FACULTY HANDBOOK
2010-11

Ohio Northern University
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PREFACE

The current Ohio Northern University Faculty Handbook was originally compiled through the Office of the Vice President for 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 2009-10 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 Clinical Laboratory Science, Bachelor of Science in Nursing, Bachelor of Science in Business Administration, Bachelor of Science in Civil, Computer, Electrical, or Mechanical Engineering, and Doctor of Pharmacy. The College of Law admits qualified graduates of undergraduate colleges and offers the Juris Doctor as well as a Master of Laws in Democratic Governance. 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 Clinical 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.

MISSION AND PURPOSE STATEMENT

Ohio Northern University, a United Methodist-related institution of higher learning, seeks to educate and graduate students accomplished in scholastic achievement, prepared for a useful life and meaningful career, and inspired with a desire to contribute to the good of humankind consistent with Judeo-Christian ideals.

Ohio Northern’s purpose is to help develop students into self-reliant mature men and women open to dealing with the contemporary world, actively involved in their learning, capable of clear and logical thinking and sensitive to the higher values of beauty, truth and goodness. In keeping with these goals, students will study diverse ideas and influences and develop technology skills appropriate to the needs of an ever changing world. The University’s academic program includes mutually supportive liberal and professional education components and integrates practice with theory and provides students with opportunities for research, internships, co-op and international study and work.
VISION STATEMENT

Ohio Northern University will be a leading, private, student-centered institution of increasing regional and national prominence. We will be a diverse, dynamic, and unique learning community offering rigorous professional programs in partnership with the arts and the sciences to prepare individuals for lifelong challenges.

THE UNIVERSITY’S FOUNDATIONS

Ohio Northern University is a student-centered, service-oriented, values based institution of higher learning committed to the rigorous pursuit of excellence through academic inquiry and achievement.

Student-Centered - Ohio Northern is proud to be a place where the learning, development, and welfare of students is the first priority. We are committed to providing the support that will ensure that students are always the university’s principal concern.

Service-Oriented - Ohio Northern is committed to providing service and outreach to its many communities by offering helping, learning, consulting and leadership opportunities to its constituents. We seek to prepare and inspire our students to lead useful lives and meaningful careers that serve the common good.

Values-Based - Ohio Northern, as a United Methodist Church related institution, is committed to being a university where values matter and to providing an ecumenical and interfaith environment that nurtures the spiritual growth and development of its constituents.

THE UNIVERSITY’S COMMITMENTS

Ohio Northern is committed to excellence, innovation, advanced technology, diversity and community.

Excellence - Ohio Northern seeks to achieve the highest level of performance in all its endeavors and believes that a process for continuous improvement provides a mechanism to sustain this commitment.

Innovation - Ohio Northern, while a strong advocate of its current programs and activities, encourages the development of new initiatives and opportunities, the discovery of new sources of support and commitment, and the development of alternative delivery systems for educational services.

Technology - Ohio Northern recognizes the importance of technology in contemporary education and instruction and seeks to maintain an advanced technological environment that meets the ever-changing needs of its constituents.

Diversity - Ohio Northern’s motto is *Ex diversitate vires*, (“out of diversity, strength”) and it seeks to provide experiences and programs that prepare graduates to live in an inclusive world characterized by difference.

Community - Ohio Northern values the talents of its diverse human resources and strives to provide an environment in which they can thrive, grow and excel.
OHIO NORTHERN UNIVERSITY
Organizational Chart for Academic Affairs

President

Vice President for Academic Affairs

Assistant Vice President for Academic Affairs

Dean College of Arts & Sciences
  - Assoc. VP & Director of Information Technology
    - Director of Academic Users Services
  - Director of Institutional Research**
    - Director of Administrative Services
  - Assistant Director

Dean College of Engineering

Dean College of Pharmacy

Dean College of Law

Dean College of Business Administration

Registrar
  - Assistant Registrar

Director of Athletics*

Director of Heterick Library

Director of Communication Skills Center

Director of Teacher Education

Director of Media Communications*

*Report directly to Vice President for Academic Affairs but business and financial matters are coordinated by Vice President for Financial Affairs.

**Some activities of this office are coordinated directly by the Office of the President.
* Report directly to the vice president for academic affairs but business and financial matters are coordinated by the vice president for financial affairs

** Reports directly within the Vice President for Financial Affairs office but student matters are coordinated by the Vice president for Student Affairs.
**Reports directly within the Vice President for Financial Affairs office but student matters are coordinated by the Vice President for Student Affairs.
2.1 University Governance

1. The document prescribing the operative internal faculty governance structure and system is theFaculty Constitution initially approved by the Board of Trustees on April 3, 1982. The Administration of theUniversity discusses with elected and appointed committees all matters properly brought before them. Itmay abolish or modify the constituency of or otherwise change the goals of existing committeesappointed by it and may establish new administrative committees.

2. All policies and rules and regulations of the Administration and the Faculty Handbook are in fullforce and effect. The Administration may change or modify such policies, rules, and regulations or theHandbook in any manner but does not intend to do so without prior consultation with committees of thefaculty.

3. The University Faculty meets on the second Tuesday of each month at 4:00 p.m. or other time to beannounced on the distributed Agenda while the University is in session. The meetings are chaired by thePresident of the University. The University Faculty functions under and is governed by the FacultyConstitution. In addition, each college may conduct its own faculty meetings. The same is true of thedivisions and departments of the colleges.

4. Special meetings of college faculties, divisions or departments may be called by the deans, thedivision chairs 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 professionthat depends upon freedom for its health and integrity, the faculty member has a particular obligation topromote conditions of free inquiry. A faculty member is entitled to freely study, discuss, investigate, teachand publish. Artists and craftsmen, subject to reasonable time and place regulations which may be fromtime to time imposed, are free to create and exhibit their works of art. Academic freedom applies to bothteaching and research and, where appropriate, to professional library service. While a faculty member isentitled to freedom in researching and teaching that freedom is subject to the appropriate performance ofassigned professional responsibilities. The advocacy of personal sentiments in the classroom, when, takenin context, the sentiments advocated are irrelevant to the subject matter taught, would be an abuse ofacademic freedom. As a member of the community, the faculty member has the rights and obligations ofany citizen. When a faculty member speaks or acts as a private person, the faculty member avoids creatingthe impression of speaking or acting for the University.

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

1. Teaching Effectiveness: Ohio Northern University seeks to attract, reward, and retain facultymembers who are motivated to teach students well. Teaching effectiveness of individual faculty membersis a primary consideration for promotions, tenure, and salary increases.

Faculty members are expected to keep abreast of current developments in their areas of expertise. Research, publications, artistic works, and advanced degrees are desirable and measurable and may be means of keeping abreast and may contribute to teaching effectiveness, but are not the primary evaluative means of teaching effectiveness.

2. Scholarly research and publication are also criteria which will be considered in promotion and tenuredecisions.
3. General expectations and non-classroom responsibilities of faculty members are:

A. A faculty member at Ohio Northern University in most instances has deliberately chosen to serve on a campus where provision is made for the student to develop in personality and in character as well as in intellect, with the faculty member welcoming opportunities to share campus living with students. Rapport within the classroom frequently is greater when students and faculty members have increased mutual understanding and respect under less formal circumstances. The presence of faculty members at religious services and cultural events encourages the student to value these experiences and enables the faculty member to utilize such less formal learning by referring to it at appropriate times in the classroom.

B. Student personnel officers provide much of the administrative leadership for the extracurricular aspects of campus life but the need that youth has to share living experiences with adults makes participation by the entire faculty in out-of-class campus activities desirable. Therefore, the faculty member is expected at times to serve as an advisor to a student organization, to chaperon a student social occasion and, to a reasonable extent, to attend campus events.

C. In general, every faculty member is expected to serve as an academic advisor to a number of students, usually majors within the department of the faculty member. If a faculty member declines to serve as an advisor the faculty member may then be assigned additional responsibilities within the department, such as extra teaching duties, so that others may accept the additional advisees.

D. Although administrative officers attempt to relieve teaching faculty from administrative and clerical chores, it is not possible to do this entirely. Each faculty member, then, must be willing to assist with registration and other institutional activities as needed.

E. Faculty members are expected as a condition of appointment to attend formal academic convocations including the commencement convocation and the Honors Day convocation when in residence. Each member of the faculty is expected to participate in the academic procession in academic garb appropriate to rank and degree if in residence that term. Retired faculty and faculty who are in town although not on duty are welcome to participate in the academic procession.

F. Faculty members are encouraged to accurately and promptly report all crimes to the Campus Security and the appropriate police agencies. The University publishes an annual statistical report on campus crime.

G. The University, in compliance with the Ohio Revised Code Chapter 3794, is smoke free. Smoking is permitted outside University buildings only. All University buildings, including McIntosh Center and residence halls, are smoke free.

H. Ohio law prohibits faculty and staff members of an institution of higher education from having sexual relations with a student who is 18 years old or younger and attends the same institution. Faculty and staff members should not have sexual relations with students to whom they are not married. (9/94)

I. The University may request a medical release for an employee following an accident/illness to assure the employee's ability/readiness to fulfill normal work responsibilities.

J. Faculty members are expected to adhere to applicable copyright law in their teaching, research, and professional activities. Information on copyright law is available at http://www-new.onu.edu/academics/heterick_memorial_library/help/copyright_basics for details.
4. Faculty Opening Activities for New Academic Year

Prior to the beginning of the fall quarter, the university faculty is called together for a meeting period before the start of classes for the consideration of professional matters, for the planning for the new academic year, for orientation of new faculty members, and for good fellowship. Attendance at these sessions is required unless faculty members are specifically excused by the dean of their college.

5. Religious Expectations of Faculty Members

   A. In a church-related institution, the religious dimension of life must be an integral part of the university community. Faculty members should take seriously this aspect of the university program and should contribute to it.

   B. There is no attempt to place faculty members in "theological straitjackets" or to persuade them to associate with any particular church or church tradition. Faculty members are, however, expected to consider the Judeo-Christian heritage and its role in contemporary society with the same professional competence they use in their own particular discipline.

   C. Intellectual honesty and integrity are especially crucial to faculty members at a church-related university. Faculty members are expected to be sensitive to the value of the individual person and to be concerned in helping students in facing realistically the problems in the modern world.

   D. As a church-related University, ONU regards the goal of the educational process to be the development of the whole person. It seeks, therefore, to provide an environment in which students may achieve maximum growth intellectually, socially, morally, and spiritually. Since faculty have a major role in the realization of the educational mission of ONU, the role of teacher includes both effective instruction and contribution through their actions and concern for values to the maintenance of the university community which supports and encourages students in their moral and spiritual development.

6. Office Hours for Faculty

   A. All faculty members shall post office hours--a minimum of five hours per week and preferably more. The faculty member is to be available during those hours for talking with students about their course work, their schedules, or any other matter pertaining to campus life which is a concern to them.

   B. During the registration periods, it is necessary for faculty members to extend those hours of availability. It is suggested that faculty members serving as advisors schedule appointments at the rate of one every 15 minutes during scheduled (extended) office hours. If a faculty member does group advising, other arrangements should be made.

7. University Policies

The University recognizes that there exists between faculty members and students a unique relationship. Insofar as that relationship requires confidentiality, the Administration will not intrude upon it. However, the Administration expects faculty members to exercise their best professional judgment so that the policies of the University are followed and its interests protected.

2.4 Tenure and Nontenure Track (see also Appendix 18) (9/1/84) (9/90) (9/91) (9/98) (9/04) (9/06) (09/09) (09/10)

1. 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. Tenure track is the employment status providing faculty members the right to consideration for tenure.
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 contract 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. Candidates from the undergraduate colleges for tenure 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, the candidate shall show evidence of effective teaching, scholarly activity, service to the University, and professional growth.

4. 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 include physical evidence of effective teaching, scholarly activity, service to the University, and professional growth according to procedures and standards set forth by the candidates' department, college, or library.

   B. Recommendations for the granting of tenure originate in the applicable department (or library or college where no departments exist) through a process determined by the total departmental faculty, which process will provide for direct participation of tenured and nontenured faculty. Faculty members' requests for consideration for tenure and their dossiers containing materials supporting their requests shall be submitted on or before October 1 to the department chair (or the chair of the library or college committee where no departments exist). If October 1 is a Saturday or Sunday, the dossier is due the following Monday.

   C. Recommendations from the library, department and/or college committees along with the complete dossiers of the applicants should be sent to the office of the appropriate Dean or Head Librarian on or before November 15. The Deans' and Head Librarian's recommendation and the complete dossiers should be forwarded to the Office of the Vice President for Academic Affairs by December 1 for review and recommendations at that level. On or before December 15, recommendations and the complete dossiers are to be forwarded from the Vice President for Academic Affairs to the President for review. Department Chairs, Department Committees, and College Committees may divide the time period from October 1 to November 15 in such a way as to make appropriate review of files possible at all levels.

   D. The faculty member will be notified of the President's recommendation by the appropriate administrative officer by February 1.

   E. In the event of a final Board action contrary to the President's recommendation, the faculty member shall be notified within five days of the final Board action by an appropriate administrative officer.

   F. 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 a candidate for tenure is not recommended at the department level, the college/library level, by the dean/director, by the Vice President for Academic Affairs or by the President so that the candidacy 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 may be requested from the administrative officer who notifies the faculty member that tenure has not been granted and is to be received by the faculty member within ten working days from the time 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 to all committees or persons making recommendations on the tenure decision. Within ten days of receipt of new materials, a committee or persons making an unfavorable recommendation must reconsider their recommendation. 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.

I. A faculty member who believes that a denial 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 2F 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.

J. The President will evaluate any report filed pursuant to I. above and render a decision which shall be final and binding on all parties.

5. Nontenure track is the employment status that leads to employment security for those academic appointees not eligible for tenure. Unless already tenured, faculty members described below will be eligible to receive nontenured track appointments and this will be stated in their contracts.

Nontenure track full-time faculty eligible for four-year contracts after serving a probationary period not exceeding seven years are:

1. the Athletic Director, Director of Broadcasting and Electronic Media, Director of Audio Center, Director of Laboratories, Director of Co-op, Director of Internships and the Law Clinic Director.
2. A Director who supervises a program in which students are eligible for credit hours.
3. Faculty occupying positions for which the requirements for tenure are not appropriate and which have been identified in the initial contract for that position.
4. Athletic coaches with initial appointments as head coach or assistant coach of a sport in which the University competes on an intercollegiate basis.

In all cases, positions involving four year contracts must be identified and jointly agreed to by the academic vice-president and the academic dean and department chair, where appropriate. The Dean or Department Chair shall also consult the faculty of the affected college or department. Directors who have significant classroom teaching responsibilities can be tenured, provided that they meet Department, College and University standards for tenure.

6. Nontenure track faculty listed in 2.4.5 above will be appointed annually under renewable one-year contracts 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. At the close of the probationary period, nontenure track faculty who continue under appointment will serve under the following contractual system.
A. The initial contract will be for a four-year period.

B. Following the awarding of the first four-year contract, the yearly performance evaluation which shall include evaluation of teaching as well as of other responsibilities of nontenure track faculty shall be done in the fall of each year. These performance evaluations are made by appropriate department chairs, deans and other primary supervisors. The immediate supervisor, the appropriate dean or the Vice President for Academic Affairs may call for a formal review of renewal of contract of the faculty member to occur in the second or third year of a four-year contract. If no such review is requested, at the time annual contracts are issued, the faculty member receives a continuing four-year contract that is of four-year duration. If a recommendation is made that there be a formal review of an individual on four year contract (which recommendation may be made by a department chair, dean, or other primary supervisor, Vice President for Academic Affairs), no change in the length of time of the current contract will be made in the annual contract and the individual shall undergo the formal review process for renewal of the four-year rolling contract in the following year. The formal review process includes application, review by appropriate committees, supervisors, Vice President for Academic Affairs, President, and action by the Board of Trustees. If following this formal procedure, renewal of the four-year rolling contract is denied, the individual may continue at the University until the contract terminates. (8/90)

Termination of nontenure track faculty appointments will be governed by the provisions of Section 2.6 of the Faculty Handbook before the initial four-year contract is awarded. After the awarding of the initial four-year contract, termination can be appealed to the University Undergraduate Faculty Promotion and Tenure Appeals Committee, or, when appropriate, according to the Promotion and Tenure Appeals Procedure established for the College of Law.

Nontenure track faculty eligible for four-year contracts have all the privileges and benefits of tenured and tenure track faculty according to their rank except tenure.

7. Candidates from the undergraduate colleges for nontenure track 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, the candidate shall show evidence of effective teaching, service to the University, and professional growth for promotion to Assistant Professor and effective teaching, scholarly activity, service to the University, and professional growth for promotion to Associate Professor and Professor.

8. The procedures leading to the awarding of the initial four-year contract are as follows:

A. Application for the contract is made by the faculty member concerned. The application shall include physical evidence of effective teaching, service to the University and professional growth according to procedures and standards set forth by the candidate's department, college or library. The application shall be accompanied by a four-year plan for professional growth and development.

B. Recommendations for granting the initial four-year contract originate in the applicable department (or college where no departments exist) through a process determined by the departmental faculty. The process will provide for the direct participation of tenure and nontenure track faculty in each department or college where departments do not exist. Faculty member’s requests for the contract and their dossiers containing materials supporting their requests shall be submitted on or before October 1 to the department chair (or the chair of the library or college committee where no departments exist). If October 1 is a Saturday or Sunday, the dossier is due the following Monday.

C. Recommendation from the library, departmental and/or college committee along with the complete dossiers of the applicants should be sent to the office of the appropriate dean or head librarian on or before November 21. The deans' and head librarian's recommendations and the complete dossiers are to be forwarded to the Office of the Vice President for Academic Affairs by December 1 for review and recommendation at that level. On or before December 15, the recommendations and complete dossiers are forwarded from the Vice President for Academic Affairs to the President for review. Department chairs, department committees and college committees may
divide the time period from October 1 to November 21 in such a way as to make appropriate review of the files possible at all levels.

D. The faculty member will be notified of the President's recommendation by the appropriate administrative officer by February 1.

E. The President recommends to the Board of Trustees that the initial four-year contract be or not be granted and further indicates to the Board whether that recommendation is in agreement with those submitted to the President.

F. In the event a candidate for the contract is not recommended at the department level, the college/library level, by the dean/director, by the Vice President for Academic Affairs or by the President so that the candidacy 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 may be requested from the administrative officer who notifies the faculty member that the contract has not been granted and is to be received by the candidate within ten working days from the time of the request for the written statement.

G. 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 contract decision. Within ten working days of the receipt of the new material, committees or persons making unfavorable recommendations must reconsider their recommendation. The unfavorable recommendation may be changed or reaffirmed following this review. A candidate may withdraw the contract application at any level of the review process.

H. A faculty member denied a four-year contract has the right to appeal the decision to the Undergraduate Faculty Promotion and Tenure Appeals Committee according to Bylaw 5, Section 2F of the Faculty Constitution, or, when appropriate, according to the Promotion and Tenure Appeals Procedure established for the College of Law. A 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 filed pursuant to H above and render a decision which shall be final and binding on all parties.

9. The following procedures will be used in completing the performance evaluation following the awarding of the four-year contract for nontenure track faculty members:

A. The performance evaluation originates in the applicable department (or college where no departments exist) through a process determined by the departmental faculty. This process will provide for the direct participation of nontenure and tenure track faculty. The process should include evaluation from peers and students.

B. The recommendation from the departmental faculty shall be forwarded to the Academic Vice President through the department chair, the appropriate college committee where it exists, and the dean, each of whom will add recommendations to make up the total performance evaluation.

C. The Academic Vice President recommends to the President whether or not another four-year contract should be issued. The President then makes the decision.

D. The faculty member must be notified in writing by the appropriate administrator by February 1 if a new four-year contract is not going to be issued.
10. Nontenure track faculty appointed annually under renewable one-year contracts are:
   A. Visiting Faculty (one year appointments) usually made to replace faculty on leave.
   B. Lecturers (part-time faculty)
   C. Adjunct Faculty (see 2.29)

2.5 Faculty Employment Security

1. In the event the Administration determines to discontinue or reduce staffing levels in a program of instruction, department, college, or the 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 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 departments where workloads are assigned in excess of the normals defined in this Handbook.

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, library, college, or department 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 college), 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 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)

1. Termination of appointment prior to granting of tenure is by notice of nonrenewal. The faculty member will be notified by the Vice President for Academic Affairs 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 December 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 relationship to exercise of academic freedom or notice is not provided in accordance with this policy.

2.7 Dismissal of Faculty Member (9/1/84) (9/1/02)

1. Dismissal of a tenured faculty member or dismissal of a non-tenured or renewable contract-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 or department, 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 Head Librarian shall discuss the matter with the faculty member in personal conference. The matter may be terminated 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 tape 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 insure 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) (9/06) (09/09)

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.

   B. Upon a request for consideration of promotion by a faculty member, the department (or college/library where no departments exist) shall, through a process determined by the total departmental faculty, which process shall provide for direct participation of departmental 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 department, the department shall determine a process for consideration of promotion including input from faculty members of higher rank in the college. Faculty members' requests for promotion and any dossiers containing supporting materials shall be submitted on or before October 1 to the department chair (or the chair of the library or college committee where no departments exist). If October 1 is a Saturday or Sunday, the dossier is due the following Monday.

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

D. The President shall recommend to the Board of Trustees that promotion be or not be granted and further indicate whether the President is in agreement or not in agreement with the recommendations submitted.

E. If the Board of Trustees grants or does not grant promotion, the affected faculty member shall be notified on or before March 1 by an appropriate administrative official. Promotion, if granted, will be effective the next following academic year.

F. In the event a candidate for promotion is not recommended at any level of consideration so that the candidacy is not acted upon favorably, the candidate shall have the right to receive a statement of reasons upon which the decision was based.

G. A faculty member who believes that a denial of promotion was in violation or disregard of any established standards or procedures for promotion at Ohio Northern University, or in violation of the principles of academic freedom shall have the right to a hearing by 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. Following its hearing of any such case, the Undergraduate Promotion and Tenure Appeals Committee (see also Appendix 9) shall file a report, including its recommendations and any supporting documents, with all parties concerned including the President.

H. The President shall evaluate any report filed pursuant to subparagraph 1.G. above, and 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: (9/02)
   (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) seven 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 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 also show evidence of effective teaching, scholarly activity, service to the University, and professional growth.
   C. Faculty in four-year contract positions must also show evidence of effective teaching, service to the University, and professional growth for promotion to Assistant Professor, Associate Professor and Full Professor.
   D. It is also recognized that in rare instances, an individual, while at ONU, can achieve outstanding recognition in the field and prove to be a superior teacher. In such cases, exceptions to the minimum criteria may be considered.

4. Increments to base salary for promotion effective 08/08 are: Instructor to Assistant Professor $1,000; Assistant to Associate Professor $2,000; Associate Professor to Full Professor $3,000. These amounts should be reviewed every five years.

2.9 Evaluation (8/99) (9/04)

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

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

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

3. External evaluators may be used as authorized by college or department guidelines. External evaluators may also be utilized at the request of the faculty member being evaluated. The external
evaluator may be from outside the department or outside the college. The external evaluator should be from a similar department, or from a similar college/university if other than ONU. The external evaluator must be approved by the faculty member. The external evaluator must also be approved by one administrator, who will normally be the department chair. Where the department chair has not approved the external evaluator, or there is no department chair, approval should be obtained from the Dean. If the Dean does not approve, approval may be sought from the Vice President for Academic Affairs.

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, their deans (including assistant and associate deans within the college), and directors 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 Vice-President for Academic Affairs 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 Vice President for Academic Affairs. Following discussion of the results of the evaluation with the Vice President for Academic Affairs, 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 and/or department. Those procedures must ensure that all faculty members receive written evaluations from their peers at regular intervals. "All faculty members" refers to:

- Tenured faculty
- Tenure-track faculty
- Faculty holding 4-year or other multi-year contracts
- Faculty on probationary period leading to the award of a multi-year contract.

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 stored in accordance with the established practice of the college or department, where consistent with the university Faculty Handbook. Where no past
practice exists, these documents should be placed in the faculty member's personnel file. Should any question arise regarding the accuracy of a transcript, a neutral person who is satisfactory to both the faculty member and their supervisor may be appointed to compare the transcript with the original evaluation for accuracy.

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 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) (8/00) (3/07)

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 page 185.

2. Family Medical Leave Act Leave (09/08)

A. FMLA Overview

Ohio Northern University (“ONU”) complies with the Family and Medical Leave Act of 1993 (FMLA), which became effective August 5, 1993. Any faculty member who has been employed by ONU for at least twelve (12) months and who has worked at least 1,250 hours over
the previous twelve (12) months is eligible for a period of unpaid FMLA leave during a twelve (12) month period as set forth below.

B. Eligibility for FMLA Leave

Eligible faculty members may request FMLA leave for any of the following reasons:

1) the birth of a child or the placement of a child with the faculty member for adoption or foster care;

2) a serious health condition that makes the faculty member unable to perform the functions of the faculty member’s job; or

3) a serious health condition affecting the faculty member’s spouse, child, or parent, for which the faculty member is needed to provide care;

4) a qualifying exigency arising out of the fact that the faculty member’s spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; and

5) the need to care for the faculty member’s spouse, child, or parent who is a member of the Armed Services, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Eligible faculty members have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the first four reasons listed above and up to 26 weeks of unpaid leave during a 12-month period for the fifth reason (“caregiver military leave”).

The FMLA allows for intermittent or reduced schedule leave when the leave is taken because of the faculty member’s own serious medical condition, or the serious medical condition of the faculty member’s spouse, child or parent. In addition, spouses employed by ONU share a single twelve-week (12) period of leave for birth of a child, adoption of a child, and to care for a parent.

Faculty members should direct any requests for FMLA leave to their supervisor or to the Human Resource Department.

C. Calculation of FMLA Leave

As noted above, the FMLA entitles eligible faculty members up to twelve (12) or twenty-six (26) weeks of unpaid, job-protected leave in a twelve-month (12) period. ONU calculates the 12-month period on a rolling period measured backward from the date an employee requests any FMLA leave. Thus, each time a faculty member requests FMLA leave, the faculty member’s leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

D. Notice of FMLA Leave

Faculty members are required to provide at least thirty (30) days notice of the need for any foreseeable FMLA leave. When the need for leave is unforeseeable or due to an emergency situation, notice is expected to be provided as soon as practicable, which typically will be within one or two days of the time when the need for leave becomes known.
E. Documentation Required for FMLA Leave

Faculty members are required to furnish medical certification of the serious health condition that gives rise to their request for FMLA leave. Certification forms are available from the Human Resources Department. Failure to provide the required certification may delay the commencement of FMLA leave. If circumstances change during the course of an FMLA leave, faculty members are required to notify ONU of such changes. Faculty members who are able to return to work earlier than expected are asked to provide notice of such at least two days prior to the new return to work date. Faculty members will be required to present a fitness-for-duty certificate prior to being restored to their employment, and an employee’s return to work may be delayed until appropriate certification is provided.

F. Substitution of Paid Leave

ONU requires that faculty members requesting FMLA leave substitute any accrued paid vacation leave available for unpaid FMLA leave taken. However, no faculty member will be required to substitute more than 40 hours of paid leave in any calendar year.

G. Continuation of Benefits

While on FMLA-protected leave, a faculty member’s health benefits will be maintained under the same conditions as if he or she continued to work. This means the faculty member will continue to be responsible for paying his or her portion of health insurance premiums throughout the FMLA leave. If any portion of the FMLA leave is paid leave, the faculty member’s health insurance premiums will be deducted from his or her paycheck as usual. However, whenever any portion of these premiums cannot be deducted from a faculty member’s paycheck, the faculty member must deliver timely payments to ONU in the amount of such premium due. If payment is not made timely, the faculty member’s group health insurance may be canceled, provided ONU notifies the faculty member in writing at least fifteen (15) days before the date that health insurance coverage will lapse.

If a faculty member does not return to work following FMLA leave for a reason other than the continuation, recurrence, or onset of a serious health condition which would entitle the faculty member to FMLA leave, or other circumstances beyond the faculty member’s control, the faculty member may be required to reimburse ONU for its share of health insurance premiums paid on the faculty member’s behalf during his or her FMLA leave.

ONU will continue to pay the premiums for any other benefits to which a faculty member is normally entitled, including life insurance and accidental death and dismemberment insurance programs, during the faculty member’s FMLA leave. However, when the faculty member returns from leave, he or she will be required to reimburse ONU for any such payments made on his or her behalf.

H. Reinstatement

At the conclusion of a faculty member’s eligible FMLA leave, he or she will be reinstated to the same job or to an equivalent job with the same pay, benefits, and terms and conditions of employment.

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 Vice President of Academic Affairs. 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-CREF. Faculty members may make direct contributions to TIAA-CREF 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 VPAA)

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 and dean and reported to the Office of the Vice President for 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 the Vice President for 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

The Administration encourages all University employees to discharge their civic obligations and will grant leaves of absence with pay to faculty members who are required to serve on a jury or called to appear before a governmental agency. Any compensation received by the faculty member for jury service, less expenses, shall be turned over to the University.

6. Military Leave

The University complies with appropriate federal and state statutes regarding military leaves of absence.

7. Medical Leave (9/1/88)
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 and who have been employed full-time for at least one year are eligible for paid medical leave totaling one (1) month (about 21 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 contract if the faculty member were not disabled. For example, a faculty member on nine-month contract will not receive medical leave salary for any of the other three (3) months not included under the normal contract 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 Vice President for Academic Affairs. 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 Vice President for Academic Affairs) 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 Vice President for Academic Affairs a doctor’s certificate with the following information:
   1. Reason for medical leave
   2. Starting date, and
   3. 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 contract and to be voluntarily terminating the contract, 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) (9/03) (09/09)

1. Normal faculty workloads shall be decided with faculty, department, department chair, and college input. Each department/college will be responsible for drafting a faculty workload plan. Once the department/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 academic vice president has final approval prior to implementation of workload plans. At any point in the process a plan can be sent back to the department/college faculty for clarification or revision. The deans and academic vice president 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. Department 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  
   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, dean, and academic vice president.

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 in consultation with the faculty member with assignments being subject to the approval of the dean and the Vice President for Academic Affairs. 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 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 quarter would occur only rarely. It is expected that department chairs, or deans where no department chairs exist, 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 quarter, without the concurrence by the faculty member involved, are circumstances beyond the control of the department chair 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 Vice President for Academic Affairs 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 the Vice President for 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 15 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 Vice President for Academic Affairs 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 contract period of faculty members is nine (9) months in duration. For undergraduate faculty on the quarter system, the normal contract period will begin no earlier than the Monday preceding Labor Day and will end no later than the Wednesday following Graduation. For Law College faculty on the semester system, the normal contract period will begin no earlier than August 15 and end no later than the Wednesday following graduation. The following are holidays during which faculty members are assigned no duties without their consent: New Year's Day, Thanksgiving Day, Christmas Day, Good Friday*, Martin Luther King, Jr. Day* and Memorial Day. For undergraduate faculty members, Labor Day is another holiday on which faculty members are assigned no duties without their consent. In addition, past practices are followed with respect to duties assigned during the Thanksgiving recess, the Christmas recess, 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.

*Faculty action approved 2001-02 academic calendar with these holidays and such calendar continued for 2009-10. (1/01)

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 Head Librarian. 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 academic vice president.

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 departments 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 Research and Patent Policy (8/28/89)

1. The University is grateful for the contributions already accruing from research to the technological, sociological, and cultural aspects of modern man. The institution recognizes its obligation to help meet the need of mankind for additional factual knowledge. The University also desires that faculty members and students share in the benefits of professional growth and satisfaction which come through engaging in research activities. For these reasons faculty members are encouraged to engage in research, appropriate to their respective disciplines and, when feasible, to provide opportunities for students to share in such experiences.

2. However, Ohio Northern University is primarily a "teaching institution". The classroom activity is first and foremost in importance. Thus, the research shall contribute to the growth of the faculty members and their students.

3. The University desires to encourage its faculty and staff members in the pursuit of their personal research interest with a minimum of restrictions. The Research and Patent Policy is designed to clarify the relations of (1) the researcher or inventor, (2) the University, and (3) any public or private sponsor of the University research with respect to discoveries and inventions made by members of the University staff.

4. Except as otherwise provided in Section 5 (B) and Section 5 (C) hereof, in keeping with academic tradition, a faculty or staff member shall retain all rights in the creation of the following types of copyrightable works, regardless of the amount of use of University Facilities to create such works, and the University and the faculty or staff member hereby expressly agree that such creative works shall not be deemed to be a "work made for hire" under the Copyright Act of 1976: books, including textbooks and manuals; educational course materials; articles; nonfiction; novels, poems, musical works, dramatic works, including accompanying music; pantomimes and choreographic works, pictorial, graphic and sculptural works; motion pictures and other audio-visual works; and sound recordings. Computer software developed in connection with any of these works also shall not be treated as a work for hire. Such faculty or staff member shall be responsible for securing a registration for such copyrightable works.

5. For the creation of intellectual products other than those types specified in paragraph 4 above, three kinds of research are recognized: A. Independent research, B. University sponsored research, and C.
Externally sponsored research.

A. Independent Research. Research conducted by a faculty or staff member that does not utilize services and facilities beyond those normally provided to University faculty or staff shall be termed independent research. Even extensive use of such facilities as office space, library resources, computers, and laboratory space and equipment, shall be considered independent research.

1. No claims or restrictions shall be placed by the University on any copyrights, patents, patent rights or discoveries obtained as the result of independent research.

2. The individual researcher, however, may voluntarily assign to the University any part of his claim to the results of his research.

3. If the University pays expenses involved in obtaining or marketing the patent for the results of independent research, the University and the individual researcher shall share in any proceeds that are realized, in shares to be agreed upon between the researcher and the University.

B. University sponsored research. Research conducted by a faculty or staff member with the assistance of the University, either in the form of a designated grant or in time assigned specifically to the research project, or both, shall be termed University sponsored research. Such sponsorship shall not be contracted until there has been a written agreement between the University and the faculty member or group planning to perform the research, specifying faculty and University rights, claims, and responsibilities.

1. If the University aid does not exceed $1500 in a fiscal year or a cumulative total of $5000, for an individual's research, either in actual funds or in salary for specifically assigned time or in both together, the University shall not be considered as having established a right to share in the results. The funds or salary for assigned time must be other than those normally provided to faculty or staff.

2. In the results of research aided by the University beyond the amounts specified above, the University and the researcher shall share equally, unless an agreement in writing shall specify otherwise. Individual participants in such a University sponsored program shall be considered to have agreed to that principle.

3. When writing, creating, or developing products or processes is part of the assigned duties, specific and in writing, of a faculty or staff member, the University, as employer, shall have sole rights in the results unless otherwise agreed between the University and the faculty or staff member.

4. The rights to results of research or work done while the faculty member is on sabbatical shall ordinarily belong solely to the creator or inventor, unless the University contributes specifically designated and additional assistance that satisfies section 5B (1) above.

5. The University, or its designated agent, shall have the right, but not the obligation, to obtain a patent or to secure a copyright registration, to protect and promote the property rights interest in such patents and copyrights, for inventions and developments arising from University sponsored research. In the event that the University fail to or refuses to do any of the foregoing, after it has been requested to do so, the faculty or staff member who created such work shall have the burden to secure such protection and to promote such rights, and shall have sole rights to the patent or copyright registration.

6. Staff members shall have the responsibility of reporting to the proper University authorities, generally to the Dean of the college and the University Academic Vice President, any invention or development coming from University sponsored research which should be protected by patent or copyright.
(7) When an agreement delineating individual and University rights, claims, and responsibilities is made, it shall be made in writing before application for a patent or copyright resulting from University sponsored research is submitted to the United States Government.

(8) Any results of research completed by students participating in research projects or independent study will be the responsibility of the faculty member in charge. If the student was the actual creator or inventor, the student shall have sole rights to the results of the research.

C. Externally sponsored research.
(1) Research contracts between the University and external agencies shall not be negotiated until there has been a written agreement made between the University and the faculty member or group planning to perform the research, specifying faculty and University rights, claims, and responsibilities.

(2) The faculty member or group planning to perform the research shall have the right to participate in the negotiation of research contracts between the University and the external sponsoring agency. Such contracts shall require the signature of the faculty member or group.

(3) Research contracts between the University and external agencies shall state clearly the obligations and rights of the University and of the agency, and shall state the procedure to be followed in case patentable discoveries or materials subject to copyright grow out of the research.

6. Where necessary under any of these conditions, the College Dean, the Academic Vice President, and the Vice President for Financial Affairs will designate a Patent Management Agency.

2.16 Compensation of Faculty Members (8/89) (6/02)

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. The equivalency of an earned doctorate other than the Ph.D. shall be based upon recommendation by the dean with the approval of the Vice President for Academic Affairs in the annual contract 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. For noncredit workshops in which the registration is ten (10) or more students, the salary per clock hour of instruction shall be six (6) times the student fee per clock hour of instruction. Ordinarily, noncredit workshops will be held only with ten (10) or more students. If a workshop is held with less than ten (10) students, the salary shall be sixty (60) percent of the fees collected for the workshop.

4. A. The following process shall be used for determination of undergraduate faculty members' salaries for teaching in Summer Session, and faculty members shall be paid in accordance with the salaries so calculated. The salary for teaching a course shall be sixty (60) 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, except as noted in subparagraph 4.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 4.B.2 and 4.B.3, below. Payment shall be made to each faculty member at the end of the month during which service in Summer Session is completed.

   B. Salaries calculated in accordance with 4.A. shall be modified to conform to the following:
      (1) The salary per credit hour shall not exceed the quotient of the faculty member's nine-month salary divided by 36.
(2) For internship, externship, practica, or similar courses, the salary shall be 10% of the tuition generated (without consideration of remission) by enrolled students. (5/95) (05/02)

(3) For independent study courses, the salary shall be 20% of the tuition generated (without consideration of remission) by enrolled students. (5/91) (05/02)

C. The offering of a course in Summer 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 4.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 sixty 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 4.B. For the course to be guaranteed, the department chair 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 contracts 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 (see also 4.1)

1. There is no mandatory retirement age for tenured and renewable-contract track faculty members.

2. The normal retirement age for faculty and administrative employees is the last day of the contract year in which they attain age 65 provided they have served the University for a minimum of ten (10) years. The Normal Retirement Age is the age at which employees normally begin to receive annuity payments, social security benefits, and other benefits made available to retired employees by the University.

3. Faculty and administrative employees may retire:

   A. The last day of the contract year in which the employee reaches age 55, and any subsequent year, provided they have served the University for a minimum of twenty (20) years; or

   B. The last day of the contract year in which the employee reaches age 62, and any subsequent year, provided they have served the University for a minimum of 15 years; or

   C. The last day of the contract year in which the employee completes 30 years service with the University and any subsequent year.

4. Emeritus or Emerita Policy

Emeritus or Emerita status is conferred upon a faculty member or administrator following retirement or posthumously, if the individual is deemed worthy of this special recognition in the judgment of the appropriate academic, library, or administrative department with the concurrence of appropriate administrative officers and the president.

The judgment should be based on many or all of the following factors:

   1. Length of service (except in special circumstances, a minimum of ten years);
   2. Quality of teaching and research or performance in the administrative position(s);
   3. Overall contribution to the University; and
4. Service to society beyond the University community.

The minimum requirements for consideration of faculty are the following:

A. The faculty member has been granted tenure at the university;
B. The faculty member has served a minimum total of 10 years on the faculty of the University;
C. The faculty member has retired from University service;
D. The faculty member at the time of retirement holds the rank of full professor or associate professor.

Procedure

Recommendations for conferment of Emeritus or Emerita status begin in the department of current service by a process established by that department. The nomination process must be commenced in a window of time from one to five years following the individual’s retirement or death. That nomination is forwarded to the dean of the college or director of the library who adds a recommendation at that level. The Vice President for Academic Affairs reviews the file and makes a recommendation to the President. Included in the file are a copy of the nomination, the review by the department, a recommendation from the department chair, the recommendation from the dean and other material relating to reasons for granting the individual emeritus status. Except in unusual circumstances there is a waiting period of at least one year. In the case of administrators who hold academic rank, the nomination process begins with the immediate supervisor. In the case of a president, it is the Board of Trustees which serves as the nominating and approving body. The emeritus rank is the rank held by the faculty or staff member at the time of retirement from the University. Emeriti faculty and staff are listed in the University catalog.

Following approval at the departmental level, the names are forwarded for concurrence through the administrative chain-of-command to the President, who may recommend Emeritus or Emerita status to the Board of Trustees for approval at the February meeting.

5. Miscellaneous fringe benefits for retirees are as follows: (8/99)

A. Sports Center passes and games privileges
B. General access to campus and campus (including college) events
C. Access to ONU libraries and data bases
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 (on need basis)
N. Access to teaching (one course per term) on an as needed basis by the University
O. Continued medical insurance with University paying premium for retiree as noted in Handbook; accessibility to medical insurance plan for dependents paid by retiree; life insurance (cash value or certificate for cash value)
P. Invitations to campus events (e.g., dinners, ceremonies, Honors Day, etc.)
Q. Participation in procession for Commencement
R. Participation in chapel services; occasional wedding or funeral usage of chapel
S. Copies of Northern Review as desired; 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 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 is 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 therefore.

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 (9/1/87)

1. The faculty makes recommendations to the Vice President for Academic Affairs 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 Vice President for Academic Affairs 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.

2. 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 Division 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) (09/09)

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, increased by $100 to $1200 in 2009-10*, will be allocated to each full-time faculty member. The allowance may accumulate up to three years or to a maximum of $3400*. 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 Vice President for Academic Affairs.

*Increase pending approval by University President. Additional yearly increases of $100 to $1500 per year and maximum accumulation of $4500 also dependent on approval by University President.

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 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 to the faculty member's chair along with information which might be of value and interest to colleagues. This report will be submitted to the department chair or dean where there are no departments, 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, alcoholic beverages, 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 Accounts Payable section on the Controller’s Office website or by contacting the Controller’s Office directly at 419-772-2015 or 419-772-2010.
2.22 Summer Session - Staff Selection and Notification

1. The desirability of access of all faculty members to summer teaching opportunities for which they are qualified by training or experience is recognized. Therefore, the faculty of each department or college, in the event a college has no departments, will decide the process for recommending staffing of summer session courses in that department or college to the Administration. The Administration will consider recommendations from the faculty of the departments with respect to summer 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 teaching opportunities among faculty members.

2. Faculty members will be notified by the first day of Spring Quarter of summer teaching assignments, provided that departmental recommendations are received two calendar weeks prior to the first day of Spring Quarter. Faculty members will notify the Administration of their acceptance 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 recommendation process.

2.23 Nondiscrimination (9/1/88) (10/08)

Consistent with state and federal law, neither the faculty nor the administration discriminate against any faculty member on the basis of race, religion, national or ethnic origin, gender, sexual orientation, age, or disability. Both respect the rights of faculty members as private citizens and also respect the rights associated with academic freedom as defined herein. The faculty and the administration support the concepts of affirmative action and equal employment opportunity.

Slurs, intimidating actions, or other comments, signs, signals, or other events which are discriminatory on the basis of race, religion, national or ethnic origin, gender, sexual orientation, age, or disability are prohibited. If committed, such actions may be considered sufficient cause for disciplinary action under the provisions of Section 2.10 of the university Faculty Handbook.

2.24 Grievance Procedure (9/1/85)

1. If a faculty member has a grievance based on:

   A. discrimination due to age, race, religion, sex, creed, color, national origin, marital status or disability;

   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 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, 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, Law Library director 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 effect 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 Vice President for Academic Affairs, 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 Vice President for Academic Affairs, who will have one week to effect 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.

2.25 Sexual Harassment (9/1/87)

1. It is the policy of the University to maintain an academic and employment/environment free of sexual harassment. Sexual harassment is a violation of University policy and is prohibited.

2. For purposes of this policy, sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement; or

B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academic decisions affecting such individual; or

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.
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 sexual harassment 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 falsely alleging sexual harassment with knowledge of its falsity or with reckless disregard for the truth.

5. Any members of the University community including faculty, staff, prospective, current or former students, who believe they have been the victims of sexual harassment, should file a written complaint with the immediate supervisor of the person they believe has engaged in sexual harassment.

   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 affect 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 the Faculty Grievance Committee. The committee shall investigate the matter and, where it deems it appropriate, shall attempt to affect an informal resolution to the matter with the mutual consent of the parties.

   C. If the committee deems it inappropriate to attempt to affect 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 a violation of this sexual harassment policy. The corrective action taken by the President can range from reprimand to dismissal.

   E. In all cases where the matter has been referred to the President, the President shall make a written report of the President's 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 sexual harassment and the members of the faculty committee which referred the matter to the President.

6. Due to the sensitive nature of allegations of sexual harassment 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.

2.26 Employment of Relatives (8/89)

University policy does not prohibit employment of relatives at the University although, normally, relatives are not employed within the same department, or college, if there are no departments. This general policy against employment of relatives in the same department 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 department 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 contract, work assignment or workload, grievance and appeals procedures and similar items.

4. The Dean of the College and the Vice President for Academic Affairs must approve the decision to hire or have employed two relatives in the same department 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 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 departments 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-Free Workplace/ Alcohol Abuse (8/90)

It is the policy of Ohio Northern University to provide its employees a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited at the University.

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 which might include fines of up to $10,000 and incarceration for up to 25 years. Faculty members must abide by this policy as a condition of employment and are required to report to the Vice President for Academic Affairs any conviction under a criminal drug statute for conduct at the University no later than five days after the conviction.

The term "controlled substance" means a drug or other substance as defined by the Drug-Free Workplace Act of 1988.

The University Drug Free Policy is printed in the Administrative Policies and Procedures Manual and is
available on the University’s web site.

2.29 Undergraduate Faculty Appointments Without Normal Remuneration (8/89)

A. The title "adjunct" is used in the undergraduate colleges for those persons who by their professional cooperation significantly assist the University in its academic programs, regardless of the fraction of load assigned and, in most cases, without remuneration.

B. Persons holding such appointments are expected to have the educational background and/or experience required for the rank, and they must provide some degree of regular service to the department/college even though they are not available for a regular appointment.

C. Adjunct faculty appointments may be made at any rank from instructor to professor.

D. The person recommended to be an adjunct faculty member must be approved by the academic department/college with which the adjunct will be affiliated and recommendations for the appointment go through the normal channels: department, college dean, vice president for academic affairs, president. Reappointment follows the same procedure.

E. Appointments are usually without salary and are generally made on an annual basis, but may be made for a maximum of three years.

F. Periodic evaluation of the effectiveness of the adjunct faculty appointment shall be made by the department/college and dean. An adjunct faculty member may not be reappointed without a complete evaluation which shows that the person's performance has been satisfactory.

G. An adjunct faculty member is not eligible for tenure, does not participate in the University governance system and does not participate in the benefits programs of the University. Time in rank as an adjunct professor does not constitute time in rank for a full-time tenure-track position at the University and rank assigned as an adjunct professor may not be the rank assigned if the individual would, at some time, become a full-time faculty member at the University.

2.30 Shared-Full-time Position Appointment (Classification 3A) Pilot Plan (8/99, 10/05)

The following policy statement for this pilot plan is intended to clarify university practice in which normally a single full-time faculty opening in a department is filled by two individuals. In extraordinary circumstances the single appointment might be shared between two departments/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 contract, 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.


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, 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 department 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 contract status to these new positions, if appointed to them.

4. Appointment of shared full-time faculty.
A. Appointment of shared full-time faculty must follow the normal selection process: department, dean, vice president for academic affairs, 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 (part-time) rate.

A. Faculty members sharing a full-time position are each eligible for TIAA-CREF 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 (08/09)

All indirect cost recovery funds are shared in the following manner: University, 50%, College, 25%, Department 25%. Where no department exists, the indirect cost recovery is shared; University, 50%, College 50%.
3.1 General Academic Regulations (9/1/87)

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 fifth or sixth week of the quarter and must be announced by the first day of the quarter.

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 eight weeks after the beginning of the next regular quarter, or in the College of Law within twelve 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. In any event, after one calendar year has elapsed from the end of the quarter for which the mark of "I" is assigned, the mark of "I" may not be removed and remains on the permanent record.

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) (09/09)

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

   College of Arts and Sciences

   
   Freshman Below 45 quarter hours  
   Sophomore 45 quarter hours  
   Junior 90 quarter hours  
   Senior 135 quarter hours

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

   
   Freshman Below 45 quarter hours  
   Sophomore 45 quarter hours  
   Junior 90 quarter hours including the following courses or their articulated equivalents: BIZ 202 and 203; BIZ 211 and 212; MATH 145 and STAT 156.  
   Senior 135 hours including the following courses or their articulated equivalents: BIZ 233, 251, 312, 362 and 364.

3. Students in the College of Engineering are classified according to the following:

   
   Freshman Below 47 quarter hours  
   Sophomore 47 - 94 quarter hours  
   Junior 95 - 142 quarter hours  
   Senior 143 and above
4. 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).

**P-2**
A minimum of 54 quarter hours of credit including completion of the following courses or their articulated equivalent: Chemistry 171, 172, and 173; Biology 121, 122; and Math 154.

**P-3**
A minimum of 108 quarter hours of credit including completion of the following courses or their articulated equivalent: Chemistry 251, 252, 253; Physics 120; and Statistics for Professionals 156.

**P-4**
A minimum of 162 quarter hours of credit including completion of the following courses or their articulated equivalent: Statistics for Professionals 256; Biology 124, 322 and 323; Biochemistry 341 and 342; Immunology 375; Microbiology 313; Physiology 331, 332 and 333; OTC’s 331; Profession of Pharmacy 101, 102, 103, 201, 202, 203, 301, 302, 303*, plus completion of all general education requirements.

*The Profession of Pharmacy 203 must be completed prior to the start of PHPR 301. The Profession of Pharmacy 301, 302 and 303 sequence CAN NOT be taken concurrently with another Profession of Pharmacy course.

**P-5**
A minimum of 216 quarter hours of credit. A cumulative GPA of 2.00 or higher and have successfully completed Biomedical Science and Patient Care (BSPC) 441, 442; PHBS 432, 444; and PHPR 401, 402 modules.

**P-6**
A minimum of 270 quarter hours of credit. A cumulative GPA of 2.00 or higher and have successfully completed Biomedical Science and Patient Care (BSPC) 543, 544, 545; PHPR 550 modules and received a letter grade of “C” or better in BSPC 546.

5. 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 28 semester hours and attained a cumulative average of at least 2.00. To be ranked as an L-3 student, 54 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 quarter or summer 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 three (3) quarters. A second academic suspension results in academic dismissal. The student has the right to appeal in writing to his or her 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 his or her 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 quarter is below 2.00 is reviewed by the appropriate committee in the college of registration, 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)

1. Undergraduate students register for courses after conferring with an advisor or advisors. Students can either register on the World Wide Web 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 in person 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 18 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 quarter for new and/or re-entry students. New students and/or re-entry students unable to register for the quarter are registered prior to the term during the period set aside for orientation and registration for new students.

7. Undergraduate students must obtain written approval from their academic dean in order to register for a schedule of classes which contains a time conflict.

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 another person to register or to change the schedule for a student only under extraordinary circumstances upon recommendation of the student's college dean.
3.5 **Student Change in Course or Withdrawal** (9/1/88) (9/93) (9/95)

1. The student is responsible for the courses and sections for which he/she is officially enrolled.

2. Late registration, addition of courses, change of sections, change from credit to audit or audit to credit will be permitted during the first week of a quarter or equivalent in the summer term or first two weeks of a semester.

3. Dropping courses from schedule or withdrawal from the University.
   
   A. Courses dropped within the first two weeks in the quarter or first three weeks of a semester will not appear on official reports; courses officially dropped after the second week of the quarter or 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 seventh week of a quarter or the ninth week of a semester to the beginning of final examination week with approval of the dean of the college of registration but will be approved only for reason of unusual circumstances beyond the control of the student. The instructor of the course will be notified promptly of withdrawals approved after the end of the seventh week of a quarter or ninth week of a semester and the beginning of finals and may make inquiry of the dean of the college of registration 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 college of the student's registration. In the event that there is disagreement with the withdrawal by any of these persons, and the disagreement cannot be resolved then, the Vice President for Academic Affairs will provide a decision and inform all parties directly involved. The Vice President for Academic Affairs 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 students' registration, dean of the college offering the course, and the instructor of the course.

   D. For courses scheduled for terms of less than a quarter or 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 college of the student's registration 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.

5. 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 college of registration (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)

1. For students registering after the first week of classes of a quarter or first two weeks of a semester in a regular term or comparable period for a summer session, the recommendation of the academic dean of the college of registration and approval of the Vice President for Academic Affairs is required.

2. A. For students adding courses or changing sections, the approval of the academic dean of the college of registration is required after the first week of classes of a quarter or first two weeks of a semester.
   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 first week of classes of a quarter or first two weeks of a semester.

3.7 Auditing of Courses (9/1/87)

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 during the first week of a quarter or first two weeks of a 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)

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 800 – 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 college of registration, 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 forty-five 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

A student may complete double or multiple majors and minors by satisfactorily completing the required major and major related (cognate) or minor requirements of the two departments and college requirements of the college of registration 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 only in other colleges. The university does not guarantee that program additions (e.g., dual degrees, double majors, minors and options) can be completed within the normal time to complete one degree and/or without encumbering additional overload fees.

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 (9/07)

1. University policy requires that students obtain prior approval by their academic dean 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. 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 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 term of 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.

7. These procedures will apply to all colleges in the University.

3.12 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 quarter 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 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 quarter, with the
College of Engineering and College of Pharmacy continuing this work into the second and third quarters as needed. (The College of Law has its own orientation program before the fall semester begins.)

6. The College of Arts and Sciences requires all new students to register for and complete an orientation course as listed in the fifteen departments of the College or Freshman Seminar.

3.13 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.

3.14 Grades and Quality Points (9/1/87) (9/95) (9/07)

1. The value of credit courses is expressed in quarter hours in the undergraduate colleges. In the College of Law semester hours are used. One quarter hour of credit generally requires one contact hour (50 minutes) in lecture a week per quarter. One quarter hour of credit in laboratory, studio, field or similar experience may require two or more hours per week. One semester hour of credit generally requires one contact hour of lecture per week or equivalent in clinical, externship, or similar experience which may require two or more hours per week 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 eight weeks of the beginning of the next regular quarter, or twelve weeks of the beginning of the next regular semester in which the student is enrolled will be recorded as "F" or "U". Extensions of incompletes may be approved by the dean of the college of registration for a specific period on the recommendation of the course instructor. In any event, after one calendar year has elapsed from the end of the quarter for which the mark of "I" is assigned, the mark of "I" may not be removed and remains on the permanent record.
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 truncating the resulting number after the second decimal place. The quarter/semester point average is determined in the same way. 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 undergraduate colleges, except as specifically noted by the College of Pharmacy, 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. In the College of Pharmacy for a ‘Pharmacy’ course for which credit can be earned only once, all grades are ‘averaged’ and credit only earned once. All grades remains 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 for a term is placed on the Dean's list. Special, transient, or post graduate 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 college of registration 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 45 credit 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.

3.15 Change of Grade Policy (12/17/91)

1. Only the faculty member may change the grade he or she has assigned to a student. The grade change form must be received by the Registrar within eight (8) weeks after the beginning of the next regular quarter, or in the College of Law within twelve (12) weeks after the beginning of the next semester. This time limit may be extended in cases where a student has appealed a grade to the Grade Appeals Committee, or in the College of Law to the Dean of the College. In such cases, the faculty member must decide whether or not to change the grade within ten (10) days after receiving the recommendation.
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 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.

   In the case of the undergraduate colleges, 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.

3.16 Class Lists (9/1/87) (9/94)

1. At the beginning of each term, the University Registrar prepares Preliminary Class Lists for each section. 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 Luminis portal selecting “Banner Quick Clicks” and then “Class Roster”. Any student whose enrollment is in doubt should be referred to the Office of the Registrar for assistance. The Final Class Lists for a term are prepared after the second week of classes of a quarter or third week of a semester and are distributed to the appropriate faculty member. Such lists are to be compared with the classroom attendance, deviations noted, and returned to the Registrar's Office. Faculty are expected to use the computer resources provided by the Registrar's Office to compare the class lists with classroom attendance before returning the lists to the Registrar's Office.

2. Effective Fall Quarter 2007-08 all grades are to be entered by the individual faculty member using ONU Luminis portal “Banner Quick Clicks” and “Enter Final Grades”. Grade submission by Luminis will
be available starting on the Friday before Final Exam week. In the Spring Quarter the Registrar’s Office will supply each faculty member with a course by course listing of prospective Spring Graduates. Grades for Spring Graduates are to be submitted no later than Noon on the Saturday prior to commencement.

3.17 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 quarter or semester beyond the end of the course.

3.18 Final Examination Policy (See also Appendix 15, Operational Procedures/Final Examination Committee)

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 quarter with the classes assigned to the last periods assigned to the first periods the following quarter. Examinations will be limited to two hours (one examination period).

4. Sections meeting in the evening will be examined during the examination week at the regularly scheduled meeting time and day. For evening courses meeting twice weekly the instructor shall choose on which day the examination will be scheduled and inform the Registrar.

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 Academic Vice President will constitute a subcommittee to approve the requested change.

8. A student with four examinations on one day may seek relief through the Registrar's Office for rescheduling of one examination.

9. The deans of the colleges of Arts and Sciences, Engineering, Pharmacy, Business Administration together with the University Registrar and Vice President for Academic Affairs 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 Director of Residence Life, 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.

3.19 Student Review of Examination (9/97)

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 quarter.

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 3.17.

   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)

3.20 Class Attendance (9/1/85)

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 cocurricular 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).

   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.
3.21 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 department chairs. In the Colleges of Arts and Sciences and Pharmacy, the book lists go directly from the department chairs to the Bookstore Office. In the College of Engineering, College of Law, and College of Business Administration, the book lists go through the office of the Dean to the Bookstore Office.

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.

3.22 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.

3.23 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 Vice President for Academic Affairs.

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.

3.24 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 Vice President for Academic Affairs.

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 Vice President for Academic Affairs. The Vice President for Academic Affairs 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.

3.25 Students Eligibility - Intercollegiate Varsity Sports, Extracurricular and Cocurricular Activities (9/92)

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.

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 registration 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 meets the minimum standard accumulative grade point average necessary to be eligible to participate in
intercollegiate varsity sports, extracurricular and cocurricular activities where the student represents the University in competitive events.

For students enrolled prior to the Fall of the 2008-09 Academic Year:

The University standard is:

- Freshman year: 1.60
- Sophomore year: 1.80
- Junior year or higher: 2.00

Individual colleges may establish higher standards. The colleges of business administration, engineering, pharmacy and law, by action of their respective faculty, have adopted higher standards. Students in these colleges must meet the 2.00 standard to be considered "in good academic standing".

Students entering or readmitted to Ohio Northern University in the Fall of 2008 or later:

The University standard is:

- Students who have earned fewer than 37 credit hours: 1.80
- Students who have earned 37 or more credit hours: 2.00

Individual colleges may establish higher standards. The colleges of business administration, engineering, pharmacy and law, by action of their respective faculty, have adopted higher standards. Students in these colleges must meet the 2.00 standard to be considered "in good academic standing".

3.26 Policies of Heterick Memorial Library

In addition to the following general comments, more detailed description of library policies and procedures may be found in both the general and faculty library handbooks.

1. The Heterick Memorial Library is the University's undergraduate library. Its purpose is to support the undergraduate teaching program by providing that segment of the campus community with information germane to its needs in a timely and professional manner. Although the library's primary clientele are the students and faculty of the four undergraduate colleges, service and material are provided to the College of Law and to local residents as resources permit.

2. The undergraduate faculty and students are important in building a collection relevant to the undergraduate curricula. Library policy recognizes this fact by allocating funds to the various departments and colleges for the purchase of books and other materials pertinent to their respective disciplines. In addition, funds are credited to the departments and colleges for the purchase of periodicals. Each academic unit involved has a library liaison who reviews requests from colleagues before forwarding them to the library's Acquisition Department.

3. Faculty members will pay the replacement cost of all lost library materials which 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 two renewal periods.

   If an item has been lost, the library will notify in writing the faculty member who checked out the item that the Controller will be notified of its replacement cost and the processing fee.

   Charges for lost materials not paid directly to the library within two weeks of this notice will 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 quarter-by-quarter basis. Arrangements should be made through the Circulation Department.
5. In recognition of the limited funds available for the purchase of library materials, all faculty members are encouraged to obtain publications for their personal research via interlibrary loan whenever possible. All interlibrary loans to undergraduate faculty members are completely subsidized by the library.

6. The library staff is willing to work with faculty members in preparing instructional presentations or materials for classes.

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.

8. The library staff is interested in improving operations whenever possible. Suggestions and comments should be forwarded to the Library Director.

3.27 Awarding of Degrees (9/1/84)

1. A student receives the appropriate bachelor's degree, or Doctor of Pharmacy, or Juris Doctor, or Master of Laws in Democratic Governance, after applying for graduation and completing the required curriculum as outlined in 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 the new college will determine the catalog to be in effect for the student.

   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 college dean.

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 two quarters in advance of the anticipated term of graduation but must be submitted before the completion of the advance registration period for the quarter 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 quarter/semester. Spring quarter/semester graduates must participate in cap and gown. The University confers degrees at the end of the quarter that a student completes the graduation requirements.

5. In order to be eligible for a degree from Ohio Northern University, the student must register for and successfully complete a minimum of 45 quarter hours of course work on the Ohio Northern University campus. The last 45 quarter hours for the degree must also be completed on the campus.

6. 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.

7. The University recognizes and confers at graduation and records on the diploma two classes of senior
honors: With Distinction awarded to students with an accumulative grade point average of at least 3.3; and With High Distinction awarded to students with an accumulative grade point average of at least 3.6. A student must complete at least 45 hours of graded courses at Ohio Northern to qualify for graduation with honors.

8. 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.

3.28 Academic Calendar (9/1/87) (9/94)

The Ohio Northern calendar in the undergraduate colleges divides the academic year (nine months) into three quarters of approximately equal length, designated as fall, winter, and spring. The University undergraduate calendar is so constructed and course meeting times so scheduled that each quarter hour credit is provided at least 500 minutes classroom meeting time or at least 1,000 minutes of laboratory, studio, or other practical experience time. (8/90; Effective 1991-92) A summer session of approximately 12 weeks is divided into three four-week terms. Fall quarter ends before Thanksgiving; winter quarter begins the Monday after Thanksgiving and includes a Christmas vacation of about two weeks; spring quarter ends before Memorial Day. The College of Law operates on a semester calendar. The fall semester begins in late August and concludes prior to Christmas. The spring semester begins about mid January and concludes prior to Memorial Day. Each semester includes about 15 weeks of classes and two weeks of final examinations.

3.29 Students Drafted or Called into Reserves (9/03)

1. If a student is drafted or recalled to active military duty during an academic quarter or semester, full refund of tuition and fees will be made. No refunds will be made in those cases where the student earns academic credit for the quarter or semester.

2. If a student is drafted or recalled after the seventh week of the quarter, or tenth week of the semester, the student may (at the discretion of the dean of the college in which the subjects are taught) make arrangements to take final examinations or otherwise complete the work for the quarter or semester.

3.30 Student Grade Appeals Procedure (9/1/87) (9/1/05)

1. A student has the right to appeal a final course grade which the student feels is unfairly or erroneously assigned. The student must first discuss the grade with the faculty member(s) who assigned the grade no later than the fifth (5th)/second (2nd) class day after the final grade for the course was assigned/posted. 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. The appeal must be made in writing within two (2) class days to the department chair or dean where no departments exist. A response will be provided to the student within two (2) class days. If the matter has not been resolved by the department chair to the student's satisfaction, the student must appeal within two (2) days to the dean of the college in which the course is offered. Upon receipt of the written appeal, the dean will inform the Grade Appeals Committee that a grade appeal procedure has been initiated.

2. 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, one Student Senate member of the College, one person selected from the Faculty or student body by the appealing
student, and one Faculty member from the department involved or college where no departments exist.

3. 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, chair and dean, determine if the grade was assigned unfairly or erroneously and make a recommendations to the faculty member within four (4)/two (2) class** days. 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.

4. The faculty member has the sole responsibility to determine the final grade for the course. The department chair, dean or 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 Grade Appeals Committee shall issue a letter to the student giving the findings of the Grade Appeals Committee. 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.

5. 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.

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

**time periods apply to the College of Pharmacy module courses.

3.31 Undergraduate Professional Experience Courses (Including but not limited to: Internships, Practicum, Co-op, Professional Practice, Advanced Practice Rotation, Externship) (9/1/86) (9/1/07)

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 of registration 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 quarter in which the Professional Experience is completed or in the quarter immediately following completion between quarters.

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 college dean or by the college 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.

3.32 Students with Disabilities (9/91) (9/98)

1. Federal regulations require ONU to modify its academic requirements to insure 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 insure 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 college to which student is admitted. 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 Registrar's Office. A copy is kept in a file in college of registration.

C. Dean of college of registration 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 Registrar's Office. Copy kept in student file in college of registration.

G. College of registration provides appropriate faculty members with accommodation plan before each academic term.

2. A student who has completed the procedures of Faculty Handbook Sec. 3.32.1 (Students with Disabilities) has the right to appeal an accommodation 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 college of registration 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 registration established as provided below in paragraph 4. 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.

3. Accommodations appeals shall be handled only by the college of the student's registration. 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 college dean or specify in writing to the faculty member(s), student and dean, 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.

4. The Accommodations Appeals Committee shall be composed of the following members: (1) one faculty member designated from the student's college of registration; (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.

5. 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.

3.33 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.

3.34 Transient Student

A transient student is a student admitted for a period of one quarter 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 quarter total, but may be admitted for only one quarter at a time.

3.35 Informing Students of Course Expectations (9/1/87)

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. 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
2) Grading policies
3) Attendance policies
4) Course objectives
5) Course requirements
6) Other operational matters

3.36 Catalog Material (Combined with 3.37)

3.37 Publications of Academic Materials (9/1/86)

1. University Catalog. Personnel in the Office of the Vice President for 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 the Vice President for Academic Affairs. In colleges having no departments, the dean recommends catalog material to the Office of the Vice President for 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 under Academic Information.

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 Academic Vice President.
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 quarter, with such notice being distributed along with materials circulated prior to advance registration for each quarter.

3.38 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.

3.39 Release of Information About Students

1. The University 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 to conform to the requirements of the Family Educational Rights and Privacy Act of 1974 (PL 39-380), as amended, and Final Rules on Educational Record Privacy Rights of Parents and Students, as the University understands them. The Act requires that the University maintain the confidentiality of student educational records and provide access of students to their records. Ohio Northern University, therefore, has adopted policies in order to insure student rights of privacy. The complete statement of policy regarding Student Records at Ohio Northern University is contained in Appendix 4.

2. The University has contracted with the National Student Clearinghouse to function as the university’s agent in matters including but not limited to
   A. FELP loan deferment,
   B. Reporting enrollment to the NSLDS,
   C. And other related enrollment verification.
   D. Degree verification by third-parties

3.40 Standards for Satisfactory Progress for Undergraduate Full-Time Students (9/1/88)

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 shall in no way affect a student's eligibility to receive financial aid.

2. A full-time student is making satisfactory progress in a degree program when the student (1) maintains an accumulative total of credit hours completed in credit-assigned courses at the university equivalent to the completion of an average of at least 12 credit hours during each of the previous academic terms for which the student has been enrolled and (2) has been enrolled in at least two of the three terms immediately preceding the term of proposed participation. Requirement (2) shall be waived when a student is completing either (i) a cooperative education assignment or (ii) an international study abroad program.

   A. Exception to the above requirement may be granted upon written petition approved by the activity director and endorsed by the dean of the college of registration and the Vice President for Academic Affairs if the student cannot comply with the requirements because of financial, health, or personal exigencies. This exception will be transmitted by the Vice President for Academic Affairs to the Registrar's office for inclusion in the student's permanent academic record file.

   B. Credit hours completed during summer session at the University or when on a cooperative education assignment will be counted in the accumulative total, but the summer and cooperative
education terms will not be counted in the number of terms of enrollment.

C. Satisfactory progress is determined one calendar year after initial full-time enrollment and thereafter.

D. Hours earned and credited toward graduation during part-time enrollment, except during summer session, are not counted in the accumulative total for determining satisfactory progress.

**Note:** Credit earned in a repeated course for which credit had been previously received will not increase the student’s accumulative total of credit hours. Exception to this statement holds only for courses for which the catalog description states “May be repeated”.

3. Completion of credit hours

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

B. Credit hours are not completed for purposes of determining satisfactory progress if they are: (1) graded "F" or "U" (Unsatisfactory), (2) marked with "W" (Withdrawal) or "I" (Incomplete), (3) audited, or (4) still in progress.

4. Meeting standards for satisfactory progress for full-time students may be used by a college as a criterion in determining academic standing.

3.41 Faculty Computer Use Policy Statement (9/93)

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 the Vice President for Financial Affairs or the Vice President for Academic Affairs, and the sale of such use without such approval is improper.

Security mechanisms in time-sharing or 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 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 time sharing system cannot be guaranteed to be secure. As with any storage system, there is always the risk that the security mechanisms can be breached by those who through a misplaced sense of game playing or through malice, and who belong to the rather large community of those who are technically sophisticated, seek to impersonate a legitimate user or to intercept network communications. As well, there may be instances in the management of the system, to insure 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 computer 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.

Further information is available in the "Introductory Guide to Academic Computing Resources" booklet under the sections Computer Use Policy Statement and Responsible Use of Computers.

3.42 Computing Ethics Statement (9/94) (9/98)

1. Since many students, faculty, and staff 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 ONUnet. Generally these policies forbid sending large amounts of unsolicited electronic mail and excessive crossposting in USENET groups.

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 his 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 ones 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 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 disk should be formatted and a new operating system installed and configured.


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.
- Each page should identify who is responsible for its maintenance and how to contact the maintainer.
- 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 organization or department it was created for.
- Written release should be obtained when images of persons are served.

**3.45 Guidelines for Learning in a Virtual Environment (9/98)**

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. **Learning in a Virtual Environment (LVE)** 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. **Virtual Classroom** is an environment in which the LVE 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 LVE 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 LVE 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 LVE program.

f. Student academic complaints are normally handled, in order, by the faculty member, department chair, dean, and vice-president for academic affairs.

g. Academic honesty policies of the colleges apply and grade appeals are handled according to individual college procedures. (See Faculty Handbook App. 3 & Sec. 3.24 and 3.30; 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. 3.43 & 3.44)

3. Evaluation and Assessment
   a. The LVE 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 proctored test sessions, on-campus or off-campus, and/or other appropriate testing/assessment methods of students. Students will be required 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. LVE 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. LVE 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 LVE 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.

3.46 Participation in Student Outcomes Assessment (11/06)

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.

3.47 Guidelines for Non-Athletic Official University Travel for Student Groups Traveling Away from Campus (8/00)

1. Many students and faculty and staff advisors of university organizations are involved in university group travel. 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. For athletics travel events, informational travel materials are put together by the coaches and maintained in the Office of the Athletics Director.

   B. For individual college travel events (including study abroad), informational travel materials are put together by the advisor and maintained in the Office of the Dean with a copy provided to the Office of Student Affairs.

   C. For student organization events, informational travel materials are put together by the advisor(s) and maintained in the Office of Student Affairs as well as in the Academic Dean’s office.
D. Information on how to contact students will be provided by the Office of Students Affairs to Security and to the ONU switchboard unless students have requested information not be provided the switchboard because of safety privacy issues.

E. Normally a draft trip itinerary should be made available to appropriate offices no later than one week prior to departure.

2. Checklists

A. Individual Travelers:
   - One picture identification card (driver’s license, student ID).
   - One other identification card.
   - Medical insurance information from parent/guardian insurance. If a study abroad experience, verification of coverage overseas is necessary or purchase of supplemental medical insurance through the University, to include medical evacuation and repatriation, is required.
   - Medications for chronic conditions.
   - Passport (for international travel) – takes 6-8 weeks to process.
   - Airline tickets.
   - List of emergency numbers (parent/guardian – both work and home).

B. Advisor Information (before departure):
   - Collect complete names, local address, and phone numbers in a list format.
   - Designate separate lists by different group destinations (i.e. Habitat scheduled for two different locations) so information about who is traveling to each location will be available in the event of an emergency at home.
   - Complete itinerary with dates, accommodations, and phone numbers.
   - Review itinerary with department chair and dean of college.
   - Two weeks prior to departure, request travel advance.
   - Contact the Office of Student Affairs with any necessary accommodations for on-campus housing when the residence halls are closed.

   **There must be a faculty/staff advisor traveling with a group unless extenuating circumstances warrant students travel alone.**

C. About Departure:
   - If using rental vehicles at destination, know what their regulations are. For instance, most companies require drivers to be age 25 or older with valid driver's license and a major credit card in his/her name. If refusal of “additional” insurance is planned, the company will usually require proof of insurance and ONU can provide this information in advance. Contact Purchasing Office (ext. 2058) for the appropriate documentation for proof of insurance and a credit card for gas purchases if this is desired instead of using cash for these purchases.

D. Airline Requirements:
   - Airlines usually provide in advance the number of bags and carry-on luggage acceptable and which cannot be exceeded. Most airlines allow two checked bags and one carry-on, which must fit specifications. Most airlines require check in 1 - 1½ hours before scheduled departure.

E. Campus Communication:
   - The Office of Student Affairs will maintain lists of all trips but athletic travel trips and communicate the information to Academic Affairs, Security Office, Alumni Affairs, Office of Residence Life, and the ONU Switchboard.

   During academic breaks, the Office of Student Affairs staff will insure access to the residence halls on approved nights for campus accommodations as long as the advisor provides the social security numbers of the students on the list which is sent to the Office of Residence Life for housing.
F. Notifications:
For assistance with a trip, Development and University Relations need to know that a trip is being planned six weeks prior to departure. This office may facilitate encouraging alumni and/or friends of the University who are in the vicinity of travel to host or support programs which are planned to occur.

G. Checklist of Notifications:
   Itinerary to chair of department.
   Itinerary to dean of college.
   Approval by chair of department.
   Approval by dean of college.

3. Student Delegate Participation Form (Reader Reference) (8/00).

I, __________________________, hereby agree to fulfill all the terms listed below as a delegate to the _____________________ Conference.

   I understand that as a representative of Ohio Northern University I will stay with the delegation at the hotel and return with it via transportation arranged by the University.
   I will attend all pre-conference, on-site, and post-conference delegation meetings.
   I will attend and participate in all aspects of the conference.
   I realize that I am a representative of Ohio Northern University, and that I have been chosen by my organization to represent it and its interests. As such a representative, I understand that any actions I take at the conference will positively or negatively affect people’s opinions about my organization and my University.
   As a delegate, I will engage in behaviors that are responsible and mature. Intoxication, use of illegal substances, and disruptive, abusive, or inappropriate behavior may result in breaking of convention, hotel, or University rules and may result in dismissal from the ONU delegation and conference. If I am asked to leave, I understand that I must reimburse the organization and the University for any expenses they covered for my participation in the conference.
   I will participate in any post-conference evaluations.

3.48 Ohio Northern University Online Privacy Statement

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, marital status, ethnicity, religious affiliation, social security number, date of birth, AIM Screen Name, high school information, GPA, standardized test scores, employment information, parent(s)’ name, address, email address, phone number(s), employment and education information.

When you provide or update your alumni 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
4.1 Retirement Benefits (8/90) (9/98) (8/01) (9/05) (9/06)

1. TIAA-CREF Retirement

   A. The University has established a Retirement Benefit Plan for all full-time and certain part-time faculty and staff members. This plan is administered by TIAA-CREF (Teachers Insurance and Annuity Association - College Retirement Equities Fund). Contributions under this defined contribution plan are applied to individual annuities issued to each participant by TIAA-CREF. Eligible employees include all full-time faculty and staff members and part-time faculty members on academic year assignment who teach more than 27 quarter credit hours or more than 11 semester credit hours during the academic year and staff members who perform more than 1,000 hours of service during the academic year (September 1-August 31).

   Office of Human Resources shall ensure that TIAA-CREF make a minimum of 5 visits to the University per year. Two of the visits should be for informational meetings as well as for informational appointments. The remaining visits should be solely for individual appointments. Each visit should be 2 days in duration.

   B. The University contributes 10% (effective 9/1/07) of regular salary* into the retirement program. The faculty (class 3), staff (class 1 & 2), and academic staff (class 11 and 12) member is required to match the first 7.5% of the University contribution through salary reduction (which has tax shelter advantages).

   *Regular salary shall mean only academic year appointment salary unless the appointment covers a specified period other than the academic year.

   C. Plan contributions by the University will be forwarded to TIAA-CREF to be applied as premiums on regular Retirement Annuities (RA) owned by the participant and may be allocated by the participant between any of the TIAA-CREF programs in whole percentages

   Matching plan contributions by the participant will be forwarded to TIAA-CREF to be applied as premiums to regular Retirement Annuities (RA) and additional voluntary contributions may be applied to a Group Supplemental Retirement Annuities (GSRA) owned by the participant within the limits of Section 403 (B) and 415 of the Internal Revenue Code. The participant will have the option of allocating premiums among any of the TIAA and CREF programs.

   D. All contributions to the plan, both University and individual, are vested in the interest of the employee. The employee retains this interest even if the employee should leave the employ of the University.

   E. In-Service Single Sum Distribution From Retirement Account. Participants who are actively employed and age 65 or over may take an in-service single sum distribution of all or part of their plan benefits, if such amounts are distributed directly to a charity or a charitable trust and would constitute a “charitable contribution” on behalf of the participant as defined in Section 170(c) of the Internal Revenue Code.

   F. In the event a participant in this plan terminates employment for reasons other than retirement or disability and requests that TIAA-CREF repurchase the TIAA annuity, the University permits such repurchase provided the participant is not employed by or moving to another institution having a TIAA-CREF retirement plan for which the individual will be eligible, and provided the repurchase meets the other conditions under which TIAA-CREF will repurchase annuities. Upon repurchase, the entire amount accumulated in the TIAA annuities (less any repurchase charge) will be payable to the participant and shall be in full satisfaction of the participant's right to retirement or death benefits.

   G. Upon retirement or termination, participants may receive up to 100% of their CREF
accumulation. Cashability or transferability of the TIAA portion is limited to 10% of the accumulation per year. Cashability under CREF would also permit transferability to another 403 (b)(7) plan after the time of retirement or termination. Cashability or transferability of CREF shall be in full satisfaction of the participant's right to retirement or death benefits on any portion cashed in or transferred.

H. Upon retirement at any age, the participant is entitled under the terms of the TIAA-CREF annuity contracts to receive a monthly or other periodic income under one of the options set forth in such contracts.

I. In the event a participant dies prior to commencement of retirement benefit payments described in Section H, the full current value of the annuity accumulation, including the portion contributed by the University, is then payable to the beneficiary or beneficiaries named by the participant, in a single sum under any one of the income options offered by TIAA-CREF. A spouse will have the automatic right to 50% of the benefits accumulated under the annuity interests unless a waiver of spouse's rights is on file with TIAA-CREF.

J. The University will discontinue contributions to TIAA-CREF for employees at the time of retirement; however, after the retirement date and before beginning to receive annuity payments, employees may continue to make contributions to TIAA-CREF. Arrangements for such contributions must be made between the individual retiree and TIAA-CREF.

2. Medical Insurance

A. For employees hired full-time prior to 8/1/01, the retiree may continue participating in the University's medical insurance by reimbursing the University for the full cost of premiums for either a single or family plan until age 62. After the retiree reaches age 62, the University will pay the single plan premium payment for the retiree. If the retiree has completed 30 years of service at the time of retirement, the University will continue to pay the single plan premium for the retiree regardless of the individual's age.

(1) Faculty and staff members retiring at age 65 or older and who have completed ten years or more of full-time service: Group medical insurance through a Medicare supplement plan may be continued with the University paying the full single premium of the University plan. Faculty and staff members may continue dependent coverage by reimbursing the University the full cost. Coverage for unremarried spouse after death of retired faculty or staff member may continue by reimbursing the University for the full cost of such coverage.

(2) Faculty and staff members terminating at age 65 or older with less than ten (10) years of full-time service: Insurance will end upon termination.

(3) Faculty and staff members retiring after completion of a minimum of 30 years of full-time service or age 62 with a minimum of 15 years of full-time service: Group medical insurance may be continued with the University paying the full single premium. Faculty and staff members may continue dependent coverage by reimbursing the University the full cost. Coverage for unremarried spouse after death of retired employee may continue by reimbursing the University for the full cost of such coverage.

(4) Faculty and staff members retiring after age 55 with a minimum of 20 years of full-time service: Group medical insurance may be continued by reimbursing the University for the full cost of premiums until age 62 when the provisions of (3) above would apply. Faculty and staff members may continue dependent coverage by reimbursing the University the full cost. Coverage for unremarried spouse after death of retired employee may continue by reimbursing the University for the full cost of such coverage.
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.

B. For employees hired full-time 8/1/01 or later, the University’s obligation to pay a portion of the employee’s premium will terminate the last day of the month in which retirement occurs. The retired employee and dependents may, however, continue medical insurance coverage through the University if the retiree pays 100% of the applicable premium.

C. Extended Medical Insurance Benefits:

1. Under certain circumstances, Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation coverage may be available to extend the option of continuing health coverage to retired employees, spouses and dependent children who otherwise would lose employer sponsored group health coverage.

2. The cost of continuing coverage will be borne by the qualifying beneficiary. Further information on COBRA benefits is available from the University Office of Human Resources.

3. Life Insurance. The employee has received a Group Paid-Up Life Insurance Benefit Statement for the accumulated value of the paid-up insurance that has been purchased by the employee or may elect the cash surrender value. Applicable to all employees hired prior to June 1, 2004 who contributed/elected this coverage. These certificates may be cashed in only upon retirement or termination of employment.

4. Disability Insurance. Disability insurance will be discontinued at the time of retirement.

5. Educational Benefits (See also 4.9).

A. Dependent children under age 25 of retired University employees, including legally adopted dependent children under age 25, may continue to receive remission of tuition and fees on the same basis as they would have received this benefit had the employee not retired.

B. Educational benefits for retired employees and their spouses will discontinue at the time of retirement; however, retired employees and their spouses are eligible to audit courses on the same basis as senior citizens.

6. At the initiative of the University, a retired faculty or staff member may be employed to teach not more than one course per quarter (3 courses per year).

4.2 Severance Payment (8/01)

1. Any full-time university employee with fifteen (15) to thirty (30) years of service with the university who voluntarily elects to terminate his/her relationship with the University shall be eligible to receive a severance payment based on the following criteria.

A. 20 % of the final annual salary for each year of continuous (accumulated for faculty only) service over fifteen (15) years, not to exceed one full year’s salary received by such employee during the year employment terminates.

B. The severance payment shall be made in one lump sum payment.

C. Receipt of the severance payment shall be contingent upon the employee’s execution of a severance agreement and release of all claims.
D. If an eligible employee makes a commitment to voluntarily sever the employee’s employment relationship three (3) years in advance of the effective date of the employee’s voluntary separation from employment, the severance payment shall be increased 10%. Such commitment is irrevocable and must be in writing and received by the Office of Human Resources three (3) years in advance. Special tax consequences may apply.

E. If an employee does not voluntarily elect the severance plan by September 1 following the anniversary of their 30th year of service; the employee will thereafter be ineligible for any severance pay.

F. The receipt of a severance payment will not bar future employment with the University; however, an employee may not obtain more than one (1) severance payment from the University in his/her lifetime. An employee who severs employment with the University may not be rehired to a full-time position with the University within six (6) months of the date on which the severance occurred.

G. If the employee dies before receiving the severance payment due, the amount remaining will be paid to the surviving spouse or other designated beneficiary. Should an employee eligible for the severance payment die after submission of his/her written notice of retirement, but before reaching the retirement date, the University will pay his/her beneficiary the amount of the severance the employee would have been entitled to at the time of death (i.e. if worked 17 years =40%, 20+ years =100%). The severance payment would include the 10% increase described in item 4.2.1D, if applicable. (9/03)

H. A full description of the Severance Pay plan is available in the Office of Human Resources.

4.3 Medical Insurance (9/98) (9/99) (9/03)

1. The University provides a comprehensive medical plan to all full-time employees requesting it. This plan provides hospitalization and medical insurance as described in the Summary Plan Description which is received upon enrollment by each employee.

2. Coverage, if elected, may become effective the first day of employment and terminates when the employee terminates his or her employment. Employees choosing not to enroll in this plan at the time of initial employment are requested to sign a waiver of insurance. Employees signing such a waiver of insurance may enroll in the plan at a subsequent date as explained in the Summary Plan Description.

3. A. The University provides medical coverage for employees who elect to join the plan. All employees in the plan pay a sliding scale monthly premium for coverage. The University pays into the trust the cost of single coverage for every employee in the plan. An employee may elect to cover his/her family in the ONU medical plan at an additional cost. In those instances where an employee is married to another employee of the University who is eligible to participate in this plan, and one of the employees chooses to purchase a family plan, the University will apply its portion of the cost of single coverage for each employee to the cost of the family plan.

   B. Since participation in this plan is voluntary, the University does not pay or reimburse any faculty member for the cost of premiums if such faculty or staff member chooses, for any reason, except as indicated in the preceding paragraph, not to participate in this plan.

4. Dependent coverage is available for spouse and dependent children, subject to the terms as explained in the Summary Plan Description.

5. An employee or spouse who has reached age 65 and is eligible for Social Security benefits should take the necessary steps to enroll in the Medicare insurance program before reaching age 65. For full-time faculty members above age 65, the University Group Plan would be primary, however, making Medicare a
secondary plan. The employee is required to notify the Office of Human Resources of enrollment in Medicare.

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.

6. Extended Medical Insurance Benefits:

Under certain circumstances, Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation coverage may be available to extend the option of continuing health coverage to terminated employees, spouses and dependent children who otherwise would lose employer sponsored group health coverage.

The cost of continuing coverage will be borne by the qualifying beneficiary. Further information on COBRA benefits is available from the University Office of Human Resources.

7. Office of Human Resources shall ensure that EBMC visits the University three times a year. Two visits should be for both general informational meetings as well as individual appointments. The remaining visit should be solely for individual appointments. Each visit should be two days in duration. Educational brochures and periodic newsletters should be provided to the persons enrolled in the University insurance plan.

8. 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 elected representatives from the following employee constituency groups;

Classifications 2 and 4 - Administrative and Technical Staff
Classification 3 - Faculty
Classification 5 – Support Staff

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

4.4 Life Insurance (9/98) (9/04)

1. The University provides term life insurance for full-time faculty and staff members equal to one and one-half (1 ½) their annual salary up to a maximum of $50,000. The University pays the full cost of the premium.

2. Enrollment in the plan upon initial full-time employment does not require evidence of insurability and the insurance becomes effective at the start of employment.

3. Upon retirement or termination of employment, the term life insurance will cease.

4. In the event of an accidental death for the covered employee, an additional amount equal to the life insurance coverage will be paid.

4.5 Disability Insurance and Benefits (9/98)

1. The University provides Group Total Disability Insurance benefits for all full-time faculty or staff members under the following conditions:
A. Faculty or staff members will be eligible for disability insurance as of the first day of the month following the date of employment.

B. Faculty and staff members are covered by disability insurance to age 70, except for those employees whose total disabilities commence at, or prior to, age 60, the benefit will be payable up to age 65, and for those employees whose total disabilities commence after age 60, benefits will cease five (5) years after the commencement of total disability, or at age 70, if it is sooner. After six (6) consecutive months of total disability, the insurance shall provide the following benefits.

  (1) Monthly Income Benefit equals 60% of monthly wage base at the commencement of total disability not to exceed a benefit established by the policy less any reduction for Social Security benefits. In no event will the Monthly Income Benefit be less than $50.

  (2) Continuation of premiums for the TIAA-CREF retirement program.

C. A faculty or staff member will become insured on the date of first eligibility. No medical examination is necessary.

D. The University pays the entire cost of the plan.

### 4.6 Workers’ Compensation (9/98) (9/99)

1. All University employees are protected by the workers' compensation law for any injury or disease arising from and in the course of employment by the University.

2. If you are injured on the job, report at once to your supervisor or department head, who will arrange for medical care. All accidents, major or minor should be reported as soon as possible to the Security Office by the employee, or if employee is incapacitated, then by the supervisor.

3. All employees are encouraged to first seek treatment at the University Health Center or the Ada Life Medical Center for all non-emergency, work related injuries. Non-emergency injuries can also be treated at Lima Memorial Hospital's Center for Occupational Health. Serious accident, injury, or illness requiring immediate emergency treatment should be called to 911 for immediate EMT assistance. Contact the University Office of Human Resources for assistance with workers' compensation claims.

4. The Security Office will complete an injury report and forward one copy to the University Office of Human Resources. An injury report is required for all workers' compensation claims.

### 4.7 Educational Benefits (Tuition Remission and Exchange) for Dependents (7/85) (9/92) (9/97) (9/98) (9/02)

1. Benefits Available:

   A. Subject to the provisions below, all dependent children under the age of 25 (including legally adopted children) and spouses of full-time University employees are entitled to full remission of tuition and general fee for undergraduate level educational courses offered at the University. Spouses and dependent children are not entitled to remission of other fees of the University, e.g. technology fee.

   B. Benefits are available only for undergraduate level educational courses offered at the University. For students enrolling as a P1 after June 1, 2000, pharmacy P5 and P6 students are graduate students. For students enrolled prior to June 1, 2000, students in the P6 year are graduate students. All graduate programs are excluded from remission.

   C. All dependent children under the age of 25 (including legally adopted children) of full-time University employees may participate, to the extent space is available, in the tuition exchange
program under the auspices of Tuition Exchange, Inc. If the number of dependents seeking tuition exchange exceeds the number of available spaces, the Tuition Exchange Selection Committee shall determine which dependents may participate in the exchange program.

2. Tuition exchange was approved for implementation beginning with the 1993-94 academic year. The University continues its membership in the Tuition Exchange, Inc. The University accepts incoming undergraduate tuition exchange students after review of applicant's credentials by the office of admissions and an offer of admission is made. Incoming tuition exchange students will receive ONU tuition remission at the approved tuition exchange level for a maximum of four academic years and may not receive tuition exchange benefits for summer programs. (Note: The University reserves the right to limit its participation in Tuition Exchange, Inc.)

3. Restriction on Education Benefits:
   
   A. Spouses and dependent children are entitled to the remission of no fees other than tuition and the general fee.
   
   B. Spouses, dependent children and tuition exchange students shall be required to pay any service fees and/or administrative charges established by the University.
   
   C. Educational benefits for dependent children and tuition exchange students are available only for the pursuit of a first undergraduate degree -- whether at Ohio Northern or elsewhere. This restriction does not apply to the remission of tuition and general fee for spouses of full-time employees.
   
   D. The amount of tuition and general fee remission for dependent children and spouses of University Employees will not, when combined with gift aid from other sources restricted for tuition only, exceed the total tuition and general fee of the college in which the student is then enrolled. Gift aid from other sources includes but is not limited to:

   Ohio Instructional Grants  
   Ohio Student Choice Grant  
   S.E.O.G.  
   Ada High School Tuition Remissions  
   ONU Scholarships (Endowed and Nonendowed)  
   ONU Scholarships and grants from outside sources restricted for tuition purposes only.

The combination of Pell Grants and Scholarships from outside sources which are not restricted for tuition purposes only may exceed tuition and general fees, but in no instance will such combination exceed tuition, room, and board.

4. Rules governing the Educational Benefit Program:

   A. Tuition Remission:
      (1) Service fees and/or administrative charges paid are nonrefundable after the first day of class.
      (2) Remission of tuition and fees will not be made for dependent children's or spouse's participation in off-campus educational programs.
      (3) A dependent child's status is determined as of the first day of classes each quarter.
      (4) Dependent children under age 25 are defined as those children meeting the following qualifications:
         a. Students will receive more than half of their support (other than tuition remission) from the parents during the school year - September through August; and
         b. Students will qualify as dependents as interpreted by the Internal Revenue Service regulations on the parents' income tax return.
      (5) A copy of the employee's income tax return of the preceding calendar year, reflecting an
exemption for the student, will be requested by the Administration prior to allowing tuition remission of the current calendar year for the spring, summer, fall and winter quarters, along with a statement that the student will continue to meet the dependency criteria for the current calendar year.

(6) All persons eligible to receive the Ohio Choice Grant must make application for the grant. Failure to apply for the grant will result in a reduction of tuition remission in the amount of the grant.

(7) When eligible, dependent children of University employees are encouraged to apply for Ohio Instructional Grants and other outside scholarships and grants. These funds may be used to cover the administrative/service fee and the balance will be applied against the tuition remission.

(8) Ohio Choice grants, Ada High School remission, S.E.O.G. and ONU scholarships and grants will not apply toward the service fee and/or administrative fees established by the University.

(9) If a dependent child enrolled at Ohio Northern University and receiving financial aid joins in an ONU sponsored academic program which takes the dependent child off campus for study, then the financial aid will continue during the off-campus interim period, providing the dependent child pays the required service fee to Ohio Northern.

(10) Dependent children enrolled in any off-campus program, and transferring credits back to Ohio Northern University are not eligible for financial aid since the fees are not paid to Ohio Northern.

(11) From time to time, dependent children of faculty and staff members may enroll in Special Educational Programs or in other similar off-campus programs sponsored or offered by other institutions. It is not the intention of the University policy regarding tuition remission to provide funds in any form for dependent children participating in such programs. Therefore, when this occurs, the policy regarding remission of tuition and other fees will be as follows:

a. Students Receiving Tuition Remission. Faculty and staff children receiving full tuition remission and participating in off-campus educational programs for which Ohio Northern University has agreed to pay those entities' fees, will pay the current per quarter hour administrative fee to Ohio Northern and all charges for course work at the outside entity (Queen Margaret, U. of Findlay, Washington Center, GobalLinks (AustraLearn, AsiaLearn, EuroLearn), USAC, ISA, NIDA, Middlesex U., etc.).

b. Student Insurance. Information on the insurance is available from the Controller’s office.

(12) Dependent children who receive automatic remission of fees are not eligible for Sibling Grants.

(13) Total financial aid received by students may not be in excess of tuition, room and board. If the combination of all aid exceeds this amount, a reduction will be made in the following order:

- Loans/Work Study
- Tuition Remission
- Grants-University
- Scholarships

Exceptions to this policy are as follows:

a. When students are receiving only federal, state or other outside entitlement type aid over which the University has no control; e.g., O.I.G., O.S.C.G., PELL, STAFFORD(GSL), PLUS/SLS or P.H.E.A.A.

b. When a student receives aid for skilled services performed. Example: Resident Assistants, Head Residents, Law Research Assistants, Radio Staff, Northern Review and Yearbook. In those cases, the total amount of aid may exceed the total costs of education as determined by the Office of Financial Aid.

B. Tuition Exchange:

(1) The number of tuition exchange openings for the next academic year shall be announced by the President or the President’s designate.

(2) Application for participation in the tuition exchange program shall be made to the Office of the President or such other office as might be designated by the President.

(3) Selections shall be based on three criteria: a. Academic achievement (50 point weight); b.
Special Talents (25 point weight); and c. Leadership and Service to Others (25 point weight).

(3/97)
a. Academic Achievement - Specific aspects of Academic Achievement shall include, but are not necessarily limited to, the following: ACT/SAT scores, class rank, high school gpa, college gpa if appropriate, and awards/special distinction for academic performance.
b. Special Talents - Specific aspects of Special Talents shall include, but are not necessarily limited to, the following: Musical, dramatic, artistic, or athletic talent and distinctive creative accomplishment in a traditional academic area (documentation: awards, prizes, portfolios, publications, and letters of commendation).
c. Leadership and Service to Others - Specific aspects of Leadership and Service to Others shall include, but are not necessarily limited to, the following: Participation in high school, community, religious and/or other organizations and awards/special distinction for leadership and service areas (documentation as in (b.) above).

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

All full-time faculty and staff members are entitled to take one academic course, not to exceed five (5) credit hours, per quarter 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 contracts who do not work during the summer months will be permitted to take a normal load during the summer quarter under the following provisions:

A. The faculty member must be on contract 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)

1. Dependent Children. Dependent children under age 25 of retired faculty and staff members may continue to receive remission of tuition and fees on the same basis as they would have received this benefit had the faculty or staff member not retired, subject to the following conditions:

A. The retired faculty or staff member must meet all of the criteria for retirement as established by University retirement policies and in addition, must have served ten (10) consecutive years with the University and such service must have been the ten (10) years immediately preceding retirement.

B. In the event of death of the retiree, this benefit will continue to be made available to dependent children who were dependent upon the retiree at the time of retirement and who continue to be dependent upon the retiree's spouse, or legal guardian if the spouse is deceased.

C. If the spouse remarries or accepts employment at another educational institution and receives similar benefits from the institution as a result of that employment, the benefits will be discontinued.

D. This benefit will be made available to adopted children only if they were legally adopted at least ten (10) years prior to retirement.
2. Retired Faculty and Staff Members and Spouses.

A. Educational benefits for retired faculty members and their spouses are discontinued at the time of the faculty member's retirement.

B. Retired faculty members and their spouses are eligible, however, to audit courses on the same basis as senior citizens.

4.10 Death Benefits (9/98) (09/04)

In the event of death of full-time faculty or staff member, surviving spouse and/or dependent children are entitled to the following benefits:

1. The life insurance benefit noted in section 4.4.

2. Educational benefits for dependent children under the age of 25 and spouses of full-time faculty and staff members will continue in effect after the death of the faculty or staff member on the same basis as provided prior to the faculty or staff member's death, subject to the following limitations:

   A. All benefits will cease for the spouse in the event the spouse remarries.

   B. Benefits will cease for both the spouse and the children in the event the spouse accepts employment at another educational institution and receives similar benefits from that institution as a result of the spouse's employment.

   C. For faculty and staff members who have completed less than five (5) years of employment at the time of death, tuition and general fee remission for eligible dependents will be limited to 20% for each year of full-time employment completed.

3. The spouse and/or dependent children of a deceased faculty or staff member who had elected to participate in the medical insurance family plan may continue in the plan for a period of six months after death. The University will pay the employee and University contributions during this period.

4. If the faculty or staff member at time of death qualifies as a retiree as defined in Sec. 2.17, retiree medical insurance provisions apply.

4.11 Accidental Death and Dismemberment Insurance (9/98) (9/06)

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) (9/04) (9/06)

Faculty and staff members may elect to pay premiums for medical insurance with before-tax dollars through a salary reduction plan. Reduction agreements are entered into at the time employment commences and must be renewed each December for the following calendar year. Further information is available from the University Office of Human Resources.
4.13 Employee Reimbursement Account (Flexible Spending Plan) (9/98) (9/99) (9/06)

Faculty and staff members may elect to participate in an Employee Reimbursement Account (whether or not they are in the health care plan) to set aside a part of their salary with before tax dollars to pay for certain health and dependent care expenses. Reduction agreements are entered into at the time employment commences and must be renewed each December for the following calendar year. Information is available from the University Office of Human Resources.

4.14 Miscellaneous Fringe Benefits Including Retirees (9/98)

1. The University provides faculty and staff members, upon request of the issuing activity, copies of the following student publication The Northern Review.

2. All faculty and staff members, their spouses and dependent children through high school age, are entitled to free admission to most home athletic events and are encouraged to attend Artist Series productions, University Theatre productions and Lecture Series using the University ticket policy. Children attending such events must be accompanied by a parent. Single faculty members shall be entitled to admission for one (1) guest at such events. The Ohio Athletic Conference, National Collegiate Athletic Association, Ohio Arts Council, and the Ohio Humanities Council require that the University charge faculty, staff and students for specific events sponsored by these groups.

3. The University provides free parking for all faculty, staff, and retirees. Parking permits are available from the security office.

4. The University encourages the use of the Chapel for weddings, particularly for weddings of members of the University community. The Chapel will be made available for weddings at no cost to students, employees and their dependents and graduates of Ohio Northern University, including the services of the Chaplain. A small stipend set annually for the organist will be charged. All other persons may use the Chapel for an appropriate fee. A list of procedures and fees is available at the Chapel Office. All fees will be established by the Office of the Vice President for Financial Affairs.

5. Faculty and staff members are also provided with the following benefits: mail service; use of facilities including Sports Center, McIntosh Center, and the Faculty Lounge; the opportunity to bid on used equipment and other property being disposed of by the Administration; and discounts at the University Warehouse, the University Bookstore and University Printing Service provided, however, that such discounts are for personal use and not for organizations to which the faculty member belongs.

4.15 Program of Assistance for Education (9/1/99) (9/1/04) (9/05) (9/06)

1. The University will provide financial reimbursement assistance for full-time employees (Classification 3 employees are only covered by approval of the President) to attend graduate level courses for a graduate degree which has applicability to the individual’s current ONU assignment and which maintain or improve skills required by such assignment.

2. Assistance will be provided at a maximum rate of $2,250 per school term, quarter, or semester, and $5,500 during any calendar year (January-December). The maximum assistance provided will be $11,000 for a Master’s degree and an additional $20,000 for a PhD program. Undergraduate courses are not eligible under this program. Assistance will be provided for tuition and academic fees only. This assistance is to partially fund graduate education expenses with the employee expected to personally pay the difference.

3. The procedure for initiating, approving and obtaining assistance for educational courses includes the following:
C. A letter of request that contains the following:

(1) Description of the degree/course to be taken, university, approximate time schedule, tuition and fee cost of the course and related material which describes the course.

(2) A general statement on the relationship of the degree/course to the current assignment of the individual and how this degree will maintain or improve the employee’s skills in the current assignment.

(3) A statement that the recipient plans to remain in the employ of the University for a period of time long enough for the University to recover the accumulated graduate education expenses. The University will apply $5,500 for every one year of University employment served after completion of the graduate degree. The employee agrees to reimburse the University on a pro-rated basis if less time is served. For instance, if an employee accumulates $11,000 of a master degree reimbursement, the employee will have to remain in service with the University for two years after obtaining the master’s degree. If the employee terminates one year after completing the degree, the employee will be required to reimburse $5,500 to the University.

(4) A statement on how this degree/course will affect current workload, assignments, and work expectation, including anticipated hours likely to be missed from normally scheduled duties.

D. A letter of request should be submitted to the immediate supervisor who will approve, modify, or disapproved the request. Upon the Supervisor’s approval, the request will be forwarded to the functional vice president who will recommend it for final approval by the President.

E. Prior to the approval of the President, the Office of Human Resources will review the request and determine if the program qualifies as a “Working Condition Fringe Exclusion.” If so, the payment requests will be excluded from the employee’s gross income under IRS Section 132. If the program does not qualify, tuition payment reimbursements will be added to the employee’s taxable income.

F. Payment requests are made by the employee by completing a check request with the original tuition bill attached and forwarded to the Controller’s Office. Payments will be made directly to the University providing the education. Payments will be made for the tuition and course fees only and will not be for optional campus services, extra-curricular activities, textbooks or fees not directly related to the course. A copy of the payments will be sent to the Office of Human Resources.

G. The employee must provide the University Office of Human Resources with a record of the grades received as soon as grades are obtained. If the grade point average falls below a “B”, no further course assistance will be provided.

H. An annual report will be prepared in September each year by the University Office of Human Resources of the assistance provided during the preceding personnel year. The report will be by name, course taken, and university providing the course, grade received, total paid for the course, and cumulative total paid by the University on behalf of the individual. The report will be provided to the President and vice presidents.
5.1 Security

5.1.1 Accidents on Campus Involving Injuries

1. Serious accident, injury or illness to any individual requiring immediate emergency treatment should be called to 9-1-1 for immediate EMT assistance.

2. If you are injured on the job, report at once to your supervisor or department head, who will arrange for medical care. All accidents, regardless of severity, must be reported as soon as possible to Campus Security and the Office of Human Resources by the employee, or if employee is incapacitated, then by the supervisor.

3. All employees are encouraged to first seek treatment at the University Health Center or the Ada Life Medical Clinic for all non-emergency, work related injuries. Non-emergency injuries can also be treated at Lima Memorial Hospital's Center for Occupational Health. Serious accident, injury, or illness requiring immediate emergency treatment should be called to 9-1-1 for immediate EMT assistance. Contact the Office of Human Resources for assistance with workers' compensation claims.

4. The Campus Security will complete an injury report and forward one copy to the Office of Human Resources. An injury report is required for all workers' compensation claims.

5.1.2 Bomb Threats

1. From time to time, bomb threats are received by the University Switchboard, Campus Security 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. It is University policy that the building(s) will be evacuated. The decision to search the building(s) will be made by the Vice President for Financial Affairs according to security protocols.

2. If contact cannot be made with the Chief of Security or the Vice President for Financial Affairs, then each Building Director has the authority to evacuate their respective building.

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. During the interim of a bomb threat, all regularly scheduled academic classes 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, i.e.; time of explosion, how many bombs, whether the call was from on campus or off. CALL 9-1-1, THEN NOTIFY CAMPUS SECURITY (2222).

   B. If available, see Bomb Threat Checklist, ONU Emergency Response Manual, chapter 13-2. Fill out the form while call information is still fresh.

   C. Campus Security or Switchboard Dispatcher will notify the Security Chief, 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. Security Chief or Vice President for Financial Affairs will make a decision to evacuate the building. Security officers and Building Directors may assist, when safe, in ensuring that everyone leaves the building.

F. If evacuated, move to a safe distance away from building and do not re-enter unless instructed to do so by Security staff.

G. Security staff will proceed into the building and conduct a search in accordance with protocol.

H. When the search is completed, 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

1. Dogs, cats, and other domestic animals (except seeing-eye dogs) are not permitted in any of the University buildings, nor will they be permitted to run at large anywhere on campus. Exceptions are lab specimens, which are to be secured in laboratories.

2. When a dog, cat, or other domestic animal is observed in buildings with or without the owner, or when observed roaming at large on campus, it should be reported immediately to Campus Security. Security 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 (http://www.onu.edu/admin-offices/pplant/workreq.htm). Call the Director of Facilities at Ext. 2460 for emergency repairs. After regular working hours report any emergent problems to the university switchboard at Ext. 0 or Security 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 Campus Security. Security 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 (9/06)

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 Campus Security 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.

3. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from Campus Security, 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

Ohio Northern University Campus Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Ohio Northern. Security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Security officers do not possess arrest power. Criminal incidents are referred to the local police department which has jurisdiction on campus. Campus Security maintains a professional working relationship with the Ada Village Police Department and Hardin County Sheriff’s Office. All crime victims and witnesses are strongly encouraged to report the crime immediately to Campus Security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

5.1.9 General Procedures for Reporting a Crime or Emergency

1. University community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Campus Security in a timely manner. To report a crime or 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 Campus Security.

2. To report a crime or an emergency on the Ada campus, call Security at Ext. 2222, or from outside the University phone system, (419) 634-2756. Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call. In response to a call, Security will take the required action, dispatching an officer or asking the victim to report to the Security office to file an incident report.
3. All Security incident reports are forwarded to the Dean of Students for review and potential action. Security 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, Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Security, will offer the victim assistance.

5. This publication contains information about on-campus and off-campus resources. That 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 Campus Security 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. Campus Security 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 Campus Security 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) (9/04)

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.

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<th>Television:</th>
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<td>Radio:</td>
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Department Phone Tree
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 of individuals who have registered for the notification service. Such announcements will be made only after specific approval by the President, or in the President’s absence, the acting president.

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; snow accumulations exceeding 18 inches in 12 hours.

   A. A coordinating group will be established in Lehr Building to coordinate the most effective use of resources available to the University. Assistance measures would include such things as snow removal from particular areas, rescheduling classes, and plans to pick up and bring to campus faculty and staff members who cannot reach campus.

   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, the cafeteria, the 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 Director of Facilities will maintain a roster of individuals with four-wheel drive vehicles who volunteer them for assistance during periods of extreme conditions. These vehicles, combined with University owned four-wheel drive vehicles which can be spared from immediate snow removal or other immediate service, will be used to assist individuals from off campus who are unable to reach campus because of such conditions as high snow. Faculty or staff members or nonacademic employees who are unable to reach campus and who wish to do so should call the University switchboard and request this assistance. In view of high demand for four-wheel drive vehicles during the initial phase of most extreme conditions, the ability to bring individuals to campus through this system will be limited. Accordingly, faculty and staff members should use this system only after potential means of getting to the campus have been exhausted.

   D. 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 50) 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.

   E. Discounted rooms are available at the Inn at Ohio Northern University for faculty and staff who live outside Ada, and who 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.

   F. During the school year, the food services contractor has food on hand at any given time to provide four days of normal meals for students. Ten days of altered menus could be provided with the same food, provided the kitchen is in full service with no utility outages. An additional seven to ten days of emergency food supplies and disposable serving products are stored at the Affinity Village Commons building.
5.1.12 Contingency Plans for Natural Disasters

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 Security office if feasible. These areas are equipped with office and emergency materials so that the EOC staff can immediately go to a central location and begin to address the emergency.

2. Upon receiving the first notification of an emergency, the University Switchboard 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 the 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 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 severe tornado warnings and/or announcements are as follows:

   A. Tornado Watch. This is when weather conditions are such that tornados 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.

   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 Security office when a tornado warning is received through proper notification regarding the campus community.

2. The following procedures are followed:

   The weather monitoring system is located in the Security office 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) If inside, go to an interior hallway or room on the first floor.

      (4) When inside, stay away from windows and doors.

      (5) Avoid auditoriums or other structures with large, open roof areas and high walls.

      (6) 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 Campus Security.

2. The following procedures apply:

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

   B. Stolen Report. Items reported stolen will be recorded on a Security 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 Campus Security will be logged in the property book, tagged and placed in safe storage in the Security office. Lost and stolen property reports will be checked for possible identification of ownership.

   D. Found Items. Recovery. Items stored by Security 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 and address along with the date claimed will be logged in the property book.

   E. Found Items. Disposal. Unclaimed property will be disposed of by Campus Security 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 lost or stolen.

5.2 Facilities and Equipment (9/98)

5.2.1 Security of Buildings and Equipment

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

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

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

   B. Determination of personnel to be issued keys.

   C. Development of procedures for issuance of keys to faculty and staff members.
D. The Chief of Security has the sole responsibility for determining which areas should be accessible to the GGM.

E. The Chief of Security must make the final recommendation as to individuals who are issued GGM keys. 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. Campus Security 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 Security Office, and one copy is retained by the individual using the equipment.

C. After security 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 his 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 Security Office 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 Security office 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 www.onu.edu/registrar/Room_Use_Policy.pdf
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 Media Communications Services and the Performing Arts.

5.2.5 Dining Hall (9/99) (9/03) (9/04)

1. The Dining Hall in McIntosh Center is open for hot breakfast 7:00 a.m. to 9:30 a.m.; continental breakfast 9:30 a.m. to 11:00 a.m.; lunch 11:00 a.m. to 1:30 p.m.; and dinner 4:30 p.m. to 7:00 p.m. (M-F) and brunch 10:30 a.m. to 1:30 p.m. and dinner 4:30 p.m. to 6 p.m. (S-S).

The White Bear Inn (food court) is open Sunday 6:00 p.m. to midnight, Monday through Thursday 9:30 a.m. to midnight, and Friday 9:30 a.m. to 7:00 p.m.; and Saturday closed. Students who have a class conflict with these hours should contact the General Manager of the Dining Service for alternate arrangements. Northern On Main is open Monday through Sunday 7:00 a.m. to 10:00 p.m. when the University is in session. When the University is not in session the hours are Monday through Sunday 7:00 a.m. to 3:00 p.m.

2. All times and schedules are subject to change.

3. A discounted price is offered to all faculty and staff for lunch Monday through Friday, (in the dining hall only).

5.3 Business Services

5.3.1 Telephone Security Policy (9/95)

1. The University owns, operates, and maintains its own NEC digital telephone switch which has many advanced service features and 3000+ working phone numbers. Utilizing Direct Inward Dialing on all campus phones, calls can be made directly to each individual telephone extension rather than through the University switchboard. 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 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. Students and employees may occasionally experience obscene or harassing telephone calls. In the event that such calls are persistent, the student telephone user should advise the Director of Residence Life, and the employee telephone user should advise his or her supervisor. If warranted, the Vice President for Financial Affairs will authorize a telephone trace on all calls coming to
the affected number. This authorization will direct Information Technology personnel to take the necessary action to perform the telephone trace.

3. Telephone taps. In the event the supervisor or student life officer suspects illegal activity occurring over a University telephone, Security must be notified. If warranted, the Vice President of Financial Affairs will seek official State of Ohio judicial authority to perform a telephone tap on the suspected abuser. Strict State of Ohio guidelines will be followed in order to assure no invasion of personal privacy.

4. 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) (6/10)

1. All vehicles operated on the campus must be registered with Campus Security. 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. 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 Campus Security at the earliest possible moment. Phone 772-2061 or 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 landscaping of the campus, 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. Campus Security is authorized to remove a vehicle by towing or other means from any part of the University campus for any of 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 Campus Security.

   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:

      | Violation                          | Fine     |
      |-----------------------------------|----------|
      | Improper Parking                  | $15.00   |
      | Parking in Restricted Areas       | $25.00   |
      | Parking in Disabled Space         | $50.00   |
      | Parking Without Permit            | $55.00   |
      | (On 4th offense, vehicle will 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   |
      | Registration decal improperly displayed | $5.00 |
      | Stop sign                         | $15.00   |
      | Falsification of information      | $30.00   |
      | Parking longer than posted time   | $15.00   |

   G. Fines are to be paid in the Controller's Office in Lehr Building. 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. Any fine not paid within fourteen (14) days of the violation, or if an appeal was filed, within fourteen (14) days after the final decision of the Traffic Appeals Committee, will become a delinquent fine. The Controller's Office shall withhold the amount of the delinquent fine from the violator's next paycheck. If the Appeals Committee acts favorably on an appeal, the individual will be reimbursed for any fine already paid.
5.3.3 Use and Control of University Vehicles (9/91) (9/98) (9/99)

1. The University maintains a limited number of vehicles for official campus use. For control purposes and to insure optimum use, certain 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. Generally, vehicles are to be used for out-of-town trips. The University requires that all drivers of University-owned vehicles have completed Defensive Driving Training provided by Security. Individuals using University-owned vehicles are also required to sign and comply with the University's Vehicle Safety Procedure. Such procedures include:

   A. Campus Security will check the status of drivers licenses every other year. Reports of drivers with eight (8) points currently on their license will be reported to the Vice President for Financial Affairs. Those persons would not be permitted to drive a University vehicle off-campus.

   B. Persons with eight (8) or more points currently on their driver's record will be notified by the Vice President for Financial Affairs that University driving privileges will be at the discretion of the Vice President for Financial Affairs. Privileges would be reinstated when their driving record points fall below eight (8).

   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. All drivers are required to complete Defensive Driving Training before being permitted to drive a University vehicle.

   E. Security 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 will be completed for each trip.

   C. When not in use, vehicles will be parked at the Physical Plant lot on Lincoln Avenue.

   D. Generally, vehicles are 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 for more than 30 days in advance of their intended use 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) (9/10)

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 Risk Management.

5.3.6 Vehicle Safety Policy (02/09)

In order to ensure the safety and well being of ONU students and employees, the following Vehicle Safety Policy must be adhered to while traveling in a University vehicle. For purposes of this policy, “University vehicle” means any passenger car, van, and truck owned or rented by the University.

For University business purposes, passenger cars and 12-passenger vans may be reserved through the Physical Plant office or on-line via the Physical Plant web page. (Two mini-buses and one full-size bus are also available, but require CDL drivers.)

If an appropriate vehicle is not available from the University fleet, one may be rented. All rental agreements must be transacted through the Business Services Office. For safety reason, 15-passenger vans may never be rented or driven.

All Vehicles

1. Each driver must have completed ONU’s on-line defensive driving course.

2. Each driver must have a valid driver’s license.

3. All passengers must wear seatbelts.

4. Frequent breaks are encouraged.

5. Use of a cell phone by the driver is strongly discouraged and texting by the driver is absolutely prohibited.

6. At the discretion of the Chief of Security, drivers with a history of traffic violations or unsafe driving may be ineligible to drive a University vehicle.

7. All traffic laws will be followed and all drivers are personally responsible for traffic and parking tickets.

8. No alcohol containers, open or closed, will be allowed in any University vehicle.

9. Consumption of alcohol is prohibited 12 hours prior to driving a University vehicle.
**Vehicles with One or More Students Onboard**

1. A trip should not begin if it cannot be completed by midnight.

2. No driving after midnight. (Good judgment should be used in following this rule. Safety is the objective. If the vehicle is a short distance from the destination at midnight, it might be safer to continue than to park the vehicle on the side of the road.)

3. Drivers must alternate or take a one-hour break after every two hours of driving.

4. Vehicles leaving the State of Ohio must have an adult advisor onboard.

5. Vehicles traveling more than 100 miles from the University require at least two certified drivers per vehicle.

6. Vehicles traveling more than 250 miles from the University require at least four certified drivers per vehicle and require the completion of a vehicle trip log.

7. When signing out vehicles, the drivers and/or adult advisor must sign a copy of this Vehicle Safety Policy and agree to follow it.

**5.3.7 University Bus Policy**

1. Due to contractual commitments, scheduling of buses for Intercollegiate Athletics will be given preference. For all other uses, buses will be scheduled on a first-come, first served basis for University-sponsored activities and functions.

2. User-group responsibilities:
   a. The group that schedules the bus is responsible for providing chaperones or guides for the group and is responsible for the conduct of the group.
   b. Bus driver wages will be paid at the bus driver’s wage rate as reflected by the current wage scale. (These wages are included in rates charged for use of buses and are identified on the Trip Sheet form.)
   c. Paying the following charges:
      i. All toll and parking fees.
      ii. Established mileage charge for all miles logged on trip.
   d. Bus driver meals and lodging are included in rates charged for use of the buses.
   e. All riders must wear a seat belt at all times when the bus is in motion. The user group chaperone or guide is responsible for all riders wearing seat belts. Prior to the bus moving, the chaperone or guide must check each occupant for seat belt use and inform the bus driver that all seat belts are fastened.

3. Bus Driver Responsibilities:
   a. A University bus shall be driven by drivers supplied by the Physical Plant.
   b. The bus driver shall be responsible for the operation of the bus only, and shall not assume any responsibility for chaperoning the group or any part thereof.
   c. Ensuring that the bus is parked in a safe area while on a trip and when not in operation.
   d. Any person driving a University bus is required to maintain a proper Commercial Driver’s License (CDL) for the bus being driven and follow the requirements found in Commercial Driver’s License Guidelines.
   e. The bus driver is responsible for all occupants to wear seat belts. If a rider refuses, the bus driver must not have the bus in motion.
5.3.8 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.

5.3.9 Purchase of Flowers (9/99)

1. The University will purchase and send flowers to the family or funeral home, as appropriate, whenever there is a death in the immediate family of any University employee. Immediate family for purposes of this policy is defined as: legal spouse, children, mother, father, brothers, sisters, and parents of a spouse.

2. The Office of the President will initiate the purchase of flowers when the death involves a faculty member or staff member. The Office of Human Resources will initiate the purchase of flowers when the death involves a support staff member. The Office of Vice President of Student Affairs will initiate the purchase of flowers when the death involves a student.

3. University funds used to purchase flowers for sick or hospitalized employees will only be initiated by the Office of the President.

4. All other flowers are a personal expense item for the employee. Flowers for donor or student relationships are appropriate as approved by the respective vice president.

5.3.10 Solicitation (9/1/85)

For purposes of this policy, "solicitation" is understood to be any act of urging or persuading of individuals to accept a product or service for sale, the requesting of funds for various charitable and other organizations, or to pay a gratuity for services rendered. An act of urging or persuading can be precipitated through oral or written communication.

1. Solicitation of University Personnel. Solicitation or the selling of goods and services by anyone for any purpose is not permitted on University premises without prior approval. Approval is to be obtained from the following University officials:

   A. Solicitation by Students: From the Vice President for Student Affairs for recognized student organizations.

   B. Solicitation by Faculty Members: From the Vice President for Academic Affairs.

   C. Solicitation by other University Personnel: From the Vice President for Financial Affairs.

2. Solicitation of University Personnel by Non-University Personnel. The selling of any type of goods (tangible or intangible) or services by individuals or organizations to University personnel is prohibited unless prior approval is obtained from the following sources:

   A. Sales to Students. Approval must be obtained from the Vice President for Student Affairs.

   B. Sales to Faculty Members. Approval must be obtained from the college dean and the Vice
President for Academic Affairs. Visits by sales representatives from companies and organizations involving textbooks and related materials are allowed, however, unless specifically prohibited by college or department action.

C. Sales to Nonacademic Personnel. Permission must be obtained from the Vice President for Financial Affairs.

3. Any information/promotional material affixed to University property without prior approval by the appropriate authority may be removed and destroyed.

5.3.11 Personal Purchases Through University Purchasing Office (9/98) (9/04) (9/06)

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.

2. Current provisions under the University Purchasing policy:
   
   A. Special personal purchases are to include items that have a retail value of $50 or more and payment for the item is to be paid in full prior to receipt of the item.
   
   B. Items carried in stock regardless of cost may be purchased through the Purchasing Department and are in all cases cash purchases paid at the time of delivery of the item.

3. Procedure: Once an order has been placed by an employee through the Purchasing Department that information is to be forwarded to the Controller’s Office for invoicing. Once the invoice is paid, the employee will take a copy of the receipt to the Purchasing Department/Warehouse and pick up the items ordered.

5.3.12 Printing and Duplicating (8/86) (9/10)

1. University Printing Services provides printing and duplicating services for all University departments, as well as student organizations.

2. Duplicating is a toner on paper process and is used for class materials and large copy orders.

3. Printing is an ink of paper process and is used for stationery orders (letterhead, envelopes, business cards), as well as marketing publications.

4. Each order is reviewed for the most cost-effective process. Some items can only be run on a press, while other pieces may be more cost effective on the duplicator. 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.

5. Some printed items that are intended to be mailed need to be reviewed for postal information:
   
   A. Any mailings that are sent directly to alumnius of the University must be reviewed by the Alumni office prior to printing.
   
   B. Postal regulations and chosen postal mailing methods are reviewed to prevent excessive postage costs. All mailings are reviewed for non-profit, first-class presort and first-class mailing with the printed piece adhering to the US Post Office regulations. In addition, mailing lists must comply with the US Post Office NCOA (Move Update) regulations in order to mail from Ada as a non-profit or first-class presorted mailing. Any usage of ONU’s non-profit or first-class presorted indicia must comply with US Post Office regulations.
6. All publications must follow the established style guides (available at http://www-new.onu.edu/administration/communications_marketing/style_guides). Any ONU publication must first be reviewed by Communications and Marketing prior to the printing process.

7. All orders must be accompanied by a Work Request (available at http://www-new.onu.edu/administration/printing_services) with information provided to prepare the materials, such as date ordered, date needed, account number to be charged, quantity, paper, ink or toner, bindery information and delivery information.


5.3.13 University Stationery

1. Letterhead paper and envelopes printed by the University Printing Services are paid for from University funds and are limited to certain departments as approved by the Vice President for Financial Affairs.

2. Printing Services will not print, nor will University funds be used to pay for, note pads, memoranda, etc., bearing individual names.

5.3.14 Liability Insurance Restrictions (9/98) (06/09)

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 relating to physical injury, personal injury, property damage and advertising. This policy provides protection against bodily injury or property damage, false arrest, detention, imprisonment or malicious persecution, wrongful eviction or invasion of the right of private occupancy, libel, slander or defamation of character, unsafe campus facilities and accidents while engaged in University business or activities.

2. Educators’ Legal Liability Insurance. This policy provides protection to 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 type of 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 vehicles on authorized trips are properly covered with bodily injury, liability, property damage liability, comprehensive, collision, and uninsured motorist insurance. University employees driving individually-owned 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 Campus Security which will investigate and prepare a report. Claims for University property are processed through the Business Services office.

5.3.15 Office Supplies and Other Materials

The policies and procedures relative to the purchase of office supplies and other materials are described in a booklet, Administrative Policy and Procedure Manual, which is available from the Office of the Vice President for Financial Affairs.

5.4 Human Resources

5.4.1 Holidays (9/1/87)

1. Following are official University holidays.
   A. New Year's Day
   B. Martin Luther King, Jr. Day
   C. Good Friday and Easter Monday
   D. Memorial Day
   E. Fourth of July
   F. Labor Day (unless required for registration)
   G. Wednesday P.M. preceding Thanksgiving
   H. Thanksgiving Day
   I. Friday following Thanksgiving
   J. The day before Christmas
   K. Christmas Day
   L. The day after Christmas

2. If an official holiday falls on a non-work day, the day preceding or following will be considered the holiday. Official holidays will be identified annually at the Human Resources website.

3. When a holiday falls on a non-work day, an announcement will be published by the Vice President of Financial Affairs whether the day preceding or following will be a holiday.

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

1. All full-time and part-time faculty and staff members of the University are required upon employment to secure a University I.D. Card from the Controller's Office.

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 the Controller's Office. A $25.00 fee will be charged for this service.

4. 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 the Office of the Controller.
5.4.3 Payroll Procedures

1. Salaried employees are paid monthly on the last business day of the month.

2. Employees will receive salary payments in the form of a direct deposit to their checking or savings accounts. Employees may set up direct deposit by contacting the Office of Human Resources for the necessary election form. Direct deposit stubs indicating pay and authorized deductions will be available to the employees through Luminis on the “Web for Employees”.

3. Certain deductions are made from the paycheck, as required by law, in accordance with employee benefit plans, or as requested by the employee. These deductions are itemized on the paycheck stub which is viewable to employees on the “Web for Employees”. Payroll deductions include:
   
   A. Social Security. Federal law requires each employee to contribute a part of the employee's income for social security benefits.
   
   B. Federal Income Tax. The federal government requires that Federal Income Tax be withheld from each salary payment. The amount of tax to be withheld is determined from tables furnished by the Treasury Department and varies according to amount of salary and number of dependency exemptions. Changes in deductions can be made through the Office of Human Resources.
   
   C. State, Village, and School District Tax. These are also withheld according to tables provided by those branches of government.

4. If there is any question concerning pay, contact the Office of Human Resources. Employee earnings and deductions may be viewed at the ONU website “Web for Employees.”

5. Because of the nature of payroll accounting, advances on future pay will be granted only under limited circumstances. All pay advanced will be deducted from the next regular paycheck. Requests for advances must be made in writing on forms available in the Office of Human Resources. All pay advanced must be approved by the department head/chair, Director of Human Resources, and the Vice President for Financial Affairs. Please contact the Office of Human Resources if you have questions on this procedure.

5.4.4 Political Activity (12/15/98)

Federal tax law prohibits the University from carrying on propaganda, or otherwise attempting to influence legislation and from participating in, or intervening in any political campaign on behalf of any candidate for public office. All University employees in carrying out their official duties for the University must abide by this prohibition.

5.4.5 Supervising Student Assistants

1. As part of the annual budget, certain funds are allocated to each of the colleges and the various departments within the colleges for the employment of student assistants. The interview and selection of students under this program is generally left to the discretion of the department chair/employer. Wage scales, work schedules, job classifications, and employment procedures are coordinated and approved by the Office of the Vice President for Financial Affairs in conjunction with the Office of Financial Aid.

2. In addition, federal funds are allocated periodically by the United States Office of Education under the
Work-Study Program. These funds are to be used to supplement University funds and may be used only for the employment of students having financial need. The amount of financial need is established by the Director of Financial Aid, after which regular employment procedures are followed. Students working under this program are limited to no more than 15 hours per week while school is in session and to a maximum of 40 hours per week when school is not in session.

5.4.6 Supervising Support Staff (9/1/99)

Supervision of support staff must be done in accordance with the Non-Academic Personnel Handbook for employees in the classifications of 4, 5, 6 and 7. Support is offered through the Office of Human Resources. All supervisors may obtain such a handbook from the Office of Human Resources or view it online at the HR website.

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 the Vice President for Academic Affairs.

5.5.2 Budget Procedure (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 quarter, 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 quarter, 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 mid-winter 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.
6.1 University Communications and Marketing (UCM) Publications Policy (9/07) (09/09)

1. The office of University Communications and Marketing is an office within the Division of Advancement. The office of UCM 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, sports information, photography, audio and video.

2. University print and electronic publications must originate, be revised and/or reviewed by the office of UCM to ensure consistence presentation of 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 budget will be made to the various colleges and administrative offices. The office of UCM 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.

   A. Print and Electronic Publications

   1). It is essential that departments or offices producing or requesting **new, revised or reprinted** (print or electronic) publications work very closely with UCM 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.

   2). A publication calendar is sent to all owners of current university publications each January. Owners should consider if their publication needs updating to comply with important, current university messages and graphics and if so, should build additional time into the production schedule to accommodate updates. The calendar includes the dates that the copy and photos are due to UCM, the name of the publications, the owner’s name and the date that the publications are to be delivered from Printing Services. Before layout or design is begun, all content must be edited, proofread and approved by UCM. Owners should build two weeks into the schedule to accomplish this step. (UCM 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** – Meet with director of UCM, and/or other UCM staff 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, four to eight weeks are typically needed for delivery.

   - **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 UCM style guide before layout and design begin or before the publication is produced.

   - **Photography** – UCM will provide a photographer and, if necessary, an art director to take photography required for the publication. Photography can be submitted, but must be approved in advance to meet print and electronic requirements.
• Design layout and proofs – an initial layout will be discussed; after changes, a final proof will be provided. Before going to print, a final proof will be shown and signature for sign off required.

• Printing – Typically the UCM director or the art and graphic designers request estimates and costs for the printing of publications from the manager of ONU Printing Services.

• All cost estimates, allocations, responsibility for costs, and decisions regarding whether or not to use outside printers will be discussed in the initial planning meeting with the requesting office, UCM and Printing Services.

4). The Ohio Northern University World Wide Web Home Page is an official publication of Ohio Northern University. The main website is maintained by the UCM staff. The purpose of the ONU home page is to provide an image consistent with the university’s 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, UCM reviews the format and content of these pages.

The University is currently upgrading to a content management system in preparation for an evaluation and design of the ONU website. Anyone wishing to create a new website or considering a redesign of a current website, please contact the office of UCM to receive specific guidance on implementation.

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 to be 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 Director of Communications and Marketing in conjunction with the Associate UP and Director 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. These Web pages are housed on a different server from the primary website and 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 UCM. Photographic needs will be discussed during the initial planning of the publication.

2). UCM also takes photos to accompany newsworthy campus events, articles or press 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 contact UCM to arrange for photography. We request at least two weeks advance notice in order to make scheduling arrangements and costs may apply and should be determined when scheduling is being discussed. Photos are archived and available with approval from UCM to departments, groups and offices for use on websites or print publications.

C. Videography

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 UCM. Departments or requesting offices that wish to create a video for promotion, development or enrollment purposes should contact UCM 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, also need approval from UCM before uploading.

2). Upon request, the office of UCM can also provide outside resources for filming and videography for institutional events such as commencement.

D. Media Relations and News

1). The office of UCM has the specific responsibility for disseminating all news information about Ohio Northern, including sports information. 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). UCM 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, electronic, audio and video advertising and promotion of Ohio Northern University should originate in, or be reviewed by, the office of UCM. 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 UCM before they are produced for distribution.

6.2 University Sponsored Grant Proposals (09/09)

1. Ohio Northern University recognizes the need and the positive advantages of grant proposals which are initiated by members of the faculty and staff. Grants 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 University Advancement through its Coordinator of Proposal Development is responsible for tracking all grants submitted and received by faculty and staff. Therefore the Coordinator should 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 coordinator 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 coordinator prior to submission. Cost sharing by the University in the way of matching funds or in-kind support must be approved by the President. 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 Vice President for Academic Affairs. In some instances, the project must also have the approval of the University President.

4. All indirect cost recovery funds are shared in the following manner: University, 50%, College, 25%, Department 25%. Where no department exists, the indirect cost recovery is shared; University, 50%, College 50%.

5. General information relative to proposal writing is available through the Coordinator of Proposal Development in the Office of University Advancement. The Coordinator 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: www.onu.edu/grants.

6. Individuals interested in writing a proposal must confer with their immediate supervisor. It is a shared responsibility of the faculty/staff and the Coordinator to obtain the appropriate approval and signatures. A proposal approval form is available on the website or by contacting the Coordinator.

   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 should be submitted to the coordinator one week prior to submission of the grant. The university approval form should also be completed one week prior to the submission to allow time for review by the appropriate university administrators.

7. The Coordinator of Proposal Development 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 Coordinator of Proposal Development can assist with this.

6.3 Solicitations for Gifted Funds (9/05)

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 the growth of 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 approves projects for which official University solicitation may be made and for which gifts and grants may be received. The implementation of fund raising opportunities and its procedures is managed and coordinated by the Office of 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, and participating in the solicitation of gifts. It is expected that expenditures required by colleges and/or their departments for educational and general purposes will be requested through normal budgeting channels, and gifts sought and received by Ohio Northern University will be supportive of those budgeted expenditures. Gifts received for current budgeted expenditures are credited to the Northern Fund. 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 by the appropriate Vice President 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 as 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 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 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, special projects, equipment, or capital projects unless authorization by the Vice President for University Advancement has been obtained in advance of each solicitation effort.

5. Sponsored fund raising projects producing revenue through lotteries, sales, advertising, and/or merchandising goods and services on campus are not acts of charitable gift solicitations and, as such, are not subject to this policy.

### 6.4 Endowed Chairs (9/1/85)

1. Basic purposes of endowed funds for faculty chairs are to provide the underlying financial support to ensure continuity and strength of programs.

2. Holding a chair is a high honor. Usual criteria for nominations are earned scholarly credentials, distinguished service to Ohio Northern University, and outstanding performance noted by professional peers here and elsewhere which reflects honor upon Ohio Northern University.

3. The following procedures shall be followed for nomination:
   
   A. The nomination shall originate from a department, division, or college faculty through procedures determined by the faculty of the department, division, or college of the discipline for which a chair is designated.

   B. The nominations shall be reviewed by and recommendations for appointment submitted sequentially by the dean of the college and Vice President for Academic Affairs to the President for final approval.

4. The following general guidelines shall be followed for nominations:
   
   A. Usually the nominee will be a tenured full-time faculty member with the rank of Associate Professor or Professor.

   B. The appointment may be renewed, usually not to exceed three years.

   C. A chair will not be routinely rotated among all eligible faculty members in a department or division unless all meet the criteria for appointment.

   D. If a highly meritorious person is not available for the chair, the appointment will not be made in abrogation of high standards.

   E. If no appointment is made, income from the endowment funds will be added to the principal.

5. The following procedures shall be followed in the administration of endowed chairs:
   
   A. Endowed funds for chairs will be accounted for as part of the Endowment Fund. Funds for endowed chairs will be separately identified funds 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 chairs, including their investment, use, accounting, and general administration.
B. In the usual case, income from endowed funds for faculty chairs will principally serve to underwrite compensation of the holders of the chairs, who will receive regular pay and benefits plus an extra stipend and discretionary funds to supplement the budget of the holder's department or college. Discretionary funds may be used for those purposes for which funds in departmental, college, or library budgets are used, such as programming, instructional equipment, expendable supplies, audiovisual supplies, library acquisitions, and travel or honoraria for speakers, but excluding salaries or travel support of the chair holder which are funded elsewhere. Requests for expenditure of the discretionary funds will be made by the holder and will then be processed as requests of the department, college, or library. As with other funds for support of programs, discretionary funds are not carried over beyond the fiscal year of the chair holder's appointment to the chair. After compensation and extra stipend of the holder and holder's discretionary funds are covered, additional income generated by the funds which underwrite the chairs will be used to enhance the academic program of the college or department, usually through such measures as faculty development, purchase of laboratory equipment, or funding special programs. While no fixed division of funding applies in all cases, a general distribution would be for up to 15% of the unused available income to be used, where possible, for features that are additive, i.e., if there were not a chair, these features would not be available. All budget allocations, including those for the regular annual budget, chairs, and additional features, will be made through the University's regular budgeting process.

C. In the event the amount of funds received to endow a chair is less than the prescribed amount required by the above policy, the following will apply:
   (1) If the instrument which sets up the chair will permit other uses of the funds, the Board of Trustees will determine whether the funds will be used to partially endow a chair, 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 chair 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 chair.

D. If funds are received prior to March 1st, a Professorship may be named for the following academic year.

E. 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 discussed by a group such as Chairs of the Development and Finance Committees of the Board of Trustees, Treasurer of the University, and President of the University. Any variation from the guidelines outlined above must be clearly identified and acted upon by resolution of the Development and Finance Committees of the Board of Trustees.

6. The Vice President for Academic Affairs shall be responsible for:

A. Informing the Vice President for University Advancement of institutional needs for chairs in certain disciplines.

B. Determining the specific area or discipline for the chair in the event the area or discipline has not been specified by the donor. In determining the area to be supported by the chair, consideration will be given to:
   (1) The background and interest of the donor, or of the individual in whose name the chair is being established.
   (2) The need for additional support of this type by various departments or disciplines.
   (3) The existence of other endowed chairs. An attempt should be made to avoid too great a concentration of endowed chairs in any discipline or department.

C. Recommending the amount of stipend to be awarded to the recipient of the Professorship.

D. Annually recommending the recipient of the Professorship.
7. The Vice President for University Advancement shall be responsible for:

   A. Maintaining official records and correspondence with donors of endowed chairs.

   B. Periodically reporting to the donors, as required, the benefits realized from the gifts and the names of the persons appointed to the chairs.

8. The Vice President for Financial Affairs shall be responsible for:

   A. Maintaining official records and accounting for all funds for endowed chairs.

   B. Providing periodic financial reports as required.

   C. For each endowed chair, maintaining official records of the recipient of the Professorship and the amount of the stipend each year.

6.5 Procedures for Scholarships and Awards (6/97)

Companies, foundations, corporations, and individuals who wish tax credit for scholarship gifts or awards to ONU students must issue checks in the name of Ohio Northern University and not in the name of the individual student. Those checks must be properly receipted by the Office of University Advancement in order to meet federal requirements for charitable gifts. Gifts cannot be made directly to a student if tax credit is desired.

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 (9/05)

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. Should the President elect to present a naming resolution to the Board of Trustees, one of the following procedures will normally be followed:

   A. Namings in Memory, Honor, Merit, or Historical Significance. Upon the approval of the President, a naming resolution shall be prepared and submitted for consideration by the Committee on Academic Affairs of the Board of Trustees. Adequate supplemental information shall accompany the resolution to substantiate the request for the naming honor.

   B. Namings in Recognition of Support or Loyalty of Service. Upon the approval of the President, a naming resolution shall be prepared and submitted for consideration by the Committee on Advancement. Adequate supplemental information shall accompany the resolution to substantiate the request for the naming honor.

Following approval by the Committee on Academic Affairs or by the Committee on Advancement, the Committee shall forward and move the resolution to the Board of Trustees for
final approval.

C. The President may elect to present, if necessary, naming resolutions directly to the Executive Committee Board of Trustees for final approval.

6.7 Receipt of Charitable Gifts and Grants Policy Statement (9/05)

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, i.e., books, art, equipment, furniture), notice in writing is to be sent to the Office of University Advancement.
7.1 Chapel (8/89)

A weekly Chapel service structured for the entire University community is under the direction of the Chaplain. The service is each Wednesday at 11:00 A.M. in the English Chapel. The Chapel service is to be the only scheduled event at that hour so that students, faculty, and staff may be free to attend. The weekly gathering provides an opportunity for worship and celebration in keeping with the life and events of the University.

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.
APPENDIX I
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 quarter 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 Vice President for Academic Affairs 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. 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 4 through 7 of this Article.

SECTION 3. 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 4. At all meetings of the Faculty the presiding officer shall be the President of the University. In the absence of the President, the Vice President for Academic Affairs shall preside. In the absence of the President and Vice President for Academic Affairs, the Chair Pro Tem, elected from among the Faculty at the opening organizational meeting of the Faculty, shall preside.

SECTION 5. 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 6. At the request of any member of the Faculty a secret ballot shall be taken on any question.

SECTION 7. 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:

- President of the University (non-voting) 1
- Each Vice President of the University (non-voting) 5
- 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 Academic Support Group (non-voting) 1
- Chair of Council 1

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 in May of each year. 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 contract or 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

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair or Designate</th>
<th>Members</th>
<th>Budgets/Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget and Appropriations</td>
<td>Academic Vice President or Designate</td>
<td>Financial Vice President (non-voting) Student One faculty member from each College and from the University Libraries</td>
<td>Capital Improvement Operating Budget Library Physical Plant Equipment Development</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>Academic Vice President or Designate</td>
<td>Registrar (non-voting) Student One faculty member from each College and from the University Libraries</td>
<td>Honorary Degrees Staffing Calendar Accreditation Academic Standards Grants Program Development Curriculum Special Projects Admissions Academic Support</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Academic Vice President or Designate</td>
<td>Vice President for Student Affairs (non-voting) Chaplain Two students - one undergraduate; one law student One faculty member from each College</td>
<td>Judicial Board Residence Life Counseling Placement Health Center Student Activities Financial Aid</td>
</tr>
<tr>
<td>Personnel</td>
<td>Academic Vice President or Designate</td>
<td>One faculty member from each College and from the University Libraries All shall be tenured.</td>
<td>Leaves of Absence Appeals Promotion Faculty Welfare Tenure Evaluation Faculty Development Faculty Compensation</td>
</tr>
</tbody>
</table>

*Note: Chaplain has 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 contract or 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
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 4:00 p.m. or other time to be announced on the distributed Agenda on the second Tuesday of each month while the University is in session. (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

Student: full-time student enrolled in the University.

Academic Support Staff:

Director of Admissions and Associate and Assistant Directors
Director of Residence Life and Assistant Director
Registrar and Assistant Registrar
Director of Financial Aid and Assistant Directors
Director of Counseling and Assistant Director
Director of Law Career Services
Director of Career Services and Assistant Director
Director of University Health Services
Academic rank is defined in Article I, Section 1, of the Constitution.

Sec. 4
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. Election of representatives from separate constituencies shall take place between the April meeting and the May meeting of the University Faculty. Election for at-large positions shall be held at the regular May meeting of the University Faculty with ballots prepared in advance. Nominations may be made from the floor at the May meeting of the University Faculty.

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) (9/04)
   Athletic Director (Chair)
   Senior Woman Administrator
   Vice President for Academic Affairs
   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:
   Vice President for Academic Affairs

B. Information Technology Operations Advisory Committee  (12/13/88) (3/11/03)

1) Membership:
   Seven faculty members (at least one from each college)
   Admissions representative
   Director of Information Technology, 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 Vice President for Academic Affairs.

3) Area of Responsibility:
   Oversight of the Information Technology Strategic Plan and matters pertaining to information technology services.
4) Administrative Coordinator or Liaison:
Director of Information Technology

C. Cultural and Special Events Committee

1) Membership:
Vice-Chair of University Council
University Chaplain
One representative from each of the following departments to be appointed annually by the appropriate departmental chair: Art and Design, Music, Communication and Theatre Arts, English, and History, Politics, and Justice.
One faculty member from each of the five colleges, elected by the faculty of the college without duplication of departmental membership from the preceding paragraph (staggered two-year terms)
One student selected annually by the Student Senate
Director of McIntosh Center or designate
Director of Communication and Marketing
Director of Multicultural Development
Student Chair of SPC
Technical Director, Department of Communication Arts

The chair of C.S.E.C. 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 departments 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:
Vice President for Academic Affairs
Director of McIntosh Center (where appropriate)

D. International Affairs Committee

1) Membership:
Director of International Affairs (Chair) (appointed by the President for a two-year term)
Dean of Student Services
Director of Admissions
Registrar
Controller
One Faculty member appointed by the Department of Modern Languages (two-year term)
Faculty Advisor of the World Student Organization
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)
One faculty instructor of English as a second language appointed by the English Department
International Services Coordinator
Study Abroad Coordinator
(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 President of the University

E. Religious Affairs Committee (9/1/87)

(1) Membership:
University Chaplain (Chair)
Three members of the Faculty elected at-large (staggered three-year terms)
One member from the Department of Philosophy and Religion appointed by the Department
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.I and section 2.8, paragraph 1.G 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, Vice President for Academic Affairs, the Dean of the appellant's college, the Department Chair
or the Head Librarian. 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 Vice President for Academic Affairs, 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 Vice President for Academic Affairs, 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 who 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 Vice President for Academic Affairs.

(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/Vice President for Academic Affairs

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 Vice President of Academic Affairs

(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/Vice President for Academic Affairs

J. Biosafety Committee

(1) Membership: 
Exposure Control Plan Coordinator; Director of Human Resources or designee; Institutional Review Board Chair; Representative of Student Affairs; Representative of Biological and Allied Health Sciences Department; Representative of Nursing Department; Representative of the College of Pharmacy; Representative of University Security; Representative of Physical Plant and Head Athletic Trainer.

(2) Selection: 
By position or appointed by Vice President for Academic Affairs

(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/Vice President for Academic Affairs

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 the Office of the Registrar; a representative from Student Services; a representative from the Career Services Office, a representative from the Admissions 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 Vice President for Academic Affairs

(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:
Vice President for Academic Affairs

L. Presidential Speaker Series Committee

(1) Membership:
Two representatives from each college serving 3-year terms. No single department or division should have more than one representative. Vice President for Advancement or designee and Managing Director of Freed Center as non-voting members.

(2) Selection:
By action of each college for staggered terms, such that the entire composition of the committee changes every three years.

(3) Area of Responsibility:
Solicit from the University President suggestions and ideas for an appropriate topic or them. Choose the topic or theme, select the format of the series annually, and select proposed speakers, based on available budget. The President shall have final approval of the program.

(4) Administrative Coordinator or Liaison:
Committee Chair

M. University Planning Council

(1) Membership:
President of the University, each Vice President, President of Student Senate, and faculty as appointed

(2) Selection:
By position or by appointment by the University President

(3) Area of Responsibility:
Develop and monitor the “Strategic Plan of Ohio Northern University” as an expression of the University’s efforts to identify priorities, aspirations and directions. Modify and update the plan and the strategies identified to achieve its goals as needed and necessary.

(4) Administrative Coordinator or Liaison:
President of the University

N. ONU Compliance Committee

(1) Membership:
Director of Athletics, Senior Woman Administrator, Vice President for Academic Affairs, Registrar, Senior Administrative Assistant (Registrar’s Office), Faculty Athletics Representative, Director of Financial Aid, Director of Admissions, Assistant VP for Academic Affairs, 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

O. University General Education Committee

(1) Membership:

a. The Director of General Education, an ex officio member;
b. Three representatives from the College of Arts and Sciences;
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 Vice President for Academic Affairs 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:

The Committee shall:

a. Assign general education learning tag outcomes according to criteria that the committee has recommended and the faculty has approved.
b. Extra-Disciplinary Seminar:
   i. Recommend the theme for the extra-disciplinary seminars to the University Committee on Academic Affairs. Each theme shall remain in force for at least two years;
   ii. Determine courses that meet the requirements for the extra-disciplinary seminar according to criteria that the Committee shall establish;
c. Review and approve exemptions to the minimum criteria for acceptable general education artifacts, above, as appropriate;
d. Review and recommend, in conjunction with the University Assessment Committee, changes in the following areas to the appropriate bodies through the Office of the Vice President for 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
Bylaw 6  Center for Teacher Education

Sec. 1
The professional education unit at Ohio Northern University is the Center for Teacher Education. The Center is the single, unified faculty and administrative unit within the University that is primarily responsible for the preparation of teachers. The director of Teacher Education as head of the unit is delegated the authority and responsibility for the overall administration and operation of the professional education unit.

Sec. 2
A. Membership

(1) Director of Teacher Education
(2) All Education Department faculty
(3) All faculty who teach professional education courses or advise teacher education students in the College of Arts and Sciences and the College of Business Administration

B. Area of Responsibility

(1) Consider all matters pertaining to teacher licensure:
   a. Advise students on course work for teacher licensure;
   b. Review applications for admission to the teacher education program for the purpose of admittance or rejection of applicants to the teacher education program.

(2) Consider all matters pertaining to state or national teacher accreditation:
   a. Set standards for curriculum within the professional education unit;
   b. Collaborate in the design, delivery, and evaluation of curriculum for the unit's programs;
   c. Ensure that standards are met in each professional education class;
   d. Maintain an ongoing process of evaluation and updating of the teacher education program.

C. Administrative Coordinator/Reporting Structure

(1) The Director of Teacher Education reports to the Vice President for Academic Affairs on all matters pertaining to teacher licensure and state or national accreditation.
(2) All members of the professional education unit who advise teacher education students or teach professional education courses are required to collaborate with the Director of Teacher Education to ensure compliance with standards set by the Center on Teacher Education.

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
2010-11

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
Vice President for Academic Affairs
Vice President for Financial Affairs
Vice President for University Advancement
Vice President for Admissions & Financial Aid
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 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
Student Representative
Academic Support Staff Representative
Chair of Council
Vice Chair of Council

Dr. Kendall L. Baker
Interim VP David C. Crago
Dr. Robert W. Ruble
Mr. Thomas R. Stevick
Dean Karen Condemi
VP Adrian Thompson-Bradshaw
Dean Catherine Albrecht
Dean Eric T. Baumgartner
Dean Jon E. Sprague
Dean James W. Fenton, Jr.
Dean David C. Crago
Rev. Vernon LaSala
Prof. Traci Moritz, 09-11
Dr. Bob Carrothers, 09-11
Dr. Brian Keas, 09-11
Dr. Sandra Schroeder, 09-11
Prof. Sue Montenery, 10-12
Dr. Rob Waters, 10-12
Dr. Kay Zekany, 09-11
Dr. Dexter Woods, 10-12
Dr. Khalid Al-Olimat, 09-11
Dr. Nathanial Bird, 10-12
Dr. Bryan Ward, 09-11
Dr. Kevin Hill, 10-12
Dr. Michael Milks, 10-12
Dr. Jeffrey Allison, 09-11
Dr. Keith Durkin, 10-12
Dr. David Smith, 10-12
Dr. Harold Putt, 10-12
Dr. Amy Stockert, 09-11
Dr. Amy Stockert, 09-11
Professor Laurie Laird, 09-11
Mr. Michael Hamper, 10-11
Mr. Clyde Pickett, 10-12
Dr. Lisa Robeson, 10-11
Dr. Mike Milks, 10-11
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:
- Academic Vice President or Designate: Dr. David Crago
- Financial Vice President: Dr. Robert W. Ruble
- Council Liaison
- Student: Mr. Dave Mangus, 10-11
- College representatives:
  - Arts and Sciences: Prof. Ron Beaschler, 10-12 (Chair)
  - Engineering: Dr. John Estell, 10-12
  - Pharmacy: Dr. Jeff Christoff, 10-12 (Vice-chair)
  - Business Administration
  - Law: Dr. Peter Banfe, 09-11
- University Libraries representative: Prof. Paul Logsdon, 09-11 (Sec.)

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:
- Academic Vice President or Designate: Dr. Julie Hurtig
- Registrar: Ms. Tammy Bash
- Council Liaison: Dr. John Lomax
- Student: Ms. Sonia Dhaliwal, 10-11
- College representatives:
  - Arts and Sciences: Dr. John Lomax, 10-12 (Chair)
  - Engineering: Dr. Sami Khorbotly, 10-12
  - Pharmacy: Dr. Deirdre Myers, 10-12
  - Business Administration
  - Law: Mr. Aiyaswami Prasad, 09-11
- University Libraries representative: Dr. Bruce French, 09-11

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:
- Academic Vice President or Designate: Dr. Julie Hurtig
- Dean of Student Services: VP Adriane Thompson-Bradshaw
- Chaplain: Rev. Vernon LaSala
- Council Liaison: Dr. Andrew Roecker
- Students
  - UG: Ms. Kaitlyn Pugh, 10-11
  - Law: Ms. Madelyn Otcasek, 10-11
- College representatives:
  - Arts & Sciences: Dr. Jenny Walton, 10-12 (Sec.)
  - Engineering: Dr. Firas Hassan, 10-12
  - Pharmacy: Dr. Andrew Roecker, 10-12 (Chair)
  - Business Administration
  - Law: Dr. David McClough, 09-11

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**Personnel**

**Function:** Consider policy matters concerning the University as a whole: leaves, appeals, promotion, faculty welfare, tenure, evaluation, faculty development, faculty compensation.

**Membership:**

- Academic Vice President or Designate: Dr. David Crago
- Council Liaison: Dr. Kay Zekany
- College representatives:
  - Arts & Sciences: Dr. Sunny Zank, 10-12
  - Engineering: Dr. Robert Ward, 10-12
  - Pharmacy: Dr. Mark Olah, 10-12
  - Business Administration: Dr. Kay Zekany, 09-11 (Chair)
  - Law: Dr. Toni Clark, 09-11
  - University Libraries: Prof. Paul Logsdon, 10-11 (Sec.)

**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: Prof. Kate Witte
- Vice President for Academic Affairs: Dr. David Crago
- Vice President for Financial Affairs: Dr. Robert W. Ruble
- Dean of Students: VP Adriane Thompson Bradshaw
- Faculty Athletics Rep. (FAR) appointed by President: Dr. Paul Govekar
- Faculty members:
  - At-large: Prof. Russ Crawford, 09-12
  - At-large: Dr. David Kisor, 10-13
  - At-large: Prof. Paul Nutter, 10-13
  - At-large: Dr. Sandy Hrometz, 08-11
  - Women's athletic staff: Prof. Michele Durand
  - Men's athletic staff: Prof. Brent Ridenour
- Student members:
  - President, SAAC: Ms. Kasey Roeser, 10-11
  - Vice President, SAAC: Ms. Alyssa Reiter, 10-11
  - Selected by Student Senate: Ms. Amanda Caudill, 10-11

Administrative Coordinator or Liaison: Vice President for Academic Affairs

**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): Dr. Mike Milks
- University Chaplain: Rev. Vernon LaSala
- Faculty representatives:
  - Department of Art and Design: Prof. Brit Rowe
  - Department of Music: Ms. Kirsten Osbun-Manley
  - Department of Communication and Theatre Arts: Dr. Laurie Bell, Chair
  - Department of English: Dr. Druann Bauer
  - Department of History, Politics, and Justice: Dr. Michael Loughlin
Faculty representatives

College of Arts and Sciences  Dr. Robin White, 10-12
College of Engineering       Dr. Mohammad Khasawneh, 10-12
College of Pharmacy          Dr. Kelly Reilly, 10-12
College of Business Administration Dr. David Savino, 09-11
College of Law               Dr. Lou Lobenhofer, 09-11

Student Senate Representative Kendra Hearn, 10-11
Director of Programming-McIntosh Representative Prof. Nils Riess
Director of Communications & Marketing/designate Ms. Toma Williams
Technical Director, Dept. Communication and Theatre Arts Mr. Scott Henkels
SPC President                Ms. Sarah Bachqitz, 10-11
Director of Multicultural Development Mr. Clyde Pickett

Administrative Coordinator or Liaison: Vice President for Academic Affairs 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:

Director of International Affairs     Dr. David C. Crago, Chair
Vice President for Student Affairs or Designate VP Adriane Thompson-Bradshaw
Director of Admissions/Representative  Mrs. Deanna Shine
Registrar                             Ms. Tammy Bash
Controller or Designate               Mrs. Amber Carpenter
Department of Modern Languages        Dr. Kanishka Sen
Advisor of World Student Organization Mr. Clyde Pickett
International Services Coordinator   Mr. Ryan Radebaugh
Study Abroad Coordinator              Mr. Mitchell Lawson

Faculty representative

College of Arts and Sciences  Dr. Rema Suniga, 10-12
College of Engineering       Dr. Ahmed Abdel-Mohti, 10-12
College of Pharmacy          Dr. Tarek Mahfouz, 10-12
College of Business Administration Dr. Susan Schertzzer, 10-12
College of Law               Dr. Jean-Marie Kamatali, 09-11

Student Senate representative Ms. Kendra Hearn, 10-11
World Student Organization Representative TBA, 10-11
Special Committee Members for 2010-11 Dr. Julie Hurtig, 10-11
                              Ms. Marjorie Pitts, 10-11
                              Ms. Mary Drzycimski-Finn, 10-11

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. Vernon LaSala
Faculty members
At-large                       Dr. Robert Carrothers, 10-13
At-large                       Dr. John Christoff, 08-11
At-large                       Dr. Shane Martin, 09-12
Faculty member
Department of Philosophy and Religion  Dr. Raymond Person
Student Senate representative  Ms. Megan Beckemeier, 10-11

Administrative Coordinator or Liaison: University Chaplain, Rev. Vernon LaSala
Undergraduate Faculty Promotion and Tenure Appeals Committee

Function: To consider appeals of negative promotion and tenure decisions in accordance with Section 2.4, paragraph 4.1 and section 2.8, paragraph 1.G of the Faculty Handbook for the faculty members of the four undergraduate colleges and Heterick Library.

Membership:

Faculty members
At-large
Dr. Khalid Al-Olimat, 10-12
At-large
Dr. Kay Zekany, 10-12 (Sec.)
At-large
Dr. Robert Alexander, 09-11 (Vice-chair)
At-large
Dr. Michele Govekar, 09-11 (Chair)
At-large
Dr. Jed Marquart, 09-11

Alternates:
Dr. Mark Olah
Dr. David Bright

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
Dr. Howard Fenton, 09-11
At-large
Dr. Brian Myers, 09-11 (Chair)
At-large
Dr. Jed Marquart, 10-12
At-large
Ms. Traci Moritz, 10-12 (Sec.)
At-large
Dr. Steven Veltri, 10-12

Alternates:
Dr. Robert Carrothers
Dr. David Mikesell
Dr. Jeff Talbot
Dr. Kofi Nsia Pepra
Dr. Jill Christopher
Dr. Boyd Rorabaugh

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
Dr. David Kinder, 10-12 (Vice-chair, Sec.)
At-large
Dr. Jennifer Kline, 10-12
At-large
Dr. Raymond Person, 10-12
At-large
Dr. JoAnn Scott, 10-12
At-large
Dr. John-David Yoder, 10-12 (Chair)

Substitutes:
Dr. Bryan Ward
Dr. Kimberly Broedel-Zaugg
Dr. Lou Lobenhoffer
Dr. Ahmed Abdel-Mohti
Dr. Nathaniel Bird

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
Dr. Jeff Allison, 10-12 (Chair)
At-large
Dr. Druann Bauer, 10-12
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: Dr. Kim Broedel-Zaugg, 09-11
  - At large: Dr. Bruce French, 09-11
  - At-large: Dr. Jed Marquart, 09-11
  - At-large: Dr. Ellen Wilson, 09-11
  - At-large: Dr. Linda Young, 09-11

- **Alternates:**
  - Dr. Jay Mager
  - Prof. Traci Moritz
  - Dr. Jill Christopher
  - Dr. Janelle Crossgrove

University Disciplinary Board

**Function:** To act in accord with provisions detailed in Faculty Handbook Appendix 6 Disciplinary Procedure for Non-Academic Violations.

**Membership:**

- **Faculty Members**
  - College of Arts and Sciences: Dr. Chris North, 09-11
  - College of Business Administration: Dr. Jill Christopher, 09-11
  - College of Engineering: Dr. Sami Khorbotly, 09-11
  - College of Pharmacy: Dr. Sandy Hrometz, 09-11
  - College of Law: Dr. Kevin Hill, 09-11
  - At-large Faculty: Dr. Jay Mager, 09-11
  - At-large Faculty: Dr. Kristie Payment, 09-11
  - At-large Faculty: Dr. David Kisor, 09-11

- **Student members:** TBA

Board of Appeals

**Function:** To act in accord with appeal procedures detailed in Faculty Handbook Appendix 6 Disciplinary Procedure for Non-Academic Violations.

**Membership:**

- **Faculty**
  - Dr. Natalie DiPietro, 10-11
  - Prof. David Retterer, 10-11

- **Administrators**
  - Mr. Jeff Rieman, 10-11
  - Mr. Scott Wills, 10-11

- **Trustees**
  - Mrs. Joanne Lipski, 10-11
  - Mr. Dan Walker, 10-11

- **Students**
  - Ms. Kwaku Nsiah-Peprah, 10-11
  - Ms. Melissa Straub, 10-11
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. Adam Stienecker
- College of Arts and Sciences: Dr. Feng Jao
- College of Arts and Sciences: Dr. Russ Crawford
- College of Engineering: Prof. David Retterer
- College of Pharmacy: Dr. David Kinder
- College of Business: Dr. Robert Kleine
- College of Law: Dr. Louis Lobenkofer
- Heterick Library: Prof. Indra Canagaratna
- Admissions: Mr. Kevin Kolks
- Information Technology: Mr. Bob Beer
- Director, Information Technology: Mr. George Gulbis, Chair

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. Scott Swanson, 08-11 (Chair)
- At Large: Dr. Rob Alexander, 10-13
- At Large: Rev. Wayne Albertson, 08-11
- At Large: Dr. Keith Durkin, 08-11
- At Large: Dr. Kevin Hill, 09-12
- At Large: Dr. Karen Kier, 10-13
- At Large: Dr. Pat Croskey, 10-11
- At Large: Dr. Kelly Shields, 10-13

Alternates: Dr. Amy Aulthouse, 08-11
Dr. Kristie Payment, 10-11

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. Boyd Rorabaugh (Chair)
- At Large: Dr. Kim Broekemeier
- At Large: Dr. Phillip Zoladz
- At Large: Prof. Terry Keiser
- At Large: Dr. Rema Suniga
- At Large: Dr. Travis Pees
- At Large: Ms. Lynne Scott
- At Large: Dr. Jeff Talbot
- At Large: Dr. Jay Mager
- At Large: Rev. Vern LaSala
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
Dr. Amy Stockert (Chair)
Ms. Jan Aspelund
Dr. Dennis De Luca
Dr. Scott Swanson
Dr. Linda Young
Ms. Missy Taylor-Austin
Mr. Jeffrey Brachok
Dr. Jeff Allison
Ms. Jeanette Hazelton
Mr. Justin Courtney

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.

Members
Director of General Education Dr. Julie Hurtig
College of Arts and Sciences Dr. Lisa Robeson, 09-12
College of Arts and Sciences Dr. Tena Ropke, 09-11
College of Arts and Sciences Dr. Chris North, 10-11
College of Business Administration Dr. Terry Maris, 09-11
College of Engineering Dr. Ken Reid, 09-12
College of Pharmacy Dr. Shane Martin, 10-13
Student Ms. Cara Schroeder, 10-11

University Assessment Committee

Function: 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.

Membership:

College Assessment Committee Members
Arts and Sciences Ms. Kathleen DeVault
Engineering Dr. John Estell
Business Administration Dr. Michele Govekar
Pharmacy Dr. Thomas Kier
Law Dr. Stephen Veltri
Academic Affairs Office Representative Dr. Julie Hurtig

Registrar Office Representative Ms. Andrea Richardson
Student Services Representative Mr. Justin Courtney
Career Services Office Representative Mr. Quill Pettway
Admissions Office Representative Ms. Tabi Courtney
Director of Institutional Research Mr. Omer Minhas
Student Senate Representative Ms. Marsha McMunn, 10-11
University Council Representative TBA
Presidential Speaker Series Committee

Function: Solicit from the University President suggestions and ideas for an appropriate topic or theme. Choose the topic or theme, select the format of the series annually, and select proposed speakers based on available budget. The President shall have final approval of the program.

Membership:

- College of Arts and Sciences: Dr. Michael Loughlin, 08-11
- College of Engineering: Dr. Khalid Al-Olimat, 08-11
- College of Engineering: Dr. Jed Marquart, 10-12
- College of Pharmacy: Dr. Amy Stockert, 08-11
- College of Pharmacy: Dr. Kim Broedel-Zaugg, 10-12
- College of Business Administration: Dr. Susan Schertzer, 08-11
- College of Business Administration: Dr. David McClough, 10-12
- College of Law: Dr. Joanne Brant, 08-11
- College of Law: Dr. Bruce French, 10-12
- VP for University Advancement/designate (non-voting): Ms. Carol Flax
- Freed Center, Managing Director (non-voting): Ms. Catriona Macphie

University Planning Council

Function: Develop and monitor the “Strategic Plan of Ohio Northern University” as an expression of the University’s efforts to identify priorities, aspirations and direction. Modify and update the plan and the strategies identified to achieve its goals as needed and necessary.

Membership:

- University President: Dr. Kendall Baker
- VP for Academic Affairs: Dr. David Crago
- VP for Financial Affairs: Dr. Robert Ruble
- VP for University Advancement: Mr. Thomas Stevick
- VP and Dean of Enrollment: Dean Karen Condeni
- VP for Student Affairs: Dean Adriane Thompson-Bradshaw
- Student Senate President: Mike Hamper
- Faculty Members: TBA

ONU Compliance Committee

Function: Monitor the University’s compliance with NCAA and OAC rules and regulations.

Membership:

- Director of Athletics: Prof. Thomas Simmons, Chair
- Senior Woman Administrator: Prof. Kate Witte
- VP for Academic Affairs: Dr. David Crago
- Registrar Representative: Ms. Tammy Bash
- Senior Administrative Assistant (Registrar’s Office): Debra Roehrle
- Faculty Athletics Representative: Dr. Paul Govekar
- Director of Financial Aid: Ms. Melanie Weaver
- Director of Admissions Representative: Ms. Deborah Miller
- Assistant VP for Academic Affairs: Dr. Julie Hurtig
- Executive Sports Sciences Specialists: Ms. Jane Williams
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 Vice President for Academic Affairs.

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 Vice President for Academic Affairs. The Vice President for Academic Affairs 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 registration, 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 registration. 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 registration (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 Vice President for Academic Affairs within ten class days following establishment of the sanction. The authority of the Vice President for Academic Affairs 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 Vice President'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 Vice President for Academic Affairs, (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 Vice President for Academic Affairs within ten class days. The authority of the Vice President 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 Vice President'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 Vice President for Academic Affairs 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 in attendance 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 his or her use that are not shared with anyone;
- Records created and maintained by the University Security Office for purposes of compliance with the Clery Act;
- Employment records of a student whose employment is not contingent on the fact that he or she is a student;
- Alumni records containing information about a student after he or she 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 University Security 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 his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her 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-forcible 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;

• Date of birth;

• 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 Vice President for Academic Affairs 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 Vice President for Academic Affairs, 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

(9/1/84)

I. GUIDELINES FOR ADDITION OR DELETION OF PROGRAMS

A. The following guidelines list basic considerations to justify any proposed addition or deletion of programs offered by the University. 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. A program is any degree, major, option, or other coherent curriculum of degree credit courses.

The numbering of the guidelines does not indicate any priorities; the numbers are for reference only.

1. Each program should support the central mission of the University and the educational objectives of the colleges. This support should be evidenced by the content of the component courses and associated instructional activities.

2. Each program should enhance the quality of the educational program of the University. This enhancement should be evidenced through the capability and expertise of the faculty so as to assure program effectiveness and future strengthening.

3. Each program with the principal function of producing graduates prepared to enter professional careers should be directed toward a job market with good opportunity for employment and should maintain a good placement record.

4. Each program whose graduates enter their profession through licensure should maintain a strong record of success for these graduates on licensure examinations.

5. Each program whose graduates normally seek admission to graduate or professional schools should successfully place graduates in advanced degree programs.

6. Each program should demonstrate a capacity for attracting and retaining good quality students in sufficient numbers to sustain a program of good reputation on campus as well as among knowledgeable off-campus publics.

7. Each program which does not enroll majors in sufficient numbers to justify continuation on that basis alone should contribute an important service function by offering required cognate courses or courses central to the liberal educational objectives of the University.

8. Each program must be within the capacity of the institution to administer effectively and to provide for essential physical facilities, equipment, and other support services. The primary consideration in allocating resources will be the value of a program to the University. An additional consideration will be the support of like programs at similar well-managed institutions.

B. All programs need not carry strong support based on the consideration of each of the above guidelines. However, weakness based on consideration of one or more of the guidelines should be weighed against strength based on 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.
II. PROCEDURE FOR ADDITION OF PROGRAMS

A. A program is any degree, major, minor, option, or other coherent curriculum of degree credit courses.

B. Any faculty member or group of faculty members, administrator or administrators may initiate a recommendation to add a program.

C. Whatever the source, the originating party is responsible for providing written justification to add a program according to the GUIDELINES FOR ADDITION OR DELETION OF PROGRAMS.

D. In order for a new program to receive proper consideration, the proposal should include the following REQUIRED STUDY.

1. Name of program to be added.

2. Recommended date for introduction of the program.

3. The type of University official recognition of students' completion of program at time of graduation. (Examples: degrees, majors, minors, etc. are awarded, whereas premedical, prelaw programs, etc. do not culminate in an award upon graduation.)

4. Estimated yearly enrollment in the program.

5. A statement concerning demand for and effects of the program, including:

   a. An evaluation of the ability of the program to attract and retain for a reasonable time in the future a significant number of students to justify University resources required to support it, prepared in conjunction with the Admissions Office.

   b. A statement of effect on existing programs:

      1) Effects on service loads in other departments or colleges.

      2) Prospect of drawing students away from other programs at the University.

      3) Certification that affected colleges and departments had the opportunity to assess the proposed program and respond to it and any such responses received.

   c. Additional library resources required for adequate support of the program.

   d. Additions to or modifications of physical facilities needed to implement program.

   e. Positions (academic and nonacademic) required by the addition of the program.

   f. A program outline of courses by year, showing requirements and recommended electives.

6. A written assessment plan developed in conjunction with the University’s continuous improvement model which includes:

   • the mission of the proposed program as it specifically pertains to student learning,

   • the intended learning outcomes for the proposed program,

   • a list of both direct and indirect measures that will be used to measure achievement of the intended outcomes, and
• plans to incorporate the Annual Continuous Improvement Progress Report into the annual reporting process which will help to evaluate the program.

7. Any other information which will help to evaluate the program.

E. A recommendation for addition of a program will be forwarded to the dean(s) of the college(s) in which students or faculty or both will be affected by the program and to the Vice President for Academic Affairs. In some cases the recommendation may come originally from the Vice President for Academic Affairs to the dean(s). After action by the college(s), the Vice President for Academic Affairs should receive the results of action(s) by the college(s), the appraisals by the college dean(s), and the required study. When the college faculty or faculties have taken action on the proposal, the Vice President for Academic Affairs, after consultation with the academic deans, will forward a letter of support or nonsupport to the President with the complete file of materials and actions. 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 Vice President for Academic Affairs who should in turn send it to the deans and to the originating party.

III. PROCEDURE FOR DELETION OF PROGRAMS

A. A program is any degree, major, minor, option, or other coherent curriculum of degree credit courses.

B. Any faculty member or group of faculty members, administrator or group of administrators may initiate a recommendation to delete a program.

C. Whatever, the source, the originating party is responsible for providing written justification to delete a program according to the GUIDELINES FOR ADDITION OR DELETION OF PROGRAMS.

D. In order for a proposal to delete a program to receive proper consideration, the proposal should include the following REQUIRED STUDY.

1. Name of program to be deleted.

2. Recommended date for cessation of the program.

3. Enrollment over the past three to five years.

4. A statement concerning the lack of demand for and the effects of cessation of the program,

   a. An evaluation of the inability of the program to attract and retain for a reasonable time in the past and future a sufficient number of students to justify University resources required to support it, prepared in conjunction with the appropriate Admissions Office.

   b. An evaluation of the effect of the program on the prospects for placement of students, prepared in conjunction with the appropriate Placement Office.

   c. A statement of effect on existing programs:

      (1) Effects on service loads in other departments or colleges.

      (2) Prospects of drawing students away from or adding students to other programs at the University.

      (3) Certification that affected colleges and departments have had opportunity to assess and respond to the proposal to delete the programs and any such responses received.

   d. Positions (academic and nonacademic) no longer required by deletion of the programs.

5. Any other information which will help to evaluate the program.
E. A recommendation for deletion of a program will be forwarded to the dean(s) of the college(s) in which students or faculty or both will be affected by the program and to the Vice President for Academic Affairs. In some cases the recommendation may come originally from the Vice President for Academic Affairs to the dean(s). After action by the college(s), the Vice President for Academic Affairs should receive the results of the action(s) by the college(s), the appraisals by the college dean(s), and the required study. The Vice President for Academic Affairs, after consultation with the academic deans, will forward a recommendation to the President with the complete file of materials and actions. A copy of the statement by the Vice President for Academic Affairs will be sent to the deans of the colleges and the originating party. 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 Vice President for Academic Affairs who should in turn send it to the deans and to the originating party.
APPENDIX 6
DISCIPLINARY PROCEDURE FOR NON-ACADEMIC VIOLATIONS

Preamble

Ohio Northern University has adopted the following disciplinary rules and procedures to govern all non-academic violations of the Student Code of Conduct. The disciplinary rules and procedures that govern academic violations of the Student Code of Conduct are contained in Appendix 3. This procedure is non-exclusive and not intended to impair the right of the University, any member of the University community, student organization, or any other person to seek redress in the public judicial system. The University may modify these rules and procedures at any time.

ARTICLE I: REPORTING VIOLATIONS OF THE STUDENT CODE OF CONDUCT

Section 1: Student Disciplinary Coordinator

A. The Student Disciplinary Coordinator (SDC) receives and processes all complaints alleging a non-academic violation of the Student Code of Conduct. The SDC is appointed by and serves at the discretion of the Vice President for Student Affairs.

Section 2: Filing a Complaint:

A. A Complaint alleging a non-academic violation of the Student Code of Conduct must be filed with the SDC. Any member of the University Community or the Village of Ada may file a Complaint with the SDC for a non-academic violation of the Student Code of Conduct. The SDC shall record the following information in the Complaint:

1. Name and address of the alleged violator;
2. Date and time of the alleged violation;
3. Name and contact information of the complainant;
4. Details of the alleged violation;
5. Names and contact information of any witnesses to the alleged violation; and,
6. Any other information offered by the complainant.

B. The SDC may also contact the alleged violator to secure additional information about the alleged violation.

Section 3: Summer Session Complaints/Violations

A. Violations occurring during the summer session shall be handled by the Vice President for Student Affairs and/or Dean of Students. The student may appeal an adverse decision to a University Disciplinary Board in the subsequent fall term.

Section 4: Referral to Student Affairs Administrator

A. Once a Complaint is filed, the SDC shall prepare a summary of the alleged violation(s), including the University rule(s) allegedly violated and the range of sanctions provided by those rules.
B. The SDC shall forward the summary of alleged violation(s) to the alleged violator by registered mail or other suitable means that will assure delivery.

C. The SDC shall prepare a file containing the summary of alleged violation(s) along with all of the information received about the alleged violation, including the Complaint, and forward the file to the appropriate Student Affairs Administrator as indicated below:

1. Complaints against residents of campus housing shall be referred to the Director of Residence Life. The Director of Residence Life may refer Complaints involving Level III and IV offenses to the Head Resident of the appropriate residence hall. Level III and Level IV offenses are explained on page 164 of this Appendix;

2. Complaints against residents of affinity and/or Greek housing shall be referred to the Director of Greek Life, Student Activities and Leadership Development;

3. All other Complaints shall be referred to the Dean of Students. In the event the residence of the student is unclear for any reason, the Complaint shall be referred to the Dean of Students.

D. The SDC shall maintain a Complaint Register of all Complaints, indicating the source and nature of each Complaint and to whom each Complaint is referred.

E. Upon receipt of the file, the Student Affairs Administrator may further inquire into the facts and circumstances of the alleged violation, including interviewing the complainant.

F. If the Dean of Students and/or Vice President for Student Affairs believes that, as a result of an alleged violation of the Student Code of Conduct, a student’s continued presence on campus presents a substantial danger to the safety or welfare of the University Community, the Dean of Students and/or Vice President for Student Affairs may temporarily suspend the student pending a hearing before the University Disciplinary Board.

Section 5: Conferences with Student Affairs Administrators

A. Students accused of non-academic violations of the Student Code of Conduct during the Fall, Winter or Spring terms shall meet with the appropriate Student Affairs Administrator within ten (10) days of receiving the summary of violation(s) to resolve the matter.

B. The objective of the meeting is to resolve the question of the student’s responsibility for the alleged violation and agree to an appropriate remedy or sanction. The Student Affairs Administrator shall have the authority to:

1. Dismiss the Complaint for insufficient support of the alleged violation(s);

2. Reach an agreement with the student that includes acceptance of responsibility for the violation(s) and establishes a remedy/sanction;

3. Refer the matter to the University Disciplinary Board to adjudicate the student’s liability for a violation(s) and/or determine the remedy or sanction for the violation(s).

C. Agreements entered into by the violator with a Head Resident pursuant to Section 4:C.1 of this Article, must be approved by the Director of Residence Life and Student Affairs.

D. In circumstances where the alleged violation(s) mandates suspension or dismissal, or where the Student Affairs Administrator believes that suspension or dismissal is the most appropriate sanction, the matter shall be referred directly to the University Disciplinary Board for
Section 6: Referral to the University Disciplinary Board.

A. If the matter is not resolved after meeting with the appropriate Student Affairs Administrator, the matter shall be referred to the University Disciplinary Board and:

1. The file, including any comments by the Administrator, shall be returned to the SDC for referral to the Chair of the University Disciplinary Board.

2. The SDC shall inform the Vice President for Student Affairs that the matter should be scheduled for a hearing as quickly as possible, but no later than 30 days when classes are in session.

3. The SDC shall promptly notify the alleged violator, the complainant, and all necessary parties to the matter of the times and places of any hearings before the Disciplinary Board.

ARTICLE II: THE UNIVERSITY DISCIPLINARY BOARD

Section 1: Organization

A. The University Disciplinary Board consists of five members, appointed for each hearing by the Vice President of Student Affairs. The Vice President for Student Affairs shall appoint members to the Disciplinary Board based on their availability, the nature of the alleged violations, and the college in which the student charged is enrolled.

B. Three of the Disciplinary Board members shall be students appointed from a list of qualified student members. Two of the Disciplinary Board members shall be faculty members appointed from a list of elected faculty members. The members of each Disciplinary Board shall select from among their number one faculty member to serve as Chair and Presiding Officer of the Disciplinary Board, one student to serve as Vice Chair, and one student to serve as Secretary who shall keep the minutes of the proceeding.

C. Appointments to the Disciplinary Board may only be challenged by the alleged violator on the basis of pre-existing personal bias by the appointee based on prior personal knowledge of the alleged violator or of the facts of the alleged violation. Such challenge shall be made to the Vice President for Student Affairs who shall determine the merits of the challenge and, if in agreement, replace the challenged member of the Board with another from the qualified and elected lists.

Section 2: Membership

A. The list of qualified student members shall consist of fifteen students selected and placed on the list annually by the Student Senate. The list shall include a minimum of two students from each of the five colleges. Students may be reappointed for up to three years. Students must complete the training requirements specified by the Vice President for Student Affairs before being appointed to a Disciplinary Board.

B. The list of faculty members shall consist of eight members. The faculty of each of the five colleges shall elect one member to the University Disciplinary Board for terms of two years at a regular Spring term or other meeting of the college faculty. The faculty of the university shall elect three at-large members of the University Disciplinary Board for terms of two years at a regular Spring Quarter or other faculty meeting. Faculty members may be re-elected to the list.

C. In the event that no qualified student or elected faculty member is available to serve on a particular
Disciplinary Board, the Vice President for Student Affairs may designate student(s) and/or faculty member(s) for service for that specific hearing. The students need not complete the formal training requirements specified by the Vice President for Student Affairs, provided the Vice President for Student Affairs determines that they are fit to serve for a particular hearing.

Section 3: Disciplinary Board General Procedures

A. Objective: It is the objective of the Disciplinary Board to ensure the disclosure of all relevant facts, provide the opportunity for all parties to present their views of the facts and circumstances in issue, and impose an appropriate remedy or sanction for violation(s) of the Code of Conduct. The formal judicial rules of procedure and evidence are not applicable. Failure to strictly adhere to these procedures shall not invalidate a decision. However, material deviation from written procedures that impact the fairness of the hearing constitute grounds for appeal under Article II.2.A. of these Procedures.

B. Due Process: Students have the right to fundamental due process and procedural fairness. Students may only be found liable if a majority of the Disciplinary Board finds it is more likely than not that the accused violated the Code of Conduct.

C. Parties: The complainant and accused may appear and take an active role in the presentation of the matter to the Disciplinary Board.

D. Open/Tape Recorded Hearings: Disciplinary hearings are held in private unless both the accused and the complainant(s) agree in writing to an open hearing. The chair of the Disciplinary Board may limit attendance at a hearing to ensure fair and orderly proceedings. If a hearing is opened in accord with this procedure, the chair may, when necessary to maintain order or to protect the rights of participants, declare the hearing closed to the public. In a case involving important privacy interests, the chair may close a hearing or part of a hearing that has been opened upon determining that the privacy rights of a participant may be jeopardized. Proceedings of the Disciplinary Board will be tape recorded.

E. Separate Hearings: In hearings involving more than one accused student, the student(s) may request that the hearings be separated. If the accused students have not already requested separation, the Chair of the Disciplinary Board may decide to conduct the hearings separately.

F. Advisors: The complainant and the accused student may have one advisor present at the hearing. The SDC must be informed of the name of the advisor at least one (1) University business day prior to the hearing date. The advisor must be a member of the University Community. The advisor and advisee may exchange notes in the hearing, and talk outside the hearing during a break. The advisor is not permitted to speak or to participate directly in any hearing. At any time should the advisor step outside of his/her role, he/she may be requested to leave the hearing at the discretion of the Chair.

G. Witnesses Testimony: The complainant, the accused student, and the Disciplinary Board Chair may present witnesses, all of whom may be questioned by the Disciplinary Board and the parties. It is the responsibility of the complainant and the accused to contact their own witnesses, request their attendance at the hearing, and notify the SDC of the witnesses’ names at least one (1) university business day prior to the hearing date. The hearing may proceed if all witnesses are not present. The hearing Chair may limit the number of witnesses permitted to attend the hearing if it is clear they will only offer redundant, repetitive, or otherwise unessential testimony. The Disciplinary Board may request certain witnesses attend the hearing to provide testimony.

H. Other Evidence: The complainant, the accused student, and the Disciplinary Board Chair may present relevant records, exhibits and written statements for consideration by the Disciplinary Board. The Chair shall determine the relevancy of the evidence, but shall broadly interpret...
relevancy for the purpose of the hearing. The complainant and the accused must provide the SDC
with exhibits at least one (1) university business day prior to the hearing date. The hearing may
proceed if all exhibits are not present. The Chair may limit the number of exhibits permitted if it
is clear they are redundant, repetitive, or otherwise unessential to the fair adjudication of the
matter.

I. Failure to Attend Scheduled Hearing: If the party charged in a Complaint has been properly
served according to Article I, Section 3:B, and fails to attend the hearing, the Disciplinary Board
may, in its discretion, continue the matter for a reasonable time or adjudicate the matter without
the presence of the accused.

J. Procedure: All procedural questions are subject to the final decision of the Disciplinary Board
Chair.

Section 4: Conduct of the Hearing

A. Where the student has denied responsibility for the alleged violation, the hearing shall take place
in two parts: (1) the determination of responsibility; and if the Disciplinary Board finds the student
responsible for the alleged violation, (2) the assessment of the penalty. At the discretion of the
Disciplinary Board, the two parts may take place on the same day, or may be separated by not
more than two University business days.

B. All hearings to determine responsibility will be conducted by the Disciplinary Board according to
the following procedure:

1. Complaint: The Chair will read the complaint(s) to the accused student(s).

2. Response: The accused student(s) will accept or reject each accusation of the
   complaint(s).

3. Presentation by the Complainant: The complainant may present evidence, including
   witnesses, related to the offense.

4. Presentation by the Accused: The accused may comment upon the evidence and may
   present additional evidence, including witnesses.

5. Questioning: Each party may question the witnesses of the other. The members of the
   Disciplinary Board may also question witnesses and the parties.

6. Clarification of the Evidence: After each party has concluded presenting their evidence
   and witnesses, the complainant and members of the Disciplinary Board may re-examine
   the evidence against the accused student.

7. Closing Statements: The complainant and the accused may each make a brief summary
   statement at the close of the hearing. The accused shall make a summary statement after
   the complainant has been afforded the opportunity to make a summary statement.

8. Adjournment and Deliberation: The parties shall be dismissed after completion of the
   summary statements and the Disciplinary Board shall deliberate upon the question of
   responsibility of the accused and/or appropriate penalty depending on the nature of the
   proceedings.

9. Determination: The Disciplinary Board will promptly determine (by majority vote)
   whether or not the accused is responsible for each allegation.
10. Sanctions: Promptly following the announcement of the determination of responsibility, and not more than three university business days, the Disciplinary Board shall continue the hearing to determine the appropriate sanction.

C. All hearings to determine appropriate sanctions will be conducted by the Disciplinary Board according to the following procedure:

1. Presentations: The accused and the complainant may make presentations to the Disciplinary Board regarding the nature of the sanctions to be imposed, and both may, at the discretion of the Chair, call witnesses on their behalf. The parties and the Disciplinary Board shall have the right to question the witnesses.

2. Sanctions Determination: Upon completion of the sanctions hearing, the Disciplinary Board shall promptly determine the sanctions to be imposed, and may orally communicate the sanctions to the parties.

3. Secretary’s Report: The secretary will prepare a written deliberation report to be included in the student’s conduct file detailing the finding, the evidence cited by the body in support of its finding, and any evidence that the body excluded from its consideration, and why. This report should conclude with the recommended sanctions and must be submitted to the SDC within 48 hours after the end of deliberations.

4. Notice of Decision: Within five (5) university business days of receiving the report, the SDC will mail the results to the accused student. Where the complaint involves sexual misconduct, the victim is entitled to receive the decision and sanction imposed by the Disciplinary Board in writing and has a right to appeal any decision and be notified of the status of any appeal.

5. Administration of Sanctions: Sanctions shall be administered by the SDC under the supervision of the Dean of Students, and shall be imposed immediately upon receipt of the notice of determination by the accused, but shall be suspended pending the resolution of an appeal by the accused.

6. Records Retention: A record, including the complaint, resolution (and tape recording in complaints resulting in suspension or expulsion), will be kept for all hearings before the Disciplinary Board. The record is the property of Ohio Northern University. The SDC will retain all records for a period of six years from the time the incident was first reported, at which time the SDC shall destroy all paper and electronic records of the proceeding.

Section 5: Discretionary Procedures

A. ONU recognizes that from time to time complaints of a sensitive nature may come before the Disciplinary Board. In such cases, discretionary procedures may be used during the adjudication of a complaint. Such matters will be determined on a case by case basis by the Disciplinary Board Chair and may include allowing witnesses to testify behind a privacy screen or via closed circuit television.

B. The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such evidence is determined to be highly relevant by the Chair of the Disciplinary Board. All such evidence sought to be admitted will be presumed irrelevant. Any request to overcome this presumption by the parties must be in writing and directed to the Chair of the Disciplinary Board.
ARTICLE III: APPEALS

Section 1: Filing the Appeal

A. A student may appeal an adverse decision of the Disciplinary Board to the University Board of Appeals.

B. Complainants have the right to request an appeal of an adverse decision only in situations involving allegations of harassment and discrimination.

C. The appeal must be made in writing using the ONU appeal form. The SDC must receive the appeal within five (5) university business days of when the student receives the written decision of the Disciplinary Board.

D. If an appeal is not filed with the SDC within five (5) university business days of the date the student receives the initial decision, the right to appeal is waived and the original resolution becomes final.

Section 2: Review and Approval of the Appeal

A. The appeal will be reviewed by the Chair of University Board of Appeals for scope. The scope of the appeal, as identified by the Appellant, will be limited to the following:

   1. New evidence, unavailable during the original hearing, that could be outcome determinative;
   2. Material deviation from written procedures that impacted the fairness of the hearing;
   3. Sanction(s) grossly disproportionate to the severity of the offense;
   4. The finding is not in accord with the evidence; and/or,
   5. Bias on the part of a conduct board member that deprived the process of impartiality.

B. If an appeal is denied by the Chair of the University Appeals Board, the Appellant will be notified in writing within five (5) university business days and the SDC will retain a record of the denial. Denial of the appeal means the disposition of the complaint by the hearing body is upheld.

C. If an appeal is permitted by the Chair of the University Board of Appeals, the appellant will be notified in writing within five (5) university business days. An appeal hearing will be promptly scheduled by the SDC with the University Board of Appeals.

Section 3: University Board of Appeals Membership

A. The University Board of Appeals consists of eight members. The President of the University shall appoint two members of the Board of Trustees and two university administrators. The university faculty shall elect two members of the faculty and the Student Senate shall select two students to serve on the Board of Appeals. The members of the Board of Appeals shall select from among its number a Chair and Presiding Officer, a Vice-Chair, and a Secretary who shall keep minutes of proceedings.

Section 4: University Appeals Board Procedure

A. The Appellant shall prepare a written statement of the appeal, including all relevant information and arguments, not to exceed five (5) pages, and deliver it to the SDC within five (5) university business days of receipt of the notice that permission to appeal was granted.
B. The SDC shall see that the statement is promptly delivered to the Board of Appeals, the Complainant, and the Chair of the Disciplinary Board.

C. The Appellee shall have five (5) university business days to respond in a writing of no more than five (5) pages to the statement of the Appellant, which shall be delivered to the SDC, who shall provide copies to the Appeals Board, the appellant and the Chair of the Disciplinary Board.

D. The Board of Appeals shall hold a hearing during which the parties may appear to make brief oral presentations and answer questions from the members of the Board. The Chair of the Board of Appeals may request that the Chair or another representative of the Disciplinary Board also participate in the hearing. All Board of Appeals hearings shall be closed to the university community and to all others who are not directly involved in the proceedings except when both the accused and the complainant(s) agree in writing to an open hearing. The chair of the Board of Appeals may limit attendance at a hearing to ensure fair and orderly proceedings. If a hearing is opened in accord with this procedure, the chair may, when necessary to maintain order or to protect the rights of participants, declare the hearing closed to the public. In a case involving important privacy interests, the chair may close a hearing or part of a hearing that has been opened upon determining that the privacy rights of a participant may be jeopardized.

E. Following the hearing, the Board of Appeals shall decide the matter by upholding the decision of the Disciplinary Board, reversing the decision with regard to responsibility, and/or modifying the penalty. The Board of Appeals shall render its decisions by a simple majority vote of the members present and voting so long as at least five members of the Board are present. The decision of the Board of Appeals is final.

ARTICLE IV: PUBLIC INFORMATION

The names and identities of those who are party to a University Disciplinary Board proceeding or who are party to a University Board of Appeals proceeding shall be confidential except where both the accused and the complainant(s) agree in writing to an open hearing. Descriptions of violations found to have been committed and the sanctions imposed may be posted in a prominent place or published periodically in the NORTHERN REVIEW or other publication, without the names or identities of the parties except where both the accused and the complainant(s) agree in writing to an open hearing. The SDC shall maintain and make accessible to any member of the public a public register of such decisions. This register shall not include the names or identities of the parties except where both the accused and the complainant(s) agree in writing to an open hearing.

ARTICLE V: DISCIPLINARY OFFENSES

A. The following are general sanctions that may be taken by the Office of Student Affairs, or Disciplinary Board. Sanctions may include, but are not limited to, the following:

1. **Social Probation.** Social Probation indicates a specific time period where any further violation of any University policy may cause more severe action to be taken by the University, including withheld suspension, temporary suspension, or dismissal. Social Probation may limit participation in extra-curricular activities, intramurals, and/or affiliation with certain groups. Additional sanctions and/or activities may be imposed as a requirement for successfully completing the social probationary period.

2. **Withheld Suspension.** Withheld Suspension is the most severe disciplinary action taken that allows a student to remain on campus and in classes. Any further violation of University regulations may cause suspension from the University. Withheld Suspension may limit participation in extra-curricular activities, intramurals, and/or affiliation with certain groups. Additional sanctions and/or activities may be imposed as a requirement for successfully completing the period of withheld suspension.
3. **Temporary Suspension.** If the Vice President for Student Affairs and/or Dean of Students believes that a student’s action and/or continued presence on campus presents a substantial danger to the safety or welfare of that student or others on campus, temporary suspension from the University pending a hearing on the matter may result.

4. **Suspension.** Suspension requires a student to leave campus and not return until readmitted. The length of suspension is determined by the offense, and re-enrollment at the University is contingent upon fulfilling additional sanctions.

5. **Dismissal.** Dismissal requires the student to leave campus and he/she may not re-enroll at the University.

**ARTICLE VI: SANCTION GUIDELINES**

A. Sanctions are imposed according to the level of the offense. Each offense is assigned a level, and each level carries the sanctions detailed below:

   - **Level I Offense** – Most Severe (Possible Suspension or Dismissal)
   - **Level II Offense** – Moderate severity (Possible Probation or Withheld Suspension)
   - **Level III Offense** – Warning (Possible hours and education component)
   - **Level IV Offense** – i.e. 1st visitation, propped doors, oversize fish tank, etc.

B. Offenses are divided into the following 4 levels:

   **Level I**

   - Withheld Suspension, Suspension, Dismissal, Restriction, Restitution, 10 hours of Judicial Assignment, AlcoholEdu© ($50), Notification to Others, Educational and Other Sanctions
   - Bomb Threats and/or Fire setting
   - Alcohol and Other Drug Policy
   - Damage to University property
   - Dishonesty in any form
   - Fire Arms and weapons
   - Fleeing and Eluding
   - Fraternity/Sorority failing to register/notify parties
   - Harm to Others severe (i.e. physical contact, security/police involvement)
   - Hazing
   - Sexual Assault
   - Sexual Harassment
   - Stalking
Theft - resale/possession and/or use of stolen items
Participating as an accessory to a Level I offense
Second Level II offense
Third Level III offense
Fourth Level IV offense
Other

**Level II**

Social Probation, Restriction, Restitution, 5 hours of Judicial Assignment, AlcoholEdu© ($50), Notification to Others, Educational and Other Sanctions
Computers/Technology (including violation of University internet agreement)
Alcohol and Other Drug Policy (alcohol)
Damage to University Property
Disorderly Conduct
Fire Safety (tampering with fire equipment, failing to comply with fire alarm procedures, etc.)
Harm to others
Theft - resale/possession and/or use of stolen items
Participating as an accessory to a Level II offense
Second Level III offense
Third Level IV offense
Other

**Level III**

Letter of Warning, Notification to Others, 3 hours of Judicial Assignment, Educational and Other Sanctions
Damage to University Property
Fire safety issues (candles, smoking, unauthorized electrical items, etc.)
Furniture removal (lounge furniture, dressers, desks)
Misuse of phones (prank calls, phone harassment, etc.)
Pet policy (dogs, cats, rabbits, snakes, etc.)
Participating as an accessory to a Level III offense
Second Level IV offense

Other

**Level IV**

Verbal Warning, Letter of Concern, 2 hours of Judicial Assignment, Educational and Other Sanctions

Non-approved Postings

Residence Life policies (courtesy/quiet hours, door propping, visitation, solicitation, windows screens, etc.)

Violations of the University Housing Policy

Student Activities Policies

Participating as an accessory to Level IV offenses

Other

**ARTICLE VII: STUDENT DISCIPLINARY PROCEDURES FLOW CHART**

A copy may be requested from the office of the Dean of Students.
APPENDIX 7
ACADEMIC PERSONNEL STAFFING

(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:

1) Recommendation progresses from the Department Chair to the Dean to the Office of the Vice President for Academic Affairs. The Dean should present to the Office of the Vice President for Academic Affairs a written analysis indicating: a) how leaving a position vacant would reduce the quality of the academic program, or b) 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.

2) The Vice President for Academic Affairs will consider this material, general staffing plans, competitive use of resources, and means of furthering the total University program. If the hiring is compatible with the personnel guidelines established for the year, the Vice President for Academic Affairs can approve. Such approvals will be in writing after coordination with the President and must be completed before a recruitment plan is initiated.

3) 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. In case a department chair position is to be filled, the dean will carry out the recruitment plan in accordance with Appendix 14.

1) Position announcement and advertisement text are drawn up and approved by the Dean and the Vice President for Academic Affairs before distribution.

   a) Text of position announcement and advertisement and a detailed description of the steps to be taken to expand the number of minority and women applicants will be approved by the Dean and the Vice President for Academic Affairs before the recruitment plan is initiated. Steps to expand the number of minority and women candidates will clearly constitute an addition to the basic procedures.

   b) Position announcement with a covering letter is circulated so as to accomplish extensive notification of the availability of the position. Usually the dean or department chair and Placement Services of at least 40 other institutions should be notified. Five copies of position announcement should be provided for use on bulletin boards or for recipients to send to prospective candidates. List of addresses of recipients should be retained in recruitment file.

   c) Position is advertised in a generally accepted placement publication or other recruiting vehicle in the discipline and in the Affirmative Action Register. Clippings or copies of advertisements as they appeared retained in file.

2) Every application or inquiry is acknowledged within 24 hours of receipt and any necessary materials (University faculty appointment application form, transcripts) requested of the applicant. Equal Opportunity mail-back forms are sent to each applicant with acknowledgment letter. Transcripts for screening and selection purposes may be copies provided by applicant.
3) Applications are in separate folders with checklist showing dates of receipt of applications, acknowledgment of the application, and receipt of appointment application form and transcripts.

3. Screening Plan

1) 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.

2) For top candidates, telephone calls are made to at least two listed references and to others not shown as references, particularly to supervisors. Telephone calls to present supervisor must be included. All telephone conversations are summarized in writing showing when and to whom a call was made, the position and telephone number of the person called, the substance of the conversation, and the person making the call. Summaries are retained with file. An objective of these calls is to attempt to assess suitability of the candidate for a position at Ohio Northern University.

4. Selection Plan

1) Folders of the top candidates selected by the department (ten, if there are that many acceptable candidates) are brought to the dean's office and are accessible to the Vice President/Associate Vice President for Academic Affairs. Folders should contain a complete credential file. In particular, a transcript must be included for all degrees or substantial academic work claimed by the applicant. A chronology of education and employment experience should be developed and any gap in record of education and employment satisfactorily accounted for.

2) The department will select the top candidate through a process agreed to by the faculty of the department. The dean of the college will discuss the department selections with the department chair, and they will jointly agree to the top three candidates to be brought to campus. No candidate is to be invited to campus until a complete credential file is assembled (appointment application, transcripts, reference letters, department evaluation report, notes of telephone calls). (See suggested check sheet.)

3) In any case in which the continuing faculty in a department have a smaller percentage of women and minority members than the percentage of women and minority members completing Ph.D.s, or terminal professional degrees, in the field or academic area covered by the department, the following will apply:

   a) If a minority or woman candidate is identified whose credentials do not correspond precisely with the position description but do indicate potential for service appropriate to the general mission and objectives of the department or college, an analysis will be completed and reported on possible program adjustments, internal adjustments of duties or current personnel, or other actions which would enable serious consideration of the candidate.

   b) If no woman or minority candidate is among the top three candidates, but a woman or minority member is among the top ten candidates, the top-ranking woman or minority candidate will be invited to campus in addition to the top three candidates.

   c) If no woman or minority candidate is among the top ten candidates in a field where women or minority members are receiving 10% of the Ph.D.s in the field, the search will be reopened and continued until a satisfactory woman or minority candidate is found. Exception to this procedure will be approved in writing by the Office of the Vice President for Academic Affairs.

4) Candidates will be invited for a 24-30 hour visit on campus. The schedule for visit and arrangements for it are made by the host who will be the department chair or designate.

5) Schedule, resume or appointment application, position description and evaluation report forms are sent by the host to all persons who have planned meetings with the candidate. Campus visit should include each of the following:
a) Meetings with President and Vice President/Associate Vice President for Academic Affairs (30-45 minutes each)

b) Interview with dean and members of college staff

c) Interview with members of department

d) Meeting with faculty from related departments

e) Interview with majors in department, preferably without faculty or staff present

f) Presentation to a group of students and faculty, unless custom or circumstances render inappropriate

6) The Office of the Vice President for Academic Affairs provides candidates with information about the University to include summary of expectations of faculty, summarized annual report, and fringe benefit material. The Office of the Vice President for Academic Affairs will make available a faculty handbook.

7) Interviews will be of 30-60 minute duration, preferably with a small group of interviewers. Interviews are not planned during meals unless scheduling makes this necessary.

8) 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.

9) 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 folder with evaluation sheets is restricted to the department members, dean, Vice President/Associate Vice President for Academic Affairs, and President.

10) 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 Office of the Vice President for Academic Affairs on acceptability of candidates and an order of preference where feasible.

11) If constructive credit toward either promotion or tenure is considered, the dean or director shall consult with the department chair. If no department chair exists, the dean or director shall consult with the chair of the promotion, retention and tenure committee.

12) Final decision on making an offer is made by the Vice President/Associate Vice President for Academic Affairs in consultation with the Dean and President.

5. Hiring Procedure

1) A person designated by the Office of the Vice President for Academic Affairs contacts the approved candidate by phone, with outline of the offer approved by the Office of the Vice President for Academic Affairs read from notes which will be dated and placed in folder.

2) If accepted verbally, a contract shall be drawn up and sent indicating:

   a) salary and academic rank
   b) constructive credit, if any, toward tenure or promotion
   c) whether contract is continuing, one-year only, or other
   d) any special arrangements (e.g., nonrequirement of terminal degree for tenure, extended

All official transcripts will be in hand when a contract is offered.
3) Contract is to be returned to the Office of the Vice President for Academic Affairs within two weeks or sooner following receipt of contract by candidate. Dean and department chair are notified promptly upon receipt of signed contract.

4) 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

After a signed contract has been received, folders for all candidates and other records of the search will be retained on site or forwarded to an appropriate site where they will be stored for three years in keeping with current personnel records and equal employment opportunity procedures. Departments/colleges will need to ensure that folders for candidates not selected will be destroyed after a specified period of time, currently three years.

The folder assembled during the recruiting process for the individual employed will become incorporated into the individual's personnel file at Ohio Northern University.

Two files which include position descriptions, sample copies of correspondence and other helpful material will be prepared to aid in future recruiting. Copies of the materials will be held in one file kept in the department or college office and copies will be furnished to the Office of the Vice President for Academic Affairs for file.

The above procedures are to be followed for all appropriate staffing matters and for recruiting. These procedures will be periodically reviewed. (11/88) (9/91) (9/97) (09/02)
APPENDIX 8
GUIDELINES FOR DETERMINING FACULTY STAFFING

(9/1/84)

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. If major budgeting parameters of income and expenditures remain relatively constant, staffing levels should be considered for their effect upon individual salaries within the total amount available for faculty salaries, which is related to student enrollment and resultant tuition income, the major sources of funding for salaries.

7. Repeated changes in staffing level within a unit must be justified on the basis of student demand, quality of programs, and other factors.

8. Staffing levels should be adjusted to maintain the quality of educational programs while accommodating expectations of accrediting bodies.

9. Staffing decisions should be made with consideration for possible implementation of new programs and possible deletion of existing programs.

10. Staffing decisions should be made with consideration for possible implementation of new programs and possible deletion of existing programs.

11. Staffing decisions should be made only after careful consideration of the personal and career welfare of each faculty member and the students affected by such decisions.

12. Faculty staffing adjustments should be made only upon careful consideration of appropriate adjustments in the staffing levels of administrators and staff members.

13. 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:

   (1) staffing decisions will be made through normal channels according to these guidelines;

   (2) a record will be kept of reasons for both affirmative and negative decisions; and

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(3) this record will be sent to the Committee on Academic Affairs for review to decide whether

(a) the present guidelines are reasonable and workable or

(b) the present guidelines need changing to be more reasonable and workable.
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 the Vice President for 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 the Vice President for 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 Vice President for Academic Affairs, the Dean of the appellant’s college, and the Department Chair or the Head Librarian. 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.
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 department. 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 Vice President for Academic Affairs, may request the faculty member to reschedule his or her 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 contract.
(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, except in cases governed by Option II, Section III Options Available to Applicants.

III. Options Available To Applicants

Sabbatical Leave may be for:
(a) One semester at the annual full-time contract salary.
(b) One year at two-thirds the annual-full time contract salary.

IV. Application Procedures, Standards, and Guidelines

1. An applicant should notify, in writing, the Department Chair (if any) and the Dean, or the Head Librarian (if appropriate), of his/her intention to apply for a sabbatical leave on or before November 1. The applicant is expected to consult with the Department Chair (if any) and the Dean, or the Head Librarian (if appropriate) concerning the proposed application for sabbatical leave.

2. The application for sabbatical leave must be submitted by November 15 of the calendar year proceeding the 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 I or Option II, as described in Section III Options Available To Applicants
(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 current resume.
(e) 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 (if any) and the Dean, or the Head Librarian (if appropriate) and shall, also, submit ten (10) copies of the complete sabbatical leave application to the Chair of the Personnel Committee on or before November 15.

5. After review of the application, the Department Chair shall submit a recommendation and impact statement to the Dean and the Personnel Committee on or before December 1. The Dean, or Head Librarian, shall submit a recommendation and impact statement to the Personnel Committee on or before December 8. 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 is 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, Dean, or Head Librarian 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 (if any) and Dean, or Head Librarian, 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 Vice President for Academic Affairs no later than January 12. At this time, the Chair of the Personnel Committee will inform those faculty members whose applications were recommended by the Personnel Committee (1) that his or her application received a favorable recommendation from the Personnel Committee, and (2) that the Vice President for Academic Affairs will notify the applicant of the final decision concerning the application made at the winter meeting of the University Board of Trustees.

The Vice President for Academic Affairs 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 Vice President of Academic Affairs, 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, Dean, Head Librarian, or the Vice President for Academic Affairs 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 Vice President for Academic Affairs with recommendations of the Personnel Committee.
2. After a review by the Vice President for Academic Affairs, and decision by the President and Board of Trustees, the files are retained in the office of the Vice President for 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 undergraduate 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 of the year in 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 year.
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 Vice President for Academic Affairs 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-CREF
(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 Head Librarian, 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:

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<tr>
<th>Rating</th>
<th>Description</th>
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<tr>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
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<tr>
<td>2</td>
<td>Satisfactory</td>
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<tr>
<td>1</td>
<td>Need Improvement</td>
</tr>
<tr>
<td>0</td>
<td>Unsatisfactory</td>
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<tr>
<td>N/A</td>
<td>No Basis for Judgment</td>
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<tr>
<th>Criteria</th>
<th>Rating</th>
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<tr>
<td>Relevance to Departmental Goals</td>
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<td>Relevance to College Goals</td>
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<td>Relevance to Institutional Goals</td>
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<tr>
<td>Relevance to Faculty's Professional Goals</td>
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<tr>
<td>Purpose of Sabbatical</td>
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<tr>
<td>Timing of Sabbatical Request:</td>
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<tr>
<td>Does the applicant need to take advantage of an opportunity that may not be available in the future?</td>
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<tr>
<td>Likelihood of the completion of proposed activity</td>
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<tr>
<td>Overall Quality of Application</td>
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<tr>
<td>Years Since Last Awarded Sabbatical</td>
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<td>Overall Recommendation</td>
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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 fifteen (15) days (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.

5. 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 the Vice President for 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 (if there is one), the dean of the grievant’s college or the head librarian, and the Vice President for Academic Affairs. 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) (9/08)

Integrated with Appendix 19. Please see Appendix 19. (10/07)
APPENDIX 13
INSTITUTIONAL STATEMENT ON AIDS—GENERAL FACULTY GUIDELINES

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)

1. The chair of a department will be appointed by the dean with the approval of the Vice President for Academic Affairs.

2. The normal period of appointment is four years. Formal review of the chair’s performance, initiated by the dean, shall be conducted by the dean and the department faculty during the fall quarter of the chair’s fourth year. Interim review may be initiated at any time by the dean. The appointment may be terminated within the four year period. At the end of the four years, the appointment may be renewed. (8/90)

3. A search advisory committee shall be selected by the dean in consultation with the faculty of the college or department with membership (1) from the department faculty and (2) including a woman and a minority person in any cases where such persons are in the department faculty. The department faculty may approve membership from designated 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.

4. 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 the Vice President for 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 the Vice President for Academic Affairs.

5. The dean of the college shall determine in consultation with the faculty of the department and the Vice President/Associate Vice President for Academic Affairs 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.

6. 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 6(a) fails to produce candidates for the position, the Vice President for Academic Affairs 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.

7. 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.

8. 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.

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 Office of the Vice President for Academic Affairs.

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.
The Faculty Handbook Section 3.18, paragraph 9, establishes a Final Examination Committee. Paragraph 2 of Section 3.18 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. To qualify for consideration for assignment of a common examination time for a course, it is assumed that all sections of a course will be given the same final examination. If different examinations are given to different sections of the course, the majority of the weight in evaluation of the examinations must be based on a set of questions common to the examinations for all sections.

2. In assigning the limited number of common examination times, preference will be given to requests which involve all sections of a given course, although all requests regardless of the number of sections involved will be considered.

3. Approvals for common examination time for multiple-section courses will be reapproved for three-year periods.

4. Approvals for common examination times are course specific and do not incorporate any other course or courses in the department or college.

Assignments of common examination times in accordance with these principles were instituted for the academic year, 1990-91. All current assignments will be subject to review. Any department or college wishing an assignment of a common examination time, whether one is held now or not, was requested to submit a request by October 1, 1989, including the following information:

1. Name of course and course number
2. Number of sections offered in each of the quarters 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 4/19/89)
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 the Vice President for 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)

1. Yearly performance evaluations of nontenured faculty members, unless those individuals are applying for promotion or tenure or renewable four-year nontenure track appointment and are undergoing the promotion/tenure/four-year renewable contract review, are required. Such performance evaluations are discussed with the faculty member concerned and the faculty member has opportunity to respond to the evaluation in writing. The evaluation and response are held in the Personnel File.

2. Yearly performance reviews of nontenured 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.

3. Tenured faculty members or faculty members with nontenure track continuing appointment also receive periodic performance reviews.

4. Performance evaluations are made at the request of the administration.

5. It has been continuing university policy that student course evaluations and peer evaluations of all faculty take place annually or on an appropriate cycle. Colleges set the yearly number of required student course evaluations.

B. Peer evaluations of nontenured faculty are also conducted annually. Peer evaluations of tenured faculty or faculty members with nontenure track continuing appointment occur over a four-year cycle.

C. Evaluations conducted under A. and B. above are made available to department chairs and/or deans as appropriate and in materials recommending renewal, promotion, and tenure.
APPENDIX 18
APPLICATION FOR PROMOTION, TENURE, FOUR-YEAR RENEWABLE CONTRACT PROCEDURES

Each college and Heterick Library (library) are required to have published standards and procedures for promotion, tenure and continuing contracts. The following minimum standards for the application file are given so that all applications from throughout the University can be given proper consideration and be equitably evaluated. The complete files of the applicants are to be reviewed for recommendation by departments, college committees, deans, the Vice President for Academic Affairs, 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 file submitted by the candidate for promotion/tenure/continuing contracts will include the following items:

1. A letter requesting promotion/tenure/continuing contract. The letter must include a summary of reasons why the applicant should receive it (self-evaluation) and how the applicant fulfills the criteria of the department, college or library and of the University for promotion/tenure/continuing contract.

2. Documentation supporting the general University criteria: effective teaching, scholarly activity, service to the University, and professional growth. The complete file must include, but is not limited to, the following information:
   
   A. Education (degrees, post-doctoral work, graduate work, workshops, seminars, etc.).
   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. This should include any peer evaluations that have been reduced to writing, together with summaries of all student evaluations. Summaries of student evaluations should not be prepared by the faculty member who is submitting the application. Student evaluations must be provided for all courses taught in the previous two 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. Research, publications, performances, exhibitions, etc., (including dates, places, etc.). These may include but are 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; receiving a research grant or support from industry or a government agency; serving on a national or regional review body for grants and awards; serving as a referee for journal or magazine publications; juried exhibitions; guest performances in regional or national groups; or activities recognized or encouraged by the relevant departments or college.
   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 governance (committee membership, chairing committees, etc.). These may include but are not limited to the following: committee membership, attendance and participation; participation in university, college or department sponsored activities such as science fair, parents’ day, scholars’ day, homecoming, advising professional and social organizations; aiding in the recruitment of prospective students; obtaining an equipment grant or support from industry or government agencies; any other activity which benefits the university community; or activities recognized or encouraged by the relevant departments or college.
3. A five-year professional development plan.

4. Timing Issues

   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. Section 2.4 and Section 2.8 of the Faculty Handbook specify the dates for the submission and review process for consideration for tenure (and continuing contract) and for promotion, respectively. The dates are summarized below:

   
<table>
<thead>
<tr>
<th>Tenure &amp; Continuing Contract</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of requests for consideration or application</td>
<td>October 1</td>
</tr>
<tr>
<td>*Departmental recommendations to college committees</td>
<td>October 1</td>
</tr>
<tr>
<td>*Recommendations from college committees to deans (library director)</td>
<td>November 15</td>
</tr>
<tr>
<td>Recommendations from deans (library director) to Vice President for Academic Affairs</td>
<td>November 15</td>
</tr>
<tr>
<td>Recommendations from Vice President for Academic Affairs to President</td>
<td>December 1</td>
</tr>
<tr>
<td>December 15</td>
<td></td>
</tr>
<tr>
<td>December 15</td>
<td></td>
</tr>
</tbody>
</table>

   *The period from October 1 to November 15 may be divided in such a way as to make appropriate review of the files possible by the departments and by the college committees.

   **The period from November 15 to December 15 will be divided in such a way as to make appropriate review of the files possible by the deans and by the Vice President for Academic Affairs.

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 the several levels. The file contents must reflect the evidence on which judgment about the applicant's suitability 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. All letters of recommendation for approval or denial of the application should include detailed reasons.
APPENDIX 19
UNDERGRADUATE FACULTY DEVELOPMENT GRANTS (09/08)

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

<table>
<thead>
<tr>
<th>College</th>
<th>Estimated Number</th>
<th>Stipend Up To</th>
<th>Estimated Support Costs Up To</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;S</td>
<td>5-10</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>CBA</td>
<td>1-2</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>ENG</td>
<td>1-2</td>
<td>$1,000</td>
<td>$500</td>
</tr>
<tr>
<td>PHARM</td>
<td>2-3</td>
<td>$1,000</td>
<td>$500</td>
</tr>
</tbody>
</table>

II. Purposes of Grants*

<table>
<thead>
<tr>
<th>Purposes</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Research Project</td>
<td>Publication</td>
</tr>
<tr>
<td></td>
<td>Report of project's status/completion</td>
</tr>
<tr>
<td>2. Curriculum Development</td>
<td>Completion of proposed project</td>
</tr>
<tr>
<td>Course Revisions</td>
<td>Completion of revisions</td>
</tr>
<tr>
<td>Improvement of Teaching</td>
<td>Attendance at workshop, Development of new course</td>
</tr>
</tbody>
</table>

* 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 Vice President for Academic Affairs 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. October 1 for grants starting winter term.
2. February 1 for grants starting spring term.
3. April 1 for grants starting summer term.
4. 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 the Vice President for Academic Affairs.
### APPENDIX 20
**MERIT PAY SYSTEM FOR UNDERGRADUATE FACULTY**

(9/92) (9/93) (9/97) (9/02)

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Each year the Personnel Committee discusses factors affecting faculty compensation and makes a recommendation about faculty compensation to the Budget and Appropriations Committee.</td>
<td>Jan. 15</td>
</tr>
<tr>
<td>2. Each year the Budget and Appropriations Committee recommends the dollar amount available for faculty compensation.</td>
<td>Feb. 21</td>
</tr>
<tr>
<td>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 Vice President for Academic Affairs.</td>
<td>March 1</td>
</tr>
<tr>
<td>4. The Office of the Vice President for Academic Affairs determines how the merit dollars are to be distributed to each college and Heterick Library.</td>
<td>March 15-April 1</td>
</tr>
<tr>
<td>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 the Vice President for Academic Affairs. This step is not applicable in the College of Business Administration and Heterick Library, in which there are no departments.</td>
<td>Plans in place*</td>
</tr>
<tr>
<td>6. Each department, the College of Business Administration, and Heterick Library shall establish a plan for distribution of merit pay to individual faculty members.</td>
<td>Plans in place**</td>
</tr>
<tr>
<td>7. Department/College/Library plans shall be reviewed by the Office of the Vice President for Academic Affairs to ensure the avoidance of discriminatory procedures.</td>
<td></td>
</tr>
</tbody>
</table>

* Plans in place from prior year. Modifications submitted to Office of VPAA by Feb. 1.

** Plans in place from prior year. Modifications submitted to Office of VPAA 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.
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.
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 Vice President for Academic Affairs.

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 Vice President for Academic Affairs, or his or her 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”.

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**APPENDIX 21**

**INSTITUTIONAL REVIEW BOARD:**

**POLICY FOR THE PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

(excerpts from University policy statement)* (9/93)
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 vice president for academic affairs, 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 his or her 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

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 Vice President for Academic Affairs.

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 the Office of the Registrar, a representative from Student Services, a representative from the Career Services Office, a representative from the Admissions 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 Vice President for Academic Affairs, or designate.
APPENDIX 24
OUN SCIENTIFIC RESEARCH CONFLICT OF INTEREST POLICY (4/96)

1. Each investigator* (including the investigator's spouse and dependent children) is to disclose to the vice president for academic affairs all significant financial interests* that would reasonably appear to be affected by the research or educational activities funded or proposed for funding by the National Science Foundation or in entities whose financial interests would reasonably appear to be affected by such activities.

2. This information shall be supplied to the vice president of academic affairs at the time the proposal is submitted to the National Science Foundation. Financial disclosures are to be updated during the period of the award on an annual basis, or as new reportable significant financial interests are obtained.

3. The vice president for academic affairs will review the financial disclosures 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 NSF-funded research that would be affected by significant financial interests;
   E. divestiture of significant financial interests; or
   F. severance of relationships that create conflicts.

   If the vice president or academic affairs/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 vice president for academic affairs/reviewers may allow the research to go forward without imposing conditions or restrictions.

4. At the time of institutional sign-off authorizing the submission of grants, disclosure information will be provided the vice president for academic affairs. The vice president will not approve submission of grants without disclosure.

5. Failure to comply with this policy will be treated under ONU Faculty Handbook section 2.10, Discipline of Faculty Members.

6. The Office of the Vice President for 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 termination or completion of the grant to which they relate or until the resolution of any NSF action involving these records, whichever is longer.

*The term "investigator" means the principal investigator, co-principal investigator, and any person at Ohio Northern University who is responsible for the design, conduct or reporting of research or educational activities funded or proposed for funding by the National Science Foundation.

*The term "significant financial interest" means anything of monetary value, including, but not limited to salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options, or other
ownership interests); and intellectual property rights (e.g., patents, copyrights, and royalties from such rights). 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. 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 $10,000 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, are not expected to exceed $10,000 during the twelve month period.
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 the Vice President for 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 the Academic Vice President 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.
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 of 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 he or she 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 Vice President of Academic Affairs (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 Vice President of Academic Affairs 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

(Excerpts from the University Exposure Control Plan for Bloodborne Pathogens, 2008)

1. Introduction - The OSHA "Occupational Exposure to Bloodborne Pathogens" (29 CFR Part1910.1030) 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 Vice President for Academic Affairs 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; Human Resources Director or designee; Institutional Review Board Chair; Representative of Student Affairs; Representative of Biological and Allied Health Sciences Department; Representative of the College of Pharmacy; Representative of University Security; Representative of Physical Plant; Representative of Nursing Department; and Head Athletic Trainer. 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”.

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APPENDIX 30
TENURE CLOCK EXTENSIONS

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 Vice President for Academic Affairs.
   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 Vice President of Academic Affairs, 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 his or her 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 Head Librarian (if appropriate) and the Vice President for Academic Affairs. 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.
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