

OHIO
NORTHERN
UNIVERSITY

FACULTY HANDBOOK
2023-24

Revision and Update History

The following sections of the 2023-24 Faculty Handbook have been modified based on actions taken by the University Council or University Faculty during 2022-23.

1. Section 2.16 – Compensation of Faculty Members
2. Section 3.31 – Grade Appeals
3. Section 7.1 - Chapel
4. Appendix 1 – Constitution and Bylaws
5. Appendix 5 – Program Review

Additionally, the University has updated Section 2.17 of the Faculty Handbook to meet TIAA-CREF retirement contribution guidelines. The University also updated Section 2.31 and 6.2 with a new indirect allocation that includes a share for the principal investigator(s).

The text in the following sections of the 2023-24 Faculty Handbook have been removed and a note has been inserted in each instance, referring the reader to a specific section of the [2023-24 ONU Employee Handbook](#).

Topic	Faculty Handbook Section	Employee Handbook Section
Fraternization	2.3.5	5.9
Family Medical Leave Act	2.12.2	4.20
Jury Duty	2.12.5	4.22
Military Leave	2.12.6	4.23
EEO Policy/Non-Discrimination	2.23	2.2.1
Sexual Discrimination	2.25	2.2.3
Drug and Alcohol Free Workplace and Tobacco-Free Campus	2.28	5.6 and 5.7
Electronic Communications	3.43	5.22
TIAA Retirement	4.1.1	4.12.1
Retiree Health Benefits	4.1.2	4.12.2
Life Insurance in Retirement	4.1.3	4.12.3
Educational Benefits in Retirement	4.1.5	4.12.4
Health Insurance	4.3	4.2
HIPAA	4.3.1	4.5
Life Insurance	4.4	4.6
Short-term Disability Benefits	4.5.1	4.8
Long-term Disability Benefits	4.5.2	4.9
Workers' Compensation	4.6	4.10
Unemployment Insurance	4.6.1	4.11
Educational Benefits for Dependents	4.7	4.14
Educational Benefits for Retired Faculty and Staff	4.9	4.12.4
Death Benefits	4.10	4.7
Employee Reimbursement Account HSA	4.13.1	4.3
Employee Reimbursement Account FSA	4.13.2	4.4
Miscellaneous Fringe Benefits	4.14	4.15
Holidays	4.17	4.16
Leave Accruals	4.19	4.18
Administrative Staff	4.19.1	4.18.1
Academic Staff	4.19.2	4.18.2
Bereavement	4.20	4.19

Topic	Faculty Handbook Section	Employee Handbook Section
Family Medical Leave Act	4.21	4.20
Personal Leave of Absence	4.22	4.21
Jury Duty	4.23	4.22
Military Duty	4.24	4.23
Inclement Weather	4.25	4.24
Accidents on Campus Involving Injuries	5.1.1	5.14
Campus Law Enforcement Policy	5.1.8	5.15
Unmanned Aircraft System & Drone Policy	5.1.15	5.13
Purchase of Flowers	5.3.8	5.27
Solicitation of Funds	5.3.9	5.16
Holidays	5.4.1	4.16
Payroll Procedure	5.4.3	3.10
Political Activity	5.4.4	5.17
Supervising Student Employees	5.4.5	5.30
Workplace Violence	5.6	5.8

Last, all references to the Vice President for Academic Affairs have been updated to Provost.

OHIO NORTHERN UNIVERSITY FACULTY HANDBOOK

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PREFACE

The current Ohio Northern University Faculty Handbook was originally compiled through the Office of Academic Affairs in 1981-82 and was reviewed by a faculty committee. Since 1982, faculty governance committees have reviewed certain items in the Faculty Handbook and have recommended changes to existing policies and procedures to University Council and through Council to the President of the University.

In addition to changes, new items for the Handbook have also been recommended to the President by faculty committees. Those changes approved by the President have been incorporated into the current Handbook. The 2021-22 Handbook includes current policies and procedures affecting faculty members.

Changes to this Handbook may be made by proper faculty constitutional action with approval by the President of the University. When appropriate (legal requirements, Board action, etc.), changes also are made by administrative action with approval of the President.

NATURE OF THE UNIVERSITY

Ohio Northern University is a university in the sense of its organization into five colleges. The College of Arts and Sciences, Business Administration, Engineering, and Pharmacy are colleges which admit qualified high school graduates. The degrees offered are Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Music, Bachelor of Science, Bachelor of Science in Medical Laboratory Science, Bachelor of Science in Nursing, Bachelor of Science in Business Administration, Bachelor of Science in Civil, Computer, Electrical, or Mechanical Engineering, Master of Science in Accounting, and Doctor of Pharmacy. The College of Law admits qualified graduates of undergraduate colleges and offers the Juris Doctor. Thus, Ohio Northern University devotes all its resources to higher education at the baccalaureate, first professional degree and graduate levels.

Ohio Northern University emphasizes the liberal arts in its programs. All graduates of the College of Arts and Sciences satisfy in full the requirements for the degree of Bachelor of Arts, or Bachelor of Fine Arts, or Bachelor of Music, or Bachelor of Science, or Bachelor of Science in Medical Laboratory Science or Bachelor of Science in Nursing. The preceding statement includes all students qualifying for teacher licensure in Early Childhood, Middle Childhood or Adolescent Young Adult/Multiage Education. All graduates of the College of Engineering, College of Pharmacy, and the College of Business Administration satisfy certain requirements in liberal arts and have opportunity to elect further courses offered by the College of Arts and Sciences, in addition to qualifying for the professional degree. Students admitted to the College of Law to earn the Juris Doctor must possess the baccalaureate degree from a regionally accredited institution.

HISTORY AND HERITAGE

Ohio Northern University began with a single person and a single idea. In 1871, Henry Solomon Lehr, with support from the community, founded the Northwestern Ohio Normal School as a teacher training institution. Two other name changes would follow; first, to Ohio Normal University and second, in 1903, to Ohio Northern University. The evolution from a normal school to a true university reflects an impressive period of growth in both size and scope, one that distinctively combined traditional arts and sciences departments and education with the professional fields of engineering, pharmacy, law, and business. In 1899, the University affiliated with the United Methodist Church and more intentionally embraced the Judeo-Christian values of becoming church-related. From these beginnings, Ohio Northern University has developed a focus on teaching, learning, scholarship, and professional practice, and a campus environment that is student-centered, service-oriented, and values-based.

MISSION AND PURPOSE STATEMENT

Influenced by a unique history and an enduring affiliation with the United Methodist Church, Ohio Northern University's mission is to provide a high quality learning environment that prepares students for success in their careers, service to their communities, the nation, and the world, and a lifetime of personal growth inspired by the higher values of truth, beauty, and goodness. The University's distinctive academic program includes mutually supporting liberal and professional education components that integrate practice with theory, complemented by excellent co-curricular offerings that enrich the Northern experience. To fulfill this mission, faculty and staff engage with students so they can learn to think critically, creatively, and entrepreneurially, communicate effectively, gain practical experience, solve problems collaboratively, and act as ethical and responsible members of global community.

VISION

Ohio Northern University's vision is to be among the best private, comprehensive universities in the nation, known for programs of excellence and distinction and recognized for effectively integrating arts and sciences disciplines, professional studies, high impact learning, and civic engagement.

To achieve higher levels of excellence and distinction and greater national recognition, the University will build on its current strengths and pursue the following key elements of a shared strategic vision:

- We will identify and implement opportunities for both new and existing academic program growth with programs in allied health professions among the first to be considered.
- We will adopt technology resources that enhance student learning and improve administrative functioning.
- We will align our financial aid policies, curriculum, and support services to become a peer leader in graduating students in four years.
- We will build strategic partnerships and expand opportunities to serve our local communities, the region, and beyond.
- We will develop a new campus master plan to meet academic and co-curricular needs, focusing first on a new engineering building and enhanced student services.
- We will incorporate sustainable practices to be better stewards of our environmental, energy, and financial resources.
- We will improve the financial state and fiscal strength of the University.
- We will develop a more compelling brand promise for the University that will advance and enhance our national reputation.

By successfully implementing these key strategies, Ohio Northern University will be poised to celebrate its sesquicentennial year in 2021 and be prepared for continued 21st century success.

CORE VALUES

Collaboration: We encourage the development of unique collaborations that further distinguish the university.

Community: We are a community that strives to be “purposeful, open, just, disciplined, caring, and celebrative” (Boyer, 1990) and that is strengthened by engaging all members of the community in the life of the University.

Diversity: We value the core belief expressed in the University's motto, “Ex diversitate vires,” “out of diversity strength,” and provide experiences and programs that prepare graduates for success in a diverse nation and world.

Excellence: We aspire to achieve the highest standards of performance in our professional fields and our roles at the University.

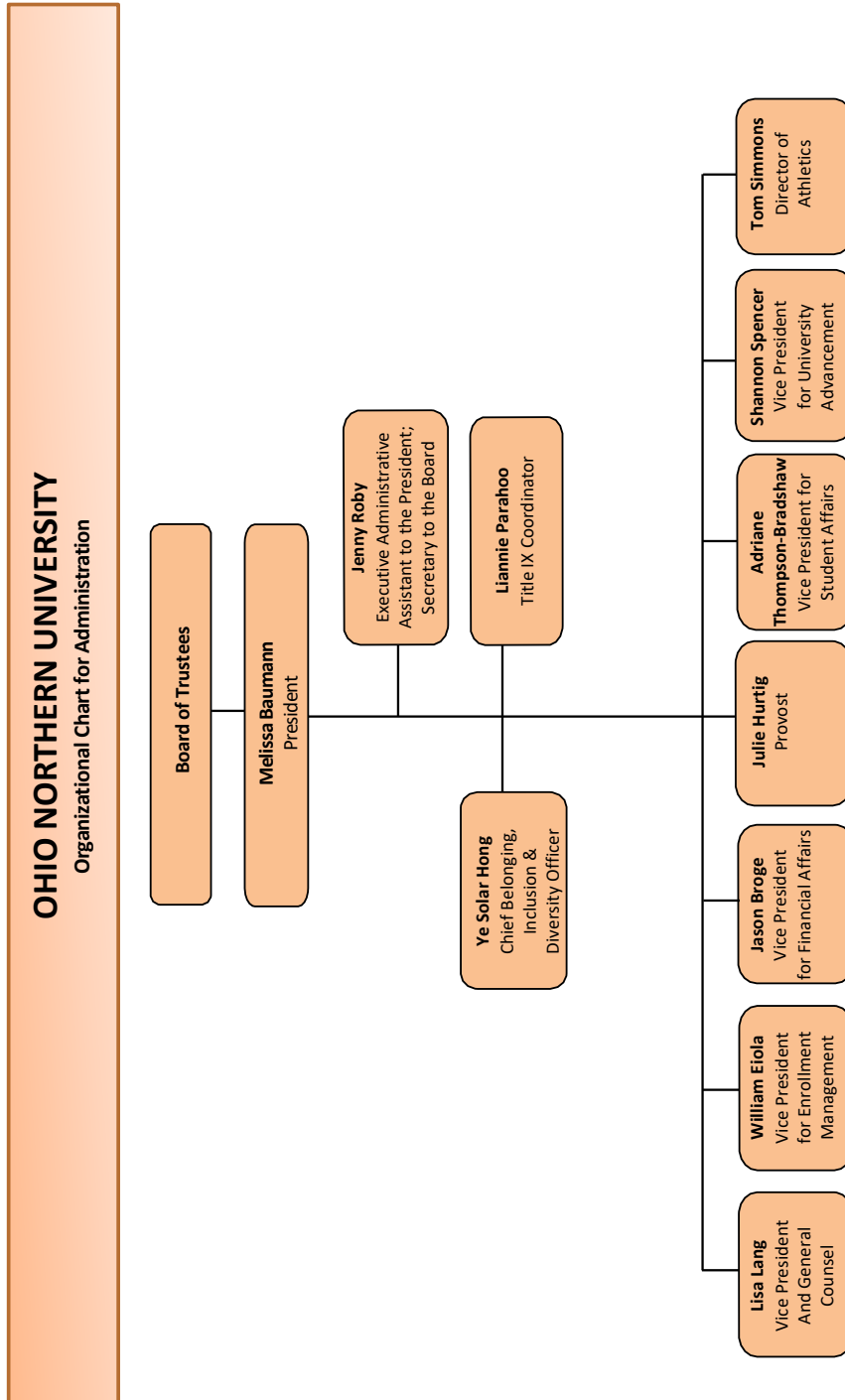
Faith: We celebrate the University's historic relationship and active affiliation with the United Methodist Church and welcome persons of all faiths by providing a supportive environment for their moral and spiritual growth.

Integrity: We expect individuals to conduct themselves with honesty, trustworthiness, and respect for others.

Service: We encourage service to others and civic engagement, both as a commitment to community involvement and as a responsibility of democratic citizenship.

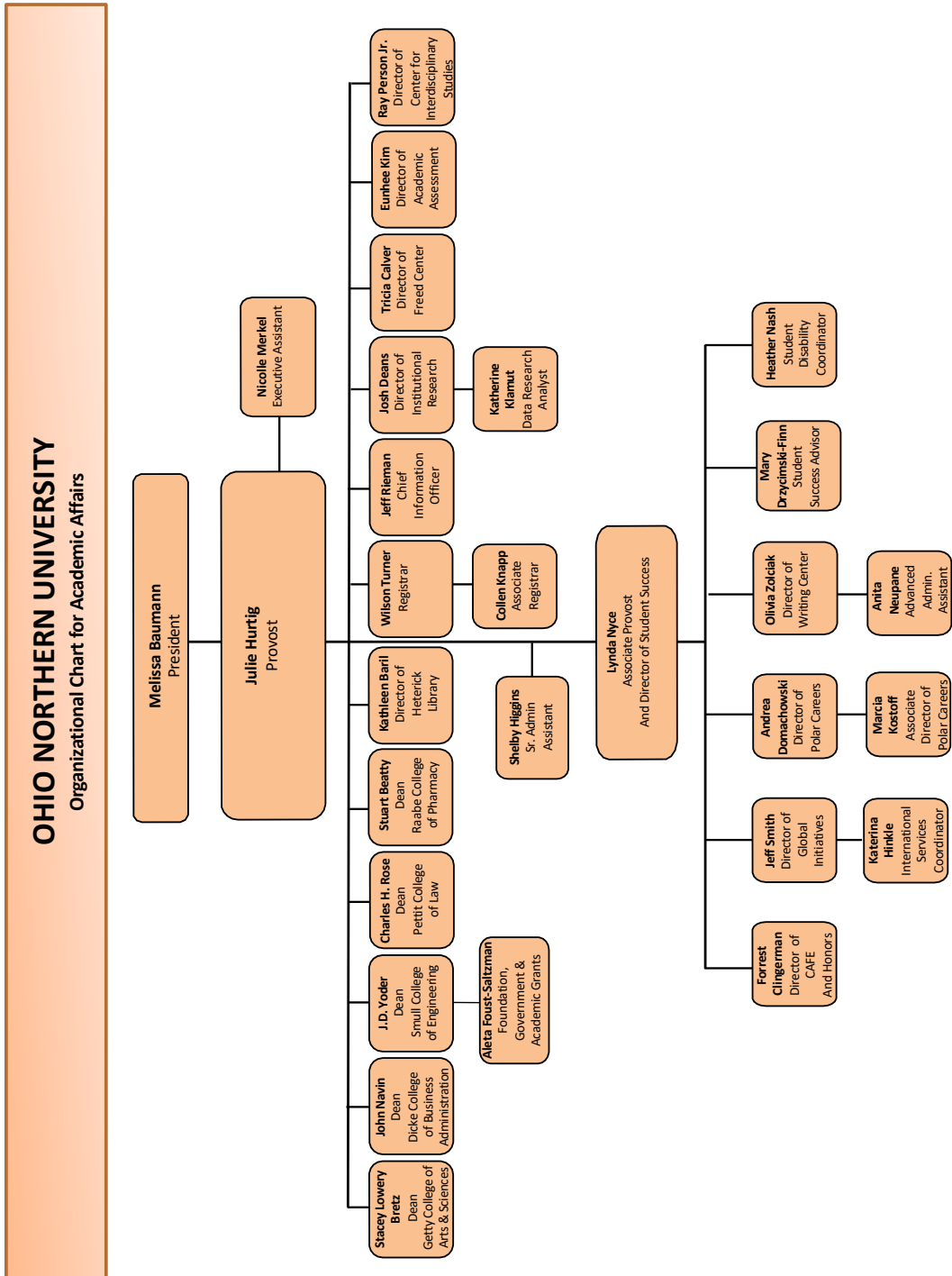
SECTION 1. ADMINISTRATIVE ORGANIZATIONAL CHARTS

Organizational Chart for Administration



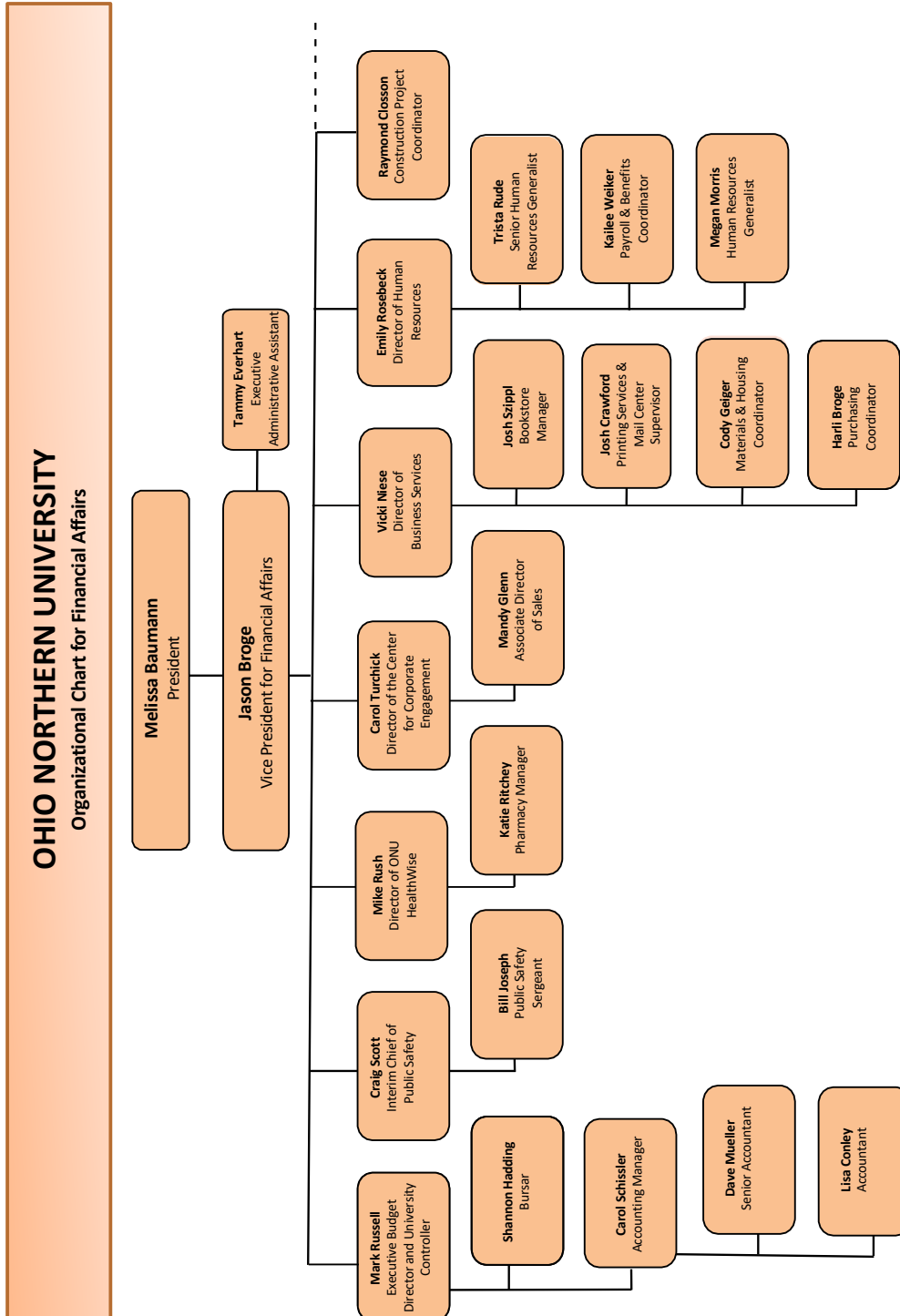
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Organizational Chart for Academic Affairs



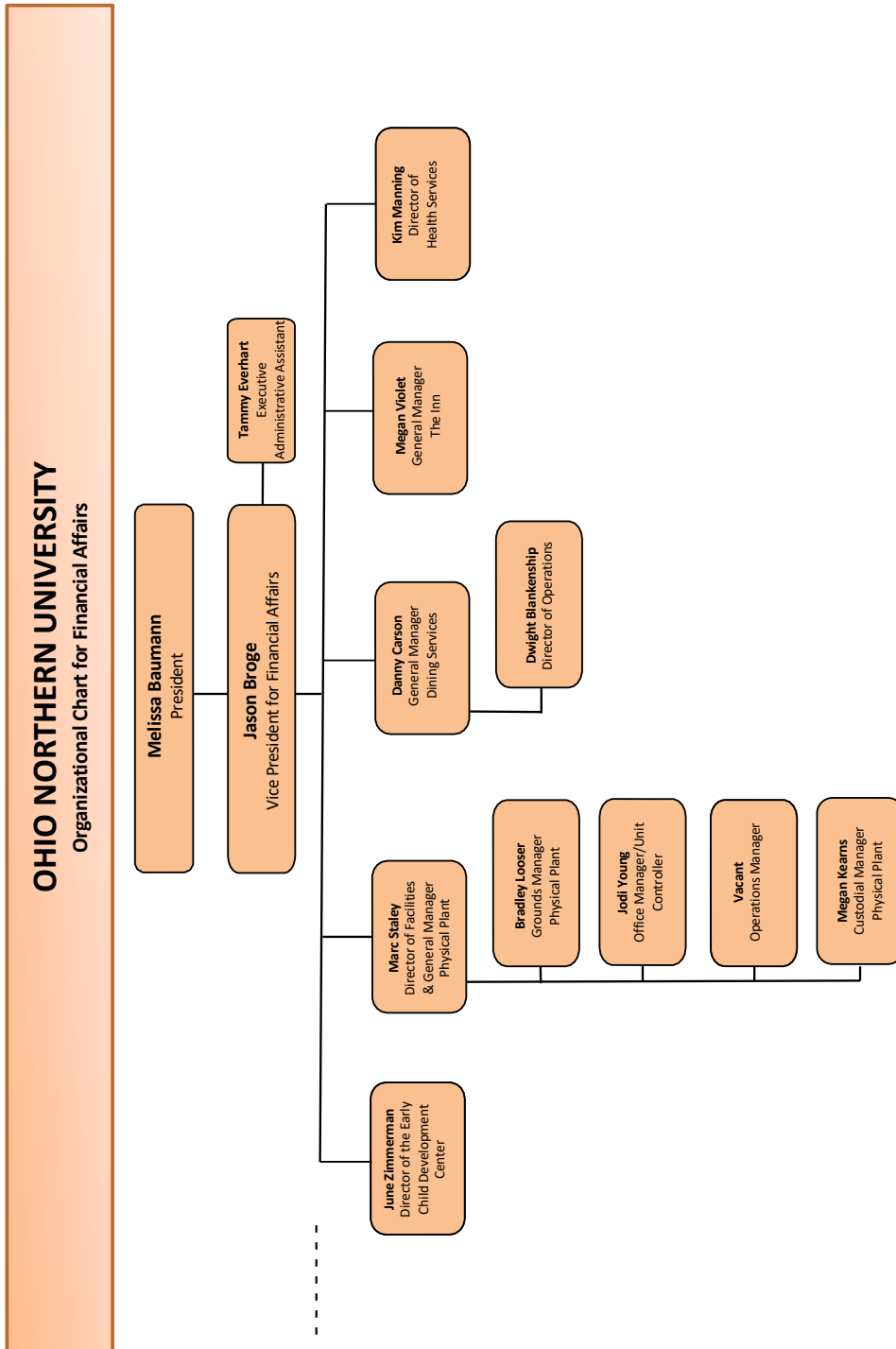
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Organizational Chart for Financial Affairs



Revised 8-23-2023

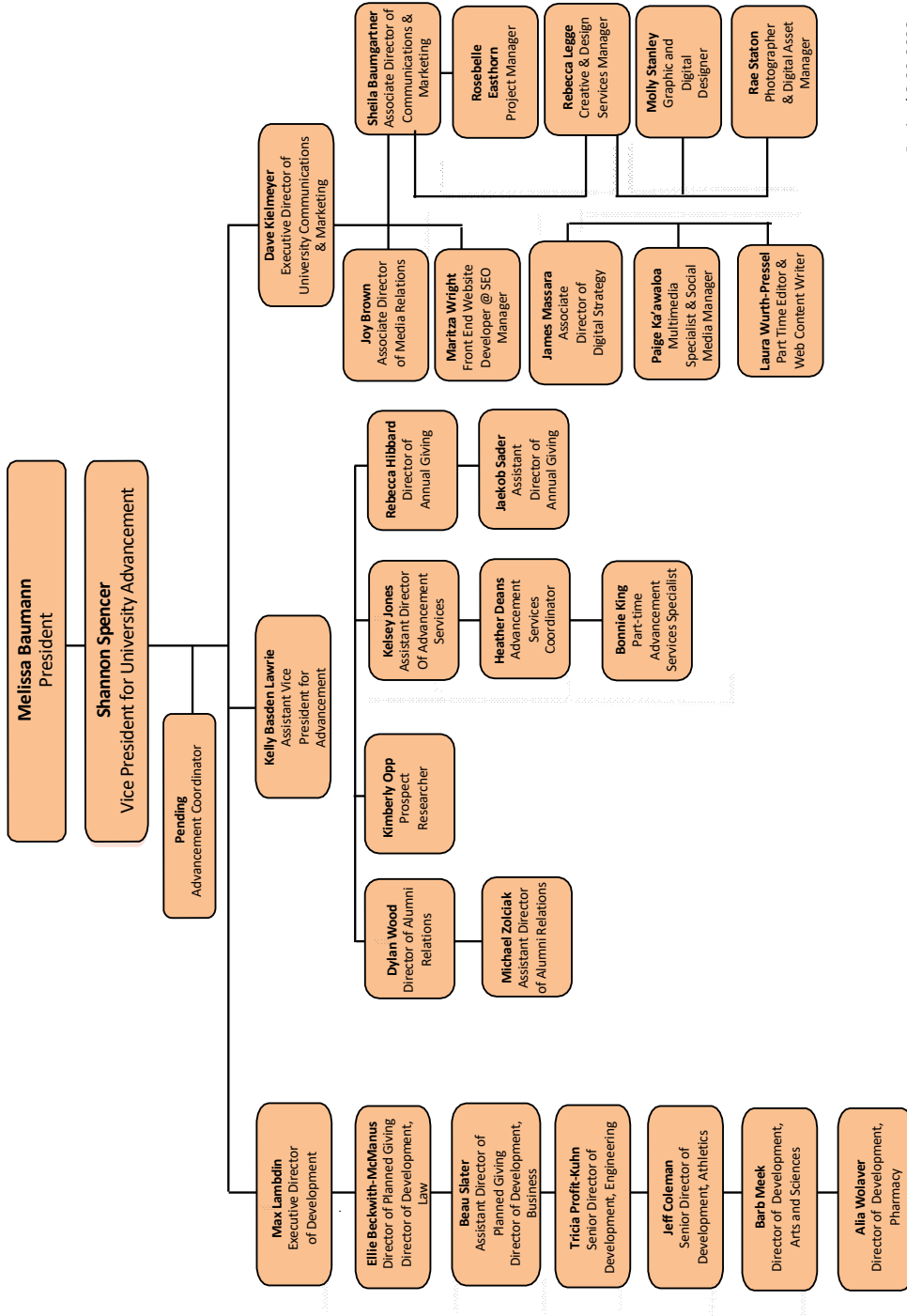
Organizational Chart for Financial Affairs Continued



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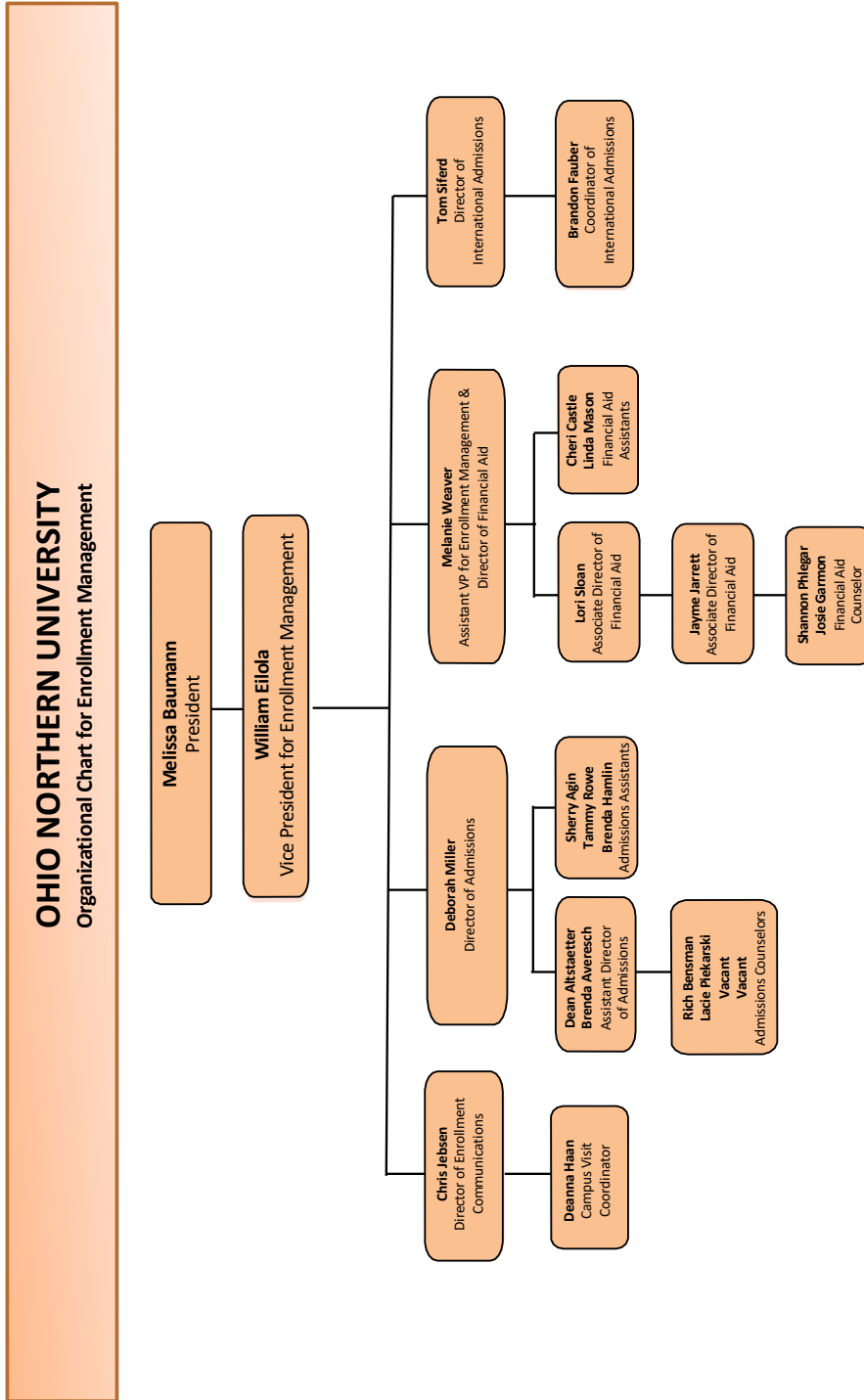
OHIO NORTHERN UNIVERSITY

Organizational Chart for Advancement



Revised 8-23-2023

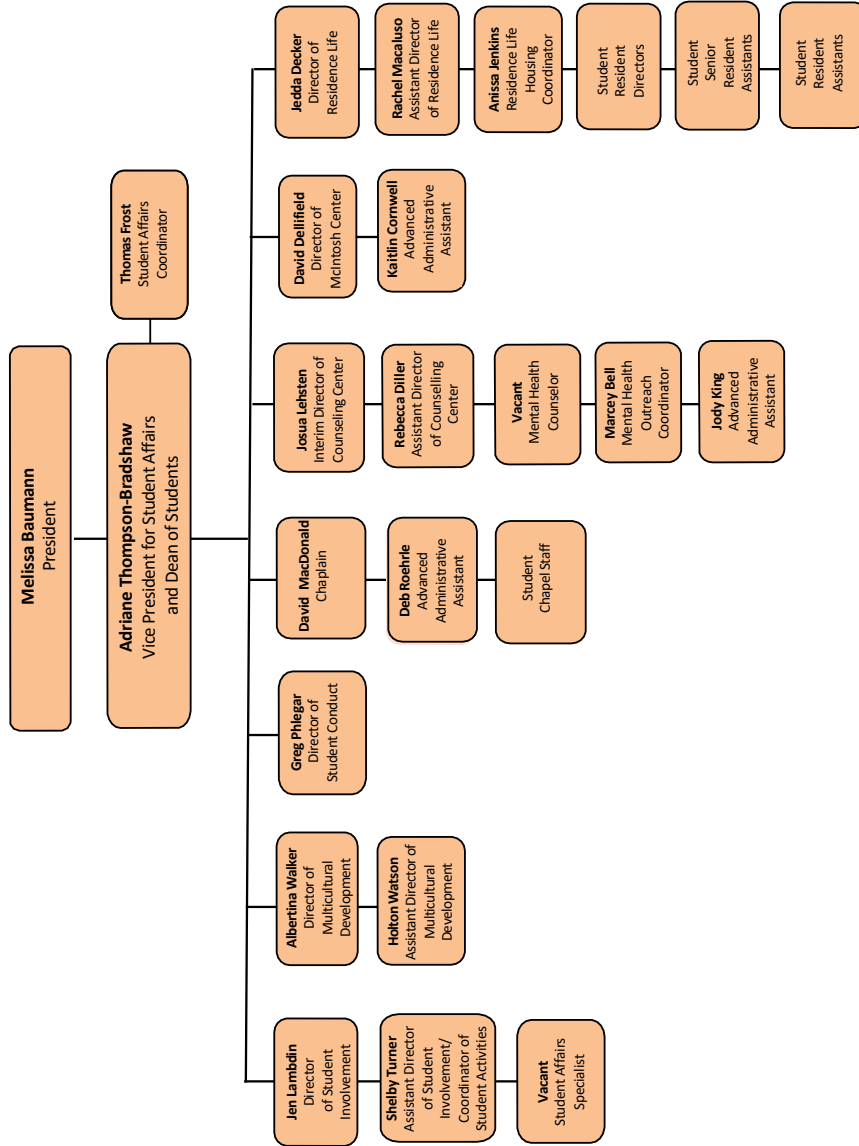
Organizational Chart for Enrollment Management



Revised 8-23-2023

OHIO NORTHERN UNIVERSITY

Organizational Chart for Student Affairs



Revised 8/23/2023

SECTION 2: FACULTY PERSONNEL POLICIES, REGULATIONS AND PROCEDURES

2.1 University Governance

1. The document prescribing the operative internal faculty governance structure and system is the Faculty Constitution initially approved by the Board of Trustees on April 3, 1982. The Administration of the University discusses with elected and appointed committees all matters properly brought before them. It may abolish or modify the constituency of or otherwise change the goals of existing committees appointed by it and may establish new administrative committees.
2. All policies and rules and regulations of the Administration and the Faculty Handbook are in full force and effect. The Administration may change or modify such policies, rules, and regulations or the Handbook in any manner but does not intend to do so without prior consultation with committees of the faculty.
3. The University Faculty meets on the fourth Tuesday of each month at 11:00 a.m. or other time to be announced on the distributed Agenda while the University is in session. The meetings are chaired by the President of the University. The University Faculty functions under and is governed by the Faculty Constitution. In addition, each college may conduct its own faculty meetings. The same is true of the schools and departments of the colleges.
4. Special meetings of college faculties, schools or departments may be called by the deans, the school directors or the department chairs (in accordance with college constitutions, where applicable).

2.2 Academic Freedom

The University acknowledges the importance of academic freedom. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the faculty member has a particular obligation to promote conditions of free inquiry. A faculty member is entitled to freely study, discuss, investigate, teach and publish. Artists and craftsmen, subject to reasonable time and place regulations which may be from time to time imposed, are free to create and exhibit their works of art. Academic freedom applies to both teaching and research and, where appropriate, to professional library service. While a faculty member is entitled to freedom in researching and teaching that freedom is subject to the appropriate performance of assigned professional responsibilities. The advocacy of personal sentiments in the classroom, when, taken in context, the sentiments advocated are irrelevant to the subject matter taught, would be an abuse of academic freedom. As a member of the community, the faculty member has the rights and obligations of any citizen. When a faculty member speaks or acts as a private person, the faculty member avoids creating the impression of speaking or acting for the University.

2.3 Faculty Expectations (9/1/84) (9/92) (8/2015)

Ohio Northern University seeks to attract, reward, and retain faculty members who have the ability and motivation to teach students well; who are professionally engaged within their discipline; who seek to expand knowledge and understanding through scholarly activity; who participate in departmental, school, college and university service; and exhibit civility and collegiality in their interactions with all members of the University community.

1. Responsibilities to Students: Teaching is a primary function of the University. Faculty members are expected to aspire to excellence in teaching and to foster a stimulating and productive learning environment. High quality teaching is serious intellectual work grounded in a deep knowledge and understanding of the field and includes the ability to convey that understanding in clear and engaging ways.

The conduct of classes is the central feature of teaching responsibilities at the University, but teaching also includes supervising student research and clinical activities, mentoring and advising students, and other teaching-related activities outside of the classroom.

Faculty members are expected to treat students with civility and respect. Because of their inevitable function as role models, faculty members must be guided by the most sensitive ethical and professional standards. Faculty members are expected to nurture and protect intellectual freedom for their students. Evaluation of student work is one of the fundamental obligations of faculty. Examinations and assignments are expected to be conscientiously designed and all student work should be evaluated with impartiality. Grading should be done in a timely fashion and should be consistent with standards recognized by the department, school, and college. The objectives and requirements of courses, including applicable attendance and grading rules, should be clearly stated.

In addition to the office hours described in paragraph 7 of this section, faculty are expected to be reasonably available to counsel students about academic matters, career choices, and professional interests. Faculty members are expected to be sensitive to the value of the individual person and to be concerned with helping students realistically face the problems in the modern world. The University recognizes that there exists between faculty members and students a unique relationship that requires confidentiality. Faculty members are expected to exercise their best professional judgment so that the policies of the University are followed and its interests protected. When in the course of advising or counseling a faculty member receives information that the student may reasonably expect to be confidential, the information should not be disclosed unless disclosure is required by university rule or applicable law. Faculty members are expected to inform students concerning the possibility of such disclosure.

2. Responsibilities as Scholars: A basic responsibility of faculty members is to refine, extend, and transmit knowledge. The university strives to maintain an atmosphere of freedom and tolerance in which knowledge can be sought and shared without hindrance. Faculty members are expected, in turn, to make the best and fullest use of that freedom to fulfill their scholarly responsibilities. Scholarship encompasses not only traditional academic research and publication, but also the creation of artistic works or performances and other products or activities accepted by the faculty member's academic discipline as reflecting scholarly effort and achievement.

In research, writing, and publication, familiarity with the scholarship of others is indispensable. A faculty member is expected to be informed concerning the relevant scholarship of others in the fields in which the faculty member writes and teaches. To keep current in any field requires continuing study. To this extent the faculty member, as a scholar, must remain a student. As a corollary, faculty members are expected to engage in their own research and to disseminate their conclusions through means appropriate to their discipline. In this way, faculty members participate in an intellectual exchange that tests and improves their knowledge of the field, to the ultimate benefit of their students, their discipline, and society.

3. Responsibilities to the University: Faculty are expected to contribute to the operation and life of the University. Service on College or University committees, participation in faculty meetings, and attendance at academic, cultural, athletic or other University events are essential to effective operation of the University and the maintenance of a University community.

Prior to the beginning of the fall semester, the University faculty is called together for a meeting period before the start of classes for the consideration of professional matters, for the planning of the new academic year, and for orientation of new faculty members. Attendance at these sessions is required unless faculty members are specifically excused by the dean of their college. Additionally, throughout the year the University holds academic convocations including freshman convocation and the commencement convocation. Unless specifically excused by the dean of their college, each member of the faculty in residence is expected to participate in the academic procession in academic garb appropriate to their rank and degree. Retired faculty are welcome to participate in the academic procession.

Faculty are expected to comply with institutional rules or policies requiring confidentiality concerning oral or written communications. In particular, faculty must respect the confidentiality of personnel matters, evaluations of student performance, and matters of departmental, school, college or university finance, governance or assessment. These expectations are in addition to any requirement of confidentiality or privacy imposed by law or regulation.

Faculty members are frequently in demand to participate in activities outside the university in addition to professional service and engagement activities. Such involvement may help bring fresh insights to the faculty member's classes and writing. Involvement in such outside activities, however, may reduce the time that the faculty member has to meet obligations to students, colleagues, and the university. A faculty member is expected both to adhere to the university's specific limitations on outside activity (see ¶2.14) and to assure that outside activities do not significantly diminish the faculty member's availability to meet institutional expectations and obligations.

Although all members of the faculty have the right as citizens to take positions on public questions, each has a duty not to imply that the faculty member speaks on behalf of the university. Thus, a faculty member is expected to take steps (including consultation with the appropriate University administrator) to assure that any designation of Ohio Northern University in connection with the faculty member's name is for identification only.

4. Responsibilities to Colleagues: Faculty members are expected to treat colleagues and staff with civility and respect, to work collaboratively and cooperatively in meeting departmental, school, college, and university needs (including, but not limited to, teaching, advising, and/or supervisory assignments), and to recognize the worth and dignity of the members of the University community. Senior faculty are expected to be particularly sensitive to the terms of any debate involving their junior colleagues and conduct themselves such that junior colleagues will understand that no adverse professional consequences would follow from expression of, or action based upon, beliefs or opinions contrary to those held by the senior professor. Matters of college or university governance deserve the exercise of independent judgment by each voting member of the faculty. It is inappropriate for a faculty member to apply any sort of pressure other than persuasion on the merits in an effort to influence the vote or participation of another member of the faculty.

5. Fraternization: See Section 5.9 of the [Ohio Northern University Employee Handbook](#).

6. Religious Expectations of Faculty Members: As a church-related institution the moral and spiritual dimension of life is an integral part of the university community. ONU regards the goal of the educational process to be the development of the whole person, and seeks to provide an environment in which students may achieve maximum growth intellectually, socially, morally, and spiritually. Although faculty are not required to subscribe to any doctrinal statement or creed, nor associate with any church or church tradition, the role of faculty member includes both effective instruction and concern for values which support and encourage students in their moral and ethical development. Faculty members are expected to take seriously this aspect of university life and contribute to it.

7. Office Hours for Faculty: All faculty members must establish and maintain a minimum of five office hours per week. Faculty members are to be available in their offices during those hours for meeting with students about their course work, schedules, future career, or any other matter pertaining to campus life which is a concern to the student. During registration periods, faculty members serving as advisors are expected to maintain sufficient office hours to provide assistance necessary to permit students to make informed decisions regarding their course schedule and progress toward their degree.

2.4 Tenure and Nontenure Track (see also Appendix 18) (9/1/84) (9/90) (9/91) (9/98) (9/2004) (9/2006) (9/2009) (9/2010) (8/2012) (8/2016)

1. Tenure track is the employment status providing faculty members the right to consideration for tenure. Tenure is the right to appointment on a continuing basis until the faculty member resigns, retires, or is separated from the University for adequate cause in accordance with the procedures set forth herein or

hereafter defined. The award of tenure acknowledges meritorious performance and the expectation of future contributions. Tenure does not accord freedom from accountability for continued performance of faculty responsibilities.

2. Tenure may be granted only to full-time teaching faculty members (including professional librarians) with the rank of Assistant Professor, Associate Professor, or Professor. Unless granted at the time of initial appointment as Assistant Professor, Associate Professor, or Professor, tenure may be granted during a probationary period which will not exceed seven (7) years except as specified in Appendix 30. The computation of years of service in fulfillment of the probationary period shall include: (1) all regular academic terms, excluding summer, of full-time faculty service at the rank of Instructor or higher at the University, (2) credit given at the time of initial appointment for full-time teaching service at the equivalent rank of Instructor or higher at other institutions which are accredited by a regional accrediting institution and which grant baccalaureate or higher degrees and (3) credit given at the time of initial appointment for related prior experience. If not already granted, the seventh appointment will either grant tenure or terminate the employment of the faculty member. This seventh year will either be the first year of tenure or the last year of service. A faculty member may apply for tenure before the end of the probationary period. However, such applications would be approved only if extraordinary performance of duties has occurred during employment at Ohio Northern University. Early application and denial of tenure in itself does not terminate a faculty member at the University.

3. The procedures leading to the awarding of tenure are as follows:

A. Application for tenure is made by the faculty member concerned. The application shall be made in accordance with the procedures and standards set out in Appendix 18 and the candidate's program, department, school, college, or library.

B. Recommendations for the granting of tenure originate in the applicable program, department, school, library or college in accordance with Appendix 18 through a process which provides for participation of faculty. The faculty member's request for consideration for tenure and dossier containing materials supporting the request shall be submitted on or before September 1 to the appropriate chair, according to the college or library guidelines. If September 1 is a Saturday, Sunday, or ONU holiday, the dossier is due the next business day the university is opened.

1. Recommendations from the library or college committees along with the complete dossiers of the applicants should be sent to the office of the appropriate Dean or Library Director on or before October 15. The Dean's and Library Director's recommendation and the complete dossiers should be forwarded to the Office of Academic Affairs by November 1 for review and recommendations at that level. On or before November 30, recommendations and the complete dossiers are to be forwarded from the Provost to the President for review. The time period from September 1 to October 15 may be divided in such a way as to make appropriate review of files possible at all levels in the college or library.

2. Each level of review conducts an independent evaluation of a candidate's record of performance and makes independent recommendations to the President. Later stages of review neither affirm nor reverse earlier recommendations, which remain part of the record for consideration by the President. It is the responsibility of each person involved in the review process to exercise their own judgment to evaluate a faculty member based upon the entirety of the data and information in the record.

3. No person should participate in any aspect of the tenure process concerning a candidate when participation would create a clear conflict of interest or compromise the impartiality of an evaluation or recommendation.

a. No person shall serve on more than one committee considering tenure, except when all faculty holding the necessary rank serve as a committee of the whole for the program, department, school, college, or library.

- b. The chair director and others having an independent responsibility to evaluate a candidate shall not serve as members of the college or library committee.
 - c. A faculty member who is a spouse or partner of an individual being considered for tenure and/or promotion shall not serve on a relevant review committee.
- C. The faculty member will be notified of the President's recommendation by the appropriate administrative officer not later than one week prior to the Board of Trustees meeting at which the faculty member's application will be considered.
- D. In the event a candidate for tenure is not recommended favorably, the candidate shall receive notice of the unfavorable recommendation within five working days of the completion of the review process at that level by the appropriate faculty member or administrative officer. The candidate shall have the right to receive a written statement of reasons upon which the adverse recommendation was based. This statement shall be requested from the person who notifies the faculty member that tenure has not been recommended and is to be sent to the faculty member within ten working days from the date of the request.
- E. A faculty member has the right to submit materials at any and all steps in the recommendation and review procedure specified above. A candidate shall have the opportunity to submit new materials only once at each decision level. If the committee or persons receiving the new material had made an unfavorable recommendation, the committee or persons must reconsider their recommendation within ten working days of receipt of new materials. The unfavorable recommendation may be changed or reaffirmed following this review. A candidate may withdraw the tenure application at any level of the review process.
- F. No later than January 10, the President recommends to the Board of Trustees that tenure be, or not be, granted and further indicates to the Board whether that recommendation is in agreement with those submitted to the President from all levels of recommendation.
- G. In the event of a final Board action contrary to the President's recommendation, the faculty member shall be notified within three working days of the final Board action by the Provost.
- H. A faculty member who believes that a denial of tenure was (a) in violation of the principles of academic freedom as defined in the Handbook, or (b) in violation or disregard of any established standards for tenure, shall have the right to appeal the decision to the Undergraduate Faculty Promotion and Tenure Appeals Committee according to Bylaw 5, Section 2.F of the Faculty Constitution, or, when appropriate, according to the Promotion and Tenure Appeals Procedure established for the College of Law. A written report of action taken in the appeals process, including any recommendation and any supporting documents, shall be filed with all parties concerned including the President.
- I. The President will evaluate any report of the appeal filed pursuant to H. above and, within 30 days, render a decision which shall be final and binding on all parties.

2.4A Nontenure Track (8/2016)

1. Faculty occupying full-time positions for which the requirements for tenure are not appropriate and which have been identified in the initial appointment to that position will be eligible to receive nontenure track renewable appointments after serving a probationary period not exceeding seven years. Visiting faculty (regardless of rank), adjunct, and other fixed term faculty are not eligible. Renewable appointment positions must be identified and jointly agreed to by the Provost and the academic Dean or Library Director. The Dean or Library Director shall also consult the faculty of the affected program. During the term of the appointment, nontenure track faculty eligible for renewable appointments have all the privileges and benefits of tenured and tenure track faculty according to their rank except tenure.

2. Nontenure track faculty will be appointed annually under one-year appointments for a probationary period not to exceed seven years. In computing years of service in fulfillment of this probationary period, credit will be awarded for all terms of full-time teaching service at Ohio Northern University. The computation of years of service in fulfillment of the probationary period shall include (1) all regular academic terms, excluding summer, of full-time faculty service at the rank of Instructor or higher at the University, (2) credit given at the time of initial appointment for full-time teaching service at the equivalent rank of Instructor or higher at other institutions which are accredited by a regional accrediting institution and which grant baccalaureate or higher degrees and (3) credit given at the time of initial appointment for related prior experience. If not already granted, the seventh appointment year will either grant the renewable appointment or terminate the employment of the faculty member. This seventh year will either be the first year of the renewable appointment or the last year of service.

3. Before the initial renewable appointment is awarded, termination of renewable appointment-track faculty appointments will be governed by the provisions of Section 2.6 of the Faculty Handbook. After the awarding of the initial renewable appointment, dismissal prior to the expiration of the renewable appointment term is subject to the provisions of Section 2.7 of the Faculty Handbook. The provisions of Section 2.5 of the Faculty Handbook are also applicable to nontenure track faculty.

4. Candidates for renewable appointment must meet the academic degree and experience criteria appropriate to the rank held as defined in Section 2.8 of the Faculty Handbook. In addition to these, as provided in Section 2.8 of the Faculty Handbook, the candidate shall show evidence meriting promotion to Assistant Professor or Associate Professor. Persons on nontenure track renewable appointments are not eligible for promotion to Professor.

5. The procedures leading to the awarding of the initial renewable appointment are as follows:

A. Application for the appointment is made by the faculty member concerned. The application shall be made in accordance with the procedures and standards set out in Appendix 18 and the candidate's program, department, school, college or library.

B. Recommendations for granting the initial renewable appointment originate in the applicable program, department, school, college or library in accordance with Appendix 18 through a process which provides for the direct participation of faculty. The faculty member's request for the renewable appointment and dossier containing materials supporting the request shall be submitted on or before September 1 to the appropriate chair. If September 1 is a Saturday, Sunday, or ONU holiday, the dossier is due the next business day the university is opened.

1. Recommendation from the library or college committee along with the complete dossiers of the applicants should be sent to the office of the appropriate Dean or Library Director on or before October 15. The Dean's and Library Director's recommendation and the complete dossiers are to be forwarded to the Office of Academic Affairs by November 1 for review and recommendation at that level. On or before November 30, the recommendations and complete dossiers are forwarded from the Provost to the President for review. The time period from September 1 to October 15 may be divided in such a way as to make appropriate review of the files possible at all levels in the college or library.

2. Each level of review conducts an independent evaluation of a candidate's record of performance and makes independent recommendations to the President. Later stages of review neither affirm nor reverse earlier recommendations, which remain part of the record for consideration by the President. It is the responsibility of each person involved in the review process to exercise their own judgment to evaluate a faculty member based upon the entirety of the data and information in the record.

3. No person should participate in any aspect of the process concerning a candidate when participation would create a clear conflict of interest or compromise the impartiality of an evaluation or recommendation.
 - a. No person shall serve on more than one committee considering the application for a renewable appointment, except when all faculty holding the necessary rank serve as a committee of the whole for the program, department, school, college, or library.
 - b. The Chair, director, and others having an independent responsibility to evaluate a candidate shall not serve as members of the college or library committee.
 - c. A faculty member who is a spouse or partner of an individual being considered for renewable appointment shall not serve on a relevant review committee.
- C. The faculty member will be notified of the President's recommendation by the appropriate administrative officer by not later than one week prior to the Board of Trustees meeting at which the faculty member's application will be considered.
- D. In the event a candidate for a renewable appointment is not recommended favorably, the candidate shall receive notice of the unfavorable recommendation within three working days of the completion of the review process at that level by the appropriate faculty member or administrative officer. The candidate shall have the right to receive a written statement of reasons upon which the adverse decision was based. This statement may be requested from the person who notifies the faculty member that the renewable appointment has not been recommended and is to be sent to the faculty member within ten working days from the date of the request.
- E. A faculty member has the right to submit materials at any and all steps in the recommendation and review procedure specified above to all committees or persons making recommendations on the renewable decision. Within ten working days of receipt of new materials, a committee or persons making an unfavorable recommendation must reconsider their recommendation. A candidate shall have the opportunity to submit new materials only once at each decision level. The unfavorable recommendation may be changed or reaffirmed following this review. A candidate may withdraw the renewable appointment application at any level of the review process.
- F. No later than January 10, the President shall recommend to the Board of Trustees that the initial renewable appointment be or not be granted and further indicate to the Board whether that recommendation is in agreement with those submitted to the President from all levels of recommendation.
- G. In the event of a final Board action contrary to the President's recommendation, the faculty member shall be notified within three working days of the final Board action by the Provost.
- H. A faculty member who believes that the denial of an initial renewable appointment was (a) in violation of the principles of academic freedom as defined in the Handbook, or (b) in violation or disregard of any established standards for the renewable appointment, shall have the right to appeal the decision to the Undergraduate Faculty Promotion and Tenure Appeals Committee according to Bylaw 5, Section 2.F of the Faculty Constitution, or, when appropriate, according to the Promotion and Tenure Appeals Procedure established for the College of Law. A written report of action taken in the appeals process, including any recommendation and any supporting documents, shall be filed with all parties concerned including the President.
- I. The President will evaluate the report of the appeal filed pursuant to H. above and render, within 30 days, a decision which shall be final and binding on all parties.
6. The renewable appointment will be for a period of four academic years. At the expiration of the four-year term, the renewable appointment may be renewed for additional four-year periods. The faculty

member's department chair or school director, dean and the Provost shall make recommendations regarding the renewal of the appointment to the President no later than December 15 of the third year of the appointment. In making the recommendation regarding renewal of the appointment, consideration shall be given to the faculty member's annual evaluations under Section 2.9 and Appendix 17. The President's decision regarding renewal shall be final. The faculty member shall receive notice of the decision by February 1. If the appointment is not renewed, the appointment shall terminate at the end of the following academic year.

7. The decision not to renew a renewable appointment is subject to grievance only to the extent that the decision was made in relationship to the exercise of academic freedom or notice of the decision is not timely.

8. Transition Rule. The provisions of this Section 2.4A shall not apply to any faculty member appointed during academic year 2015-16 to a four-year rolling contract under the provisions of prior Section 2.4.5-9 of the Faculty Handbook. The continued employment of any such faculty member already on a rolling contract shall be governed by those prior Faculty Handbook provisions. This transition rule applies only to those nontenure track faculty who have completed their probationary period and received rolling contract appointments.

2.5 Faculty Employment Security

1. In the event the Administration determines to discontinue or reduce staffing levels in a program of instruction, department, school, college, or library, or determines to cease total operations, then faculty members affected by such discontinuance or reduction shall be accorded the rights listed below.

2. In the event tenured faculty members are terminated in accordance with these policies, the affected faculty member will be offered employment in another academic unit or program if the tenured faculty member is qualified as determined by the Administration to teach or perform library services in another academic unit or program and if there is a vacancy in that unit or program. Where no vacancy in an academic unit for which the faculty member is qualified exists, then the affected faculty member will be placed in an administrative position if a vacancy exists and if the faculty member is qualified, as determined by the Administration, to perform the work.

3. In the event tenured faculty members are terminated in accordance with these policies, the Administration will consider the possibility of increased staffing in programs or departments where workloads are assigned in excess of the normals defined in this Handbook in Section 2.13.

4. The termination of faculty appointments as a consequence of this policy will occur only after the University Council has been given a reasonable opportunity to submit a report and recommendation in writing to the Administration.

5. No termination of faculty members will be made in any academic program of instruction, departments, school, library, or college of the University while non-faculty persons are performing faculty duties in these units. If terminations are instituted in any academic unit (program of instruction, department, or school, college or library), faculty members shall be terminated according to their tenure and seniority in their academic unit, provided that seniority shall only be observed consistent with the faculty member's ability to perform the service required. In making a decision involving seniority, the Administration has the opportunity to consider and determine the qualifications and abilities of the faculty members involved. Where between two or more faculty members the qualifications and abilities that the faculty members then have are determined by the Administration to be relatively equal, then the length of continuous service is intended to mean the length of continuous employment with the University, commencing with the latest date of hire.

6. Terminations will be instituted as follows:
 - A. Faculty members who have been notified that their employment will be terminated before they complete their probationary period.
 - B. Nontenured faculty members in inverse order of their seniority, and
 - C. Tenured faculty members in inverse order of their seniority.
7. Faculty members terminated pursuant to this policy are entitled to the following minimum notice or pay in lieu of notice to the extent that any notice is less than the stated minimum:
 - A. Nontenured faculty with less than two (2) years service will receive at least three (3) months notice.
 - B. Nontenured faculty with more than two (2) years service will receive at least seven (7) months notice.
 - C. Tenured faculty will receive twelve (12) months notice before the expiration of their appointment.
 - D. No tenured faculty member shall be terminated before the expiration of an academic year.
8. In the event that a tenured appointment is terminated, a replacement for the released faculty member will not be appointed within two years from the effective date of the termination unless the released faculty member has been offered appointment and has had a period of at least thirty (30) days in which to accept or decline the offer. The term "replacement" means a faculty member with substantially the same qualifications as the faculty member terminated.
9. Faculty members who are terminated may be eligible to continue medical insurance as specified under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Current Life Insurance and Accidental Death and Dismemberment insurance may be converted to an individual policy. The terminated faculty member would be responsible for the full cost of these programs.
10. The Administration may terminate appointments for medical reasons. Such termination will be based upon medical evidence that the faculty member is disabled and, as a consequence, unable to perform the essential duties assigned and that there is little likelihood of the faculty member being able to do so within the foreseeable future. If a faculty member is disabled and unable to work for two academic years, it shall be presumed that the faculty member is permanently disabled and all rights of employment, including tenure, will automatically terminate. However, the disabled faculty member may continue to utilize the following benefits if the faculty member was utilizing those benefits at the time of the disability.
 - A. Tuition grant benefits provided to the faculty member's spouse and dependent children and to the faculty member as contained in 4.9 of this Handbook.
 - B. Medical insurance may be continued as specified under the Consolidated Omnibus Budget Reconciliation ACT (COBRA). Current Life Insurance and Accidental Death and Dismemberment insurance may be converted to an individual policy. The terminated faculty member will be responsible for the full cost of these programs.
11. Any decision to terminate faculty members under this policy will not be made in derogation of academic freedom as defined in Section 2.2 of the Handbook and is not subject to the grievance provisions of the faculty handbook, except in cases where denial of academic freedom or irregularity in the procedure is alleged. In such cases the issue for decision shall be only whether termination was based upon a bad faith denial by the Administration of academic freedom as defined herein. (Any irregularity in the procedure for termination set forth herein is subject to the grievance procedure.)

2.6 Termination of Employment (9/1/83) (9/92)(8/2022)

1. Termination of appointment prior to granting of tenure is by notice of nonrenewal. The faculty member will be notified by the Provost in writing that the appointment will not be renewed in writing with the following schedule:
 - A. During the first year of academic service, the faculty member will be notified not later than March 1 of the decision not to renew the appointment.
 - B. During the second year of academic service, the faculty member will be notified not later than January 15 of the decision not to renew the appointment.
 - C. Following the second year of academic service and continuing through the remainder of the probationary period, the faculty member will be notified of the decision not to renew the appointment not less than twelve (12) months before the expiration of the appointment.
 - D. In the sixth year of employment, a faculty member will be notified not later than March 1 whether tenure is granted or whether the faculty member will be issued a terminal seventh year appointment. In the event a terminal appointment is issued, the faculty member may appeal the termination following the guidelines for appeal as defined in By-Law 4.2.F of the Faculty Constitution and the "Recommended Procedures and Guidelines for the Undergraduate Faculty Promotion and Tenure Appeals Committee" (Appendix 9) contained in this Handbook.
2. A decision not to renew the appointment of a faculty member during the probationary period will not be made in retribution for their exercise of academic freedom.
3. Nonrenewal of appointment is not to be construed as a dismissal as set forth in 2.7 of this Handbook. However, the faculty member whose appointment is not renewed may receive upon request from the appropriate administrative office the reasons for nonrenewal of the appointment in writing.
4. Termination of appointment is subject to grievance only to the extent the decision not to renew an appointment is made in relation to the exercise of academic freedom or notice is not provided in accordance with this policy.

2.7 Dismissal of Faculty Member (9/1/84) (9/2002)

1. Dismissal of a tenured faculty member or dismissal of a non-tenured or renewable appointment-track faculty member prior to the termination of the stated term of the appointment shall be initiated only for adequate cause, and shall not be used to restrain faculty members in the exercise of academic and artistic freedom.

Causes that warrant such dismissal are:

- (1) gross incompetence,
- (2) gross non-feasance,
- (3) grave misconduct, which includes, but is not restricted to, deliberate and serious disruption of normal academic operations,
- (4) flagrant and persistent non-cooperation with other faculty members or administration to the extent that it constitutes rejection of responsibilities a faculty member normally assumes,
- (5) willful failure to perform the duties and responsibilities for which the faculty member was employed,
- (6) refusal or continued failure to comply with the policies of the institution, college, library, school, department, or program, or to carry out specific assignments, when such policies or assignments are reasonable and nondiscriminatory,

Any alleged cause must be shown to be directly and substantially related to the accused person's fitness as a faculty member.

2. When the issue of dismissal for cause arises, the Dean or Library Director shall discuss the matter with the faculty member in personal conference. The matter may be resolved by mutual consent at this point. If an adjustment does not result, a standing or ad hoc committee of five faculty members elected by the faculty and charged with the function of rendering confidential advice to both parties in such situations shall informally inquire into the situation to effect an adjustment, if possible. If the President, after considering the committee's report, determines that dismissal proceedings shall be undertaken, action shall be commenced in accordance with the procedures specified herein. A statement specifying with reasonable particularity the proposed grounds for dismissal shall be formulated by the President.

3. The formal proceedings shall be initiated by a communication addressed to the faculty member from the President transmitting the statement of grounds for dismissal. This communication shall inform the faculty member of the right to a hearing to determine whether or not the faculty member should be removed from the faculty position held on the grounds stated. If the faculty member requests a hearing, it will be conducted by a faculty hearing committee at a time and place specified in this communication. In setting the date of the hearing, sufficient time will be allowed the faculty member to prepare for the hearing. The faculty member shall state in reply whether a hearing is requested and, if so, shall respond in writing, not less than one week before the date set for the hearing, to the statements in the President's letter.

4. A committee of five full-time faculty members shall conduct the hearing and render a decision. The Committee shall be either an elected standing committee or an ad hoc committee elected by the faculty promptly after the President's letter to the faculty member has been sent. In no event shall the members of this committee have been previously concerned with this case. Any members of this committee who feel they cannot be fully objective with regard to the issues shall recuse themselves and shall not sit upon the committee. Each party shall have the right to exercise a single peremptory challenge. Furthermore, in the event either the affected faculty member or the Administration should have a question regarding the ability of any member of the committee to hear the evidence and render a decision in a fair and impartial manner, such objection and the grounds thereof shall be presented to the committee in writing. The committee shall take such action as it deems appropriate. In the event a committee member is disqualified for any reason, a substitute will be elected.

5. If the faculty member has not requested a hearing, the committee shall consider the case on the basis of the information available to it and decide whether the faculty member shall be dismissed. In the event a hearing is requested, the faculty member shall determine whether the hearing shall be public or private.

6. The President shall have the option of attendance during the hearing. The President may designate an appropriate representative to assist in developing the case, but the committee shall determine the procedures for the presentation of the evidence conduct the questioning of the witnesses as it so desires, identify relevant evidence important to the case which has not been volunteered, and request the presentation by appropriate parties.

7. The faculty member shall have the option of assistance of counsel in developing a case, if desired. The faculty member or the faculty member's counsel and the representative designated by the President shall have the right, within reasonable limits, to examine and cross-examine all witnesses who testify orally, it being understood that it is primarily the committee which fulfills this function. The faculty member shall have the opportunity to be confronted by all adverse witnesses. Where, in unusual circumstances the witness cannot appear, the identity of the witness, as well as any statements, shall be disclosed to the faculty member, and statements may when necessary be taken outside the hearing and used as evidence. A recording or transcript of the proceedings will be made, and the faculty member may make a record or request a copy of the committee's record at the faculty member's cost. The committee will decide the issue upon the preponderance of the evidence, the burden of proof being upon the Administration.

8. The purpose of these proceedings is to provide the affected faculty member with a vehicle to be judged by peers. Accordingly, rules of evidence and other formal aspects of judicial proceedings will be

followed only to the extent that they facilitate the committee's performance of its function. In conducting the hearing, the committee shall be guided by the following:

A. In the interests of eliciting all relevant facts, the committee should ordinarily hear all testimony and receive all documents unless the testimony or the documents are clearly immaterial, irrelevant or otherwise improper. When considering objections to evidence or comments, unless the evidence submitted is clearly immaterial, irrelevant, or otherwise improper and thereby excluded, the committee should normally note the objection and ask for reasons in support of the objection in order that it may consider its probative value.

B. It is preferable that all witnesses be present so that full inquiry may be had. In the event the conditions set forth in paragraph 6 are met, statements may be received recognizing that the value of the statement is diminished because it is not subject to cross-examination.

C. The committee shall assist the parties in the production of all relevant evidence including documents under the control of the parties. The committee shall also assist in securing the attendance of witnesses.

D. While both parties shall have full opportunity to present their cases, the hearing should be conducted expeditiously. Recesses, other than normal needed break time, should be discouraged except in extraordinary circumstances.

9. It is contemplated that the role of counsel in these proceedings is a limited one. In the event that counsel intrudes into the proceedings to such a degree that they are hindered in any manner, the committee shall be empowered to take such steps as are necessary to ensure the expeditious and unencumbered progress of the hearing.

10. The committee shall reach its decision in conference on the basis of the evidence. The committee may request written briefs if it so desired and will receive any brief or other written statement offered. The committee may render a decision without having the record of the hearing transcribed where it feels that a just decision can be reached by this means, or it may await the availability of a transcript of the hearing if the committee feels its decision would be aided thereby. In any event, a decision will be rendered promptly and in no case more than thirty (30) days after the conclusion of the hearing, unless a transcript is made, and then such period shall not exceed sixty (60) days. The committee shall make explicit findings with respect to each of the grounds of removal presented and state its decision as to whether the faculty member should be dismissed.

11. The President and the faculty member will be furnished with a copy of the decision. No publicity concerning the committee's decision will be released by any party or the committee until consideration has been given to the case by the Board of Trustees as described below.

12. The President shall transmit to the Board of Trustees the full report of the hearing committee stating its action and the record of proceedings. The Board of Trustees or its duly authorized Executive Committee shall make a decision within sixty (60) days sustaining or overruling the committee. The Board's announcement of the final decision should include a statement of the original action of the hearing committee.

13. In the event of dismissal, the faculty member may, within ten (10) days of the Board of Trustees' decision, appeal that decision under the Grievance Procedure specified in this Handbook.

14. Until final decision upon termination of an appointment, the faculty member will be suspended or assigned to other duties in lieu of suspension by the President only if immediate harm to the faculty member, to others, or the instructional program of Ohio Northern University is threatened by the faculty member's continuance.

2.8 Rank and Promotion (see also Appendix 18) (9/1/83) (9/91) (9/2006) (09/2009) (8/2012) (8/2016)

1. The procedures for promotion in rank shall be as follows:

A. Every faculty member eligible for promotion under minimum criteria set forth hereafter in paragraph 2 shall be permitted to submit material supporting that request for promotion. The request may be made concurrently with an application for tenure, renewable appointment, or as part of a post tenure review.

B. Upon a request for consideration of promotion by a faculty member, the program (department, school, college or library) shall, through a process determined by the total faculty, which provides for direct participation of faculty of higher rank than the candidate(s) under consideration, either recommend or not recommend promotion. In the event no faculty member of higher rank than the faculty member being considered is present in the program, the program shall determine a process for consideration of promotion including input from faculty members of higher rank in the college or library. The faculty member's request for promotion and any dossier containing supporting materials shall be submitted on or before September 1 to the appropriate chair. If September 1 is a Saturday, Sunday, or ONU holiday, the dossier is due the next business day the university is opened. This promotion evaluation process should be covered in a separate document in the college or library for their programs.

C. Recommendations from the library, or college committees along with the complete dossiers of the applicants shall be sent to the office of the appropriate Dean or Library Director on or before October 15. The Dean's and Library Director's recommendation and the complete dossiers are to be forwarded to the Office of Academic Affairs by November 1 for review and recommendation at that level. On or before November 30, recommendations and the complete dossiers are to be forwarded from the Provost to the President for review. Department chairs, department committees and college committees may divide the time period between September 15 and October 15 in such a way as to make appropriate review of files possible at all levels in the college or library.

D. Each level of review conducts an independent evaluation of a candidate's record of performance and makes independent recommendations to the President. Later stages of review neither affirm nor reverse earlier recommendations, which remain part of the record for consideration by the President. It is the responsibility of each person involved in the review process to exercise their own judgment to evaluate a faculty member based upon the entirety of the data and information in the record.

E. No person should participate in any aspect of the promotion process concerning a candidate when participation would create a clear conflict of interest or compromise the impartiality of an evaluation or recommendation.

1. No person shall serve on more than one committee considering promotion, except when all faculty holding the necessary rank serve as a committee of the whole for the program, department, school, college, or library.

2. The chair, director, and others having an independent responsibility to evaluate a candidate shall not serve as members of the college or library committee.

3. A faculty member who is a spouse or partner of an individual being considered for promotion shall not serve on a relevant review committee.

F. The faculty member will be notified of the President's recommendation by the appropriate administrative officer not later than one week prior to the Board of Trustees meeting at which the faculty member's application will be considered.

G. In the event a candidate for promotion is not recommended favorably, the candidate shall receive notice of the unfavorable recommendation within five working days of the completion of the

review process at that level by the appropriate faculty member or administrative officer. The candidate shall have the right to receive a written statement of reasons upon which the adverse decision was based. This statement shall be requested from the person who notifies the faculty member that promotion has not been granted and is to be sent to by the faculty member within ten working days from the date of the request.

H. A faculty member has the right to submit materials at any and all steps in the recommendation and review procedure specified above. A candidate shall have the opportunity to submit new materials only once at each decision level. If the committee or persons receiving the new materials had made an unfavorable recommendation, the committee or persons must reconsider their recommendation within ten working days of receipt of new materials. The unfavorable recommendation may be changed or reaffirmed following this review. A candidate may withdraw the promotion application at any level of the review process.

I. No later than January 10, the President recommends to the Board of Trustees that promotion be, or not be, granted and further indicates to the Board whether that recommendation is in agreement with those submitted to the President from all levels of recommendation.

J. In the event of a final Board action contrary to the President's recommendation, the faculty member shall be notified within three working days of the final Board action by the Provost. Promotion, if granted, will be effective the next following academic year.

K. A faculty member who believes that a denial of promotion was (a) in violation of the principles of academic freedom as defined in the Handbook, or (b) in violation or disregard of any established standards or procedures for promotion at Ohio Northern University, shall have the right to appeal the decision to the Undergraduate Faculty Promotion and Tenure Appeals Committee according to Bylaw 5, Section 2.F of the Faculty Constitution, or when appropriate, according to the Promotion and Tenure Appeals Procedure established for the College of Law. A written report of action taken in the appeals process, including any recommendations and any supporting documents, shall be filed with all parties concerned including the President.

L. The President will evaluate any report of the appeal filed pursuant to subparagraph K. above, and, within thirty days, render a decision which shall be final and binding on all parties.

2. Promotions in rank of faculty members shall be subject to the following minimal criteria, except as provided in paragraph 3 of this section, of academic degrees and experience:

- A. For rank of Instructor:
 - (1) a graduate degree appropriate to the discipline.
- B. For rank of Assistant Professor:
 - (1) a graduate degree appropriate to the discipline and three years of teaching experience/library service at a fully accredited institution of higher education, two of which shall have been at Ohio Northern University, or:
 - (2) an earned Ph.D. degree, or the highest degree recognized in the discipline, or otherwise achieved high academic distinction.
- C. For rank of Associate Professor: (9/2002)
 - (1) an earned Ph.D. degree, or the highest degree recognized in the discipline, and
 - (2) six years at the rank of Assistant Professor, two of which shall have been at Ohio Northern University. The computation of years of service at the rank of Assistant Professor shall include:
 - (a) all regular academic terms, excluding summer, of full-time faculty service at the rank of Assistant Professor at Ohio Northern University and
 - (b) credit given at the initial appointment for full time-time teaching service at the equivalent rank of Assistant Professor at other institutions which are accredited by a regional accrediting institution and which grant

baccalaureate or higher degrees and (c) credit given at the time of initial appointment for related prior experience.

- D. For rank of Professor:
 - (1) an earned Ph.D. degree, or the highest degree recognized in the discipline, and
 - (2) six years at the rank of Associate Professor, five of which shall have been at Ohio Northern University. The computation of years of service at the rank of Associate Professor shall include:
 - (a) all regular academic terms, excluding summer, of full-time faculty service at the rank of Associate Professor at Ohio Northern University and
 - (b) credit given at the time of initial appointment of on campus full-time teaching service at the equivalent rank of Associate Professor at other institutions which are accredited by a regional accrediting institution and which grant baccalaureate or higher degrees and (c) credit given at the time of initial appointment for related prior experience.

3. For purposes of promotion,

- A. Graduate degrees shall be in the field of the subject taught.
- B. Faculty in tenure track/tenured positions must show evidence meriting promotion to Assistant Professor, Associate Professor and Professor in accordance with Appendix 18.
- C. Faculty in renewable appointment-track/renewable appointment positions must also show evidence meriting promotion to Assistant Professor and Associate Professor in accordance with Appendix 18.
- D. It is also recognized that in rare instances, an individual's performance at ONU can merit promotion without meeting the minimum degree or service time requirement. In such cases, exceptions to the minimum criteria may be considered.

4. Increments to base salary for promotion effective 8/2022 are: Instructor to Assistant Professor \$1,500; Assistant to Associate Professor \$3,500; Associate Professor to Full Professor \$5,000. These amounts should be reviewed every five years.

2.9 Evaluation (8/99) (9/2004) (8/2016)

1. Faculty members may be required to evaluate other faculty members in a peer evaluation process. The peer evaluation process should conform to college, school, or departmental guidelines. The purposes for which peer evaluation may occur, where authorized or required by the college, school, department or university Faculty Handbook, include:

- A. Merit evaluation
- B. Promotion evaluation
- C. Tenure evaluation
- D. Renewable appointment evaluation
- E. Post-tenure evaluations of tenured faculty
- F. Renewal/Nonrenewal of renewable appointment

2. Faculty members may also be asked to evaluate colleagues, staff, and administrators to help improve professional development and performance through constructive advice.

3. Colleges and libraries shall develop procedures for evaluation of faculty consistent with the provisions of Appendix 17.

4. Forms for the evaluation of the President and Vice Presidents shall be created and maintained by the Personnel Committee and approved by the University Council. Evaluation forms for Deans (including Associate and Assistant Deans), Department Chairs/Supervisors, and Directors shall be prepared and

approved by the faculty in the respective College, Library, or other academic unit in consultation with the individual being evaluated.

- A. Faculty members will evaluate their department chairs/supervisors or directors, their deans (including assistant and associate deans within the college) on an annual basis. The Office of Institutional Research will be responsible for the tabulation of the results, and the summary will be distributed to the individuals being evaluated and their immediate supervisors. It is expected that those being evaluated will respond to their faculty constituencies in a timely fashion once the results of the evaluation are available.
 - B. The Provost will be evaluated by the full-time faculty on a biennial basis. Faculty can call for additional evaluations, as frequently as once per year, with a petition signed by at least twenty percent of the full-time faculty. The Office of Institutional Research will tabulate the results of these evaluations, and the summary will be distributed to the President and the Provost. Following discussion of the results of the evaluation with the Provost, the President shall notify the faculty that such a review has occurred.
 - C. The President will be evaluated by the full-time faculty on a triennial basis. Faculty can call for additional evaluations, as frequently as once per year, with a petition signed by at least twenty percent of the full-time faculty. The Office of Institutional Research will tabulate the results of these evaluations, and the summary will be distributed to the President, as well as the Chair and Vice-Chair of University Council. It is expected that the President will respond to the faculty in a timely fashion once the results of the evaluation are available.
5. Faculty members may evaluate other administrative staff every two years, or upon a majority vote taken at a University Faculty meeting. Forms to evaluate other administrative staff shall be maintained and provided to faculty upon request by the Academic Affairs Office.
6. Procedures governing the peer evaluation process shall be developed by each college, school or department consistent with the requirements of Appendix 14, 17 or 18. Those procedures must ensure that all faculty members receive written evaluations from their peers at regular intervals. "All faculty members" refers to:
- A. Tenured faculty
 - B. Tenure-track faculty
 - C. Faculty holding renewable or other multi-year appointments
 - D. Faculty on probationary period leading to the award of a renewable appointment.
7. The faculty member being evaluated has the right to: (a) select at least one of their evaluators, (b) be fully and promptly informed of the substantive content of any evaluation, (c) inspect verbatim transcripts of any written evaluations (the identity of the evaluator may be protected by redaction) and (d) be afforded a meaningful opportunity to correct errors or otherwise respond to the evaluation. The confidentiality of evaluations should be protected by appropriate measures.
8. Both original evaluations and transcripts should be retained in accordance with the requirements of Appendix 14, 17 or 18 of the University Faculty Handbook.

2.10 Discipline of Faculty Members

The Administration has the right to discipline faculty members for just cause. Depending upon the seriousness of the offense and all other relevant factors, the penalty imposed may extend from oral reprimand to immediate discharge. With respect to the discharge of any faculty member, such person affected will be permitted the recourse provided in Dismissal in accordance with Section 2.7 of this Handbook as the exclusive remedy.

2.11 Faculty Personnel Files (see also Appendix 16)

1. Faculty members may inspect their own personnel file maintained by the Administration without limitation and obtain copies of documents at reasonable cost. Copies of any file are furnished to a faculty member only after a review by the faculty member's duly authorized legal representative and then only when a grievance or other formal proceeding is instituted pursuant to policies in this Handbook. Copies will not be further disclosed unless the processes called for in this Handbook permit or require it. Documents generated prior to September 1, 1980 under the expectation that they would be maintained in confidence will not be disclosed without the written authorization of the individual who created them. When the person creating the document cannot be found or consent is not obtained by the Administration, the document will not be disclosed. Upon request any such document shall be destroyed if it was generated more than seven (7) years prior to September 1, 1980. Upon request, each faculty member will be given a complete list of all documents not disclosed in the faculty member's file. Access to personnel files pertaining to faculty members will not be opened to inspection to any persons other than those in Administration, except where law and this Handbook may require.
2. Any documents transmitted to the University by a placement office or other similar agency at the request of the faculty member in support of an application for employment may not be opened to inspection if such documents are transmitted only upon condition that they remain confidential. Such documents shall be listed in accordance with paragraph (1) above at the request of the faculty member.
3. The University respects the faculty member's right of privacy in the faculty member's personal papers and effects.

2.12 Leaves of Absence

1. Sabbatical Leaves (9/1/88) (8/93) (8/2000) (3/2007)

All applications for sabbatical leave will be subject to the Standards, Procedures, and Guidelines for Submission, Approval and Disposal of Applications for Sabbatical Leave in Appendix 10, Handbook.

2. Family and Medical Leave Act (FMLA) (9/2008) (9/2013) (10/2018)

See Section 4.20 of the [Ohio Northern University Employee Handbook](#).

3. Non-FMLA Unpaid Leave

Unpaid leaves other than FMLA leave may be granted to faculty members for a period of up to one (1) full academic year. This period may be extended by mutual agreement of the faculty member and the administration.

Applications for non-FMLA unpaid leaves must be submitted by December 1st. Such leave will be considered and/or approved by the appropriate dean as well as the Provost. The December 1st deadline may be extended by ONU in extraordinary circumstances.

During non-FMLA unpaid leaves, the faculty member may continue to participate in the following fringe benefit programs by reimbursing ONU for the full cost of such programs: a) medical insurance; b) life insurance; and c) accidental death and dismemberment insurance.

During a non-FMLA unpaid leave, faculty members are not covered by disability insurance, nor does ONU make any contributions for social security or to TIAA. Faculty members may make direct contributions to TIAA while on leave.

While on non-FMLA unpaid leave, the tenured faculty member is permitted to continue to participate in tuition remission benefits. In the event the tenured faculty member does not return to ONU for two (2) full years subsequent to said leave without pay, the faculty member will reimburse ONU for any tuition and fees remitted during the leave.

Time on non-FMLA unpaid leave is not credited toward the probationary period for tenure, toward time in rank for promotion, for accumulating medical leave benefits, or for early retirement. (Exemptions include Fulbright Fellowships, NSF funded research or similar activities with approval by the Provost.)

For all forms of leave available to ONU faculty members, if the leave is FMLA qualifying, ONU will count such leave toward the faculty member's FMLA leave entitlement.

4. Absences for Personal and Professional Reasons (9/92)

Ohio Northern is a teaching university. Faculty members have a primary obligation to meet classes when scheduled.

A. Faculty members may be absent from duties for a period of five (5) or fewer consecutive working days for personal reasons, subject to suitable arrangements for handling institutional duties or other assigned University responsibilities. Arrangements must be approved in advance by the appropriate department chair, director, or dean and reported to the Office of Academic Affairs. Consideration will be given to the effect of the absence on the institutional program both directly from the absence of the faculty member and indirectly through any resulting additional load on colleagues during the absence.

B. Faculty members are encouraged and expected to take part in professional activities related to their academic disciplines and responsibilities. Absences from campus for professional reasons must be approved in advance by the appropriate department chair and deans and reported to the Office of Academic Affairs. Consideration will be given to the effect of the absence of the faculty member and indirectly through any resulting additional load on colleagues during the absence.

5. Jury Duty

See Section 4.22 of the [Ohio Northern University Employee Handbook](#)

6. Military Leave

See Section 4.23 of the [Ohio Northern University Employee Handbook](#)

7. Medical Leave (9/2013)

Please note that the following guidelines are applicable for both faculty members and academic staff.

A. All full-time faculty members who are unable to work because of pregnancy, extended illness or disability are eligible for paid medical leave upon employment totaling one (1) month (about 20 working days) of full salary for each year of service completed to a maximum accumulation of six (6) months.

B. If a single period of illness or disability extends to six months or more and the accrued medical leave is exhausted during the disability, the faculty member shall receive fifty percent of salary for each month in excess of accrued leave to and including the sixth month. After six months, it is anticipated that disability insurance will be utilized if the disability continues.

C. Payments of full or half salary are payable only for months when the faculty member would have been employed under the faculty member's nine-month appointment if the faculty member were

not disabled. For example, a faculty member on nine-month appointment will not receive medical leave salary for any of the other three (3) months not included under the normal appointment even though disabled. Also, medical leave pay shall not overlap any month covered by disability insurance.

D. Faculty members who have recurring periods of disability may accumulate additional eligibility for payment of full salary for medical leave at the rate of one (1) month (about 21 working days) for each complete year of additional service.

E. All absences due to illness will be reported by department chairs to the dean of the college. The deans will immediately provide that information to the Office of Academic Affairs and will make periodic reports of faculty absence due to illness to the Provost. Intermittent short-term absences due to illness may be counted as medical leave.

F. A faculty member who anticipates a medical leave should provide written notice to supervisor/chair/dean (who will forward it to the Provost) at least one month in advance as to when such leave is likely to begin.

G. The faculty member shall submit to the Office of Academic Affairs a doctor's certificate with the following information:

1. Starting date, and
2. Ending date

H. Faculty members failing to return to perform assigned duties at the end of an authorized paid medical leave will be considered in violation of the employment appointment and to be voluntarily terminating the appointment, unless a further leave of absence without pay has been approved.

I. Faculty members will retain service credit for promotion and tenure consideration which had been accumulated at the time leave for the medical condition began. This type of leave without pay is subject to the conditions cited in paragraph 2.12.2.A of this Handbook.

2.13 Teaching Loads (8/28/89) (9/91) (9/2003) (9/2009) (8/2011)

1. Normal faculty workloads shall be decided with faculty, department, department chair, school, school director, and college input. Each department, school, or college will be responsible for drafting a faculty workload plan. Once the department, school, or college has identified and approved a faculty workload plan, the plan should be forwarded to the dean for approval. If the dean approves the plan, the Provost has final approval prior to implementation of workload plans. At any point in the process a plan can be sent back to the faculty for clarification or revision. The deans and Provost will give consideration to workloads that identify need for new position and work out a fair plan to distribute new positions based on need.

2. Program, department, school, and college faculty workload plans should take into consideration accreditation standards or requirements and should include consideration for the following workload situations:

- A. credit hours/contact hours
- B. class preparations
- C. class size
- D. laboratory sessions
- E. recitation sessions
- F. independent studies
- G. research students/seminars
- H. advisee loads
- I. committee loads
- J. administrative responsibilities (e.g., recruiting, placement, assessment, etc.)
- K. department chair or school director

- L. coaching/athletic training
- M. clinical experience/internship/externship/practica/contact field experience/co-op/student teaching/Small Business Institute/other similar experience projects
- N. student projects/competitions
- O. advising student organizations
- P. courses with several sections which have two or more common meeting times
- Q. productions, exhibits, and/or performances
- R. other situations as approved by the department chair, school director, dean, and Provost.

3. Faculty workloads plans should be consistent with the university Faculty Handbook Section 2.3 Faculty Expectations.

4. Course assignments will be determined by the department chair, school director, or dean in consultation with the faculty member with assignments being subject to the approval of the dean and the Provost. The administration in assigning courses, will take into account the faculty workload plan.

A. Changes in teaching assignments may be made by the department chair or school director after the beginning of the term of the assignment provided that the faculty member whose schedule is affected is in agreement with the changed assignment or provided that the administration demonstrates extenuating circumstances which dictate such changes. It is expected that changes in teaching assignment after the beginning of a term or semester would occur only rarely. It is expected that department chairs, school directors, or deans consult with faculty members in making initial assignments and changes in assignment and that care is taken to assure that assignments efficiently utilize the professional training of the faculty to meet instructional needs.

B. Circumstances which permit a change in assignment of a faculty member after the beginning of the term or semester, without the concurrence by the faculty member involved, are circumstances beyond the control of the department chair, school director, or Dean which prevent the University's meeting a scheduled obligation for instruction when the matter may be resolved by reassignment of faculty members.

C. In the event that the administration, at any level, determines that it is in the best interest of the University to change the assignment of a faculty member, that decision will be made known immediately to the faculty member involved. If the faculty member does not agree to the changed assignment, the matter will be referred to the dean of the college. In the event that the dean is the first level administrator, the Provost will resolve the matter with a binding decision on the issue. In any event, the decision will be made within 48 hours following a faculty member's appeal of changed assignment. A faculty member given a new assignment will be allowed up to 72 hours in preparation for the first class meeting of a new assignment.

D. It shall be the responsibility of the Office of Academic Affairs to prepare a summary of the circumstances, actions taken, and final resolution. The summary will be provided to the offices of all administrators involved and the faculty member and will become part of the faculty member's Personnel file as this file is defined in Appendix 16 of the university Faculty Handbook. The faculty member shall have a right to submit a written response to the summary, which shall be provided to the same parties receiving the summary.

E. The Provost shall annually, during October, make a full report to the University Academic Affairs Committee regarding the general circumstances surrounding the implementation of this policy during the previous academic year. Details which are properly considered confidential shall not be included in the report; however, sufficient detail shall be provided so that the University Academic Affairs Committee will be able to monitor the effectiveness of this policy.

5. Unless a faculty member is on ten (10), eleven (11), or twelve (12) month appointments, the normal appointment period of faculty members is nine (9) months in duration. The following are holidays during which faculty members are assigned no duties without their consent: New Year's Day, Martin Luther

King, Jr. Day, Good Friday, Memorial Day, Juneteenth, Labor Day, Thanksgiving Day, and Christmas Day. In addition, past practices are followed with respect to duties assigned during the Fall recess, Thanksgiving recess, the Christmas recess, Spring break, and Easter recess. Independence Day shall be a holiday for faculty members working during the summer session. If a holiday falls on a Sunday, it is observed on the following Monday.

6. The workload for librarians shall be considered with standards established by the Association of College and Research Libraries effective July 3, 1975. The scheduling of work shall be done cooperatively by the professional librarians and the Library Director. Every reasonable effort will be made to provide a work situation which will permit professional librarians to engage in professional growth and development.

Current workload plans will remain in effect until a new faculty workload plan is approved by the Provost.

7. Teaching Overloads - In general, full-time faculty teaching a normal load (as outlined by 2.13.1) should be encouraged to engage in scholarship, research, professional activities, advising, committee work etc. Thus, full time faculty teaching overloads should be discouraged. It is recognized, however, that due to unforeseen circumstances programs will occasionally need to offer courses for which the only qualified person available is a full-time faculty member who is already teaching a full load. Guidelines for full time faculty teaching overloads are as follows:

1. This policy applies to courses taught for the entire term.
2. Full time faculty should be limited to one course overload per year.
3. The faculty signs a statement agreeing to teach the course.
4. The faculty statement is approved by the appropriate Chair, Dean, and the Academic VP.
5. The faculty member is given a course release in a subsequent term or is compensated at the faculty part-time rate.

2.14 Outside Employment

The following principles shall guide faculty members in engaging in outside work during the academic year:

1. No faculty member may engage in any outside work which will interfere with the competent performance of the faculty member's professional responsibilities.
2. Outside work for remuneration, including professional consultation and service, which does not interfere with the competent performance of professional responsibilities to the University may be undertaken if the faculty member notifies the Administration in writing of the proposed outside work prior to its commencement. The notice required hereunder shall include all pertinent details, such as employer, including self-employment, assigned hours or estimated hours and schedule, provided, however, that no such notice is required for occasional, nonprofessional work which does not cause the absence of the faculty member from assigned professional duties.

2.15 Intellectual Property Policy (8/2015)

Definitions

Employee: A person who receives a salary from the University for performance of services, part-time or full time. A University employee with less than a full year (e.g., 9-month) appointment shall be considered an "Employee" for acts during a period of appointment.

Scope of Employment: Activities which have been assigned to an employee by their supervisor or which are performed during normal working hours or which fall within the employee's job description.

Student: A “student” is a person enrolled in University courses for credit except when that person is an Employee.

Creator: An individual subject to this policy, who invents, discovers, authors, or otherwise develops intellectual property as defined below.

Intellectual Property: Results having potential commercial value produced by University employees and students in connection with activities funded by the University and/or by External Funding or using University employees, facilities, or equipment, including but not limited to any patentable inventions, computer programs or other software, databases, any information or material subject to copyright under the laws of the United States or any other government, trade secrets (as defined in the Ohio Uniform Trade Secrets Act) and know-how related to inventions.

Net Income: The income which remains after deducting from gross income the expenses for external marketing, legal, Intellectual Property protection, travel, litigation, consulting payments and/or fees due to third parties as a result of their support of research or commercialization of the Intellectual Property, and other services and expenses directly related to the Intellectual Property in question or commercialization thereof. In no event shall payments for research activities be deemed to be part of “Net Income” for purposes of distribution to creator(s).

ONU Administrator: Provost

1. General Provisions:

The University owns title to its Intellectual Property except as otherwise contractually provided, whether such contractual provisions are associated with External Funding or otherwise.

A creator contemplating public disclosure must first file an intellectual property disclosure and should contact the ONU administrator prior to engaging in such activities. The ONU Administrator or their designee shall make a decision whether or not the University elects to pursue the commercialization of its Intellectual Property and shall inform the creator or creators of the disposition of said Intellectual Property within 60 days of receiving all information necessary for a complete disclosure. In cases where the University elects to pursue commercialization of the Intellectual Property, ONU shall incur the costs of protecting (through patenting, trademark or copyright as necessary) and marketing the Intellectual Property to interested potential licensees. ONU is obligated to pursue commercialization expeditiously and in consultation with the creator(s). In cases where the University elects not to pursue commercialization of the Intellectual Property, subject to funding and governmental restrictions, said Intellectual Property shall be released to the creators at their request.

2. Distribution of Rights:

A. Intellectual Property may result from research falling generally into one or more of the following categories:

- i. Supported wholly or in part by University funding or use of University facilities, staff or equipment.
- ii. Financed wholly or in part by a government grant or contract.
- iii. Financed wholly or in part by an industrial corporation or other private source under contract or written agreement.

The creators shall be obligated to execute any documents necessary to reflect such assignment of rights to Intellectual Property to which the University is entitled and to participate as necessary and appropriate in the acquisition and protection of proprietary rights to the Intellectual Property.

B. The University waives its Intellectual Property ownership interest in books (including textbooks), articles, novels, poems, psychological and educational tests and measures, musical works, dramatic works including any accompanying music, pantomimes and choreographic works, pictorial, graphic and sculptural works, motion pictures, audiovisual works, and sound recordings, sermons, online material, online courses, massive open online courses, and educational software regardless of whether such exempt materials were produced in connection with the use of University facilities, staff or equipment, provided, however, that the University retains a non-exclusive, irrevocable, royalty-free license to use, display, reproduce, create derivative works from and distribute such materials (with appropriate attribution) for university educational and research purposes.

C. The University is obligated to report to the appropriate government agency all Intellectual Property that has been derived from government funding in whole or in part for definition of the government's rights and interests.

D. Rights with respect to Intellectual Property that is financed by industrial corporations or other private sources or that result from joint work with persons or agencies outside the University are governed by the terms of contracts or agreements with those outside parties. The responsible investigator is responsible for informing all persons working on the project of their rights and obligations under such contracts or agreements before initiation of the research.

E. The University assumes no right or responsibility with respect to Intellectual Property coming within clause 2.B.

3. Disposition of University Rights:

Unless excluded by 2.B, Intellectual Property created by employees within the normal scope of their employment shall be owned by the University by virtue of the employment relationship. In all cases where rights to Intellectual Property reside with the University, the ONU Administrator or their designee shall decide, in consultation with the creator(s), whether the Intellectual Property shall be commercialized by or through the University (or through an external source acting as agent for the University) or offered for release to the creator(s).

When the Intellectual Property is offered for release to the creator(s), they must inform the ONU Administrator or their designee, in writing if they wish to pursue commercialization of the Intellectual Property on their own. The University shall release the Intellectual Property to the creator(s), except in cases where one or more of the following conditions prohibits such release:

1. Federal regulations governing the Intellectual Property prohibit such release.
2. Release of the Intellectual Property in question would create an undue liability or risk for the University, due to the potentially dangerous or inappropriate way(s) in which the Intellectual Property could be used.
3. The Intellectual Property in question is not yet developed to a point where its commercialization potential can be determined or maximized.

Irrespective of which alternative may be selected, wherever Federal funding is involved in the development of the Intellectual Property, the U.S. government shall generally retain as a minimum the right to a royalty-free, non-exclusive, irrevocable license throughout the world under any patent which may eventually be issued, as well as the right to take back the Intellectual Property absent adequate commercial development.

4. Division of Income

Intellectual Property that is the subject of a specific agreement between the University and the creator(s) thereof shall be owned as provided in said agreement. Such agreements by the University and the creators are encouraged. Except where limited by external sponsorship agreements, creators and the University may negotiate individual agreements to govern ownership of Intellectual Property

and any other matters, regardless of the applicability of any other provision hereof. The faculty and the University are encouraged to participate in unique agreements that promote reinvestment of royalties and receivables to further the research and educational activities of the University. In such cases, the University may match such commitments of the faculty from their portion of the benefits.

Unless contractually agreed otherwise in advance, twenty-five percent (25%) of the Net Income received by the University in the form of royalty payments, or other earnings on the Intellectual Property, shall be given to the creators. The creator(s) may assign their share to others as they may determine in their sole discretion.

If there should be a plurality of creators, that part of the income accruing to the creators shall be distributed among the creators eligible to receive a share of the proceeds under this policy as specified in the original intellectual property disclosure forms used by the creators in their disclosure to the ONU Administrator or as specifically requested in writing by all the creators involved in that disclosure. In case of dispute among the creators, the allocation shall be determined by the ONU Administrator, who shall make the final decision.

Where Intellectual Property has been developed with federal grant support, the University and its researchers are bound by the terms of the grant agreement. Those terms supersede this Policy to the extent this Policy is inconsistent with them. If a grant agreement reduces the amount of earnings that can be shared with a creator, the percentage of gross proceeds contributed to the operation of the technology transfer operations shall also be adjusted on a pro rata basis.

The principle of sharing financial rewards of commercialization with the creators of Intellectual Property also applies when those rewards are in the form of equity participation in a company. However, it should be noted, because of the complexity of business start-up arrangements, the precise division of benefits will have to be negotiated on a case-by-case basis, particularly when the employee may have a continuing role in the company.

5. Release to Creator of University Owned Intellectual Property

In the event that the University releases Intellectual Property owned by the University to the creator(s), the University shall retain a perpetual, non-exclusive, non-transferable, world-wide, royalty free license to use said Intellectual Property for educational and research purposes of the University. The University may set requirements concerning such release as are appropriate, in the judgment of the ONU Administrator to (i) provide for protection of the University's interests should creator seek to utilize University facilities thereafter in relation to the released Intellectual Property, (ii) preserve any rights of the sponsor, and (iii) protect the University from claims or costs arising from the use of the Intellectual Property after its release. In the case of software, this policy requires access by specified University personnel to the source code, and the University shall require each person to whom a disclosure is made to execute in advance a binding confidentiality agreement in favor of and enforceable by the creator.

6. Student Material

Regardless of use of University facilities, student coursework or other Intellectual Property shall belong to the student unless created:

- i. While the student is engaged in research funded by the University or External Funding
- ii. While the student is engaged in a research project that was initiated by the faculty
- iii. While enrolled in a class or participating in an academic project, provided that it is announced at the commencement of the project that students will not have ownership of Intellectual Property created in conjunction with that project.

The student may choose to share the ownership of the Intellectual property with ONU employees assisting in the creation of this project.

The student may choose to disclose the Intellectual property to the ONU Entrepreneurship Office and request their services in commercializing.

The student may choose to release the ownership of the Intellectual property to the ONU Entrepreneurship Office.

Regardless of the option that the student chooses, the student is still under the regulations of Section 5.

2.16 Compensation of Faculty Members (8/89) (6/2002) (8/2018)(6/2023)

1. All faculty members who receive an earned Ph.D. or its equivalent shall receive the sum of \$1,000 which shall be added to their base salary in the annual appointment for the next academic year. The equivalency of an earned doctorate other than the Ph.D. shall be based upon recommendation by the dean with the approval of the Provost in the annual appointment following the year in which the individual completed the degree.
2. The Administration makes payment of salary to faculty members on a twelve (12) months basis. Faculty members may work on the basis of nine (9), ten (10), or twelve (12) month appointments and the Administration's past practices with respect to the manner in which those varying appointments are dealt with will remain in effect.
3. A. The following process shall be used for determination of undergraduate faculty members' salaries for teaching in Summer or J-term Session, and faculty members shall be paid in accordance with the salaries so calculated. The salary for teaching a course shall be fifty (50) percent of the normal tuition (that generated by registration without consideration of remission) for the course per student registered for credit as of the end of the first week of the course in Summer term, or the third day of the course in J-term, except as noted in subparagraph 3.B., or unless the salary so calculated is less than that calculated on the basis of \$300 per credit hour minimum salary rate for courses excluding those indicated in subparagraph 3.B.2 and 3.B.3, below. Payment shall be made to each faculty member at the end of the month during which service in Summer or J-term Session is completed.
 - B. Salaries calculated in accordance with 3.A. shall be modified to conform to the following:
 - (1) The salary per credit hour shall not exceed \$2,500. (8/2018) (6/2023)
 - (2) For internship, externship, practica, or similar courses, the salary shall be \$200 per student (without consideration of remission). (5/95) (5/2002) (8/2018)
 - (3) For independent study courses, the salary shall be 20% of the tuition generated (without consideration of remission) by enrolled students. (5/91) (5/2002)
 - C. The offering of a course in Summer or J-term Session is guaranteed if advance registration is at least six students, excluding consideration of independent study, internship, externship, practicum, or similar courses which may be generated with fewer students advance registered. In the event advance registration for a course is fewer than six students, one of the following options will apply:
 - (1) The Administration, at its option, may guarantee offering of the course, in which case salary will be determined according to paragraph 3.A.
 - (2) If the Administration does not elect to guarantee offering the course, such a guarantee of offering the course may be made upon the request of a faculty member who agrees to teach the course with salary of fifty percent of the normal tuition for the course per student registered for credit as of the end of the first week, except as noted in paragraph 3.B. For the course to be guaranteed, the department chair, school director, and dean must agree that the course be offered.
 - D. Withholding and FICA taxes are deducted from the salary payments for teaching faculty in the summer sessions. The added compensation for summer employment does not qualify for retirement contributions. Other insurance provisions do not apply specifically to the summer session

appointments but are deducted from the faculty member's regular monthly salary. Outside faculty members who are brought in only for the Summer Sessions are not eligible for the regular insurance programs.

2.17 Retirement (2017) (8/2023)(see also 4.1)

Ohio Northern University has no mandatory retirement age for tenured and renewable-appointment faculty members. All faculty who meet eligibility as defined below are eligible for retiree status. In order to assure an orderly transition, absent extraordinary circumstances, a faculty member must declare his/her intention to retire in writing to the dean at least four months prior to the final semester of service. When considering retirement, a faculty member should also consult with Human Resources.

1. Eligibility for Retiree Status

All faculty who hold continuous appointments, with at least six years of full-time service, who have either reached

- A. the point where age plus years of full-time service (computed as the time between the retirement date and the date full-time service began) is greater than or equal to 75; or
- B. full retirement age, to be defined by Social Security based on the employee's birth year

may elect immediate, or as provided below, phased retirement. A faculty member may elect to participate in phased retirement up to two years prior to full retiree status eligibility.

2. Optional Phased Retirement - Reduction in Load and Salary

Retirement-eligible faculty may elect to participate in a Phased Retirement Plan, upon the approval of the Provost. The faculty member who elects to participate in this Plan agrees, in writing, to retire within the time frame specified in the option selected. Once the faculty member elects to participate in this Plan and has selected an option, the member cannot elect a different option, unless given approval by the Provost.

An eligible faculty member has the option to elect a one-year or two-year phased retirement plan subject to the following terms and conditions:

- A. Year 1: Load reduces from a full-time teaching load to no less than fifty percent (50%) of a normal teaching load. Salary will be proportionate to the agreed teaching load. During this year, a faculty member's health insurance benefits remain the same as for those of a full-time faculty member. Additionally, the employee will receive the retirement benefits of employer TIAA contributions per ONU's current policy.
- B. Year 2: Load reduces to no more than fifty percent (50%) of a normal teaching load. Salary will be proportionate to the agreed teaching load. During this year, a faculty member will not be eligible for health insurance and will not receive employer retirement contribution benefits from the University.

3. Emeritus or Emerita Policy

A. The University shall confer emeritus or emerita status upon a faculty member or administrator with faculty rank following retirement from the University or death while in University service, if the faculty member has met the following criteria:

- (1) The University has granted tenure to the faculty member, or the University has renewed a faculty member's four-year appointment twice;
- (2) The faculty member has retired from the University or died while in service to the University;
- (3) The retired or deceased faculty member has served a minimum of 12 years of paid service on the faculty of the University; and

(4) At the time of retirement or death, the faculty member holds the rank of professor or associate professor and would otherwise be eligible for reappointment.

B. Procedure

(1) A retired member of the faculty or a member of a retired or deceased faculty member's academic department, college, library, or administrative department must apply in writing for emeritus or emerita status to the Provost within five years after their retirement or death.

(2) The Provost shall determine whether the applicant meets the above criteria (3.A.1-4) for emeritus or emerita status.

(3) The Provost shall forward the applications of those who meet the criteria for emeritus or emerita status to the President of the University for certification.

(4) The President shall forward those certified applications on to the Board of Trustees for review and approval.

(5) The emeritus or emerita shall retain the rank held at the time of retirement from the University or death while in service to the University.

(6) Living emeriti faculty and staff shall be listed in the University catalog.

4. Miscellaneous fringe benefits for those eligible for retiree status are as follows:

- A. Sports Center passes and games privileges
- B. General access to campus and campus (including college) events
- C. Access to ONU libraries
- D. Retention of ONU ID Card and privileges of card
- E. Faculty/Staff discounts at ONU bookstore
- F. ONU parking permit and parking
- G. Office space (when and if available)
- H. Mail box in department/McIntosh Center
- I. Access to Freed Center and normal faculty privileges of faculty prices for tickets
- J. Tuition remission for children as prescribed in Handbook
- K. Tuition exchange as prescribed in Handbook (competitive)
- L. Access to courses at senior citizen rate
- M. Access to ONU computer account
- N. Access to teaching on a per-course basis as needed by the University
- O. Invitations to campus events (e.g., dinners, ceremonies, Honors Day, etc.)
- P. Participation in procession for Commencement
- Q. Participation in chapel services; occasional wedding or funeral usage of chapel
- R. Copies of selected campus publications.

2.18 Working Conditions

1. The Administration provides each faculty member suitably equipped and maintained on-campus office space and instructional space as is reasonably required for the discharge of the professional responsibilities required to be performed while on campus and keys for and access to such office at all times. Access and keys to instructional areas are subject to reasonable program, department, college, and other administrative regulations and policies. The Administration, however, makes assignments and reassignments of office or other space as it deems necessary with reasonable notice to the faculty member affected. While performing work on campus, each faculty member is provided a safe working space whether in the office, classroom, or laboratory. The Administration makes reasonable efforts to maintain work spaces at a temperature consistent with the applicable federal or state energy guidelines and provides adequate lighting throughout the year.

2. The Administration provides such professional supplies and support equipment as are necessary and reasonable to meet professional responsibilities required of faculty members. No faculty member will be disciplined or discharged because of an inability to perform assigned professional responsibilities where the inability is due to a lack of adequate supplies and support equipment, provided the Administration has received prior notice of the inability to perform based upon a lack of supplies or equipment. Should a faculty member voluntarily provide supplies and equipment for the performance of professional responsibilities, the Administration is not liable to reimburse the faculty member.

3. The Administration makes reasonable provisions for the safety and health of faculty members consistent with applicable law and past practices while faculty members are on University premises. No faculty member is required to use any equipment which is in an unsafe condition. All faculty members are required to use safety equipment at all times. Upon notification to the Administration in case of injury of a faculty member, it is the responsibility of the Administration to assist in the notification of appropriate medical authorities in order that medical attention be obtained.

4. The University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its faculty, staff, students and visitors and therefore has developed a smoke-free policy for all campus buildings and offices. (8/93)

2.19 Curriculum Changes (9/1987)

1. The faculty makes recommendations to the Provost with respect to new courses, majors, programs, and changes in curricula. Such recommendations must arise from the implementation of standard procedures formulated by the faculties of the colleges. For new programs, that is, degrees, majors, minors, options, or other coherent curricula of degree credit courses, the guidelines and procedures outlined in Appendix 5 of the Faculty Handbook will be followed. The Provost will approve or disapprove such recommendations and forward to the President of the University approved new degrees and majors for actions. Trustee action is not required but their advice may be sought by the President in connection with significant change.

1. Course prerequisites are an integral part of the course description and are initiated and processed through the approval system for additions and changes to the course catalog file.

3. The classroom instructor is authorized to recommend waiver of prerequisites, and the recommendation will be processed according to college procedures. Student appeal of enforcement of prerequisites will be processed according to college procedures.

4. The approval of the University faculty is required only when changes are proposed in University requirements for graduation. Curriculum changes in one college which may affect students in another college should be brought to the attention of the University Council.

5. The Bylaws of the Board of Trustees reserve to the Board the right to make any final decision having to do with the existence of the present colleges and the Center of Teacher Education in the College of Arts and Sciences.

2.20 Faculty Recruiting

The University has adopted procedures for Academic Personnel Staffing. The complete statement of these procedures may be found in Appendix 7. These procedures will be followed in all recruiting of academic personnel.

2.21 Criteria for Use of Travel Funds (9/1/88) (09/2009) (9/2021)

1. The University will wholly or partially defray costs for attending professional meetings or other development opportunities for full-time faculty members subject to the conditions outlined below.

A. An annual travel allowance of \$1,100 will be allocated to each full-time faculty member. The allowance may accumulate up to three years or to a maximum of \$3,300. Beginning in 1994-95, the allowance has accrued on the University's fiscal year basis; i.e., funds were credited to the faculty member's allowance on June 1, 1994. The money may be used for travel to professional meetings and must be used in accordance with provisions outlined herein. The travel allowance is not a general expense allowance but is to be utilized for professional development. A request for reimbursement of expenses incurred in professional travel which is to be charged against this allowance must be accompanied by an itemized account of the expenses. Any expenses not conforming to these guidelines will be disallowed unless prior approval has been obtained in writing from the dean of the college and the Provost.

B. Costs which will be covered by the University through an advance or by reimbursement are as follows:

- (1) Travel. Ground transportation to and from the airport, airfare, local ground transportation to the place of meeting and return. Commercial transportation should be at economy fare or equivalent and by the most direct route. (An effort should be made to determine the best rate.) Private automobile may be used for travel to a radius of 500 miles with reimbursement at the established rate. (The established rate is updated January 1 each year.) Reimbursement for travel by private automobile for trips under 500 miles is limited to an amount based on mileage to and from the site of the meeting and local travel associated with meeting attendance. If private automobiles or means of transportation other than commercial aircraft are used for trips exceeding 500 miles, the University will pay only the equivalent of air fare to the city of the meeting.
- (2) Housing and Meals. Motel or hotel and food expenses will be paid on a reimbursement basis at moderately priced facilities.
- (3) Meeting Fees. A fee for the meeting which usually is collected at registration normally covers meeting incidental costs. Several other items are frequently offered on an optional basis at extra cost. The fee which will be paid by the University may include meals which are an integral part of the meeting but may not include recreational activities, programs for spouse, or other items not directly associated with the meeting.
- (4) Total Costs. The total of all reimbursable expenses shall not exceed the total allowance accumulated by the faculty member.

C. A professional meeting is defined as a meeting of the members of a major association or a meeting sponsored by a major association. The association must be nonprofit. The association usually will be one in which faculty members who teach in the discipline maintain membership, which has annual dues, and which publishes a journal or journals. Membership in the professional association is not required in order for the faculty member to be reimbursed by the University for attending the meeting; nevertheless, this has long been customary in higher education and is generally expected.

D. University travel funds may not be used to support travel for attending any meeting which is profit-making either for the individual or the sponsor, except as noted below. This precludes, for example, the use of University funds to support travel for a faculty member who would be participating as a speaker or panelist in a continuing education program of another educational institution where other than nominal fees are charged for those who attend.

E. University travel funds may be used to support travel for attending professional development opportunities which are profit-making if (1) the primary purpose is for the education or professional development of participants, and (2) either equivalent professional development is provided through meetings of professional associations only at the same or higher cost, or equivalent professional development is not available through meetings of professional associations. (8/90)

F. University travel funds may also be used for travel for faculty development purposes provided that those purposes are clearly defined in terms of course preparation or new course development and approved by the department chair, director and/or the dean of the appropriate college. (8/90)

G. The University seeks to assist faculty members who are officers or board members of professional scholarly nonprofit organizations in which faculty members teaching in the discipline commonly hold membership, to meet costs of travel to attend the meetings of officers or board members if those costs are not covered by the association. Although faculty members are expected to first use their personal travel funds for these costs, if additional funds are required later by the faculty members to attend a regional or national professional meeting, consideration will be given to the faculty member's request. Normally the discretionary travel funds in the college will be used for such requests. (8/90)

H. All expenses which are covered by advances or as reimbursement must be accounted for and documented in accordance with the procedures shown in paragraph 5. Travel advances may not be requested more than thirty (30) days prior to the date of travel. Individuals receiving such advances are required to account for advances within sixty (60) days of the end of the business trip by their submission of a University Travel Voucher. These procedures which apply to the University as a whole are the record keeping and accounting procedures which are expected practice for tax purposes and other record keeping purposes.

I. The faculty member is encouraged to make a report with information which might be of value and interest to colleagues. This report will be submitted to the department chair, director or dean, who may distribute the report to faculty members to augment the value of the travel for faculty development.

2. To encourage faculty members to participate in professional meetings as a principal or featured speaker as distinguished from attending only, additional means of reimbursement are provided as described below:

A. To qualify for travel assistance for participation in a professional meeting, the participation must meet all of the following conditions:

- (1) The meeting must be that of a professional association as described above.
- (2) The individual must be participating as a principal speaker whose name appears in the program distributed to the general membership beforehand. Being a member of a panel or serving as a respondent does not qualify. A summary of the presentation to be made will be made available through printed minutes or available upon request.

B. For participation which qualifies as outlined above, faculty members are expected to use their travel allowance first. In most cases, this will cover travel funds. In those few cases where additional funds are needed, the discretionary travel funds available to the deans may be used for this purpose.

C. The maximum support for participation in professional meetings as described above will not exceed accumulated travel funds by more than \$500 for any faculty member in any given year.

3. The University seeks to reimburse individuals for travel and personal expenses incurred while on official University business and to assist in meeting the costs of attending or participating in professional meetings. All such travel must be approved two weeks in advance by the person having first level budgetary responsibility for authorizing reimbursement, such as department chair, and expenses must be accounted for properly after travel is completed. Auditing requirements and proper stewardship of funds require that documentation be provided for certain personal expenses.

4. The kind of personal expenses for which reimbursement will be made are those which are reasonable and prudent and which the individual would incur if paying the costs personally. Specifically, this means economy class travel, reasonably priced meals, and registration fees limited to attendance at the meeting. Reimbursable expenses are those directly related to meeting attendance and do not include items such as recreational costs, room service, excessive tips, and other unnecessary expenses.

5. The following documentation of personal expenses will be required whether the expenses were paid with cash or by credit card. A University Travel Voucher must be completed which outlines all expenses incurred and the business purpose. Original itemized receipts will be required to be turned in as documentation. A credit card authorization receipt is not sufficient documentation.
- A. For hotels and motels, the itemized bill indicating the expenses, the period of stay, and an explanation of any costs other than room and local telephone charges.
 - B. For restaurant charges, an itemized receipt. If receipts cannot be obtained, the missing receipt form, obtained from the Controller's Office, should be attached to the travel voucher indicating the date of the charge, the amount and the restaurant. In all instances when restaurant charges involve persons other than the individual submitting the reimbursement voucher, including charges which are a part of hotel or motel bills, the name of the person or persons and the reason for the purchase of the meal is to be provided.
 - C. For reimbursement of mileage for use of privately owned vehicles, the travel voucher must reflect the inclusive dates of travel, the place visited, the number of miles, and the purpose of the trip.
 - D. For all other significant expenses, itemized receipts should be attached to the reimbursement voucher indicating the details of the expenditure and the business purpose.
 - E. All such expenses incurred on behalf of the University are to be certified by the traveler's signature as to completeness and accuracy and are to be approved by their immediate supervisor. No individual may authorize or approve his/her own travel expenses. The employee's supervisor is responsible for review and approval of all expenses including the reasonableness of airfare, lodging, transportation, and meal costs and adhering to University policies imposed on reimbursements.
6. The complete ONU travel policy can be obtained under the Business Services section on the internal website. https://my.onu.edu/business_services_and_purchasing/travel_policies Questions should be directed to the Controller's Office at 419-772-2010.

2.22 Summer Session and J-term Staff Selection and Notification (8/2011) (8/2022)

1. The desirability of access of all faculty members to summer and/or J-term teaching opportunities for which they are qualified by training or experience is recognized. Therefore, the faculty of each department, school or college, will decide the process for recommending staffing of summer or J-term session courses in that department, school or college to the Administration. The Administration will consider recommendations from the faculty of the department/program with respect to summer or J-term session course offerings and staffing and make course offerings and staffing decisions based upon consideration of all factors including anticipated student enrollments, professional qualifications in training or experience of the proposed instructors for the course in question, and rotation of summer or J-term teaching opportunities among faculty members.
2. Faculty members will be notified in writing by the Administration of summer or J-term teaching assignments. Faculty members will notify the Administration of their decision to accept or decline no later than two calendar weeks following receipt of such notices. In the absence of such acceptance, the Administration may proceed with reassignment of the course to another instructor through the departmental, school, or college recommendation process. In this case, the same administrative notification and instructor decision process will apply.

2.23 EEO Policy/ Non-Discrimination (9/1/88) (10/2008) (10/2018)

See Section 2.2.1 of the [Ohio Northern University Employee Handbook](#).

2.24 Grievance Procedure (9/1/85)

1. If a faculty member has a grievance based on:
 - A. discrimination on the basis of race, color, sex, gender identity, transgender status, religion, national origin, age, disability, sexual orientation, marital status, military or veteran status, genetic information, or any other category protected by federal, state, or local law
 - B. limitations on academic freedom; or
 - C. non-application, misapplication or inconsistent application of policy, or procedures included in University or College faculty handbooks or written departmental or school guidelines where the latter have the effect of serving as departmental handbooks, the faculty member may seek to resolve the issue in the following manner except where other avenues of appeal are provided by this Handbook. "Policy" is defined as written departmental, school, collegial, or University policy.
2. The procedures for a grievance follow. The process stops at any stage at which satisfactory resolution is reached. "Dean" should be read to include the Heterick Library Director. "College" should be read to include Heterick Library.

Stage 1. The grievant should approach within four weeks of the discovery of the action which caused the grievance (if there is a series of actions, within three weeks of the most recent occurrence) the person grieved against and attempt to resolve the grievance informally. One week is provided for resolution at this level.

Stage 2. If the person grieved against is the grievant's immediate supervisor (department chair, director, head library, or dean), the grievant should proceed to Stage 3. If not, the grievant should contact the immediate supervisor within one week of the end of Stage 1 and attempt to settle the grievance informally. The supervisor has one week to affect an informal resolution.

Stage 3. The grievant should within 2 weeks of the termination of the previous stage submit a written grievance to the dean, with copies to the immediate supervisor, the Provost, and the person grieved against, if necessary. The dean shall have one week in which to affect a resolution.

Stage 4. If the grievance is against a person in the grievant's college, or against the grievant's dean, and if the college has an internal grievance procedure, the grievant should follow the procedure in 4a. Otherwise, the grievant should follow 4b.

Stage 4a. Within one week of the termination of Stage 3 the grievant shall initiate the college's internal grievance procedure. Each college having an internal grievance procedure shall publish that procedure in the Faculty Handbook. Internal procedures should not exceed one month. Internal grievance procedures must allow for appeal outside the college but the internal procedure may preclude appeal to the University Grievance Committee.

Stage 4b. Within one week of the termination of Stage 3, the grievant shall submit the grievance in writing to the Provost, who will have one week to affect a resolution.

Stage 5. Within one week after the termination of Stage 4b, the grievant shall submit the grievance in writing to the chair of the Grievance Committee. The Committee will have 3 weeks to review the grievance and forward its recommendation to the President. The President will have one week to make a final decision and to inform the grievant, the person grieved against, and the Committee of that decision.

In computing the above time periods, the last day of each period shall be included unless it is a Saturday, Sunday, or ONU holiday, in which case the period runs until the end of the next day which is not a Saturday, Sunday, or ONU holiday. If a procedure runs past May 31, the process may be postponed until September. See also Appendix 11.

2.25 Sexual Discrimination

See Section 2.2.3 of the [Ohio Northern University Employee Handbook](#)

2.26 Employment of Relatives (8/89) (10/2018)

ONU does not prohibit employment of relatives at the University although, normally, relatives are not employed within the same program, department, or college, if there are no school or departments. This general policy against employment of relatives in the same program stems from the University's need to avoid conflict of interest or the appearance of conflict of interest in the conduct of its affairs and its desire that equal consideration in personnel matters be accorded all faculty members. Nevertheless, the University recognizes that unusual circumstances may arise, such as specialized educational background and experience or marriage following employment at the University, which may occasionally lead to employment of two members of the same family in the same program or college.

1. In the appointment of faculty members the University seeks those persons most qualified to fulfill the institution's teaching, research and service obligations.
2. Accordingly, members of the same family may be appointed to University faculty positions when it has been determined by the normal review procedures that these individuals are fully qualified for the position.
3. A member of the faculty is considered to have a conflict of interest when such member has a recommending or decision-making role on a personnel action regarding a person with whom the faculty member is related as defined in paragraph 6. Personnel actions include but are not limited to appointment, promotion, tenure, approval of salary increase, recommendation for merit pay, sabbatical leave or leave of absence, recommendation for four-year appointment, work assignment or workload, grievance and appeals procedures and similar items.
4. The Dean of the College and the Provost must approve the decision to hire or have employed two relatives in the same program or college wherein a conflict of interest or appearance of conflict of interest exists as defined in paragraph 3.
5. In all those personnel actions as described in paragraph 3, the administrators, supervisors or faculty members who are normally in the decision-making/recommending process will remove themselves from it. In those personnel situations where direct supervision by a relative creates the conflict, the immediate senior to such a supervisor shall become the approving/recommending/supervising party and will ensure that appropriate performance information from the respective college, school, or department is available when making recommendations.
6. For purposes of this policy, relatives are persons related by blood, marriage or legal procedure and include parents, children, husbands, wives, siblings, first cousins and in-laws of the foregoing (uncles, aunts, nieces, nephews, grandparents, grandchildren).
7. Student employees are selected for employment without regard to relationship by blood or marriage in accordance with appropriate qualifications for and performance of specific duties. Supervisors, however, are asked to be concerned with possible conflict of interest and perceived fairness by faculty members in their programs and college in decisions regarding student employees.

2.27 Misrepresentation in Employment Application (8/89)

Any material misrepresentation in an application for employment concerning academic qualifications, educational preparation, experience, or other material misrepresentation shall be considered sufficient grounds for the termination of the employment.

2.28 Drug and Alcohol Free Workplace and Tobacco-Free Campus (8/90) (10/2018)

See Section 5.6 of the [Ohio Northern University Employee Handbook](#).

Faculty members violating this policy are subject to discipline as provided in 2.10, "discipline of faculty members" and may be subject to local, state or federal sanctions. Faculty members must abide by this policy as a condition of employment and are required to report to the Provost any conviction under a criminal drug statute for conduct at the University no later than five days after the conviction.

Tobacco-Free Campus

See Section 5.7 of the [Ohio Northern University Employee Handbook](#).

2.29 Faculty Appointments for Fixed Term (8/89) (8/2016)

1. Faculty appointed under appointments for a fixed term are:
 - A. Visitors: Full-time appointments for either a semester or academic year with rank consistent with experience and credentials. Visitor appointments may not extend beyond three consecutive academic years except in extraordinary circumstances with permission of the provost.
 - B. Adjuncts: Adjuncts may teach a full or a part-time load. This position is renewable each semester according to need. Adjunct faculty may or may not possess the customary terminal degree and will be ranked according to experience and credentials.
2. Faculty holding fixed term appointments are not eligible for tenure or renewable appointments.
3. Faculty holding fixed-term appointments must be approved by the academic college with which the faculty will be affiliated. Recommendations for the appointment must be approved by the college dean, and Provost.
4. Adjuncts do not participate in the University governance system and do not participate in the benefits programs of the University. Appointments for fixed term may be with or without remuneration.

2.30 Shared-Full-time Position Appointment (8/99, 10/2005)

The following policy statement is intended to clarify university practice in which normally a single full-time faculty opening in a program is filled by two individuals. In extraordinary circumstances the single appointment might be shared between two programs, departments or colleges.

A shared position is one in which all teaching, advising, corollary assignments, governance activities, etc., of a normal full-time position is shared proportionally (as agreed) by two individuals. If one member holding the shared position leaves voluntarily or is not retained or is unable to complete the duties of the shared position, the other shared part of the position is eliminated unless a replacement is located for the vacated shared position. For sabbatical and family leave absences, duties of the one shared position member may temporarily be assumed by the other holder of the shared position, or replaced by part-time appointments.

1. Faculty status of persons in a shared full-time appointment.
 - A. All persons appointed to a shared full-time appointment are members of the teaching faculty.
2. Reappointment and tenure consideration of persons sharing one position.

- A. All persons appointed to shared full-time appointments are evaluated individually for reappointment, promotion and tenure according to the procedures described in the Faculty Handbook, without regard for the decision concerning the reappointment, promotion, renewable appointment, or tenure of the other person. Tenure, if granted, is to a shared full-time appointment only. Promotion follows the normal timing of full-time faculty.
3. Salary, governance, sabbatical leave, and other administrative matters.
- A. The salary of each person sharing a single full-time appointment will be set individually on the basis of education and experience, adjusted proportionally (normally 1/2) in accordance with teaching load and other college duties.
- B. Faculty members sharing a single full-time faculty appointment will be assigned separate e-mail accounts and mail boxes. They will at a minimum be assigned one shared office, one shared laboratory or studio area, if applicable.
- C. In assigning student advisees, forming departmental, school, college and university committees, and filling other faculty assignments, expectations for two persons sharing one position should not exceed those for one person holding the same position. Full-time teaching requirements are shared by the two individuals. All full-time faculty expectations are shared by the two individuals.
- D. Faculty members sharing one full-time position are 1/2 voting members of their program, school, and college and may have a 1/2 vote at university faculty meetings.
- E. Faculty members sharing a full-time position are subject to the restrictions of 2.26.5 concerning appointment of relatives.
- F. Faculty members sharing a full-time position are eligible to apply for sabbatical leave according to the schedule provided in the Faculty Handbook. Sabbatical leave pay is proportional to normal remuneration of each individual and each has the obligation to return two years service or repay the benefit.
- G. Faculty members sharing a full-time position are eligible to apply for faculty enrichment funds and summer research stipends.
- H. Faculty members holding a shared full-time position may apply for full-time faculty positions at the University which become available, but do not carry tenure/renewable appointment status to these new positions, if appointed to them.
5. Appointment of shared full-time faculty.
- A. Appointment of shared full-time faculty must follow the normal selection process: program, department/school, dean, Provost, President. That includes a full search for a full-time position and the decision that shared full-time candidates are preferable to the other candidates in the pool. Both candidates must give presentations and both candidates are interviewed separately. In filling a vacancy of one part of a shared full-time position, normal University procedures are followed.
5. Additional Teaching.
- A. Individuals sharing a full-time appointment may agree to teach an additional course (if needed) in a given term at the normal adjunct rate.

6. Fringe Benefits.

- A. Faculty members sharing a full-time position are each eligible for TIAA in proportion to their earnings.
- B. Spouses sharing a full-time position are eligible for University medical benefits as a single full-time faculty member.
- C. The life insurance benefit does not apply.
- D. Tuition remission benefits would apply to children of two spouses sharing a full-time position.
- E. Medical leave is as stated but accrual would proceed on proportion of earnings and service.
- F. Severance is not included in the shared position benefits.

2.31 Indirect Cost Recovery Policy (08/2009)(8/2023)

All indirect cost recovery funds are shared in the following manner: University, 50%; College, 20%; School or Department 20%; and Principal Investigator(s), 10%. Where no school or department exists, the indirect cost recovery is shared: University, 50%, College 40%, Principal Investigator(s), 10%.

2.32 Whistleblower Policy (8/2022)

Ohio Northern University is committed to high ethical standards, compliance with applicable laws and protection of its resources. The University will protect any faculty, staff or student who, in good faith, reports actual or suspected violations of law, University policy or ethical standards. "Good faith" is defined as a reasonable belief that the information reported indicates a violation of law, University policy or ethical standards.

Employees are encouraged to report violations to their immediate supervisor or Human Resources. Reports may also be made to the University administrator responsible for the program area in question or the Vice President and General Counsel. Reports related to illegal conduct may also be made to the appropriate government enforcement agency.

Anonymous reporting is available through the Ethics & Conduct Hotline at <https://www.onu.edu/about/human-resources/campus-conduct-hotline>. The Hotline allows individuals to anonymously report violations, and it is available 24 hours a day. It is operated by an independent organization that relays the anonymized report to the University Administration for investigation. This system additionally provides the opportunity for reporters to receive updates on the investigation.

The University will protect any person who makes a good faith report under this policy from retaliation. This commitment of protection against retaliation does not prevent the University from taking appropriate action regarding an individual where that action is not motivated by the fact the individual made a report. Also, a reporter who intentionally or recklessly makes a report without reasonable grounds to believe the information reported is a violation of law University policy or ethical standards may be subject to corrective action, up to and including separation from the University.

SECTION 3. ACADEMIC POLICIES AND PROCEDURES

3.1 General Academic Regulations (9/1/87) (9/2011) (8/2015)(8/2022)

College of Enrollment is the college of the student's primary major.

1. Mid-term examinations are held at the discretion of the faculty member. In the College of Arts and Sciences such examinations must be during the seventh or eighth week of the semester and must be announced by the first day of the semester.
2. All students must be present at final examinations. If a student is absent from any final examination - unless the absence is a result of illness or some other unavoidable condition - the student will receive a failing grade on the examination. A student with an "A" in a course may be excused from the final examination at the discretion of the instructor.
3. All "I" (Incomplete) grades are to be removed within six weeks after the beginning of the next regular semester in which the student is enrolled unless the time is extended by the dean of the college in which the student is registered. If the student does not complete the required work in the allotted time the grade will be recorded as an "F" or "U", if "S/U" is appropriate.
4. Each student is required to carry at least 12 credit hours per term to establish one term of full-time residence work. A student enrolled for less than 12 hours is classified as a part-time student.
5. Each student is responsible for meeting all requirements in the catalog and other official University publications which may apply.
6. Any required course in which a grade of "F" is made should be taken again in the first term in which the subject is given after the failure occurs.

3.2 Classification of Students (9/1/87) (9/98) (9/2009) (9/2011) (8/2015)

A *student* is an individual who is or who has been accepted and matriculated at Ohio Northern University.

1. For the purpose of classification of degree-seeking students, the minimum requirements are as follows:

College of Arts and Sciences and College of Engineering

Freshman	Below 30 semester hours
Sophomore	30 semester hours
Junior	60 semester hours
Senior	90 semester hours

2. Students in the College of Business Administration are classified according to the following:

Freshman	Below 30 semester hours
Sophomore	30 semester hours
Junior	A minimum of 60 semester hours including the following courses or their articulated equivalents: BIZ 2021 and 2031; BIZ 2111 and 2121; STAT 1561 and 2561; and provide evidence of proficiency in the Microsoft Office Suite of Programs. Proficiency in Microsoft Office Suite can be evidenced by passage of Microsoft Office Certification examinations or by successful completion of ABUS 2011, PC Applications.
Senior	A minimum of 90 semester hours of credit and completion of the Business Core.

3. Students enrolled in the Pharmacy program (Doctor of Pharmacy) are initially classified as P-1 students (unless admission to advanced standing has been granted to a student transferring from another accredited college or university).

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| P-2 | A minimum of 36 semester hours of credit including completion of the following courses or their articulated equivalent: Chemistry 1711 and 1721; Biology 1201, 1341 and 1361; and Math 1461. |
| P-3 | A minimum of 72 semester hours of credit including completion of the following courses or their articulated equivalent: Chemistry 2511 and 2521 Stats for Pharmacy 1761 and Applied Sciences of Pharmacy PHBS 2901. |
| P-4 | A minimum of 108 semester hours of credit including completion of all lower division basic science and pharmacy course work, plus completion of all general education requirements. |
| P-5 | A minimum of 144 semester hours of credit. A cumulative GPA of 2.00 or higher and have successfully completed Biomedical Science and Patient Care (PHPR) 4411 and 4421; PHBS 4321, 4441; and PHPR 4011. |
| P-6 | A minimum of 180 semester hours of credit. A cumulative GPA of 2.00 or higher and have successfully completed Biomedical Science and Patient Care (PHPR) 5431, 5441 and 5451; PHPR 5501 modules and received a letter grade of "C" or better in PHPR 5461. |

6. Students in the College of Law are ranked as L-1, L-2, or L-3 year students. To be ranked as an L-2 student, the student generally must have completed 30 semester hours and attained a cumulative average of at least 2.00. To be ranked as an L-3 student, 60 semester hours generally must be completed with a cumulative average of at least 2.00.

3.3 Academic Standing of Students

1. At the end of each term the academic standing of each student (except transient and special high school students) enrolled in the University is determined according to the following standards:

- A. Good Academic Standing - denotes that a student meets the minimum standards of a 2.00 accumulative grade point average as calculated on the basis used by the college and is eligible to continue in the University.
- B. Academic Probation - describes the academic standing of a student who falls below the minimum standards of a 2.00 accumulative grade point average as calculated on the basis used by the college, but is eligible to continue.
- C. Continued Academic Probation - denotes the academic standing of a student who was on probation or continued probation the previous term enrolled, who does not qualify for good standing, but who is eligible to continue in the University.
- D. Academic Suspension - an action which makes the student ineligible to continue in the University for a specified period of time, ordinarily two (2) semesters. A second academic suspension results in academic dismissal. The student has the right to appeal in writing to their college an academic suspension.
- E. Academic Dismissal - an action which makes the student ineligible to continue in the University. Normally, students dismissed are not readmitted. The student has the right to appeal in writing to their college an academic dismissal.

2. The academic record of an undergraduate student on academic probation or continued academic probation whose grade point average for the semester is below 2.00 is reviewed by the appropriate

committee in the student's college of enrollment, at which time the student may be permitted to continue on probation in the University or may be suspended or dismissed for academic reasons.

3.4 Registration (9/1/87) (10/2013) (8/2015)

1. Undergraduate students register for courses after conferring with an advisor or advisors. Students can either register online or go to the Office of the Registrar to complete registration by presentation of a course request form signed by an advisor. The signature is certification that the advisor has reviewed the request and has counseled with the student as necessary regarding normal progress in a curriculum toward meeting degree requirements and regarding course prerequisites, and if the advisor does not concur with the course request, that the advisor has informed the student of the advisor's concerns. The advisor should retain a copy of the student's course request and record appropriate notations in the student's file. The registration software will enforce course prerequisites, co-requisites, and registration restrictions (class, major).
2. Academic advisors and academic deans are available to assist students observe course prerequisites in registration. However, students are responsible for consulting the University Catalog or other authorized University publications and knowing course prerequisites.
3. Registration is completed on-line during the periods assigned and published by the University Registrar. During each term a registration is conducted for the following term. All continuing students are expected to register and to complete fee payment within the designated period. The student is responsible for securing the approvals needed as indicated in the University Catalog or the Schedule of Courses. The student is expected to complete registration in the prescribed manner and to complete payment of fees by the required date to validate registration. Failure to do so will result in the cancellation of registration and the assessment of the late registration fee.
4. Undergraduate students requesting more than 19 hours must have the advisor's and dean's approval. Law students with less than 12 hours and more than 17 must have appropriate prior approval.
5. Outstanding financial obligations to the University must be paid by the student or satisfactory arrangements made prior to the completion of registration for a subsequent term.
6. Registration is conducted during the summer for the fall semester for new and/or re-entry students. New students and/or re-entry students unable to register for the semester are registered prior to the term during the period set aside for orientation and registration for new students.
7. In order to register for a schedule of classes which contains a time conflict, undergraduate students must obtain the signature or the electronic override of the two faculty instructors involved. Since the student may register on-line without the override for the first course, it is assumed that the faculty member of the second course will contact and seek approval of the faculty member of the first course before submitting the electronic override.
8. Each advisor is expected to be familiar with the registration procedure as set forth in the University Catalog and in informational bulletins and memoranda issued by the University Registrar.
9. The Office of the Registrar will permit the office of the dean of the student's college of enrollment to register or change the schedule for a student only under extraordinary circumstances.

3.5 Student Change in Course or Withdrawal (9/1/88) (9/93) (9/95) (8/2011) (8/2015)

1. The student is responsible for the courses and sections for which they are officially enrolled.
2. Late registration, addition of courses, change of sections, change from credit to audit or audit to credit will be permitted no later than the last day of the add period for that semester.

3. Dropping courses from schedule or withdrawal from the University.
 - A. Courses dropped within the first three weeks of a semester will not appear on official reports; courses officially dropped after the third week of a semester will be marked as "W" (official withdrawal), no penalty in GPA calculation.
 - B. Courses may be dropped after the end of the twelfth (12th) week of a semester (or the ninth week of a law semester) to the beginning of final examination week with approval of the dean of the student's college of enrollment. The request will be approved only for reason of unusual circumstances beyond the control of the student. If approved, the instructor of the course will be notified promptly. The instructor may make inquiry of the dean of the college of enrollment concerning the circumstances and will be provided the rationale with sensitivity for the students' right to privacy.
 - C. Courses may be dropped after the beginning of the final examinations or thereafter with approval of the instructor of the course, the dean of the college offering the course, and the dean of the student's college of the enrollment. In the event that there is disagreement with the withdrawal by any of these persons, and the disagreement cannot be resolved then, the Provost will provide a decision and inform all parties directly involved. The Provost will report to the Committee on Academic Affairs all withdrawals after the beginning of the final examination week which were not approved by the dean of the college of the student's registration, dean of the college offering the course, and the instructor of the course.
 - D. For courses scheduled for terms of less than a semester in length, equivalent periods for registration changes will be established by the University Registrar.
 - E. Upon written notification by the Dean of Students or receipt of other credible documentation of a student who is physically unable to initiate the process of dropping/withdrawing from courses and at the request of the student, the dean of the student's college of enrollment can initiate dropping/withdrawal of courses in accordance with paragraphs 3.5.3. A, B, and C. The instructor of the course will be notified promptly of such action by the college dean. The University Registrar will provide final confirmation to the instructor(s) and college dean that the withdrawal from the course(s) has occurred. The dean will notify the student that the course dropping/withdrawal has been processed.
4. Changes of schedule (add-drop) and complete withdrawals are official on the date received in the Office of the Registrar. Courses or sections dropped or added without proper approvals will result in no credit for the course added and an "F" or "U" for the course dropped. Discontinuance of attendance does not constitute an official withdrawal or drop.
7. A student who wishes to withdraw from all the courses for which the student is registered for a term may do so by initiating an official withdrawal with the student's advisor and submitting the withdrawal form to the following offices for signature--dean of the student's college of enrollment (if this signature is obtained without the advisor's signature, it is assumed that the signature of the advisor is waived), Office of Residence Life if the student is residing in a University residence hall, and the Controller's Office. After obtaining the proper signatures the form must be processed in the Office of the Registrar to be official. Discontinuance of attendance does not constitute an official withdrawal. Failure to officially withdraw will result in failure (F or U) for each course scheduled. If withdrawal from all courses for which the student is registered occurs after the beginning of final examinations or thereafter, Section 3.C. applies.

3.6 Late Registration or Course Addition Policy (9/1/87) (8/2011) (8/2015)

1. For students registering after the seventh (7th) business day of an undergraduate semester, or the first two weeks of a law semester, or a comparable period for a summer session or J-term, the recommendation of the academic dean of the college offering the course and approval of the Provost is required.

2. A. For students adding courses or changing sections, the approval of the academic dean of the college of offering the course is required after the seventh (7th) business day of the undergraduate semester, or the first two weeks of a law semester, or comparable period in a summer session or J-term.
- B. The dean will ensure that approval is obtained from the instructor of each course for which there is recommendation for (1) registration or (2) the addition or change of sections after the dates established in Section 3.6.2.A.

3.7 Auditing of Courses (9/1/87) (8/2011)

1. A student who wishes to attend a class but who does not wish to receive a grade or credit for the course may register as an auditor no later than the last day of the add period for that semester. An auditor does not participate in class evaluations. Studio courses, activities courses, and laboratory courses may not be audited. In lecture/laboratory courses the lecture may be audited.

3.8 Credit by Examination (9/1/83) (8/90) (8/2015)

1. A student seeking a baccalaureate or post-baccalaureate degree at Ohio Northern University can request an examination in certain undergraduate courses currently in the catalog for which achievement of course goals can be demonstrated by examination. Such examination shall not be approved for courses which the student has previously audited or failed at this or other institution nor for courses which are prerequisite to any course for which the student has already established credit nor for courses for which the student has previously attempted credit by examination unsuccessfully. Post-baccalaureate students in the Doctor of Pharmacy program who plan to seek credit by examination for one or more clerkships because of professional experience must complete the examination(s) prior to their initial enrollment in PHPR 8001-8009 – Advanced Practice Rotations.
2. Permission for special examination requires formal application using a form obtained at the Office of the Registrar. The application requires approval of the student's advisor, the academic dean of the student's college of enrollment, and the department chair of the department in which the course is offered, as well as the payment of the applicable administration fee in the Controller's Office.
3. After the required approvals have been obtained in the order required on the form and fee paid, the student shall arrange for the examination with the examiner appointed by the department chair. The examination must be approved, given, and reported to the Office of the Registrar prior to the end of the W period for the term. The examiner will report the results of the examination promptly to the Office of the Registrar. Marks for such examination will be "S" (satisfactory) or "U" (unsatisfactory).
4. Satisfactory performance on a special institutional examination may be used for (1) placement only, to satisfy any appropriate requirements, with no credit awarded, or (2) establishing credit. For placement only (option 1), an administration fee is not assessed for required placement examinations or for determining entry level in some sequential courses. For option 2, the administration fee is payable as for option 1, and a fee of 50% of credit hour charges assessed part-time students is payable before entry of credit on the permanent record. Full-time, baccalaureate degree-seeking students, however, may receive credit by examination for one course only (up to five credits) at no charge; subsequent credits by examination are subject to the existing fee structure. Credit hour charges will be based on fees in effect at the time credit is awarded. The administration fee is applied to the credit fee. One of the options must be chosen prior to completion of the application form (available in the Office of the Registrar). Failure to exercise one of the options prior to taking the examination will result in the default choice of Option 1. Credit by examination established after achieving senior or P5 rank will not be credited toward graduation. (8/90)
5. Upon payment of credit fee prior to the end of the W period for the term, satisfactory grades and credits will be recorded on the student's permanent record, credit recorded as "XM" and placement as "PL",

but will not affect the accumulative average. Unsatisfactory grades on special examinations for credit are to be reported to the Office of the Registrar but are not to be recorded on the student's permanent record.

6. Not more than a total of thirty semester hours earned by special examination at the University or externally administered examination, including but not limited to AP, CLEP, and IB, may be applied toward a baccalaureate degree.

3.9 Majors Between Colleges (8/2011) (8/2015)

A student may complete double or multiple majors and minors by satisfactorily completing the required major and major related or minor requirements of the two departments and college requirements of the student's college of enrollment only. Students pursuing degrees in engineering or pharmacy will be registered in these colleges as their primary degree programs but may pursue majors or minors in other colleges. The university does not guarantee that program additions (e.g., dual degrees, double majors, secondary academic program, minors and options) can be completed within the normal time to complete one degree and/or without encumbering additional overload fees. A dual degree requires a minimum of 30 additional semester hours, or equivalent hours, beyond the degree requirements of the primary degree.

3.10 Policy Relating to Transfer Between Colleges

1. In order to transfer from one undergraduate college to another in the University the student must complete the "Change of College" form which requires the signature of the dean of the college from which the student is transferring and the signature of the dean of the college to which the student is transferring. The following policies reflect guidelines which the academic deans have agreed to in considering requests for transfer.

2. A. An academic dean may refuse acceptance of a student into that dean's college through internal transfer under certain circumstances.

- (1) A student who does not meet the stated admissions criteria for the college.
- (2) A student who is on probation in the present college of enrollment.
- (3) A student whose academic record is one which would have led to suspension in the present college of enrollment.

B. Any refusal of acceptance in transfer must recognize the University's commitment to provide for student freedom to find the best field within total University offerings.

C. If a student has established good standing on at least one year of work at Ohio Northern University and has performed satisfactorily in first-year courses in the curriculum to which transfer is sought, deficiency in admissions criteria for first-time freshman students alone will not be used to refuse admission.

3.11 Transient Student at Another Institution (9/2007) (8/2015)

1. University policy requires that students obtain prior approval by the academic dean of the student's college of enrollment for course work attempted at another institution and to submit a transcript of any such course work to the Office of the Registrar promptly following completion of the course work. If previously unevaluated transient course(s) come(s) into a college other than the student's college, the chair of the department or academic dean, where there is no department, of the college that offers the course(s) must approve the course(s).

2. Students who wish to pursue course work at another institution during a summer term or concurrently while enrolled in the University must consult with their advisor and submit a transient request to the academic dean of the student's college of enrollment. In order for the dean to evaluate the request, a catalog description of course(s) must accompany the request. Upon approval by the dean, the student and the

Office of the Registrar will receive a copy of the completed form to verify approval. Failure to obtain prior approval may result in nonacceptance of credits by transfer to Ohio Northern University.

3. Students wishing to pursue courses at another institution during a regular term must consult with their advisor and obtain approval by the academic dean of the student's college of enrollment of transient status by the end of the last term enrolled. Such status may not be for a period of more than one academic year. Students who do not pursue a previously approved program or who do not return for the term listed on the transient application will be expected to seek readmission as a transfer student.
4. Transient status requests must be accompanied by a list of approved courses and name and address of the institution to be attended. This list must include course equivalencies and credits to be awarded.
5. Students permitted to complete their last requirements for graduation off-campus must apply for a terminal transient status. If the terminal transient status is approved, students must contact the Office of the Registrar concerning graduation. It is understood that terminal transient status is granted only when justified by extraordinary circumstances.
6. Students who are not enrolled at Ohio Northern University for one or more regular terms are expected to apply for readmission by the application deadline date. Those who have been enrolled at another institution without a prior transient status during a regular term will be considered for admission as transfer students.
8. These procedures will apply to all colleges in the University.

3.12 Credit Articulation for Transfer or Re-entry Students not in the College of Law (2/2012)

1. A student who returns to ONU may automatically apply to their degree requirements a course that the student has completed at ONU if the following two conditions are satisfied:
 - A. The course or a close equivalent exists in the current university catalog.
 - B. No more than 6 years have elapsed since the student completed the course, and the grade of the course meets the degree requirements.
2. A student who transfers to ONU may automatically apply to their degree requirements a course that the student has complete at another college or university if the following two conditions are satisfied:
 - A. The course exists in the current ONU articulation catalog.
 - B. No more than six years have elapsed since the student completed the course with a grade of C or higher.

A student who transfers to Ohio Northern University with a baccalaureate degree may transfer up to 75% of the hours that apply towards the primary degree that the student is pursuing at Ohio Northern University.

3. Any course completed more than six years before its application to a degree program at ONU is subject to review and approval by the dean of the college that offers the course or its equivalent at ONU.

3.13 Orientation Program

1. There are three distinct phases to the orientation program of the University: (1) the summer program; (2) the fall program; and (3) the continuing fall semester program.
2. Each summer there are dates set aside for new students and their parents. New freshmen and their parents are invited to specific advising and registration program dates.

3. This summer program is academic in emphasis. Taking placement tests, meeting with the deans and the faculty advisors, selecting courses to be taken in the fall, and (if desired) purchasing textbooks constitute the bulk of the program. There are small group sessions with upper-class students, and, of course, there are opportunities to meet faculty members, staff, and other students. Special programs are conducted for the parents so that the parents come to know the faculty and staff and the faculty and staff come to know the parents and families.
4. The fall program is more social in emphasis. The student does have the opportunity for last minute changes in course selection and those students who were not here in the summer have the opportunity to select their courses. A formal academic convocation with the President of the University giving the address is the beginning of the fall program. Students have, during the fall program, the opportunity to learn more about the campus and its organizations. Too, there are always the housekeeping chores of ID cards, etc.
5. All new freshmen are involved in a continuing orientation program for the first semester. (The College of Law has its own orientation program before the fall semester begins.)

3.14 Classroom

1. There is, of course, no disagreement as to the importance of the classroom in the lives of students and faculty members alike. Faculty members are expected to be competent in their fields; to stay abreast of new information, new publications, and new research in their areas of instruction and interest; to assist all students to learn to the maximum of their capabilities; and to be models of scholarly achievement to the students.
2. Faculty members are expected to be even better teachers as the years go by. They are expected to be enthusiastic about their disciplines, enthusiastic about learning, and also enthusiastic about the University.
3. Faculty members are expected to be loyal to their colleagues, in the classroom as well as out of the classroom. The classroom is ideally a forum for the free exchange of ideas between students and faculty. Freedom of discussion is not only allowed but encouraged; the content of the discussion, however, shall be appropriate to the course and to the discipline.
4. A faculty member, consistent with past practices at the University, is solely responsible for decisions regarding the methods and materials the faculty member uses for the instruction of students.

3.15 Grades and Quality Points (9/1/87) (9/95) (9/2007) (8/2011) (8/2014) (8/2014) (8/2018)(8/2022)

1. The value of credit courses is expressed in semester hours. The Registrar maintains a list of course schedule types to assist with scheduling and course records. These standard schedule types are based on a reasonable approximation of the Carnegie Unit, which has stipulated that one semester credit hour be awarded for fifteen sessions of a 50-minutes duration in classroom lecture-recitation each requiring two hours of outside preparation by the student. This minimum standard does not restrict a higher standard that requires more student work per credit hour.
2. A. Ohio Northern, except the College of Law, uses the four point system in calculating grade point average. Grade meanings and their equivalent point values are: A-Excellent, 4 points; B-Good, 3 points; C-Average, 2 points; D-Passing, 1 point; F-Failure, 0 points.

B. In the College of Law a plus and minus letter grade system is used. (A+: 4.33; A: 4.00; A-: 3.67; B+: 3.33; B: 3.00; B-: 2.67; C+: 2.33; C: 2.00; C-: 1.67; D+: 1.33; D: 1.00; D-: 0.67; F: 0.00). In certain clinical courses, the grade of S or U will be given.
3. A. The following grades or marks are not computed in calculating grade point averages: I-Incomplete; W-Official Withdrawal; S-Satisfactory, equivalent to "C" or better; U-Unsatisfactory (no

credit earned towards graduation). Marks of I are given only with the dean's approval and with verified reasons beyond the student's control. (8/90)

B. Marks of "I" not removed within six weeks of the beginning of the next regular semester will be recorded as "F" or "U". (Regular semesters are fall semester or spring semester. For example, spring semester incompletes would need to be removed by the sixth week of fall semester.) Extensions of incompletes may be approved by the dean of the college offering the course for a specific period on the recommendation of the course instructor. If the student does not complete the required work in the allotted time, the grade will be recorded as an "F" or "U".

4. The accumulative grade point average is derived by dividing the total number of graded hours for which the student has officially registered and completed into the number of quality points earned and rounding the resulting number to the second decimal place. An accumulative grade point average of 2.00 is the minimum for graduation. Unless specifically stated in a course description, courses cannot be retaken for credit. All credit shown on the transcript is credit that counts toward graduation unless otherwise indicated. The student is responsible for knowing the maximum credit allowed in courses that may be repeated for credit. In the ONU colleges, except as specifically noted by the College of Law, if a student repeats a course for which credit can only be earned once, only the hours and grade earned in the most recent enrollment are used in calculating the student's grade point average and applied toward graduation requirements, with the earlier course(s) 'Excluded'. If a student exceeds the credit allowed in a course with a repeat credit limit, the most recent credit and grade are 'Included' in GPA calculation, and beginning with the earliest enrollment, hours and grades in the course(s) are 'Excluded' until the student's credit is at the repeat credit limit. For a College of Law course for which credit can be earned only once, all grades are 'averaged' and credit only earned once. (Note: The College of Pharmacy followed the same practice as the College of Law until 2019-20.) All grades remain on the student's official academic record and transcript. Only the course work taken at Ohio Northern University is used in calculation of grade point average.

5. For courses which may be repeated for credit the student is responsible for knowing the total maximum credit allowed in courses which may be repeated for credit. Each hour earned beyond the maximum allowed in such courses and counted toward graduation will increase the total hours required for graduation by a like amount.

6. A student who attains a 3.50 or better average on 12 or more graded hours (A, B, C, D, F) for a semester is placed on the Dean's list. Special and transient students are not eligible for the recognition.

7. Entry of a grade (A, B, C, D, F, S, or U) or the mark of "I" on the permanent record of a student is upon authorization of the instructor in the course, except for an "F" or "U" recorded by the Registrar pursuant to 3 (B) above.

8. An undergraduate student who has enrolled at Ohio Northern University and has an interruption of study of at least five consecutive academic years from Ohio Northern may petition, upon re-enrollment, to resume his/her academic record on the following basis: Credit hours accepted by the dean of the student's college of enrollment as satisfying current curriculum requirements will be recorded in the student's file and reported to the Office of the Registrar. The student's accumulative GPA will be determined solely by coursework completed upon resumption of enrollment at Ohio Northern. To be eligible for this policy, a returning student must have at least 30 semester hours remaining to complete at Ohio Northern for his/her degree requirements.

A. Use of the petition process stated above by a student shall not be the basis to determine eligibility for either class honors or discipline honors by a college and/or department.

Note: Policy became effective for eligible students re-entering Ohio Northern beginning September, 1996.

3.16 Change of Grade Policy (12/17/91) (8/2011) (8/2015)

1. Only the faculty member may change the grade assigned to a student. The grade change form must be received by the Registrar within twelve (12) weeks after the beginning of the next regular semester.
2. Reasons for a change in grade include, but are not limited to:
 - A. Mathematical error in calculating the grade.
 - B. Reevaluation of graded materials and/or exercises.
 - C. Reconsideration of method of assigning grades.
 - D. Circumstances beyond the control of the student or the faculty member.
 - E. Establishment of a breach in the Code of Student Conduct.
3. In order to change a grade, the faculty member must provide written notification to the student and submit a change of grade form to the Dean of the College offering the course to inform the Dean of his/her intention. Receipt of the form allows the Dean an opportunity to discuss the grade change with the faculty member and make appropriate recommendations. However, the faculty member has the sole responsibility to determine the final grade for the course within the stated time limits. No administrator, including the Dean, may veto a grade change within the stated time limits, or make a change without the faculty member's written approval. The change in grade form will be signed to verify that the Dean has been notified of the change, and will be routed by the Dean to the Registrar within five (5) working days. A copy of the change of grade form will be returned to the faculty member by the Registrar after the change has been recorded on the student's permanent record.
4. Under extremely unusual circumstances a faculty member may change a grade beyond the specified time limit. In such cases the faculty member must submit a change in grade form along with a full explanation of the circumstances to the College's Grade Appeals Committee, or in the case of the College of Law to the Dean of the College. It is then the responsibility of the Grade Appeals Committee, or in the case of the College of Law the Dean of the College, to determine whether or not the circumstances warrant a change in grade.

If the Grade Appeals Committee approves the grade change, the Committee must submit the change of grade form along with a written statement of approval to the Dean of the College for informational purposes only. After signing the change of grade form the Dean must submit both the form and the Grade Appeals Committee's written statement of approval to the Registrar. In the case of the College of Law, if the Dean approves the grade change, the Dean must submit both the grade change form and a written statement of approval to the Registrar.

If the Grade Appeals Committee, or in the case of the College of Law the Dean of the College, does not approve the grade change, it must inform the faculty member in writing of its decision within ten (10) days.

5. This section does not apply to section 3.31, student grade appeals procedure.

3.17 Class Lists (9/1/87) (9/94) (8/2015)

1. Class lists are available on-line to faculty via Self-Service Banner. No student is to be permitted to attend more than one class session unless the student's enrollment is officially recorded, which the faculty member should verify on the ONU Self-Service Banner portal selecting the "Faculty and Advisor Services" tab and then "Summary Class List". Any student whose enrollment is in doubt should be referred to the Office of the Registrar for assistance. Using "Summary Class Lists" via Self-Service Banner to compare with the classroom attendance and deviations noted, should be done at least two weeks before final exams.

Faculty are expected to use the computer resources provided by the Registrar's Office to compare the class lists with classroom attendance throughout the semester.

2. Effective Summer semester 2015 all grades are to be entered by the individual faculty member using ONU Self-Service Banner portal selecting the "Faculty and Advisor Services" tab and then "Final Grades". Grade submission in Self-Service Banner will be available starting on the Friday before Final Exam week. In the Spring semester the Registrar's Office will supply each faculty member with a listing of prospective Spring Graduates. Grades for Spring Graduates are to be submitted no later than noon on the Saturday prior to commencement.

3.18 Maintenance of Class Records (9/97)

1. Class records as described in this section shall be maintained for at least three years. Class records for faculty not returning are to be turned over to the chair of the department or, in the case of the colleges of Law and Business Administration, the office of the dean.

2. For purposes of this section, class records shall include:

- a. Records of examination and quiz scores;
- b. Copies of examination and quiz scores;
- c. Notes taken by an instructor from oral examinations;
- d. Attendance sheets if used for any reason in grade calculations;
- e. Work products of independent study/research/artistic projects if used for any grade calculations;
- f. Written reports, papers, and laboratory notebooks if used for any reason for grade calculations;
- g. Written evaluations of instructors or evaluations from outside (e.g., off-site products) evaluators;
- h. Class syllabi;
- i. Electronic grade books and related files.

This list is meant to be illustrative and not exclusive.

3. Class records as defined above which are returned to the students become the students' responsibility to maintain as a permanent record. Students are responsible for picking up materials that are made available to them or are returned to the class/students. An instructor only needs to maintain records not picked up by students for one additional semester beyond the end of the course.

3.19 Final Examination Policy (See also Appendix 15, Operational Procedures/Final Examination Committee) (8/2011) (8/2012) (8/2015)

1. It is the University policy that a final examination must be given in all courses of instruction. Recognizing that in some courses final examinations are either impractical or unnecessary, exceptions to this policy may be made with the approval of the department chair and dean of the college in which the course is offered. Independent study, student teaching, individual lessons, physical education activities courses, performance groups, class piano are exempted from this requirement.

2. The examination period for each section will be based on normal meeting time and days of the class. Multiple section examinations will be scheduled only if approved by the Final Examination Committee. According to the examination schedule a maximum of eight multiple examinations are available. Requests for multiple section exams will be evaluated upon sound educational values within the limits of the examination schedule.

3. The assignment of examination periods to time and days will revolve each semester with the classes assigned to the last periods assigned to the first periods the following semester. Examinations will be limited to two hours (one examination period).

4. For classes scheduled in the evening, the final examination is to be given 7:00-9:00 PM on the day of the first regular meeting day for class during exam week.
5. The instructor should announce the time and place for the final examination on two occasions prior to the final examination.
6. Laboratory examinations will be scheduled on the last class meeting before the final examination week. Classes meeting once weekly for 0 to 1 credit hour will be examined on the last class meeting before the examination week. Classes with two or more credit hours meeting once weekly will be scheduled for final examinations by the Registrar. The instructor of such a course should contact the Registrar for examination time.
7. No final examination will be given outside the final examination period except those covered by these policies. All examinations will be given at and within the scheduled time required by the examination schedule published by the University Registrar. Permission to change the scheduled time of an examination must be approved by the Final Examination Committee. If conflicts in examinations occur, the University Registrar must be notified. If students from only one college are involved in a request for a change in a scheduled examination, the dean of the college involved, University Registrar, and Provost will constitute a subcommittee to approve the requested change.
8. A student with three (3) or more final examinations scheduled on one day may seek relief through the Registrar's Office no later than the last day of the twelfth week of classes. The Registrar's Office, after consultation with the affected faculty members, shall reschedule the appropriate exams to ensure that a student has no more than two (2) exams in one day.
9. The deans of the colleges of Arts and Sciences, Engineering, Pharmacy, Business Administration together with the University Registrar and Provost shall constitute the Final Examination Committee.
10. Absences from final examinations, with the reasons for the absences, must be reported immediately to the instructor or Vice President for Student Affairs, if the student is unable to contact the instructor individually. Unexcused absences will result in the final examination grade being calculated as a failure in determining the final course grade.
11. A student with an "A" in the course may be excused from the final examination by the instructor.

3.20 Student Review of Examination (9/97) (8/2011)

1. A student shall have the right to review and discuss with the instructor any examination and/or evaluation instrument not later than 31 days from the beginning of the next regularly scheduled semester.
2. The following practices will be followed regarding final examination and/or any evaluation instrument which establishes fifty percent or greater percent of the grade in any course.
 - A. Such instruments must remain in custody of the instructor for one University grading period beyond the one in which the instrument was marked, excluding summer session. For departmental examinations, "instructor" shall be interpreted as "the department" or "the college."
 - B. In this period of time, the instructor may exercise the sole option of returning the instrument directly to the student.
 - C. Disposition of these instruments will be consistent with Section 3.18.
 - D. Instructors who are not returning to the University must leave such instruments in possession of the department or college.

E. Regulations of external agencies supplying evaluation instruments shall supersede University policies.

3. Graded examinations or other graded materials bearing an instructor's evaluation are to be kept in a secure, controlled-access location until returned directly to the student only, in order to protect the privacy of the student and to maintain a known chronology of possession. Specifically, such graded materials are not to be placed in a public area to be picked up by students. (8/90)

3.21 Class Attendance (9/1/85) (8/2015) (8/2018)

Attendance includes attendance in classrooms, virtual learning, and/or work-study programs.

1. General

A. The policy of the University is that all students are expected to attend all classes. It is realized, of course, that not all students will or can attend all classes. Absences from class fall into three main categories.

- (1) Absences for field trips or similar activities directly involved in the academic program.
- (2) Absences for official University functions and activities, such as intercollegiate athletic competition or required practice and co-curricular activities of performing groups or individuals.
- (3) Absences for personal reasons, primarily illness.

B. Regardless of reasons for absence, the student is responsible for contacting the faculty member (preferably before the absence). If the Registrar is notified by the faculty member that a student has attended none of the class meetings during the add/drop period at the beginning of the semester, the student may be administratively withdrawn from the course.

C. While it is not mandatory that the faculty member assist the student in making up work missed, it is expected that faculty members will do so for all absences under categories 1 and 2 and for all reasonable absences under category 3.

D. Faculty members are strongly encouraged to develop nonrestrictive policies to allow participation in University-approved activities.

2. Procedure for Notifying Instructors of Official University Activities Concurrent With Class Meetings (cf.1.A. (1) & (2))

A. Prior to the end of the second day of each academic term, the faculty or staff director of the kind of University activities listed above in 1.A.(1) & (2) will be responsible for providing a written schedule for the entire academic term to all student participants with a copy for each instructor whose class is concurrent with any part of the activity. The schedule should include approximate start and end times of participation including travel. The director will also be responsible for informing student participants of their responsibilities under B and C below.

B. Students will be responsible for providing each instructor a written schedule of concurrent activities no later than the next class meeting so that a common understanding between student and instructor can be worked out by the end of the first week.

C. When the participants in these activities are not identified until after the first week of the academic term, the student participants will be responsible for notifying instructors no later than the class meeting following their selection for participation in the activity. If change of class schedule is no longer practicable, a common understanding should be reached between student and instructor on class and examination attendance and how the course grade will be determined in light of any absence agreed upon.

D. Any such activities arranged after the first week of classes must be approved during the planning stage and in advance of any commitment or public announcement of the activity by the academic dean of the college in which the activity is located. Exceptions to dean approval: (1) new or additional season intercollegiate athletic contests will be approved by the Committee on Athletics; (2) rescheduled season and postseason contests will be coordinated by the Director of Athletics who will provide notice promptly to the instructors of student participants. The responsibilities of the activity director with respect to such activities will be those in item 2.A above and the responsibilities of student participants will be those in item 2.C above.

3.22 Ordering of Textbooks

1. Textbooks and other materials required for courses offered during the year are sold to students through the University bookstore, which is located on the first floor of McIntosh Center. The lists of books required by students are compiled by the programs, department chairs, or school directors and sent to the bookstore prior to advance registration.
2. To ensure that books and other materials are available when needed, requests should be forwarded to the Bookstore Office at least six weeks prior to the date they will be needed.
3. All educational material (textbooks, school supplies, etc.) are to be sold through the bookstore.

3.23 Audiovisual Services

Requests for audiovisual materials, equipment, and services are submitted to the department chair. If the request cannot be satisfied within the department, the department chair then forwards the request to the academic dean of the college. To avoid disappointment in availability of equipment and materials, request should be made well in advance of the date of intended use.

3.24 Policy Regarding University Budget Support of Student Transportation Expenses (9/1/84)

1. Travel costs for students in University-sponsored activities, such as intercollegiate athletics, music performing groups, theatre performing groups, forensic groups, and similar activities may be supported by budget items in the annual budgets.
2. Travel or transportation costs for the purposes of accomplishing all, or the major part, of the central objective(s) of the course will be considered for University budget support only when such travel is included in a course syllabus which has been approved by the department chair, the dean of the college, and the Provost.
3. Transportation costs for field trips may be approved by the department chair and the dean of the college for funding through college budgets.
4. For purposes of this section:
A field trip is off-campus group travel of limited duration (not more than one night) by students and faculty for the purpose of providing observation or instruction that is needed to satisfy the central objective of the course and that cannot be satisfied by an on-campus experience.

Transportation costs are defined as appropriate vehicle charges for mileage to and from destination, toll and parking charges, and bus driver cost. Travel costs include transportation costs as well as lodging and meals.

3.25 Student Academic Conduct

1. The standard of academic conduct of students is prescribed in the Code of Student Academic Conduct. A complete copy of the Code of Student Academic Conduct may be found in Appendix 3.
2. Ohio Northern University students have an obligation to maintain the highest standards of ethical conduct. The University expects its students to conduct themselves in a dignified and honorable manner as mature members of the academic community and assumes that individually and collectively they will discourage acts of academic dishonesty. The University also expects cooperation among administrators, faculty, staff and students in preventing acts of academic dishonesty, in detecting such acts, reporting them, and identifying those who commit them, and in providing appropriate punishment for offenders.
3. The principal purpose of maintaining minimum standards of academic conduct is to ensure fairness, honesty, and integrity in the evaluation of student performance. Instructors should be confident that their evaluation methods will not be willfully invalidated by students intending or attempting to misrepresent the skill, achievement, or ability either of themselves or of others. Students, on the other hand, should be confident that a fair comparison of their work with that of other students has not been subverted by unethical conduct. Nevertheless, academic offenses may occur in connection with written examinations or other written work submitted for evaluation or in the performance of laboratory work and use of the University computer. A listing of specific offenses covered is provided in Section I of the Code.
4. Handling of alleged breaches of this Code begins in the college, usually with the faculty member in whose course of study the alleged offense occurred. Each college has its own procedures for deciding the validity of an allegation and for appealing a decision in connection with that allegation. The final college decision will be by the dean or a body to which the dean has delegated responsibility and authority.
5. Either the charged student or the complainant may not wish to accept the decision on the validity of the allegation; or the student may accept the decision but not the sanction imposed. In the first instance, an appeal of the decision on the validity of the allegation may be carried to the Committee on Academic Conduct. In the second instance, an appeal of the sanction may be filed with the Provost.
6. The Committee on Academic Conduct will consider appeals in accord with procedures provided in Section II, Part B of the Code. A decision of the Committee on Academic Conduct may be appealed to the Provost. The Provost may sustain the Committee decision, making it final, or may return a recommendation to the Committee. The Committee's subsequent decision is final.
7. Several degrees of sanction may be imposed, ranging from written warning to dismissal from the University. If an offense involves a violation of law, the University may take additional actions as may seem appropriate and reasonable.
8. This Code of Student Academic Conduct sets forth the following: (1) the minimum standards of academic conduct for the various offenses that are expressly prohibited; (2) the procedures for adjudicating any alleged breach of this Code; and (3) both the sanction and the policies relating to those sanctions that may be imposed for any breach of this Code.

3.26 Students Eligibility - Intercollegiate Varsity Sports, Extracurricular and Cocurricular Activities (9/92) (8/2008) (8/2015) (8/2018)

1. Ohio Northern University is a member of the National Collegiate Athletic Association (N.C.A.A.) and the Ohio Athletic Conference (O.A.C.) and follows the constitutions and by-laws of those organizations in determining eligibility for intercollegiate athletics. Students participating in Esports, which reports to the Director of Athletics, are held to similar eligibility standards as those participating in OAC intercollegiate athletics.

2. Students are in good academic standing for eligibility to participate in extracurricular and cocurricular activities of the University unless restricted from doing so by action of the Dean of the student's college of enrollment for academic reasons or by the Dean of Students or the Director of Athletics for disciplinary reasons.

Good academic standing for eligibility denotes that a student is registered for classes and is making satisfactory academic progress to be eligible to participate in intercollegiate varsity sports, extracurricular and cocurricular activities where the student represents the University in competitive events.

A full-time student is making satisfactory academic progress in a degree program when the student's credit hours earned are at least 67% of the credit hours attempted. The student must have a 2.0 cumulative GPA by the end of each semester of enrollment. Individual colleges may establish higher standards. See section 3.41.2 for additional information about Satisfactory Academic Progress (SAP), including the process for appeal of a SAP status.

3.27 Policies of Heterick Memorial Library

In addition to the following general comments, more detailed description of library policies and procedures may be found on the library's website.

1. Heterick Memorial Library is the University's undergraduate library. Its purpose is to meet the diverse and changing information needs of the faculty, staff and students of the University by collecting, creating, organizing, managing, preserving and providing access to information sources, through library and information literacy instruction, and by fostering an environment conducive to academic inquiry, scholarly communication, creative achievement, and lifelong learning.

2. The undergraduate librarians and faculty are responsible for the development of the collection. Library liaisons are appointed from each department and librarians cooperate with their respective library liaisons to build a collection that supports curricular needs. Requests for print and media library materials should be forwarded to the respective library liaison in the department. The library also maintains periodical collections and electronic resources that support the undergraduate curriculum. Requests for these materials should be forwarded to the library liaison. Please see the "Ordering materials" tab on the Heterick website. Go to "For Faculty" and then select "For More Information".

3. Faculty members will pay for replacement cost for all lost library materials that they have checked out of the library, plus a \$10.00 per item processing fee. A lost item is one which has been continuously in a faculty member's possession and which has not been returned after six renewal periods. If an item has been deemed lost, the library will notify in writing the faculty member who checked out the item, explaining that the Controller will be informed of its replacement cost and processing fee if the charges are not paid directly to the library within two weeks of the written notice. After two weeks, any unpaid charges will then be forwarded to the Controller's Office, and the amount will be deducted from the faculty member's next paycheck.

4. Faculty members may have items held on reserve at the library for use by their students on a semester-by-semester basis. Please see the "Course Reserves" area on the Heterick Memorial Library website under "For Faculty".

5. Heterick Memorial Library's collection is a resource for faculty research, but the library is unable to build a collection of faculty research materials at the same level as a traditional research library at a larger institution. Faculty are encouraged to utilize the resources available through our academic consortium, OhioLINK, which includes most of the academic colleges and universities in Ohio, as well as the resources available through Interlibrary Loan. All materials acquired through OhioLINK are free and all interlibrary loans to undergraduate faculty are free or subsidized by the library.

6. Librarians provide a range of reference and information literacy services including information literacy instruction. Please see the “For More Information” link on the Heterick website under “For Faculty”.
7. Heterick Memorial Library accepts the addition of worthwhile, useful gifts of books and other materials. The policy is that such gifts become the sole property of the library to use or dispose of, as the case may be. All such gifts are acknowledged, but donors who wish tax deductions for their gifts to Heterick Memorial Library must obtain their own evaluation and supply it along with their gift. Guidelines and forms for submitting the evaluations may be obtained from the library's Acquisitions Department or on the Heterick Memorial Library website.
8. The library staff is interested in improving operations whenever possible and therefore conducts periodic surveys soliciting feedback from students and faculty about library services, facilities and resources. Suggestions are always welcomed and may be forwarded to the Library Director or the library liaison for the department. To locate your personal library liaison, visit the Heterick Memorial Library website.

3.28 Awarding of Degrees (9/1/84) (8/2011) (8/2012) (8/2015)

1. A student receives the appropriate degree after applying for graduation and completing the required curriculum as outlined by the five colleges of the University.
 - A. Graduation requirements, including but not limited to: general education, major(s), minor(s), concentration(s), and option(s), are specified in the university catalog issued in the academic year of the student's most recent admission or re-admission as a degree seeking student. When a student changes colleges at ONU their catalog year for the new college will be the term when the change is made effective.
 - B. A student can complete major(s) and/or minor(s) and /or concentrations and/or option(s) added to the university's curriculum in catalogs subsequent to his/her admission as a degree seeking student.
 - C. A student can make an irrevocable request in writing to change the catalog used to determine his/her graduation requirements to a more current catalog. Such a change requires the approval of the student's academic department and dean of the student's college of enrollment.
2. In order to qualify for graduation, an undergraduate student is required to submit a formal application for graduation to the Registrar's Office. Application for graduation should be submitted one semester in advance of the anticipated term of graduation but must be submitted **before** the completion of the advance registration period for the semester of planned graduation.
3. A student is required to have a minimum of a 2.00 accumulative average in addition to meeting all other requirements before the student qualifies for the appropriate degree.
4. Commencement is held once a year at the conclusion of spring semester. Spring semester graduates must participate in cap and gown. The University confers degrees at the end of the semester that a student completes the graduation requirements.
5. To be eligible for a degree from Ohio Northern University, a student must register for and successfully complete at least 25% of the course requirements for that degree at Ohio Northern University. The last 30 semester hours for the degree must also be completed at Ohio Northern University. In the College of Law, the student must complete at least four semesters (12 or more hours per semester) at the College of Law.
6. To complete a major, minor, or option for a degree from Ohio Northern University, a student must complete at least 25% of the course requirements for the major, minor, or option at Ohio Northern University.

7. To receive a degree a student must meet all other qualifications which the faculty of a college may determine. Substitution in requirements for graduation must be approved by the college faculty.
8. The University recognizes, confers at graduation, and records on the diploma three classes of distinction: Cum laude, awarded to students with an accumulative grade point average of at least 3.5; Magna cum laude, awarded to students with an accumulative grade point average of at least 3.7; and Summa cum laude, awarded to students with an accumulative grade point average of at least 3.9. A student must complete at least 30 hours of graded courses at Ohio Northern to qualify for graduation with distinction. This policy does not apply to the College of Law.
9. The standard practice for the posthumous granting of any distinction, award, or honor requires that the accomplishments meriting the recognition must have been essentially or totally completed before the death of the recipient. Therefore, in accord with this standard practice, and with the strict standards for graduation applied by institutions of good repute, earned degrees from Ohio Northern University may be awarded posthumously only when degree requirements have been fully completed or, in rare cases, upon the recommendation by the appropriate college faculty and college administration, and the agreement by the University faculty that extraordinary circumstances justify setting aside standard practice.

3.29 Academic Calendar (9/1/87) (9/94)(8/20)

The Ohio Northern calendar in the undergraduate and pharmacy colleges divides the academic year (nine months) into two semesters of approximately equal length, designated as fall and spring. Fall semester ends before Christmas; spring semester ends before Memorial Day. Each semester typically includes 15 weeks of classes and one week of final examinations. The University undergraduate calendar is so constructed and course meeting times so scheduled that each semester hour credit is providing at least 700 minutes of classroom meeting time. A summer session of approximately 10 weeks is divided into two five-week terms. There is a short period of instruction in January known as J-term.

The College of Law operates on a different semester calendar than the other four colleges. The fall semester begins in late August and concludes prior to Christmas. There is a short period of instruction in January known as J-term. The spring semester typically begins in late January and concludes prior to Memorial Day. Each semester includes about 12 weeks of classes and two weeks of final examinations.

3.30 Students Drafted or Called into Reserves (9/2003 (8/2011)

1. If the government of the United States drafts a student or the government of the United States or the governor of one of the several states calls a student to military duty or training during an academic semester, the University shall fully refund the tuition and academic fees that the student has paid to the University for that semester. The University shall refund University housing charges and University meal plan charges for that semester on a pro rata basis from the day that the student departs campus for military service or training. The University shall refund any financial aid paid toward the aforementioned expenses to the source of the financial aid. The University shall issue no refunds to a student who has earned academic credit for the semester.
2. If the government of the United States drafts a student or the government of the United States or the governor of one of the several states calls a student to military duty or training during a future semester in which the student has preregistered, the student must determine whether the anticipated date of service or training will allow the student to attend classes in the subsequent term. If the student chooses to withdraw from the courses in which the student has preregistered before the semester begins, the University shall refund all charges in accordance with the provisions of paragraph 1. If a student chooses to begin the semester and later must withdraw from classes while the semester is in session to perform military duty or training, the University shall refund all charges in accordance with the provisions of paragraph 1.
3. If the government of the United States or the governor of one of the several states calls a student to military duty in response to a public emergency, natural disaster, or war, and the student is unable to meet

with an officer of the University in person before the student must report for duty, the student may request by postal mail or electronic mail that an officer of the University complete the forms necessary to withdraw the student from classes and perform the financial actions established in paragraph 1.

4. If, after the tenth week of a semester, the government of the United States drafts a student or the government of the United States or the governor of one of the several states calls a student to military duty or training, the student may, at the discretion of the dean of the college or colleges that offer the courses in which the student is enrolled during that semester, make arrangements to take the final examinations or otherwise complete the requirements of the courses in which the student is enrolled during that semester.

5. The student must provide original military duty or training orders to the Veterans Administration Certifying Official in the Office of Financial Aid for the provisions of Section 3.30 to take effect.

3.31 Student Grade Appeals Procedure (9/1/87) (9/2005) (8/2015) (8/2016)(8/2023)

2. A student has the right to appeal a final course grade which the student feels is unfairly or erroneously assigned. The student must first contact the faculty member(s) via email to discuss the assigned grade no later than the class day specified in the following chart:

For final course grades assigned in:	Contact the faculty member(s) no later than:
Fall semester	5th class day of Spring semester
J-term	15th class day of Spring semester
Spring semester	5th class day of Fall semester
Summer semester	5th class day of Fall semester

While J-term is reported as a Spring semester course on a student's transcript, for purposes of the Student Grade Appeals Procedure, Spring semester is the 17-week term of classes that starts after J-term has ended. Class day refers to days the University is open for class instruction. For module courses in the College of Pharmacy that end in the middle of the semester, students must contact their faculty member(s) no later than two (2) class days after the module grades were posted.

While a student may discuss their grades with the faculty member(s) during the J-term or Summer term, during these periods the student must also copy the dean's office in which the course was offered to facilitate alerting the faculty member(s) of the request.

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|-----------------------------|---------------------|
| a. Arts & Sciences: | a-and-s@onu.edu |
| b. Business Administration: | business@onu.edu |
| c. Engineering: | engineering@onu.edu |
| d. Pharmacy: | pharmacy@onu.edu |

The faculty member(s) shall respond to such student's requests within three (3) University business days. If the student is still convinced that the grade is an unfair evaluation of the student's performance in the course, the student may appeal the grade.

3. The appeal must be made in writing within two (2) University business days to the department chair or school director (in consultation with the program lead/director), or to the dean of the college offering the course where no departments or schools exist. A response will be provided to the student within two (2) University business days. Matters resolved at this level are not recorded by the dean's office.

4. If the matter has not been resolved in Step 2 to the student's satisfaction, the student must appeal within two (2) class days to the Grade Appeals Committee of the college in which the course is offered. This is done by sending an email to the dean's office in which the course is offered.

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|-----------------------------|---------------------|
| a. Arts & Sciences: | a-and-s@onu.edu |
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| c. Engineering: | engineering@onu.edu |
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Upon receipt of the written appeal, the dean's office will inform the Grade Appeals Committee that the grade appeal procedure has been initiated. The Grade Appeals Committee only meets in Fall or Spring semester. If the appeal is received outside of the Fall or Spring semesters, the grade appeal procedure will not be initiated until the start of the next Fall or Spring semester.

5. The Grade Appeals Committee shall be elected in each college at the beginning of each academic year and shall be composed of the following members: Four faculty members of the College and one Student Senate member of the College or Student Advisory Board member for the College of Arts and Sciences. The proceedings for the appealing process will include the following non-voting advocates: the student who is appealing the grade or one person selected from the faculty or student body by the appealing student and the faculty member who assigned the grade or one faculty member selected from the department or program involved by the faculty member that issued the disputed grade.

6. Grade appeals shall be handled only by the college in which the course is offered. The committee will review the written statements of the student and information supplied by the faculty member, the department chair or school director, and the dean's office in determining whether the grade was assigned unfairly or erroneously. The committee chair will make a recommendation to the faculty member within four (4)/two (2)* class days after the Grade Appeals Committee was initiated. When the committee makes a recommendation, the recommendation is to the faculty member, not the student. All discussions and written statements concerning the circumstances of the grade appeal are to be kept confidential by all of the persons involved in the appeals process. Notice of the appeal and the action taken need not be treated confidentially. A record of the grade appeal and the action taken are to be retained by the dean's office following review by the committee.

7. The faculty member has the sole responsibility to determine the final grade for the course. The department chair, program lead/director, school director, members of the dean's office, or members of the Grade Appeals Committee may only make recommendations to the faculty member. The faculty member must inform the student of his/her decision relative to the recommendation of the Grade Appeals Committee within two (2) class days. In the event that the faculty member does not follow the recommendation of the Grade Appeals Committee, the committee chair shall issue a letter to the student giving the findings of the Grade Appeals Committee. When the committee chair notifies the student, they also notify the Registrar and Associate or Assistant Dean of the college involved. The Registrar shall place the letter issued by the Committee in the student's permanent records file, and make publicly available at the written request of the affected student. The Grade Appeals Committee does not share the decision made by the committee with the student unless the faculty member does not follow the recommendation of the committee.

8. The student has the responsibility to promptly initiate the appeals procedure at each step so that any appeal requested be completed within the timeframe set forth above.

9. This procedure does not apply to the College of Law.

*time periods apply to the College of Pharmacy module courses

3.32 Undergraduate Professional Experience Courses (Including but not limited to: Internships, Practicum, Co-op, Professional Practice, Advanced Practice Rotation, Externship) (9/1/86) (9/2007) (8/2015)

1. Professional experience courses, herein called 'Professional Experiences', principally involve practical experience under the primary supervision of an experienced full-time practitioner in the profession, usually in an off-campus location. Professional Experience courses may be offered for students with appropriate backgrounds and necessary academic prerequisites. Professional Experience courses are designed to provide an opportunity for study and experience outside the traditional setting of classroom and laboratory.

2. Professional Experience courses have clearly defined learning objectives and are subject to a rigorous program of supervision and evaluation. Departments, or colleges where no departments exist, must have guidelines to achieve these objectives. These guidelines are subject to the same review and approval process as that for initiating courses and must have provisions designed to ensure high quality of the experience including, but not limited to, the following:

A. Professional Experience sites must receive approval by the department faculty or college faculty where no departments exist, prior to the beginning of the Professional Experience.

B. Student must have a formal Professional Experience plan approved by the department faculty, or college faculty where no departments exist, and the dean of the college offering the course prior to the beginning of the Professional Experience.

C. Specific provisions will be made for monitoring and evaluating student progress and supervision at regular intervals during the Professional Experience.

D. One on-site visit may be made by a representative of the department, or college where no departments exist, during the term of a Professional Experience. The representative may be a faculty member in the department, or college where no departments exist, or a designate approved by the chair and or dean.

E. Reasonable expenses, when documented, may be provided for faculty who supervise Professional Experience students.

3. The following policies will apply to all Professional Experience courses:

A. Normally, only students in good academic standing and with departmental recommendation, or college recommendation where no departments exist, may be permitted to register for Professional Experience credit.

B. A student must be registered for Professional Experience credit during the semester in which the Professional Experience is completed or in the semester immediately following completion between semesters.

C. Normally, a student enrolled in a full time Professional Experience will not register concurrently for other courses unless those courses are required course(s) or seminar(s) associated with the Professional Experience. Exceptions will be considered individually and written permission must be granted by the department chair and the dean of the college offering the course or by the dean only where no departments exist, prior to such registration.

D. Limitations on enrollment in Professional Experience courses shall be established by the curriculum committee of the college in which the Professional Experience is offered.

E. Students will register and pay for all academic credit received at the same rate as for any other course.

F. Students will pay their own transportation, room, board, and related expenses for their Professional Experience program.

G. Students who perform their Professional Experience in one or more of the offices of Ohio Northern University will not be paid by Ohio Northern University for hours worked during their Professional Experience.

H. Student teachers and pharmacy students on 'Advanced Practice Rotations' may not accept any salary.

I. The University will have the right to terminate or modify a Professional Experience when it becomes evident that: the agency is not providing the appropriate experiences; the student is a detriment to the agency's business or profession; or the student is not properly representing the University. Likewise, the agency where the Professional Experience student is placed also has the right to terminate or modify a Professional Experience when it becomes evident that: the student is not responding to the appropriate experiences or the student is a detriment to the agency's business or profession.

J. A student may be required to sign a "liability contract" covering negligence and otherwise protecting the University against liability. A Professional Experience student must satisfy all requirements established by the department or college authorizing the Professional Experience, by the agency providing the Professional Experience, and by law. Faculty supervisor(s) will be responsible for assuring that each Professional Experience student meets all requirements for participating in the program.

3.33 Students with Disabilities (9/91) (9/98) (8/2015)

1. Federal regulations require ONU to modify its academic requirements to ensure those requirements do not discriminate or have the effect of discriminating against qualified disabled students on the basis of disability. At the same time, academic requirements that are demonstrably essential to the program of instruction being pursued or directly relate to a licensing requirement are not regarded as discriminatory. The regulations require faculty members, in their course examinations or other student evaluation procedures, to use evaluation methods that best ensure the results of the evaluation will represent the student's achievement in the course, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors the test purports to measure). The following are the procedures to be followed when a student requests accommodation for a disability:

- A. Disabled student requests accommodation in writing from dean of student's college of enrollment. Request must be accompanied by a written diagnosis from an appropriate professional made within three years prior to the request. The diagnosis must include a clear recommendation describing what services or accommodations are appropriate for the student.
- B. Original of written diagnosis kept in the office of the dean of the student's college of enrollment.
- C. Dean of the student's college of enrollment reviews written diagnosis and recommendations and establishes accommodations plan for student.
- D. Student is informed of accommodation plan. Student who believes plan is inadequate is entitled to appeal (see appeals procedure).
- E. Student signs statement prior to each academic term permitting University officials to supply accommodation plan to appropriate faculty members (teachers of student) and staff (deans, advisors).
- F. Signed statement is placed in file in the office of the dean of the student's college of enrollment.
- G. The student's college of enrollment provides appropriate faculty members with accommodation plan before each academic term.

2. A student who has completed the procedures of Faculty Handbook Sec. 3.33.1 (Students with Disabilities) has the right to appeal an accommodations plan established by the office of the dean which the student feels is inadequate for his/her needs. The student should first discuss the accommodations plan with the dean of the student's college of enrollment who determined the plan during, or before, the first week of the academic term. If the student still believes the plan is inadequate, the student may appeal the plan. A written appeal must be submitted by the end of the second week of the term to the Accommodations Appeals Committee of the college of the student's enrollment established as provided below in paragraph 3.33.4.

3. A student who provides documentation of new or changed circumstances of his/her disabilities which arise after an academic term has begun may request a new or different accommodation plan after the first two weeks of that term. The procedures of this section will then be followed. No appeal can be brought in the final two weeks of the academic term.

4. Accommodations appeals shall be handled only by the college of the student's enrollment. The Committee will review the written statements of the student and information supplied by the faculty member(s) and dean. The Committee shall, within five days of receipt of the written appeal, either affirm the accommodation plan provided by the dean of the student's college of enrollment or specify in writing to the faculty member(s), student and dean of the student's college of enrollment, an alternative accommodation plan for the student. All discussions and written statements concerning the circumstances of the accommodations appeal are to be kept confidential by all persons involved in the appeals process.

5. The Accommodations Appeals Committee shall be composed of the following members: (1) one faculty member designated from the student's college of enrollment; (2) one faculty member designated from each department/college offering a course for which the student has requested an accommodation plan; and (3) one faculty member or student selected by the appealing student. Each department/college shall elect a faculty member and an alternate at the beginning of each academic year to serve as its department/college representative(s) for accommodations appeals. A faculty member involved in an appeal procedure shall not serve on the Committee. In that event, the faculty member will be replaced on the Committee for this appeal by the alternate faculty member selected by the department/college.

6. The student has the responsibility to initiate the appeals procedure promptly at each step so that any appeal requested can be completed in a timely manner.

3.34 Special Student

A special student is either (a) twenty-one years of age or older, or (b) a secondary school student who is enrolled in an advanced placement program at a high school and/or who has the recommendation of the high school principal to enroll for college study. A special student is not at the time of original entry working toward a degree at the University. If a special student decides at a later time to become a degree candidate, the student must take additional steps to change this status at the University.

3.35 Transient Student

A transient student is a student admitted for a period of one semester who is regularly enrolled at another institution. The transient student must be in good standing at the parent institution and must have authorization from that institution to enroll for specific course(s) at this University. The transient student may be registered for more than one semester total, but may be admitted for only one semester at a time.

3.36 Informing Students of Course Expectations (9/1/87) (8/2015)

A written copy of the following information shall be distributed to students during the first week of classes or at the time of students' first attendance in class. A copy of this current information shall be maintained in the office of the dean of the college offering the course. Any modifications in these items during the term shall likewise be distributed to students in written form and made available to the dean of the college.

- | | |
|-------------------------|------------------------------|
| 1) Course prerequisites | 5) Course requirements |
| 2) Grading policies | 6) Other operational matters |
| 3) Attendance policies | which bear upon student |
| 4) Course objectives | performance and evaluation |

3.37 Catalog Material (Combined with 3.38)

3.38 Publications of Academic Materials (9/1986)

1. University Catalog. Personnel in the Office of Academic Affairs edit the General University Catalog. Catalog material on departmental programs, curricula, and courses is recommended by the department to the dean of the college, who in turn recommends the material to the Office of Academic Affairs. In colleges having no departments, the dean recommends catalog material to the Office of Academic Affairs. Each dean is given an opportunity to proofread the material for the college. An electronic version of the Catalog is on the Registrar's office web page.
2. Other publications. Any department, college or division of the University seeking to publish pamphlets, brochures, and materials dealing with academic matters shall first have clearance with the appropriate dean and with the Provost.
3. Special topics descriptions. For purposes of informing University students and faculty advisors about the content of special topics or similar courses, the University Registrar will make general distribution of a single notice which contains the listing and description of all such courses for a given semester, with such notice being distributed along with materials circulated prior to advance registration for each semester.

3.39 Senior Citizen

Any senior citizen, 62 years or older, may attend classes with the permission of the Registrar's Office at no cost, with no admission requirements and for no credit. Normally, the Registrar will enroll senior citizens in any class which is not filled by tuition-paying students.

3.40 Release of Information About Students (8/2015)

ONU recognizes its responsibility to protect students and former students against improper disclosure of information. The University has adopted policies in recognition of this responsibility and in compliance with the Family Educational Rights and Privacy Act (FERPA). For more information regarding the University's compliance with FERPA, or if you have any questions regarding the release of student information, please see the FERPA information page on ONU's website or contact the University Registrar.

The complete statement of policy regarding Student Records at Ohio Northern University is contained in Appendix 4.

3.41 Standards for Satisfactory Progress for Undergraduate Full-Time Students (9/1/88) (8/2011) (8/2015) (8/2018)

1. The following policy shall be used to determine a student's satisfactory progress relating to eligibility for participation in a competitive activity of individuals, teams, or other groups officially designated as representing the University or any of its colleges. Students must meet standards for satisfactory progress to be eligible for participation in such activities. This policy effects a student's eligibility to receive federal and state finance aid. It does not affect a student's eligibility to receive institutional or private financial aid.
2. A full-time student is making satisfactory progress in a degree program when the student's credit hours earned are at least 67% of the credit hours attempted. The student must have a 2.0 cumulative GPA by the end of each semester of enrollment, as specified below for the degree program, and maintain the required grade point average for the duration of the program. A student may receive financial aid for a maximum of 1.5 times the total credit hours required for the student's degree program. Any credit hours that a student attempts but does not earn shall count toward the maximum credit hours allowed.

Degree	Required Cumulative GPA
Bachelor Degree	2.0
Doctor of Pharmacy	2.0

A. Exception to the above requirements may be granted upon appeal to the student to the Office of Financial Aid. SAP appeals are reviewed based on extenuating circumstances such as serious injury or illness involving the student, death of an immediate family member or other circumstances beyond the student's control that prevented them from achieving satisfactory progress. Students appealing may also be required to submit an academic plan that sets academic goals each semester to either achieve SAP "good standing" or reach graduation. Students may also be required to submit documentation related to the circumstances of their appeal.

B. Credit hours completed during summer session at the University will be counted in the accumulative total and SAP progress will be reviewed after each of these periods.

C. Satisfactory progress is determined within one week following the end of term processing of grades after each semester the student is enrolled, in accordance with the standard established in 3.41.2 above.

3. Completion of credit hours

A. Credit hours are earned for purposes of determining satisfactory progress if they are graded "A" through "D" or "S" (Satisfactory).

B. Credit hours are attempted but not earned for purposes of determining satisfactory progress if they are graded F, NR, IP, I, U and W.

C. Transfer credit hours shall count toward a student's total attempted and earned credit hours.

4. A college may use satisfactory academic progress as a criterion in determining academic standing.

5. A student who failed to maintain satisfactory academic progress will be assigned one of the following SAP statuses: "financial aid warning", "financial aid probation", "unsatisfactory progress" or "academic plan".

A. Financial Aid Warning – applies to any student who fails to meet the requirements in 3.41.2 above for the semester. A financial aid warning allows the student to have their financial aid reinstated for one semester. A warning can only be issued if the student was in good standing during the prior semester or if the semester of review was the student's first semester at ONU. A student cannot have two consecutive semesters on warning. The financial aid office will send a letter to the student at the end of the semester to indicate that the student is issued a warning and indicate what must be done within the next semester to meet SAP standards.

B. Financial Aid Probation – applies only to a student who has failed to meet SAP standards and has had an appeal approved by the financial aid office. A student is placed on probation for one semester only with the expectation that the student will meet SAP standards at the end of that semester. If SAP standards are not met at the end of the semester the student loses eligibility for federal or state financial aid for future semesters. To regain federal or state financial aid eligibility the student would need to submit a new SAP appeal or pay for courses each semester, without federal or state financial aid, until SAP standards are met.

C. Unsatisfactory Progress – applies to a student who has not met the requirements for completion rate, GPA and attempted hours after the warning period and do not have an approved appeal. This student is not eligible for federal or state financial aid until requirements are met in each of the standards listed in 3.41.2 above.

D. *Academic Plan* - this status applies to any student whose SAP appeal is approved and is determined to need more than one semester to meet SAP standards again. As part of the appeal process the student will be required to meet with an academic advisor to develop an academic plan

that will set goals for each semester to make progress towards meeting SAP standards. The student must meet these set goals each semester to continue to be eligible for federal or state financial aid until the student is back into SAP “good standing” status. If the student does not meet the goals set for each semester, the student becomes ineligible for federal or state financial aid and must submit a new SAP appeal or pay for courses each semester, without federal or state financial aid, until SAP standards are met. Students whose appeal is approved for exceeding the maximum timeframe will be required to submit an academic plan that outlines how the student will reach graduation in an appropriate timeframe.

3.42 Faculty Computer Use Policy Statement (9/93) (8/2015)

The computer and network hardware owned by Ohio Northern University and the software licensed for that hardware are intended for educational use, broadly construed, by members of the University community, that is ONU account holders. Use of these resources, other than those made publicly available, by anyone outside the University requires approval of Human Resources or the Director of Information Technology, and the sale of such use without such approval is improper.

Security measures in computer and networked systems for the protection of information from unintended access are not by themselves sufficient. All users must assist by using the system in a manner that preserves the security and privacy of others. As well, while there is no general right or authorization for anyone to inspect stored data, users should be aware that data stored on a networked or local storage cannot be guaranteed to be secure. As with any storage system, there is always the risk that the security mechanisms can be breached by malicious individuals. As well, there may be instances in the management of the system, to ensure the continued operation and integrity of the system, when it will be necessary for authorized individuals to intercept electronic communications without time to consult with either the originator or the addressee.

Respect for the intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and expression of others is especially critical in computing environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, must be avoided by members of the academic community.

Users should personally check carefully each piece of software and its accompanying documentation. In general, you do not have the right to receive and use unauthorized copies of software, or make unauthorized copies of software for others.

3.42.1 Computing Ethics Statement (9/94) (9/98) (8/2015)

Since many students, faculty, and staff (“Users”) share the University computing and network resources it is very important that all users respect the rights of others. Most users of shared and limited resources use them with respect for one another; however, those who misuse them have the potential for seriously disrupting the work of others. It is therefore necessary for all users to exercise responsible behavior when using these resources.

Responsible behavior includes, but is not limited to, the following:

Users may only use computer system(s) and account(s) to which they have been granted access. The unauthorized use of any account(s), as well as presenting false or misleading information for the purpose of obtaining access to computing facilities or accounts is prohibited and may be regarded as a criminal act by the University.

Users may not grant to another the use of an account for any reason. Each user is totally and absolutely responsible for anything done by his/her account or any file residing in his/her account.

Users must take all reasonable precautions, including responsible password maintenance and file access protection measures to prevent use by unauthorized persons.

Users must use accounts for only the purposes for which they have been authorized. Commercial use for personal gain beyond the educational mission of the University and unlawful use including but not limited to installation and use of fraudulently or illegally obtained software will not be tolerated.

Users may not make available copyrighted material without prior written authorization from the owner or owner's designated representative.

Users may not access, copy, or move any proprietary file(s) without prior written authorization from the owner.

Users may not attempt to intercept, alter, or misrepresent their identity in network communications or electronic messages.

Users may not use computing resources irresponsibly or in a manner that needlessly affects others. This includes transmitting or making accessible offensive, annoying, or harassing material; intentionally damaging information not belonging to them; or intentionally misusing computing resources or allowing misuse by others.

Users may not violate the acceptable use policies of the networks and providers accessible from the ONU Network. Actions such as sending large amounts of SPAM or performing network port scans are examples of potential actions that violate external acceptable use policies.

Users are expected to report any violations of these policies as well as any flaw in, or the potential to bypass computer or network security to the Director of Information Technology.

Failure to comply with the above, or the unauthorized or illegitimate use of the University computing and network resources, shall constitute a violation of University policy and will subject the violator to disciplinary or legal action by the University.

Questions about this document or about computing services available to the University community should be directed to the Director of Information Technology.

2. Computer Account Agreement Form

This agreement, the Computing Ethics Statement, and Web Policies and Guidelines which can be found in the student, faculty, and administrative handbooks, set forth the conditions of use for all University computing and network resources which include but are not limited to the computing and network hardware, network interconnections, and all software owned and provided by the University.

As a user, I understand that:

- I am the only person authorized to use the account(s) granted to me by the University.
- I am ultimately responsible for all use of the account(s) granted to me.
- I am responsible for selecting passwords known only to me and maintaining access controls to prevent access by unauthorized persons.
- I will abide by copyright and trademark law in regard to intellectual property.
- The computer and network security officer or their designate reserves the right, in order to protect the integrity of the University computing facilities against unauthorized or improper use and to protect users from the effects of unauthorized or improper use, to:

- 1) limit or restrict account access with or without prior notice to any user;
 - 2) inspect, copy, remove, or alter any data, file, or device interfering with service to any other user or University computing and network resource;
 - 3) periodically check and perform any administrative functions necessary to protect and maintain the integrity and security of the University computing and network resources.
 - 4) share information where appropriate with other entities being inappropriately accessed from University computing and network resources.
- The University is not responsible for loss of data or interference with files resulting from its efforts to maintain acceptable privacy and security of the computer and network systems.
 - Any attempt to intercept, alter, misrepresent one's identity, in network communications or electronic messages will subject the violator to disciplinary or legal action.
 - Electronic communications should not be considered private or secure. Therefore, the University cannot be held liable for the release of data contained in these communications. The University further reserves the right to access communications if:
 - 1) resolution of a technical problem requires it;
 - 2) the user has left the University;
 - 3) the user is irresponsible in his/her use.

Unauthorized or illegitimate use of any University computing and network resource provided to the signer of this agreement shall constitute a violation of University policy and will subject the violator to disciplinary or legal action by the University including the possible dismissal of students or termination of employees.

3.43 Electronic Communications (1/2019)

See Section 5.22 of the [Ohio Northern University Employee Handbook](#).

3.44 Computer Access After an Employee Death (6/99)

The statement sets forth the response to the death of a university employee in regard to accessing computer(s) used by the employee, computer account(s), and information under that employee's username.

Immediately on notification of the death of an employee, access to the account(s) will be locked by the computer center staff and/or the Information Technology staff. An employee may have two or more accounts, NT server account, e-mail account, and Banner account.

The computer(s) used by the employee should be secured from access by other persons by the employee's immediate supervisor. The supervisor will receive the e-mail notice of death from the President's office. The supervisor should see that a backup of the computer is created immediately. This could be done with the assistance of the Information Technology staff. After the backup is completed, other persons may have access to the files use the computer(s) if deemed necessary by the immediate supervisor. At this time the supervisor should see that any information is transferred to the appropriate colleagues or family members. After transferring the information to the appropriate parties, the backup should be destroyed or given to the family. The computer account will then be removed.

Before the computer is placed back in everyday use, the hard drive should be reformatted and a new operating system installed and configured.

3.45 World Wide Web Policy and Guidelines (5/96) (8/2015)

1. The World Wide Web at Ohio Northern University provides an opportunity for the University to communicate and to share information both internally and externally. Through the campus website, the

University is able to project its unique image on the Internet and to convey to outside audiences the University's mission values, structure, and organization, as well as its commitment to service and to teaching, learning, and the creation of knowledge. The University's website also reflects the University's recognition of the dynamic nature of these activities.

Internally, the World Wide Web can promote the efficient and effective operation of the University by providing access to information. Additionally, the World Wide Web has become an integral tool in the teaching and research process of the campus and, as such, can further the University's education and research missions.

The University's website is designed to meet the needs of both external and internal constituencies, including students, prospective students, parents, alumni, faculty, staff, and friends. It allows the University to provide accurate, useful, and timely information to these constituencies.

2. Guidelines

- The content of all web pages placed on any University server must comply with all University policies as well as local, state, and federal laws.
- All official ONU sites shall be hosted on University servers.
- Copyrighted materials may not be used without permission and attribution.
- It is not permitted to run, advertise, or serve content for a private business.
- The name of the University may not be used in ways that suggest the endorsement of other organizations or products.
- Web content shall not defame the name or reputation of the University.
- All web content created (pages, images, sounds,) is the property of the University.
- Written release should be obtained when images of persons are served.

3.46 Guidelines for Distance Learning (9/98) (8/2015)(8/2022)

1. Definitions

- a. Distance Learning (DL) at ONU is defined as a formal education process in which the majority of the educational instruction in a course or program occurs when the student and instructor are not in the same place.
- b. A Course Management System (CMS) may encompass Distance Learning and incorporates the internet and other telecommunication technologies which can appropriately allow for timely interaction between the student and instructor and interaction between/among students.
- c. The Learning Management Systems (LMS/Virtual Classroom) is an environment in which the DL takes place. The setting will typically, but not exclusively, involve the student accessing instructional resources and materials via the internet, television, recorded audio and video materials, satellite feeds and phone conversations, and other appropriate technologies.

2. Curriculum and Instruction

- a. A course syllabus will
 - (1) outline the topics to be covered during the course;
 - (2) contain a time line of events including, but not limited to materials to be covered;
 - (3) identify methods of evaluation;
 - (4) provide a time schedule; and
 - (5) allow timely and appropriate interaction between students and faculty, and among students.
- b. The faculty member shall execute his/her duties in the Virtual Classroom with the same rights, privileges and responsibilities as in the traditional classroom setting. (See Faculty Handbook Sec. 2.2 and 2.3).

c. Course development is initiated at the department/college level with curriculum committees. Proposed courses then must be reviewed and approved by department/college faculty. The Academic Affairs Office provides final approval. (See Faculty Handbook Sec. 2.19)

Program majors are subject to periodic review by department/college curriculum committees. College and university-wide assessment committees carry out and review assessment plans to ascertain realization of learning outcomes in the Virtual Classroom.

d. The University provides technology that allows the individual faculty member to develop DL courses equivalent in rigor to other courses offered by the University. Review by curriculum committees and department/college faculty in the course approval process provides that the technology used is appropriate. The director of Academic Computing, the manager of the World Wide Web, the Academic Computer Users Advisory Committee, and librarians are available to provide technical guidance.

e. The DL courses and programs offered are reviewed in the same cycle as traditional courses and programs. Curriculum committees within the departments/colleges review program content and requirements. Assessment committees at the college level as well as the University Assessment Committee examine learning outcomes and performance indicators to monitor currency of courses. The Academic Affairs Office will provide oversight to the DL program.

f. Student academic complaints are normally handled, in order, by the faculty member, department chair, dean of the college offering the course, and Provost.

g. Academic honesty policies of the colleges apply and grade appeals are handled according to individual college procedures. (See Faculty Handbook App. 3 & Sec. 3.25 and 3.31; Student Handbook Appendices F through J)

h. The published Computer Ethics Statement and World Wide Web Policy apply to all LVE students. (See Faculty Handbook, Sec. 3.42.1 & 3.45)

3. Evaluation and Assessment

a. The DL programs are evaluated in the same manner as the traditional courses and programs. These will include outcomes assessment, student satisfaction, etc.

b. The University will use appropriate testing/assessment methods of students and will require the student to provide adequate identification prior to taking the exam. Student academic conduct rules are the same as guidelines outlined in University publications including the Faculty Handbook, Student Handbook, university catalog(s), and any published student honor code(s).

4. Library and Learning Resources

a. DL students will be provided with appropriate library services. They will have access to the contents and services of libraries and other information resources, interlibrary loan and document delivery, reference services, and instruction in the use of library resources.

b. Student use of learning resources will be appropriately monitored by the instructors of the courses.

c. The University will provide appropriate access to laboratories, facilities, and equipment as required by those courses offered.

d. The University will provide appropriate assistance to students in using required technology.

5. Student Admissions

- a. The Admissions Office will admit students and the Financial Aid Office will assist these students as appropriate. DL students will register during announced registration and orientation periods.
- b. Information provided to students regarding the program, admission and costs of the program will accurately represent those requirements, programs and services. Included in the information will be computer hardware and software requirements for participation in the DL program.
- c. Admission and enrollment is dependent upon the student's ability to meet the minimum technical requirements. Materials required for admission will be similar to those required of traditional students; e.g., SAT/ACT scores, transcripts of course work, letters of recommendation, etc.

3.47 Participation in Student Outcomes Assessment (11/2006)

Ohio Northern regularly conducts campus-based studies of student attitudes, student achievement, student satisfaction, and personal, professional and career development. These studies are grouped under the heading of student outcomes assessment and are conducted by the Office of Institutional Research, individual colleges, and academic programs. Data collection and analysis procedures employed ensure the confidentiality and privacy of individual participants and results are only provided in aggregate form. Participation in student outcome assessment assists Ohio Northern University in the continuous improvement of academic programming and student development.

3.48 Guidelines for University Student Travel (8/2000) (6/2014)(8/2019)

1. Many students, as well as faculty and staff advisors of University organizations, are involved in University group travel. These travel guidelines do not pertain to situations including, but not limited to, internships, rotations/clinicals, study abroad and student teaching. The Dean's Office will maintain information for these exceptions. These guidelines are provided to ensure that University risk management requirements are fulfilled and that appropriate information is available to those individuals who may need to contact travelers in an emergency.

- A. Any group sponsoring/hosting/co-hosting such an event where alcohol is present must also have a faculty/staff advisor or representative.
- B. Student Onboard
 1. No driving after midnight. Typical driving hours are between 5 am and midnight. If extenuating circumstances occur, approval must be gained by the department chair or director before proceeding to drive after midnight. Information must also be logged with Department of Public Safety by calling 419-772-2222.
 2. Drivers must alternate or take a break after every two hours of driving.
 3. Using ONU Fleet Vehicle.
 - a. Vehicles traveling more than 100 miles from the University require at least two authorized drivers per vehicle.
 - b. Vehicles traveling more than 250 miles from the University require at least two authorized drivers per vehicle and require the completion of a driver log.
 - c. When signing out vehicles, the driver and/or advisor must sign a copy of the Vehicle Checklist indicating agreement to comply with the ONU Travel Policies.
- C. Same Day University Travel Guidelines
 1. A same day trip is defined as any travel in which students leave and return to campus on the same day.
 2. A faculty/staff advisor or representative is encouraged to attend all University travel. The advisor must only attend if the students are travelling via university rented/owned bus.

3. The [Travel Itinerary and Roster form](#) (found under Business Services – Travel Policies on the my.onu.edu website) must be submitted one day prior to the trip.
- D. Overnight University Travel Guidelines – 1-5 Nights
 1. A faculty or staff advisor/representative should attend all University travel on overnight trips.
 2. The [Travel Itinerary and Roster](#) must be submitted one day prior to the trip.
 - a. If there are extenuating circumstances, the faculty or staff advisor/representative can select a Trip Supervisor (a member of the University community—faculty, staff or student) to serve as a proxy in his/her absence. The Travel Itinerary and Roster must be submitted by the Trip Supervisor one day prior to the trip.
- E. Overnight University Travel Guidelines – 6+ Nights
 1. A faculty or staff advisory/representative must attend all University travel for trips of 6 or more nights.
 2. The Travel Itinerary and Roster for the overnight trip must be submitted one day prior to the trip.
 - a. If there are extenuating circumstances, the faculty or staff advisor/representative can select a Trip Supervisor (a faculty or staff member) to serve as a proxy in his/her absence. The Travel Itinerary and Roster must be submitted by the Trip Supervisor one day prior to the trip.
2. Campus Communications
 - A. The Office of Business Services will maintain the Travel Itinerary and Roster information for all trips.
 - B. If notified at least six weeks prior to departure, the Office of University Advancement may be able to assist with the trip by encouraging alumni and/or friends of the University in the vicinity to host or support planned activities.
3. Faculty or Staff Advisor/Representative Responsibilities for University Student Travel (before departure)
 - A. Collect complete student and faculty/staff names, addresses, and cell phone numbers in a list format.
 - B. Designate separate lists by different group destinations (e.g. Habitat scheduled for two different locations) so information about who is traveling to each location will be available in the event of an emergency.
 - C. Complete the Travel Itinerary and Roster. Information will include contact information for the attendees (addresses and cell phone numbers), dates and times of events, travel arrangements and accommodations (including phone numbers). This information must be submitted by the required deadline for the trip.
 - D. Determine airline baggage and check-in requirements, if applicable, and disseminate information to all travelers.
 - E. Request travel advance, if needed, from the Office of the Controller at least two weeks prior to scheduled departure.
 - F. Contact the Office of Student Affairs to arrange for on-campus housing related to a University sponsored travel event when the residence halls are closed. Prior to the trip, the Director of Residence Life should be given students' names, halls, room numbers and the date and approximate times access will be needed by the students.

- G. Ensure students are aware and agree to the following statement:
1. As an Ohio Northern University student, I agree to engage in behaviors that are responsible and mature. I will comply with all applicable laws and with the University's Codes of Conduct during the entire travel event. I will also follow any guidelines/procedures set forth by my student group. Failure to comply may result in my removal from the University student group and the travel event. If I fail to comply, I understand that I may be individually responsible for all costs related to the travel event as well as any additional costs for damages or unanticipated expenses.

3.49 Ohio Northern University Online Privacy Statement (8/2015)

1. Ohio Northern University has developed this privacy statement in order to explain our privacy practices related to information we collect on our websites. Ohio Northern University websites are developed in accordance with this privacy statement and adhere to the following sets of privacy principles. This statement applies to all information collected online through Ohio Northern University websites.
2. Information Collected Online
 - A. Navigation Information: Ohio Northern University gathers navigational information about where visitors go on our websites. This information allows us to see which areas of our websites are most visited and helps us improve the quality of your online experience by recognizing and delivering more of the most desired features and services. Additional non-personally identifiable information (for example, domain type, browser version, service provider, and IP address) may also be collected, which will provide information regarding the general use of our websites.
 - B. Personally Identifiable Information: Personally identifiable information is requested from you when you use the services offered on our websites, such as applying online, joining Polar Bear Nation, scheduling campus visits, requesting information, submitting IT Help and Maintenance requests, updating your alumnus profile, donating online, and when you contact us.

Categories of information collected online generally include your name, phone number(s), physical address, shipping address (if different), email address, credit and debit card information, and bank account information.

If you apply to Ohio Northern University, we will collect name, address, phone number(s), email address, gender, date of birth, high school information, GPA, standardized test scores, employment information, parent(s)' name and address. Optional information that we may collect is marital status, ethnicity, religious affiliation, social security number, parent(s)' employment information, phone number, and email address.

When you provide or update your alumnus information, we will collect your name, address, phone number(s), email address, Ohio Northern University graduation year and degree information, employment information, spouse's name, social security number, education and employment information, and any other information you choose to provide.

3. Treatment of Your Information: Your information will be used to execute the immediate transaction and service(s) and for other business needs of Ohio Northern University related to the transaction or service. Ohio Northern University may use third party vendors to help us provide services to you, such as monitoring site activity, hosting the website, maintaining our database, administering and monitoring emails, processing credit card, debit card, and electronic check transactions, and processing employment and admissions applications. Otherwise, Ohio Northern University will not provide any of your personal information to third parties without your permission, and we will not sell any personal information to third parties for purposes of marketing, advertising or promotion.

Ohio Northern University may release account and other personal information when we believe release is appropriate to comply with law or to protect the rights, property, or safety of Ohio Northern University, our users, the websites, or others.

4. International Visitors: If you are visiting the Ohio Northern University websites from a location outside of the U.S., your connection will be through and to servers located in the U.S. All information you provide to the Ohio Northern University websites or information you provide in an Ohio Northern University application will be maintained in web servers and/or internal systems located within the U.S.

5. Use of Cookies: Some Ohio Northern University websites may be designed to follow the progress of your transaction by passing pieces of information to your web browser for storage and subsequent retrieval ('cookies'). A cookie is a file written to your computer's hard drive that is often used to remember information about preferences and pages you have visited. Also, if you submit personally identifiable information to our website (such as your name, interests, or preferences), we may use cookies to keep track of such information so that you will not need to reenter this information during subsequent visits.

6. Caution on Links to Other Websites: Our website may contain links to other websites. Please be aware that Ohio Northern University is not responsible for the privacy practices of such other sites. The user is encouraged to be aware when they leave our website and to read the privacy statements of each and every website that collects information about you. This privacy statement applies solely to information collected by the Ohio Northern University websites.

7. Consent: By conducting electronic commerce transactions on our website, you consent to Ohio Northern University's use and collection of the information you provide for the purposes of the transaction and other uses as specified in this statement.

8. Network Security: The information you provide to the website covered by this policy is protected in transit by using a network protocol called Secure Sockets Layer (SSL). Through the use of SSL, information being transmitted is encrypted or scrambled to make it extremely difficult for anyone who intercepts the information to read it. To further protect your personal and financial information, Ohio Northern University has contracted with a certified Internet commerce transaction service provider responsible for managing the interactions between the University and its credit card processors. While we take these security measures on our websites, you should be aware that 100% security is not always possible.

9. Updates to Privacy Statement: If Ohio Northern University's privacy guidelines change, such changes will be reflected on this page. By continuing to use our websites after a change is posted, you agree to the applicable version of these guidelines. Please refer to this policy before making a transaction or sharing personal information.

10. Questions or Concerns: If you have questions or concerns regarding our privacy practices, please feel free to contact us at: webmaster@onu.edu This Privacy Statement effective December 1, 2008

3.50 Email Access Policy (2/2014)

1. The Email Access Policy applies to all users with mailboxes in the university email system. Ohio Northern University utilizes tools that permit the university to retain, archive and search user mailboxes within the ONU Email system for e-discovery and recovery purposes. Access to the archive will be restricted to legal reasons, internal investigations and to retrieve lost email. You must be a search administrator to access these tools. Administrator access to these tools must be approved by the Director of Information Technology.

2. Utilization of this tool will only be permitted when requested by the President, Provost or directly requested by the user whose mailbox is being accessed. A formal memo from the individual requesting access to the email must be submitted to the Director of Information Technology. All access to user

mailboxes must be approved by the Director of Information Technology prior to the access and logged in the Email Archive Access Log Sheet.

3. The Email Archive Logs and Email Archive Access Log Sheet will be reviewed monthly by the Infrastructure Manager and the Operations Manager and a report will be submitted for review to the Director of Information Technology.

SECTION 4. Employee Benefits (8/2023)

ONU offers a variety of benefits and services to its full-time employees to help provide protection and assistance for you and your family. Those benefits include, but are not limited to, medical, dental, and vision insurance, health savings accounts (HSA), flexible spending accounts (FSA), life insurance, long term disability, TIAA, education benefits, and an employee assistance program. ONU retains discretion at all times to delete, add to, or make changes to any of the benefits offered.

Annual enrollment during open enrollment is required in the University's benefit administration system.

Your eligibility for benefits and the type of benefits you may receive depend on your particular position. For more detailed information, please refer to the actual plan documents, summary plan descriptions, and other information available online at https://my.onu.edu/human_resources. If you have any specific questions, please contact the Office of Human Resources.

4.1 Retirement Benefits (8/90) (9/98) (8/2001) (9/2005) (9/2006) (9/2011) (9/2013) (1/2016) (10/2018)(10/2021)

1. TIAA Retirement. See Section 4.12.1 of the [Ohio Northern University Employee Handbook](#).
2. Retiree Health Benefits. See Section 4.12.2 of the [Ohio Northern University Employee Handbook](#).

NOTE: THE TRUSTEES OF THE OHIO NORTHERN UNIVERSITY HEALTH INSURANCE BENEFIT PLAN RESERVE THE RIGHT TO AMEND, MODIFY, OR TERMINATE ANY OR ALL PROVISIONS OF THE PLAN AT ANY TIME.

3. Life Insurance. See Section 4.12.3 of the [Ohio Northern University Employee Handbook](#).
4. Disability Insurance. Disability insurance will be discontinued at the time of retirement.
5. Educational Benefits See Section 4.12.4 of the [Ohio Northern University Employee Handbook](#).
6. At the initiative of the University, a retired faculty or staff member that has entered retirement may be employed as an adjunct in accordance with Handbook Section 2.17.

4.2 Retirement Incentive Payment (8/2011) (10/2015)

The retirement incentive payment program is no longer available. The faculty retirement policy currently in place is stated in 2.17 of this Faculty Handbook.

4.3 Health Insurance (9/98) (9/99) (9/2003) (8/2012) (10/2015) (10/2018)(9/2019)(9/2021)

1. See Section 4.2 of the [Ohio Northern University Employee Handbook](#).
2. The University has a Health Services Advisory Committee chaired by the Vice President for Financial Affairs. The purpose of the committee is to advise the plan administrator on plan design, plan trust funding levels, and employee hardship applications. The committee membership is by appointed representatives from the following employee constituency groups:

Classification 2 – Administrative Staff (elected by the Administrative Staff Council)
Classification 3 – Faculty (elected by the University Faculty)
Classification 5 – Support Staff (elected by the Support Staff Council)
Retiree representative (appointed by the President)

Each elected representative serves a three-year term. In addition, the Faculty Personnel Committee appoints annually a member to the advisory committee.

4.3.1 Health Insurance

See Section 4.5 of the [Ohio Northern University Employee Handbook](#).

4.4 Life Insurance (9/98) (9/2004) (10/2015)

See Section 4.6 of the [Ohio Northern University Employee Handbook](#).

4.5 Disability Insurance and Benefits (9/98) (8/2012) (10/2015) (10/2018)

1. Short-Term Disability Benefits. See Section 4.8 of the [Ohio Northern University Employee Handbook](#).
2. Long Term Disability Benefits. See Section 4.9 of the [Ohio Northern University Employee Handbook](#).

4.6 Workers' Compensation (9/98) (9/99) (8/2012) (10/2015) (10/2018)

See Section 4.6 of the [Ohio Northern University Employee Handbook](#).

4.6.1 Unemployment Insurance (10/2018)

See Section 4.11 of the [Ohio Northern University Employee Handbook](#).

4.7 Educational Benefits (Tuition Remission and Exchange) for Dependents (7/85) (9/92) (9/97) (9/98) (9/2002) (9/2011) (9/2013) (10/2018) (9/2021)

See Section 4.14 of the [Ohio Northern University Employee Handbook](#).

4.8 Educational Benefits for Faculty and Staff Members (7/85) (9/91) (9/98) (9/2011)

All full-time faculty and staff members are entitled to take one academic course per semester in any of the undergraduate colleges of the University, providing such course can be arranged around the employee's work schedule. Tuition and general fee charges for such course is waived; however, the faculty or staff member is charged for any service fee and/or administrative charge established by the University. This fee is nonrefundable after the first day of classes. Faculty and staff members are not entitled to remission of other fees of the University. One course is the norm; a second course may be taken with special arrangements.

Faculty on 9-month appointments who do not work during the summer months will be permitted to take a normal load during the summer semester under the following provisions:

- A. The faculty member must be on appointment for the following academic year.
- B. The faculty member will pay the regular service fee for the course(s) taken.
- C. Benefits are available only for undergraduate level educational courses offered at the University.

4.9 Educational Benefits for Retired Faculty and Staff Members and Their Dependents (9/98)

See Section 4.12.4 of the [Ohio Northern University Employee Handbook](#).

4.10 Death Benefits (9/98) (09/2004) (10/2018)

See Section 4.7 of the [Ohio Northern University Employee Handbook](#).

4.11 Accidental Death and Dismemberment Insurance (9/98) (9/2006)

Regular full-time employees are covered in the event of accidental death and/or dismemberment under the provisions outlined with the group life insurance benefit policy. (See summary plan description for full details.) Benefits are specific to the individual insured policy amount. As with any benefit accidental death and dismemberment is subject to change from time to time at the sole discretion of the University.

4.12 Salary Reduction Plan for Payment of Certain Employee Benefits (9/98) (9/99) (9/2004) (9/2006) (10/2018)

Further information is available from the University Office of Human Resources.

4.13 Employee Reimbursement Account (HSA and Flexible Spending Plan) (9/98) (9/99) (9/2006) (10/2015)

1. Health Savings Account - See Section 4.3 of the [Ohio Northern University Employee Handbook](#).
2. Flexible Spending Account - See Section 4.4 of the [Ohio Northern University Employee Handbook](#).

4.14 Miscellaneous Fringe Benefits Including Retirees (9/98) (10/2015) (8/2016)

See Section 4.15 of the [Ohio Northern University Employee Handbook](#).

4.15 Program of Assistance for Education (Ended)

This was ended in May 2019 per the Foundation for our Future Project.

4.16 Miscellaneous Fringe Benefits

See Section 4.14.

4.17 Holidays

See Section 4.15 of the [Ohio Northern University Employee Handbook](#).

4.18 (Left intentionally blank.)

This section intentionally left blank.

4.19 Leave Accruals

See Section 4.18 of the [Ohio Northern University Employee Handbook](#).

4.19.1 Administrative Staff

See Section 4.18.1 of the [Ohio Northern University Employee Handbook](#).

4.19.2 Academic Staff

See Section 4.18.3 of the [Ohio Northern University Employee Handbook](#).

4.20 Bereavement

See Section 4.19 of the [Ohio Northern University Employee Handbook](#).

4.21 Family Medical Leave Act (FMLA)

See Section 4.20 of the [Ohio Northern University Employee Handbook](#).

4.22 Personal Leave of Absence

See Section 4.21 of the [Ohio Northern University Employee Handbook](#).

4.23 Jury Duty

See Section 4.15 of the [Ohio Northern University Employee Handbook](#).

4.24 Military Leave

See Section 4.23 of the [Ohio Northern University Employee Handbook](#).

4.25 Inclement Weather

See Section 4.24 of the [Ohio Northern University Employee Handbook](#).

SECTION 5. BUSINESS AND FINANCIAL AFFAIRS INFORMATION

5.1.1 Accidents on Campus Involving Injuries

See Section 5.14 of the [Ohio Northern University Employee Handbook](#).

5.1.2 Bomb Threats

1. Bomb threats could conceivably be received by the Department of Public Safety or other offices on campus. In such instances the prime concern is the safety and well-being of students, faculty and staff in the building or buildings where the bomb is reported to be located.
2. The Department of Public Safety and the Vice President for Financial Affairs should be notified immediately if such information has been received. Local law enforcement will be called to manage the event and emergency protocols will be initiated as necessary.
3. The Academic Dean in each college, or the dean's representative, has the responsibility for developing a plan whereby all classes scheduled in a given building being evacuated may be moved to another building such as McIntosh Center or Sports Center. For the duration of a bomb threat, all regularly scheduled academic classes in other areas of campus should continue to meet if possible.
4. Per the ONU Emergency Response Manual, the following procedures will be followed when a bomb threat is received:
 - A. The person receiving the call should obtain as much information as possible, e.g.; time of explosion, how many bombs, whether the call was from on campus or off. **CALL 9-1-1, THEN NOTIFY THE DEPARTMENT OF PUBLIC SAFETY (2222).**
 - B. If available, see Bomb Threat Checklist, ONU Emergency Response Manual, chapter 14-2 or ONU's website, A-Z directory, emergency Information, Bomb Threats. Fill out the form while call information is still fresh.
 - C. The Department of Public Safety the Vice President for Financial Affairs, the President, and Director of Facilities, as well as any secondary responders.
 - D. Do not touch suspicious objects, open cabinet drawers or closets, or turn lights or office equipment on or off.
 - E. The Department of Public Safety or Vice President for Financial Affairs will make a decision to evacuate the building. Public Safety officers and Building Directors may assist, when safe, to ensure that everyone leaves the building.
 - F. After exiting the building, move to a safe distance away and do not re-enter unless instructed to do so by Public Safety staff or emergency response officials on site.
 - G. When the building has been cleared and determined to be safe by law enforcement, a report will be made to the appropriate dean or department chair and they will be advised when the building may be reoccupied.
5. University Communications and Marketing will be kept advised of all events as they occur. All information related to news media concerning the incident will be made through that office.

5.1.3 Pets on Campus (8/17)

1. Dogs, cats, and other domestic animals (except certified service animals) are not permitted in any of the University's academic, recreational, or administrative buildings. Exceptions are lab specimens, which are to be secured in laboratories. No domestic animals are permitted in residence halls or Greek housing unless approved by the director of Residence Life. No domestic animal will be permitted to run at large anywhere on campus.
2. When a dog, cat, or other domestic animal that is not a certified service animal or approved by Residence Life is observed in any University building with or without an owner, or when any animal is observed roaming at large on campus, it should be reported immediately to the Office of Public Safety. Public Safety will attempt to find the owner and have the animal removed from campus. If the owner cannot be found, the animal is to be picked up and turned over to local authorities.

5.1.4 Operation and Maintenance of Buildings and Grounds (9/98)

The custody, operation, and maintenance of all University-owned buildings and grounds are the responsibility of the Director of Facilities. To the extent possible, a preventive maintenance program is followed whereby specific checks are made of all buildings and repairs are made when necessary. When repairs are not accomplished within a reasonable length of time, or when specific projects are requested, a work-order request should be forwarded to the Physical Plant Office. Work orders may be e-mailed to pplant@onu.edu or by the ONU Web Physical Plant Home Page at https://my.onu.edu/physical_plant. Call the Director of Facilities at Ext. 2460 for emergency repairs. After regular working hours, report any emergent problems to the Department of Public Safety at Ext. 2222.

5.1.5 Campus Crime Report

The University annually publishes the campus crime statistics and information in compliance with the Student Right-to-Know and Campus Security Act of 1990. All crimes that occur on campus must be reported to Public Safety. Public Safety provides continuous service and is available for assistance or for reporting criminal actions.

5.1.6 Firearms, Weapons, Explosive Devices

Firearms, dangerous devices, weapons, paint ball guns, pullout guns, "BB" guns, sling shots, or explosive devices of any nature are not permitted on campus or on University property.

Sections 5.1.7 to 5.1.10 are Clery Act (1998) References (9/2006)

5.1.7 Campus Access Policy

1. During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invitees. During non-business hours access to all University facilities is by key, if issued, or by admittance via the Department of Public Safety or Residence Life staff. In the case of periods of extended closing, the University will admit only those with prior written approval to all facilities.
2. Residence halls are secured 24 hours a day, but allow card access by residents at all times. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Sports Center, McIntosh Center, Heterick Library and Taggart Law Library and these will be secured according to schedules developed by the offices responsible for the facility.
2. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Department of Public

Safety, Physical Plant, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

5.1.8 Campus Law Enforcement Policy (8/2022)

See Section 5.15 of the [Ohio Northern University Employee Handbook](#).

ONU reserves the right to use video surveillance for lawful business purposes and to deter or further the investigation of criminal activity.

5.1.9 General Procedures for Reporting a Crime

1. University community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Public Safety in a timely manner. To report a crime or an emergency at a University facility other than on the Ada campus (e.g., ONU Nature Center, Lima Law Clinic, Hardin County Wetland Restoration Project), local police should be notified as well as ONU Public Safety.
2. To report a crime or an emergency on the Ada campus, call Public Safety at Ext. 2222, or from outside the University phone system at (419) 634-2756. Dispatchers are available at these respective telephone numbers 24 hours a day to answer calls. In response to a call, Public Safety will take the required action, dispatching an officer or asking the victim to report to the Department of Public Safety to file an incident report.
3. All student incident reports are forwarded to the Vice President for Student Affairs for review and potential action. The Department of Public Safety will investigate a report when it is deemed appropriate. Additional information obtained by the investigation will also be forwarded to the Dean of Students.
4. If assistance is required from the Ada Village Police Department or Hardin County Sheriff's Office, Public Safety will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Public Safety, will offer the victim assistance.
5. This information is made available to provide Ohio Northern University community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for Ohio Northern. Crimes should be reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

5.1.10 Criminal Activity Off-Campus

The University Student Affairs Office maintains contact with recognized fraternity and sorority organizations through the Director of Greek and Student Activities. Public Safety officers do not provide law enforcement service to off-campus residences of recognized fraternity and sorority organizations nor are activities off-campus recognized by University authority. Criminal activity at recognized fraternities and sororities residences is monitored and recorded by the Ada Village Police Department. Student Affairs staff and Public Safety officers enjoy a close working relationship with the Ada Village Police Department when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise.

5.1.11 Contingency Plan for Severe Weather (9/98) (9/2004) (8/2013)

1. Ohio Northern is primarily a residential University, with many students within walking distance of the campus. Since residential students would continue to be on campus, the campus remains open under many weather conditions.
2. Each department and staff section should prepare a contingency plan to ensure continued operations when a particular faculty or staff member or a nonacademic employee is unable to reach campus. This will entail planning to cover classes, to cover essential service functions, and to provide assistance to students, faculty or staff members who may need such assistance under severe weather conditions or conditions of natural disaster.
3. In the event it may be necessary to close the University or to delay opening the University, students, faculty, and staff should use the following media resources which will offer the latest official guidance on class meetings and working schedules.

ONU:	Web site, mobile app, email, Facebook and Twitter, and RAVE notification system
Television:	WLIO, TV-35, Lima
Radio:	WKTN, 95.3 FM, Kenton WPKO, 98.3 FM, Bellefontaine WBLL, 1390 AM, Bellefontaine WFIN, 1330 AM, Findlay WKXA, 100.5 FM, Findlay

In the event students are away from campus for break, announcements shall also be posted on the ONU Web page, on regional radio and television stations as maintained through the Office of University Communications and Marketing, and through text messages sent to cell phones and/or email addresses of individuals who have ONU's emergency notification service RAVE. Such announcements will be made only after specific approval by the President or their designee.

4. Severe Weather: A general assistance plan for ensuring continued operations will be placed into effect whenever conditions approach extreme levels. Illustrations of extreme weather conditions are temperatures below -15° F and/or snow accumulations exceeding 18 inches in 12 hours.
 - A. A coordinating group will be established in Lehr Building to determine the most effective use of resources available to the University. Assistance measures would include such things as snow removal from particular areas and rescheduling classes.
 - B. The Director of Facilities will maintain an up-to-date snow removal plan. The plan will provide for timely removal of snow from around building entrances and cleaning of sidewalks and parking lots to ensure relatively easy passage from residence halls to classroom buildings, cafeteria, library and to other areas on campus. The plan will give priority to the following:
 - (1.) Roads around campus for emergency vehicles.
 - (2.) Cleaning of walkways from residence halls to McIntosh Center
 - (3.) Cleaning of walkways from residence halls to classroom buildings.
 - (4.) Cleaning of parking lots for commuting students and faculty.
 - (5.) Cleaning of other sidewalks and parking lots.
 - C. The Vice President for Student Affairs will identify students and student groups who are willing to assist in snow removal when such assistance is needed. The Vice President for Student Affairs will establish procedures for coordinating activities of the individuals or groups with the Director of Facilities. An adequate supply of snow shovels (minimum of 20) shall be maintained at the University

warehouse for use in emergency situations. This is in addition to the shovels which are routinely available to the custodial staff in each building.

D. Discounted rooms are available at The Inn at Ohio Northern University for faculty and staff who live outside Ada and wish to use these facilities rather than travel to and from the University during periods of severe weather conditions. Faculty and staff members who reside in Ada may wish to offer accommodations to colleagues who prefer to remain in Ada rather than travel to their home outside Ada.

E. During the school year, the food services contractor has food on hand at any given time to provide three days of normal meals for students. Five days of altered menus could be provided with the same food, provided the kitchen is in full service with no utility outages.

5.1.12 Contingency Plans for Natural Disasters (8/2013)

1. The ONU Campus Emergency Response Manual addresses procedures for natural disasters such as fire, tornado, and flood, as well as medical emergencies, hazardous material spills, utility outages, etc. In any of these events, the Vice President for Financial Affairs will act as Emergency Director and may decide to open the Emergency Operations Center (EOC), most likely in McIntosh Center or the Department of Public Safety if feasible. These areas can be immediately equipped with office and emergency materials so that the EOC staff report to a central location and begin to address the situation without delay.

2. Upon receiving the first notification of an emergency, the department of Public Safety will begin the call process, according to Emergency Response Manual protocols, bringing to campus all necessary fire, emergency, and police personnel, as well as designated University and EOC staff.

3. Faculty or staff may be called on to offer their skills under emergency circumstances and considering their availability. The general concept is that individuals will be asked to perform those duties that they are capable of performing based on the priority of what needs to be accomplished.

5.1.13 Tornado Warning

1. In Northwest Ohio, the spring and summer months are typically when tornado or other severe storms are most likely to occur. During this so-called tornado season, the University will monitor the national weather information service radio station and local emergency services. These stations will be monitored 24 hours a day, seven days a week. National Weather Service (NSW) tornado event definitions are as follows:

A. Tornado Watch. This is when weather conditions are such that tornadoes are highly possible.

B. Tornado Warning. This is when a tornado has actually been sighted in the immediate area or a storm cell is likely to produce a tornado according to weather radar and the NSW.

C. When a tornado warning is received, the campus community will be alerted immediately by the sounding of two outdoor warning sirens which are located on top of Heterick Library and at the south end of Lakeview Lot. Other than a scheduled test, the sirens will be activated only by the Department of Public Safety when a tornado warning is received.

2. The following procedures are followed:

The weather monitoring system is located in the Department of Public Safety and is attended around the clock.

A. Controls are established to prevent unauthorized or prank sounding of the siren.

B. When the campus has been warned by siren of a tornado alert, everyone should immediately take the following actions:

- (1) If outside and not in close proximity to a building, lie face down in the nearest ditch or depression.
- (2) If outside and close to buildings, proceed immediately to the nearest building.
- (3) When inside, go to an interior hallway or room on the first floor and stay away from windows and doors.
- (4) Avoid auditoriums or other structures with large, open roof areas and high walls.
- (5) Remain in building for a minimum of 30 minutes.

C. The sirens will continue to sound as long as imminent danger is present.

5.1.14 Lost and Found (9/93)

1. The University will make reasonable efforts to assist faculty in the recovery of personal property which has been lost or stolen. A centralized "Lost and Found" department will be operated by the Department of Public Safety.

2. The following procedures apply:

A. Lost Report. Items reported lost will be recorded on a Public Safety complaint form, stating in detail the description of the lost item(s) to include serial number and/or any specific identifying features. Bicycles and major items, such as electronic equipment, will also be reported to the Ada Police Department.

B. Stolen Report. Items reported stolen will be recorded on a Public Safety complaint form. All major items including bicycles are reported to the Ada Police Department.

C. Found Items: Receiving and Storage. All property found and taken to the Department of Public Safety will be logged in the property book, tagged and placed in safe storage in the Department of Public Safety. Lost and stolen property reports will be checked for possible identification of ownership.

D. Found Items: Recovery. Items stored by the Department of Public Safety may be redeemed by the owner after proper identification. A receipt will be required from the owner for each item claimed and the owner's name, address, and the date claimed will be logged in the property book.

E. Found Items: Disposal. Unclaimed property will be disposed of by the Department of Public Safety at the end of each three (3) month period of storage.

3. The University assumes no responsibility for personal property on University premises. These items are the exclusive responsibility of the owner, and the University will not replace or pay for any personal items which are damaged, lost, or stolen.

5.1.15 Unmanned Aircraft System & Drone Policy

See Section 5.13 of the [Ohio Northern University Employee Handbook](#).

5.2 Facilities and Equipment (9/98)

5.2.1 Security of Buildings

Security of University buildings and equipment is everyone's business. University personnel should take normal precautions to secure University property.

1. The Director of the Department of Public Safety has the responsibility for all security on campus. This includes security of buildings, storage areas, and more importantly, the security of those individuals who live and work on campus. In carrying out this responsibility, the Director has direct and primary responsibility for the following specific actions:

A. Determination of the keying systems for the various buildings. The Director of Public Safety will rely heavily on the advice of the Director of Facilities and University locksmith in this regard; however, the ultimate decision on the specific system must be made by the Director of Public Safety.

B. Determination of personnel to be issued keys. Requests for keys should be made to the Director of Public Safety via email from the department chair, dean or administrator.

C. Development of procedures for issuance of keys to faculty and staff members.

D. Determination of when certain locks need to be changed and issuing appropriate work orders to accomplish same. No locks are to be changed, deleted, or added unless first approved by Public Safety. Work orders or other appropriate documentation must be initiated by Public Safety. The Director of Public Safety has the sole responsibility for determining which areas should be accessible with a Great Grand Master (GGM) key.

E. The Director of the Department of Public Safety must make the final recommendation as to individuals to whom GGM keys are issued. The final decision in this regard will be made by the Vice President for Financial Affairs, working closely with supervisors to ensure that GGM keys are issued only to those individuals who have a justifiable need for such a key. A complete review should be made at least twice annually.

F. The Department of Public Safety must maintain a complete up-to-date key inventory.

G. The Director of Facilities will be responsible for providing the services of a locksmith to perform the work involved in changing, adding and deleting locks as directed.

5.2.2 Use of Electric Heaters

1. Due to the fact that electric heaters are fire and safety hazards, and in accordance with University policy to conserve electrical energy, it is necessary that their use on campus be tightly controlled.

2. It is University policy that electric heaters be used only to supplement heat in areas where the building heating systems are not maintaining temperatures at the authorized levels.

3. Use of personally owned electric heaters is not authorized. If any are found to be in use, the owner will be asked to remove them from the premises.

4. The Director of Facilities will have the responsibility for determining the need for and approving the use of all electric heaters.

The Director of Facilities will:

- (1) Determine specific areas where supplemental heat is needed.
- (2) Notify University Warehouse when and where to issue heaters.

- (3) Monitor areas to determine where heaters are no longer needed and when this is determined, issue instruction to University Warehouse to pick them up.
- (4) Keep custodial personnel informed as to where heaters are authorized to be in operation.
- (5) Contact the owner of any personal heater found in operation and instruct owner to remove heater from campus immediately.

5.2.3 Personal Use of University Equipment and Facilities

1. Personal use of University owned tools, equipment or facilities is not normally permitted. However, under special circumstances, certain tools and small items of equipment may be borrowed from the University Maintenance Department with the approval of the Director of Facilities. The following items will not be loaned for personal use:

- Chain Saws
- Gasoline-powered Hedge Trimmers
- Portable Radial Saws
- Roto-tillers
- All Test Instruments
- All Self-propelled Wheeled Vehicles and Equipment
- Other items as designated by the Director of Facilities

2. The following procedures are used in the personal use of tools and equipment:

- A. Requests for use of equipment must be presented to the Director of Facilities before use of equipment. Requests must be in triplicate on form #P-9, available in the Maintenance Office.
- B. The request form must state what is requested, date of use, and date to be returned. After approval, one copy of the request form is retained in the Maintenance Office, one copy is forwarded to the Department of Public Safety, and one copy is retained by the individual using the equipment.
- C. After Public Safety approval by the Director of Facilities, the employee presents a copy of Form #P-9 to the supervisor responsible for the equipment. The supervisor will then release the item of equipment.
- D. Upon return of the equipment, the supervisor will make an inspection to determine if any damage has occurred. The supervisor will note the date of return on the employee's copy of Form #P-9. If any damage has occurred, the supervisor will note the damage on the form and an estimated cost of repairs or replacement.
- E. The employee will then present that copy of Form #P-9 to the Maintenance Office. The Director of Facilities will initial the form and clear their suspense file. If any damage has occurred to the equipment, the Director of Facilities will inform the individual of any assessment to be made and forward a memorandum to the Controller requesting a deduction in the employee's next paycheck. A copy of the memorandum will be provided to the employee.

3. The following procedures are used in permitting persons the use of facilities:

- A. Only under extreme circumstances will use of University facilities be permitted for personal use. When approved, the Director of Facilities will notify the Department of Public Safety of the specific facility to be used, by whom it will be used, and the date and time of use.
- B. In the absence of such prior notification, the Department of Public Safety will not permit personal use of facilities.

5.2.4 Use and Scheduling of University Facilities

1. The use of all physical facilities for other than the basic educational program of the University shall be on a first-come, first-served basis with the following priorities:
 - A. Recognized student organizations and committees.
 - B. Faculty organizations and committees.
 - C. Other University-related organizations and committees.
 - D. Non-University organizations, groups, or individuals.
2. The Office of the Registrar shall be responsible for scheduling all University academic facilities for the basic educational program of the University, or for other purposes by students, faculty, or other University-related organizations and committees. Requests for use of academic facilities must be in writing and should indicate the building(s), room number(s), the requesting organization, the name of the responsible University official, the dates and times the facility will be used. Further information on room usage may be found at https://my.onu.edu/registrars_office/forms_and_reporting_tools_for_faculty_and_staff
3. All requests for use of any University facility from non-University organizations, groups, or individuals shall be directed to and coordinated by the Director of McIntosh Center. The use of such facilities by such non-University organizations, groups, or individuals must be approved by the Vice President for Financial Affairs prior to their scheduling. Approval from the Vice President for Financial Affairs will be secured by the Director of McIntosh Center. Prior to approving the use of academic facilities or scheduling any activity in an academic facility, the Office of the Registrar shall be contacted to insure that the facility is not scheduled for academic purposes.
4. Scheduling of the Sports Center for use by University personnel for purposes other than the basic educational program of the University shall be coordinated by the Director of Athletics.
5. Scheduling of McIntosh Center for all purposes shall be coordinated by the Director of McIntosh Center.
6. The scheduling of the Freed Center for the Performing Arts shall be coordinated by the Director of the Freed Center.

5.3. Business Services

5.3.1 Telephone Security Policy (9/95) (8/2011) (8/2019) (9/2021)

1. The University owns, operates, and maintains its own Voice Over IP phone system. The University's main number is 419-772-2000 and this number may be used by persons requesting general information about the University. Persons attempting to contact a University extension from off campus should dial 419-772- and the four-digit extension. On campus calls can be made by dialing only the last four digits of the phone number.
2. Telephone call tracing. Employees may occasionally experience obscene or harassing telephone calls. In the event that such calls are persistent, the employee should advise their supervisor, who should forward details of the situation to the Department of Public Safety for investigation.

3. Telephone Personnel. Full-time Information Technology employees are entrusted with great responsibility to operate the computer network and telephone systems and to maintain the privacy and integrity of the system.

5.3.2 Motor Vehicle Regulations (8/89) (9/98) (6/2010) (8/2013)

1. All vehicles operated on the campus and belonging to faculty, staff or students must be registered with Public Safety. There is no charge involved for faculty and staff and registration may be accomplished at any time between the hours of 8:00 A. M. and 4:00 P.M., Monday through Friday. Vehicle hangtags will be issued at the time of registration.
2. Individual parking spaces will be assigned to the following individuals:
 - A. Physically disabled persons.
 - B. President of the University.
 - C. Provost and Vice Presidents.
 - D. Deans of the colleges.
3. The following regulations apply to operation of a motor vehicle on the campus:
 - A. The speed limit of motor vehicles on University property shall be 25 miles per hour at all times unless otherwise posted.
 - B. Pedestrians shall have the right-of-way at designated crosswalks at all times.
 - C. Motor bikes, motorcycles and scooters must be operated only on streets designed for normal automobile use.
 - D. Any accident involving a motor vehicle on University property must be reported to Department of Public Safety immediately at 419-772-2222.
 - E. Parking of motor vehicles on University property is confined to areas designated for that purpose. Parking is prohibited on grass plots, construction areas or any other places that will mar the landscape, inconvenience or endanger anyone, create a hazard or interfere with the use of the University facilities by others.
 - F. Faculty and staff motor vehicles must be parked in areas assigned for faculty and staff.
 - G. Parking is prohibited at all loading docks and zones, entrances to buildings and at all curbs.
 - H. The responsibility for finding a legal parking space rests with the motor vehicle operator.
 - I. The person in whose name a vehicle is registered at Ohio Northern University is responsible for any violations involving the vehicle.
 - J. Parking areas marked "Visitor Parking" may not be used by students, faculty or staff.
 - K. The Department of Public Safety is authorized to remove a vehicle by towing or other means from any part campus for the following reasons:
 - (1) When the vehicle is apparently abandoned.

(2) When the vehicle is left unattended and constitutes a hazard or obstruction to the movement of traffic, or causes an immediate threat to the safety of the campus community or its visitors.

L. The Hangtag Permit is to be hung on the rearview mirror. Placing permit on the dash is not acceptable. Lost or stolen permits will result in a \$25.00 replacement fee.

M. Ohio Northern University assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated or parked on the campus.

4. Appeals of motor vehicle violations are handled as follows:

A. A Faculty and Staff Traffic Appeals Committee, composed of one faculty member, one staff member and one nonacademic employee, shall be appointed to consider written appeals for waiver of fines for traffic violations.

B. Any faculty or staff member wishing to contest a traffic citation may file an appeal with the Traffic Appeals Committee. Appeals are to be in writing and on forms provided by the Department of Public Safety.

C. Appeals are to be filed within fourteen (14) working days of the date of violation. If appeals are not filed within the fourteen (14) day period, or if the individual fails to appear at the scheduled hearing of the Traffic Appeals Committee, the individual will have forfeited the right to appeal.

D. The decision of the Traffic Appeals Committee is final and a violation may not be re-appealed unless significant new evidence or proof is submitted.

E. Tickets for illegal parking in spaces used for disabled persons may not be appealed.

F. Fines for violation of traffic and parking regulations are as indicated below:

Improper Parking	\$15.00
Parking in Restricted Areas	\$30.00
Parking in Disabled Space	\$250.00
Parking Without Permit	
1 st offense	\$65.00
2 nd offense	\$65.00
3 rd offense	\$75.00
4 th offense	\$100.00

(On 4th offense, vehicle may be towed from campus and stored at owner's expense.)

Parking in Fire Lanes	\$35.00
Driving or Parking on Grass	\$30.00
Driving on sidewalks	\$30.00
Reckless operation	\$35.00
Stop sign	\$15.00
Falsification of information	\$30.00
Parking longer than posted time	\$15.00

G. Fines are to be paid online through the Parking Portal on the Department of Public Safety's website. Payment of fines or the filing of an appeal as provided above must be accomplished within fourteen (14) calendar days of the date of violation. All fines must be paid through the Parking Portal. Any ticket fines not paid within 30 days will incur a one-time \$5 late fee, which will be applied to each outstanding parking violation.

5.3.3 Use and Control of University Vehicles (9/91) (9/98) (9/99) (8/2013)

1. The University maintains a limited number of vehicles for official campus use. For control purposes and to insure optimum use, a certain number of these vehicles will be centrally pooled and dispatched from the Physical Plant Department. For purposes of convenience and due to specific recurring needs of certain departments, a limited number of vehicles may be designated for the primary use of specific departments.
2. University owned vehicles may be used only in conjunction with University business and generally for out-of-town trips. The University requires that all drivers of University-owned, rented, or leased vehicles complete an on-line defensive driving module provided by the Department of Public Safety. Individuals using University-owned vehicles are also required to sign and comply with the University's Application for Approved Driver Status.
 - A. The Department of Public Safety will check the status of drivers licenses every year. Reports of drivers with 1 major or 2 minor violations currently on their license will be reported to the Vice President for Financial Affairs. Those persons will not be permitted to drive a University vehicle.
 - B. Persons with 1 major or 2 minor violations currently on their driver's record will be notified that University driving privileges will be at the discretion of the Vice President for Financial Affairs. Privileges may be reinstated when their driving record points are reduced.
 - C. Persons with a suspended driver's license may not drive a University vehicle under any circumstance. This is to include driving a motorized cart, tractor, or lawnmower on a public street.
 - D. Public Safety will investigate all accidents involving University vehicles and make the report available for insurance purposes.
3. The following procedures are followed relating to use of University fleet vehicles:
 - A. Vehicles will be dispatched by the University Physical Plant office.
 - B. Trip tickets and other forms as directed by the Travel policies found on the ONU Travel website will be completed for each trip.
 - C. When not in use, vehicles will be parked at the Physical Plant lot on Lincoln Avenue.
 - D. Vehicles are generally dispatched on a first-come, first-served basis. Exceptions are made in certain instances when limited designated use is approved.
 - E. Vehicles may not be reserved more than 30 days in advance of their intended use for vans and 10 days for cars unless approved by the Vice President for Financial Affairs.
 - F. Vehicles are to be picked up at the Physical Plant office on the date of the intended use.
 - G. The Physical Plant shall be responsible for ensuring that vehicles are maintained on a regular basis and kept in a clean condition.
 - H. All vehicles will be checked against the Motor Pool Vehicle Checklist prior to each scheduled use. Vehicles found faulty in regard to any checklist items which might influence safe operation of the vehicle will not be dispatched until such deficiency has been corrected.
 - I. A separate maintenance log will be maintained on each vehicle showing service dates, mileage, repairs, and repair costs.

5.3.4 Mileage Reimbursement (9/1/84) (9/98) (9/99)

The University reimburses individuals for use of their privately owned vehicles on official University business. Reimbursement is the current IRS mileage rate which may be obtained from the Office of the Controller.

5.3.5 Travel by Unscheduled Aircraft (9/99) (9/2010)

Travel by chartered or unscheduled aircraft of any type is discouraged, and any proposed use of such aircraft must be reviewed by the University's Director of Business Services to meet insurance requirements.

5.3.6 Vehicle Safety Policy (2/2009)

In order to ensure the safety and well-being of ONU students and employees, the ONU Travel Policies, https://my.onu.edu/business_services_and_purchasing/travel_policies, must be adhered to while traveling in a University vehicle. For purposes of this policy, "University vehicle" means any passenger car, van, or truck owned, rented, or leased by the University.

For University business purposes, 12-passenger vans and a 55-passenger bus may be reserved through the Physical Plant office or on-line via the Physical Plant web page https://my.onu.edu/physical_plant. If an appropriate vehicle is not available from the University fleet, one may be rented.

5.3.7 Surplus Property and Asset Control

Purchasing is responsible for the disposition of property deemed surplus by University departments. All items that become surplus must be brought to the attention of the Purchasing Department for proper handling. An attempt will be made to utilize the surplus items in another University department. If it is determined that the items will be of no further use to the University, the Purchasing Department will either offer these items for sale or dispose of them. In either case, proper changes to departmental asset inventories will be made.

5.3.8 Purchase of Flowers (9/99)

See Section 5.27 of the [Ohio Northern University Employee Handbook](#).

5.3.9 Solicitation of Funds (9/1/85)

See Section 5.16 of the [Ohio Northern University Employee Handbook](#).

5.3.10 Personal Purchases Through University Purchasing Office (9/98) (9/2004) (9/2006)

1. Personal purchases by University employees must be coordinated through the Purchasing Department to ensure proper invoicing and payment records. Employees may not place orders on any department budget accounts. All personal purchases will be taxed using the appropriate sales tax rate at the time of purchase.

5.3.11 Printing and Duplicating (8/86) (9/2010)

1. Printing Services provides professional printing and copying services for the University community. Services are available to all faculty and staff, campus departments and organizations, students, and student organizations. Printed items are paid for with University funds from requesting departments.

2. Printing Services operates toner- and inkjet-based printers and digital presses, along with an assortment of bindery and finishing equipment that allow fulfillment of most job requests.
3. Orders received are reviewed by Printing Services to determine the most cost-effective and efficient production methods, while retaining the quality required for an effective communication. In some instances, an outside printer is warranted. In those cases, Printing Services will contract with the appropriate outside vendor for the best quality, cost, and delivery time.
4. Printed items that are intended to be mailed will be evaluated prior to printing. Artwork, documents, and chosen postal mailing methods are reviewed to prevent excessive postage costs, and to ensure adherence to US Postal Service (USPS) regulations. Mailings utilizing the University's nonprofit postage permit must comply with USPS regulations for preparing nonprofit mail.
5. Print materials utilized for official University marketing or recruitment purposes should adhere to branding guidelines established by the Office of Communications and Marketing (C&M). Printing Services will determine printing estimates, scheduling and use of outside vendors.
6. Copyright rules and regulations must be followed. Printing Services follows copyright guidelines found on Heterick Memorial Library's webpage: https://library.onu.edu/heterick_memorial_library

5.3.12 University Stationery

1. Printing Services produces official University letterhead, envelopes, and business cards in adherence with branding guidelines developed by the Office of Communications and Marketing (C&M). Typefaces, logos, text placement, and colors appearing on University stationery must remain consistent with established branding guidelines.
2. Content included on University stationery and business cards must be relevant to University business. With the exception of business cards; Printing Services will not print, nor will University funds be used to pay for, note pads, letterhead, envelopes, etc., bearing individual names.

5.3.13 Liability Insurance Restrictions (9/98) (06/2009)

1. General Liability Insurance: The University carries liability insurance to protect itself against suits arising from claims. Employees who are acting within the scope of their official duties will also be protected with this policy. This type of policy provides protection for the negligent acts of the University but is limited in its scope to certain specific named perils such as but not limited to the physical injury, advertising, sexual misconduct, contractual liability, incidental medical malpractice, and accidents while engaged in University business or activities.
2. Educators Legal Liability Insurance: This policy provides protection for trustees, officers, administrators, faculty and other employees of the University relative to professional decisions and judgments made in performance of their duties. The type of risks covered by this insurance includes those resulting from decisions, or lack thereof, on such matters as tenure, faculty appointment/dismissals, student admissions, personnel policies, competent teaching, investment of University funds, accreditation, and equal employment opportunities.
3. Auto Insurance: Faculty and staff members driving University-owned, rented, or leased vehicles on authorized trips are properly covered with bodily injury, liability, property damage liability, comprehensive, collision, and uninsured and underinsured motorist insurance. University employees driving individually-owned, rented, or leased vehicles must carry their own automobile insurance sufficient for proper protection. The University cannot legally protect the individual, inasmuch as the University does not have an insurable interest in any property other than that owned by the University. The mileage allowance paid to faculty and staff members driving their own automobiles on University business is intended to cover the usual costs of operating an automobile and to include the cost of adequate insurance.

4. Property Insurance: The property insurance program of the University covers the various buildings and the University equipment located therein. Personal property owned by individual employees or students in University buildings is not covered. Reports of loss and/or damage should be made to the Department of Public Safety which will investigate and prepare a report. Claims for University property are processed through the Business Services office.

5.3.14 Office Supplies and Other Materials

The policies and procedures relative to the purchase of office supplies and other materials, can be found on the Purchasing webpage, https://my.onu.edu/business_services_and_purchasing/office_of_purchasing_and_university_stockroom. Certain types of expenses should not be incurred and paid.

5.4 Human Resources

5.4.1 Holidays

See Section 4.16 of the [Ohio Northern University Employee Handbook](#).

5.4.2 Identification Cards (9/1/86) (9/98)

1. All faculty and staff members of the University are required upon employment to secure a University I.D. Card from Public Safety.
2. The I.D. Card must be carried by the faculty or staff member at all times when using University facilities as a means of identification. In addition, it may be used to secure library books at the University libraries, to secure a discount on purchases at the University Bookstore, or for admission to certain athletic or other University sponsored events.
3. Spouses of faculty and staff members may obtain an I.D. Card from Public Safety. A \$25.00 fee will be charged for this service.
3. On termination, the faculty or staff member's I.D. Card (and spouse's I.D. Card if one has been issued) must be returned to Human Resources.

5.4.3 Payroll Procedures (10/2018)

See Section 3.10 of the [Ohio Northern University Employee Handbook](#).

5.4.4 Political Activity (12/15/98)

See Section 5.17 of the [Ohio Northern University Employee Handbook](#).

5.4.5 Supervising Student Employees (10/2018)

See Section 5.30 of the [Ohio Northern University Employee Handbook](#).

5.5 Financial Services

5.5.1 Generalized University Calendar of Activities and Events

1. The Director of McIntosh shall be the official coordinator and administrator of the University Calendar of Activities and Events. All University activities or events, before being official, must be cleared and accepted by the coordinator. This includes academic, social and cultural events.
2. An Advisory Committee shall be established and appointed by the President of the University to assist the coordinator and resolve conflicts.
3. The development of the Academic Calendar is a function of the Office of Academic Affairs.

5.5.2 Budget Procedures (9/1/84)

The annual operating budget of the University for the following fiscal year is adopted and approved by the Board of Trustees of the University. The following procedure may be used by the Budget and Appropriations Committee in developing its annual budget recommendation:

- A. Preparation and publication of a Budget Planning Timetable.
- B. During fall semester, estimates are made of anticipated income from all sources which can be used to support the budget. This necessarily involves the adoption of enrollment estimates for all colleges.
- C. As soon as possible after the beginning of the academic year, the financial aid program and needs are reviewed and maximum funding levels are established for budget planning purposes.
- D. During the fall semester, overall budget parameters are developed which include:
 - (1) Maximum increases in student charges to be recommended;
 - (2) Maximum increases in recommended budget expenditures;
 - (3) Maximum staffing levels for all personal classifications for budget planning purposes; and
 - (4) Recommended overall increase in compensation for all University personnel.
- E. Prior to the fall meeting of the Board of Trustees, fixed or semi-fixed costs are estimated and overall budget estimates are developed.
- F. Review overall needs of the University as indicated by:
 - (1) Budget requests submitted to the administration by academic and administrative departments;
 - (2) Recommendations from other faculty committees; and
 - (3) Recommendations from administrative officers.
- G. Recommend allocation of estimated funds available to major budget categories.
- H. Participate in the development and preparation of final budget recommendations for submission to the Board of Trustees for adoption.
- I. At various times during the year, reports are made to University Council outlining recommendations of the Budget and Appropriations Committee regarding the annual budget and capital expenditures.

J. Prior to the end of the academic year, a contingency plan is developed outlining specific areas or categories of expenses to be considered for reduction or increase in the event that actual income varies from that previously estimated.

2. The Budget and Appropriations Committee is responsible for the development of annual operating budget recommendations for the University and for making recommendations concerning other financial plans relating to the funding of capital improvement projects. In discharging these duties, the Committee is specifically responsible for:

- A. Estimating University income from all sources;
- B. Estimating enrollments in each of the colleges;
- C. Recommending adjustments to tuition and other student charges;
- D. Studying and making recommendations relating to means by which income from other potential sources can be increased;
- E. Establishing and publishing a Budget Planning Timetable for each academic year;
- F. Reviewing and analyzing expenditures and needs of the University;
- G. Recommending the allocation of funds within the University, including salaries and staff benefits, student aid, utilities, library acquisitions, instructional equipment, building and grounds maintenance, travel, etc.; when appropriate, the Budget and Appropriations Committee recommending allocations of funds for specific budget items;
- H. Making periodic reports to University Council and the faculty and staff concerning recommendations of the Committee;
- I. Meeting with other committees when appropriate for budget planning purposes.

5.6 Workplace Violence

See Section 5.8 of the [Ohio Northern University Employee Handbook](#).

5.7 Legal Services Policy (9/2021)

I. Scope

This policy establishes the responsibilities of the Vice President and General Counsel (“General Counsel”) for providing legal services to other units of the University, and identifies those matters that require legal review by General Counsel. It extends to all University matters for which any employee of the University or its subsidiaries or affiliates might want or need to consult an attorney. Compliance with this policy will enable the University to minimize the risk of litigation; reduce uncertainty and disruption in its affairs; and take advantage of its legal rights, protections, and opportunities.

II. POLICY

General

The major responsibility of General Counsel is to ensure that the legal rights and opportunities of the University and its employees are protected, and that their legal obligations are met. Any employee who suspects that an attorney’s advice might be helpful or necessary on a particular matter should promptly submit that matter for review to General Counsel. The matter

should be submitted to General Counsel in writing, with full background explanation and documentation, as far as possible in advance of the time for final action. It should first have been reviewed by the vice president, dean or director responsible for the activity. If the matter deals with the compliance with employment policies and practices, the VP, dean, or director should send the matter to Academic Affairs (for all faculty) or Human Resources (for all staff) for review prior to submission to General Counsel.

General Counsel should be consulted in advance on the following particular matters, among others:

- Contracts and agreements (see below)
- Incoming subpoenas and other legal papers (see below)
- Government investigations (see below)
- Proposed actions entailing a substantial risk of civil or criminal liability
- Involuntary suspension or terminations of employees
- Student disciplinary matters where the possible sanction may be suspension for one term or more severe
- Press inquiries regarding pending or potential litigation
- Transactions where an adverse or potentially adverse party is represented by counsel
- Any other situation in which legal or quasi-legal issues may be involved

General Counsel will manage all litigation and other legal proceedings on behalf of the University and its employees, and will advise on all other legal matters. General Counsel will not provide legal services to employees or students in their personal capacities.

Contracts and Agreements

All proposed contracts and agreements (including offers of employment, bid specifications, intern placement agreements, leases, loans, letters of intent, and memoranda of understanding) to which the University is to be a party should be referred in writing to General Counsel for drafting or review as far as possible in advance of negotiations with the other party. Exceptions to this rule are standard agreements that have already been approved by General Counsel for routine use by other University units such as Business Services or Human Resources.

Generally, agreements should be submitted to General Counsel only after they have been approved in substance by the vice president, dean or director responsible for the subject matter of the agreements. The administrator will have primary responsibility of obtaining any required review by other units of the University, including, review of any insurance specifications by risk management.

General Counsel will return the proposed agreement to the initiating administrator with written comments and recommendations.

Incoming Subpoenas and Other Legal Papers

All subpoenas, summonses, complaints, wage attachments, and other legal papers served on employees in their business capacity, whether or not the University is named as a party to the proceedings, should be forwarded to General Counsel by hand immediately upon receipt.

Government Investigations

If investigators from a government agency request an interview with a University employee, or seek data, documents, or access to files, they should be told that the University will generally

cooperate, but only after consultation with its lawyers. Without any further response to the investigators, the employee should immediately telephone General Counsel for advice and instructions.

Outside Counsel

General Counsel will determine whether legal matters require the assistance of outside counsel and, if so, will select outside counsel, following appropriate consultation with other University officials, and will supervise and approve outside counsel's services and fees. Employees may not contact outside counsel directly on University business without the prior authorization of General Counsel.

Confidentiality and Privilege

For both legal and ethical reasons, confidentiality is of utmost importance in many matters referred to attorneys. In order to preserve confidentiality and legal privilege for oral and written communications between General Counsel (or outside counsel) and other University employees, all matters involving counsel should be treated confidentially, unless they are obviously suitable for disclosure to the public. Administrators in their correspondence with counsel should state explicitly if they are "requesting legal advice," "anticipating litigation," or furnishing counsel "confidential information," since these points are important to creating and maintaining a legal privilege for the communications. Employees should also keep legal files segregated from other files. Legal files should be disclosed only on the strictest need-to-know basis and only within the University. In sensitive matters, employees should not create unnecessary documents.

SECTION 6: DEVELOPMENT AND EXTERNAL RELATIONS INFORMATION GUIDELINES

6.1 Communications and Marketing (CM) Publications Policy (9/2007) (9/2009) (9/2015)

1. The Office of Communications and Marketing is part of the Division of University Advancement. CM develops, facilitates, disseminates and maintains all forms of communications with the University's external and internal audiences. It also markets the institution to all its important constituent audiences. Responsibilities include: advertising and promotions, print and electronic communications, media relations, writing, design, website development, marketing and maintenance, crises communications, photography, audio and video, and social media.
2. University print and electronic publications must originate, be revised and/or reviewed by the Office of CM to ensure consistent presentation of brand strategy, marketing messages and image. Text is written or reviewed for appropriate content and for compliance with the University's style guide, as well as edited for consistency and accuracy of messages.
3. Allocations within the University publications and advertising budget may be made to the various colleges and administrative offices, as needed. CM is expected to provide effective channels of communication among administration, faculty, students, and staff in the development, design, content preparation, and printing of all University print and electronic publications.
4. A project request form must be submitted to the assigned CM account executive for all projects. The project request form must be fully complete in order for CM to begin work on the project. CM lead-time standards will be strictly adhered to in order to efficiently and effectively meet all University needs. It is imperative to plan in advance for projects requiring CM assistance as project request forms submitted outside the CM lead-time standards are not guaranteed to meet the constituent's deadline. The project request form is available on the CM website.

A. Print and Electronic Publications

1). It is essential that all University departments or offices producing or requesting new, revised or reprinted (print or electronic) publications work very closely with CM throughout all stages of production to ensure that the final product is satisfactory to all concerned. A long lead-time is recommended to ensure delivery on schedule. Please consult the project lead-time chart located on the CM website for clarity.

2). Publication owners should consider if their publication needs updating to comply with important, current university messages and graphics and if so, should build appropriate time into the production schedule to accommodate updates. Before layout or design is begun, all content must be edited, proofread and approved by CM. (CM uses the most current AP style guide.)

3). Those who would like to produce a **new** publication or website or those who wish to **revise** an existing publication should follow these guidelines to meet the desired results and deadline:

- Initial Planning – Complete the project request form and meet with assigned CM account executive, as required, to consider all aspects of the publication: purpose, audience, quantity, schedule, responsibilities, format, photography and graphics, as well as printing, distribution and delivery.
- Production Schedule – After the initial meeting a tentative schedule will be worked out and deadlines set. For most print publications, depending on size and specifications, consult the project lead-time chart.

- Origination of copy – Final approved copy is required before the project goes to layout and design. UCM can provide writing for the project, but all content is subject to editing, proofreading and compliance with the CM style guide before layout and design begin or before the publication is produced.
- Photography – CM will provide a photographer and, if necessary, an art director to take photography required for the publication. Photography can be submitted, and must be approved in advance to meet print and electronic requirements.
- Design layout and proofs – after the content is approved, an initial design layout will be produced; after changes, a final proof will be provided. Before going to print, a signature for sign off is required.
- Printing – Administrative offices and academic departments requesting or requiring printing must go through CM and Printing Services for print needs. UCM must approve the document to be printed and printing estimates and production scheduling must go through Printing Services. All cost estimates, allocations, responsibility for costs and decisions regarding whether or not to use outside printers will be decided by CM and Printing Services.

4). The Ohio Northern University website home page is an official publication of Ohio Northern University. The main website is maintained by the CM staff. The purpose of the ONU home page is to provide an image consistent with the University's brand identity, marketing plan and to provide current information about the University, its colleges, services, events, and programs. In order to achieve consistency and coherence with official ONU web pages, CM reviews the format and content of these pages.

The University is using Drupal content management system. Anyone wishing to create a new website, to add pages or content to their existing website should contact the Office of CM to receive specific guidance and training on implementation and approval to upload any new pages.

The University domain name is onu.edu. This domain and sub-domain should be used for Internet-related communications. All other domain names (not containing onu.edu) are discouraged or minimized by redirecting to the main website.

Registering a domain name different from onu.edu without University approval is strictly forbidden. Permission for registering a domain name will be granted by the executive director of CM and the chief information officer of Information Technology.

Individual students, student organizations, faculty, and staff members may develop their own personal web pages consistent with the Computer Ethics Statement for the University. It is recommended that these web pages be created as Google sites are considered "unofficial" web pages.

Social networking and blogging connected with the University's website or venues that in any way market the University or convey institutional messages with internal or external audiences must have approval from UCM.

B. Photography

1). Because photography and graphics play an important role in the marketing of the University, the taking and use of photography in print and electronic publications falls under the responsibility of CM. Photographic needs will be discussed during the initial planning of the publication.

2). CM also takes photos to accompany newsworthy campus events, feature articles or news releases. Departments, campus groups or individuals associated with ONU who would like photography taken for one of their own sponsored events or other needs, may complete the CM project request form to arrange for photography. Consult the project lead-time chart to verify scheduling times. Photos are archived

and available with approval from CM to departments, groups and offices for use on websites or in print publications.

C. Videography/Multimedia

1). Like photography, film and video of the University or those used in communications with University internal or external audiences are also considered to be visual marketing publications and fall under the responsibility of CM. Departments or requesting offices that wish to create a video for promotion, development or enrollment purposes should contact their CM account executive to set up an initial planning session to discuss marketing implications, needs, schedule and costs. Student or departmental videos that are intended for use on a University website, or for any other purpose, also need approval from CM before uploading.

2). Upon request, the Office of CM can also provide outside resources for filming and videography for institutional events such as commencement at the requestor's expense.

D. Media Relations and News

1). The Office of CM has the specific responsibility for disseminating all news information about Ohio Northern. The office also proactively pitches newsworthy stories and faculty/staff experts to the media in response to requests from members of the news media and other sources.

2). CM also generates news of upcoming campus events, hometown releases for students, news of interesting academic programs and news of student and faculty relevant to the reputation of the University and its marketing efforts.

E. Advertising and Promotion

1). All print, digital, electronic, audio, social, and video advertising and promotion of Ohio Northern University should originate in, or be reviewed by, the Office of CM. See steps outlined in section A.

2). Promotional items such as t-shirts or other items produced by ONU groups, departments or offices, that use the University's logo or words: "Ohio Northern University," "ONU," "Northern" or "Ohio Northern" must adhere to the graphic standards set forth by the university and such items must be approved in the design stage by the Office of CM before they are produced for distribution.

F. Media Release

Ohio Northern University's *digital media release form* must be completed by every member of the ONU community (faculty, staff, students) as well as any individual who participates in camps or other activities on ONU's campus. The form grants ONU authorization for usage of pictures, video and audio of the individual in ONU communications. Parents/legal guardians must complete the form for individuals under 18 years of age.

6.2 University Sponsored Grant Proposals (09/2009) (8/2011)(8/2023)

1. Ohio Northern University recognizes the need and the positive advantages of grant and sponsored program proposals which are initiated by members of the faculty and staff. External funding resulting from said proposals can result in professional development opportunities for staff members, expanded educational opportunities for students, and increased recognition and visibility for the University.

2. The Office of Academic Affairs through its Director of Foundation, Government and Academic Grants is responsible for tracking all grants submitted and received by faculty and staff. Therefore, the Director must be consulted prior to proposal submission and alerted to the outcome of those submissions. All funds, grants and gifts in kind received from external sources must be processed through the Office of University Advancement to ensure appropriate recognition.

3. The Director is responsible for ensuring that proposal budgets conform to the guidelines of both the potential funder and the University. Budgets must be reviewed by the director prior to submission. Cost sharing by the University in the way of matching funds or in-kind support must be approved by the department chair and dean as well as the Provost. Likewise, waiver of indirect costs (facilities and administrative costs) must have administrative approval. To gain this, (1) the proposal must be consistent with the mission and education objective of the University; (2) the project must have the support of the appropriate department chairs and deans as well as the Provost. In some instances, the project must also require the approval of the University President.
4. All indirect cost recovery funds are shared in the following manner: University, 50%; College, 20%; Department, 20%; and Principal Investigator(s), 10%. Where no department exists, the indirect cost recovery is shared: University, 50%; College, 40%; and Principal Investigator(s), 10%.
5. General information relative to proposal writing is available through the Director of Foundation, Government and Academic Grants in the Office of Academic Affairs. The Director can assist in identifying potential funding sources, expanding or developing proposal ideas, developing budgets, obtaining appropriate university approval and reviewing proposals prior to submission. Further information regarding the services and the proposal process at the University can be found on the following website:
https://my.onu.edu/academic_affairs/grants_and_proposals.
6. Individuals interested in writing a proposal must confer with their immediate supervisor. It is a shared responsibility of the faculty/staff and the Director to obtain the appropriate approval and signatures. A proposal approval form is available on the website or by contacting the Director.
 - A. A proposal narrative with a budget analysis reflecting project costs should be included with the proposal approval form to assure proper authorization.
 - B. Forms/letter requiring the signature of the University President must be submitted to the Director one week prior to submission of the grant. The university approval form must also be completed one week prior to the submission to allow time for review by the appropriate university administrators.
7. The Director is the University's Authorized Organizational Representative to submit proposals to government agencies such as NSF and NIH via Fastlane, Grants.gov. etc.
8. Contracts, subcontracts and confidentiality agreements for research and work done by faculty and students for outside entities need to have the appropriate university approval. The Director can assist with this.

6.3 Solicitations of Gifts (9/2005) (7/2016) (9/2022)

1. As an independent, gift-supported institution, Ohio Northern University depends upon private contributions to underwrite and subsidize a significant portion of its annually budgeted operations, to support special projects for purposes over and above current operations, to make possible the development of the University's physical facilities and to grow endowment resources. In order that requests for gifted funds in support of Ohio Northern may be coordinated properly and become an integral part of the overall University development program, the Board of Trustees, in conjunction with the President's Office, approves projects for which official University solicitation may be made and for which gifts and grants may be received. The implementation of fundraising opportunities and its procedures are managed and coordinated by the Office of University Advancement. The Board of Trustees, with the President, has established a Gift Acceptance Policy that further describes eligible fundraising efforts, naming processes, gift types, and procedures for gift approval. This policy is maintained by University Advancement.
2. Many members of the Ohio Northern community may play key roles in the Ohio Northern advancement efforts by defining and clarifying academic needs, identifying prospective donors, participating in the solicitation of gifts, and stewarding donors and alumni. Expenditures required by

colleges and/or their departments for educational and general purposes will be requested through normal budgeting channels, and unrestricted gifts sought and received by Ohio Northern University will be supportive of those budgeted expenditures. Gifts received for current general budgeted expenditures are credited to the Northern Fund. In some cases, donors may restrict their gifts to support specific existing programs or budgeted items. When special needs and/or opportunities for gifts arise in support of expenses not included in the budget, authorization of the project or program may be obtained after review and approval by the appropriate deans, vice presidents and approval of the President. All prospects for gift support and candidates for contributions must be cleared by the Vice President for University Advancement prior to each solicitation.

3. Employees of Ohio Northern University may be solicited by colleagues to participate in the Northern Fund of the University and other special projects or giving programs that may arise. While employees are encouraged to participate in financially supporting the University whenever possible, such participation is strictly voluntary. The Advancement Office confidentially maintains personal contribution amount information.

4. Alumni and friends of Ohio Northern University, members of the Board of Trustees, members of the Ada community, parents of current and former students, local and national business organizations and foundations are solicited regularly through the Office of University Advancement to make contributions for approved capital projects, endowments, and annual operations. Solicitations of gifts from these groups by colleges, academic departments, college employees or members of college-sponsored organizations and clubs are not permitted without prior consent from the Vice President for University Advancement. In particular, students, faculty, and/or coaches, individually or collectively, are not permitted to request gifts from members of the above listed group, to secure contributions for annual operations, endowments, special projects, equipment, or capital projects unless authorization by the Vice President for University Advancement has been obtained in advance of each solicitation effort.

6.4 Endowed Faculty Positions (9/1/85) (8/2011) (7/2016) (9/2021) (9/2022)

1. Fully Endowed Chairs, Professorships, and Fellowships.

A. The strength of a great university resides in its faculty. The identification, recruitment, and support of that faculty are therefore a major priority for the institution. The full endowment of a faculty Chair, Professorship, or Faculty Fellowship is one way to respond to that priority. The dollar amount necessary to endow funds is determined by the Gift Acceptance Policy, which is approved by the University President and Board of Trustees. The amount necessary to endow a Chair is larger than the amount necessary to endow a Professorship. The amount necessary to endow a Faculty Fellowship is lesser than a Professorship.

B. Fully endowed positions bring with them several benefits. First, faculty honored by appointments to an endowed position are accorded prestige and recognition within the University and in the wider academic community. Second, donors gain the satisfaction of knowing that their names will be linked in perpetuity to a commitment to academic excellence through the achievements of the occupants of the position. Third, the University will be able to secure and sustain high-quality faculty even in the face of stiff competition from other academic institutions.

C. Identifying and recruiting occupants to an endowed position is the collective responsibility of the University faculty and administration. Therefore, the recruitment and hiring of an occupant for an endowed position will be conducted by a hiring committee composed of a combination of faculty plus individuals appointed by the President (or President's designee). Consultations with faculty in the field of appointment along with recommendations of the Dean of the college are necessary to further build the foundation for the long-term success and University integration of the holder of the position.

2. Eligibility Requirements and Selection Process

A. Any full-time, tenured or tenure-track faculty member who meets the donor's subject matter restrictions will be eligible under the following conditions:

(a) Endowed Chair: Rank of Associate Professor or Professor when applying.

(b) Endowed Professor: Rank of Associate Professor or Professor when applying.

Those tenured faculty who are currently working in 12-month administrative positions (dean, associate dean, provost, etc.) are not eligible to apply for an endowed position.

B. Options Available to Applicants. Applications are to describe a three-year period of activities. In rare circumstances (a planned retirement, leave, etc.) an application can state it is for less than three years. In exceptional circumstances, at the discretion of the Dean and the Provost, a 10-year renewable appointment can be made on an endowed position.

C. Application Procedures, Standards, and Guidelines.

1. The Dean will make faculty aware of upcoming endowed position opportunities by October 1.

2. The application should be submitted to the Dean by November 15 of the year preceding the first year of the endowed position award.

3. The application must include:

(a) A cover sheet containing the following information: applicant's name, college, rank, years at the University, tenure status, dates of previous endowed positions held (if any), and date of application.

(b) A brief overview of the faculty member's qualifications, and work that has merited this level of recognition.

(c) A brief review (no more than two pages in length) of what the faculty member plans to do over the period they hold the chair. This should include how this will benefit the individual and the University, and include at least the broad categories in which discretionary funds will be used.

(d) A brief review (no more than two pages in length) of the outcome of each previous (if any) endowed position held and its benefit to the individual and to the University.

(e) A current C.V.

(f) Any other material the applicant wishes to submit in support of the request, including letters of recommendation (if any).

4. The applicant should give a copy of the completed application to the Dean on or before November 15. Late submissions will not be reviewed.

5. Applications will be reviewed by the Dean and an advisory committee convened by the Dean which includes faculty representation. If a committee member applies for an endowed position, they will recuse themselves from the review process for that position. Applications meeting the basic requirements will be evaluated by the Dean and Advisory Committee based upon the following factors:

(a) the extent to which the faculty member's record merits the level of recognition associated with the endowed position, as evidenced by the C.V., record of accomplishments, and letters of support.

(b) the likelihood that the faculty member and institution will benefit from the proposed use of discretionary funding;

Also considered, but of lesser importance:

(c) previous success in an endowed position;

(d) amount of time since the person has held an endowed position;

The recommendation selected by the Dean with input from the committee will be sent to the Provost and President for final approval no later than February 1.

3. Administration of the Endowed Funds. The following procedures shall guide the administration of endowed positions:

A. Endowed funds for positions will be accounted for as part of the Endowment Fund. Funds for endowed positions will be separately identified within the endowment of the University. Such funds will be commingled for investment purposes. Income will be determined in the same way that it is determined for other endowed funds. The policies and procedures established by the Board of Trustees for all endowed funds are applicable to the funds for positions, including their investment, use, accounting, and general administration.

B. In the usual case, income from endowed funds for faculty positions will principally serve to underwrite compensation of the holders of the positions, who will receive regular pay and benefits plus an extra stipend and discretionary funds to supplement their travel and research budgets. Requests for expenditure of the research and travel funds will be made by the holder and will then be processed as requests of the program, department, college, or library. The research and travel discretionary monies can be rolled from one fiscal year to the next; however, all awarded monies must be spent by the end of the position appointment or forfeited. All budget allocations, including those for the regular annual budget, endowed positions, and additional features, will be made through the University's regular budgeting process.

C. The endowed position occupant is required to submit an annual report to the Dean by September 1, outlining the use of discretionary funds, accomplishments, and benefits to the University and the faculty member. Failure to complete the report, or any of the proposed work, can lead to an early revocation of the endowed position.

D. In the event the amount of funds received to endow a position is less than the prescribed amount required by the above policy, the following will apply:

1. If the instrument which sets up the position will permit other uses of the funds, the Board of Trustees will determine whether the funds will be used to partially endow a position, whether the income will be permitted to accumulate, or whether the funds will be used for other purposes.

2. If the instrument which sets up the position will not permit any other use of the funds, and the University accepts the gift under such conditions, the funds will be used to partially endow a position.

The partially funded position will be known as a Faculty Scholar. Positions funded as Endowed Faculty Scholars follow streamlined application requirements:

- (a) All tenure-track or tenured faculty members who meet the donor's subject area restrictions are eligible to apply. Faculty can hold any rank, but must be in the first ten years of service at ONU when applying.
- (b) These scholars will be appointed for a one-year term. All awarded monies must be spent by the end of the one-year appointment or forfeited.
- (c) Applications will be reviewed by the Dean and an advisory committee convened by the Dean which includes faculty representation. If a committee member applies for an endowed position, they will recuse themselves from the review process for that position.
- (d) The criterion is the extent to which the faculty member's record merits the level of recognition associated with the endowed position, as evidenced by the C.V. and record of accomplishments, particularly focusing on work in the previous year.
- (e) Faculty who currently hold the Scholar positions may apply for renewal of the position.
- (f) Application deadline is November 15.

The recommendation selected by the Dean with input from the committee will be sent to the Provost and President for final approval no later than February 1.

E. Endowment funds have a two-full-fiscal year holding period before allocations are made to help to protect the fund from going underwater.

F. There may be circumstances where a potential donor suggests provisions for a gift which would vary from the guidelines outlined above. In these cases, the matter will be considered and exceptions decided by a group such as the Chairs of the Long-range Issues and Strategic Partnerships and Financial Strength and Sustainability Committees of the Board of Trustees, Vice President for University Advancement, Vice President for Financial Affairs, Provost, and President of the University.

G. The Provost shall be responsible for:

- 1. Informing the Vice President for University Advancement of institutional needs for endowed positions in certain disciplines.
- 2. Determining the specific area or discipline for the position in the event the area or discipline has not been specified by the donor. In determining the area to be supported by the position, consideration will be given to:
 - (a) The background and interest of the donor, or of the individual in whose name the position is being established.
 - (b) The need for additional support of this type by various departments or disciplines.
- 3. Annually, or on the specified schedule, recommending the recipient of the endowed position.

H. The Vice President for University Advancement, in coordination with the department, shall be responsible for:

- 1. Maintaining official records and correspondence with donors of endowed positions.
- 2. Periodically reporting to the donors, as required, the benefits realized from the gifts and the names of the persons appointed to the positions.

- I. The Vice President for Financial Affairs shall be responsible for:
 1. Maintaining official records and accounting for all funds for endowed positions.
 2. Providing periodic financial reports as required.
 3. For each endowed position, maintaining official records of the recipient and the amount of the stipend each year.

6.5 Procedures for Scholarships and Awards (6/97) (8/2011) (9/2021) (9/2022)

An endowed scholarship is established with a gift of at least \$50,000 that creates a permanent legacy for the donor and ONU student recipients via scholarships and other areas to support specific programs and the university overall. Gifts are placed in a permanent fund and a portion of the income earned from that fund provides financial assistance to students, programs, the university, etc. In order to protect the value of these funds, the Board of Trustees annually reviews and approves a “spending rule.” This action sets the rate at which the University may calculate the annual scholarship awards. There is a two (2) fiscal year holding period for all new endowed funds.

The criteria for award, both on a need and merit basis, is established by the donor and university in the description of the endowed fund, which is most often found in the fund agreement. The University Financial Aid Office is responsible for administering the scholarship awards per the criteria established by the donor. For endowed funds that are not scholarships, the University Controller’s Office is responsible for assuring the annual disbursement of these funds to the appropriate area based on the criteria established by the donor and university.

Constituents who wish tax credit for any type of gifts to support scholarships, awards, and other areas of the university, must make a charitable gift to Ohio Northern University to be processed in Advancement Services and not directly to an individual student, or specific area. Those gifts must be properly receipted by the Office of University Advancement in order to meet federal requirements for charitable gifts.

The University Financial Aid Office is responsible for requesting checks issued by the ONU Controller’s Office that are awarded on Honors Day.

6.6 “Naming” Policy (9/2005) (7/2016) (9/2021)

1. The responsibility of naming physical spaces, facilities, structures, and other forms of tangible real property at Ohio Northern University, or properties owned by Ohio Northern University, shall be vested normally with the President of Ohio Northern University. Committing the University to a naming recognition prior to the approval of the President should be avoided. Recommendations for namings can be submitted in writing to the President by members of the campus community, individually or collectively, for consideration and response. The President may approve recommendations for namings, and/or elect present naming resolutions to the Board of Trustees for consideration and action.
2. The President and Vice President for University Advancement must review all naming requests prior to any discussion with prospective donors or honorees. The approval process for naming is addressed in the Gift Acceptance Policy.

6.7 Receipt of Charitable Gifts and Grants Policy Statement (9/2005) (7/2016) (9/2021)

In the event of ONU faculty and staff, offices, divisions, departments or colleges receiving charitable gifts and/or grants from any source(s), they are to be forwarded immediately to the Office of University Advancement for accurate recording and appropriate stewardship, including crediting the gift or grant to

the correct account, complying with donor and grantor restrictions, and providing timely and proper acknowledgment to the donors.

In cases of receiving a gift-in-kind (tangible personal property, e.g., books, art, equipment, furniture), the donation should further the mission of Ohio Northern University and a Gift-in-Kind form must be completed and approved by Advancement prior to the acceptance of a Gift-in-Kind. This form can be obtained by contacting University Advancement.

For general knowledge on ways to give to the University, please go to the University Advancement website or contact the University Advancement Office.

SECTION 7: RELIGIOUS LIFE

7.1 Chapel (8/1989)(8/2023)

A weekly Spiritual Hour structured to enhance spiritual and religious reflection for the entire university is under the direction of the Chaplain. The dedicated hour for this is Thursday at 11:00 A.M. Spiritual Hour activities are to be the only events scheduled at that hour so that students, faculty, and staff may be free to attend. This weekly hour provides opportunities for worship, prayer, meditation, reflection, and celebration in keeping with the life and events of the University. Student organizations, departments, or faculty/staff groups may petition the Religious Affairs Committee to host a Spiritual Hour event.

7.2 Ecumenical Nonalignment Policy

All religious groupings at Ohio Northern University which are organized for religious activities shall be ecumenical in nature. Sectarian interests and off-campus directed groups will not be recognized.

APPENDICES

APPENDIX 1

FACULTY CONSTITUTION OF OHIO NORTHERN UNIVERSITY

ARTICLE I - MEMBERSHIP

- SECTION 1. The Faculty of Ohio Northern University shall consist of all individuals in the full time employ of the University who hold the rank of Professor, Associate Professor, Assistant Professor or Instructor including those who hold such rank as "visitors." The Faculty may also elect to membership, by a simple majority vote, the holder of any office engaged in co-academic pursuits.
- SECTION 2. Members during their first academic term of membership, unless otherwise provided for in this Constitution, shall not be eligible to serve on committees of the Faculty, or on University Council, to hold Faculty office, to vote on acceptance of new members, or to vote on membership of any Faculty committee.

ARTICLE II - OFFICERS

- SECTION 1. The President of the University shall be the Chair of the Faculty. At the request of the Faculty of the University or of the Faculty of any College of the University, that Faculty's recommendations and decisions shall be reported by the President to the Board of Trustees at its regular meeting of the Board. Whatever action the Board takes with respect to such recommendations and decisions shall be promptly reported by the President to the Faculty of the University or the Faculty of the College, as the case may be. The Chair of the Faculty shall be an ex officio non-voting member of all Faculty committees. The President shall, on a timely basis, report to the Faculty in written form regarding the disposition of all matters brought to the President by the Faculty according to the provisions of this Constitution.
- SECTION 2. The Provost shall be the Vice-Chair of the Faculty.
- SECTION 3. The Faculty shall elect annually, at the first meeting of the academic year, a Secretary, whose duties shall include: recording and distributing minutes of all Faculty meetings; preparing and distributing agenda of such meetings; providing for ready and open access to the minutes of meetings of committees of the Faculty named in the Constitution (A VI, S 2) and in the Bylaws of the Faculty (Bylaw 4); and such other duties as the Faculty shall direct.
- SECTION 4. The Chair shall appoint annually, at the first meeting of the academic year, a Parliamentarian, whose principal duty shall be to advise the presiding officer on procedure.

ARTICLE III - EDUCATIONAL POLICY

- SECTION 1. The Faculty of the University has the responsibility of making policy recommendations concerning academic matters and may make policy recommendations concerning the general welfare of the University to the Board of Trustees through the President. The Faculty has the responsibility of participating in the implementation of such policies after they have been established by the Board. The Board of Trustees has the responsibility of establishing such policies.
- SECTION 2. The Faculty of each College or other major subdivision of the University has the authority of the Faculty of the University in matters which affect it alone, providing that its actions shall not conflict with policies or rules of the University.

ARTICLE IV - MEETINGS

- SECTION 1. Meetings of the Faculty may be regular or special. Regular meetings shall be held at the appointed time as specified in the Bylaws while the University is in session. Matters shall not come before the Faculty for a vote unless the matter appears on the published agenda.
- SECTION 2. For the purposes of all business that the Faculty must address, a meeting shall primarily take place within one of the locations (as defined in the current version of *Robert's Rules of Order*) on campus that are suitable for a deliberative assembly (as defined in the current version of *Robert's Rules of Order*) of the Faculty.
- SECTION 3. If such a meeting as defined in Section 2 of this Article cannot take place due to circumstances beyond the control of the Faculty and the Officers, both regular and special meetings may occur via an electronic meeting (as defined in the current version of *Robert's Rules of Order*) with the Officers being responsible for the establishment of the technology to conduct such a meeting and the announcement of the protocol for running such a meeting that allows for a deliberative assembly (as defined in the current version of *Robert's Rules of Order*) of the Faculty.
- SECTION 4. Special meetings shall be called: (A) by the President of the University; (B) by the Secretary of the Faculty at the request of 20% of the members of the Faculty who are in residence during the University session concerned. The Secretary shall include in the call to special meetings a brief statement of the matters to be considered. Special meetings of the Faculty shall be subject to the provisions of Sections 6 through 11 of this Article.
- SECTION 5. The Secretary of the Faculty shall notify members in writing not later than three calendar days in advance of regular meetings and shall include in such notification a list of matters which may come before the meeting. The Secretary of the Faculty shall distribute the minutes of each meeting to the Faculty within ten calendar days following the meeting.
- SECTION 6. At all meetings of the Faculty the presiding officer shall be the President of the University. In the absence of the President, the Provost shall preside. In the absence of the President and Provost, the Chair Pro Tem, elected from among the Faculty at the opening organizational meeting of the Faculty, shall preside.
- SECTION 7. For the purpose of transacting business at any meeting of the Faculty, a quorum shall be a majority of those members of the Faculty who are in residence. Members who are on academic leave shall not be counted for the purpose of this Section.
- SECTION 8. The means for voting on motions shall be determined by the Chair of the Faculty, with the normal means being viva voce.
- SECTION 9. At meetings conducted under Section 3 of this Article, electronic voting shall be allowed. The means of conducting such a vote will be announced to the Faculty not later than 21 days, or less than four days, via the normal modes of communication to the Faculty. The Officers shall be responsible for the establishment of the technology (as defined in the current version of *Robert's Rules of Order*) to conduct such a vote.
- SECTION 10. At the request of any member of the Faculty a secret ballot shall be taken on any question.
- SECTION 11. An appropriate affirmative vote of those members of the Faculty who are present and voting shall be required for passage of a motion.

ARTICLE V - UNIVERSITY COUNCIL

SECTION 1. A) The Faculty shall participate in governance through Faculty Meetings at both the College and University level, the University Council, and the Constitutional Committees.

B) The University Council is the highest representative body through which the Faculty participates in decision-making of the University. The University Council shall transmit the advice of the Faculty directly to the President of the University.

C) The University Council shall have the authority and responsibility for considering proposed university actions which would reflect a change in institutional priorities and making recommendations regarding the affected institutional priorities, without constraint on the freedom of the administration to expeditiously implement such proposed action.

SECTION 2. The duties and responsibilities of the University Council shall be:

A) to study and make recommendations to the President of the University concerning matters of academic policy and the general welfare of the University. Such matters may be addressed to the University Council by the Faculty of the University, by the President of the University, by committees, or raised by Council itself.

B) to act as representatives of the Faculty with delegated authority to act on behalf of the Faculty subject to the provisions of Section 6 of this Article.

C) to report to the Faculty of the University in writing within five class days following any Council meeting all matters considered by the Council indicating members present, members absent and a record of all final substantive votes.

D) to coordinate and oversee the activity of all Faculty Committees, to establish and abolish ad hoc committees as needed.

E) to receive and review reports on the actions of the Colleges in order to prevent unintentional conflicts from arising. The Dean of each College shall report to University Council any actions and, when possible, any anticipated actions of that College which may potentially impact upon the operation of any other College.

SECTION 3. The University Council shall be composed of the following members:* (8/2023)

President of the University (non-voting)	1
Provost	1
Each Vice President of the University (non-voting)	4
Each Academic Dean	5
University Chaplain (non-voting)	1
Faculty, University Libraries	1
Faculty, College of Arts and Sciences	5
Faculty, College of Business Administration	2
Faculty, College of Engineering	2
Faculty, College of Law	2
Faculty, College of Pharmacy	2
Faculty, At-Large	5
Student Representative (Determined by Student Senate)	1
Representative from Administrative Staff Council (non-voting)	1
Chair of Council	<u>1</u>
Total	34

*A designated non-voting member, other than the President, may vote if the individual holds faculty rank.

SECTION 4. A) Elected members of University Council will be chosen by their constituencies for terms of two years with the exception of the Student Representative who will serve for one year as determined by Student Senate.

B) No member elected to Council may serve more than two consecutive terms.

C) Elections for University Council will be held electronically in the two weeks following the April faculty meeting of each year, with the electronic ballot being available for voting for a minimum of three business days. The ballots shall include the name, title, and department of each candidate, a photo of the candidate, and a brief (maximum 200 word) statement of candidacy. All statements of candidacy shall be supplied by the candidate and explain the candidate's qualifications, interest, and goals for seeking the position, including the faculty member's previous service on related committees. Elections will be administered by the Office of the Provost using any official means of electronic communication deemed suitable by that office, and announced to the faculty after the close of elections through electronic means. In cases of a tie, an electronic run-off will occur between the two candidates who received the same number of votes in the election. University Council will serve as a nominating committee for the five at-large positions. In the event a vacancy occurs in an at-large position on University Council, University Council shall elect a replacement to serve until the next regularly scheduled election. The name of the replacement elected by the University Council shall be submitted for ratification by a simple majority vote of the Faculty at the next regularly scheduled Faculty Meeting following said election.

D) Members of Council will begin service effective the initial date of appointment renewal for the academic year of Council membership.

SECTION 5. Officers of the University Council shall include a Chair, a Vice-Chair, and Secretary.

A) The Chair of the University Council shall serve as a regular (voting) member of the University Board of Trustees.

B) The Chair of University Council shall be elected at-large from the University Faculty for a one-year term. If the person elected to this position is already an elected member of University Council, another person shall be elected to fill the vacancy thus created on Council. The Chair of University Council will vote only in case of a tie. The Chair shall not serve more than two consecutive terms.

C) The Vice-Chair and Secretary of University Council shall be chosen by the members of University Council from the elected faculty members of this body.

D) The Chair of Council shall appoint a Parliamentarian.

E) No ex officio member may be an officer of Council.

SECTION 6. The University Faculty may override actions of the University Council by one of the following procedures:

A) All actions of the University Council shall be subject to reconsideration by the University Faculty. A petition signed by a minimum of 20 of the full-time Faculty shall be required for Faculty reconsideration of a Council action. The petition must be delivered to the Secretary of the Faculty in time to be included on the agenda for a vote at the next meeting of the Faculty following the meeting of Council at which the action to be reconsidered was taken. If the regularly scheduled Faculty meeting occurs less than three weeks after the Council's meeting, the matter may be brought to the Faculty at the second regularly scheduled meeting subsequent to the meeting at which Council took action on the issue being

reconsidered. Rejection of a Council action will require a 60% majority of all votes at a regular or special meeting of the Faculty.

B) Any faculty member at a Faculty meeting may move reconsideration of any University Council action. A majority vote of the Faculty is sufficient to place the matter on the agenda for a vote at the next meeting. At the next meeting the Faculty may override the University Council action by a 60% majority of all votes cast.

SECTION 7. The University Council by a simple majority vote may refer a matter to the University Faculty and request that it act on the matter.

ARTICLE VI - COMMITTEES

SECTION 1. A) Constitutional committees have the responsibility of pointing out proposed actions which would reflect a change in institutional priorities to the University Council for recommendation regarding the affected institutional priorities. The flow of information and action is as follows:

1. University Council refers items to the appropriate committee.
2. The committee studies, discusses, and makes a recommendation to the University Council.
3. Council considers the committee recommendation and makes a recommendation to the President.
4. Committees have the authority to initiate action but must report such actions to the Council.
5. Committees have the authority to consider matters brought to them by any Faculty member or body.

B) Membership and responsibilities of the Constitutional Committees are defined by this chart:

Constitutional Committees

Budget and Appropriations	Provost or Designate Financial Vice President (non-voting) Student One faculty member from each College and from the University Libraries One representative from the Administrative Staff Council One representative from the Staff Support Council	Capital Improvement Operating Budget Library Physical Plant Equipment Development
Academic Affairs	Provost or Designate Registrar (non-voting) Student One faculty member from each College and from the University Libraries	Honorary Degrees Staffing Calendar Accreditation Academic Standards Grants Program Development

		Curriculum Special Projects Admissions Academic Support
Student Activities	Provost or Designate Vice President for Student Affairs (non-voting) Chaplain Two students - one undergraduate; one law student One faculty member from each College Director of Student Involvement	Judicial Board Residence Life Counseling Placement Health Center Student Activities Financial Aid
Personnel	Provost or Designate One faculty member from each College and from the University Libraries. All shall be tenured.	Leaves of Absence Appeals Promotion Faculty Welfare Tenure Evaluation Faculty Development Faculty Compensation

*Note: Chaplain and Director of Student Involvement have been given a vote on Student Activities Committee. A designated non-voting committee member may vote if individual holds faculty rank.

C) The chair of each Constitutional Committee or the chair's designate shall serve as the Council liaison for that committee. The Student representative on each designated committee is to be appointed by the Student Senate President with Student Senate approval. College representatives are to be elected by the separate Colleges in May. Arts and Sciences, Engineering, and Pharmacy representatives are elected in even-numbered years and Law, Library, and Business representatives in odd-numbered years. Elected members shall be chosen for two-year terms. No elected member may serve more than three consecutive terms.

D) Only a voting member of a constitutional committee may serve as chair.

E) The chair of each constitutional committee may vote on all issues.

SECTION 2. To handle certain activities which require Faculty input on a frequent basis, Operational Committees shall be established under the Bylaws of this Constitution. An Operational Committee's primary function is to oversee and provide input into operations in its area of responsibility.

A) The Operational Committee liaison shall report on committee activities to Council as appropriate.

B) Except in situations where time is of the essence, actions taken by the Operational Committees will not become effective until after a specified amount of time (as indicated in the Bylaws) has elapsed, thereby providing the University Council the opportunity to review all committee actions.

- SECTION 3. The University Council will serve as a nominating committee for all at-large committee positions.
- SECTION 4. Any committee may request the Council to appoint additional temporary members for a special purpose.
- SECTION 5. All Faculty committees are to submit monthly reports during the academic year to the Faculty.
- SECTION 6. Members of committees will begin service effective the initial date of appointment renewal for the academic year of committee membership.

ARTICLE VII - PARLIAMENTARY AUTHORITY

Meetings of all Faculty bodies shall be governed by the rules contained in the current edition of Robert's Rules of Order, Newly Revised when those rules are not inconsistent with this Constitution or any special rules of order which the Faculty bodies may adopt.

ARTICLE VIII - RECALL PROCEDURE

An elected member on any Faculty body shall be recalled, with or without cause, if a recall petition signed by two-thirds of the constituency which elected that member is filed with the Secretary of the University Faculty.

ARTICLE IX - BYLAWS

- SECTION 1. The Faculty shall make such Bylaws not in conflict with this Constitution as may be necessary for the proper conduct and regulation of its business.
- SECTION 2. Such Bylaws shall be adopted or amended and become effective upon an affirmative vote of a majority of those present and eligible to vote at a meeting of the Faculty.
- SECTION 3. Bylaws may be adopted or amended at a Faculty meeting only when the proposal has been circulated to the Faculty with the agenda for the meeting at which the vote is to be taken.

ARTICLE X - AMENDING FACULTY CONSTITUTION

- SECTION 1. The following procedure is the sole method by which the Faculty Constitution may be amended:
- A) A written proposal to amend the Faculty Constitution signed by at least twenty members of the Faculty shall be filed with the Secretary of the Faculty.
- B) The Secretary of the Faculty shall distribute to the Faculty this written proposal of amendment not later than thirty days after it has been filed with the Secretary.
- C) The Faculty shall consider the proposed amendment at a regular or special meeting not later than 30 days, or less than seven days, from the time the proposed amendment has been distributed to the Faculty. A final vote on the proposal shall be taken on a date determined by a majority vote of the Faculty, said date to occur before the Spring graduation ceremony of that year. The Secretary of the Faculty shall designate the polling place and the polling hours in a notice of the poll attached to the proposed amendment distributed per Article X, Section 1 (B).

D) For an amendment to the Faculty Constitution to become effective it must receive an affirmative vote of two-thirds of the votes cast by those Faculty who are eligible to vote and who are in residence at Ohio Northern University and approval of the Board of Trustees of Ohio Northern University.

- E) For purposes of amending the Faculty Constitution the following rules apply:
- 1) Voting shall be by secret ballot.
 - 2) The Secretary of the Faculty shall conduct the poll and may appoint assistants from the Faculty. The Secretary of the Faculty shall conduct the tabulation of the ballots and determine the result of the poll. The Secretary shall then distribute the results of the poll to the Faculty on the next working day.
 - 3) In computing time, summer recess and such recess periods as may occur during the academic year shall be excluded.
 - 4) For purposes of voting, absentee ballots shall not be counted.

ARTICLE XI - ENACTMENT

SECTION 1. The Faculty Constitution shall become effective upon:

A) Its approval by an affirmative vote of two-thirds of all the votes cast at a meeting at which the necessary quorum is present and for which due notice of the proposal has been given; and

B) Approval by the Board of Trustees of Ohio Northern University.

SECTION 2. After the Faculty Constitution becomes effective, all existing Faculty bodies shall continue to function until the University Council provided for in this Constitution and the committees described in this Constitution, have been organized and their membership completed.

SECTION 3. Members of the initial session of University Council shall be elected for the following terms. All subsequent elections are for two-year terms.

College of Arts and Sciences
2 members - 2 year term
3 members - 1 year term

College of Business Administration, Engineering, Law, and Pharmacy
1 member - 2 year term
1 member - 1 year term

University Libraries
1 member - 1 year term

At-large representatives
3 members - 2 year term
2 members - 1 year term

Administrative Staff representative (8/2023)
1 member - 2 year term

Bylaws of the Faculty of Ohio Northern University

Bylaw 1 Definition of Faculty

The Faculty as described in Article I, Section 1, of the Constitution shall include those persons holding the ranks designated and those who hold similar ranks as "visiting" faculty members. The Faculty shall consist only of those employed full-time for the academic year. (Const. Art. I, S1)

Bylaw 2 Meeting Time for Regular Faculty Meetings

The Faculty of Ohio Northern University shall meet in regular session at a time announced on the distributed Agenda during the months of September, October, November, January, February, March, and April. (Const. Art. IV, S1)

Bylaw 3 University Council

Sec. 1 (10/9/84)

University Council shall meet on a regular basis announced at the beginning of the academic year. Meeting time and operating procedures of University Council will be established at the first meeting of Council each year. (Const. Art. V)

Sec. 2

Representatives from the several constituencies shall be elected by majority vote in a manner convenient to that constituency, with at least 50% of the members of that constituency voting, except that the student representative shall be elected by the Student Senate. (Art. V, S3)

Sec. 3

The separate constituencies for purposes of Article V, Section 3, of the Faculty Constitution shall be defined as follows:

Faculty: full-time employees with academic rank within an academic college.

Librarians: full-time library employees with academic rank.

Faculty-at-large: full-time employees with academic rank within any academic college or library.

Student: full-time student enrolled in the University.

Administrative Staff Representative: a member of the Administrative Staff Council.
(8/2023)

Academic rank is defined in Article I, Section 1, of the Constitution.

Sec. 4. (8/2023)

University Council shall serve as a nominating committee for all at-large Council and Committee positions. At least two candidates shall be presented for each position. No candidate's name shall be placed in nomination without prior approval from the nominee. A list of candidates for office shall be presented at the April meeting of the University Faculty. Nominations of representatives from separate constituencies shall be gathered prior to the April meeting of the University Faculty, and presented at the April meeting. Nominations may be made from the floor at the April meeting of the University Faculty. Election for positions shall be held in the two weeks following the regular April meeting of the University Faculty with the electronic ballot being available for voting for a minimum of three business days. Ballots will be distributed and tabulated by the Office of the Provost using any official means of electronic communication seemed suitable by that office, and announced to the faculty after the close of elections through electronic means. In cases of a tie, an electronic run-off will occur between the

two candidates who received the same number of votes in the election. The ballot shall include the name, title, and department of each candidate, a photo of the candidate, and a brief (maximum 200 word) statement of candidacy. All statements of candidacy shall be supplied by the candidate and explain the candidate's qualifications, interest, and goals for seeking the position, including the faculty member's previous service on related committees. The results of all elections will be announced to the faculty through electronic means within three days of the conclusion of the election.

If a vacancy should occur on the University Council or on any committee, and replacement has not been provided for in the Faculty Constitution, an election shall be held to fill the unexpired term in the same manner as the election originally occurred.

Sec. 5

When a vote is called, the secretary will record a roll call vote in the minutes, except for those matters determined to be confidential by the vote of the Council.

Bylaw 4 Committees in General

When a vote is called, the secretary of the committee will record a roll call vote in the minutes, except for those matters determined to be confidential by the vote of the committee.

Bylaw 5 Operational Committees (9/1/96)

Sec. 1

An Operational Committee may function to help formulate University policy or to help implement University policy or both.

A. In the formulation of University policy an Operational Committee shall study and make recommendations to the University Council concerning matters within its jurisdiction (Const. Art. VI, S4A).

B. In the implementation of University policy an Operational Committee shall act on the authority delegated to it by the policy in question or by the University Council.

(1) It is understood that an Operational Committee shall have the authority to act on matters of a purely routine or procedural nature within its jurisdiction. (Const. Art. VI, S4)

(2) Except in situations where time is of the essence, actions of Operational Committees shall not become effective until the University Council has had the opportunity to review them; this waiting period shall not exceed thirty days. (Const. Art. VI, S4B)

C. All operational Committees must report frequently and regularly to University Council.

D. The chair of each operational committee may vote on all issues.

Sec. 2.

The following Operational Committees shall be established with the membership and responsibilities as indicated:

A. Committee on Athletics

(1) Membership: (11/13/84) (9/2004)
Athletic Director (Chair)
Senior Woman Administrator

Provost
Vice President for Financial Affairs
Dean of Student Services
Faculty Athletics Representative (appointed by the President)
Four (4) faculty members elected at-large (staggered three-year terms)
President and Vice-President of the Student-Athlete Advisory Council
One student selected by the Student Senate
One representative of Women's Athletic Staff, selected by the Athletic Director
One representative of Men's Athletic Staff, selected by the Athletic Director

(2) Area of responsibility:
All matters pertaining to intercollegiate athletics.

(3) Administrative Coordinator or Liaison:
Provost

B. Information Technology Operations Advisory Committee (12/13/88) (3/2003)

1) Membership:
Seven faculty members (at least one from each college)
Admissions representative
Chief Information Officer, Chair
Two University Libraries representative
Information Technology representative

2) Selection:
Appointed for two-year terms by the President of the University in consultation with the Provost

3) Area of Responsibility:
Oversight of the Information Technology Strategic Plan and matters pertaining to information technology services.

4) Administrative Coordinator or Liaison:
Chief Information Officer

C. Cultural and Special Events Committee (8/2023)

1) Membership:
Vice-Chair of University Council
University Chaplain
One representative appointed annually by the School Director from the School for Humanities and Global Cultures, and the School of Social Sciences and Human Interaction. Additionally, three representatives from the School of Visual and Performing Arts, appointed annually by the School Director and representing the Music, Theatre, and Art program areas.
One faculty member from each of the five colleges, elected by the faculty of the college without duplication of academic program membership from the preceding paragraph (staggered two-year terms)
One student selected annually by the Student Senate
Director of Multicultural Development
Student Chair of Student Planning Committee
Technical Director, Performing Arts Center

The chair of is elected from the membership above at the first meeting of the academic year. The chair must have served on the committee the previous academic year.

(2) Area of Responsibility:

Matters pertaining to cultural activities, such as the artists series, which are not part of the routine operation of academic programs or the body responsible for ordinary student activities; matters pertaining to special events, such as outside speakers, commencement, convocations, inaugurals and the like.

(3) Administrative Coordinator or Liaison:

Provost

Director of McIntosh Center (where appropriate)

D. International Affairs Committee (8/2023)

(1) Membership:

Director of International Affairs (Chair) (appointed by the Provost for a two-year term)

Vice President for Student Affairs or Designate

Director of International Admissions or Designate

Registrar or Designate

Controller or Designate

Representative of the Modern Languages program

Representative of English Language programs

Advisor of the World Student Organization

International Services Coordinator

Director of Global Initiatives

One faculty member from each of the five colleges, elected by their colleges (staggered two-year terms)

One student selected by the Student Senate and one student selected by the World Student Organization (one-year terms)

(2) Area of Responsibility:

Matters pertaining to all curricular, cocurricular, and social programs and activities with an international dimension and matters pertaining to international students

(3) Administrative Coordinator or Liaison:

The Provost or designate

E. Religious Affairs Committee (9/1/87)(8/2023)

(1) Membership:

University Chaplain (Chair)

Three members of the Faculty elected at-large (staggered three-year terms)

One member from the Religion academic program appointed by the Religion faculty

One student appointed by Student Senate

(2) Area of Responsibility:

Assistance in the development of the religious activities of the campus (members of this Committee also hold membership in the Students Uniting in Faith)

(3) Administrative Coordinator or Liaison:
University Chaplain

F. Undergraduate Faculty Promotion and Tenure Appeals Committee (12/14/82)

(1) Membership:

Five members elected at-large from and by the full-time teaching faculty members of the four undergraduate colleges and the Heterick librarians for staggered two-year terms, such that no more than three members are from any one college/library, at least three are tenured, and at least two are full professors. The chair is elected from this group by the members of the committee at its first meeting.

(2) Area of Responsibility:

To consider appeals of negative promotion and tenure decisions in accordance with section 2.4, paragraph 4.H and section 2.8, paragraph 1.K of the Faculty Handbook for the faculty members of the four undergraduate colleges and Heterick Library. The committee shall review the cases to determine if the negative decision resulted from:

- a. violation of principles of academic freedom;
- b. capricious* decisions at any level of the application process;
- c. disregard for department/college/library guidelines for promotion/tenure, which will include timely notice of changes in standards;
- d. anomalous* interpretation of the criteria for promotion/tenure as stated in sections 2.4 and 2.8 of the Faculty Handbook.

It is not the purpose of the committee to reevaluate the performance of the individual, since this has already been done at the departmental or college or library level.

The committee decision to sustain or dissent from the denial, including reasons for its decision, a record of the vote and a minority report (if there is one), will be sent in a letter to the President, with copies to the Appellant, Provost, the Dean of the appellant's college, the Department Chair or the Library Director. The President will evaluate this letter and render a decision which shall be final and binding on all parties.

A general report, excluding details on specific cases, will be submitted, through the Personnel Committee, to the University Council.

(3) Administrative Coordinator or Liaison:

The Chair of the Appeals Committee will serve as the liaison to the University Administration.

(4) Timetable for Normal Operation:

The appeal shall be made in writing by the appellant to the chair of the Undergraduate Faculty Promotion and Tenure/Appeals Committee by March 15. The appeal shall include a copy of the memo from the appropriate administrator stating the reasons for the denial of promotion/tenure. The appellant shall also include a response to the reasons given, and may include any additional material relevant to these reasons in order to support the case. By March 15, the appellant shall also notify in writing the Provost, indicating that the negative decision is under appeal, and requesting the transfer of the original promotion/tenure application file to the committee.

The committee will meet to consider the appeal, and will file its letter to the President, in accordance with F(2) by May 1. All actions pursuant to this process should be completed by May 30.

(5) Procedures for Enactment:

To establish proper term rotation and to ensure a properly constituted committee for the 1982-83 academic year, Council will conduct a special election at the February meeting of the Faculty. Nominations for this election will be presented at the January meeting. At this election, the two members who receive the largest number of votes will be appointed for two-year terms, and the remaining three members will serve one year, with recognition of the requirements for composition of the committee prescribed in F(1) above.

*capricious - governed or characterized by caprice (lack of evident motivation, whim, lacking accountable rationale)

*anomalous - deviating from normal rule, method, analogy; out of keeping with accepted notions of fitness and order.

G. Faculty Grievance Committee (9/1/85)

(1) Membership:

Five members elected at-large from and by the full-time teaching faculty members and librarians for staggered two-year terms, such that not more than three members are from any one college/library and at least one is not tenured. The chair is selected from this group by the members of the committee by September 15 of each year.

(2) Area of Responsibility:

To consider grievances arising from allegations concerning sexual harassment, discrimination due to age, race, color, religion, sex, national origin, marital status, or disability, problems arising from questions of academic freedom or from non-application, misapplication, or inconsistent application of policy except where other avenues of appeal are provided for in the Faculty Handbook. "Policy" is defined as written departmental, collegial, or University policy. The procedures are outlined in Appendix 11 entitled "Procedures and Guidelines for Faculty Grievance Committee."

The committee's written recommendation including reasons for its recommendations, a record of the vote, and if not unanimous, a minority report will be sent to the President, with copies to the grievant, the person grieved against, the Provost, the Dean of the grievant's college or the Library Director and the Department Chair, if there is one. The President will evaluate the recommendation and render a decision which shall be final and binding on all parties. The President will report the decision to the grievant, the person grieved against, and the Grievance Committee.

A written report, excluding details will be submitted by the Grievance Committee through the Personnel Committee to the University Council. The President's action will be a part of this report.

(3) Administrative Coordinator or Liaison:

The Chair of the Grievance Committee will serve as the liaison to the University Administration.

(4) Effective Date:

The effective date for matters eligible to be heard under this procedure is September 1, 1985.

H. Institutional Review Board

(1) Membership:

A minimum of six individuals, including five faculty or professional staff and one member who is not otherwise affiliated with the University and who is not part of the immediate family of a person affiliated with the University. Include at least one member whose primary concerns are in a non-scientific area and at least one member whose primary concerns are in a scientific area.

(2) Selection:

Appointed for three-year terms by the Provost.

(3) Area of Responsibility:

Responsible for the review and approval or modifications for approval of all research subject to the “Policy for the Protection of Human Subjects in Research”. No research can be undertaken without the approval of this committee. – See Faculty Handbook Appendix 21.

(4) Administrative Coordinator or Liaison:

Committee Chair/Provost

I. Institutional Animal Care and Use Committee

(1) Membership:

At least five members including: one Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution; one practicing scientist experienced in research involving animals; one member whose primary concerns are in a nonscientific area; and one individual who is not affiliated with the institution in any way other than as a member of the IACUC, and is not a member of the immediate family of a person who is affiliated with the institution.

(2) Selection:

Appointed by the Provost

(3) Area of Responsibility:

Provides oversight to ensure that the proposed activity meets the broad requirements as spelled out in ONU’s institutional assurance to the U.S. Public Health Service, that procedures avoid or minimize discomfort, distress, and pain to the animals, and that the experiments are desired and performed with due consideration of their relevance to human or animal health, the advancement of knowledge, and the good of society. Has authority to halt any research not in conformity with approved protocols. – See Faculty Handbook Appendix 28.

(4) Administrative Coordinator or Liaison:

Committee Chair/Provost

J. Biosafety Committee (8/2023)

(1) Membership:

Exposure Control Plan Coordinator; Director of Human Resources or designee; Institutional Review Board Chair; Representative of Student Affairs;

Representative of the biology program; Representative of the nursing program; Representative of the College of Pharmacy; Representative of University Public Safety; Representative of Physical Plant and Head Athletic Trainer.

(2) Selection:

By position or appointed by Provost

(3) Area of Responsibility:

Oversees compliance of the University's Exposure Control Plan for Bloodborne Pathogens, recommends policies to University Administration that promote biosafety, works with the university Safety Committee and the Institutional Review Board (IRB) regarding biosafety issues – See Faculty Handbook Appendix 29

(4) Administrative Coordinator or Liaison:

Committee Chair/Provost

K. University Assessment Committee

(1) Membership:

A college assessment committee member from each college; a representative from the Office of Academic Affairs; a representative from Student Services; a representative from the Career Services Office; the Director of Institutional Research, a Student Senate representative; and a representative from University Council.

(2) Selection:

Appointment by director of functional area and consent of Provost

(3) Area of Responsibility:

Review of all college and university assessment data. Make recommendations to implement changes to existing programs that would help in improving academic and program outcomes – See Faculty Handbook Appendix 23.

(4) Administrative Coordinator or Liaison:

Provost

L. ONU Compliance Committee

(1) Membership:

Director of Athletics, Senior Woman Administrator, Provost, Registrar, Senior Administrative Assistant (Registrar's Office), Faculty Athletics Representative, Director of Financial Aid, Director of Admissions, Associate Provost, Executive Sports Sciences Specialist

(2) Selection:

By position

(3) Area of Responsibility:

Monitor the University's compliance with NCAA and OAC rules and regulations.

(4) Administrative Coordinator or Liaison:

Director of Athletics

M. University General Education Committee

(1) Membership:

- a. The Director of General Education, an ex officio member;
- b. Six representatives from the College of Arts and Sciences;
One at-large plus one from each division: fine arts, humanities, math and natural sciences, social sciences, education/professional studies.
- c. One representative from the College of Business Administration;
- d. One representative from the College of Engineering;
- e. One representative from the College of Pharmacy;
- f. One student representative.

(2) Selection of members:

- a. The Provost shall appoint the Director of General Education, an ex officio member of the committee, who shall hold faculty rank;
- b. The faculty of each respective college shall elect their representative(s) to the committee. (Terms shall be for three years; however, initial terms will be for periods of one, two and three years in Arts and Sciences; similar staggered terms will be determined for the initial election of the other three college representatives.)
- c. The student representative shall be appointed by the Student Senate President with Student Senate approval.

(3) Areas of Responsibility: (8/2023)

The Committee shall:

- a. Assign general education learning outcomes to courses according to criteria that the committee has recommended and the faculty has approved.
- b. Review and approve exemptions to the minimum criteria for acceptable general education courses, above, as appropriate;
- c. Review and recommend, in conjunction with the University Assessment Committee, changes in the following areas to the appropriate bodies through the Office of Academic Affairs:
 - i. the university general education course framework;
 - ii. the university general education learning outcomes;
 - iii. the assessment rubrics associated with the general education learning outcomes.

(4) Administrative Coordinator or Liaison:

The Director of General Education shall chair the committee and serve as its administrative coordinator and liaison.

N. Program Review Committee

(1) Membership:

- a. One elected faculty member from each college;
- b. A faculty member from the University Library;
- c. Two faculty elected at-large.

(2) Selection:

Faculty members will serve two-year terms and follow the Constitutional Committee election schedule with A&S, Engineering, and Pharmacy representatives elected in even-numbered years and Law, Library, and Business representatives in odd-numbered years. Initially, Law, Library, and Business representatives will serve three years.

(3) Area of Responsibility:

Coordinate the campus program review schedule and review program self-study reports.

(4) Administrative Coordinator or Liaison:
Provost

Bylaw 6 Teacher Licensure Committee (8/2023)

Sec. 1

The Teacher Licensure Committee functions as a multidisciplinary body within the undergraduate college in the Center for Teacher Education. This committee is a collaborative body of faculty from diverse disciplines across the ONU campus community, who act in support of the Center, which is the official decision-making unit for all teacher licensure programs.

Sec. 2

A. Membership

- (1) Director of Center for Teacher Education
- (2) All Education program faculty
- (3) Representatives from all ONU content areas offering teacher licensure

B. Area of Responsibility

- (1) Consider all matters pertaining to teacher licensure:
 - a. Advise students on course work for teacher licensure;
 - b. Set, implement, and enforce policies and procedures related to student admission to the Center;
 - c. Review applicants and vote on their admittance to the Center.
- (2) Consider all matters pertaining to state or national teacher accreditation:
 - a. Set standards for curriculum within the Education program;
 - b. Collaborate in the design, delivery, and evaluation of curriculum for the Education programs;
 - c. Ensure that standards are met in each professional education course;
 - d. Maintain an ongoing process of evaluation and updating of the Education program.

C. Administrative Reporting Structure

- (1) The Director of the Center leads the Teacher Licensure Committee and reports to the Dean of the Getty College of Arts and Sciences and the Provost in the capacity of Director

- (2) All members of the Education program who advise education students or teach professional education courses are required to collaborate with the Director of the Center for Teacher Education to ensure compliance with standards set by the Teacher Licensure Committee.

Bylaw 7 Adoption or Amendment of Bylaws

Bylaws may be adopted or existing bylaws amended by an affirmative vote of a majority of the faculty at a University Faculty meeting. Bylaws may be adopted or amended at a Faculty meeting only when the proposal has been circulated to the Faculty with the agenda for the meeting at which the vote is to be taken. (Const. Art. IX, S2-3)

APPENDIX 2 COMMITTEE LISTS

OHIO NORTHERN UNIVERSITY 2023-24 UNIVERSITY COUNCIL

Function: Study and make recommendations to the President concerning matters of academic policy and the general welfare of the University; act as representatives of the Faculty with delegated authority to act on behalf of the Faculty; coordinate and oversee the activity of all Faculty Committees; to establish and abolish ad hoc committees; receive and review reports on actions of the Colleges.

Membership:

President of the University
Provost
Vice President for Financial Affairs
Vice President for University Advancement
Vice President for Enrollment Management
Vice President for Student Affairs
Dean of Arts and Sciences
Dean of Engineering
Dean of Pharmacy
Dean of Business Administration
Dean of Law
University Chaplain

Faculty Representatives

University Libraries
College of Arts and Sciences
College of Arts and Sciences
College of Arts and Sciences
College of Arts and Sciences
College of Arts and Sciences
College of Business Administration
College of Business Administration
College of Engineering
College of Engineering
College of Law
College of Law
College of Pharmacy
College of Pharmacy
At-large
At-large
At-large
At-large
At-large
Student Representative
Academic Support Staff Representative
Chair of Council

Dr. Melissa Baumann
Dr. Juliet Hurtig
Mr. Jason Broge
Ms. Shannon Spencer
Mr. William Eilola
Dr. Adriane Thompson-Bradshaw
Dean Stacey Lowery Bretz
Dean John-David Yoder
Dean Stuart Beatty
Dean John Navin
Dean Charles Rose
Rev. Dr. David MacDonald

Prof. Bridget Buckley, 23-25
Prof. David Coolidge, 23-25
Dr. Joseph DeLeeuw 23-25
Dr. Jacob Marvin 23-25
Dr. Mihai Caragiu, 22-24
Dr. Jamie Hunsicker, 22-24
Dr. Jill Cadotte, 23-25
Prof. David Savino, 22-24
Dr. Stephany Coffin-Wolph, 23-25 (Secretary)
Dr. Larry Funke, 22-24
Prof. David Raack, 23-25 (Parliamentarian)
Prof. Jean-Marie Kamatali, 22-24
Dr. Steve Leonard, 22-24
Dr. Edward Ofori, 23-25
Prof. Kathe DeVault, 22-24
Dr. Jay Mager, 22-24 (Vice-chair)
Dr. Khalid Al-Olimat, 22-24
Dr. Megan Lieb, 23-25
Prof. Melissa Eddings-Mancuso, 23-25
Ms. Shannon Carnes, 23-24
Dr. Michael Rush, 22-24
Dr. Andrew Roecker, 23-24

CONSTITUTIONAL COMMITTEES

Budget and Appropriations

Function: Consider policy matters concerning the University as a whole: capital improvement, operating budget, library, physical plant, equipment, development.

Membership:

Provost or Designate	Dr. Juliet Hurtig
Financial Vice President	Mr. Jason Broge
Council Liaison	Dr. Jill Cadotte
Student	Bronsin Buck, 23-24
College representatives:	
Arts and Sciences	Dr. Sandra Schroeder, 22-24
Engineering	Dr. Firas Hassan, 22-24 (Chair)
Pharmacy	Dr. Andrew Roecker, 22-24
Business Administration	Dr. Jill Cadotte, 23-25 (Vice-Chair)
Law	Prof. Beau Baez, 23-25 (Secretary)
University Libraries representative	Prof. Dustin Johnston Green, 23-25
Administrative Staff Council representative	Shannon Hadding, 23-24
Staff Support Council representative	Brenda Hamlin, 23-24

Academic Affairs

Function: Consider policy matters concerning the University as a whole: honorary degrees, staffing, calendar, accreditation, academic standards, grants, program development, curriculum, special projects, admissions, academic support.

Membership:

Provost or Designate	Dr. Juliet Hurtig
Registrar	Mr. Wilson Turner
Council Liaison	Prof. Kathleen DeVault
Student	Gwen Avery, 23-24
College representatives:	
Arts and Sciences	Prof. Kathleen DeVault, 22-24 (Vice-Chair)
Engineering	Dr. Louis DiBerardino, 22-24 (Secretary)
Pharmacy	Dr. Brittany Bates, 22-24 (Chair)
Business Administration	Dr. David McClough, 23-25
Law	Jean-Marie Kamatali*, 23-25
University Libraries representative	Prof. Kathleen Baril, 23-25

*finishing out the term for David Raack.

Student Activities

Function: Consider policy matters concerning the University as a whole: judicial board, residence life, counseling, placement, health center, student activities, and financial aid.

Membership:

Provost or Designate	Dr. Lynda Nyce
Dean of Student Services	VP Adriane Thompson-Bradshaw
Chaplain	Rev. Dr. David MacDonald
Council Liaison	VP Adriane Thompson-Bradshaw
Students	
UG	Paige Lever, 23-24
Law	Nicholas Williams, 23-24
College representatives:	
Arts & Sciences	Dr. Sarah Bassitt, 22-24 (Chair)
Engineering	Dr. Ahmed Ammar, 22-24
Pharmacy	Dr. Tarek Mahfouz, 22-24
Business Administration	Dr. Harry Wilson, 23-25 (Vice-Chair)
Law	Prof. Rick Bales, 23-25 (Secretary)
Director of Student Involvement	Mrs. Jennifer Lambdin

Personnel

Function: Consider policy matters concerning the University as a whole: leaves, appeals, promotion, faculty welfare, tenure, evaluation, faculty development, faculty compensation.

Membership:

Provost or Designate	Dr. Juliet Hurtig
Council Liaison	Dr. Khalid Al-Olimat
College representatives:	
Arts & Sciences	Dr. Sarah Waters, 22-24 (Vice-Chair)
Engineering	Dr. Khalid Al-Olimat, 22-24 (Chair)
Pharmacy	Dr. Amy Stockert, 22-24
Business Administration	Dr. Jill Christopher, 23-25
Law	Dr. Bryan Ward, 22-25
University Libraries	Prof. Matt Francis, 23-25 (Secretary)

OPERATIONAL COMMITTEES

Committee on Athletics

Function: Study and make recommendations to University Council concerning all matters pertaining to intercollegiate athletics; implement University policy upon authority delegated by the University Council.

Membership:

Athletic Director	Prof. Thomas Simmons, Chair
Senior Woman Administrator	Ms. Kourtney Wilson
Provost	Dr. Juliet Hurtig
Vice President for Financial Affairs	Mr. Jason Broge
Dean of Students	VP Adriane Thompson Bradshaw
Faculty Athletics Rep. (FAR) appointed by President	Dr. Mark Cruca
Faculty members	
At-large	Dr. Emily Baumgartner, 21-24
At-large	Dr. Brittany Long, 22-25
At-large	Dr. Ahmed Ammar, 23-26
At-large	Dr. Todd France, 23-26
Women's athletic staff	Ms. Jackie Price
Men's athletic staff	Mr. Gene Stechschulte
Student members	
President, SAAC	Peyton Specht, 23-24
Vice President, SAAC	Annie Richters 23-24
Selected by Student Senate	Lydia Falke, 23-24
Administrative Coordinator or Liaison: Provost	

Cultural and Special Events Committee

Function: Study and make recommendations to University Council concerning matters pertaining to cultural activities which are not part of the routine operation of academic departments or the body responsible for ordinary student activities and matters pertaining to special events; implement University policy upon authority delegated by the University Council.

Membership:

Vice-Chair of University Council (Council Liaison)	Jay Mager ,23-24
University Chaplain	Rev. Dr. David MacDonald
Faculty representatives	
Art and Design	Prof. Brit Rowe
Music	Prof. Kirsten Osbun-Manley
Theatre Arts	Prof. Melissa Eddings-Mancuso
English	Dr. Jennifer Pullen
History	Dr. David Strittmatter
College of Arts and Sciences	Prof. Elizabeth Cozad-Howard, 22-24
College of Engineering	Dr. Seyed Mohammad Seyed Ardakani, 22-24

College of Pharmacy	Dr. Kelly Kroustos, 22-24
College of Business Administration	Dr. Danielle Foster, 23-25
College of Law	Prof. Allison Mittendorf, 23-25
Student Senate Representative	Yitshaq Watson, 23-24
Director of Communications & Marketing/designate	Ms. Sheila Baumgartner
Technical Director, Dept. Communication and Theatre Arts	Mr. Brian Phillips, Chair
SPC President	Alexis Nicoson, 23-24
Office of Multicultural Development	Mr. Holton Watson

Administrative Coordinator or Liaison: Provost and Director of Residence Life (where appropriate).

International Affairs Committee

Function: Study and make recommendations to University Council concerning matters pertaining to all curricular, co-curricular, and social programs and activities with an international dimension and matters pertaining to international students; implement University policy upon authority delegated by the University Council.

Membership:

Membership:

Director of International Affairs	Dr. Lynda Nyce, Chair
Vice President for Student Affairs or Designate	VP Adriane Thompson-Bradshaw
Director of International Admissions or Designate	Mr. Tom Siferd
Registrar or Designate	Mr. Wilson Turner
Controller or Designate	Mrs. Shannon Hadding
Representative of Department of Modern Languages	Dr. Kanishka Sen
Advisor of World Student Organization	Ms. Katerina Hinkle
International Services Coordinator	Ms. Katerina Hinkle
Study Abroad Coordinator	Mr. Jeff Smith
Faculty representative	
College of Arts and Sciences	Dr. Darlene Johnston, 22-24
College of Engineering	Dr. Seyed Mohammad Seyed Ardakani 22-24
College of Pharmacy	Dr. Kristen Sobota, 22-24
College of Business Administration	Dr. Jaume Franquesa, 23-25
College of Law	Prof. Jean-Marie Kamatali, 23-25
Student Senate Representative	Yitshaq Watson, 23-24
World Student Organization Student Representative	Peace Oyebode, 23-24

Religious Affairs Committee

Function: Study and make recommendations to the University Council concerning religious activities of the campus; assist in the development of religious activities on the campus; implement University policy upon authority delegated by the University Council.

Membership:

University Chaplain (Chair)	Rev. David MacDonald
Faculty members	
At-large	Dr. Khalid Al-Olimat, 23-26
At-large	Dr. Becky Casey, 22-25
At-large	Dr. Lauren Logan, 21-24
Faculty member	
Department of Philosophy and Religion	Dr. Hongyu Wu
Student Senate Representative	Faith Hampton, 23-24

Administrative Coordinator or Liaison: University Chaplain, Rev. Dr. David MacDonald

Undergraduate Faculty Promotion and Tenure Appeals Committee

Function: To consider appeals of negative promotion and tenure decisions in accordance with Section 2.4, paragraph 4.H and section 2.8, paragraph 1.K of the Faculty Handbook for the faculty members of the four undergraduate colleges and Heterick Library.

Membership:

Faculty members

At-large

At-large

At-large

At-large

At-large

Alternates: Dr. Khalid Al-Olimat

Dr. Alisa Agozzino

Dr. Natalie DiPietro Mager, 22-24

Dr. Kristie Payment, 22-24 (Secretary)

Dr. Louis DiBerardino, 23-25 (Vice-Chair)

Dr. Jill Christopher, 23-25

Dr. David Kosmyna, 23-25 (Chair)

Faculty Grievance Committee

Function: To consider grievances arising from discrimination due to age, race, creed, color, religion, sex, national origin, marital status, or handicap, problems arising from questions of academic freedom or from non-application, misapplication, or inconsistent application of policy except where other avenues of appeal are provided for in the Faculty Handbook.

Membership:

Faculty members

At-large

At-large

At-large

At-large

At-large

Alternates: Dr. Louis DiBerardino

Dr. Josh Gargac

Dr. Joseph DeLeeuw, 23-25

Dr. Melissa Kidder, 23-25 (Chair)

Dr. Becky Casey, 22-24 (Secretary)

Dr. Jessica Hinson, 22-24

Dr. Michelle Musser, 22-24 (Vice-Chair)

Review Committee on Dismissal of Faculty

Function: To render confidential advice in accordance with provisions of Section 2.7.2 of the Faculty Handbook.

Faculty members

At-large

At-large

At-large

At-large

At-large

Substitutes:

Dr. David Mikesell

Dr. Sarah Waters

Prof. Heather Crozier, 22-24 (Secretary)

Dr. Megan Clegg-Kraynok, 22-24

Dr. Heath LeBlanc, 22-24 (Chair)

Dr. Andrew Roecker, 22-24

Dr. Scott Swanson, 22-24 (Vice-Chair)

Hearing Committee on Dismissal of Faculty

Function: To hold a hearing and render a decision in dismissal cases in accordance with Sections 2.7.3 and 2.10 of the Faculty Handbook.

Faculty members

At-large

At-large

At-large

At-large

At-large

Substitutes:

Dr. Heath LeBlanc

Dr. David Mikesell

Dr. Alisa Agozzino, 22-24

Prof. Kathleen Baril, 22-24 (Secretary)

Dr. Forrest Clingerman 22-24

Prof. Jennifer Donley, 22-24 (Chair)

Dr. Phil Zoladz, 22-24 (Vice-Chair)

University Committee on Academic Conduct

Function: To consider appeals in accord with procedures detailed in [Faculty Handbook Appendix 3 Code of Student Academic Conduct](#).

Membership:

Faculty members

At-large

At large

At-large

At-large

At-large

Dr. Sarah Bassitt, 23-25 (Secretary)

Dr. Emily Eddy, 23-25 (Chair)

Dr. Jessica Hinson, 23-25

Dr. Ajmal Khan, 23-25 (Vice-Chair)

Dr. Anup Lamichhane, 23-25

Alternates:

Dr. Edward Ofori

Dr. Jill Christopher

Dr. Louis DiBerardino

University Disciplinary Board

Function: To act in accord with provisions detailed in the [Student Handbook Appendix E: Disciplinary Procedure for Non-Academic Violations](#).

Membership:

Faculty Members

College of Arts and Sciences

College of Business Administration

College of Engineering

College of Pharmacy

College of Law

At-large Faculty

Dr. Christina Liebrecht, 23-25

Prof. David Savino, 23-25

Dr. Ahmed Ammar, 23-25

Dr. Lindsey Ferraro 23-25

Prof. David Raack, 23-25

Dr. Emily Eddy, 23-25

Dr. Michelle Musser, 23-25

Dr. Angela Spallinger, 23-25

Aiden Morgenroth

Alexander Duke,

Avery Wagner

Grant Beck

Hannah Black

Justin Hall

Lucas Singleton

Paige Lever

Spenser Short

Bronsin Buck

Faith Hampton

Shannon Carnes

Erin Bass

Gabe Mott

Student members

University Disciplinary Board of Appeals

Function: To act in accord with appeal procedures detailed in the [Student Handbook Appendix E: Disciplinary Procedure for Non-Academic Violations](#).

Membership:

Faculty

Dr. Jill Christopher, 23-24

Dr. Melissa Kidder, 23-24

Administrators

Ellie McManus

Jeff Rieman

Students

Bronsin Buck, 23-24

Hannah Blake, 23-24

Information Technology Operations Advisory Committee

Function: To provide oversight of the Information Technology Strategic Plan and matters pertaining to information technology services.

Faculty Members

College of Arts and Sciences	Dr. Feng Jao
College of Arts and Sciences	Dr. Russ Crawford
College of Engineering	Dr. Jed Marquart
College of Engineering	Dr. Ajmal Khan
College of Pharmacy	Dr. Mano D’Souza
College of Business	Dr. Jin Ho Jung
College of Law	Prof. Beau Baez
Heterick Library	Prof. Jordan Tardif
Chief Information Officer	Mr. Jeff Rieman (Chair)
Student Services	Mr. Thomas Frost
Law Library	Prof. Dustin Johnston-Green
Admissions	Mr. Chris Jebson

Institutional Review Board

Function: Responsible for the review and approval or modifications for approval or disapproval of all research subject to the “Policy for the Protection of Human Subjects in Research”. No research can be undertaken without the approval of this committee - See Faculty Handbook Appendix 21.

Membership:

Faculty Members

At Large	Dr. Phil Zoladz (Chair)
At Large	Dr. Darrin Belousek
At Large	Dr. Megan Clegg-Kraynok
At Large	Dr. Karen Kier
At Large	Dr. Jackie Connour
At Large	Dr. Matthew Kutch
Off-Campus Rep.	Mr. Sam Schroeder
Alternates: Dr. Amy Aulthouse	
Dr. Kristie Payment	

Institutional Animal Care and Use Committee

Function: Responsible to determine that the proposed activity meets the broad requirements as spelled out in ONU’s institutional assurance to the U.S. Public Health Service, that procedures avoid or minimize discomfort, distress, and pain to the animals, and that the experiments are designed and performed with due consideration of their relevance to human or animal health, the advancement of knowledge, and the good of society. Has authority to halt any research not in conformity with approved protocols – See Faculty Handbook Appendix 28.

Membership:

Members

At Large	Dr. Mano D’Souza (Chair)
At Large	Dr. Phillip Zoladz
At Large	Dr. Rema Suniga
At Large	Dr. Travis Pees
At Large	Ms. Laura Nuttle
At Large	Dr. Jay Mager
At Large	Dr. Philip Compton

University Biosafety Committee

Function: Oversees compliance of the University's Exposure Control Plan for Bloodborne Pathogens, recommends policies to University Administration that promote biosafety, works with the university Safety Committee and the Institutional Review Board (IRB) regarding biosafety issues – See Faculty Handbook Appendix 29.

Membership:

Members

Exposure Plan Coordinator

Dr. Amy Stockert (Chair)

Biological and Allied Health Sciences Dept.

(Plants)

Dr. Linda Young

(Recombinant Nucleotides)

Dr. Andrea Graytock

Institutional Animal Care and Use Committee (IACUC)

Dr. Mano D'Souza

Institutional Review Board

Dr. Phil Zoladz

Student Health Center

Ms. Kim Manning

External Community

Rhett Grant

External Community

Christina Bowden

University General Education Committee

Function: Serve as the governing entity of the university-wide general education program with responsibility for administering the general education program.

Membership:

Director of General Education

Dr. Lynda Nyce, Chair

College of Arts and Sciences

Science, Mathematics and Technological Studies

Dr. Rema Sunga, 21-24

Visual and Performing Arts

Prof. James Savage, 22-25

Health and Behavioral Sciences

Dr. Megan Clegg-Krynok, 21-24

CTE/ Social Sciences & Human Interaction

Dr. Katy Rossiter, 22-25

Humanities and Global Cultures

Dr. Jonathan Spelman, 23-26

At Large

Dr. Jeffrey St. Onge, 23-26

College of Business Administration

Prof. Kevin Ernst, 23-26

College of Engineering

Dr. Heath LeBlanc, 21-24

College of Pharmacy

Dr. Jessica Hinson, 22-25

Student Senate

Gwen Avery, 23-24

University Assessment Committee

Function: Review program-level and university-wide assessment data. Make recommendations to implement changes to existing programs that would help in improving student learning outcomes – See Faculty Handbook Appendix 23.

Membership:

College Assessment Committee Members

Arts and Sciences

Dr. Harold Schueler

Prof. Michelle Wilson

Dr. Rema Suniga

Prof. Kathleen DeVault

Prof. Jamie Hunsicker

Dr. Amelia Anderson-Wile

Dr. Forrest Clingerman

Dr. Seyed Mohammad Seyed Ardakani

Engineering

Dr. Matthew Kutch

Business Administration

Dr. David Nau

Pharmacy

Prof. Melissa Kidder

Law

Prof. Bethany Spieth

Library

Dr. Julie Hurtig

Academic Affairs Office Representative

Dr. Lynda Nyce

Student Services Representative

Mr. Greg Phlegar

Career Services Office Representative

Ms. Andrea Domachowski

Director of Institutional Research
 Registrar Representative
 Director of Academic Assessment
 Student Senate Representative
 University Council Representative

Mr. Joshua Deans
 Ms. Katie Klamut
 Ms. Colleen Knapp
 Dr. Eunhee Kim
 Shannon Carnes, 23-24
 Kathie DeVault, 23-24

ONU Compliance Committee

Function: Monitor the University's compliance with NCAA and OAC rules and regulations.

Membership:

Director of Athletics
 Provost
 Registrar Representative
 Registrar Coordinator
 Faculty Athletics Representative
 Director of Financial Aid
 Director of Admissions Representative
 Associate Provost
 Executive Athletics Specialist
 Assistant Athletic Director for Compliance

Prof. Thomas Simmons
 Dr. Juliet Hurtig
 Mr. Wilson Turner
 Ms. Ashley King
 Dr. Mark Cruea
 Dr. Melanie Weaver
 Ms. Deborah Miller
 Dr. Lynda Nyce
 Ms. Karen Walters
 Coach Ron Beaschler, Chair

Program Review Committee

Function: The Program Review Committee will assess the self-study reports, utilizing the guidelines for addition and deletion of programs in Section IV. The program review committee will also create an order and schedule for when each program is reviewed.

Membership:

Faculty Members

College of Arts and Sciences
 College of Business Administration
 College of Engineering
 College of Pharmacy
 College of Law
 Libraries
 At-large Faculty
 Administrative Coordinator or Liaison

Dr. Dennis DeLuca, 21-24
 Dr. Nadia Shuayto,**** 22-25
 Prof. Laurie Laird,* 21-24 (Chair)
 Prof. Kyle Parker,** 21-24
 Prof. Melissa Kidder, ***22-25
 Prof. Heather Crozier, 22-25 (Vice-Chair)
 Dr. Khalid Al-Olimat, 23-25
 Dr. Josh Gargac, 22-24 (Secretary)
 Dr. Eunhee Kim

*Laurie Laird (Dr. Mikesell 2022-23) is serving out the remainder of the term left vacant by Dr. Youssfi

**Dr. Parker is serving out the remainder of the term left vacant by Dr. Aronson

***Prof. Kamatali served first year of the three-year term

****Dr. Shuayto is serving out the remainder of the term for Dr. Wen.

APPENDIX 3

CODE OF STUDENT ACADEMIC CONDUCT

PREAMBLE

Ohio Northern University, a United Methodist-related institution of higher learning, seeks to graduate students imbued with Christian ideals, accomplished in scholastic achievement, inspired with a desire to contribute to the good of mankind, and committed to a way of life that will result in a maximum of personal and social growth.

Ohio Northern University students have an obligation to maintain the highest standards of ethical conduct. The University expects its students to conduct themselves in a dignified and honorable manner as mature members of the academic community and assumes that individually and collectively they will discourage acts of academic dishonesty. The University also expects cooperation among administrators, faculty, staff, and students in preventing acts of academic dishonesty, in detecting such acts, reporting them, and identifying those who commit them, and in providing appropriate punishment for offenders.

A major objective in maintaining minimum standards of academic conduct is to ensure fairness, honesty and integrity in the evaluation of student performance. Instructors should be confident that their evaluation methods will not be willfully invalidated by students intending or attempting to misrepresent the skill, achievement, or ability either of themselves or of others. Students, on the other hand, should be confident that a fair comparison of their work with that of other students has not been subverted by unethical conduct. Nevertheless, academic offenses may occur in connection with written examinations or other written work submitted for evaluation or in the performance of laboratory work and use of university computers. A listing of specific offenses covered by this Code is provided in Section I below.

Handling of alleged breaches of this Code begins in the college, usually with the faculty member in whose course of study the alleged offense occurred. Each college has its own procedures for deciding the validity of an allegation and for appealing a decision in connection with that allegation. The final college decision will be by the dean or a body to which the dean has delegated responsibility and authority.

Either the charged student or the complainant may not wish to accept the decision on the validity of the allegation; or the student may accept the decision but not the sanction imposed. In the first instance, an appeal of the decision on the validity of the allegation may be carried to the University Committee on Academic Conduct. The Committee on Academic Conduct will be composed of five full-time faculty members, no more than two from any one college, who shall be elected for two-year terms at the regular May faculty meeting. In the second instance, an appeal of the sanction may be filed with the Provost.

The University Committee on Academic Conduct will consider appeals in accord with procedures detailed in Section II, Part B, below. A decision of the University Committee on Academic Conduct may be appealed to the Provost. The Provost may sustain the Committee decision, making it final, or may return a recommendation to the Committee. The Committee's subsequent decision is final.

Several degrees of sanction may be imposed, ranging from written warning to dismissal from the University. If an offense involves a violation of law, the University may take additional actions as appropriate.

This Code of Student Academic Conduct sets forth the following: (1) the minimum standards of academic conduct for the various offenses that are expressly prohibited; (2) the procedures for adjudicating any alleged breach of this Code; and (3) both the sanctions and the policies relating to those sanctions that may be imposed for any breach of this Code.

Section I - ACADEMIC OFFENSES

No student shall engage in any form of improper or unethical conduct, as expressly set forth in this Section. Furthermore, in any particular course, no student shall engage in any form of improper or unethical conduct designated as such by the faculty member in charge of that course even though it is not specifically included in the listing below. Faculty members are encouraged to enumerate matters of this kind and to clarify them for their students.

A. Examination offenses include, but are not limited to, the following:

1. Taking unauthorized materials into or out of the examination room.
2. Leaving the examination room without authorization before completing an examination.
3. Talking in the examination room without authorization.
4. Discussing the examination outside the examination room during the course of the examination.
5. Attempting to observe the work of another student.
6. Taking an examination for another person, or permitting someone else to do so.
7. Collaborating improperly by discussion, joint research, or joint effort in any way expressly prohibited by the instructor.

B. Written work offenses include, but are not limited to, the following, which are expressly prohibited in the absence of prior written approval of the instructor or instructors involved:

1. Resubmission of work - Submitting work which has been previously submitted for credit.
2. Plagiarism - Submitting work done wholly or partly by another, including the unattributed copying of all or parts of a published work.
3. Prohibited sources - Consulting material or persons contrary to the directions of the instructor.
4. Improper collaboration - Engaging in any discussion, joint research, or joint effort of a kind expressly prohibited by the instructor.
5. Deception - Misrepresenting the authenticity of sources, citations, or principles in any written work.
6. Other misconduct - Engaging in any other improper conduct as specified by the instructor.

C. Improper Knowledge of Contents of an Examination - No student shall knowingly acquire unauthorized knowledge of an examination or any part of an examination, or solicit, offer, or give information about any part of an examination.

D. Improper Laboratory Work or Computer Use - Offenses involving improper work in a laboratory or improper use of a computer may include those offenses listed above as examination offenses and written work offenses and will also include all instructions and rules specified by either the course instructor or the Director of Computer Users Services.

E. Misrepresentation - No student shall make any deliberate misstatement of a material fact relevant to academic matters, such as misrepresenting the inability to take an examination because of illness.

Section II - RESOLUTION AND ADJUDICATION PROCEDURES

A. College Procedures

1. The initial responsibility for dealing with violations of the Code of Student Academic Conduct lies with the individual faculty member in whose classroom or course of study the offense occurred unless college policy requires otherwise. Each college shall establish and promulgate processes for resolving and adjudicating alleged breaches of the Code.

a. It is desirable that any violation of the Code receive prompt action by the faculty member through immediate imposition of sanctions or referral to an appropriate college committee. No charges may be brought later than thirty days from the time of reasonable opportunity for knowledge that the alleged offense occurred.

b. If the college procedure provides for an initial decision on the validity of the allegation and a determination of the sanction by a committee or other body or person, a process for appeal and preliminary review of the decision and sanction must be provided.

c. If the college procedure provides for an initial decision on the validity of the allegation and a determination of the sanction by the faculty member, the procedure must further provide for both (1) a process for appeal and preliminary review and (2) a final college decision by the dean of the college or by a body to which the dean has delegated responsibility and authority for such final college decision.

d. The faculty member in whose classroom or course of study the alleged offense occurred shall provide notice of the charges to the dean of the college in which the alleged offense occurred (and the dean of the student's college of enrollment, if different). The faculty member may review a student's file for previous record of Code violations in the dean's office and may consult with the dean of the student's college of enrollment. The faculty member may use the existence or nonexistence of previous charges in consideration of charges to be recommended.

e. The faculty member, or other body as set forth in college policy, shall prepare a letter stating sanctions to be, applied sanctions (1), (2), or (3), or recommended, sanctions (4) or (5) or (6), (see C.1. below), one copy to the student, one copy to the dean of the college in which the course is offered, and one copy to the dean of the student's college of enrollment (if different).

2. Appeal from College Action

a. If either the charged student or the complainant is not satisfied with the decision reached through the college procedures, an appeal from the decision may be filed with the University Committee on Academic Conduct. Appeal must be filed within ten class days following the decision.

b. If either the charged student or the complainant is not satisfied with the sanction established through the college procedures, an appeal may be filed with the Provost within ten class days following establishment of the sanction. The authority of the Provost shall be to (1) sustain the college decision or (2) remand the matter, with recommendation, to the person or body within the college which made the decision. Following review of the Provost's recommendation, a final and binding establishment of sanction shall be made by the person or body to which the matter was remanded.

B. Appeal to University Committee on Academic Conduct

1. The University Committee on Academic Conduct shall consider appeals based upon a study of all relevant documents and materials considered in the college adjudication procedures and upon a hearing conducted in accord with the following:

- a. The hearing shall be convened within ten class days following receipt of appeal, provided, however, that upon timely application by one of the parties the Committee may, by majority vote, grant such extensions as it deems desirable and are accepted by both parties.
- b. The hearing should be conducted so as to best ascertain the truth and carry out the spirit of the Code. The hearing shall be conducted in a fair and impartial manner but shall not be bound by rules of evidence or formal rules of procedure other than those set forth in this Code.
- c. The hearing shall be open unless the charged student requests it be closed.
- d. Each party, charged student and complainant, may have one member of the University community speaking in the individual's behalf. Each party is allowed to have another person present at the hearing to provide advice and consultation but not to address the Committee except at its request.
- e. Witnesses may be presented by either party for direct examination and cross examination.
- f. The hearing shall be tape recorded, and the recording shall be made available to either party upon request.
- g. If either party fails to appear when the case is called for hearing, the Committee in its sole discretion may discuss the appeal with or without prejudice to either party, bring the matter before the Committee again, or sustain the appealed decision if the charged student does not appear.
- h. After completion of all presentations and receipt of all relevant documents and materials, the Committee shall deliberate privately and reach a decision.
- i. An appealed decision shall be sustained when three-fifths of the members find, beyond a reasonable doubt, that the charged student has violated the Code.

2. The Committee shall prepare a written opinion ten class days after receipt of relevant documents and materials from the college or after adjournment of the hearing. One copy of the opinion shall be provided for each of the following: (1) the University Committee on Academic Conduct file, (2) the charged student, (3) the dean of the college in which the alleged breach of the Code occurred, (4) the dean of the college of the student's registration, (5) the Provost, (6) the faculty member in charge of the course or other complainant, and (7) the University Registrar, if the sanction imposed affects the student's academic record or eligibility to continue as a student.

3. The Committee shall have the opportunity to overturn the decision arrived at in a college and the resulting sanction, but it may not alter sanctions imposed if it upholds the decision of the college.

4. If either the charged student or the complainant is not satisfied with the decision of the Committee, an appeal may be filed with the Provost within ten class days. The authority of the Provost shall be to (1) sustain the Committee decision, thus making the decision final and binding, or (2) remand the matter to the Committee with recommendation. Following review of the Provost's recommendation, a final and binding decision shall be made by the Committee.

C. Sanctions

1. Sanctions may include, but are not limited to, the following: (1) warning--a written notice that continuation or repetition of conduct found wrongful may be cause for more disciplinary action; (2) censure--a written reprimand for breach of the Code, including the possibility of more severe disciplinary sanctions if there is further violation of any part of the Code; (3) repeating of relevant course requirements or lowering of grade on relevant course requirements by discounting the examination paper or other evaluation instruments in which the violation occurred in part or in its entirety in the determination of the final grade for the course; (4) administrative withdrawal from the course without claim for financial recompense; (5) suspension--ineligibility to continue in the University for a specified period of time not to exceed one calendar year; and (6) dismissal--ineligibility to continue in the University, normally with no opportunity for readmission. Sanctions of suspensions and dismissal imposed in accordance with this Code are academic sanctions.

a. Sanctions at the level of (4), or (5), or (6) as identified in C.1. are to be recommended to the student's college, if different from the college in which the conduct occurred, for its action.

2. If discounting the evaluation instrument is the chosen sanction (see C.1.(3), above) either the charged student or any appeal body in these procedures may cause a letter to be placed in the University Registrar's files or attached by the Registrar to the student's transcript, such letter to provide explanatory information relative to the grade.

3. Sanctions will be imposed while the appeal is pending, unless the University Committee on Academic Conduct, upon considering a request for stay of sanction, rules that sanction is to be deferred until final decision has been reached.

D. Secondary Sanctions

If the offense determined through the procedures above involves a violation of any local, state, or national law, a full report of all evidence and actions taken shall be communicated to the Provost for possible additional action. In such cases, additional sanctions may be imposed, including expulsion of the student from the University, remanding the subject to proper law enforcement officials for legal action, or other such steps as may seem appropriate and reasonable.

Section III - ENFORCEMENT

In all cases where there has been a finding of a violation by the student, the student's college dean, or other appropriate University official, shall administer the recommended sanction.

Section IV - THE RELATION OF COLLEGE STANDARDS TO THE OHIO NORTHERN UNIVERSITY CODE OF STUDENT ACADEMIC CONDUCT

In all respects, this Code shall be taken as stating the minimum requirements applicable in all colleges of the University. College standards may supersede this Code only insofar as they are more rigorous than this Code.

APPENDIX 4

STUDENT RECORDS

Policy:

Ohio Northern University recognizes its responsibility to protect students and former students against the improper disclosure of information. The University will comply with all applicable state and federal laws, including the Family Educational Rights and Privacy Act of 1974 (FERPA), that relate to the retention and disclosure of information about students and former students.

Definitions:

A *student* is an individual who is or who has been accepted and matriculated at Ohio Northern University.

Attendance includes attendance in person or by correspondence and the period during which an individual is working for the University under a work-study program.

Education records are all records, files, documents and other materials, maintained in any medium, that contain information directly related to a student and are maintained by University faculty, staff and/or its agents.

Education records maintained by the University include:

- Academic records;
- Financial records;
- Computer and network use records;
- Disciplinary records;
- Employment records;
- Security records; and,
- Medical and counseling records.

Education records do not include the following:

- Personal notes made by professors, teachers, staff or agents, solely for their use that are not shared with anyone;
- Records created and maintained by the Department of Public Safety for purposes of compliance with the Clery Act;
- Employment records of a student whose employment is not contingent on the fact that the person is a student;
- Alumni records containing information about a student after the person is no longer in attendance at the University and which do not relate to the person as a student; and,
- Applications for admission, until an applicant has been officially accepted to and registers at the University.

Final results include the name of the alleged student perpetrator, the violation(s) committed (policies violated and essential supporting findings), and the sanction imposed (disciplinary action taken, date, and duration).

A *school official* is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including the Department of Public Safety personnel and health and counseling staff); a person or company with whom the University has contracted (such as an attorney, auditor, financial aid processing agent, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Disciplinary Board or a grievance committee, or assisting another school official in performing their tasks.

A school official has a *legitimate educational interest* if the official needs to review an education record in order to fulfill their professional responsibility for the University.

Personally identifiable information is any information which can be used, by itself or in combination with other information, to identify an individual. Examples include name, address, telephone number, social security number, student identification number, photos, or fingerprints.

Disclosure of Personally Identifiable Information in Education Records

With Consent

The University will not disclose personally identifiable information contained in a student's education records without prior written consent, except as authorized by applicable state or federal law. Written consent must be obtained from students who are at least eighteen years old or from the students' parent or legal custodian, if the student is under eighteen years old. Educational records, with the exception of those social disciplinary records involving misconduct under ONU's Student Code of Conduct, will not be disclosed to either parent of a student who is at least eighteen years old without that student's consent. Social disciplinary records may be disclosed to the parent claiming the student as a dependent for tax purposes. Educational records will also be disclosed to persons who have power of attorney for the student.

Without Consent

In addition to directory information, the University will disclose personally identifiable information contained in a student's education records without prior written consent to:

- School officials with a legitimate educational interest;
- Authorized agents of the state or federal government in connection with an audit or evaluation of federally or state supported programs;
- Authorized agents in connection with financial aid for which the student has applied or which the student has received;
- Accrediting organizations in order to carry out their accrediting functions;
- To comply with a lawfully issued court order or subpoena (the University will make reasonable efforts to notify the student prior to compliance with the subpoena) ;
- To appropriate persons in relation to a health and safety emergency, as specifically determined by the University, in accordance with FERPA;
- To an alleged victim, the final results of any disciplinary proceeding conducted by the University, where the behavior alleged constituted a crime of violence, or a non-forceable sexual offense. The disclosure will be made regardless of whether the alleged perpetrator was found to have violated any University policy with respect to the alleged crime or offense;

- To third parties, the final results of any disciplinary proceeding conducted by the University, where the behavior alleged constituted a crime of violence, or a non-forcible sexual offense, only when the alleged perpetrator has been found to have violated any University policy with respect to the alleged crime or offense. No victim or witness names will be disclosed without their prior written consent;
- To comply with a court order obtained under the USA PATRIOT Act for education records considered relevant to a terrorism investigation or prosecution, without advance notice to the student;
- To disclose to a student's parent information regarding any violation of law or of University rule or policy as to alcohol or other drugs' use or possession, if the student is under age 21 at the time of the disclosure and the University determines that such alcohol/drug use or possession constitutes a disciplinary violation;
- To disclose information provided to the University under Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071) concerning registered sex offenders who are required to register under that section; and,
- To the U.S. Citizenship and Immigration Services (USCIS) / Department of Homeland Security (DHS) concerning an F, J, or M nonimmigrant alien, only to the extent necessary for the University to comply with Student and Exchange Visitor Program (SEVP) reporting requirements, as mandated by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, the USA PATRIOT Act, the Enhanced Border Security and Visa Entry Reform Act of 2002, and the regulation at 8 CFR 214.1(h). Consent is not necessary for the University to disclose required information to USCIS or DHS in compliance with SEVP reporting obligations.
- To the National Student Clearinghouse to function as the university's agent in matters including but not limited to:
 - FELP loan deferment,
 - reporting enrollment to the NSLDS,
 - and other related enrollment and degree verification services.

Directory Information

Directory information will be disclosed by the University without prior written consent. Students may direct the University not to disclose their directory information by notifying the Office of the Registrar in writing, within two weeks of the first day of the fall term. Requests to withhold directory information will remain in effect until rescinded in writing by the student.

At Ohio Northern University, directory information includes the following:

- Student name;
- Home and local address and telephone numbers;
- Major fields of study and college of enrollment;
- Degrees, honors, awards, and dates received;
- Class (year of study);

- Dates of attendance;
- Most recent institution previously attended;
- Previous degrees earned and granting institutions;
- Participation in officially recognized activities and sports;
- Height and weight of members of athletic teams;
- Enrollment status (enrolled, withdrawn, full or part-time);
- Name and address of parent(s);
- Student email address; and,
- Student picture.

Records of Disclosures

The University shall maintain within the student's education records a record for each disclosure request and each disclosure, except for the following:

- Disclosures to the student;
- Disclosures pursuant to student's written consent;
- Disclosures to school officials with a legitimate educational interest;
- Disclosures in order to comply with a lawfully issued court order or subpoena;
- Disclosures to comply with a court order obtained under the USA PATRIOT Act; and,
- Directory information.

Destruction of Records

Nothing in this policy requires the continued maintenance of any student record for any particular length of time. If, under the terms of this policy, an individual has requested access to a student's education record, the record will not be destroyed before the custodian has determined whether and to what extent access is permitted.

Students' Rights with Respect to Education Records

Inspection

A student has the right, upon written request, to review the materials that are contained in the student's education records, except:

- Financial information submitted by the student's parents;
- Confidential letters and recommendations associated with admission, to which the student has waived the right to inspection and review;
- Employment or job placement records;

- Honors information, to which the student has waived the right to inspection and review; and,
- Education records containing information about more than one student, in which case the University will only permit access to that part of the record pertaining to the inquiring student.

Students wishing to review their records must make a written request to the Office of the Registrar specifying which records they wish to review. The Registrar will make the education records available within forty-five (45) days of receipt of the request. Unless the student has an outstanding financial indebtedness to the University, copies of student education records can be made at the student's expense at prevailing institutional rates.

Amendment

Students who believe their education records contain information that is inaccurate, misleading or otherwise in violation of their privacy or other rights may request an amendment of the records. Students wishing to amend their records should submit a request for the amendment in writing to the Office of the Registrar. The request should clearly identify what records the student wants to amend and the reasons supporting the amendment. Within a reasonable amount of time, the Registrar will notify students of the decision regarding their request. If the education record is not amended pursuant to the student's request, the Registrar will inform the student of the student's right to request a formal hearing.

Formal Hearing

A request for a formal hearing must be made in writing to the Provost or the Vice President for Student Affairs, who, within a reasonable period will inform the student of the time, date and place of the hearing. A student may present relevant evidence to the issues raised and may be assisted by any person of their choice.

The panel for the hearing will consist of the Provost, the Vice President for Student Affairs and the Academic Dean of the student's college. In the event that one of these individuals is the party alleged to be responsible for the disputed contents of the record, the President will appoint an alternate member to the panel.

The panel shall base its decision only upon the evidence presented at the hearing. Panel decisions are considered final and will consist of a written statement summarizing the evidence presented, the findings of the panel, and its decision. The written statement will be delivered to all parties concerned.

If the decision is in favor of the student, the education records will be amended according to the decision of the panel. If the panel finds against the student, the student has the right to place a statement commenting on the information in the record and that the student disagrees with the panel. The statement will be maintained as part of the student's education records and released whenever those records are disclosed.

Any student who believes that the adjudication of the student's request for amendment was unfair or not in keeping with the provisions of FERPA may make a written request for the assistance of the President of the University. In addition, students who believe the university is not in compliance with FERPA may file a complaint with the:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

APPENDIX 5

GUIDELINES AND PROCEDURES

FOR ADDITION OR DELETION OF PROGRAMS AND PROGRAM REVIEW

(9/1/84) (9/09) (8/16) (8/17) (2/20) (8/23)

I. DEFINITIONS

- A. A “major” shall comprise a minimum of 30 hours of coursework.
 - a. All courses required for a major that are in the major subject area shall be termed “Major Courses” and count toward the major GPA and major hours.
 - b. All courses required for a major, including but not limited to course prerequisites and corequisites, which are outside of the major subject area, if any, shall be termed “Other Required Courses” and listed in the catalog adjacent to “Major Courses.”
- B. A “minor” shall comprise a minimum of 18 hours of coursework within a specified discipline outside of the student’s major or majors.
- C. An “option” shall comprise a minimum of 18 hours of coursework and shall consist of courses that a program, department or college shall choose that a) are external to the student’s major, and b) enhance the student’s major. The program, department or college that constructs the option shall control and administer the option.
- D. A specialization within a major shall be termed a “concentration.” A concentration shall comprise a minimum of 18 hours of coursework within the major.
- E. A “certificate” shall comprise 12-18 hours of coursework and shall be a stand-alone program that is less comprehensive than a major, while providing students with new competencies for professional development or life-long learning. The primary audience of a certificate program is a non-degree seeking student.
- F. A program is any major, minor, option, certificate, or other coherent curriculum of degree credit courses that is transcribed.

II. STANDARDS FOR PROGRAMS UNDER REVIEW

A. The following standards list basic considerations for programs undergoing periodic review, initiation of new programs and deletion of existing programs. Initiation of new programs sustains the effectiveness of the University in time of changing societal needs and student demand. Deletion of existing programs is a corollary process to preserve efficient use of the resources of the University.

The numbering of the standards does not indicate any priorities; the numbers are for reference only.

- 1. The program contributes to the mission of the University.
 - 2. The program has sufficient faculty and student inputs and outcomes.
 - 3. The program has external and internal demand.
 - 4. The program is fiscally sustainable.
 - 5. The program has a systematic evaluation process for continuous improvement in teaching, learning, and student success outcomes.
- B. All programs need not carry strong support based on the consideration of each of the above guidelines. However, weakness in one or more of the standards should be weighed against its strength in others. A program to be added should carry strong support from most considerations, and a program to be deleted would not carry such support. The consideration of addition or deletion of programs should take into account that societal needs and student demand for programs may be cyclical, temporary, or continuing.

III. PROGRAM REVIEW COMMITTEE

The Program Review Committee is responsible for evaluating the self-study report generated by the selected programs and shall be composed of an elected member from each college, a representative from the University library, and two at-large members. The Committee will be supported by the director of academic assessment. The program review committee shall prepare and maintain a record of its activities.

IV. PROCEDURE FOR PERIODIC PROGRAM REVIEW

A. Ohio Northern University recognizes the need for continued improvement of academic programs. Periodic program review establishes a baseline understanding of opportunities and challenges in academic programs. All academic programs will engage in the periodic program review process at least every seven years to ensure that programs are maintained at the highest level of quality possible; the review will contribute to an institutional perspective for planning and budgetary decision-making.

B. The selected program undergoing program review must generate a self-study report, which describes the academic program using a common set of institutionally determined standards. The Program Review Committee will assess the self-study reports, utilizing the standards in Section II. The evaluation shall be based on a self-study report prepared in accordance with the requirements of Section VII of this Appendix and for programs without an external accrediting body, an optional external review. In preparing the self-study report, the program may obtain information from the Offices of Admissions, Financial Affairs, Institutional Research, or other sources having applicable information. The self-study report should completely describe the program in question, including but not limited to uniqueness, quality, opportunities, and drawbacks of the program.

C. The process for periodic program review is:

1. Once the program has completed the self-study report, all material will be sent to the Program Review Committee, who will evaluate this submission based on a rubric. The Committee may contact the author of the self-study report for clarification or with questions. The Committee will then make a recommendation to the Provost for Continuation, Conditional Continuation, or Deletion.
2. The Provost will make the final determination and notify the program of their outcome via a letter that specifically outlines the details of why the decision was made.
3. A Continuation outcome will allow the program to continue until the next regular review.
4. A Conditional Continuation outcome will include specific improvements to be made before a secondary review two years after the initial review. The secondary review will include a response to the specific improvement requested.
5. A Deletion outcome will be forwarded to the academic program and the dean(s) of the college(s) in which students or faculty or both will be affected by the program. After consultation with the academic dean(s), the Provost will forward a recommendation to the President with the complete file of self-study materials and actions. A copy of the statement by the Provost will be sent to the dean(s) of the colleges and the academic program. If the President supports the recommendation to delete the program, the program deletion will be reported to the Board of Trustees at its next meeting. If the President does not support the recommendation to delete the program, the President should convey a response in writing to the Provost who should in turn send it to the deans and to the academic program.

V. PROCEDURE FOR ADDITION OF PROGRAMS

A. Any faculty member or group of faculty members, administrator or administrators may initiate a recommendation to add a program.

B. Whatever the source, the originating party is responsible for providing written justification to add a program according to the standards in Section II.

C. The process for approving a new program is:

1. An initial proposal for addition of a program will be forwarded to the Provost.
2. The Provost shall inform the Council of Academic Deans (COAD) of the proposal. COAD will make a recommendation to the Provost to continue the process or not.
3. The Provost will inform the originating party about the action by COAD. If recommended to continue, the originating party shall send to the Dean(s) of the affected college(s) a complete proposal with self-study report.
4. After action by the college(s), the Dean shall send to the Provost the results of the college's vote to add the academic program.

5. The Provost shall send the program self-study report to the Program Review Committee and the Committee will make a recommendation to the Provost.
6. The Provost will review the self-study report and the recommendations from the college and the Program Review Committee. The Provost shall forward a recommendation to the President with the complete file of materials and actions.
7. A copy of the recommendation by the Provost will be sent to the dean(s) of the affected college(s) and the originating party.
8. If the President supports the recommendation to add the program, the program addition will be reported to the Board of Trustees at its next meeting. If the President does not support the recommendation to add the program, the President should convey a response in writing to the Provost who should in turn send it to the dean(s) and to the originating party.

VI. PROCEDURE FOR DELETION OF PROGRAMS

This section does not apply to the situation of a Program Review Committee recommendation for deletion. See Section IV above.

- A. Any faculty member or group of faculty members, administrator or group of administrators may initiate a proposal to delete a program.
- B. Whatever the source, the originating party is responsible for providing written justification to delete a program according to the standards in Section II.
- C. The process for deletion of a program shall be:
 1. A proposal for deletion of a program will be forwarded to the Provost. If the Provost finds probable cause in this proposal, the Provost will discuss the proposal with the Council of Academic Deans (COAD) and will determine whether a review is warranted or not.
 2. If a review is warranted, the identified program shall prepare a program self-study report and submit it to the Program Review Committee.
 3. The Program Review Committee will review the program self-study report and send their findings to the Provost.
 4. After consultation with the academic dean(s), the Provost will forward a recommendation to the President with the complete file of materials and actions.
 5. A copy of the statement by the Provost will be sent to the dean(s) of the affected college(s) and the originating party.
 6. If the President supports the recommendation to delete the program, the program deletion will be reported to the Board of Trustees at its next meeting. If the President does not support the recommendation to delete the program, the President should convey a response in writing to the Provost who should in turn send it to the deans and to the originating party.

VII. PROGRAM SELF-STUDY REPORT

Please provide all the relevant information for the program under review. Any section that does not apply to the program in question can be marked "N/A". If the program under review has an external accreditation, that evaluation may be included. If the program under review does not have an external accreditation, an external evaluation (not including a site visit) may be requested if desired, which would be funded by the University.

A: General Information/Introduction/Overview

Name of program

Majors, minors, concentrations, certificates under review, or state this is a review for addition or deletion of a program

College in which the program is located

Primary Contact for this program self-study report

Dean or director of the academic unit

Unique and distinguishing characteristics

Address previous program review findings

B: Standards and Criteria

Each program will be reviewed by the five standards listed in Section II. Each standard is supported by multiple criteria. Please provide specific examples for each criterion to demonstrate the extent to which the program meets each standard and criterion. Any section that does not apply to the program in question can be marked “N/A”. Please include any necessary data.

Standard 1: The program contributes to the mission of the University.

The program demonstrates its contribution to the mission of the University, the College and School or department by:

- A. Describing the history of the program, including recent changes to the program.
- B. Stating how the program contributes to the University’s overall mission and strategic goals.

Standard 2: The program has sufficient faculty and student inputs and outcomes.

Faculty and Student Inputs

The program quality is evidenced by a variety of faculty and student inputs:

- A. Faculty Quality and Development
 - 1. Faculty are qualified to teach courses in the program.
 - 2. Sufficient qualified faculty are available to teach in the program.
 - 3. The program is delivered primarily by non-adjunct faculty.
 - 4. Faculty members receive mentorship.
 - 5. The program supports the faculty members’ professional and scholarly development.
- B. Physical Resources - The program has sufficient physical resources, including facilities, equipment, and academic support staff (non-administrative).
- C. Incoming Student Quality - The program attracts qualified students, based on high school or college GPA or other metrics.

Faculty and Student Outcomes

The program quality is evidenced by a variety of faculty and student outcomes:

- D. Faculty Performance
 - 1. The program demonstrates excellence in teaching and in discipline-specific scholarly responsibilities.
 - 2. The program faculty monitors the effectiveness of all of its courses, and makes curricular changes when indicated to support student persistence.
- E. Student Performance

The program provides evidence of student performance including student persistence, graduation, and placement rates. Other evidence may include, but is not limited to: results of formative and summative assessments, performance in the field, professional achievements, and performance on professional licensure exams, success of graduates finding jobs and progression in their chosen careers; alumni satisfaction with the program; production of creative works, publications; and student grant awards.

F. Discipline Specific Benchmarks

The program provides evidence of its performance relative to appropriate external benchmarks. Evidence must include a summary of and comparison to the best practices in the discipline and a comparison to relevant performance standards from comparable institutions and/or accrediting agencies or other authoritative sources. As applicable, the program should provide evidence such as external rankings; assessments by external reviewers; alumni surveys; employer satisfaction with graduates; data on national standardized exams along with benchmark comparison data; etc.

G. Extra-University Collaborations

The program pursues collaborations beyond the institution. Evidence may include, but is not limited to: articulation agreements, jointly administered programs, internships/externships, practicums, co-ops, clinical and student teaching or field-based projects with outside organizations, ONU courses taught at high schools, 3 + 3 programs with graduate schools, etc.

Standard 3: The program has external and internal demand.

External demand for the program is evidenced by:

- A. External demand for the degree, major, or skills obtained in the program based on local, regional, national, and global trends and forecasts for persons with particular types and level of education.
- B. Strategic analysis including a comparison to other universities offering the same or similar programs, the appeal or lure for the specific program, and opportunities for new markets or to be more competitive in existing markets.
- C. Other metrics appropriate to the program.

Internal demand for the program is evidenced by:

- D. Overall student enrollment in the program.
- E. The credit hour generation from students within the program and those outside of the program by course.
- F. A list of the ONU programs (stand-alone minors or majors) that depend upon the program offerings and the estimated number of credits.
- G. Net migration into or out of the program from other programs at the University.
- H. Intra-College and Intra-University academic connections/program collaborations, such as joint faculty appointments, dual degrees, interdisciplinary programs, research collaborations, etc.
- I. Other metrics appropriate to the program.

Standard 4: The program is fiscally sustainable.

The program may demonstrate fiscal sustainability by analyzing:

- A. Reasonable costs and revenues generated, including, but not limited to:
 - 1. Tuition revenue and student credit hours generated.
 - 2. Faculty and staff salary.
 - 3. Operating expenses.
- B. Efforts undertaken by the academic program to assist with the enrollment of new students into ONU.
- C. Current ONU endowments or other University funds available to support the academic program for professional development, student experiences, and/or other program functions.
- D. Extramural funding that contributes to the long-term stability of the program. Extramural funding includes any funds from outside the institution that is used to support the program. This funding may include such

items as industry, non-governmental agency, federal, state, local, or other governmental agency contracts, grants, or cooperative agreements.

Standard 5: The program has a systematic evaluation process for continuous improvement in teaching, learning, and student success outcomes.

This process should monitor and promote continuous improvements in aspects of the program including:

- A. Teaching and Advising
 - 1. The program monitors and has an evaluation process for teaching excellence and quality of advising within the program. This includes but is not limited to peer teaching observations, course evaluations, and evaluation of student advising.
 - 2. The program demonstrates efforts undertaken to improve the quality of teaching and advising based on the evaluation results.
- B. Student Learning
 - 1. The program demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.
 - 2. The program uses the information gained from assessment to improve student learning.
- C. Student Retention and Completion
 - 1. The program has defined goals and an evaluation process for student retention and completion (graduation) rates.
 - 2. The program demonstrates efforts undertaken to improve student retention and completion rates based on the evaluation results.
- D. Success of Graduates
 - 1. The program evaluates the success of its graduates to assure that the program prepares students for advanced study or employment. This includes but is not limited to job placement, and alumni and employer satisfaction of the program.
 - 2. The program demonstrates efforts undertaken to improve the success outcomes of its graduates based on the evaluation results.

C: Analysis & Prospective

The analysis should summarize the program's strengths, difficulties, directions for needed improvement, and opportunities with respect to the standards. The narrative should specifically identify the program's progress since its last review.

The prospectus should present a vision for the program grounded in the program's strategic goals and a balanced assessment of opportunities and resources needed. It should include a discussion of new scholarly directions, research plans, curricular or degree program changes, and plans for maintaining and enhancing excellence and diversity of faculty and students over the next seven years. The discussion should include ways in which the program can be strengthened.

APPENDIX 6

DISCIPLINARY PROCEDURE FOR NON-ACADEMIC VIOLATIONS

See the [Student Handbook Appendix E](#).

APPENDIX 7

ACADEMIC PERSONNEL STAFFING

(11/88) (9/91) (9/97) (09/02) (4/19)

(Drafted with the assumption of departmental structure. Where no departments exist, appropriate modifications in implementation should be made so as to retain the spirit of participation and the substance of process not dependent on departmental structure.)

1) Position Authorization

For an additional position or replacement:

- a) Request progresses from the department chair to the Dean to the Provost. The Dean should present to the Provost a written analysis indicating: i) how leaving a position vacant would reduce the quality of the academic program, or ii) how filling a new position would improve the academic program. The purpose of the analysis is to provide justification for hiring a replacement or additional person. Request for new positions or new vacancies must be made by April 1 of the academic year prior to the recruitment year. Request to fill vacancies that occur after that date should be sent to the Provost's office within two weeks of the Dean learning of the vacancy.
- b) The Provost will consider this material, staffing plans, competitive use of resources, and means of furthering the total University program in determining to approve the position(s). Such approvals will be in writing after coordination with the President and must be completed before a recruitment plan is initiated.
- c) Authorizations are valid for one year only. Unfilled authorized positions require renewal of authorization in the subsequent year.

2) Recruitment Plan

Responsibility for carrying out the plan for recruitment of faculty members lies with the Dean and usually is implemented by the department chair. If a department chair position is to be filled, the Dean will carry out the recruitment plan in accordance with Appendix 14.

- a) Position announcement and advertisement text are drawn up and approved by the Dean, the Provost, and the office of Human Resources before distribution. The position will be advertised in a generally accepted placement publication or other recruiting vehicle in the discipline, and in appropriate publications to encourage a diverse applicant pool. Copies of advertisements should be retained.
- b) Every application is acknowledged within 24 hours of receipt and any necessary materials (e.g. University faculty appointment application form, transcripts) are requested of the applicant. Transcripts for screening and selection purposes may be copies provided by applicant.
- c) Applications are stored separately with a checklist showing dates of receipt of applications, acknowledgment of the application, and receipt of appointment application form and transcripts.
- d) Directed searches may be conducted only upon the express written approval of the Provost.

3) Screening Plan

- a) Immediately following closing date for applications, departmental evaluations are completed to produce a rating for each candidate, evaluating the candidates by the criteria established in the position announcement.

- b) For top candidates, telephone calls are typically made to at least two listed references. All completed reference checks are summarized in writing showing when and to whom a call was made, showing the substance of the conversation and the person making the call.

4) Selection Plan

- a) Application files for the top candidates selected by the department are made available to the Dean's office. A completed application file should include:
 - i) A current C.V. or resume
 - ii) Cover letter
 - iii) Statement of teaching philosophy, if applicable
 - iv) Research statement, if applicable
 - v) Transcripts for all degrees or substantial academic work claimed by the applicant
 - vi) Reference(s)No candidate is to be invited to campus until an application file is completed.
- b) Top candidates will be selected through a process agreed to by the faculty of the department or College. The Dean of the college will discuss the candidates with the department chair and will recommend to the Provost the top three candidates to be brought to campus. The Provost will receive CVs of finalists and will approve campus visits of the top candidates.
- c) The University is committed to diversity in hiring, and encourages applications from women and minority candidates, consistent with the diversity statement on the ONU Human Resources website.
- d) Candidates will be invited for a full-day campus interview. The interview schedule and arrangements are made by the host who will be the department chair or designate.
- e) Schedule, CV or appointment application, position description and evaluation report forms are provided to all persons who have planned meetings with the candidate. Campus visit should include each of the following:
 - i) Meetings with the Provost and/or Associate Provost
 - ii) Interview with the Dean
 - iii) Interview with members of department
 - iv) Interview with majors in department, preferably without faculty or staff present
 - v) Presentation to a group of students and/or faculty, unless custom or circumstances render inappropriate
 - vi) Meeting with Human Resources
- f) The Provost provides candidates with information about the University including a summary of expectations of faculty. If appropriate the Provost will make available a faculty handbook. Human resources will provide information on benefits and fringes.
- g) A requisition for reimbursement of travel costs may be prepared and completed before the candidate's departure from campus or subsequently if total travel expenses are uncertain. Standard documentation should be provided.
- h) Individual evaluation sheets are completed by faculty members, students, and other on-campus persons and returned to the department chair's or other appropriate academic office and placed in the candidate's file, preferably within 24 hours of visit. Only written evaluations will be considered in decision to make or not to make an offer. Access to evaluation sheets may be provided to department or search committee members, or restricted to the Dean, Provost/Associate Provost, and President.
- i) After the candidates are interviewed, the department will evaluate the candidates' acceptability and arrive at an order of preference, where feasible, through a process agreed to by the faculty of the department. The Dean will discuss with the department chair the department's evaluations, the candidate's credentials, and written evaluations from off-campus and on-campus persons. After an overall assessment of the candidate's

suitability and promise as an ONU faculty member, the Dean will formulate a recommendation to the Provost on acceptability of candidates and an order of preference where feasible.

- j) If constructive credit toward either promotion or tenure is considered, the Dean or director may consult with the department chair. If no department chair exists, the Dean or director may consult with the chair of the promotion, retention and tenure committee.
- k) Final decision on making an offer is made by the Provost, in consultation with the Dean.

5) Hiring Procedure

- a) A person designated by the Provost contacts the approved candidate by phone, with the approved offer.
- b) If accepted verbally, a letter of appointment shall be prepared by the Provost's office and sent indicating:
 - i) salary and academic rank
 - ii) constructive credit, if any, toward tenure or promotion
 - iii) whether appointment is continuing, one-year only, or other
 - iv) any special arrangements (e.g., nonrequirement of terminal degree for tenure, service contract, moving expenses, etc.)
- c) All official transcripts will be in hand when a letter of appointment is offered.
- d) If constructive credit toward either promotion or tenure has been granted, the Dean shall promptly notify the department chair where applicable. The department chair shall inform the departmental faculty of such constructive credit. In the absence of a department chair, the college Dean/director shall promptly inform the faculty of their college/library of such constructive credit.

6) Records

- a) After a letter of appointment has been issued, application file for all candidates and other records of the search will be retained on site or forwarded to the Provost's office and retained in accordance with the University's document retention policy.
- b) For the individual employed, all relevant material assembled during the recruiting process will be incorporated into the individual's personnel file at Ohio Northern University.

The above procedures are to be followed for all appropriate staffing matters and for recruiting. These procedures will be periodically reviewed.

APPENDIX 8

GUIDELINES FOR DETERMINING FACULTY STAFFING

(9/84)(4/19)

Considering the objectives stated in the Ohio Northern University Catalog, the following guidelines will be applied to decisions on faculty staffing in order to balance obligations to maintain the quality of educational programs, to meet the personal and career needs of faculty and students, and to respond to changing economic factors.

The number of the guidelines does not indicate any priorities; the numbers are for reference only.

1. Staffing levels should be determined primarily by student demand as measured by student credit hours and by other load factors.
2. Staffing level in low-productivity units should be justified by the value of the unit to a particular educational program or to a broad educational objective.
3. Staffing level in high-productivity units should be reviewed for consideration of whether high productivity is due to efficiency, good resource management, the nature of the particular educational program, or to under-staffing.
4. Staffing level adjustments should be made where possible by internal transfers, normal attrition, staff sharing, and other methods which utilize current staff consistent with the faculty member's ability to perform the service required and without adversely affecting the quality of existing programs.
5. Staffing level adjustments should be made through part-time staffing to adjust total staffing to student demand with due regard for the quality of instruction and for the student-oriented characteristic of the institution.
6. Repeated changes in staffing level within a unit must be justified on the basis of student demand, quality of programs, and other related factors.
7. Staffing levels should be adjusted to maintain the quality of educational programs while accommodating expectations of accrediting bodies.
8. Staffing decisions should be made with consideration for possible implementation of new programs and possible deletion of existing programs.
9. Faculty staffing adjustments should be made only upon careful consideration of appropriate adjustments in the staffing levels of administrators and staff members.
10. Staffing levels should be adjusted through the use of the above guidelines except where emergency situations or extraordinary circumstances require a temporary departure. In the implementation of these guidelines, the following will be incorporated into the procedures:
 - a. staffing decisions will be made through normal channels according to these guidelines;
 - b. a record will be kept of reasons for both affirmative and negative decisions; and
 - c. the present guidelines will be reviewed periodically, by the Committee on Academic Affairs.

APPENDIX 9
RECOMMENDED PROCEDURES AND GUIDELINES FOR THE
UNDERGRADUATE FACULTY PROMOTION AND TENURE APPEALS
COMMITTEE

(9/1/84)

1. Written appeals are due to the chair of the committee by March 15.
2. The appeal should include a copy of the memo from the appropriate administrator stating the reasons for denial of promotion/tenure, a response to this memo by the appellant, and any documentation relevant to the reasons for denial.
3. The chair of the committee should contact the Office of Academic Affairs to obtain the original promotion/tenure application file for each applicant.
4. The chair should convene the committee as soon as possible in order to review its caseload and determine a timetable.
5. All materials dealing with specific cases shall be confidential. The committee shall meet in closed session, and all files shall be returned to the Office of Academic Affairs upon completion of the committee's review.
6. An appellant shall, if the individual requests, have an oral hearing before the Committee. Written materials submitted by the appellant should be considered if they are relevant to the reasons given for denial of promotion/tenure. Materials not relevant to the case should be returned to the applicant.
7. In considering the appeal, the committee should be governed by the points listed in Bylaw 5, section 2, part F, paragraph (2) of the Faculty Bylaws.
8. Voting in all cases should be by secret ballot, with the Chair voting on all issues. (Faculty Bylaw 5, section 1, paragraph D).
9. Upon completion of the review, a letter containing the committee's decision as to whether it sustains or dissents from the denial, along with supporting arguments for its decision and a tally of the vote should be sent to the President of the University. Copies of the letter should also be sent to the appellant, the Provost, the Dean of the appellant's college, or the Library Director. If a decision is not unanimous, a minority opinion shall be composed and attached to the letter. The letter shall be sent by May 1.
10. When the committee has completed all of its reviews, it shall submit a general report, excluding details on specific cases, through the Personnel Committee to the University Council.
11. Any committee member who has been involved with any case which is under appeal, or who believes that impartiality is compromised due to some real or apparent conflict of interest, should withdraw from participating in committee deliberations and voting. In any case in which one or more members withdraw, additional members will be added to the committee. Nominees not elected to the committee will serve as alternates in the order of votes received and in accordance with the required composition of the committee.

APPENDIX 10
STANDARDS, PROCEDURES, AND GUIDELINES FOR SUBMISSION,
APPROVAL AND DISPOSAL OF APPLICATIONS FOR SABBATICAL LEAVE
(9/2010) (8/2012) (8/2016)

I. Overview

Purpose.

The purpose of sabbatical leave is to provide eligible full-time faculty the stimulus and opportunity to enrich teaching and encourage productive scholarship by securing uninterrupted time for study, research, travel or writing. The sabbatical leave should be used to enhance the stature of both the individual and University while also supporting the mission of the institution.

Sabbaticals are awarded regardless of the size of the program. A temporary replacement will be provided by the college, if the faculty member's normal workload cannot be absorbed within the department of discipline/college. However, when the welfare of the academic unit is at stake, the Dean, with sufficient notice and with the concurrence of the Provost, may request the faculty member to reschedule their previously granted sabbatical leave.

II. Eligibility Requirements for Applicants for Sabbatical Leave

Any full-time faculty member (See Appendix 1 Section 1) may be granted a sabbatical leave of absence with pay under the following conditions:

- (a) Six years of full-time service at Ohio Northern University must have been completed before beginning the sabbatical leave. No time spent on sabbatical or unpaid leave can be counted as part of the required six years.
- (b) Sabbatical leave may not be taken when a faculty member is on a terminal appointment.
- (c) A minimum of six years in residence must elapse following the completion of a sabbatical leave before the same faculty member would again be eligible.

III. Options Available to Applicants

Sabbatical Leave may be for:

- (a) One semester at the annual full-time appointment salary.
- (b) One year at two-thirds the annual-full time appointment salary.

IV. Application Procedures, Standards, and Guidelines

1. An applicant should notify, in writing, the Department Chair or School Director (if any) and the Dean, or the Library Director (if appropriate), of his/her intention to apply for a sabbatical leave on or before September 15 of the academic year proceeding the academic calendar year for which the leave is requested. The applicant is expected to consult with the Department Chair or School Director (if any) and the Dean, or the Library Director (if appropriate) concerning the proposed application for sabbatical leave.
2. The application for sabbatical leave must be submitted by October 1 of the academic calendar year proceeding the academic calendar year for which the leave is requested. In extraordinary circumstances that reflect unusual credit on the individual and the institution, if no additional staffing or costs are incurred by the sabbatical leave, the application deadline may be extended to April 15.

3. Sabbatical leave applications must include:

- (a) A cover sheet containing the following information: applicant's name, college, rank, years at the University, tenure status, dates of previous sabbatical leave (if any), and date of application.
- (b) A statement indicating whether the application is made pursuant to Option (a) or (b), for one semester or one year.
- (c) A brief review (no more than two pages in length) of the proposed leave and its benefit to the individual and to the University.
- (d) A brief review (no more than two pages in length) of the outcome of each previous (if any) sabbatical leave and its benefit to the individual and to the University.
- (e) A current resume.
- (f) Any other material the applicant wishes to submit in support of the request.

4. The applicant should give a copy of the completed sabbatical leave application to the Department Chair or School Director (if any) and the Dean, or the Library Director (if appropriate) and shall, also, submit a single electronic copy of the complete sabbatical leave application to the Chair of the Personnel Committee on or before October 1. Late submissions will not be reviewed.

5. After review of the application, the Department Chair or School Director shall submit a recommendation and impact statement to the Dean and a single electronic copy to the Chair of the Personnel Committee on or before October 15. The Dean, or Library Director, shall submit a single electronic copy of a recommendation and impact statement to the Chair of the Personnel Committee on or before November 1. Each letter of recommendation and impact statement shall include Form A from Appendix 10 and detailed comments concerning:

- (1) the substantive quality and value of the proposal to the faculty member's professional development and expertise and/or how the proposal will enhance the faculty member's teaching, and the expected benefit to the University,
- (2) the likelihood of the applicant completing the research or project described, and
- (3) the feasibility of making provisions for coverage of teaching responsibilities while the faculty member absent in terms of ongoing personnel and financing.

If a Chair applies for sabbatical, the Dean shall solicit a written recommendation from a tenured member of the appropriate discipline or department. If there is no tenured member of the discipline or department, another member shall be solicited, and if there are no other members of the discipline or department, the Dean shall solicit a written recommendation from a suitable member of the appropriate discipline or department at an Ohio Northern University peer institution.

If a Department Chair, School Director, Dean, or Library Director has reviewed more than one application, the evaluation and recommendation should rank the applications regarding overall strength and value, in order to assist the Personnel Committee in the selection and ranking process.

The recommendations (and rankings if any) provided by the Department Chair or School Director (if any) and Dean, or Library Director, shall include, a letter of recommendation and Form A, Appendix 10.

The Personnel Committee shall review each application and determine if the proposal will provide the faculty member the stimulus and opportunity to enrich teaching, conduct productive scholarship, and benefit the university. Any proposal not meeting this threshold review will not be recommended. At this time the Chair of the Personnel Committee will inform the faculty member whose application was not recommended. At the request of the faculty member, the Chair of the Personnel Committee will meet with the faculty member to suggest ways to improve future sabbatical proposals.

Applications meeting this threshold review shall be further evaluated and ranked by the Personnel Committee based upon the following factors:

- (1) the substantive quality of the proposal and the degree to which the proposal will enhance the faculty member's professional development and teaching;
- (2) the likelihood that the faculty member will successfully complete the research or project as described;
- (3) the recommendations of the applicant's chair and Dean;
- (4) the number of times the faculty member has previously submitted an acceptable sabbatical proposal that has been denied due to budgetary constraints; and
- (5) the expected benefit to the University.

All other things being equal, the faculty member having waited the longest will be favored.

The ranking of applicants by the Personnel Committee shall be submitted to the Provost no later than December 15. At this time, the Chair of the Personnel Committee will inform those faculty members whose applications were recommended by the Personnel Committee (1) that their application received a favorable recommendation from the Personnel Committee, and (2) that the Provost will notify the applicant of the final decision concerning the application made at the winter meeting of the University Board of Trustees.

The Provost shall inform applicants whether or not their sabbatical has been granted no later than 1 week following the winter meeting of the Board, of the academic year in which the leave is requested. A faculty member whose application was not granted may inquire of the Chair of the Personnel Committee or the Provost, or both, regarding the ranking the applicant received and suggestions for improvement in future sabbatical applications.

6. If the Personnel Committee has questions concerning the sabbatical leave application project, it will ask those questions of the applicant, Department Chair, School Director, Dean, Library Director, or the Provost in writing and will receive only written responses to its questions.

V. Guidelines for Disposing of Application Files:

1. The application files, with all documents, should be forwarded to the Provost with recommendations of the Personnel Committee.
2. After a review by the Provost, and decision by the President and Board of Trustees, the files are retained in the Office of Academic Affairs. Approved sabbatical leave applications will be placed in the applicant's permanent personnel file.
3. If an applicant is not granted a leave, it is expected that if the faculty member wishes to reapply the next year, a new application will be submitted.

VI. Miscellaneous Requirements and Information Concerning Sabbatical Leaves

1. In each year, the University grants sabbatical leaves for up to eight (8) semesters of leave distributed among four (4) or more faculty members provided favorable recommendations are received from the Personnel Committee for such leaves. Denial of sabbatical leave is not subject to the grievance procedures contained in this Handbook. Additional leave may be granted at the discretion of the Administration provided favorable recommendations are received from the Personnel Committee.
2. The application for sabbatical leave may not be withdrawn after February 15 in the academic year prior to which the leave is to be granted. Once approved, the leave must be taken unless the faculty member and the Administration mutually agree to cancel it.
3. The faculty member must agree to serve the University for at least two (2) years subsequent to the sabbatical leave or reimburse the University for salary received during the leave.
4. The faculty member is required to submit a complete report of the activities undertaken or completed during the sabbatical leave to the appropriate dean and the Provost within the term of the year following the sabbatical leave. Normally the leave holder makes a presentation on the results of the research.
5. The faculty member continues to participate in the following fringe benefits while on paid leave of absence. The Administration continues to pay its share of the cost and payroll deduction will be made for the faculty member's share.
 - (1) Life insurance (Faculty member's option)
 - (2) Social Security
 - (3) TIAA

(4) Medical insurance (Faculty member's option)

(5) Disability insurance

(6) Travel Allowance. Travel allowance will continue to accrue and may be used during sabbatical leave.

(7) Tuition Remission. In the event the faculty member does not return to the University for two (2) full years subsequent to the sabbatical leave as provided in 1.D. above, the faculty member will reimburse the University for any tuition and fees remitted during the leave.

6. The sabbatical leave program is intended to be separate and distinct from other programs or leaves of absence. Leaves granted for visiting professorships, consultantships, and work on advanced degrees are not sabbatical leaves (unless requested by the faculty concerned and approved as such by the Personnel Committee, the Administration and the University Board of Trustees), and the granting of a sabbatical leave shall not be restricted because a faculty member has had other such types of leave granted previously.
7. Research grants, fellowships, and other positions that require service during the sabbatical leave are encouraged but may be accepted only after the approval of the Dean, or Library Director, and the administration of the University.

Form A: Form for Evaluating Sabbatical Requests									
(To be completed by department head and College Dean)									
Please complete the evaluation by using the following scale:									
4	Excellent								
3	Good								
2	Satisfactory								
1	Need Improvement								
0	Unsatisfactory								
N/A	No Basis for Judgment								
Criteria								Rating	
Relevance to Departmental Goals									
Relevance to College Goals									
Relevance to Institutional Goals									
Relevance to Faculty's Professional Goals									
Purpose of Sabbatical									
Timing of Sabbatical Request:									
<i>Does the applicant need to take advantage of an opportunity that may not be available in the future?</i>									
Likelihood of the completion of proposed activity									
Overall Quality of Application									
Years Since Last Awarded Sabbatical									
Overall Recommendation									
Name:								Date:	

APPENDIX 11

PROCEDURES AND GUIDELINES FOR THE FACULTY GRIEVANCE COMMITTEE

(9/1/85) (9/1/96)

1. Written grievances are due to the Chair of the Committee within one week of the termination of Stage 5 of the grievance procedure.
2. The grievant should submit a clear statement of the grievable matter (see Bylaw 5G), including all written documents pertaining to the grievance and copies of the correspondence from Stage 2 of the grievance procedure.
3. The Chair shall convene the committee as soon as possible in order to complete the review within three weeks (see Faculty Handbook, 2.24).
4. The Chair shall, as soon as possible, inform, in writing, the person grieved against that a grievance has been submitted to the committee as well as the substance of that grievance.
6. All materials dealing with specific cases shall be confidential. The committee shall meet in closed session. A file certified by the committee shall be retained in the Office of Academic Affairs. Upon completion of the committee's review, a second certified file shall be given to the grievant.
6. Both the grievant and the person grieved against shall have the right of an oral hearing. Written materials submitted by the grievant or person grieved against shall be considered if they are relevant. Each party shall have the right to be represented by an individual of their choice at the hearing before the Grievance Committee.
7. The committee may secure other relevant evidence through interrogatories or through solicitation of documents, but should avoid appearances of witnesses except in extraordinary circumstances. Extraordinary circumstances warranting the appearance and cross-examination of witnesses shall include all cases of sexual harassment.
8. In considering a grievance the committee shall be governed by the points listed in Bylaw 5, section 2, Part G(2) of the Faculty Bylaws.
9. Voting in all cases should be by secret ballot, with the Chair voting on all issues. (Faculty Bylaw 5, Section 1, paragraph D.)
10. Upon completion of its review the committee's written recommendation, including reasons for its recommendation, a report of the outcome of the vote and, if not unanimous, a minority report will be sent to the President of the University with copies to the grievant, the person grieved against, the department chair or school Director (if there is one), the dean of the grievant's college or the library director, and the Provost. This recommendation should be sent within 3 weeks of the committee's receiving the grievance.
11. When the committee has completed its review, it shall submit a general report, excluding confidential details on specific cases, through the Personnel Committee to the University Council. It shall also transmit to the Council through the Personnel Committee, the President's decision on the disposition of the committee's recommendation.
12. A member of the grievance committee who is considered by any member of the committee to have a conflict of interest in the particular case being heard, should discuss with the members of the committee the desirability of being excused from that hearing. In any case in which one or more members withdraw, additional members will be added to the committee. Nominees not elected to the committee will serve as alternates in the order of votes received and in accordance with the required composition of the committee.

APPENDIX 12
IMPROVEMENT OF TEACHING GRANTS PROCEDURES AND GUIDELINES

(9/1/88) (9/91) (9/2008)

Integrated with Appendix 19. Please see Appendix 19. (10/2007)

APPENDIX 13

INSTITUTIONAL STATEMENT ON AIDS GENERAL FACULTY GUIDELINES

(8/89)

1. Confidentiality of Information.

Medical information concerning any faculty member, staff member or student, who has AIDS (Acquired Immune Deficiency Syndrome), or who has ARC (AIDS-Related Complex), or who has tested positive for HIV (Human Immunodeficiency Virus), is confidential.

No faculty member, staff member or student shall release information concerning the medical condition of a person who has AIDS, who has ARC, or who has tested positive for HIV or disclose the fact that a person has AIDS, ARC or HIV unless the release of this information is required by law or is authorized in writing by the person with such a medical condition.

Sanctions for violation of this provision by faculty members shall be imposed in conformity with Section 2.10 of the Faculty Handbook. Sanctions for violation of this provision by other University employees or students shall be imposed in conformity with appropriate University regulations.

2. Nondiscrimination Policy.

“Protected person,” as used in this section and in section 3, shall include any faculty member, staff member, or student who—

- (1) has AIDS, ARC, or HIV,
- (2) is suspected of having AIDS, ARC, or HIV, or
- (3) is a caretaker or relative of a person who has or is suspected of having AIDS, ARC or HIV.

No faculty member, staff member, or student shall discriminate against a “protected person” with respect to any term or condition of employment or with regard to access to McIntosh Center, dining halls, snack bars, King-Horn Center, swimming pool, residence halls or any other University facility.

Medical disabilities caused by AIDS, ARC or HIV will be considered the same as any other medical disability and dealt with in accordance with Section 2.12 (6) of the Faculty Handbook.

3. Antiharassment Policy.

It is a violation of University policy for any faculty member, staff member or student to harass a protected person. Any faculty member, staff member or student engaging in such harassment will first be counseled. If after counseling the harassment continues, sanctions shall be imposed on faculty members as provided by Section 2.10 of the Faculty Handbook. Sanctions for violation of this provision by other University employees or students shall be imposed in conformity with appropriate University regulations.

4. Education.

The University will provide educational programs for faculty members, staff members and students concerning AIDS, ARC and HIV by providing lectures, films, and printed material. Such educational programs will be provided on a continuing basis.

5. Health Insurance Coverage.

There are no specific provisions regarding AIDS, ARC or HIV in any University medical, life or disability insurance policy. Unless otherwise provided by the various insurers, these conditions will be treated like any other illnesses and the usual exclusions, limitations and benefits will apply. University employees and faculty members may obtain guidelines for medical disability from the office of the Vice President for Financial Affairs.

APPENDIX 14

DEPARTMENT CHAIR SELECTION PROCEDURES

(8/89) (11/2013)

SELECTION

1. A search advisory committee shall be selected by the dean in consultation with the faculty of the college or department with membership from the department faculty. The department faculty may approve membership from designed departments or colleges with common interests. Such membership shall not exceed two in number. The role of the search advisory committee includes encouraging candidates to apply for the position and the screening of applications.
2. After reviewing and updating the position description, criteria for selection (Attachment A) of acceptable candidates will be developed by the committee with approval of the dean and the Office of Academic Affairs. An evaluation form for rating/evaluating candidates and their qualifications will also be developed by the committee and approved by the dean and the Office of Academic Affairs.
3. The dean of the college shall determine in consultation with the faculty of the department and the Provost/Associate Provost whether candidates will be considered from inside the current staff only or both from within the current staff and outside the staff. To be considered, internal candidates must formally apply for the position. In the situation of an internal search and no internal candidates, the dean should interview all eligible faculty members in an attempt to cultivate interest in the position. Procedures for faculty academic personnel staffing, including those involved with affirmative action requirements (Faculty Handbook, Appendix 7. Section 4.3a) will be applicable.
4. The search advisory committee will review and screen all applications.
 - a. Where the chair is, due to staffing considerations, to be appointed from within the current staff and where no internal candidates have applied for the position, the chair of the search advisory committee shall consider all eligible members of the department according to the established criteria and submit the names of the preferred candidates to the dean. The dean will select the most qualified candidate from the preferred candidates in the department and notify the search advisory committee of the faculty member chosen as department chair.
 - b. If 4(a) fails to produce candidates for the position, the Provost will make procedural decisions about the next course of action.
 - c. In all other situations, the search advisory committee will recommend preferred candidates to the dean. The dean will review recommendations from the committee. The dean must inform the committee, in writing, why any candidates are unacceptable or if non-preferred candidates will be invited to interview.
5. The search advisory committee will interview the candidates and complete the evaluation form. Every full-time faculty member within the department will be given the opportunity to participate in the interview and evaluation of the candidates. Group interviews are recommended. Interviews with persons outside the department are encouraged, including other department chairs in the division of the College of Arts and Sciences or other chairs in the Colleges of Engineering and Pharmacy. Cross-college interviews may be encouraged if the chair of a service department is being filled.
6. The search advisory committee will recommend a minimum of two finalist candidates to the dean. Reasons related to criteria shall be stated. Should the committee recommend only one candidate, then justification must be given. If no individual is appointed, the dean will instruct the committee to review the remaining candidates or reopen the search.

APPOINTMENT

7. The chair of a department will be appointed by the dean with the approval of the Provost.
8. The Normal term of appointment is four years. The appointment may be terminated within the four-year period. At the end of the initial term, the appointment may be renewed for a term of up to four additional years. Except in extraordinary circumstances, chairs will not serve more than two consecutive terms. Continued service beyond two consecutive four-year terms requires approval by the Provost and the appropriate dean and annual reappointment.

EVALUATION

9. During the term of appointment, chairs shall be evaluated by members of the department annually under the provisions of Section 2.9.4. of the Faculty Handbook.
10. During the term of appointment, chairs shall be evaluated by the dean, no less than once every other academic year. This evaluation shall include each of the areas listed in Attachment A, incorporated the results of the annual faculty evaluations and be in narrative form. To the extent the evaluation identifies areas for improvement or of concern, the evaluation shall also include a Performance Improvement Plan. Chairs may not be reappointed unless all Performance Improvement Plans to which they are subject have been successfully completed.
11. The dean shall meet with the chair to review the evaluation. Prior to the meeting, the dean shall provide the chair with a copy of the evaluation and provide the chair an opportunity to respond to the evaluation. Following the meeting with the chair, the dean shall forward the evaluation, any response from the chair, and any Performance Improvement Plan created to the Provost. The dean shall also advise the department of the results of the evaluation.

ATTACHMENT A

The following are criteria which should be used by search committees. Additional minimum requirements will be established by the department and approved by the dean and the Provost.

CHARACTERISTICS OF AN EFFECTIVE DEPARTMENT CHAIR

An effective department chair should possess skills in the areas of management, personnel, public relations, counseling and professional development.

MANAGEMENT:

- Ability to handle both short and long-range planning.
- Ability to manage a budget.
- Ability to supervise office work and handle paper work efficiently.
- Ability to delegate responsibility.

PERSONNEL:

- Ability to work with diverse groups of faculty and students.
- Ability to be sensitive to faculty concerns and to handle interpersonal conflicts.
- Ability to be honest and fair in evaluating department members.
- Ability to motivate others.
- Ability to serve as liaison between faculty and administration.

PUBLIC RELATIONS:

- Ability to be an effective representative of the department and the University.
- Ability to promote the department and its members through publicity.
- Ability to attract new students to the department.

COUNSELING:

- Ability to be sensitive to students' needs.
- Ability to retain students in the department and in the University through effective counseling.
- Ability to help with placement of the department's majors.

PROFESSIONAL DEVELOPMENT:

- Ability to maintain personal teaching and research interests, and to encourage scholarly research within the department.
- Ability to demonstrate scholarship in a field of expertise.
- Ability to remain active in professional organizations.
- Ability to lead the department to an awareness of major changes and developments within the discipline.

APPENDIX 15

OPERATIONAL PROCEDURES FOR FINAL EXAMINATION COMMITTEE

(8/89) (9/96) (10/2012)

The Faculty Handbook Section 3.19, paragraph 9, establishes a Final Examination Committee. Paragraph 2 of Section 3.19 charges the Final Examination Committee with approval of requests for multiple section examinations “within the limits of the examination schedule” and states that “requests for multiple section exams will be evaluated on sound educational values within the limits of the examination schedule.”

Scheduling a common final examination time for the students in the sections of a multi-section course is an effort to enable greater equity in evaluation of course performance for students and reduce any potential effect of section registration on evaluation.

The following is an operational procedure which the Final Examination Committee feels is desirable and practicable in carrying out its charge.

The common final examination times are provided as an addition to the schedule resulting from setting examination time according to the normal meeting time of the course during the term. Each addition to this regular schedule increases the chances of a student having multiple examinations scheduled in a single day. There are eight available times for scheduling such examinations. In order for the Final Examinations Committee to make the choices of which courses will be assigned to the limited number of time slots, the following principles will be applied.

1. A common examination time is one in which all sections of a multi-section course will be given the same final examination; or if different examinations are given to different sections of the course, where the majority of the weight in evaluation of the examinations is based on a set of questions common to the examinations for all sections.
2. If the number of examination times is limited, then courses will be ranked for priority according to the highest enrollment.
3. Only courses from the same subject or department will be scheduled for any one common examination time unless the same course is cross-listed in another college or department.
4. Approvals for common examination times are course specific and do not incorporate any other course or courses in the department or college.

Any program wishing an assignment of a common examination time in the following academic year must submit a request to the Registrar by April 1 including the following information:

- (1) Name of course and course number
- (2) Number of sections offered in each of the semesters for which a common examination time is requested.
- (3) Estimated total enrollment in the course.
- (4) Statement that there will be a single examination for all sections, or if more than one examination is to be used, that a majority of the weight in evaluation of the examinations will be placed on questions common to all the examinations.

(Adopted by Academic Affairs Committee 10/16/2012)

APPENDIX 16

ADMINISTRATIVE POLICY ON FACULTY PERSONNEL FILES

1. There is one official Personnel File for faculty members which are held in the Office of Academic Affairs. The file contains all official correspondence relative to initial employment. Recommendations for initial employment for which the originator has requested confidentiality will be sealed. The file will contain a copy of yearly performance evaluations and responses. The file will contain all official documents relating to sabbatical leaves and leaves of absence. The file will contain all official documents relating to reprimand or sanction. The file will contain all documents submitted by a faculty member for inclusion in the Personnel File including materials submitted by an individual faculty member in applying for promotion or tenure. The Faculty Handbook (2.11) provides that faculty members may inspect their Personnel File.
2. A Promotion/Tenure File (P/T) contains all official documents related to and used in support of personnel actions of promotion, tenure, or dismissal. This file is not open for inspection by the subject faculty member.

APPENDIX 17

ADMINISTRATIVE POLICY ON EVALUATION OF NONTENURED AND TENURED FACULTY MEMBERS

(*9/96) (8/2016)

NONTENURE TRACK FACULTY

1. Annual performance evaluations of nontenure track faculty members are required, unless those individuals are applying for promotion or the initial renewable appointment and are undergoing the promotion/renewable appointment review. The evaluations shall, at a minimum, include an element of student and peer review and encompass each of the faculty expectations identified in Section 2.3.1-4 of this Handbook. These evaluations may also serve as annual merit evaluations and may include other areas of evaluation. The evaluations must be in writing and discussed with the faculty member concerned. The faculty member will be provided an opportunity to respond to the evaluation in writing. The evaluation and response are forwarded to the Provost and held in the faculty member's Personnel File.
2. Annual performance reviews of nontenure track faculty members are not determinative with respect to promotion or the initial renewable appointment. A good evaluation in a given year does not necessarily mean that a person will be recommended for promotion or renewable appointment at the time of the promotion and renewable appointment review. A poor evaluation in a given year also does not mean that a person will not be recommended for promotion or renewable appointment at the time of the promotion/renewable appointment review which is part of a separate process.
3. The annual performance evaluation will be considered in making compensation adjustments. In addition to compensation adjustments, following the award of the initial renewable appointment, the annual performance review will be considered in determining whether to renew the appointment. Faculty members whose performance is identified through the annual performance evaluation as not meeting expectations shall develop, in concert with the Dean, a Performance Improvement Plan with specific performance targets and a time period for achieving the targets. It shall be the responsibility of the Dean or their designate to meet periodically with the faculty member to monitor the Performance Improvement Plan and to provide evidence that their prescribed performance targets are met.

TENURE TRACK FACULTY

4. Annual performance evaluations of tenure track faculty members, unless those individuals are applying for promotion or tenure and are undergoing the promotion/tenure review, are required. The evaluations shall, at a minimum, include an element of student and peer review and encompass each of the faculty expectations identified in Section 2.3.1-4 of this Handbook. These evaluations may also serve as annual merit evaluations and may include other areas of evaluation. The evaluations must be in writing and discussed with the faculty member concerned. The faculty member will be provided an opportunity to respond to the evaluation in writing. The evaluation and response are forwarded to the Provost and held in the faculty member's Personnel File.
5. Annual performance reviews of tenure track faculty members are not determinative with respect to promotion or tenure. A good evaluation in a given year does not necessarily mean that a person will be recommended for promotion or tenure at the time of the promotion and tenure review. A poor evaluation in a given year also does not mean that a person will not be recommended for promotion or tenure at the time of the promotion/tenure review which is a part of a separate process.
6. The annual performance evaluation will be considered in making compensation adjustments.

TENURED FACULTY

7. Tenured faculty members must also receive annual performance evaluations. These evaluations shall, at a minimum, include an element of student review and encompass each of the faculty expectations identified in Section 2.3.1-4 of this Handbook. These evaluations may also serve as annual merit evaluations and may include other areas of evaluation. In any year when post-tenure review is conducted, however, that review will take the place of the annual evaluation.

8. The annual performance evaluation will be considered in making compensation adjustments. In addition to compensation adjustments, tenured faculty members whose performance is identified through the annual performance evaluation as not meeting expectations shall develop, in concert with the Dean, a Performance Improvement Plan with specific performance targets and a time period for achieving the targets. It shall be the responsibility of the Dean or their designate to meet periodically with the faculty member to monitor the Performance Improvement Plan and to provide evidence that their prescribed performance targets are met.

POST-TENURE REVIEW

9. Each faculty member with tenure shall undergo post-tenure review once every six years. At the start of each spring semester, the Provost shall notify faculty members who will undergo review in the coming academic year. Post-tenure review is waived for any faculty member who has contractually committed to resign within 24 months. Unlike annual performance evaluations, post-tenure review provides a summative assessment of a tenured faculty member's performance for a six-year review period, viewed in the context of the faculty member's overall career. It provides an opportunity to assess both past accomplishments and future directions and facilitates and encourages professional vitality through collaborative discourse between the faculty member and the college concerning their role in the college and the university, as well as in the discipline or field.

10. Each program, department, school, college or library responsible for conducting post-tenure review shall adopt criteria that state the expectations of the unit for tenured faculty. Colleges with multiple departments or schools may adopt criteria expressing expectations for all units within the college, to which departmental or school criteria must conform. In developing such criteria, units may draw on statements used in their faculty promotion and tenure standards.

A. College, school, or department criteria shall reflect the expectations and responsibilities of faculty set out in the provisions of department and college standards and this Handbook (2.3.1-4). Criteria shall be consistent with the summative character of post-tenure evaluation and establish expectations that encourage continuing faculty development, including promotion from associate to full professor. The criteria shall provide for the assessment of whether a faculty member's performance in each area (1) meets expectations; (2) exceeds expectations; or (3) fails to meet expectations. Librarians tenured only in the library shall not be evaluated on the expectations contained in Handbook 2.3.1.

B. Criteria should be sufficiently flexible to accommodate faculty with differing responsibilities and interests and the variation in a faculty member's activities over time. Criteria should recognize that innovative work may take time to reach fruition and may sometimes fail. The application of the criteria must account for an individual faculty member's job description.

11. Each program, department, school, college or library responsible for conducting the post-tenure review shall adopt post-tenure review procedures for the evaluation of a faculty member's performance. Colleges may adopt the procedures used for promotion and tenure applications. Colleges with multiple departments or schools may develop general procedures for all units to follow. While the procedures adopted by the departments or schools may reflect the distinctive circumstances and practices of the unit, each unit's procedures shall include the following elements:

A. Procedures for the initial review shall provide for the preparation of a dossier that includes the materials required for a dossier by Appendix 18 as well as all annual performance reviews for the period under review.

B. The procedures shall provide for the formation of a committee of tenured faculty to conduct the review. The unit may elect to conduct post-tenure reviews using the same committee that conducts evaluations for

promotion and tenure. If the program, department, school, college or library chooses not to use the same committee that conducts promotion and tenure reviews, the procedures shall specify the composition and selection of the committee and any additional qualifications for serving on the committee.

C. The review committee shall provide a written evaluation of the faculty member's performance in light of the applicable criteria and university standards. The evaluation shall be a summative review that considers the faculty member's performance during the review period in light of their overall career. While annual evaluations during the review period should be consulted for relevant information, the review is conducted separately from the annual evaluations and may not simply aggregate their results. The review shall include a narrative description of the faculty member's teaching, scholarship, service and/or professional performance (as appropriate to the unit and position), the committee's ratings in each category, as well as an overall evaluation and rating, and recommended outcomes (as described in paragraph 12, below).

D. The review committee shall forward its final evaluation to the chair of the department, or if the college does not have departments, the Dean. The committee shall provide a copy of the evaluation to the faculty member, who may file a written response with the chair or Dean. The chair or Dean shall indicate their agreement or disagreement with the determinations of the committee. In the event the chair/director or Dean disagrees with the committee's determinations, the chair/director or Dean shall explain the reasons for the disagreement in writing and provide a copy to the faculty member and the committee.

E. Each level of review conducts an independent evaluation of a candidate's record of performance and makes independent recommendations. Later stages of review neither affirm nor reverse earlier recommendations, which remain part of the record. It is the responsibility of each person involved in the review process to exercise their own judgment to evaluate a faculty member based upon the entirety of the data and information in the record.

F. No person should participate in any aspect of the review process when participation would create a clear conflict of interest or compromise the impartiality of an evaluation or recommendation.

1. No person shall serve simultaneously on more than one review committee, except when all faculty holding the necessary rank serve as a committee of the whole for the program, department, school college, or library.
2. The chair, school director, and others having an independent responsibility to evaluate the faculty member shall not serve as members of the department or college committee.
3. A faculty member who is a spouse or partner of an individual being reviewed shall not serve on a relevant committee.

G. If any stage of review includes a rating of "fails to meet expectations" in any category, or if the chair or Dean disagrees that the faculty member has met expectations in any category, the faculty member may submit a written response for inclusion in the dossier.

H. The Dean of the college shall forward the dossier and the review to the Provost. The Provost may accept the review or determine that further review by the department or college is required. If the Provost determines additional review is required, the Provost shall return the review to the Dean with written instructions regarding areas for further or additional review.

12. Based on its evaluation of the faculty member's performance, the review shall include recommendations to the Provost concerning outcomes. These recommendations are not binding and the responsibility for determining appropriate steps remains with the Provost. Possible recommendations include, but are not limited to the following:

A. Recognition of Achievement: When a faculty member's performance in one or more areas has exceeded expectations, the college may recommend steps to recognize the faculty member's accomplishments appropriate to the circumstances.

B. Career Development: The college post-tenure review may identify support that would leverage a faculty member's development and promote excellence in teaching, scholarship, service, and/or professional performance. Such recommendations may include faculty development opportunities, differential allocation of effort to concentrate on areas of strength, and other forms of support that will facilitate a faculty member's career objectives.

C. Improvement of Performance: The college post-tenure review may recommend steps to address aspects of a faculty member's performance that require improvement. Such recommendations shall include a Performance Improvement Plan developed in concert with the Dean with specific performance targets and a time period for achieving the targets. It shall be the responsibility of the Dean or their designate to meet periodically with the faculty member to monitor the Performance Improvement Plan and to provide evidence that their prescribed performance targets are met.

D. Recommendation for Dismissal: If the review sent to the Provost reflects a sustained failure to meet faculty expectations, the college or Provost Affairs may recommend that the University take steps to dismiss the faculty member in accordance with the provisions of the Faculty Handbook and the procedures for removal of tenured faculty. If the recommendation is for dismissal, the Provost shall forward the entire file (along with a statement indicating their concurrence or dissent) to the President for further action in accordance with the Handbook.

13. Timing for Post-tenure Reviews:

A. The information described herein should be provided for the period extending from the year in which the last tenure/post-tenure review was conducted up to the year in which the post-tenure review dossier is submitted not to exceed the prior six years.

B. The dates for submission and consideration of the materials are:

*Submission of dossier to department or college	November 15
Recommendations from college committees to deans	February 15
Recommendations from deans to Provost	March 1

*The period from November 15 to February 15 may be divided in such a way as to make appropriate review of the files possible by the department and college committees.

A complete file must be forwarded through the entire application process for subsequent levels of review. The file must include all of the above material and any other documents required by the department or college. The file must also include the recommendations, vote and rationale of the several levels. The file contents must reflect the evidence on which judgment about the applicant's performance is made. For example, in the case of peer evaluations, results of class visitations, as made, must be included. Student evaluations should indicate the course and academic year and cover all courses taught in the three years prior to the review.

TRANSITION RULE

14. The first post-tenure reviews under this Appendix 17 will occur during Academic Year 2017-2018. The expectation is that in each of the next six academic years one-sixth of the tenured faculty will be reviewed each academic year. In determining the number and identity of the faculty to be reviewed, the Provost will identify all faculty who will be entering their sixth year post tenure, and add to them a sufficient number of tenured faculty (beginning with the earliest tenure date and working back to the most recent tenure date) so that one-sixth of the tenured faculty are reviewed in any academic year. For the first review following tenure, faculty tenured before 2011 may submit materials outside the prior six years. The faculty members to be reviewed will be notified in accordance with paragraph 9.A of this Appendix.

APPENDIX 18

APPLICATION FOR TENURE AND RENEWABLE TENURE PROCEDURES

(9/91) (9/99) (8/2012) (8/2016)

STANDARDS

General: Each college and library (library) are required to have published standards and procedures for promotion, tenure and renewable appointments. These standards must, at a minimum, encompass each of the faculty expectations identified in Handbook Section 2.3.1-4. The department, college or library may provide for additional criteria, provided however, that any such additional criteria may not limit or alter any of the University standards.

Tenure: Meeting the minimum departmental, college, library and University criteria is necessary for the award of tenure; it is not sufficient to create a right to the award of tenure. A tenure decision is a prediction of future accomplishment, based primarily on past performance. As a result, the decision necessarily requires that a judgment as to quality must be made. In making this judgment, the University will be guided by the following understanding.

Teaching and scholarship are inextricably intertwined. Neither teaching nor scholarship standing alone justifies the granting of tenure. Unless a determination is made that the faculty member involved is an effective teacher (Handbook Section 2.3.1), tenure will not be granted. In the absence of quality scholarship (Handbook Section 2.3.2), teaching effectiveness alone will not permit the granting of tenure. The two functions cannot be separated. Because tenure creates a long-term relationship between the University and the faculty member, demonstrated commitment to the University (Handbook Section 2.3.3) and to the candidate's colleagues (Handbook Section 2.3.4) is an essential expectation. Librarians whose tenure extends only to the library are eligible for tenure without demonstrating compliance with the requirements of Handbook Section 2.3.1.

DOSSIER

The following minimum standards for the application dossier are given so that all applications from throughout the University can be given proper consideration and be equitably evaluated. The complete dossiers of the applicants are to be reviewed for recommendation by departments, college committees, deans, the Provost, and the President, and are available to members of the Academic Affairs Committee of the Board of Trustees for their review and recommendation before action is taken by the Board.

The complete dossier submitted by the candidate for promotion/tenure/renewable appointments must include the following items:

1. A letter requesting promotion/tenure/renewable appointment. The letter must include a summary of how the applicant fulfills each of the criteria of the department, college or library and of the University for promotion/tenure/renewable appointment. If the candidate is seeking tenure before the end of the probationary period (Handbook Section 2.4.2), the letter must provide an explanation of how the candidate exceeds each of the criteria to support the conclusion that the performance is extraordinary.
2. Documentation supporting the University criteria set out in Section 2.3.1-4 of the Handbook. The complete dossier must include, but is not limited to, the following information:
 - A. Current Curriculum Vitae and all annual evaluations/retention reports received while at the University.
 - B. Teaching service at ONU (terms, courses, credit hours, number of students, number of student credit hours) and at other institutions, including dates and rank(s).
 - C. Evidence of effectiveness in teaching (Handbook Section 2.3.1). This should include any peer evaluations that have been reduced to writing, together with summaries of all student evaluations prepared by University Institutional Research. Student evaluations must be provided for all courses taught in the previous three years; additional evaluations may be provided at the discretion of the faculty member.

D. Other assigned responsibilities at the University.

E. Memberships and participation in professional organizations (meetings attended, papers given, offices held, etc.).

F. Evidence of scholarship (Handbook 2.3.2). This may include, but is not limited to, the following: publication of paper or article in a professional/refereed journal, magazine or government publication; presentation of professional paper at a regional, state, or national meeting or seminar; publication or review of a book; receipt of a research grant or support from industry or a government agency (an unfunded grant may also be included with professional/refereed evidence of merit); inventions or patents; juried exhibitions; guest performances in regional or national groups; or activities recognized or encouraged by the relevant departments or college. For any multi-authored work, the candidate must provide a brief statement clearly describing the candidate's contribution to the work.

G. Honors, grants, and awards, if any.

H. Work experience that is relevant to the teaching duties of the person or his/her professional standing. If current outside employment/service is relied upon to demonstrate professional growth, the relationship of the work/service to the professional work of the professor at the University should be described, together with an estimate of the time dedicated to the outside employment/service.

I. Contributions to departmental, college, University or discipline (Handbook Section 2.3.3-4). These may include, but are not limited, to the following: serving on a national or regional review body for grants and awards; serving as a referee for journal or magazine publications; committee membership, attendance participation in university, college or department sponsored activities such as science fair, homecoming, advising professional and social organizations; aiding in the recruitment of prospective students; any other activity which benefits the university community; or activities recognized or encouraged by the relevant discipline, department, or college.

3. A five-year professional development plan describing actions to be accomplished the coming five years. The plan must address each of faculty the expectations contained in Handbook Section 2.3.1-4.

4. The college or library shall not unreasonably restrict the physical size of the dossier so as to impact adversely the candidate's ability to meet the requirements of Sections 1 through 3 of the Appendix 18.

TIMING

5. A. Unless otherwise provided, the information described herein should be provided for the period extending from the year in which the last promotion/change of status was awarded up to the year in which the application is submitted.

1. Where promotion to full professor is requested, the information provided should ordinarily begin with the first year at associate professor rank.

2. Where promotion to associate professor is requested, the information provided should ordinarily begin with the first year at assistant professor rank.

3. Where promotion to assistant professor is requested, the information provided should ordinarily begin with the first year at instructor (or other current) rank, or the year of the initial appointment, where there has been no change in rank since the initial appointment.

B. Sections 2.4, 2.4A and 2.8 of the Faculty Handbook specify the dates for the submission and review process for consideration for tenure (and renewable appointment) and for promotion, respectively. The dates are summarized below:

	<u>Tenure & Renewable Appointment</u>	<u>Promotion</u>
*Submission of requests for consideration or application	September 1	September 1
Recommendations from college committees to deans (library director)	October 15	October 15
Recommendations from deans (library director) to Provost	November 1	November 1
Recommendations from Provost	November 30	November 30
Recommendations from President to Trustees	January 10	January 10

*The period from September 1 to October 15 may be divided in such a way as to make appropriate review of the files possible by the department and college committees.

A complete file must be forwarded through the entire application process for subsequent levels of review. The file must include all of the above material and any other documents required by the department, college or library. The file must also include the recommendations, vote and rationale of each level of review. The file contents must reflect the evidence on which judgment about the applicant's suitability is made.

APPENDIX 19

UNDERGRADUATE FACULTY DEVELOPMENT GRANTS

(09/2008)

Faculty Development Grants are given for projects undertaken during the academic year or during the summer months. Faculty stipends are granted for projects undertaken during the summer months, but support costs of projects undertaken during the regular academic year may be supported with these grant funds.

I. Grants Per College

<u>College</u>	<u>Estimated Number</u>	<u>Stipend Up To</u>	<u>Estimated Support Costs Up To</u>
A&S	5-10	\$1,000	\$500
CBA	1-2	\$1,000	\$500
ENG	1-2	\$1,000	\$500
PHARM	2-3	\$1,000	\$500

II. Purposes of Grants*

<u>Purposes</u>	<u>Results</u>
1. Research Project	Publication Report of project's status/completion
2. Curriculum Development	Completion of proposed project
Course Revisions	Completion of revisions
Improvement of Teaching	Attendance at workshop, Development of new course

* Grants during the school year are for support costs only.

III. Purposes for Which Costs May Be Used

Project support costs may include such items as programming, research and instructional equipment, expendable supplies, audiovisual supplies, library acquisitions, travel or honoraria for speakers, copy charges, travel, workshop fees which are not otherwise included in department or college budgets.

IV. Procedures for Application

1. Applicant submits project to the department chair and the dean. Attached to the application is an up-dated CV and information on other University grants received (sabbaticals, stipends, etc.). Note that the college level review should occur prior to submission to the Office of Academic Affairs.
2. Dean reviews application with college committee (if so determined by that college) and forwards application with the dean's recommendation to the Office of Academic Affairs by the due date shown below.
3. The University office of Academic Affairs reviews project applications and recommendations and the Provost acts on the recommendation. Applicants are notified of the decision within two weeks of the application due dates.

V. Dates of Application

Applications are due in the Office of Academic Affairs by the following dates. Note that the college level review should occur prior to submission to the Office of Academic Affairs.

1. November 1 for grants starting spring term.
2. April 1 for grants starting summer term.

3. July 1 for grants starting fall term.

VI. Applications should include:

- A. A cover sheet with the applicant's name, college, department, date of application, and title for the project or activity.
- B. A brief summary of the activity for which funds are requested, the period of time when activity will take place with a timetable, the rationale for funds requested, the amount of funds requested, and the anticipated outcomes of the project.

VII. Payment of Stipend and Costs

1. Costs are paid/reimbursed as actual bills are presented for copies, supplies, workshop fees, etc.
2. For those receiving summer stipends, the stipend is paid at the end of the first month of the period in which the project will be conducted as named in the application.

VIII. Final Reports

Final Reports are due two weeks from the close of the grant period named in the application and should be sent to the appropriate department chair (if any), the dean, and the Office of Academic Affairs.

APPENDIX 20

MERIT PAY SYSTEM FOR UNDERGRADUATE FACULTY

(9/92)(9/93)(9/97)(9/2002)

<u>Action</u>	<u>Date Completed</u>
1. Each year the Personnel Committee discusses factors affecting faculty compensation and makes a recommendation about faculty compensation to the Budget and Appropriations Committee.	Jan. 15
2. Each year the Budget and Appropriations Committee recommends the dollar amount available for faculty compensation.	Feb. 21
3. The Personnel Committee reviews their previous recommendations in light of the recommendation from Budget and Appropriations. The Personnel Committee makes a recommendation for faculty compensation which may include merit, parity, and/or general compensation. This recommendation is forwarded to the Provost.	March 1
4. The Provost determines how the merit dollars are to be distributed to each college and Heterick Library.	March 15-April 1
5. Each college dean shall recommend how the college merit dollars are to be distributed to each department within the college. Such distribution plans shall be reviewed with the Office of Academic Affairs. This step is not applicable in the College of Business Administration and Heterick Library, in which there are no departments.	Plans in place*
6. Each department, the College of Business Administration, and Heterick Library shall establish a plan for distribution of merit pay to individual faculty members.	Plans in place**
7. Department/College/Library plans shall be reviewed by the Provost to ensure the avoidance of discriminatory procedures.	

* Plans in place from prior year. Modifications submitted to the Provost by Feb. 1.

** Plans in place from prior year. Modifications submitted to the Provost by Feb. 8.

Guidance and implementing procedures for merit pay system to include.*

1. Written criteria for allocation and awarding merit increases. The criteria may be subjective.
2. Awards based on written evaluations, with sign-off by the individual evaluated, acknowledging the evaluation and acknowledging that it is part of the merit award process.

3. Provisions whereby all who have heretofore been eligible for faculty merit increases will continue to be eligible and be covered in the allocation and award process, to include all Classification 3 teaching faculty and those holding such positions as Department Chairs, Director of Heterick Library, Director of Audio Center, and Director of Athletics.

4. All department chairs (or deans/directors, where appropriate) should at the time they are doing yearly merit evaluations, indicate the dollar amount of the salary merit increase recommended for the next year to the faculty member; and that the deans should report to and consult with the department chairs any subsequent parity adjustment given to that faculty member. **

5. Limits on the amount of merit increases, maximum and minimum, one person can receive per year.

6. Allocations for merit pay are not to be based upon mathematical relationships with other components of pay, such as across-the-board, cost of living, promotion, or other.

7. Avoidance of any implication that merit increases are forever automatic and recognition that all salary increases are dependent upon several factors, most of which are controllable but some of which are not.

* Taken from statement by president accepting University Council recommendation, 9/25/92.

** Approved by University Council and president for implementation in 1998-99 merit pay cycle, 12/17/96.

Merit Evaluation Criteria (University Personnel Committee)

Teaching/Advising

1. Demonstrably create an environment conducive to student learning.
2. Demonstrate maintenance of student performance standards which challenge students to realize their potential and which are commensurate with standards in related courses in the program.
3. Demonstrate currency, depth, and breadth of knowledge in the subject field.
4. Demonstrate a knowledge of teaching and learning principles which is incorporated into course design.
5. Demonstrate creativity and resourcefulness in the preparation and presentation of course content.
6. Develop and implement new courses or revision of courses.
7. Provide accurate information to advisees on institutional procedures and regulations.
8. Be accessible to advisees for consultation and establish a climate which encourages counseling.
9. Be skilled in knowing when and where to refer advisees.

Professional activity/development

1. Documented scholarly research (submitted manuscripts or documented work in progress) which demonstrably contributes to or has the potential of contributing to the advancement or assimilation of knowledge in the discipline.
2. Creative efforts (concerts, recitals, performances, exhibits, and like professional activities) which contribute to the discipline as acknowledged by peers or reputable outside reviewers.
3. Consultantships with organizations which require knowledge basic to the discipline.
4. Documented sponsored program activity leading to or having the potential of producing external grants/contracts to support research, scholarly activity, or creative endeavors.
5. Documented contributions to continuing education activities which enhance professional credentials and demonstrate scholarly competence.
6. Delivery of invited papers or addresses or otherwise listed as a named participant in the program at meetings of recognized professional organizations in the discipline.
7. Documented progress in a program of professional study leading to an advanced degree in the discipline.
8. Attendance of professional workshops, seminars, short courses or like programs and completion of specialty certification programs.
9. Documented disciplined study and critical evaluation of current literature in the discipline.

Professional/institutional service

1. Service to professional organizations by holding an elected or appointed office or by performing committee duties as member or chairperson.
2. Refereeing manuscripts for professional journal or judging creative efforts in the professional performance disciplines.
3. Documented involvement in professional development activities of a professional organization through assisting in meeting arrangements or other continuing education programs.
4. Documented expert professional counsel or testimony volunteered to advise and inform private or public organizations and bodies.
5. Service to the University by holding an elected or appointed office in the faculty governance structure or by serving as member or chairperson of a University, college, or departmental committee.
6. Voluntary leadership or assistance in development and implementation of programs or activities which add to the visibility and good reputation of the University in public or professional circles.
7. Documented contributions to the civic life of the community which enhance good will toward the University.

APPENDIX 21
INSTITUTIONAL REVIEW BOARD:
POLICY FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH

(excerpts from University policy statement)* (9/93)

1. Introduction – Ohio Northern University, recognizing its responsibility to provide measures to reasonably protect individuals involved as subjects of research conducted under the auspices of the University, requires that all research projects involving human subjects will be reviewed by the Institutional Review Board (IRB). This review must be completed prior to the initiation of the research.

2. Policy Rationale – University policy entrusts the investigator with primary responsibility for the protection of individuals participating as human subjects. The University assumes its responsibility for meeting the conditions for the protection of human subjects as required by the National Research Act, Public Law 93-348 and implemented by the Department of Health and Human Services (Title 45 CFR 46, Protection of Human Subjects, as amended) and by other federal agencies with appropriate jurisdiction.

3. Policy Administration – Executive functions to be performed by the University include the development of policy; the continuing education of personnel with respect to policy; the modification of this policy to maintain its conformity with laws and regulations; and providing appropriate administrative support and legal assistance for the IRB. The university official responsible for carrying out or delegating these functions is the Provost.

4. Policy Applicability – This policy is applicable to all research involving human subjects which is conducted under the auspices of the University.

5. Institutional Review Board

a. The Institutional Review Board is responsible for the review and approval or modifications for approval or disapproval of all research subject to this policy. In applying for approval of their projects, investigators' written protocols must be presented to the IRB; the format for the protocols will be supplied by the IRB. No research can be undertaken without the approval of this committee.

b. The Institutional Review Board shall be composed of a minimum of six individuals, including five faculty or professional staff and one member who is not otherwise affiliated with the University and who is not part of the immediate family of a person affiliated with the University. The IRB shall include at least one member whose primary concerns are in a non-scientific area and at least one member whose primary concerns are in a scientific area.

c. Among functions of the IRB will be responsibility for the Full, Expedited, or Exempt Review of proposed research protocols involving human subjects, according to this policy. In order for the research protocol to be approved, it shall receive the approval of a majority of those members reviewing the protocol.

d. The IRB shall prepare and maintain documentation of its activities.

e. Institutional Review Board approvals, actions and recommendations are subject to review and to disapproval or further restrictions by the Provost, or their designee.

6. Interpretation – The provisions of this policy shall be interpreted in all respects to be consistent with the provisions of any law applicable to the research involved; in the event there should be any conflict or difference between this policy and the provisions of applicable law, the provisions of the applicable law shall control.

* Please contact the Office of Academic Affairs to receive a copy of the entire document, “**INSTITUTIONAL REVIEW BOARD – Policy for the Protection of Human Subjects in Research**”.

APPENDIX 22

POSSIBLE MISCONDUCT IN SCIENCE

(12/15/93) (9/94)

1. It is the policy of the University to ensure an impartial process for receipt of allegations of scientific misconduct and for initiating and completing promptly (within 60 days) an inquiry into allegations received in writing. If findings from the inquiry provide sufficient basis for conducting an investigation, initiation of an investigation will begin within 30 days of the completion of the inquiry. Maintenance of all records of inquiry and reports will be for a minimum of three years. The inquiry will be confidential to the maximum extent possible. Records of all investigations (to be completed within 120 days) and reports will likewise be maintained for a minimum of three years and will also be confidential to the maximum extent possible.
2. Any members of the University community including faculty, staff, prospective, current or former students, or members of the scientific community who believe there has been an instance of scientific misconduct should file a written complaint with the immediate supervisor of the person they believe has engaged in scientific misconduct. For purposes of this policy, misconduct in science means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data. (Definition from Federal Regulations.)
 - A. Upon receipt of the written complaint, the immediate supervisor of the person alleged to have violated this policy, shall investigate the charges and, where appropriate, attempt to effect an informal resolution of the matter with the mutual consent of the parties.
 - B. If the immediate supervisor deems it inappropriate to attempt an informal resolution, or, if mutual consent as to the informal resolution cannot be obtained, the complaint shall be forwarded to a standing ad hoc committee, appointed by the Provost, comprised of 5 faculty members appropriately expert to conduct the investigation. Any member of the standing ad hoc committee who has a conflict of interest or perceived conflict of interest in the inquiry/investigation shall recuse himself/herself from the inquiry/investigation. The person alleged to have been involved in scientific misconduct shall have an opportunity to comment to the committee directly concerning the allegations. The committee shall investigate the matter and, where it deems it appropriate, shall attempt to effect an informal resolution to the matter with the mutual consent of the parties.
 - C. If the committee deems it inappropriate to attempt to effect an informal resolution of the matter, or, if mutual consent as to the informal resolution cannot be obtained, the committee shall make a written report together with its recommendation for action to the President of the University. A copy of the report and recommendation shall be provided to all parties involved in the matter.
 - D. The President shall review the report and recommendation and shall render a decision which shall be final and binding upon the parties and which shall include corrective actions where the President finds that there has been misconduct in science. The corrective action taken by the President can range from reprimand to dismissal depending upon the seriousness of the misconduct.
 - E. In all cases in which the matter has been referred to the President, the President shall make a written report of their decision and shall provide copies of that report to all parties involved in the matter, the immediate supervisor of the person alleged to have engaged in misconduct in science, the members of the faculty committee which referred the matter to the President, and the Public Health Service Office of Research Integrity.
 - F. In all cases in which an investigation is deemed appropriate, notification will be made by the university office of academic affairs to the Office of Research Integrity of the Public Health Service that an investigation is being conducted. This same university office will provide notification to ORI within 24 hours of obtaining a reasonable indication of possible criminal violations.

G. During an inquiry/investigation, the office of academic affairs in conjunction with the office of financial affairs will take appropriate interim administrative actions to protect federal funds and ensure that the purposes of the federal financial assistance are being carried out. The office of academic affairs will promptly advise the ORI of any violations to ensure appropriate use of federal funds and otherwise protect the public interest.

3. It is also a violation of this policy for a person to engage in any act of reprisal against a person filing a complaint of misconduct in science under this policy. The filing of a lawsuit in good faith by the person alleged to have violated this policy shall not be deemed an act of reprisal.
4. It is also a violation of this policy for a person to file a complaint of falsely alleging misconduct in science with knowledge of its falsity or with reckless disregard for the truth.
5. Due to the sensitive nature of allegations of misconduct in science and the potential for such allegations to have detrimental impacts on the lives and/or careers of faculty, staff or students, throughout the foregoing proceedings confidentiality shall be maintained by all persons involved. Upon making a final decision in a matter covered by this policy, the President shall have the discretion to make public any or all of the written report. In particular, the university shall act to restore the reputation of any person alleged to have engaged in misconduct when allegations are not confirmed, if knowledge of the alleged misconduct has become public.

APPENDIX 23

UNIVERSITY ASSESSMENT COMMITTEE

(8/2019)

1. Introduction - Ohio Northern University recognizes the need for continued assessment of academic outcomes as well as assessment of programming.
2. Policy Rationale - The University has established an assessment committee for each of the Colleges within the institution. Each College committee is responsible for reviewing outcome assessment data and making recommendations based on analysis of available assessment data. The recommendations of the committee are considered by the deans, faculty, and staff of the College for further action if deemed necessary. This process of assessment is to be a continuous evaluation. The University Assessment Committee will perform the same function as the College committees but at the broader university level.
3. Policy Administration - Executive functions to be performed by the University for the Committee include providing appropriate administrative support, providing data from the Office of Institutional Research, providing data from other campus offices, and continuing to evaluate and update the assessment program at ONU. The university official responsible for carrying out or delegating these functions is the Provost.
4. Assessment Committee
 - a. The University Assessment Committee is responsible for the review of all college and university assessment data. In addition, the committee will make recommendations to implement changes to existing programs that would help in improving academic and program outcomes. The College and University Assessment Committees will be responsible for evaluating student, alumni, and faculty outcomes.
 - b. The assessment process should involve the following steps:
 - 1) identification of concerns or issues related to outcomes
 - 2) data collection, documentation of concerns or utilizing pre-existing data
 - 3) analysis of the information collected to assess the potential issues
 - 4) examination of the mission statement criterion to determine if the outcomes stated are being achieved
 - 5) development of solutions to address the issues
 - 6) suggestions of implementation plans to modify outcomes
 - 7) review of outcomes to determine if the issues/concerns have been resolved or have improved
 - c. The University Assessment Committee shall be composed of a College Assessment Committee member from each college, a representative from the Office of Academic Affairs, a representative from Student Services, a representative from the Career Services Office, the Director of Institutional Research, a Student Senate representative, and a representative from University Council.
 - d. The University Assessment Committee shall prepare and maintain documentation of its activities.
 - e. The University Assessment Committee actions and recommendations are subject to review and to disapproval or further restrictions by the Provost, or designate.

APPENDIX 24

ONU FINANCIAL CONFLICT OF INTEREST POLICY (FCOI)

(4/96) (7/2012)

1. Each investigator* (including the investigator's spouse and dependent children) is to disclose to the Provost all significant financial interests (SFI)** that would reasonably appear to be affected by research, educational service activities (institutional responsibilities) funded or proposed for funding by the Public Health Service (PHS), National Science Foundation (NSF) or external sponsors whose financial interests would reasonably appear to be affected by such activities.
2. FCOI information shall be supplied to the Provost prior to submission of a proposal for funding. Completion of the ONU internal approval form found at http://www.onu.edu/administration/advancement/grants_proposals/forms_and_resources provides the necessary information regarding an FCOI prior to proposal submission.
3. Financial disclosures are to be updated during the period of any award on an annual basis, or within 30 days of discovering or acquiring a new reportable significant financial interest. The annual FCOI form is also located at the website above listed as Annual FCIO Update.
4. The Provost will review the financial disclosures of the Investigator related to the Investigator's institutional responsibilities to determine if a conflict of interest exists and determine further what conditions or restrictions should be imposed to manage, reduce, or eliminate the conflict of interest. Examples of conditions or restrictions that might be imposed to manage, reduce, or eliminate conflicts of interest include, but are not limited to:
 - A. public disclosure of significant financial interests;
 - B. monitoring of research by independent reviewers;
 - C. modification of the research plan;
 - D. disqualification from participation in the portion of the funded project that would be affected by significant financial interests;
 - E. divestiture of significant financial interests; or
 - F. severance of relationships that create conflicts.

If the Provost/reviewers determine that imposing conditions or restrictions would be either ineffective or inequitable, and that the potential negative impacts that may arise from a significant financial interest are outweighed by interests of scientific progress, technology transfer, or the public health and welfare, then the Provost/reviewers may allow the research to go forward without imposing conditions or restrictions. Should a management plan be required, the Investigator will be required to sign an agreement confirming the details of the plan.

5. At the time of institutional sign-off authorizing the submission of grants, disclosure information will be provided the Provost. The vice president will not approve submission of grants without completion of this form.
6. Failure to comply with this policy will be treated under ONU Faculty Handbook section 2.10, Discipline of Faculty Members.
7. The Office of Academic Affairs will maintain records of all financial disclosures and all actions taken to resolve conflicts of interest for at least three years beyond the date when the final expenditure report is submitted to the organization to which they relate or until the resolution of any Public Health Service (NIH) or NSF action involving these records, whichever is longer.

*The term "investigator" means the principal investigator, and any person, regardless of title or position, who is responsible for the design, conduct or reporting of research or educational activities funded or proposed for funding. This may include collaborators or consultants.

**Significant financial interest is defined as:

A financial interest consisting of one or more of the following interests of the Investigator (or those of the Investigator's spouse and dependent children) that reasonably appears to be related to the Investigator's institutional responsibilities:

1. Income in excess of \$5,000 from a publicly-traded entity (a company whose stock is available for purchase by the general public) in the twelve months preceding the disclosure.
2. Stock valued in excess of \$5,000 at the time of disclosure in a publicly-traded entity.
3. A combination of the above two items (stock and income) that exceeds \$5,000.
4. Any amount of equity (stock, stock options, or other ownership interest) in a non-publicly traded entity (such as a start-up company).
5. Compensation that exceeds \$5,000 from a non-publicly traded entity in the twelve months preceding the disclosure.
6. Income related to intellectual property rights/interests paid by any source other than the investigator's current institution.
7. Any reimbursed or sponsored travel paid by an entity, including non-profit organizations, but excluding travel sponsored by or reimbursed by a government agency, a U.S. institution of higher education or a research institute affiliated with such, a medical center, or an academic teaching hospital. The following must be disclosed; the name of entity sponsoring the travel and purpose, destination, and duration of the travel.

The term does not include:

1. salary, royalties or other remuneration from Ohio Northern University;
2. income from seminars, lectures or teaching engagements sponsored by public or non-profit entities;
3. income from service on advisory committees or review panels for public or non-profit entities;
4. Intellectual Property Rights assigned to the Institution and agreements to share in royalties related to such rights;
5. income from investment vehicles such as mutual funds and retirement accounts, as long as the Investigator does not directly control the investment decisions;
6. an equity interest that, when aggregated for the investigator and the investigator's spouse and dependent children, meets both of the following tests: does not exceed \$5,000 in value as determined through reference to public prices or other reasonable measures of fair market value, and does not represent more than a 5% ownership interest in any single entity; or
5. salary, royalties or other payments that, when aggregated for the investigator and the investigator's spouse and dependent children, that does not exceed \$5,000 during the previous twelve-month period.

8. Faculty will receive an e-mail at the beginning of each academic year regarding the University's policy, their disclosure responsibilities and the federal regulations. This will also be discussed annually during Opening Activities for faculty at the start of each academic year. They will be directed to the appropriate Appendix in the Faculty Handbook and also be provided a link to the University's FCOI website where the policy will be posted.

9. Each Investigator will be required to complete FCOI training via modules in the CITI program (found at https://www.onu.edu/grants_and_proposals/financial_conflict_of_interest) as follows:

- Prior to engaging in research funded through an external grant
- At least every four years
- Immediately if the University revises its FCOI policy that affects an Investigator's requirements or if an Investigator is not in compliance with the policy or management plan.

10. Regarding Subrecipient Institutions/Investigators, the University will, where applicable, obtain a certification from the Subrecipient that its FCOI policy complies with regulations and/or incorporate as part of a written agreement terms that establish whether the FCOI policy of the awardee institution or that of the sub-recipient will apply to Subrecipient Investigators and include time periods to meet disclosure and/or FCOI reporting requirements. Any Subrecipient Institutions who rely on their CFOI policy must report identified FCOIs to ONU in sufficient time to allow the University to report the FCOI to the appropriate agency to meet reporting requirements.

11. The following are the University's reporting responsibilities:

- a. The Provost will be responsible for reporting to the appropriate entity;
- b. An initial report will be submitted prior to the University's expenditure of any funds under the award;
- c. ONU will inform the appropriate entity within 60 days for any interest that the University identifies as a FCOI subsequent to the University's initial report under the award;
- d. Provide annual updates on any previously-identified FCOI during the duration of the project, including during an extension with or without funds; and
- e. ONU will provide information to the public on an identified FCOI held by senior key personnel via a publicly accessible website.

12. Should it be determined that an FCOI is not identified or managed in a timely manner, either due to the Investigator's failure to disclose an SFI, failure by the University to review or manage an FCOI or failure to comply with the management plan, the University, within 120 days of the non-compliance determination, will complete a review of the Investigator's activities and the project to determine bias in the design, conduct and reporting of such research. In the case of PHS- or NSF-funded project, if bias is found, the University will notify submit a Mitigation Report to the appropriate entity.

(website: https://www.onu.edu/grants_and_proposals/financial_conflict_of_interest)

APPENDIX 25

EXCELLENCE IN TEACHING

(6/98)

(SUSPENDED)

1. Excellence in teaching is the major interest and responsibility of ONU faculty members. Several ways to recognize this exceptional service have been developed, one of which is the Faculty Award for Teaching Excellence which is presented annually to two faculty members. These awards carry a stipend and an equivalent amount of discretionary funds to support programs of the recipients.
2. The Personnel Committee serves as the selection committee for these two awards. One student, the student member of the Academic Affairs Committee, also serves on this selection committee.
3. Nominations for the awards may be made to the Personnel Committee by any member or group of the faculty. These nominations should be sent to the Office of Academic Affairs by October 6. A nomination form is on the reverse side and additional forms are available in all academic offices.
4. The Coordinator of Institutional Research will request that the nominator(s) get class lists representative of the faculty member's teaching assignments for the faculty members nominated. This information can be obtained from the department chair and/or dean's office. Retrieving the class lists will be the responsibility of the nominator(s). Class lists should normally include records for the last five years. The deadline for sending class lists to the Coordinator of Institutional Research will be October 17. The Coordinator of Institutional Research will review the class lists to determine if there is adequate representation of students and randomly select from these lists twenty students who are currently enrolled at ONU and twenty former students who have graduated. The Coordinator of Institutional Research will send teaching evaluation surveys, by November 1, to the forty individuals selected. The Office of Institutional Research will follow-up on surveys not returned to eliminate nonresponse problems.
5. The Office of Academic Affairs will ask for letters of recommendation from the nominator(s), colleagues, deans, and/or department chairs by October 20 to be returned by November 10.
 - a. The criteria for selection are the following:

The individual is:

 1. Recognized as having expert knowledge in the field.
 2. Recognized by colleagues and peers as an excellent teacher.
 3. Recognized by students and alumni as fair, engaging, stimulating, demanding.
 4. Recognized as making self-available to students for assistance.
 5. Recognized as an effective member of the ONU Community.
 - b. The awards will be presented in February 2000.
6. Please note: Nominations of those not selected in a given year will be retained for a period of three years if the nominator so agrees (contact by Office of Academic Affairs). The Office of Institutional Research will provide additional student comments from new term(s)/year(s) not previously included.

**ONU NOMINATION FORM FOR FACULTY AWARD FOR EXCELLENCE IN TEACHING
1999-00**

- 1. Name of Individual Nominated**
- 2. Department/College**
- 3. Courses taught 1997-99:**

4. Reasons for nominating this faculty member:

5. Comments:

Group/Individual nominating

Contact person

Signature

Date

APPENDIX 26

ONU DISABILITIES POLICY

1. **Admissions.** No qualified disabled person shall, on the basis on the disability, be denied admission to Ohio Northern University or be subjected to discrimination in recruitment or admission by Ohio Northern University; or be excluded from participation in or denied the benefits of any program or activity of Ohio Northern University. A qualified disabled person is a disabled person who meets the academic and technical (i.e., non-academic admissions criteria essential to participation in a program or activity) standards requisite to admission to Ohio Northern University or participation in its programs and activities.
2. Ohio Northern University does not make pre-admission inquiries as to whether an applicant for admission is disabled. However, Ohio Northern University may, in connection with its voluntary efforts to overcome the effects of limited participation in the University's programs by disabled persons, invite applicants, on a voluntary basis, to indicate whether and to what extent they are disabled.
3. After admission, Ohio Northern University may make inquiries on a confidential basis as to disabilities that may require accommodation. Disabled students admitted to Ohio Northern University who require accommodation of a disability should request such accommodation in writing from the dean of the college to which the student was admitted. Requests for reasonable accommodation will be honored unless they impose an undue hardship on Ohio Northern University.
4. **Access to Facilities.** No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation owned or leased by Ohio Northern University.

APPENDIX 27

POLICY ON CONFLICTS

1. **Introduction.** A University's most valuable asset is its reputation for integrity. Inept handling of conflicts of interest can result in institutional embarrassment, lawsuits, government investigations, forfeiture of research funds, or worse. Involvement in activities which give the appearance of a conflict of interest is a serious matter, and employees should discuss any potential conflict of interest with the department chair, dean, or administrator before engaging in such activities.
2. **Definition.** A conflict of interest exists if an employee's actions or activities on behalf of the University result in preferential treatment or an improper gain to the employee, the individual's family or business associates, or conversely, has a detrimental effect on the University's interests. It can include an instance in which an employee fails to exercise due care, skill, and judgment on behalf of the University in the performance of the individual's duties because of a conflict of interest.
3. **Guidelines.**
 - A) Full-time members of the faculty and professional and administrative staff owe their primary professional responsibility to the University, and their primary commitment of time and intellectual effort should be to their institutional responsibilities. Outside work for remuneration, including professional consultation and service, which does not interfere with the competent performance of professional responsibilities to the University may be undertaken if the employee notifies the Administration in writing of the proposed outside work prior to its commencement, on the approved University form. See Faculty Handbook, 2.14. Approval by the Department Chair or Dean is required. No such notice is required for occasional, nonprofessional work which does not cause the absence of the faculty member from assigned professional duties.
 - B) The University's name may not be used in outside activities without prior approval. Faculty members may identify themselves professionally in terms of their institutional affiliation, but care should be exercised to insure that professional involvements do not imply University sponsorship or sanction.
 - C) University resources (including space, facilities, equipment, supplies, and support staff) are not intended for use in outside activities. Substantial use of expendable resources or support staff for outside activities is not permitted without prior approval of an appropriate payment to the university. Employees may use office computers or phones for personal communications, provided such use is reasonable, and involves no significant cost to ONU.
 - D) Employees who have a financial or family interest in a business which furnishes goods or services, or contracts with the University, should not undertake to act for the University or enter into negotiations or contracts with that business, either directly or indirectly, on behalf of Ohio Northern. No employee may participate in the selection, award, or administration of a contract with any party with whom the employee is negotiating potential employment, or has any arrangement concerning potential employment.
 - E) Employees must provide full written disclosure of any business, financial enterprise, or activity which might influence, or appear to influence, decisions or actions concerning University matters. Disclosure should be made by completing a disclosure statement annually or whenever a significant change in interest occurs. The disclosure statement will be maintained in a confidential file by the appropriate dean or administrator.
 - F) Employees should not use confidential information or special knowledge acquired as a result of their relationship to the University to, *inter alia*, purchase or sell securities, real property, or

other goods or services, or to in any way enhance their own personal financial well-being by using such inside information to their own advantage.

- G) Employees must exercise the utmost discretion and avoid even the appearance of impropriety when using students or other employees of the University to perform services that are unrelated to the employees' institutional responsibilities, including, but not limited to babysitting, lawn care, running personal errands, etc., for themselves or others.
- H) Employees must not disclose information regarding the University's intentions as to investments, property development, sale or acquisition or property, or the University's purchasing and contracting activities.
- I) Personal gifts or favors from persons with whom the University has a business relationship should be discouraged. To avoid improper influence, or the appearance or suggestion of such, personal gifts of more than nominal value should not be accepted. Special caution must be exercised by employees involved in awarding or administering all kinds of contracts. In certain cases, it is a crime to solicit or accept gratuities, favors or anything of value from contractors or potential contractors.
- J) For personnel decisions involving an employee's family member's employment, evaluation, or advancement, see Faculty Handbook 2.26.

4. Conclusion. The highest standards of conduct and honesty are expected of all employees of Ohio Northern University. It is the obligation of all personnel to avoid involvement in activities which might conflict, or which might appear to conflict, with institutional responsibilities. The conflict of interest guidelines contained in this document are intended to help employees avoid involvement in actual or apparent conflicts of interest, and to protect both the employee and the University from potential legal prosecution, damage to its reputation, and financial loss. While it is useful to provide basic guidelines to assist employees in assessing potential conflict situations, no list can be so exhaustive as to provide direction for all the variable circumstances which may arise. Therefore, the personal good judgment of all employees is indispensable.

APPENDIX 28

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE

(Excerpts from *Public Health Service Policy on Humane Care and Use of Laboratory Animals* and the *Ohio Northern University Assurance of Compliance with Public Health Service Policy on Humane Care and Use of Laboratory Animals*)

Introduction. Animal research conducted at Ohio Northern University is performed in accordance with the University's Public Health Service Animal Welfare Assurance. The responsibility of the Institutional Animal Care and Use Committee (IACUC) is to ensure that animal research conducted under the auspices of the University conforms to this assurance. This assurance is applicable to all research, research training, experimentation, biological testing, classroom demonstrations, and related activities involving live vertebrate animals conducted at Ohio Northern University or at another institution as a consequence of the sub granting or subcontracting of a Public Health Service (PHS)- supported activity by this institution. All activities involving vertebrate animals must be approved by the IACUC prior to initiation of such activities.

Responsibilities of the Committee. The University's PHS assurance requires the IACUC to perform the tasks listed below. More specific details regarding these responsibilities can be found in the *Public Health Service Policy on Humane Care and Use of Laboratory Animals* and the *Ohio Northern University Assurance of Compliance with Public Health Service Policy on Humane Care and Use of Laboratory Animals*.

1. Review at least once every six months the institution's program for humane care and use of animals, using the *Guide for the Care and use of Laboratory Animals* as a basis for evaluation
2. Inspect at least once every six months all of the institution's animal facilities (including satellite facilities) using the *Guide for the Care and use of Laboratory Animals* as a basis for evaluation;
3. Prepare reports of the IACUC evaluations conducted as required by IV.B.1. and 2. of *The Public Health Service Policy on Humane Care and Use of Laboratory Animals*, and submit the reports to the Provost. (NOTE: the reports shall be updated at least once every six months upon completion of the required semiannual evaluations and shall be maintained by the institution and made available to OLAW upon request. The reports must contain a description of the nature and extent of the institution's adherence to the *Guide for the Care and use of Laboratory Animals* and this Policy and must identify specifically any departures from the provisions of the *Guide for the Care and use of Laboratory Animals* and this Policy, and must state the reasons for each departure. The reports must distinguish significant deficiencies from minor deficiencies. A significant deficiency is one which, consistent with this Policy, and, in the judgment of the IACUC and the Institutional Official, is or may be a threat to the health or safety of the animals. If program or facility deficiencies are noted, the reports must contain a reasonable and specific plan and schedule for correcting each deficiency. If some or all of the institution's facilities are accredited by AAALAC International or another accrediting body recognized by PHS, the report should identify those facilities as such.)
4. Review concerns involving the care and use of animals at the institution.
5. Make recommendations to the Provost regarding any aspect of the institution's animal program, facilities, or personnel training.
6. Review and approve, require modifications in (to secure approval) or withhold approval of those components of PHS-conducted or supported activities related to the care and use of animals as specified in IV.C. of *The Public Health Service Policy on Humane Care and Use of Laboratory Animals*.
7. Review and approve, require modifications in (to secure approval), or withhold approval of proposed significant changes regarding the use of animals in ongoing activities. Has authority to halt any research not in conformity with approved protocols.

8. Be authorized to suspend an activity involving animals in accordance with the specifications set forth in IV.C.6 of *The Public Health Service Policy on Humane Care and Use of Laboratory Animals*.

Composition of the IACUC. The composition of the IACUC is mandated by *The Public Health Service Policy on Humane Care and Use of Laboratory Animals*. The IACUC must consist of at least 5 members including:

1. one Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution.
2. one practicing scientist experienced in research involving animals
3. one member whose primary concerns are in a nonscientific area (for example, ethicist, lawyer, member of the clergy).
4. one individual who is not affiliated with the institution in any way other than as a member of the IACUC, and is not a member of the immediate family of a person who is affiliated with the institution.

Please contact the Office of Academic Affairs to receive a copy of the *Ohio Northern University Assurance of Compliance with Public Health Service Policy on Humane Care and Use of Laboratory Animals*. The *Public Health Service Policy on Humane Care and Use of Laboratory Animals* is available from the National Institutes of Health Office of Laboratory Animal Welfare (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).

APPENDIX 29

EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS

EXTERNAL

(07/2008) (8/2019)

(Excerpts from the University Exposure Control Plan for Bloodborne Pathogens, 2008)

1. Introduction - The OSHA "Occupational Exposure to Bloodborne Pathogens" (29 CFR Part 1910.1030) is applicable to employees with exposures to blood and other potentially infectious materials. The standard defines an "occupational exposure" as reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. A summary of the OSHA standard is found in the Code of Federal Regulations (29CFR) 1910.1030. The exposure control plan is a key document to assist the University in implementing and ensuring compliance with the OSHA bloodborne pathogen (BBP) standard, thereby underscoring the University's commitment to providing a safe and healthful work environment for all personnel.
2. Policy Rationale - Certain activities within the University have the potential for employee and student exposure to human blood and body fluids which may be sources of harmful and potentially lethal diseases. To provide oversight for work and school-related activities in these areas, the University has established The Biosafety Committee, a standing subcommittee of the University Safety Committee and subsequently the "Bloodborne Exposure Control Plan".
3. Policy Administration – The Provost is responsible for carrying out or delegating the functions of the Biosafety Committee and ultimately the "Bloodborne Exposure Control Plan". Functions performed by the Biosafety Committee include the development of policy; the modification of policy to maintain conformity with laws and regulations; ongoing review of the "Bloodborne Exposure Control Plan"; and the continuing education of personnel with respect to current policy and plan. Annual continuing education must be completed for research to continue in areas with potential for exposure.
4. Policy Applicability – The "Exposure Control Plan" is applicable to employees with potential exposure to blood or body fluids.
5. The Biosafety Committee is comprised of the following individuals: Exposure Control Plan Coordinator; Institutional Review Board Chair; Representative of Biological and Allied Health Sciences Department for Plants; Representative of Biological and Allied Health Sciences Department (Recombinant Nucleotides); Representative of Student Health Center; and two individuals that represent the external community. The committee is charged with the following responsibilities: Oversees compliance of the University's Exposure Control Plan for Bloodborne Pathogens, recommends policies to University Administration that promote biosafety, works with the university Safety Committee and the Institutional Review Board (IRB) regarding biosafety issues.
6. Interpretation – The provisions of the "Bloodborne Exposure Control Plan" shall be interpreted in all respects to be consistent with the provision of any law applicable; in the event there should be conflict or difference between this plan and the provisions of applicable law, the provisions of applicable law shall control.

Please contact the Office of Academic Affairs to receive a copy of the entire document, "Bloodborne Exposure Control Plan".

APPENDIX 30

TENURE CLOCK EXTENSIONS

1. Eligibility for Tenure Clock Extensions

- a. A non-tenured member of the faculty in a tenure track position shall be eligible, upon request, for a one-year extension of the tenure probationary period due to the occurrence of a significant life event (as defined below) that can reasonably be expected to markedly delay progress toward tenure. Any such request must be made within a year of the beginning of the life event. Such an extension of the tenure probationary period shall be available whether or not the faculty member applies for or receives a leave of absence due to such a life event.
- b. A faculty member ordinarily will not be eligible for more than one, one-year extension. In exceptional and unusual circumstances, a second, one-year extension for a second life event or for the same life event may be considered at the discretion of the Dean of the faculty member's college, but will only be granted with the approval of the Provost.
- c. A faculty member who received such an extension has the right to choose later to decline the tenure extension in writing to the Dean and will come up for tenure at the normal six-year point.
- d. A tenure-track faculty member who has been granted such an extension shall be reviewed for tenure under the same academic standards as candidates for tenure who have not received such extensions.
- e. Faculty who benefit from this policy are expected to fulfill their normal responsibilities during the probationary period extension unless they have been also granted a period of modified duties or unless other arrangements have been made.

2. Defining Terms

- a. Life events automatically qualifying a faculty member for an extension are:
 1. the birth of a child into the faculty member's household,
 2. the adoption or fostering of a child under the age of five into the faculty member's household,
 3. active duty military service or obligations expected to extend for a substantial portion of a semester.
- b. A faculty member also will qualify for an extension upon a finding by the Dean of the faculty member's college that a life event not specified in 2.a. can reasonably be expected to markedly delay progress toward tenure. Such other life events include, but are not limited to:
 1. the adoption or fostering of a child, requiring special care, who is over the age of five,
 2. the faculty member who has suffered a serious health condition that is expected to persist for a substantial portion of a semester,
 3. the faculty member who is required to act as the primary caregiver for a substantial portion of a semester for a parent, child, spouse, or domestic partner suffering serious health conditions,
 4. the faculty member has suffered catastrophic residential property loss.

3. Application Process

A written application for such extensions shall be made within one year of the beginning of the life event. The application will be submitted to the chair and/or forwarded to the Dean of the college in which the faculty member is appointed. The Dean may request additional information for life events as defined above and a statement of the anticipated effect on progress toward tenure. Decisions about whether a life event qualified a faculty member for an extension shall be made by the Provost, upon recommendation of the Dean.

APPENDIX 31

TELECOMMUTING POLICY

Telecommuting is available at the University's discretion only. The existence of a telecommuting agreement in no way alters an individual staff member's employment relationship with Ohio Northern or the employee's obligation to observe all applicable University rules, policies and procedures. All existing terms and conditions of employment, including but not limited to the job description, salary, benefits, vacation, leave and overtime remain the same as they would be if the staff member worked only at their regularly assigned location on or off campus where the employee usually and customarily reports for work. The regularly assigned place of employment is considered the employee's workstation for all pay, leave and travel purposes.

A. Eligibility

The decision to allow telecommuting will be made on a case-by-case basis for each employee with the understanding that approval can be rescinded should circumstances change. Telecommuting is appropriate only when both the abilities of the employee and the nature of the work to be done meet the minimum feasibility criteria set out below. ***The expectation is that it will not be available to faculty engaged in student instruction except in extraordinary circumstances.*** Supervisors may apply more rigorous criteria when determining whether an employee and a position are appropriate for telecommuting.

B. General criteria for considering a telecommuting arrangement:

- The employee has demonstrated sustained high performance, and the abilities to successfully organize and manage time and work independently and productively with minimal supervision with documentation.
- The employee has a thorough knowledge and understanding of the job functions and the equipment required to telecommute.
- The manager believes that the employee can maintain the expected quantity and quality of work while telecommuting.
- All or significant components of the work can be done at the off-campus work site. The employee's position has an emphasis on the electronic production and/or exchange of information.
- The employee's position involves measurable or quantifiable work product.
- Operational needs of the department are met.
- The employee is responsible for proper pick-up and delivery of work product.
- The employee agrees to attend pre-scheduled work meetings, training sessions and/or similarly required work-related events.
- There shall be no additional pay for telecommuting, nor shall mileage be paid or reimbursed for transportation between an employee's telecommuting site and Ohio Northern University.
- The employee agrees to adhere to all conditions outlined in the Telecommunication Agreement.
- The employee is able to provide the security necessary to protect any University equipment and data used at the site.

C. General Criteria for when telecommuting should not be considered:

- The nature of the job requires the employee's physical presence (for example, where the employee must supervise the work of other employees).
- The employee requires close or frequent supervision, direction or input from or to others who are on-site.
- The employee requires access to information or materials that are available only at the regularly assigned place of employment.

- The employee's performance evaluations do not indicate sustained high performance, or do indicate a record of disciplinary action or a demonstrated attendance concern.

Telecommuting is not intended to permit employee to have time to work at other jobs, run their own businesses, or to provide child care or elder care during their scheduled work hours. Failure to fulfill normal work requirements, both qualitative and quantitative, may be cause for disciplinary action or termination of the telecommuting arrangement and/or the employment relationship.

D. Duration

All telecommuting arrangements are granted on a temporary and revocable basis, and may be discontinued by the University at any time and for any reason. In addition, an employee may discontinue participation in telecommuting at any time. *The continued appropriateness of the telecommuting arrangement will be reviewed every 6 months, unless the agreement specifies more frequent reviews.*

E. Guidelines and Requirements for Telecommuting Agreements.

Employees wishing to telecommute must complete and sign a Telecommuting Agreement each academic year. The Telecommuting Agreement also must be signed by the Dean, or the Library Director (if appropriate) and the Provost. Approved Telecommuting Agreements will be included in the employee's personnel folder.

Telecommuting employees are expected to follow established Ohio Northern University policies, procedures and guidelines. To ensure adherence to best practices for securing computer hardware and software, telecommuting employees and their supervisors should inform the Chief Information Security Officer of the telecommuting arrangement.

A specific work schedule, including work days and hours, must be established in writing. Telecommuting employees must maintain a normal workload, and when they are unable to work due to illness report their absence to their supervisor according to normal established departmental and University procedure. Employees who wish to be relieved of responsibility for work for all or part of a scheduled work day or days must follow departmental procedure for requesting time off, and must use vacation or unpaid time and/or a leave of absence as appropriate. Telecommuters are required to maintain accurate time records to support and substantiate their work hours and work products.

University equipment such as computers, printers, fax machines and other equipment located at the remote work site is subject to all policies and restrictions related to use of University-owned property. Telecommuting employees are responsible for any equipment and software that is used at the remote worksite and accept financial responsibility for any equipment that is lost, stolen or damaged because of the employee's negligence, misuse or abuse.

F. Taxes and Insurance

Income taxes will be withheld based on employment at Ohio Northern University in Ohio, not on the location from which the employee telecommutes. Telecommuting employees are responsible for tax consequences and other legal implications that may occur, including local zoning restrictions.

The University assumes no liability for injuries occurring in the employee's home workspace outside of work hours. Telecommuting employees are responsible for notifying the Office of Human Resources if they are injured while at the off-campus work site and in conjunction with their regular work duties. The employee is liable for any injuries sustained by visitors to the remote work site.

APPENDIX 32

EXTERNAL GRANT-FUNDED COURSE RELEASE

I. Purpose

Larger external grants which support research or other faculty activity occasionally provide funds to enable faculty to buyout of a portion of their teaching responsibilities in order that they might devote more time to the grant activity. At Ohio Northern, a faculty member's primary responsibility is teaching, and the concern for keeping highly-qualified faculty in teaching roles naturally limits the amount of permissible course release time.

Faculty workload expectations already include time for scholarly pursuits, but these expectations vary by college and department. Thus the amount of time that can be reasonably devoted to such pursuits before requiring relief from teaching responsibilities will vary accordingly. The difficulty of finding suitably qualified adjuncts or rebalancing department teaching responsibilities also varies by department and specialty. Based on these factors, the course release application will be submitted through the department chair and dean, giving each an opportunity to comment before final determination is made by the Provost.

II. Course Release Limits, Grant Requirements, and Faculty Expectations

1. Course release may be sought for a maximum of 50% of a faculty's annual teaching load as determined in consultation with the dean and department chair. For example, one with a 3-3 (six course) load may buyout of a maximum three courses during the year. The Faculty member will, based on the requirements of the grant, submit a recommendation to the chair and dean as to the timing of the released courses (how many courses are released in which semester). The chair and dean will make a decision after considering teaching needs.
2. The grant must explicitly provide funds for the course buyout. The grant will be charged a percentage of the faculty salary, including benefits, equivalent to the requested percentage of the faculty's teaching load. For example, a faculty member teaching eight courses per year would need to charge 12.5% of their salary and benefits for one course. The appropriate buyout funding will be determined by the dean and provost for faculty whose teaching load is not chiefly quantified by a number of courses. If the faculty member already has an administrative course release, such as a department chair, the normal (not reduced) departmental load for that person will be used in the calculation.
3. If the grant is approved, albeit with some lesser amount of course release funds, the faculty member will only be released from the number of courses which remain fully funded by the grant. Faculty may petition the provost for exceptions to this requirement.
4. Faculty taking grant-funded course buyouts are expected to meet the usual standards of quality for their other teaching obligations and for service as outlined in the faculty handbook.
5. Faculty will not necessarily be able to select which course(s) from which they will be relieved. Faculty preferences will be respected where possible, but this matter will be negotiated between the faculty and department chair. This will be agreed upon and documented at the time of course release application.
6. Faculty applying for renewal of a grant for which release time had previously been awarded must also reapply for any release time potentially supported by the grant renewal.

III. Application Procedures and Guidelines

1. Any faculty member applying for a grant toward which sufficient time is pledged so as to make it impractical for the faculty member to maintain a full teaching load while carrying out the promised grant activities should combine the grant application with an application for course release. Faculty should discuss

the possibility of anticipated course release with their department chair and dean early in the proposal development process so as not to delay approval.

2. The applicant shall indicate and quantify the request for release time on the “Authorization to Seek Off-Campus Funding” form available from the Office of Proposal Development.

3. After review of the application, the department chair shall submit a recommendation and impact statement to the dean.

4. After review of the application and department chair recommendation, the dean shall submit a recommendation to the provost.

5. The provost will notify the applicant of the final decision.

6. All course releases which become effective shall be published among all faculty to promote equity and uniformity.

APPENDIX 33

JOINT ACADEMIC APPOINTMENTS

1. Introduction

Joint faculty appointments, defined as situations where a faculty member is formally in a split appointment between two departments or working for one department or program unit while holding an appointment in another, can advance interdisciplinary and disciplinary research and education. They can also assist faculty in moving across administrative boundaries to undertake innovative intellectual and artistic endeavors and to produce pioneering knowledge. A faculty member with appointments in more than one department or program can promote collaborations between the academic units, thus contributing to the diversity and productivity (or advancement) of both units.

2. Creation

- a.
 - i. Joint appointments may be established between departments or programs within one college or between departments or programs from different colleges.
 - ii. The program(s) seeking to create the joint appointment must obtain the approval of the appropriate academic dean(s). The dean(s) must seek approval from the Provost for the joint academic appointment. The dean(s) will consult with the appropriate department chair/program director prior to seeking the approval of the Provost. Approval must be obtained prior to conducting a search for a faculty member to fill the appointment.
 - iii. If the position is approved by the Provost, the dean(s) will appoint a search committee. The search committee must include representatives from the departments or programs offering the joint academic appointment.
- b. Following approval of the joint appointment, and prior to beginning the search for the faculty member, the appropriate dean(s), in consultation with the department/program heads, will submit a plan for the administration of the joint academic appointment to the Provost. The plan must be outlined in a written Memorandum of Understanding [MOU]. The MOU must be signed by the heads of the units involved, the appropriate dean(s), the Provost and, following the appointment, the faculty member filling the position. The MOU must:
 - i. Identify the academic department which will serve as the administrative home for the purposes of the university faculty governance system. Although, each unit should take steps to help the faculty member with the joint academic appointment become part of the community (such as ensuring the faculty member's participation in meetings and events and inclusion on regular written and electronic communications) the home administrative unit is responsible to ensure that reviews and other administrative tasks are completed in a timely fashion. The head of the home administrative unit is responsible for notifying the other unit of reviews, preparing and modifying the MOU, and providing opportunities for review and renegotiation of agreements and plans. This identification does not release the other unit(s) from its responsibility for providing clear communication with the faculty member and being responsive to issues as they arise. The heads of the two units must meet at least annually to discuss the coordination of the joint academic appointment.
 - ii. Apportion the appointment between each participating academic unit.
 - iii. Identify the procedures for setting annual teaching, advising, and service expectations. The overall demands of the faculty member with the joint academic appointment should be reasonable and appropriately balanced in terms of the fractional appointments.
 - iv. Identify a single, joint process for review and evaluation, especially at times of tenure and promotion. Both units must have input on the review to reduce the risk of

conflicting feedback from the two units. To the extent possible, the units participating in the appointment should define the standards and criteria that will be used to assess the quality of the faculty member's scholarship or creative activity, teaching, advising, and service. These standards should take into account the unique features of interdisciplinary activity and the differences among the units where the faculty holds appointments. A clear indication of the procedure that will be used to determine any merit increment must be included.

- v. Identify the faculty member's access to resources in each unit (for example, office space, administrative support, start-up funds, and mentoring). The units in which the faculty member holds the joint academic appointment should provide funds to the faculty member in accord with each unit's practices and in conformity with the faculty member's percentage of appointment under 2.b.ii. The MOU should ensure that faculty members with the joint academic appointments have comparable access to resources as faculty with single academic appointments.
 - vi. Identify a mentor for the faculty member who can offer insights into the faculty evaluation process and who ideally is familiar with aspects of the faculty member's scholarly, service, and teaching interests. At least once a year, the joint mentors are encouraged to discuss the progress of the jointly appointed faculty member and meet together with the faculty member to offer feedback and advice.
 - vii. Contain a written plan for conducting reviews (annual and promotional). The plan should be streamlined as much as possible and include information about timing. It may be helpful to document the metrics for judging academic success. The units should agree upon how they will communicate effectively throughout the review process to ensure that input is offered from both units in the review and evaluation of the faculty member.
 - viii. Establish a standing review committee. The unit heads will recommend the committee members to the Provost, whose composition is roughly proportional to the faculty member's percentage of appointment. The Provost will formally appoint the standing committee for the specific joint appointment. The committee membership will come from all units involved and will include five members. When evaluating a faculty member who engages in interdisciplinary scholarship, members of the committee should, when possible, understand the values and norms of interdisciplinary scholarship as well as the norms of the participating disciplines and should resolve any differences in emphasis between the two units. It may be helpful to document the metrics for judging academic success.
- c. If the faculty member becomes aware of conflicting procedures regarding their joint academic appointment, the faculty member must bring these to the unit heads' attention in a timely manner. The unit heads will then work together to resolve the conflict and make note of the resolution in the MOU via an addendum. The appropriate dean(s) will address conflicts that cannot be resolved by the unit heads, and the Provost will address and resolve conflicts that cannot be resolved by the dean(s).
 - d. Any course releases due to administrative duties will be charged to the relevant administrative unit. Any support costs beyond faculty compensation for joint appointments (for example, travel funds, equipment, and supplies) will be allocated according to the percentage of teaching load in the two administrative units.
 - e. All reviews of the faculty member should acknowledge the faculty member's multiple academic commitments and (if applicable) interdisciplinary work. In the case of faculty engaging in interdisciplinary scholarship, reviewers for tenure and promotion should be selected carefully with the goal of identifying scholars who are capable of looking beyond disciplinary confines.

- f. Amendments to the MOU can be made at any time by mutual consent of the faculty member, unit heads, and either the responsible dean(s) and provost. Amendments will be included as an addendum to the original memo in the faculty member's personnel file.

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