all operational and administrative functions for the office of the board of trustees and in the absence of the secretary, or if a vacancy in the board secretary position exists, the associate secretary shall perform the duties of the secretary of the board and all official actions taken by the associate secretary shall be deemed authorized and approved by the board of trustees.
- (H) The treasurer.
- (1) The treasurer of the university shall be the treasurer of the board. Under the direction of the president and the senior vice president for business and finance and chief financial officer, and with the approval of the board of trustees, the treasurer of the university and of the board shall:
 - (a) Receive such moneys as, in accordance with law, are not to be deposited with the state treasurer;
 - (b) Have charge and custody of, and be responsible for all funds, securities, notes, contracts, deeds, documents, and all other indicia of title in the university and valuable effects of the university; receive and give receipts for moneys due and payable to the university from any sources whatsoever; deposit all such moneys in the name of the university in such banks, trust companies or other depositories of the university; be responsible for the accuracy of the amounts of and cause to be preserved proper vouchers for all moneys disbursed;

- (c) Keep, or cause to be kept, in the treasurer's office at the university correct records of the financial affairs of the university, and exhibit such records to any of the members of the board upon request at such office;
- (d) Render to the board, whenever it shall require the treasurer to do so, an account of the financial condition of the university and all of his or her transactions as treasurer, and, as soon as may be after the close of each fiscal year, make and submit to the board a like report for such fiscal year; and
- (e) Give bond, payable to the state of Ohio for the use of the university, in such sum as the board shall determine:
 - (i) For the safe keeping of all university funds,
 - (ii) For the payment of same in accordance with the rules of the board, and
 - (iii) For the faithful discharge of his or her duties as treasurer.

Such bond shall be signed by a surety company authorized to do business in the state of Ohio, and the premium thereon shall be paid by the university. Such bond shall be approved by the attorney general and filed with the secretary of state.

- (2) In the capacity solely as board treasurer, the board treasurer shall have exclusive responsibility for recommending to the trustees qualified providers of financial services, which services are necessary to implement university operational and policy decisions and the trustees shall act directly on such recommendation, delegating no part of that duty.
 - (a) In making the recommendation the board treasurer shall broadly survey the financial service community for qualified providers, requesting proposals from them.
 - (b) From qualified providers responding, the one recommended shall offer:
 - (i) The lowest price, and
 - (ii) Treatment, including price, preferential to or the same accorded other customers in similar transactions.
 - (c) Trustees shall file with the board treasurer on or about the fifteenth of April of each year, on a form prepared by such treasurer, a full disclosure of any financial or fiduciary interest the trustee, a member of the trustee's family, or any business associate of the trustee may have in any financial service provider who may be qualified to do business with the university.
 - (d) The board treasurer shall notify the trustees of any proposed transaction with a financial service provider in which any trustee, his or her family or business associate, has an interest, and the interested trustee shall abstain from the deliberations and from the vote with respect to the proposed financial services contract.
 - (e) Prior to recommending the award of contract pursuant to this subparagraph, the board treasurer shall inform the senior vice president for business and finance and chief financial officer of the recommendation and the basis therefore.
- (3) In addition, the treasurer shall perform such other duties as from time to time may be assigned to him or her by the board or by the chair.

3335-1-03 Administration of the university.

- (A) The office of the president.
 - (1) The office of the president shall consist of:
 - (a) The president,
 - (b) Chief of staff, and
 - (c) Special assistants to the president.
 - (2) The office of the president shall include such additional officers as the president, in consultation with the board, may from time to time appoint.
- (B) The president.
 - (1) The president shall be the chief executive officer of the Ohio state university and shall be responsible for the entire administration of the university, subject to control of the board of trustees and excepting therefrom those functions reserved exclusively to the board treasurer and trustees in paragraph (H)(2) of rule 3335-1-02 of the Administrative Code. The president shall lead in fostering and promoting education and research as the primary aims of the university. It shall be the duty of the president to enforce the bylaws, rules and regulations of the board of trustees, and, as a member of the faculty, to interpret to the board proposals and actions of the faculty. The president is hereby clothed with the authority requisite to that end.
 - (2) Any authority or responsibility of the president may be delegated by the president to another person in the office of the president or to any other member of the faculty or staff of the university. Delegation of major areas of authority or responsibility shall have the prior consent of the board of trustees.
 - (3) The president shall be a voting member of all college faculties, of the graduate school faculty, and of the faculty of the arts and sciences, and shall be a voting member and presiding officer of the university faculty and of the university senate. The president shall appoint all committees of the university faculty and of the university senate, unless membership has been designated by rule.
 - (4) After consultation with the steering committee of the university senate, the president may recommend to the board of trustees candidates for honorary degrees. The number of candidates so recommended shall be limited to eight per calendar year. This right and its limitation in no way abrogates the power of the university senate to recommend candidates for honorary degrees (rule 3335-5-41 of the Administrative Code).
- (C) The president; duty to present matters to the board. All major appointments and all major questions of university policy, including the annual budget, to be recommended by the president shall be presented (either completely or in summary form) by the president to each member of the board prior to the meeting at which the matter is to be considered by the board.
- (D) The president; relation to faculty and staff. All members of the faculty shall be responsible to the chair of their department or to the director of their school and through the chair or director to the dean and the president for the faithful and efficient performance of their duties. Every other member of the university staff shall be so responsible to his or her division head and through the division head (and when applicable) to his or her director and dean, and then to the president.

- (E) The president's planning cabinet.
- (1) The president's planning cabinet shall consist of the president, the executive vice president and provost, the senior vice president for business and finance and chief financial officer, the vice president for student affairs, the vice president for business and finance, the senior vice president for health sciences, the vice president for agricultural administration and university outreach, and executive dean for food, agricultural, and environmental sciences, the vice president for development and president of the university foundation, the senior vice president for research, the senior vice president for university relations, the vice president for legal affairs and general counsel, the vice president for health services, the vice provost for minority affairs, the associate vice president for human resources, executive dean of the colleges of the arts and sciences, executive dean for the professional colleges, executive dean for the regional campuses, secretary of the university senate, chief information officer, director of athletics, the chief of staff, and the secretary of the board.
 - (2) Each member of the president's planning cabinet shall have a major area of responsibility as assigned by the president, in consultation with the board of trustees. He or she shall be the executive head of that area and, subject to the control of the president, shall exercise authority within and be responsible for the administration of that area and such other responsibilities as may be assigned to him or her by the president from time to time. Unless otherwise specified, all assigned responsibilities shall be on a university-wide basis, including the regional campuses of the university.
 - (3) Within each planning cabinet member's office there shall be such principal administrative officials as are approved by the president.
 - (4) Each member of the president's planning cabinet shall keep appropriate records regarding the administration of his or her area, and such records shall be available to the president upon request.
- (F) Executive vice president and provost. The major area of responsibility and authority of the executive vice president and provost shall be that of the instructional and faculty affairs of the university, and the chief operating officer of the university. Without limiting the generality of the foregoing, the executive vice president and provost shall, under the direction of the president and with the approval of the board of trustees, be responsible and have the requisite authority for: providing coordinated leadership for the development and evaluation of curricular patterns and teaching methods; the selection, promotion, professional development, tenure and salary of instructional staff; in partnership with the senior vice president for business and finance, develop and administer the university budget; development and administration of human resources programs and services for faculty and staff; through the office for the coordination of minority affairs and in cooperation with the other existing agencies of the university, the development and maintenance of supplemental programs for the recruitment, orientation, counseling, tutoring, and financial assistance for minority students and the search for necessary funds to support these programs; through the constituent academic divisions, the appraisal of the effectiveness of academic counseling and devising the organization and procedures to improve its effectiveness; the development and administration of policies and operating procedures for enrollment services including admissions, registration, records, and scheduling; student financial aids and scholarships; the development of the services of the university libraries and other learning resources; the development of instructional programs of the departments of air force aerospace studies, military science and naval science; the development of the four regional campuses; oversight of the office of the chief information officer and university systems; and as a deputy of the president of the university, the coordination of all matters administratively assigned to the other vice presidents of the university which relate to the academic program of the university.
- (G) Senior vice president for business and finance and chief financial officer. The major area of responsibility and authority of the senior vice president for business and finance and chief financial officer shall be that of the administration of university finances, including

planning and resource allocation, and oversight of the university's administrative and business operations. Without limiting the generality of the foregoing, the senior vice president for business and finance and chief financial officer shall, under the direction of the president and with the approval of the board of trustees, be responsible and have the requisite authority for: policy formulation and direction for the university treasurer functions, excepting therefrom those functions reserved exclusively to the board treasurer and trustees in paragraph (H)(2) of rule 3335-1-02 of the Administrative Code; formulation, review and monitoring of capital and current funds budgets; managing university debt instruments, investments and cash flow; policy formulation and direction for financial accounting and management; monitoring the state budget process and its impact on the university; indirect cost analysis and recovery; strategic analysis; enrollment projections and long-range financial planning to support the academic mission and goals of the university; oversight of the office of the vice president for business and finance; and internal audit. The senior vice president for business and finance and chief financial officer shall report to the president and, as appropriate, shall consult with the executive vice president and provost.

- (H) Vice president for student affairs. The major area of responsibility and authority of the vice president for student affairs shall be that of the administration of the student services of the university. Without limiting the generality of the foregoing, the vice president for student affairs shall, under the direction of the president and with the approval of the board of trustees, be responsible for: the promulgation of rules governing student conduct both on and off campus; the coordination of student extracurricular activities including all student (or student-connected) organizations; the administration of all residence and dining hall facilities, including the operation of the Fawcett center for tomorrow; nonacademic student discipline; the student health service; student union facilities and programs; student recreation and intramural programs; counseling; office for disability services; student personnel assistant program; off-campus student housing; and international student programs. The vice president for student affairs shall report to the president, and, as appropriate, shall consult with the executive vice president and provost.
- (I) Vice president for business and finance. The major area of responsibility and authority of the vice president for business and finance shall be that of the administration of university business, administrative, and financial operations. Without limiting the generality of the foregoing, the vice president for business and finance shall, under the direction of the senior vice president for business and finance and chief financial officer, and with the approval of the board of trustees, be responsible and have the requisite authority for: administrative operations and coordination of the university controller, resource planning and institutional analysis, and the university treasurer, excepting therefrom those functions reserved exclusively to the board treasurer and trustees in paragraph (H)(2) of rule 3335-1-02 of the Administrative Code; management improvement and quality programs; business operations; facility planning and development; allocation, utilization, and maintenance of the physical facilities; the function of the university architect and physical planning for the university; real estate and property management services; university trademark and licensing programs; university public safety; university-wide environmental health and safety; and coordination of all matters administratively assigned to the other vice presidents which relate to the business and administrative areas of the university.
- (J) Senior vice president for health sciences. The major area of responsibility and authority of the senior vice president for health sciences shall be the academic medical center of the university. The academic medical center includes the college of medicine; the Prior health sciences library; centers designated by the provost to be part of the academic medical center; and all hospitals, health services, and health care delivery enterprises owned and/or operated wholly or in part by the university exclusive of:
 - (1) Those clinics operated by other colleges; and
 - (2) The departmental practice plan corporations.

Without limiting the generality of the foregoing, the senior vice president for health sciences shall, under the direction of the president and provost and with the approval of the board of trustees, have responsibility for advancing the academic mission of teaching, research, and service and have authority over the academic medical center; and shall be responsible for agreements and cooperative arrangements between the academic medical center and non-university health care providers. The senior vice president for health sciences shall report to the president regarding all administrative and fiscal matters, and to the executive vice president and provost regarding all academic matters.

- (K) Vice president for agricultural administration and university outreach, and executive dean for food, agricultural, and environmental sciences. The major area of responsibility and authority of the vice president with respect to agricultural administration and as executive dean for food, agricultural, and environmental sciences shall be that of serving as dean of the college of food, agricultural, and environmental sciences, including the school of environment and natural resources and the agricultural technical institute, and the administrative responsibility for the Ohio agricultural research and development center, and the Ohio state university extension, Stone laboratories, and the Ohio sea grant college program. Without limiting the generality of the foregoing, the vice president shall, under the direction of the president and with the approval of the board of trustees, be responsible and have the requisite authority for: the administrative details and authorization for all expenditures of agricultural administration which shall be in accordance with policies and procedures of the Ohio state university. As vice president for university outreach, the vice president provides leadership, vision and coordination for institutional outreach and engagement programs and relationships between and among Ohio state faculty, staff and students and external partners, communities and institutions in furtherance of the university's land-grant mission. The vice president for agricultural administration and university outreach, and executive dean for food, agricultural, and environmental sciences shall report to the president of the university for all administrative and fiscal affairs and to the executive vice president and provost on all academic matters.
- (L) Vice president for development and president of the university foundation. The major area of responsibility and authority of the vice president for development and president of the university foundation shall be the administration of the development activities of the university and serving as president of the university foundation. Without limiting the generality of the foregoing, the vice president for development and president of the university foundation shall, under the direction of the president and with the approval of the board of trustees, be responsible and have the requisite authority for:
- (1) As vice president for development, the management and direction of fund raising, including individual, corporate and foundation giving; formulating policy recommendations; overseeing a university-wide review system for all fund raising projects and coordinating fund raising goals with the academic planning process; and
 - (2) As president of the university foundation, for the proper management and coordination of the activities of the foundation, and assisting the board of directors in developing long-range fund raising activities, as well as other related functions which serve to enhance the university.

The vice president for development and president of the university foundation shall report to the president, and, as appropriate, shall consult with the executive vice president and provost.

- (M) Senior vice president for research. The major area of responsibility and authority of the senior vice president for research shall be that of encouraging, stimulating, and coordinating the research programs of the university. Without limiting the generality of the foregoing, the senior vice president for research shall, under the direction of the president and with the approval of the board of trustees, be responsible and have the requisite authority for: developing broad policies and operating procedures for the research activities of the university; stimulating research developments and assisting in the evaluation of the total research program of the university; providing advice and assistance to college

research administrators in the development of research programs within the colleges; supplying coordinated leadership in securing governmental, industrial, and individual support for the research programs of the university; developing the interdepartmental and inter-college cooperative arrangements for the administration of the research projects; in cooperation with the executive vice president and provost and the dean of the graduate school, assist in the coordination of the research programs and the instructional program of the university; and in cooperation with the senior vice president for business and finance, be responsible for developing the contracting procedures and contract terms for sponsored research undertaken by the colleges and divisions of the university. The senior vice president for research shall report to the president.

- (N) Senior vice president for university relations. The major area of responsibility and authority of the senior vice president for university relations shall be the communications, public relations, and marketing of the university, WOSU stations, and the administration of all aspects of the university's relationships and dealings with federal, state and local government officials, representatives and agencies to advance the university's mission and substantive agenda. Without limiting the generality of the foregoing, the senior vice president for university relations shall, under the direction of the president and with the approval of the board of trustees, be responsible and have the requisite authority for: developing broad policies and operating procedures for communications, public relations, and marketing activities in support of the university's institutional goals; developing and implementing the university's marketing, communications, and public relations strategies; coordinating all internal and external institutional marketing and communications activities; instituting and coordinating collaborative strategies and activities with academic and academic-support units; presenting the university properly to its key audiences nationally and statewide; and informing the university's constituencies about the many benefits it offers and services it provides; advising the president and senior university leadership on all legislative and regulatory matters impacting the university's interests; overseeing the development of strategies to effectively advance the university's academic agenda with government policymakers and funding agencies at all levels; maintaining top-level communications between the university and government officials; and overseeing development of support for the university's agenda among advocacy groups, institutional colleagues, policymakers, and Ohio citizens. The senior vice president for university relations shall report to the president, and, as appropriate, shall consult with the executive vice president and provost.
- (O) Vice president for legal affairs and general counsel. The major area of responsibility and authority of the vice president for legal affairs and general counsel shall be that of administration of legal affairs for the university. Without limiting the generality of the foregoing, the vice president for legal affairs and general counsel shall provide legal advice to the board of trustees, the president, and university officers and administrators. The vice president for legal affairs and general counsel shall, subject to the Ohio Revised Code sections 109.02, 109.12 and 3345.15, be the chief legal officer of the university and supervise all legal work performed on behalf of the university, including legal and contract services. The vice president for legal affairs and general counsel shall serve in an appropriate capacity with university affiliated organizations to coordinate legal matters between the university and these affiliated organizations. The vice president for legal affairs and general counsel, working with the secretary of the board of trustees, shall be responsible for the safekeeping of the university's legal documents and records.
- (P) Chief of staff. The major area of responsibility and authority of the chief of staff shall be that of managing the office of the president; providing staff assistance relative to policy analysis; gathering information necessary to facilitate presidential decisions; performing any functions for the president that do not require the president's direct attention; serving as staff consultant and facilitator in the resolution of problems which cut across the university; advising the president on organizational and policy decisions; serving, as the designee of the president, in committee meetings, university functions, and community events/affairs; and preparing reports and developing special position papers and other presentations for the office of the president.

- (Q) Advisory committees. The president and, subject to the direction of the president, each member of the president's planning cabinet shall have authority to designate advisory committees to advise in affairs relating to their respective responsibilities. These committees shall have such responsibilities as are assigned to them, and committee membership shall be determined by the person designating the committee. Any such committee may be discharged at any time by the person designating it.
- (R) Principal administrative officials.
- (1) The term "principal administrative official" shall include the members of the president's planning cabinet, the deans of the colleges and the dean and directors of regional campuses and their designated staffs, the director of the university libraries, chairs of academic departments, and directors of schools and academic centers. The members of the president's planning cabinet shall identify to the president such other persons in their areas of responsibility who shall be considered principal administrative officials of the university.
 - (2) The president of the university and the members of the president's planning cabinet shall be responsible for conducting both annual and periodic formal reviews of the principal administrative officials in their areas of responsibility.
 - (a) The purpose of the annual review shall be:
 - (i) To evaluate the official's performance;
 - (ii) To provide information for improvement;
 - (iii) To determine whether the official should be recommended for continued appointment; and
 - (iv) To recommend compensation.
 - (b) The purpose of the formal periodic review shall be:
 - (i) To evaluate in a comprehensive manner the official's performance through formal review procedures;
 - (ii) To provide information for improvement; and
 - (iii) To determine whether or not the official should be recommended for continued appointment.
 - (c) Recommendations shall be forwarded to the president.
 - (3) Periodic formal reviews for deans shall be conducted toward the conclusion of each five-year period of service; for chairs, directors of schools and major centers toward the conclusion of each four-year period of service; and for other principal administrative officials toward the conclusion of each four-year period of service.
 - (4) Criteria for evaluation shall be established and defined by the members of the president's planning cabinet in consultation with the persons evaluated and the president. Qualities to be evaluated shall include but not be limited to: knowledge and ability, initiative, judgment, leadership capacity, tact, ability to communicate effectively and resolve conflicts; commitment to personal and professional growth and assisting others to achieve such growth; ability to manage budgets, delegate responsibility, and establish intelligent priorities in the administrator's area of responsibility; and commitment to the mission and goals of the institution.

- (5) In general, each review shall be performed by the person to whom the principal administrative official reports, in consultation with the principal administrative official and persons who report to or through the official being reviewed or by a committee appointed by the person to whom the official reports.

(S) University hospitals board.

- (1) The university hospitals board shall be responsible to the board of trustees for the oversight of patient care services in university hospitals. The hospitals board shall be accountable through the president to the university board of trustees. The bylaws of the hospitals board will be subject to the approval of the university board of trustees.
- (2) The hospitals board shall be comprised of two members of the university board of trustees, twelve persons selected from the general public, and the chairperson of the integrated faculty practice group or other senior faculty physician leader, all who shall be appointed by the university board of trustees in consultation with the president.
- (3) The president of the Ohio state university.
- (4) The executive director, medical director and chief of the medical staff of university hospitals, senior vice president for health sciences and dean of the college of medicine, and vice president for health services shall be ex-officio members with vote of the hospitals board.

(T) The Arthur G. James cancer hospital and the Richard J. Solove research institute board.

- (1) The Arthur G. James cancer hospital and the Richard J. Solove research institute board shall be responsible to the board of trustees for establishing policy, maintaining quality patient care and providing for organization management and planning within the Arthur G. James cancer hospital and the Richard J. Solove research institute. The James cancer hospital board shall be accountable through the president to the university board of trustees. The bylaws of the James cancer hospital board will be subject to the approval of the university board of trustees.
- (2) The Arthur G. James cancer hospital and the Richard J. Solove research institute board shall be comprised of two members of the university board of trustees, the director of the Arthur G. James cancer hospital and Richard J. Solove research institute, the director of the comprehensive cancer center, the director of medical affairs of the James cancer hospital and Solove research institute, the chief of staff of the James cancer hospital and Solove research institute, two senior university administrators, one member of the OSU cancer scholars program, six citizens from the general public, the university senior vice president for health sciences and dean of the college of medicine and public health, the president of the Arthur G. James cancer hospital and Richard J. Solove research institute foundation, and the vice president for health services, all appointed by the university board of trustees in consultation with the university president.

(U) Regional campuses boards.

- (1) The Lima, Mansfield, Marion, and Newark boards shall advise and assist the dean/directors in the administration of their respective regional campuses. Subject to the authority and periodic review of the university board of trustees, each regional board shall:
 - (a) Develop support for the regional campus in their service area;
 - (b) Advise the dean/directors concerning local educational needs, and perceptions of university programs;

- (c) Serve as an advocate for the needs of the regional campus in local and state government agencies, and in the legislature;
 - (d) Participate in the strategic planning process for the regional campus;
 - (e) Review and provide a recommendation with respect to current funds and capital budgets prior to their submission to the university board of trustees by the president; and
 - (f) Coordinate with the board of the appropriate technical college in all areas of common interest.
- (2) Each regional campus board shall be composed of ten members appointed by the Ohio state university board of trustees in consultation with the president of the university: nine members shall be private citizens who have an interest in and knowledge of higher education and who reside within the area served by the institution; and one member shall be a student who is currently enrolled at the applicable regional campus and shall have no voting power on the board, shall not be considered as a member of the board in determining whether a quorum is present, and shall not be entitled to attend executive sessions.

The executive vice president and provost or the provost's designee, in cooperation with the appropriate dean/director, shall serve as the liaison between the regional boards and the various colleges and departments of the university, and may attend all meetings of the boards. The applicable chair of the faculty assembly shall serve as a resource person for the appropriate regional board and, in order to serve that function, may attend all public meetings of the appropriate regional board. (B/T 9/6/2002, B/T 12/5/2003, B/T 5/7/2004, B/T 9/22/2004, B/T 12/2/2005, B/T 7/7/2006, B/T 2/2/2007)

3335-1-04 The faculty and staff.

(A) University faculty; membership.

- (1) As used in these rules and in the "Rules of the University Faculty," the term faculty shall include persons with regular tenure-track, regular clinical, regular research, auxiliary, and emeritus faculty titles on full or part-time appointments with or without salary.
- (2) For purposes of the legislative authority described in paragraph (B) of this rule, the term university faculty shall mean all regular tenure-track faculty, the president, members of the president's planning cabinet serving at the president's pleasure and designated as executive heads of offices, the deans of the colleges and of the graduate school, the executive dean of the colleges of the arts and sciences, and the dean for undergraduate education.

(B) University faculty; powers.

- (1) The legislative authority to establish educational and academic policies of the university is vested in the university faculty, subject to the approval of the board of trustees. In this connection, the university faculty shall have the authority, subject to the approval of the board of trustees, to adopt rules to effectuate the educational and academic policies of the university. It shall also act upon all matters of routine faculty business in pursuance of already established university policies and shall recommend to the board of trustees candidates for honorary degrees.
- (2) The university faculty may delegate any or all of its authority and responsibility to a university senate if such senate is established by rule and approved by the board.

- (C) Graduate faculty. There shall be established a graduate faculty with such membership and having such authority and responsibility as provided by rule promulgated by the university faculty or university senate and approved by the board.
- (D) College and department or school faculties. There shall be established college and department or school faculties with such membership and having such authority and responsibility as provided by rule promulgated by the university faculty or university senate and approved by the board.
- (E) Faculty responsibility to president. All members of the faculty shall be responsible to the chair of their department or to the director of their school and through the chair or director to the dean and the president for the faithful and efficient performance of their duties (see paragraph (D) of rule 3335-1-03 of the Administrative Code).
- (F) Faculty communication with president.
 - (1) The ordinary method of communication between a member of the faculty and the president shall be through the chair or director, the dean of the college, the appropriate member or members of the president's planning cabinet, and then to the president. For faculty members with the rank of professor this usual method of communication may be altered in an individual case.
 - (2) This rule shall in no way limit the president in communicating with members of the faculty.
- (G) Communication with the board of trustees. The ordinary method of communication between the employees of the university and the board of trustees shall be in writing and shall be presented through the president of the university as provided in paragraph (F) of this rule. This rule shall not be interpreted, however, as in any way limiting the right of communication between the employees of the university and the board, or as limiting the manner in which the trustees may gain information as to the work of the university. All business presented to the trustees in pursuance of this paragraph shall be in the hands of the president not later than two weeks prior to the day of the board meeting at which business is to be considered.
- (H) Appointment of faculty and staff. The board of trustees shall appoint the president, members of the faculty and all other employees of the university not in the classified civil service.
- (I) Appointments. Upon nomination and recommendation by the president of the university, the board of trustees shall make all appointments to all positions within the university and approve the salaries therefor. (B/T 6/7/2005, B/T 2/1/2006)

3335-1-05 University organization.

- (A) University organization.
 - (1) For the purpose of administering the various programs of the university, there shall be established educational and administrative units within the university. All units of the university shall be established, altered, or abolished only on vote of the board of trustees.
 - (2) Procedures for recommending the establishment, alteration and abolition of educational units shall be promulgated by the university faculty or the university senate and approved by the board of trustees. Procedures for recommending the establishment, alteration and abolition of administrative units shall be promulgated by the president and approved by the board of trustees.
- (B) Basic educational organization of the university. The basic organization of the educational units of the university shall be departments, divisions, schools, academic centers, colleges,

regional campuses, the graduate school, the federation of the colleges of the arts and sciences, and the agricultural technical institute.

- (C) Schools, departments, and divisions; defined and located. The unit of the university for instruction, research, and extension in a defined field of learning is the school, department, or division.
- (D) Schools, departments, and divisions; administration. There shall be a chair of each department or division and a director of each school, who shall be the administrative head, respectively of the department, division or school. Each chair and director shall be appointed for a term of four years and shall be eligible for reappointment. The manner of selecting a chair or director as well as the determination of his or her authorities and responsibilities shall be fixed by rules and regulations promulgated by the board of trustees.
- (E) Academic centers; defined. The unit of the university for research, instruction, or related service which crosses department, division, school, or college boundaries is the academic center.
- (F) Colleges and graduate school; establishment. For educational administration the university shall be organized into a graduate school and seventeen colleges. The following five colleges shall comprise the federation of the colleges of the arts and sciences: the college of the arts, the college of biological sciences, the college of humanities, the college of mathematical and physical sciences, and the college of social and behavioral sciences. The other twelve colleges are: the college of food, agricultural, and environmental sciences, the Max M. Fisher college of business, the college of dentistry, the college of education and human ecology, the college of engineering, the Michael E. Moritz college of law, the college of medicine, the college of nursing, the college of optometry, the college of pharmacy, the college of social work, and the college of veterinary medicine.
- (G) Graduate school; organization. The graduate school shall consist of: those members of the university faculty who are approved to give graduate instruction; a graduate faculty; the research and graduate council; and an administration composed of a curriculum committee, an executive committee, the dean, the secretary and such other administrative officers as are appointed pursuant to paragraph (H) of this rule.
- (H) Colleges and graduate school; administration.
 - (1) There shall be a dean of each college and of the graduate school who shall be a member of its faculty and the administrative head of the college or of the school. The major responsibility of each dean shall be that of providing active leadership in the promotion, direction and support of educational and research activities of the university, in the maintenance of a high level of morale among the faculty, and in the encouragement of the spirit of learning among the students. Further detailed duties of the deans of the colleges and of the graduate school shall be fixed by rules and regulations promulgated by the board of trustees.
 - (2) There shall be an executive dean of the colleges of the arts and sciences who is the administrative head of the colleges of the arts, biological sciences, humanities, mathematical and physical sciences, and social sciences. The major responsibilities of the executive dean are to select, in consultation with the provost, the search committees for the five college deans and advise the provost on the appointment of these deans; work with the provost on annual evaluations of the five deans; manage central services, report to the provost on behalf of the college deans; advise the provost regarding base budgets and rebasing allocations and, following review by the provost, distribute these funds to the five colleges; allocate common funds among the arts and sciences; and review budget management in the five colleges. The executive dean also administers curriculum approved by the faculty and is responsible for honors and scholars programs and for interdisciplinary centers and programs that involve more than one of the five colleges. The executive dean is a member of the council of

deans. Further detailed duties of the executive dean shall be fixed by rules and regulations promulgated by the board of trustees.

- (3) Each college, the graduate school, and the colleges of the arts and sciences shall have a secretary and may have such other administrative officers as are necessary to carry out the program of the college or of the school. These persons shall have such duties as are assigned to them by the dean of the college, or of the graduate school, or by the executive dean of the colleges of the arts and sciences.
- (I) Regional campuses. There shall be four regional campuses of the university located at Lima, Mansfield, Marion, and Newark, Ohio. The administrative head of each regional campus shall be a dean and director.
- (J) Agricultural technical institute. The unit of the university for instruction leading to the associate of applied science degree in the agricultural technologies is the agricultural technical institute (Wooster). Regarding matters of administration and operation, the agricultural technical institute shall function as a school in the college of food, agricultural, and environmental sciences. (B/T 6/7/2005, B/T 12/2/2005, B/T 7/7/2006)

3335-1-06 Instruction.

- (A) The university year. The university year shall be divided into four quarters of approximately twelve weeks each. For any college on a semester basis, the university year shall be divided into a summer session of approximately twelve weeks and two semesters of approximately eighteen weeks each. The summer quarter or session shall begin the university year and may be divided into two terms of approximately six weeks each.
- (B) Admission requirements. Admission requirements, including admission to advanced standing, for entrance into the university shall be adopted by the board of trustees upon recommendation of the appropriate faculty and the approval of the university senate or the university faculty.
- (C) Courses and curricula. The establishment, alteration and abolition of courses and curricula shall follow the procedures outlined by rule of the university faculty or university senate, as the rule is approved by the board of trustees, and shall be subject to review by the president and by the board (see section 3335.09 of the Revised Code).
- (D) Graduation requirements. The requirements for graduation from the university shall be adopted by the board of trustees upon recommendation of the appropriate faculty and approval of the university senate or the university faculty.
- (E) Degrees and certificates.
 - (1) Degrees and certificates shall be awarded by the board of trustees upon recommendation of the university senate or the university faculty, transmitted to the board by the president.
 - (2) All diplomas issued to those receiving degrees from the university shall be signed by the chair, the secretary of the board of trustees and by the president of the university.

3335-1-07 Student affairs.

- (A) Discipline.
 - (1) The president shall have the final responsibility and authority for the discipline of all students of the university. This responsibility and authority may be delegated by the president to the vice president for student affairs.
 - (2) The deans of the colleges and of the graduate school, the directors of schools, and the chairs of departments, respectively, are responsible to the president through regular

disciplinary channels for the discipline of all students in the activities of their respective colleges, schools and departments.

- (B) Student activities.
 - (1) All student activities shall be conducted by student organizations under rules and regulations promulgated by the vice president for student affairs.
 - (2) Each student organization shall be required to have a faculty or staff adviser. The adviser shall maintain contact with the student organization of which he or she is an adviser to such degree as to be familiar with its program and personnel. The faculty or staff adviser shall advise the group on its program and personnel, having in mind not only the objectives of the particular group but the best interests of the university.
- (C) Fraternities and sororities. Special rules and regulations governing fraternities and sororities may be promulgated by the vice president for student affairs, the university senate or the university faculty with the approval of the board of trustees.

3335-1-08 Miscellaneous.

- (A) Budget.
 - (1) The annual budget, as adopted by the board of trustees and as amended from time to time, shall govern all transactions involving the financial obligations of the university. The budget shall be comprised of classifications in accordance with the budget and financial reporting system adopted by the state of Ohio.
 - (2) The president shall establish procedures for the disbursement and expenditure of all appropriated funds. These procedures may be amended from time to time but major changes shall have the prior approval of the board of trustees.
- (B) Research endowment funds; income. Income from endowment funds specifically applicable to research shall, unless otherwise specified by the donor, be assigned and administered by the president of the university.
- (C) Appearance before governmental offices, boards and agencies. Subject to specific control by the board of trustees, the preparation and presentation of requests for appropriations from the state of Ohio and all official dealings on behalf of the university with all federal, state and local government offices, boards and agencies shall be under the direction of the president of the university. Unauthorized appearances before federal, state or local government offices, boards and agencies are hereby prohibited.
- (D) Drives and canvassing.
 - (1) Canvassing or solicitation for funds, sales, or subscriptions are prohibited on the university campuses or in university buildings unless written permission therefor shall first have been granted by the office of the university registrar.
 - (2) The sale of merchandise of any kind whatsoever or publications or services upon university property other than by the regularly authorized stores, restaurants, departments or divisions of the university, is likewise prohibited except upon written permission of the office of the university registrar.
 - (3) Any persons violating paragraph (D) of this rule shall be subject, upon proper notice, to eviction from university property or arrest.
- (E) Public use of university facilities. The use by the public of any university library, museum, laboratory, or any other university facility shall be governed by rules and regulations promulgated by the board of trustees.

- (F) Naming of university buildings. University buildings and structures shall be named by the board of trustees following recommendations submitted by the president and the appropriate faculty or other group. Buildings and structures shall not be named for any person who is an officer or employee of the university or the state of Ohio, but may be named for a person who has been retired or has otherwise left such a position for a minimum of three years.

3335-1-09 Bylaws, rules and regulations; their promulgation, amendment and repeal.

- (A) Statement of purpose. The foregoing bylaws are intended to provide a general framework for the functioning of the board of trustees as a governing body and for the organization, administration and operation of the Ohio state university. Detailed rules and regulations for the organization, administration and operation of the university may be promulgated, amended and repealed by the board of trustees upon its own initiative or upon the recommendation of the university faculty or the university senate.
- (B) Rules and regulations; promulgation, amendment and repeal.
 - (1) The university faculty (either directly or through the university senate) is authorized to recommend through the president to the board of trustees the adoption of detailed rules and regulations for the university faculty. If adopted, these rules shall be called "Rules of the University Faculty" and shall be amended or repealed under the procedures outlined in this rule.
 - (2) The university faculty (either directly or through the university senate) is also authorized to make recommendations through the president to the board of trustees concerning the promulgation, amendment or repeal of the other rules and regulations for the university.
- (C) Rules and regulations; vote by board of trustees. The rules and regulations for the university, including the "Rules of the University Faculty," may be adopted, amended or repealed by a majority vote of the board of trustees at any regular meeting of the board, the notice of which having specified that promulgation, amendment or repeal of the rules and regulations for the university is to be considered.
- (D) Bylaws; amendment and repeal. These bylaws may be amended or repealed by a majority vote of the board of trustees at any regular meeting of the board, the notice of which having specified that amendment or repeal of the bylaws is to be considered.
- (E) Bylaws; recommendations as to amendment or repeal. The university faculty or the university senate is authorized to make recommendations through the president to the board of trustees concerning the amendment or repeal of these bylaws.