



Applies to: Faculty

Responsible Office

Office of Academic Affairs

POLICY

Issued: 07/20/2004

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Appointment decisions for faculty positions must be based on criteria that reflect strong potential to advance through the faculty ranks, including attaining tenure, being promoted, and/or being reappointed.

Purpose of the Policy

To provide guidance for appointment decisions for each faculty type, set forth the university's **faculty workload** requirements as required by [Ohio Revised Code \(ORC\) 3345.45](#), and outline the university's governance documents on tenure and retrenchment as required by [ORC 3345.454](#).

Definitions

Term	Definition
Faculty workload	A faculty member's total work effort, in terms of full-time equivalency (FTE), is comprised of different proportions of core faculty duties (teaching, basic and applied research, scholarship, creative activities, extension programming, clinical patient practice, commercialization and entrepreneurship, librarianship, service, and administration) according to their faculty appointment. Each core faculty duty must be defined in terms of credit hours or credit-hour equivalencies as required by ORC 3345.45 . See the OAA Faculty Workload Standards and Guidelines for more detailed information and examples.
Joint appointment	One in which a faculty member has a compensated full-time equivalent (FTE) appointment in two or more tenure-initiating units (TIUs).

Policy Details

- I. Tenure-track, Clinical/Teaching/Practice, and Research Faculty
 - A. Tenure
 1. Tenure may be earned by all tenure-track faculty members upon completion of all applicable university requirements as set forth in [Faculty Rule 3335-5-03](#), the [OAA Procedures and Guidelines Handbook](#), and applicable unit appointment, promotion, and tenure (APT) documents and may be achieved through multiple pathways.
 2. Tenured faculty must serve on appointments totaling fifty per cent or more service to the university to maintain tenure as set forth in [Faculty Rule 3335-5-19\(A\)](#).
 - B. Length of appointment
 1. Tenure-track, clinical/teaching/practice, and research faculty may be offered either a nine-month or a twelve-month appointment by the TIU. The most common schedule for a nine-month on-duty period under semesters is from August 15 to May 15, with compensation paid out over twelve months. Twelve-month appointments typically begin either July 1 or on the first day of autumn semester. Colleges with clinical practice for teaching and patient care have hiring dates throughout the year.
 2. In accordance with [Faculty Rule 3335-5-07](#), all full-time faculty members are to be on duty an average of 19 working days a month, with working days defined as weekdays that are not designated as university holidays.
 - a. Nine-month faculty members are commonly on duty for nineteen working days a month averaged over a nine-month period and do not accrue vacation. They are not expected to be on duty during



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- breaks within a given semester, summer term, or session, nor any days between the end of the exam period and the beginning of the next semester or session.
- b. Twelve-month faculty members are on duty on all working days except for the days they accrue and designate as vacation days. See [Paid Time Off policy](#).
3. TIUs are to provide candidates for faculty appointments with an offer letter to sign containing, at the minimum, the proposed start date, faculty title, reappointment date, duties and responsibilities, and salary and compensation, including whether any compensation is subject to productivity expectations and requirements.
- C. Joint appointments
1. Appointing new faculty members to a **joint appointment**
 - a. TIUs considering making a joint appointment are to determine whether this is the most appropriate means of accomplishing a shared goal. Financial reasons (neither unit has the resources to make the appointment on its own) alone do not provide an optimal foundation for joint appointments. The Office of Academic Affairs (OAA) suggests not pursuing a joint appointment if there are other means (such as joint service on graduate studies committees) that will accomplish the shared goal.
 - b. TIUs making a joint appointment are to reach agreement on its terms before seeking an individual to fill the position so that these terms can be communicated clearly to candidates. These terms, modified as a consequence of negotiation with a particular candidate when appropriate, must be set forth in a memorandum of understanding (MOU) signed by the heads of the TIUs and the dean(s) of those TIUs.
 - c. Before being extended to candidates, offer letters involving joint appointments, along with the executed MOU, must be approved by OAA. A candidate must be provided with the terms of the MOU before being asked to decide on an offer. Items that must be included in the MOU include:
 - i. The TIU in which the candidate's tenure or other appointment will reside (see [Faculty Rule 3335-6-06](#)). This is the unit where the candidate will be a member of the eligible faculty for APT decisions. If it is possible for the TIU designation to be renegotiated at a subsequent time, the MOU should describe how such a negotiation would be initiated and concluded.
 - ii. What each unit will contribute to the appointment in terms of compensation; office; research space, equipment, and start-up funds; and any other relevant resources, as well as the process by which relative contributions could be changed over time.
 - iii. The defined workload associated with each part of the appointment; the process by which the defined workload associated with the different parts of the appointment can be changed; and the mechanism for resolving workload issues should it be alleged by either the joint appointee or one of the TIUs that one or both of the TIUs' expectations differ from those agreed to in the MOU.
 - iv. The annual salary decisions process and whether the TIUs agree to reach consensus on salary increases or each provide its own recommendation based on performance in areas relevant only to its part of the appointment.
 - v. In the case of an untenured faculty member, how annual reviews and the review for tenure will be conducted; whether both TIUs must agree on renewal of the appointment and ultimately on the award of tenure for the peer recommendation to be considered positive and if not, how a disagreement on renewal and tenure will be handled. If the TIUs cannot reach an agreement on this extremely important matter, then the hire is not to be made.
 - vi. In the case of a tenured faculty member, how annual reviews and reviews for promotion will be conducted and whether both TIUs must agree that promotion is warranted for the peer recommendation to be considered positive.
 - vii. The governance rights of the joint appointee in each of the TIUs sharing the joint appointee.



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2. Faculty transfer into a joint appointment
 - a. On occasion, a faculty member hired into a faculty position in a particular TIU seeks a joint appointment with another unit. In such cases, the two TIUs must enter into an MOU about the appointment that includes the items set forth in Policy Details I.C.1.c, including which unit will serve as the TIU, with the MOU being signed by the heads of the TIUs and the dean(s) of those TIUs and OAA. In such circumstances, OAA recommends that the faculty member and the TIUs involved observe the following process:
 - i. The faculty member consults with the head of the unit with which they want to establish a joint appointment and explain why such an appointment would benefit their academic career at the university.
 - ii. The TIU head then makes a judgment about whether the joint appointment will benefit the mission of the unit as a whole and whether there are funds to cover the salary and benefits associated with the joint appointment. In making this judgment, the TIU head consults with the dean (if applicable) about the effect of this joint appointment, if any, on future hires in the unit.
 - iii. If the TIU head ascertains that the transfer would benefit the unit, the TIU head consults with the dean about whether there are funds in place to support the joint appointment. At this point, the faculty member requesting the joint appointment writes a formal letter of application to the TIU head.
 - iv. The receiving unit provides information about the faculty member to its tenured faculty and requests a vote, following hiring procedures laid out in the [Appointments, Reappointments, Promotion and Tenure web page](#), about whether the unit approves the joint appointment.
 - v. The dean and TIU head of the receiving unit decide whether to approve the appointment.
 - vi. Joint appointed faculty may vote on appointments, promotion, and tenure decisions only in the TIU where their tenure reside.
- D. Academic appointments
 1. Academic appointments have 0% FTE and occur when a tenure-track, clinical/teaching/practice, or research faculty member holds an appointment in one or more academic units outside the TIU.
 2. TIUs must establish formal expectations for academic appointments. Academic appointments are to be discontinued when expectations are not met and when a faculty member retires from or otherwise terminates employment with the university.
- E. Changes in appointment
 1. Transfer of TIU
 - a. The concept of a TIU and the circumstances under which a tenure-track faculty member may be considered for transfer to a new TIU are described, along with the necessary approvals, in [Faculty Rule 3335-6-06](#).
 - b. Approval of the transfer by OAA is dependent on the establishment of mutually agreed upon arrangements between the administrators of the affected TIUs, including the deans(s), and the faculty member.
 - c. An MOU signed by all parties, including OAA, must describe in detail the arrangements of the transfer. Since normally the transferring faculty member will fill an existing vacancy in the receiving unit, the MOU will describe the resources supporting the position, including salary, provided by the receiving unit.
 - d. The review schedule of probationary tenure-track faculty is not altered by transferring to a new TIU. Requests for exceptions due to special circumstances must be submitted to OAA before the MOU is finalized.
 2. Transfer from tenure-track to clinical/teaching/practice or research appointments
 - a. Tenure-track faculty members who transfer to clinical or research appointments are required to resign their tenure-track positions, relinquishing tenure if applicable.



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- b. Such transfers are initiated for consideration only upon the written request of the faculty member. Clear evidence must be offered of a change in the individual's career goals and expectations, duties, and activities.
 - c. The following Faculty Rules describe the circumstances under which such a transfer may be considered and approved:
 - i. To clinical/teaching/practice, [Faculty Rule 3335-7-09](#).
 - ii. To research, [Faculty Rule 3335-7-38](#).
 - d. Transfer from a clinical/teaching/practice or research appointment to the tenure-track is not permitted (see [Faculty Rule 3335-7-10](#) and [Faculty Rule 3335-7-39](#) respectively). Clinical/teaching/practice or research faculty may apply for tenure-track positions and compete in regular national searches for such positions.
3. Reduction in FTE
- a. Involuntary reduction
 - i. Unless otherwise agreed upon by the TIU and faculty member or otherwise set forth under the faculty rules, the involuntary reduction of FTE must follow the process under [Faculty Rule 3335-5-04](#).
 - b. Tenure-track faculty
 - i. If a part-time appointment was not included in the terms of hire as stated in the offer letter, a tenure-track faculty member who desires a temporary FTE reduction or a permanent FTE reduction must consult with the TIU head.
 - ii. Tenure-track faculty are defined in [Faculty Rule 3335-5-19\(A\)](#) as holding an appointment of 50% FTE or greater. Persons with a tenure-track faculty title on an appointment of less than 50% FTE are associated faculty.
 - iii. Upon the faculty member's request, the TIU head, with the approval of the dean in colleges with TIUs, has the authority to grant a reduction in FTE.
 - c. Probationary tenure-track faculty
 - i. A reduction in FTE does not involve an automatic exclusion of time from the probationary period, even though the projected revised dates may be mentioned in the letter approving the reduction, as is often the case. Probationary tenure-track faculty whose appointment is less than full-time but not less than 50% may request an exclusion of time from the probationary period in accordance with [Faculty Rule 3335-6-03\(D\)\(1\)\(c\)](#).
 - ii. OAA does not approve exclusions of time in advance. Rather, during the second year of a faculty member's reduced appointment, OAA will approve an exclusion of time for one year. For example, a 50% FTE appointment will reflect one year of service within the probationary period upon working two academic years for a nine-month appointment or two full years for a twelve-month appointment. At the appropriate time, a letter requesting approval of the exclusion of time is forwarded by the TIU head to the dean and then OAA.
 - iii. For probationary faculty, the letter directed to the final level of approval is to include (in addition to the amount of the reduction, when it will take effect, and whether it is permanent or temporary) a projected revision of the review schedule and the projected year in which the adjusted Fourth-Year Review would fall (if the Fourth-Year Review has not already occurred).
 - d. Clinical/teaching/practice and research faculty
 - i. Clinical/teaching/practice and research faculty who wish to renegotiate their FTE during a contract period must consult with the TIU head to seek approval.
4. Twelve-month and nine-month appointment conversions
- a. Faculty will normally convert between a twelve-month and a nine-month appointment using a 12/9 or a 9/12 salary conversion ratio. Any other arrangement requires the approval of OAA.
 - b. See the [Faculty Compensation policy](#) for information regarding a faculty member with an administrative appointment.



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5. Transfer of campus
 - a. The circumstances under which a faculty member may be considered for a transfer from one campus to another are described in [Faculty Rule 3335-6-07](#).
 - b. OAA's approval of the transfer is dependent on the establishment of a mutually agreed upon financial arrangement between administrators of the affected TIUs, including the dean(s).
- F. Endowed chairs or professorships
 1. Only the Board of Trustees (BOT) can establish an endowed chair or professorship and appoint an individual to hold that position. TIUs are to defer publicity regarding the establishment of an endowed chair/professorship or the appointment of an individual to that position until action has been taken by the BOT.
- G. College distinguished professors
 1. Colleges wishing to recognize distinguished faculty members may establish distinguished professorships, the titles of which must be (college name) distinguished professor.
 2. Criteria for review and procedures for awarding such distinctions must be included in the college Pattern of Administration.
- H. Emeritus faculty
 1. Tenure-track, clinical/teaching/practice, research, and associated faculty are eligible for consideration for emeritus status upon retirement or resignation at the age of sixty or older with ten or more years of service or at any age with twenty-five or more years of service at the university (see [Faculty Rule 3335-5-19](#) and [Faculty Rule 3335-5-36](#)). The process for recommending emeritus status to the executive vice president and OAA is to be set forth in the TIU APT document and the Faculty Rules. Various offices within the university offer perquisites to emeritus faculty, which are subject to modification and remain at the discretion of the applicable office.
 2. Graduate faculty status
 - a. See the [Graduate School Handbook](#) for details on graduate faculty status when a faculty member terminates employment with or retires from the university.
 3. Emeritus titles for endowed chairs/professorships
 - a. Faculty members who hold an endowed chair/professorship or an Ohio eminent professorship at the time of their retirement or resignation may continue to use the chair designation upon request by their TIU head with the approval of the dean, OAA, and Board of Trustees (BOT).
 - b. The request can only be made for a faculty member retiring from the university and from the chair/professorship, not for those who may have held the chair/professorship in the past or those simply ending a term holding the chair/professorship.
 - c. The request can only be for carrying the name of the chair/professorship with the “emeritus” designation preceding the name. No chair/professorship resources can be allocated to the individual carrying the emeritus designation.
 4. Title for members of the Emeritus Academy
 - a. A faculty member who has been granted emeritus academy status may use the title academy professor during the period that such faculty is an active member of the Emeritus Academy.
- I. Reemployment of retired faculty
 1. For eligibility requirements and guidelines on the rehiring of faculty who have retired from the university, see the [Reemployment of Faculty and Staff policy](#).
 2. Re-employment of retired faculty is not an entitlement and cannot be guaranteed. Note that faculty may be rehired into the same position at greater than 75% FTE only if the salary is not greater than 75% of the salary at the time of retirement, subject to the requirements under the [Reemployment of Faculty and Staff policy](#).



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3. Use the guidelines below in Section III.G.1-3 of this policy to determine appointment classification and FTE.
 4. Rehiring a retired faculty member requires approval of the TIU head, the college human resources business partner, the college dean (or campus dean/director), and OAA prior to extending an offer. Colleges must forward requests to hire a retired faculty member using the [Request to Rehire Retired Faculty/Staff Member Form](#).
- J. Reemployment of tenure-track faculty following nonrenewal of appointment or denial of tenure
1. OAA must approve the rehire of a tenure-track faculty member denied reappointment or tenure. This requirement for approval applies to faculty members rehired within three years of the final day of their original tenure-track appointment. Approval will be based on the nature of the proposed appointment in relationship to the reasons for denial of reappointment or tenure.
 2. A proposal to rehire a faculty member to teach or to conduct research in some capacity when unacceptable teaching or research, respectively, was a factor in the denial of reappointment or tenure is unlikely to be approved.
 3. TIUs are to exercise sound judgment in considering the rehire of probationary tenure-track faculty who withdraw from a mandatory review and resign.
- K. Reemployment of tenure-track faculty who have resigned
1. There may be rare circumstances when a unit is unable to retain a truly exceptional faculty member (e.g., a member of a national academy), and the unit and college wish to facilitate the faculty member's return to the university. The chair and dean may request approval from OAA, within two years of the faculty member's departure, to rehire the faculty member into a vacant position without a national search. The unit/college must not promise to rehire the faculty member in advance since intervening events could make it undesirable or not feasible to follow through on such a commitment.
- II. Faculty Workload
- A. Each TIU, college, and regional campus must provide specific faculty workload guidance in their Pattern of Administration (POA), ensuring that every faculty member has duties commensurate with their respective appointment and that the overall unit workload is distributed fairly and equitably among its faculty.
- B. All POA faculty workload provisions must comply with the [OAA Faculty Workload Standards and Guidelines](#) and [ORC 3345.45](#), which requires that all faculty duties be defined in terms of credit hours or credit-hour equivalencies.
- C. The university standard for faculty with a 100% teaching load consisting only of conventional class instruction (e.g., lecturers/senior lecturers) is 24 credit hours (eight three-credit courses, or other combination of credit hours) for nine-month contracts and 30 credits for 12-month contracts (ten three-credit courses, or other combination of credit hours).
1. Credit hours are based on contact hours and not inclusive of the time required for course design and preparation, or extension travel (e.g., county to county).
 2. The university-wide baseline for autumn and spring semesters is that one three-credit course equates to 0.25 FTE for that semester. This translates into approximately 10 hours/week, or 3.33 hours/week/credit hour. This baseline can be used to calculate equivalencies of effort for courses that generate fewer or more than three credits.
 3. Only associated faculty members and some clinical/teaching/practice faculty can have their duties exclusively consisting of conventional class instruction. When this is the case, the FTE is determined by the number of credit hours assigned per term. Compensated associated faculty teaching fewer than 12 credit hours per long semester (autumn and spring) will have their FTE adjusted accordingly in that semester.



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- D. In areas where faculty are not assigned to conventional class instruction (e.g., health sciences, extension, graduate and professional programs), TIUs must define in their POAs what constitutes “teaching” for the purposes of determining appropriate faculty workload and aligning that workload to effort distribution as identified in the [OAA Faculty Workload Standards and Guidelines](#).
- E. All POAs must be reviewed and approved by OAA.
- F. All faculty appointment letters must specify the faculty workload expectations of the appointment consistent with the TIU’s POA and the [OAA Faculty Workload Standards and Guidelines](#).
- G. Faculty workload expectations are to be reviewed by the TIU head or designee and affirmed or revised annually during the annual review process.
- H. All faculty, including those with tenure and those without, may be subject to disciplinary action for failing to meet faculty obligations pursuant to [Faculty Rule 3335-5-04](#).

III. Associated Faculty

- A. For definitions and rules regarding associated faculty, see [Faculty Rule 3335-5-19](#).
- B. Regardless of title, all associated appointments require an offer letter stating the start date and the end date, not to exceed a term of three years. Appointments carry no presumption of academic tenure or reappointment.
- C. Associated appointments do not typically require OAA approval except in instances when the individual does not have a degree beyond a baccalaureate degree (see section III.M below).
- D. All initial appointments at senior rank (including for associated faculty) require prior approval of the college dean and OAA.
- E. Renewal requires a new offer letter and a new action in the human resources (HR) system. Nonrenewal requires termination in the HR system effective on the end date as stated in the offer letter.
- F. Persons with tenure-track faculty titles employed at 50% FTE or greater, clinical/teaching/practice faculty, and research faculty cannot hold an associated faculty appointment.
- G. General concerns
 - 1. Appointment classification
 - a. Temporary and Regular appointment status are determined by the length of the appointment. These appointments are renewable.
 - b. Temporary:
 - i. Appointment is for one semester or less.
 - ii. While a faculty member may be appointed for back-to-back semesters, continuous consecutive back-to-back appointments should be reviewed annually to determine if a regular appointment would be more appropriate.
 - c. Regular:
 - i. Appointment is for a minimum of two semesters up to three years.
 - ii. Faculty members with a multiple-year commitment to work for only part of the year, e.g., to be the instructor of record each fall for three years in a row, would only be appointed for the period they work.
 - d. Benefit eligibility for multiple appointments will follow the principles in the Office of Human Resources [Staff Employment policy](#).
 - 2. FTE in semesters
 - a. Using the university teaching standard set forth in II.C above, a 100% FTE lecturer or other associated faculty nine-month appointment would be distributed by credit hour across two semesters as 12 credit hours for autumn semester and 12 credit hours for spring semester. Faculty teaching more than 12 credit hours (in any combination of courses) in a semester must be paid for this overload. No associated faculty member should teach more than 15 credit hours in a single semester.
 - b. TIUs and regional campuses may develop formal guidelines (written into their POAs) for addressing types of courses that warrant a different credit-hour to FTE equivalency. This allows TIUs to address concerns about the differing amounts of time required for the preparation or evaluation of types of



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- courses due to enrollment size, assistance from graduate teaching associates, studios, labs, one-on-one instruction, and so on, while at the same time providing a standard ensuring that all associated faculty members within a college or campus are treated equitably.
- c. In cases when associated faculty members have duties beyond conventional class instruction, the TIU head must adjust the FTE accordingly. For example, in a given semester a lecturer could teach nine credit hours and be assigned the remaining 25% FTE duties in other teaching areas, such as advising, guest lecturing, or developing curriculum.
 - d. All appointment letters for associated faculty members must specify the FTE of the appointment.
3. FTE in summer term
 - a. For the full summer term, each three-credit course equates to 25% FTE. Associated faculty teaching three credits in one four-week session will be appointed at 100% FTE for the session, in one six-week session will be appointed at 75% FTE for the session, and in one eight-week session will be appointed at 50% FTE for the session. A summer course may be appended to a two-semester appointment.
 4. Pay Period; Benefits
 - a. Associated faculty members on appointments 75% FTE or greater for two semesters or the nine month academic year will be paid out over twelve months as a 9/12 appointment. Such appointments will be eligible for benefits, subject to the terms and conditions of the applicable university employee benefit plan, program and/or policy, during the entire twelve-month appointment, from September-August.
- H. Professional titles if less than 50% FTE
1. Individuals who perform across the full range of faculty duties and responsibilities (teaching, scholarship, and service) if less than 50% FTE are given tenure-track titles.
- I. Clinical practice faculty
1. Clinical practice faculty appointments are limited to the health sciences.
 2. These appointments are appropriate for persons who provide significant service to the university such as:
 - a. Teaching the equivalent of one or more courses.
 - b. Advising graduate students or serving on graduate committees.
 - c. Serving as a co-investigator on a clinical trial or scholarly project that entails regular interaction with unit faculty and students as part of the collaboration.
 - d. Providing necessary university affiliation so that non-university health care providers may practice in university facilities and/or engage in teaching activities.
 3. Such individuals may be either non-university employees or university employees compensated on a non-instructional budget.
 4. Clinical practice faculty (compensated)
 - a. Clinical practice appointments are appropriate for persons who teach and provide patient care for compensation at an FTE ranging from 1% - 100%.
 5. Clinical practice faculty (uncompensated)
 - a. 0% FTE clinical practice appointments are made for the period in which the uncompensated service is provided, not to exceed three years.
 - b. TIUs may renew uncompensated clinical practice appointments only in cases when the purpose of the appointment continues to be met.
- J. Visiting faculty
1. Visiting faculty (compensated)
 - a. Fiscal or programmatic circumstances may sometimes make it appropriate to hire faculty under time-limited contracts. Visiting faculty appointments may be renewed for up to three consecutive years or given a contract for up to three years at 100% FTE. Part-time appointments may be renewed until the equivalent of three years at 100% FTE is reached.



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- b. TIUs may also use the visiting faculty title for the temporary appointment of faculty members from other institutions and for foreign national faculty members who have been awarded tenure but do not have permanent residency status.
 - c. Only TIUs may make visiting faculty appointments for temporary duties. A non-TIU unit, such as a center that wishes to appoint persons, must use an appropriate non-faculty title.
 2. Visiting faculty (uncompensated)
 - a. TIUs may use the visiting faculty title for the temporary appointment of faculty from other institutions who are not compensated by Ohio State, typically when the faculty member is compensated by their home institution.
- K. Adjunct faculty
 1. These appointments are appropriate for persons who provide significant service to the university such as:
 - a. Teaching the equivalent of one or more course.
 - b. Advising graduate students or serving on graduate committees.
 - c. Serving as a co-investigator on a research project that entails regular interaction with unit faculty and students as part of the collaboration.
 2. Such individuals may be either non-university employees or university employees compensated on a non-instructional budget.
 3. APT documents, as well as offer letters to adjunct faculty, must clearly state that adjunct appointments are:
 - a. Recommended at the discretion of the unit;
 - b. Made for periods not to exceed three years; and
 - c. Entail no commitment to renew the appointment beyond that period.
 4. Adjunct faculty (compensated)
 - a. Colleges may approve compensation for services provided by adjunct faculty in instances where such individual takes on exceptional responsibility.
 5. Adjunct faculty (uncompensated)
 - a. Adjunct appointments are made for the period in which the uncompensated service is provided, not to exceed three years. Renewal is contingent upon continued significant contributions.
- L. Lecturers
 1. When part-time instructors are needed for teaching, other than graduate teaching associates, the appropriate appointment is lecturer or senior lecturer.
 2. Colleges and the regional campuses must establish appropriate criteria and associated pay scales for differentiating lecturers from senior lecturers.
- M. Qualifications for Appointment
 1. While qualified faculty members are identified primarily by credentials, other factors, including but not limited to equivalent experience, may be considered by the university in determining whether a faculty member is qualified. To be a member of the faculty or be the instructor of record for college credit at the university, the faculty member must satisfy at least one of the following criteria:
 - a. Holds an academic degree that is relevant to what the faculty member is teaching and that is one level above the level at which the faculty member teaches. In terminal degree programs, faculty members possess the same level of degree.
 - b. Holds a master's degree or higher in the discipline or subfield (or if master's is in another discipline or subfield, has completed 18 graduate credit hours in the discipline or subfield in which the appointee teaches) when teaching general education courses, or other non-occupational courses.
 2. Exceptions to the qualification requirements set forth in Section II.M.1. include the instructor of record who:
 - a. Has completed all requirements for the terminal degree with the exception of the dissertation, all but dissertation (ABD). This exception applies for a maximum of three years, after which time the faculty member must have completed the terminal degree;



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- b. Holds an academic degree that is not above the level at which they teach but possesses a minimum threshold of special competence, experience, and expertise that uniquely qualifies the individual in their discipline and is equivalent to the degree that is otherwise required for a faculty position, as documented through a review process as determined by the TIU or college. Qualifications must be documented and approved by the appropriate chair and dean; or
 - c. Is a graduate student supervised by university faculty.
 3. For faculty holding less than a master's degree, the university defines the minimum threshold of equivalent experience generally as five years of professional experience or demonstrated skills in the same area in which the potential instructor of record will be teaching. Credentials will be the primary determinant of minimal instructional qualifications but equivalent professional experience (having a breadth and depth of experience outside the classroom, in real-world situations relevant to what the faculty is teaching) and/or industry credentials are other possible determinants. OAA has final decision-making authority to determine whether the qualification of an instructor of record whose highest degree is less than a master's degree meets the minimum threshold. Such appointments should be rare and will only be approved if it is clear that the expertise of the faculty member fulfills a specific instructional need.

PROCEDURE

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- I. Appointing a Faculty Member to an Endowed Chair or Professorship
 - A. Once the BOT has approved the establishment of an endowed chair/professorship, the college is to transmit a draft offer letter to OAA for approval before extending an offer to the candidate. The letter must state the effective date and length of term, not to exceed five years, at which time the appointment will be up for renewal. After OAA returns the draft offer letter to the college, the unit may extend an offer to the candidate. The candidate must acknowledge acceptance of the position in writing.
 - B. The college must follow the requirements under the [Faculty Recruitment and Selection policy](#) for such appointments and include all required documentation with the draft offer letter when making an offer to an external candidate. OAA does not require a curriculum vitae (CV) for internal candidates.
 - C. The college sends to OAA a copy of the final offer on letterhead along with the candidate's acceptance, either as a signature on the offer letter or as a separate letter.
 - D. OAA forwards the offer letter with the candidate's acceptance to the BOT for final approval.
 - E. The appointment becomes official only upon approval by the BOT.
 - F. The dean must conduct a formal review prior to submitting an individual for reappointment to an endowed position.
 - G. Appointments to endowed chairs are ordinarily made at senior tenure rank and appointments to endowed professorships, when appropriate, can be made for early or mid-career faculty. Such endowments are to support the establishment of a new endowed position, and support the work of the faculty in terms of academic work and/or compensation as determined in consultation with OAA.
- II. Procedures for Faculty Emeritus Requests
 - A. Colleges are to forward written requests for faculty emeritus status to OAA using the [Request for Emeritus Status Form \(Form 207\)](#). TIUs are to follow the unit approval process set forth in their APT documents.
 - B. The title request is to be tied to final faculty status (e.g. associate professor emeritus). The process for using an emeritus title with an endowed chair, endowed professorship, or eminent scholar position is set forth in Policy Details I.H. The request for emeritus status must be received by the BOT prior to the date of retirement, if the prerequisites of emeritus status (see Policy Details I.H.) are to become effective by that date.



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- C. After the emeritus request is approved by the BOT, the unit and/or college enters the emeritus appointment into the HR system. A retirement action must be entered prior to entering the emeritus action, and the emeritus effective date in the HR system must correspond with the effective date of the BOT approval. The emeritus effective date does not affect the retirement effective date or access to approved perquisites as determined by the TIU.
- D. The process for recommending emeritus status to the executive vice president and provost must be set forth in the TIU APT document.
- E. Emeritus status may be revoked in accordance with the Faculty Rules.

III. Procedures for Verifying Qualifications

- A. Each course instructor must provide a CV to their department or college. The current CV, along with all relevant documents, will be kept by each department, college, or program in accordance with the university's [General Records Retention Schedule](#).
- B. Any offer of employment to a prospective faculty member will be made contingent on verification of necessary academic credentials. The candidate must submit credentials to verify that they hold an appropriate degree and any other academic or professional credential and/or experience (e.g., license or certification) required for the position.
- C. TIUs are responsible for verifying that received credentials are appropriate to the faculty member's position and teaching assignments.

IV. Retrenchment

- A. Pursuant to [ORC 3345.454\(A\)\(2\) and \(B\)](#), the university must outline procedures for addressing faculty and program levels in the event of a reduction of the student population or overall funding, a change to institutional missions or programs, or other fiscal pressures or emergencies facing the institution.
- B. In the event of financial exigency as defined in [Faculty Rule 3335-5-02.1\(A\)](#), the president may initiate the process to address that situation as outlined in [Faculty Rule 3335-5-02.1](#). Tenured faculty are subject to the provisions outlined in [Faculty Rule 3335-5-02.2](#) during financial exigency, and tenured faculty have the appeal rights outlined in [Faculty Rule 3335-5-02.3](#) if their employment is terminated in accordance with those rules.
- C. In the event that a department, school, or college must be restructured, altered, or abolished due to financial exigency or any other reasons, the provisions in [Faculty Rule 3335-3-37](#) and [Faculty Rule 3335-6-06](#) will apply.
- D. Faculty may be subject to furloughs in accordance with [bylaw 3335-1-08\(E\)](#) of the Ohio Administrative Code and the procedure in the [Furloughs policy](#).
- E. Pursuant to [ORC 3345.454\(C\)](#), unless a waiver is granted by the Chancellor of the Ohio Department of Higher Education, the university must eliminate any undergraduate degree program that confers an average of fewer than five degrees annually over any three-year period, without counting any academic year prior to the first academic year in which an undergraduate degree is conferred. The Office of Academic Affairs is responsible for monitoring degree conferrals and working with impacted units to develop appropriate plans for addressing these requirements in accordance with applicable policies, rules, and laws.

Responsibilities

Position or Office	Responsibilities
Board of Trustees (BOT)	<ol style="list-style-type: none"> 1. Establish endowed chair or professorship and approve appointments. 2. Provide final approval for requests for endowed positions. 3. Review and approve requests for emeritus status.
Candidate	<ol style="list-style-type: none"> 1. Acknowledge acceptance of an endowed position in writing. 2. Verify credentials as set forth in the policy.



Faculty Appointments, Faculty Workload, Tenure, and Retrenchment

Interim University Policy

Applies to: Faculty

Position or Office	Responsibilities
College	<ol style="list-style-type: none"> 1. Forward requests to hire retired faculty members using the Request to Rehire Retired Faculty/Staff Member Form. 2. Provide specific faculty workload guidance in POA in compliance with OAA Faculty Workload Standards and Guidelines and ORC 3345.45, which requires that all faculty duties be defined in terms of credit hours or credit-hour equivalencies. 3. Establish appropriate criteria and associated pay scales for differentiating lecturers from senior lecturers. 4. Extend offers of endowed positions as set forth in the policy. 5. Forward written requests for faculty emeritus status to OAA using Request for Emeritus Status Form and enter emeritus appointments into HR system. 6. Maintain course instructor CVs in accordance with the university's General Records Retention Schedule.
College dean	<ol style="list-style-type: none"> 1. Approve or deny requests for reduction in FTE prior to TIU head granting such requests. 2. Approve or deny the rehire of retired faculty. 3. Approve or deny joint appointments of faculty as set forth in the policy. 4. Approve or deny initial appointments of all faculty at senior rank (including associated faculty). 5. Approve qualifications of instructor of record when such faculty holds an academic degree that is not above the level at which they teach but possesses a minimum threshold of special competence, experience, and expertise that uniquely qualifies the individual in their discipline. 6. Conduct a formal review prior to submitting an individual for reappointment to an endowed position.
Faculty	<ol style="list-style-type: none"> 1. Agree upon arrangements and sign MOU prior to transferring TIUs. 2. Consult with TIU head if wish to renegotiate FTE. 3. Serve in an appointment totaling fifty per cent or more service to the university to maintain tenure. 4. Provide a CV to department or college.
Office of Academic Affairs (OAA)	<ol style="list-style-type: none"> 1. Approve or disapprove offer letters and MOUs involving joint appointments and all faculty transfers into joint appointments. 2. Approve and sign MOUs of faculty transfers of TIUs, or deny such transfers. 3. Approve or deny exclusion time during a faculty member's reduced appointment as set forth in the policy. 4. Approve or deny campus transfers by faculty. 5. Approve or deny requests for use of chair designation for faculty who hold endowed chair/professorships or Ohio eminent professorships at the time of their retirement or resignation. 6. Approve or deny the rehire of retired faculty. 7. Approve or deny the rehire of tenured-track faculty denied reappointment or tenure into a different faculty title. 8. Review and approve/disapprove POAs, including faculty workload expectations. 9. Approve or disapprove initial appointments of all faculty at senior rank (including associated faculty). 10. Have final decision-making authority to determine whether the qualifications of a candidate whose highest degree is less than a master's degree meets the threshold of equivalent experience to be an instructor of record. 11. Approve or disapprove offer letters for appointments to endowed chairs or professorships and forward their accepted offer letters to the BOT for final approval. 12. Monitor undergraduate degree conferrals and work with impacted units as set forth in the policy.
Regional campus	<ol style="list-style-type: none"> 1. Provide specific faculty workload guidance in POA in compliance with OAA Faculty Workload Standards and Guidelines and ORC 3345.45, which requires that all faculty duties be defined in terms of credit hours or credit-hour equivalencies. 2. Establish appropriate criteria and associated pay scales for differentiating lecturers from senior lecturers.
Tenure initiating unit (TIU)	<ol style="list-style-type: none"> 1. Provide offer letters to candidates for faculty appointments as set forth in the policy. 2. Reach agreement with a partnering TIU on the terms, requirements, workload of a joint appointment before filling the position. 3. Establish formal expectations for academic appointments. 4. Provide specific faculty workload guidance in POA in compliance with OAA Faculty Workload Standards and Guidelines and ORC 3345.45, which requires that all faculty duties be defined in terms of credit hours or credit-hour equivalencies. 5. Define in POA what constitutes "teaching" for purposes of determining appropriate faculty workload in areas where faculty are not assigned to conventional class instruction. 6. Follow unit approval process set forth in their APT documents for requests for faculty emeritus status. 7. Verify that received credentials are appropriate to a faculty member's position and teaching assignments. 8. Annually review and affirm or revise faculty workload expectations during annual performance reviews.



Applies to: Faculty

Position or Office	Responsibilities
TIU head	<ol style="list-style-type: none"> 1. Assign workload to individual faculty. 2. Sign joint appointment MOUs. 3. Approve or disapprove the rehire of retired faculty. 4. Consult on and grant or deny requested changes in FTE as set forth in the policy. 5. Adjust FTE as needed in cases when associated faculty members have duties beyond conventional class instruction. 6. Approve qualifications of instructor of record when such faculty holds an academic degree that is not above the level at which they teach but possesses a minimum threshold of special competence, experience, and expertise that uniquely qualifies the individual in their discipline.

Resources

Forms

Reemployment after Retirement, hr.osu.edu/benefits/retirement/reemployment

Request for Emeritus Status Form, Form 207, go.osu.edu/form-207

Request to Rehire Retired Faculty/Staff Member Form, hr.osu.edu/wp-content/uploads/form-rehire-retired-request.pdf

Governance Documents

Advance Ohio Higher Education Act, ORC 3345.454, codes.ohio.gov/ohio-revised-code/section-3345.454

OAA Faculty Workload Standards and Guidelines, faculty.osu.edu/faculty-support/equitable-policies/faculty-workload-guideline

OAA Procedures and Guidelines Handbook, faculty.osu.edu/procedures-guidelines-handbook

ODHE Standards for Instructional Workloads,

dam.assets.ohio.gov/image/upload/highered.ohio.gov/sb1/Standards_for_Instructional_Workloads.pdf

Rules of the University Faculty, trustees.osu.edu/bylaws-and-rules/university-faculty-rules

University Policies, policies.osu.edu

Faculty Annual Review, Post-Tenure Review, and Reappointment, go.osu.edu/faculty-annual-review-policy

Faculty Compensation, go.osu.edu/faculty-compensation-policy

Faculty Recruitment and Selection, go.osu.edu/faculty-recruitment-selection-policy

Furloughs, hr.osu.edu/wp-content/uploads/policy450.pdf

Paid Time Off, hr.osu.edu/policy/policy627.pdf

Reemployment of Faculty and Staff, hr.osu.edu/policy/policy425.pdf

Staff Employment, hr.osu.edu/policy/policy420.pdf

Additional Guidance

Faculty Rank Title Codes, bpb-us-w2.wpmucdn.com/u.osu.edu/dist/c/58333/files/2018/02/FacultyRankTitleCode-rj1af3.pdf

Faculty Titles, Contracts and Renewals, faculty.osu.edu/faculty-titles-contracts-and-renewals

Graduate School Handbook, gradsch.osu.edu/graduate-school-handbook-gsh

Higher Learning Commission Criteria for Accreditation and Assumed Practices, download.hlcommission.org/FacultyGuidelines_OPB.pdf



Applies to: Faculty

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Office of Academic Affairs	614-292-5881	oaa.osu.edu
Establishing an endowed chair or professorship Endowment approval schedule	University Advancement	614-292-2970	advancement.osu.edu
Graduate faculty status	Graduate School	614-292-6031	gradsch.osu.edu
Benefits	HR Connection	614-247-myHR (6947)	HRConnection@osu.edu

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