

## **Final Report of the Rules Committee, Academic Year 2017/2018**

During the 2017/2018 academic year, the Rules Committee of the Ohio State University, pursuant to rule 3335-5-47.3, consisted of 10 members: 6 faculty senators (Kate Calder, Kari Hoyt (chair), Sarah Moore, Chirag Patel, Terry Reese, Judith Villard), three students (Lauren Fechtel, Jordan Vajda and Yao Wan), and the secretary of the university senate (Ben Givens). Two ex officio members also attended regularly (Kay Wolf or Jan Neiger from Office of Academic Affairs) and Brandon Lester from Office of Legal Affairs. Hannah Torma provided administrative support.

### **Summary**

Ten amendments to the University Rules were approved by the University Senate during the academic year 2017/2018. One rule amendment and one new rule (both pertaining to emeritus faculty) were approved by the Rules committee late in the academic year and will be reviewed by the Steering committee in academic year 2018/2019 for addition to the Senate agenda for vote.

Please note: A 'Buckeye Box' folder (Senate Rules Committee\Rules Committee AY18), was created and managed by the Senate office and contains detailed meeting materials organized by meeting date for future reference.

### **1. The following rules were approved by the Senate during the 2017/2018 academic year:**

The approved rule amendments and corresponding Whereas statements are appended to this report for reference (Appendix 1).

#### **3335-7-02 Titles.**

Consistent with other Big Ten institutions, the use of title for clinical track faculty has been streamlined and limited to assistant professor, associate professor, or professor of clinical or professional practice. Exceptions will be approved by the Provost or his/her designee. This change follows the language of other rules. After each title "(name of college, school, or department) was added for clarity.

#### **3335-7-08 Annual review, reappointment/non-reappointment, and promotion review procedures/ for clinical track**

#### **3335-7-36 Annual review, reappointment/non-reappointment, and promotion review procedures/ for research track**

Currently, all applications for promotion of tenure track faculty are decided by the provost. For clinical and research faculty, this process stops at the dean level. It is seen as a question of equality and fairness that this process should be extended to the provost level. Reappointment which depends on financial considerations and needs of the department are not affected by this change.

**3335-3-34 Schools, departments, divisions, and sections; defined and located.**

**3335-5-45.2 Secretary of the university senate.**

**3335-17-01 Administration Members**

**3335-17-04 Apportionment of faculty members.**

The changes to these rules were editorial in nature.

**3335-13-04 Duplication of keys.**

The motivating factor behind this rules amendment is the rapidly evolving technologies for building/property access. Lock and Key Services was consulted on this rule amendment. Physical keys are not the only means of controlling access to university property, and other access devices may be used. Additionally, issuance of university keys/access devices may be authorized by a designee of the president or university official authorized to make such decisions.

**3335-13-05 Control of dogs and other animals.**

This rule was reviewed and found to be out of date. The proposed rule amendment was reviewed by Legal Affairs (Brandon Lester) and the University's ADA Coordinator (Scott Lissner). Dogs or other animals are permitted on university grounds provided they are leashed or harnessed and under the owner's or handler's control, unless otherwise permitted to do so by the university. Seeing eye dogs are not the sole type of service animal. Therapy dogs, support animals and other types of animals may be approved to accompany individuals in university buildings or housing provided the person complies with any restrictions or limitations set by the University.

**3335-6-02 Criteria for appointment, reappointment, and promotion and tenure of tenure-track faculty.**

This rule amendment was created in response to the recently amended Substitute Ohio House Bill Number 49 of the 132nd General Assembly Section 3345.45 (C) which states "The board of trustees of each state university shall review the university's policy on

faculty tenure and update that policy to promote excellence in instruction, research, service, or commercialization, or any combination thereof. Beginning on July 1, 2018, as a condition for a state university to receive any state funds for research that are allocated to the department of higher education under the appropriation line items referred to as either "research incentive third frontier fund" or "research incentive third frontier-tax," the chancellor shall require the university to include multiple pathways for faculty tenure, one of which may be a commercialization pathway, in its policy". The university rule needed to be updated to include commercialization in the tenure process. The rule amendment was discussed at Faculty Council and reviewed by relevant university administration (via Kay Wolf). The term "commercialization" was inserted after 'applied research' in (A) (1) in the approved rule.

**2. The following rule change was approved by the Rules committee and needs to be submitted to the Steering committee for addition to the 2018/2019 Senate calendar for approval:**

The proposed rule amendment is appended to this report for reference (Appendix 2).

**3335-5-19 Faculty (C)**

The Rules committee received a request from the Steering committee to review the current rule(s) regarding emeritus faculty with a focus on the following issues:

- *Who initiates the process by which a faculty is nominated for emeritus status? It currently starts with the chair. Should the faculty member initiate the process?*
- *Should the department faculty have a role in the process, as they do in tenure and promotion cases? Who are the eligible faculty that would weigh in?*
- *Emeritus titles are given to faculty, upon retirement. Retirement is defined by the pension system and the Office of Human Resources. Are there any faculty who don't fulfil the HR definition of retirement who should be eligible for the title?*
- *The Board of Trustees approves all emeritus titles. Should the fact that the board approves the title be included in the rule?*
- *Should the rule make explicit the notion that the title is not contingent on performing specific duties, like mentoring or teaching? In other words, should the rule make clear that the title is honorific based on past performance?*
- *Should the rule specify that faculty who receive the title not only be significant contributors to the department but also good citizens?*
- *Should there be a provision for revocation of the title?*
- *Should there be an appeals process, if a faculty member is denied the title?*

In response to this request, the Rules committee consulted with FCBC, the Emeritus Academy Steering Committee, Faculty Council, Faculty Cabinet, Legal Affairs (via Brandon Lester), Human Resources (Bobbie Houser attended a Rules meeting at the suggestion of Kay Wolf), and university leadership (via Kay Wolf). The emeritus faculty policies of comparable institutions were also considered. After extensive review and discussion, revision of the current 3335-5-19(C) which defines 'emeritus faculty' was recommended. In addition, a new rule 3335-5-36 (Emeritus Faculty), was created to incorporate many of the needed changes, given their extensive nature. Essentially, these rule amendments/additions create needed clarity to the appointment process (with the notable inclusion of associated faculty), emphasize the honorary nature of the appointment, and provide a means to revoke emeritus status in extreme cases of dishonorable behavior. The amendment and new rule was approved by the Rules committee at the end of Spring 2018 and will be forwarded to the Steering committee for addition to the Senate agenda for Academic Year 2018/2019.

**Proposal to Amend Rule 3335-7**

**WHEREAS** the use of a different titles for clinical faculty appointments by different colleges has led to inconsistencies across the university; and

**WHEREAS** a common set of titles will bring clarity and equity to the clinical faculty appointments, with any exceptions requiring approval by the provost, or his/her designee; and

**WHEREAS** having all clinical/research faculty promotion cases regardless of decision reviewed by the executive vice president and provost brings the process for promotion in line with that used for tenure-track faculty; and

**WHEREAS** the Rules Committee approved the following proposal;

**BE IT THEREFORE RESOLVED** that the University Senate approve the proposal to amend rule 3335-7 with the following, and respectfully seek approval from the Board of Trustees.

## **Chapter 3335-7 Rules of the university faculty concerning clinical and research faculty appointment, reappointment and nonreappointment, and promotion**

### **3335-7-01 Definition.**

Clinical faculty appointments are fixed term contract appointments that do not entail tenure. Clinical faculty are teacher/practitioners and shall be engaged primarily in teaching activities related to: a) courses or instructional situations involving live patients or live clients, b) courses or instructional situations involving the simulation of live patients or live clients, or c) courses or instructional situations involving professional skills.

(Board approval dates: 7/12/2002, 6/4/2004, 6/7/2013)

### **3335-7-02 Titles.**

If individual colleges, schools, and departments with clinical faculty wish to provide clinical faculty with faculty-rank titles, then whatever title is used must be distinct from tenure-track titles (see paragraph (A) of rule 3335-5-19 of the Administrative Code). Titles include instructor, assistant professor, associate professor or professor of clinical (name of college, school, or department), or instructor, assistant professor, associate professor or professor of professional practice of (name of college, school, or department). Exceptions to these titles must be approved by the provost or his/her designee.

(Board approval dates: 7/12/2002, 6/4/2004, 6/1/2007, 6/7/2013)

### **3335-7-03 Appointment cap.**

Unless an exception is approved by the university senate and the board of trustees, clinical faculty may comprise no more than forty percent of the total tenure-track, clinical and research faculty (as defined in rule 3335-5-19 of the Administrative Code) in each of the colleges of the health sciences and no more than twenty percent of the tenure-track, clinical, and research faculty in all other colleges. In all tenure-initiating units not in health sciences, the number of clinical track faculty members must be fewer than the number of tenure-track faculty members in each unit.

(Board approval dates: 7/12/2002, 6/4/2004, 6/7/2005, 6/22/2012, 6/7/2013, 6/6/2014)

### **3335-7-04 Proposals and approval process.**

(A) Proposals to establish or amend a clinical faculty in a college or school reporting directly to Office of Academic Affairs (OAA) must be submitted to the provost by the dean of the college or director of the school reporting directly to OAA. Proposals must include a clear rationale for establishing a clinical faculty and address how the terms and conditions of the appointments will be consistent with the rules set forth in Chapter 3335-7 of the Administrative Code, what titles will be given to clinical faculty, and what department and college

governance rights will be extended to clinical faculty. Clinical faculty may not participate in the promotion and tenure reviews of tenure faculty. In addition, proposals must include the following components:

- (1) A definition of the role in teaching and scope of professional practice duties of clinical faculty, identifying specifically how those differ from duties of tenure-track faculty;
- (2) Identification of the requirements for a clinical faculty appointment, including appropriate terminal degrees and any credential or licensure requirements; and
- (3) A list of courses that could be taught by clinical faculty and the relationship of those courses to the general curriculum. The expectation would be that clinical faculty should teach primarily courses involving professional practice in the clinical setting or courses designed to teach professional skills.

Proposals must comply with any additional guidelines promulgated by the council on academic affairs and will be reviewed according to criteria specified by the council on academic affairs.

(B) With the exception of changes to existing titles, proposals from a college or school reporting directly to OAA to establish or amend a clinical faculty must be approved by a majority of the tenure-track faculty of the college or school reporting directly to OAA proposing to have a clinical faculty, by the dean of the college or school reporting directly to OAA, by the executive vice president and provost, by the university senate, and by the board of trustees. The executive vice president and provost will transmit all proposals to the council on academic affairs, which will review proposals and make a recommendation to the university senate. Title changes must be consistent with rule 3335-7-02 of the Administrative Code, but need only be approved by a majority of the tenure track faculty and dean of the college or director of the school reporting directly to OAA proposing the amendment.

(Board approval dates: 7/12/2002, 6/4/2004, 6/7/2005, 6/1/2007, 6/7/2007, 6/7/2013)

### **3335-7-05 Criteria for appointment, for reappointment and nonreappointment, and for promotion.**

Clinical faculty may be appointed by colleges that do not have schools or departments and by schools and departments in colleges that have such subunits. The criteria for appointment, for reappointment and nonreappointment, and for promotion for clinical faculty shall be established by the college, school, or department making such appointments and shall be set forth in that unit's appointments, promotion, and tenure document. The criteria must be consistent with the rationale for having clinical faculty in the unit in question and must be distinct from the criteria for tenure-track faculty appointments. However, normally clinical faculty will have an earned doctorate or other terminal degree in the relevant field or equivalent experience. The criteria for appointment, for reappointment and nonreappointment, and for promotion should reflect the importance of the responsibilities of clinical faculty.

(Board approval dates: 7/12/2002, 6/4/2004, 6/7/2005, 6/7/2013)

### **3335-7-06 Procedures for appointment.**

Procedures for appointment of clinical faculty shall be established by the college, school, or department making such appointments and shall be set forth in that unit's appointments, promotion, and tenure document.

Appointments at the rank of associate professor or professor require prior approval of the office of academic affairs.

(Board approval dates: 7/12/2002, 6/4/2004, 6/7/2013)

**3335-7-07 Term of appointment.**

(A) Contracts must be for a period of at least three years and for no more than five years.

(B) The initial contract is probationary and a clinical faculty member will be informed by the end of each probationary year as to whether he or she will be reappointed for the following year. By the end of the second to final year of the probationary contract, the faculty member will be informed as to whether a new contract will be extended at the conclusion of the probationary contract period. In the event that a new contract is not extended, the final year of the probationary contract is the terminal year of employment. There is no presumption that a new contract will be extended. In addition, the terms of a contract may be renegotiated at the time of reappointment.

(C) During and until the end of the second and subsequent contract periods, clinical faculty appointments may only be terminated for cause (see rule 3335-5-04 of the Administrative Code) or financial exigency (see rule 3335-5-02.1 of the Administrative Code) and the termination decision for either of these reasons shall result from procedures established by faculty rules. In addition, a contract may be renegotiated during a contract period only with the voluntary consent of the clinical faculty member. By the end of the penultimate year of each contract period, the clinical faculty member will be informed as to whether a new contract will be extended at the conclusion of the current contract period. If a new contract is not extended, the final year of the current contract is a terminal year of employment. There is no presumption that a new contract will be extended. In addition, the terms of a contract may be renegotiated at the time of reappointment.

(D) The standards of notice set forth in rule 3335-6-08 of the Administrative Code apply to clinical faculty appointments.

(Board approval dates: 7/12/2002, 6/4/2004, 6/7/2005, 6/7/2013)

**3335-7-08 Annual review, reappointment/nonreappointment, and promotion review procedures.**

The procedures for reviewing clinical faculty annually and for reappointment/ nonreappointment and promotion shall be set forth in the relevant college, school or department appointments, promotion, and tenure document and shall be consistent with review procedures established for tenure-track faculty, including those set forth in rules 3335-6-03 and 3335-6-04 of the Administrative Code with the following exceptions:

(A) The college dean's decision shall be final with respect to reappointment and nonreappointment. Decisions with respect to promotion shall be forwarded to the executive vice president and provost, who shall review the decision consistent with the review procedures established for tenure-track faculty including those set forth in rule 3335-6-04. Any decision of the executive vice president and provost shall be final.

(B) External evaluations are optional.

(Board approval dates: 7/12/2002, 6/4/2004, 6/7/2013)



**3335-7-09 Transfers from the tenure track faculty to the clinical faculty.**

A college, school, or department may provide for the possibility of transfers from the tenure faculty track to the clinical faculty if appropriate to its circumstances. A unit that permits transfers must abide by the following:

- (A) The request for transfer must be initiated by the faculty member in writing and must state clearly how the individual's career goals and activities have changed;
- (B) When a tenured faculty member transfers to the clinical faculty, tenure is lost; and
- (C) All transfers must be approved by the school director or department chair, the college dean, and the executive vice president and provost.

(Board approval dates: 7/12/2002, 6/4/2004, 6/7/2013)

**3335-7-10 Transfers from the clinical faculty to the faculty-track.**

Transfers from the clinical faculty to the tenure-track faculty are not permitted. Clinical faculty may apply for tenure-track positions and compete in regular national searches for such positions.

(Board approval dates: 7/12/2002, 6/4/2004, 6/7/2005, 6/7/2013)

**3335-7-11 Participation in governance by clinical faculty.**

(A) A college or academic unit that appoints clinical faculty determines the level of participation in college and departmental structures.

(B) A college or academic unit that appoints clinical faculty and elects senators may, by vote of at least a majority of all of its tenure-track faculty, determine that the clinical members of its faculty are eligible for election to the university senate.

(C) Following approval by a college or academic unit of eligibility of its clinical faculty for election to the senate under the foregoing paragraph:

(1) For purposes of selection of university senators, the electorate for the college or academic unit shall be composed of all tenure-track and clinical faculty.

(2) Any clinical faculty member appointed by the college or academic unit may stand for election to serve as a representative in the senate.

(3) The minimum and maximum numbers of clinical faculty from each college or academic unit that may serve as representatives in the senate shall be determined by majority vote of tenure-track and clinical faculty appointed by that college or academic unit within the limits provided for in paragraph 4 of this section.

(4) One senator or not more than forty five per cent of the senators representing that college or academic unit, whichever is greater, may be clinical faculty of the college or academic unit.

(Board approval dates: 4/4/2008, 6/7/2013)

**3335-7-30 Definition.**

Research faculty appointments are fixed term contract appointments that do not entail tenure. Research faculty are researchers and shall be engaged in research related to the mission and goals of the academic unit.

(Board approval dates: 6/4/2004, 6/7/2013)

**3335-7-31 Titles.**

Titles will be research professor of (name of college, school or department), research associate professor, research assistant professor.

(Board approval dates: 6/4/2004, 6/7/2013)

**3335-7-32 Criteria for appointment, for reappointment and non-reappointment, and for promotion.**

With tenure-track faculty majority approval, research faculty may be appointed by colleges that do not have schools or departments and by schools and departments in colleges that have such subunits. Unless otherwise authorized by a majority vote of the tenure-track faculty in a unit, research faculty must comprise no more than twenty per cent of the number of tenure-track faculty in the unit. In all cases, however, the number of research faculty positions in a unit must constitute a minority with respect to the number of tenure-track faculty in the unit.

The criteria for appointment, reappointment and nonreappointment, and for promotion for research faculty shall be established by the college, school or department making such appointments and shall be set forth in that unit's appointments, promotion and tenure document and approved by a majority vote of the tenure-track faculty of the unit and approved by the office of academic affairs. The criteria must be distinct from the criteria for tenure-track faculty appointments and cannot require classroom teaching. Research faculty will have an earned doctorate or other terminal degree in the relevant field. The criteria for appointment, for reappointment and nonreappointment, and for promotion should reflect the preponderance of responsibilities being in research activities.

(Board approval dates: 6/4/2004, 6/7/2013)

**3335-7-33 Procedures for appointment.**

Procedures for appointment of research faculty shall be established by the college, school or department making such appointments and set forth in that unit's appointments, promotion, and tenure document and approved by a vote of tenure-track faculty of the unit and the office of academic affairs. Appointments at the rank of research associate professor or research professor require prior approval of the relevant college and the office of academic affairs.

(Board approval dates: 6/4/2004, 6/7/2013)

### **3335-7-34 Duties and responsibilities.**

The primary duty of research faculty is to conduct research. 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 in the same instructional activities as tenure-track faculty. An appointment to a research faculty position should not be made to displace or make unnecessary an appointment to a tenure-track faculty position.

(Board approval dates: 6/4/2004, 6/7/2005, 6/7/2013)

### **3335-7-35 Term of appointment.**

(A) Contracts will be for a period of at least one year and for no more than five years.

(B) Contracts must explicitly state the expectations for salary support and generally will require one hundred per cent salary recovery. It is expected that salary recovery/support will be derived from extramural funds.

(C) The initial contract is probationary, and a research faculty member will be informed by the end of each probationary year as to whether he or she will be reappointed for the following year. By the end of the penultimate year of the probationary contract, the research faculty member will be informed as to whether a new contract will be extended at the conclusion of the probationary contract period. In the event that a new contract is not extended, the final year of the probationary contract is the terminal year of employment. There is no presumption that a new contract will be extended. In addition, the terms of a contract may be renegotiated at the time of reappointment.

(D) During and until the end of the second and subsequent contract periods, research faculty appointments may be terminated for not meeting the terms of the contract (e.g. failure to obtain extramural support for the research). Appointments may also be terminated during a contract period for cause (see rule 3335-5-04 of the Administrative Code), or financial exigency (see rule 3335-5-02.1 of the Administrative Code), and the termination decision for either of these reasons shall result from procedures established by faculty rules. In addition, a contract may be renegotiated during a contract period only with the voluntary consent of the research faculty member. By the end of the penultimate year of each contract period, the research faculty member will be informed as to whether a new contract will be extended at the conclusion of the current contract period. If a new contract is not extended, the final year of the current contract is a terminal year of employment. There is no presumption that a new contract will be extended. In addition, the terms of a contract may be renegotiated at the time of reappointment.

(E) The standards of notice set forth in rule 3335-6-08 of the Administrative Code apply to research faculty appointments.

(Board approval dates: 6/4/2004, 6/7/2005, 6/7/2013, 6/6/2014)

**3335-7-36 Annual review, reappointment/nonreappointment, and promotion review procedures.**

The procedures for reviewing research faculty annually and for reappointment/nonreappointment and promotion shall be set forth in the relevant, tenure-track faculty approved, college, school or department appointments, promotion and tenure document and shall be consistent with review procedures established for tenure-track faculty including those set forth in rules 3335-6-03 and 3335-6-04 of the Administrative Code except that the college dean's decision shall be final with respect to reappointment and non-reappointment. Decisions with respect to promotion shall be forwarded to the executive vice president and provost, who shall review the decision consistent with the review procedures established for tenure-track faculty including those set forth in rule 3335-6-04. Any decision of the executive vice president and provost shall be final.

**Proposal to Amend Rules 3335-3-34, 3335-5-45.2, 3335-17-01 and 3335-17-04**

**WHEREAS** curricular proposals coming from a school should be approved by the college dean before being transmitted to the council on academic affairs; and

**WHEREAS** the executive vice president and provost or designee will evaluate annually the senate secretary; and

**WHEREAS** both the vice presidents of research and for student life are senior vice presidents; and

**WHEREAS** there are fifteen colleges at the university; and

**WHEREAS** the college of public health is apportioned a senator;

**LET IT THEREFORE BE RESOLVED** that the editorial revisions to rules 3335-3-34, 3335-5-45.2, 3335-17-01 and 3335-17-04 be approved by the University Senate and respectfully request concurrence of the Board of Trustees effective upon approval by the Board of Trustees.

**3335-3-34 Schools, departments, divisions, and sections; defined and located.**

(A) The units of a college organization for instruction, research, and service are the school, department and division.

(B) Each of these units should normally meet the following qualitative requirements: (A particular unit may not meet all the criteria, but the formation of a unit that does not should only be approved when circumstances dictate that approval is important to the academic development of the university.)

(1) A recognized, discrete area of academic concern not already included within the mission of another school, department or division;

(2) A proposed or existing academic program at both undergraduate and graduate or graduate professional levels;

(3) A source of faculty members prepared to offer academic work in the subject concerned;

(4) An academic subject that offers research and/or public service opportunities in addition to formal classroom teaching and has the potentiality for developing recognition by other scholarly groups;

(5) An academic field that has developed or is in the process of developing a student clientele either for the purpose of major programs or as an important "service" discipline to other major programs;

(6) The ability to assume primary fiscal responsibility.

(C) Schools and departments shall have a minimum of ten faculty positions spread through at least the three academic ranks of assistant professor to professor, unless persuasive academic reasons demonstrate the need for exceptions.

(D) A school is differentiated from a department as follows:

(1) The undergraduate or graduate work offered by a school may lead to "tagged" degrees.

(2) Recipients of "tagged" degrees shall be recommended for such degrees by the faculty of the appropriate school.

(3) A school, with the exception of the graduate school, may be organized into departments, divisions, or sections.

(4) A school, with the exception of the graduate school, shall be responsible to a college for administrative purposes. Curricular proposals developed by the school shall be transmitted to the council on academic affairs for review and action after approval by the college dean or designee~~after coordination with the college secretary and after fiscal approval of the dean has been secured.~~

(5) A school may establish its own admission and retention policies and requirements within the framework of university policies and may retain student personnel records for those students enrolled in degree programs under the control of the school. To facilitate the conduct of these activities, a school shall appoint a secretary, with the responsibilities outlined for a secretary of a college (see rule 3335-3-33 of the Administrative Code).

(E) A "division" is an academic unit established within a college or a school to provide for a developing need in a circumscribed subject. The head of such unit shall be known as the chair of a division, shall have academic responsibility, and may be assigned fiscal responsibility by the respective dean of the college or director of the school. This unit shall be responsible for instruction, service, and research in a specific academic concern. Such units may be established in any field in which a new department is not feasible, but in which there is a possibility that growth in the subject may eventually lead to the status of a department. However, the determination to establish such a unit need not be based solely on the presumption that such a unit will attain this status. The status of these units shall be reviewed periodically by the council on academic affairs.

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(F) A "section" is an informal unit within a school, department, division, or academic center which is established to expedite the administration of a given academic subject. The function of a section shall be to assist the parent unit in the administration of the subject and to provide an organizational structure for relationship with professional organizations or other individuals with similar interests. The faculty member in charge shall be known as the section head. The head of the section is appointed by the administrator of the parent unit and has responsibilities delegated by the administrator of the parent unit. The formation of a section must be reported to the council on academic affairs.

(G) Schools, departments, and divisions shall be located with respect to colleges as shown in the current catalog of "The Ohio State University Bulletin - Course Offerings."

(H) The establishment or abolition of schools, departments, and divisions shall require approval by the council on academic affairs, the university senate, and the board of trustees (see rule 3335-3-37 of the Administrative Code).

(Board approval dates: 4/2/1971, 3/2/1984, 5/3/1996, 6/1/2001, 6/22/2012)

**3335-5-45.2 Secretary of the university senate.**

(A) The secretary of the university senate shall be a tenured member of the faculty, appointed by the president from three nominees submitted by the steering committee. The term of office shall be for three years. Prior service as secretary need not preclude nomination to this office. During the term of office the secretary shall be reassigned for a minimum of fifty per cent of time to the office of the university senate during autumn and spring semesters, and summer term. The secretary of the senate will be evaluated annually by the executive vice president and provost or designee, the chair of the senate steering committee, and the chair of faculty council.

(B) The responsibilities of the secretary of the university senate will be to:

(1) Serve as a resource person for members of the university community on matters relating to university governance and to activities of the university senate.

(2) Promote active, effective participation in university governance by the members of the constituencies of the university senate.

(3) Coordinate the responsibilities of the office of the university senate as described in rule 3335-19-09 of the Administrative Code. **Rules of the University Faculty** Updated June 3, 2016



- (4) Serve as a voting member of the rules committee and a non-voting member of the steering committee of the university senate.
- (5) Serve as a resource person for university and senate committees.
- (6) Issue notification of senate meetings, agendas, and reports of senate actions in accordance with rule 3335-19-11 of the Administrative Code.
- (7) Keep the records of the meetings of the university senate and furnish to the president for report to the board of trustees all matters passed by the university senate requiring board of trustees approval or action.

**3335-17-01 Administration members.**

The twenty-six members from the administration shall consist of the university president, the executive vice president and provost, the senior vice president for business and finance, the senior vice president for research, the senior vice president for student life, the executive dean of the college of arts and sciences, the deans of the other ~~thirteen~~fourteen colleges, the executive dean for the regional campuses, the dean of the graduate school, the dean for undergraduate education, the director of libraries, and the three divisional deans of the college of arts and sciences.

Senate revision date: 4/14/2005

(Board approval dates: 5/7/2004, 5/6/2005, 2/11/2011)

3335-17-04 Apportionment of faculty members.

(A) Seventy faculty members shall be apportioned as follows: at least one to represent each of the following faculty constituencies:

College of arts and sciences: division of arts and humanities

College of arts and sciences: division of natural and mathematical sciences

College of arts and sciences: division of social and behavioral sciences

College of food, agricultural, and environmental sciences

~~The Max M. Fisher~~ College of business, ~~the Max M. Fisher~~

College of dentistry

College of education and human ecology

College of engineering

The Michael ~~E.~~ Moritz College of law

College of medicine

College of nursing

College of optometry

College of pharmacy

The John Glenn ~~eCollegeschool~~ of public affairs

[College of public health](#)

College of social work

College of veterinary medicine

OSU Lima ~~campus~~[Campus](#)

OSU Mansfield Campus

OSU Marion Campus

OSU Newark Campus

University libraries

Departments of military science, naval science, and air force aerospace studies

(B) The other faculty members shall be apportioned among the faculty constituencies, such that no more than ten per cent of the total faculty membership of the senate shall be assigned to any one unit listed in paragraph (A) of this rule. The schedule for apportionment shall be reviewed annually and derived from the distribution of tenure-track faculty and shall be proposed by the executive committee of the faculty council and approved by the faculty council.

(C) For the purpose of voting in a senate election, the eligible faculty shall be tenure-track faculty such clinical track faculty as are authorized for senate service pursuant to rule 3335-7-11 of the Administrative Code. They shall vote only in the election of members from the college or unit in which they hold their primary ~~appointment~~[appoint.](#)

Senate revision dates: 12/3/1983, 9/29/1984, 12/2/1989, 4/6/1991, 4/6/1996, 5/13/2004

(Board approval dates: 6/4/2004, 12/2/2005, 7/7/2006, 6/6/2008, 6/6/2014)

**Proposal to Amend Rule 3335-13-04**

**WHEREAS** issuance of university keys may be authorized by a designee of the president or university official authorized to make such decisions; and

**WHEREAS** keys are not the only means of controlling access to university property, and other access devices may be used; and

**WHEREAS** the Rules Committee approved the proposal;

**LET IT THEREFORE BE RESOLVED** that the proposal to amend rule 3335-13-04 with the following be approved by the University Senate and respectfully request concurrence of the Board of Trustees effective upon approval by the Board of Trustees.

**3335-13-04 Duplication of keys or other access devices.**

Except as specifically authorized by the president, his or her designee, or a university official authorized to make decisions regarding the issuance of university keys or other access devices, no person shall knowingly make or cause to be made any key or other access device for any building, laboratory, facility, or room of the university.

(Board approval date: 4/12/63)

**Proposal to Amend Rule 3335-13-05**

**WHEREAS** dogs or other animals are permitted on university grounds provided they are leashed or harnessed and under the owner's or handler's control, unless otherwise permitted to do so by the university; and

**WHEREAS** seeing eye dogs are not the sole type of service animal. Therapy dogs, support animals and other types of animals may be approved to accompany individuals in university buildings or housing; and

**WHEREAS** dogs or other animals found upon the grounds of the university may be turned over to the appropriate county or municipal authority at the discretion of university authorities; and

**WHEREAS** the owner or handler of the dog or animal must contact the entity to which the animal was delivered to recover the animal in accordance with that entity's rules; and

**WHEREAS** the Rules Committee approved the proposal;

**LET IT THEREFORE BE RESOLVED** that the proposal to amend rule 3335-13-05 with the following be approved by the University Senate and respectfully request concurrence of the Board of Trustees effective upon approval by the Board of Trustees.

**3335-13-05 Control of dogs and other animals.**

(A) No person, ~~being the owner or keeper, or harboring or having charge of any dog or other animal,~~ shall permit ~~a dog or other animal under his or her ownership or control~~ the same upon the grounds of the ~~Ohio state~~ university unless it ~~be under~~ is on ~~the personal control of its owner or keeper by a leash or harness not more than six feet in length and under the owner or keeper's handler's personal control, unless otherwise permitted to do so by the university.~~ A dog or other animal ~~that is, leashed or harnessed~~ but unattended, is not under the personal control of its owner or keeper.

(B) ~~No~~ ~~shall such a person, being the owner or keeper or harboring or having charge of any dog or other animal,~~ shall permit a dog or other animal under his or her ownership or control to ~~permit the same in~~ enter any university building or housing, except for ~~seeing eye dogs~~ service animals, therapy animals, support animals, and/or any other type of animal approved by the University to accompany individuals in such areas provided that the person complies with any restrictions or limitations set by the University provided that and such animal remains under the personal control of its owner or ~~keeper handler~~ keeper handler in accordance with paragraph (A) of this rule. This rule shall not, however, prevent, ~~persons from bringing animals into university buildings when accompanying their masters and except for animals brought by their owner or keeper for use for approved research purposes or for observation or care by university veterinary clinic personnel.~~

~~(C)~~ Any dog or other animal found upon the grounds of the ~~Ohio state~~ university or in any university building, except as permitted pursuant to the provisions of paragraphs (A) and (B) of this rule, may be taken into custody by university authorities. University authorities ~~shall, as soon as practicable after assuming custody thereof, may, in their discretion,~~ turn the dog or other animal over to appropriate county or municipal authorities for delivery to the custody of the humane society or other animal shelter. In such an event, the owner or keeper handler must contact the entity to which the animal was delivered to recover the animal in accordance with that entity's rules. Release from custody should be sought pursuant to the society's rules. The university may further require the owner or ~~keeper handler~~ keeper handler of such a dog or other animal

~~(C)~~ The owner or keeper of any dog or other animal taken into custody by university officials pursuant to this rule shall pay a fine to the university, upon presentation of a bill therefor, to reimburse the university for costs incurred in impounding the dog or other animal and turning it over to the control and custody of county or municipal authorities.

(Board approval dates: 7/31/1969, 9/2/1971, 9/10/1976, 8/29/2001)

**Proposal to Amend Rule 3335-6-02**

**WHEREAS** Amended Substitute Ohio [House Bill Number 49](#) of the 132<sup>nd</sup> General Assembly, Section 3345.45 (C) states “The board of trustees of each state university shall review the university's policy on faculty tenure and update that policy to promote excellence in instruction, research, service, or commercialization, or any combination thereof. Beginning on July 1, 2018, as a condition for a state university to receive any state funds for research that are allocated to the department of higher education under the appropriation line items referred to as either "research incentive third frontier fund" or "research incentive third frontier-tax," the chancellor shall require the university to include multiple pathways for faculty tenure, one of which may be a commercialization pathway, in its policy” and

**WHEREAS** the Rules Committee approved the proposal;

**LET IT THEREFORE BE RESOLVED** that the proposal to amend rule 3335-6-02 with the following be approved by the University Senate and respectfully request concurrence of the Board of Trustees effective upon approval by the Board of Trustees.



**3335-6-02 Criteria for appointment, reappointment, and promotion and tenure of tenure-track faculty.**

(A) The Ohio state university will be recognized worldwide for the quality and impact of its research, teaching, and service. For purposes of faculty performance reviews under these rules:

(1) Research is broadly defined to include discovery, scholarly and creative work, applied research, commercialization, and the scholarship of pedagogy.

## Current Rule

### 3335-5-19 Faculty.

As used in these rules the term "faculty" shall include persons appointed by the board of trustees with tenure-track, non-tenure track, and emeritus faculty titles on full or part-time appointments, with or without salary.

- (A) "Tenure-track faculty": .....
  - (B) "Non-tenure-track faculty": .....
  - (C) "Emeritus faculty": tenure-track, clinical, or research faculty who, upon retirement, were recommended by the chair, the dean and the executive vice president and provost for emeritus status. Emeritus faculty may not vote at any level of governance and may not participate in promotion and tenure matters but may have such other privileges as individual academic units or the office of human resources may provide.
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## Proposed Rule

### 3335-5-19 Faculty.

As used in these rules the term "faculty" shall include persons appointed by the board of trustees with tenure-track and non-tenure track titles on full or part-time appointments, with or without salary, and emeritus faculty.

- (A) "Tenure-track faculty": .....
- (B) "Non-tenure-track faculty": .....
- (C) "Emeritus faculty": Emeritus faculty status is an honor given in recognition of sustained academic contributions to the university as described in rule 3335-5-36.

### 3335-5-36 Emeritus Faculty.

- (A) Full-time tenure-track, clinical, research, or associated faculty may request emeritus status upon retirement or resignation at the age of sixty or older with ten or more years of service or at any age with twenty-five or more years of service.
- (B) The request for emeritus status is made to the tenure initiating unit (TIU) head, except that for associated faculty with appointments at regional campuses, the request for emeritus status is made to the regional dean. The process for awarding emeritus status shall be described in the TIU/regional campus appointments, promotion and tenure document. The executive vice president and provost must approve requests for emeritus status for faculty who do not otherwise meet the qualifications in 3335-5-36 (A). Emeritus status is recommended by the TIU head, the dean, and the executive vice president and provost, and approved by the board of trustees.
- (C) Emeritus faculty, in keeping with the honorific nature of the title, are not expected to perform faculty duties (under rule 3335-5-07), nor do they retain the specific powers of the faculty

- (under rule 3335-5-14). Emeritus faculty may not vote at any level of governance and may not participate in promotion and tenure matters but may have such other privileges as individual academic units or the university may provide.
- (D) If emeritus status is requested but denied by the TIU head/regional dean, the decision can be appealed in writing to the dean or executive vice president and provost for units for which the dean is the TIU head. If the request for emeritus status or an appeal is denied by the dean, the decision can be appealed in writing to the executive vice president and provost, who shall make the final decision. Every effort shall be made by the dean and executive vice president and provost to conclude all decisions on appeals within 60 days.
  - (E) In lieu of the process described in rule 3335-5-04, the president, subject to the approval of the board of trustees, shall have the authority to revoke emeritus status if an emeritus faculty member at any time engages in serious dishonorable conduct in violation of law, rule, or policy and/or causes harm to the university's reputation.