

**College of the Arts**  
***Pattern of Administration***  
**July 1, 2008**

Department of Art  
Department of Art Education  
Department of Dance  
Department of History of Art  
Department Industrial, Interior, and Visual Communication Design  
School of Music  
Department of Theatre  
Advanced Computing Center for the Arts and Design

**Introduction**

Faculty Rules 33353-3-35 (C), 3335-6-02  
[http://oaa.osu.edu/handbook/i\\_prototypepoa\\_word.html](http://oaa.osu.edu/handbook/i_prototypepoa_word.html)

Faculty Rules require that newly appointed or reappointed chairs and directors develop a Pattern of Administration and an Appointments, Promotion, and Tenure document.

The Office of Academic Affairs (OAA) expects newly appointed or reappointed deans to develop a College Pattern of Administration and College Appointments, Promotion, and Tenure document in consultation with the faculty. OAA requests that such consultation and new or reaffirmed documents be completed and approved by Academic Affairs by the end of the academic year in which they are appointed/reappointed. OAA further expects that the consultation and acceptance process on both documents be outlined in the College Pattern of Administration.

In the College of the Arts, the consultation and acceptance process involves: (1) Posting current and proposed documents on the college website along with an e-mail to faculty informing them the documents are ready for review and comment; (2) Setting a deadline for comments; (3) Discussion at a college faculty meeting; (4) Finalization of the documents.

The primary focus of the college-level Pattern of Administration is to lay out the governance and advisory committee structure, especially in those areas where faculty are an integral part of the committee/governance structure. The pattern supplements the *Rules of the University Faculty* and the *Office of Academic Affairs Policies and Procedures Handbook*. Ongoing changes in Faculty Rules and Academic Affairs' policies/procedures take precedence over statements in this document.

[Faculty Rules and other university policies are referenced throughout the text.]

## **College Core Values**

The College of the Arts celebrates and learns from diversity and values individual differences.

We believe in the studio experience, small classes, and that arts exposure, participation, and training result in graduates who are both better human beings and contributors to society. Through creativity and innovation, the arts are central to moving civilization forward.

We believe in practice, criticism, theoretical and historical studies in the arts. Also valued are interdisciplinary collaborations; international and cultural-broadening initiatives; community, school, and business partnerships; and research and teaching that provide opportunities for students and faculty to have an impact beyond the classroom.

We support transforming experiences for our students that expand world views, offer hands-on practical experiences in the arts and education, and develop new career skills to reflect the entrepreneurial culture we value.

With commitment to our land grant mission, the college reaches millions of Ohioans annually through outreach and engagement activity by faculty, staff, and students with statewide communities, through public events, public art, K-12 education, community service, and business projects.

## **College Mission Statement**

Our mission is to support a world-class education and educators through an atmosphere of learning that deepens understanding and nurtures creativity in the visual and performing arts.

## **Academic Rights and Responsibilities**

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement can be found on the Office of Academic Affairs website [www.oaa.osu.edu/acad\\_rts\\_respons.php](http://www.oaa.osu.edu/acad_rts_respons.php).

## **Faculty**

Faculty Rule 3335-5-19 [www.trustees.osu.edu/ChapIndex.index.php](http://www.trustees.osu.edu/ChapIndex.index.php) defines the type of faculty appointments possible at Ohio State.

The faculty are organized into departments, schools, and other units as defined in Faculty Rules. Faculty Rules also describe the advisory role the faculty play in the appointment/reappointment of college deans, department chairs, and school directors.

The Faculty Rules define the types of faculty appointments possible at Ohio State and the rights and responsibilities associated with each type of appointment. For purposes of governance, the college faculty include regular faculty, including regular faculty on the regional campuses, with compensated FTEs of at least .50FTE appointment in a department or school in the college. Auxiliary faculty such as lecturers, visiting faculty as well as emeritus faculty may be invited to participate in discussions on non-personnel matters, but may not vote on any matter.

Appointment criteria for regular and auxiliary faculty are available in department/school Appointments, Promotion, and Tenure documents.

### **College Administration and Decision-Making**

The college is administered by a Dean with authority and responsibilities outlined in Faculty Rules 3335-3-29. The dean develops a college office administrative structure to assist in carrying out the programs of the college. The college office staff typically includes two associate deans who are tenured faculty members. Their primary responsibilities are in the broad areas of research, faculty development, outreach, curriculum, instruction, Honors, advising, diversity, recruitment, and technology. Senior staff members in finance, human resources, facilities planning, technology, and arts communications as well as administrative support staff complete the college office organization.

College policy and program decisions are made in a number of ways. The nature and importance of any individual matter determines how it is addressed. The foundation for many decisions rests in a faculty-based college standing committee structure. Often these structures serve as required steps in a larger process of moving matters through the university governance system. The college operates on the principle that the more important the matter is, the more inclusive participation in decisions needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance to faculty and staff.

### **Allocation of College Resources**

The dean is responsible for the fiscal and academic health of the college and for assuring that all resources—human, fiscal, and physical—are allocated in a manner that will contribute to the achievement of college goals.

The dean discusses the college budget and the use of funds across general categories with the chairs and directors at least annually. However, final decisions on budgetary matters rest with the dean.

The allocation process for faculty and staff salary increases is presented in the College Compensation Policy. Updated on October 1 of each year, the policy is located on the college website [www.arts.osu.edu/resources](http://www.arts.osu.edu/resources).

## **College Committees**

The dean may create or abolish both standing and ad hoc committees. The existence, charges, and membership on these committees is established in consultation with the College Executive Committee.

Faculty-based college standing committees are a point of pride for the college. The faculty's expertise and leadership shapes and assesses our academic, curricular, research programs and strengthens the quality of our college.

On four college standing committees, the membership pattern is one representative from each academic department and two from the School of Music. Given that music's regular faculty is at least more than twice that of any department, the school historically has had two representatives on these committees. Faculty representatives are designated by each department/school, either through appointment or election unless otherwise stated in committee descriptions in this document. Only the Advanced Computing Center for the Arts and Design (ACCAD) Oversight Committee, and the College Promotion and Tenure Committee deviate from this model.

### ***College Executive Committee***

#### **Faculty Rule 3335-5-15**

The College Executive Committee, an administrative committee includes the dean, associate or assistant deans, department chairs/directors, development officer, senior fiscal officer, and senior human resources officer. Others may be invited to join the committee at the dean's discretion.

The committee meets several times each quarter to discuss personnel, budgetary, policies/plans, issues, and concerns to departments/school, the college, and its units. Its primary role is to support cross-unit communication and discussion among college leadership, rather than to enact policies. It also provides an opportunity for university administrators to present and share information on current issues.

The committee serves as the College Diversity Committee, providing oversight, attention, and guidance to college diversity efforts; assessing our progress; and developing and

discussing new strategies for improving the climate for diversity throughout the college and its units.

The College Executive Committee also serves as the primary liaison between the dean and the faculty. As such, the dean expects unit heads to share content from these meetings with their faculty.

### *College Curriculum Committee*

The College Curriculum Committee serves as a forum for the discussion of matters pertaining to the teaching mission of the college. Its responsibilities include, but are not limited to the approval of:

- New courses at all levels
- Course change requests
- Course withdrawals
- New majors, minors, degree programs
- All PSP proposals

When proposals reviewed by the committee are approved, they are forwarded to the next review level, which typically involves the Colleges of the Arts and Sciences, the Graduate School, and the Council on Academic Affairs. Further approvals required could include the University Senate, Board of Trustees, and the Ohio Board of Regents.

The committee has faculty and student members. The committee consists of one faculty member from each department, two from the School of Music, and a faculty member assigned to ACCAD. Faculty representatives may be probationary or tenured and are designated by appointment or election at the discretion of the unit. The ACCAD representative is designated by the ACCAD director, in consultation with the faculty member's department chair/school director. Committee members serve staggered three-year terms. It is strongly suggested that members of the department/school curriculum committee be selected for the college committee. Faculty may serve additional terms if designated by the unit.

Two students, one undergraduate and one graduate, are appointed as voting members for one-year-terms, in consultation with department chairs/school director. Students may be appointed for a consecutive one-year term.

A faculty committee chair is elected from among the membership and serves a one-year term. The committee chair may be re-elected by the membership for a consecutive term.

An associate dean from the college serves as an ex-officio non-voting member and advises the committee. A representative from the Colleges of the Arts and Sciences Office of Curriculum and Advising serves as an ex-officio non-voting member and secretary of the committee. A representative from the Arts cluster of the Colleges of the

Arts and Sciences Office of Academic Advising serves as an ex-officio non-voting member.

### ***Honors, Scholars, and Undergraduate Research Committee***

This committee's primary responsibilities are to:

- Review and evaluate the college's tagged degree Arts Honors Program, and BA Honors, Scholars, undergraduate research recognition, and other Arts Honors Program recognitions.
- Review and approve all undergraduate research projects, all senior project proposals for "graduation with distinction," and applications to the Undergraduate Research Scholarships.
- Review, recommend, and approve all Honors course proposals
- Approve student membership in the College of the Arts Honors program and annually assess its current membership.

Committee members are the faculty Honors advisors from each department and the two faculty Honors advisors from the School of Music. One undergraduate Honors student is appointed as a voting member by the dean or designee, in consultation with department chairs/school director and serves a one-year term. The student may be appointed for a second consecutive one-year term.

A faculty committee chair is elected from among the membership and serves a one-year term. The committee chair may be re-elected by the membership for a consecutive one-year term. An associate dean from the college serves as an ex officio non-voting member and advises the committee.

### ***Research and Faculty Development Committee***

The purpose of the Research and Faculty Development Committee is to respond, advise, and recommend on matters pertaining to research and faculty development in the college. This includes recommendations to the dean, vice president for research, or other administrative officials regarding the allocation of college and university-level research funding and travel grants to faculty and students.

The committee also discusses research and faculty development as well as college technology concerns.

The committee consists of one faculty member from each department and two from the School of Music. Committee members may be probationary or tenured faculty, but they must hold graduate faculty status. Representatives are designated by appointment or election at the discretion of the unit. Members serve staggered three-year terms. Faculty may serve an additional term if approved by the unit.

A faculty committee chair is elected from the membership and serves a one-year term. The committee chair may be re-elected for second term. An associate dean serves as an ex-officio non-voting member and advises the group.

An associate dean is available to talk with faculty about their research projects, advise on creating a research agenda, or suggesting strategies for identifying university or external funding for research projects.

### ***College Promotion and Tenure Committee***

The College of the Arts Promotion and Tenure Committee reviews and recommends to the dean on all reviews for promotion and/or tenure as well as all fourth-year annual reviews.

Committee members consist of four full professors appointed by the dean in consultation with the department chairs/director. Committee members serve staggered four-year terms. In the fourth year of service a faculty member serves as committee chair. In appointing members, the dean seeks to ensure that the four members present represent the broad range of research and creative activity in the college.

For a complete description of the committee's role, process, and procedures, consult the College of the Arts' "Appointments, Promotion, and Tenure" document.

### ***College Investigation Committee***

Faculty Rule 3335-5-04 (D) and (E)  
OAA Policies and Procedures Handbook, Chapter 4, section 2.2.3

Faculty Rules require that each college create a standing College Investigation Committee. The committee's mandate is to investigate complaints involving individual faculty members as stated in the "04" Rule and participate in the Faculty Salary Appeals process.

The College Investigation Committee consists of one tenured faculty member from each department and two from the School of Music. Each unit also elects one alternate. Tenured faculty members from other colleges may serve on the committee when appropriate.

Representatives and alternates are designated through an election by the regular faculty in a unit. Members serve three-year staggered terms. Faculty may serve an additional term if re-elected by the unit. Faculty members from other colleges, when needed on the committee, are appointed on an ad hoc basis, being selected by the majority vote of the committee.

The committee chair is elected from the membership and serves a one-year term. The chair may be re-elected for a consecutive term.

Upon referral by the dean of a complaint against a regular faculty member, the committee conducts an investigation, which will include a meeting with the complainant and respondent and a review of any documentary evidence provided by these parties. Once the investigation is concluded, the committee makes a report of its findings to the dean, including a judgment regarding the merits of the case. If the committee finds that sanction is warranted, it proposes one or more specific sanctions as part of its report in accordance with Faculty Rule 3335-5-04 (E).

The committee also functions as an integral part of the university's Faculty Salary Appeals Process, in accordance with the OAA Handbook, book 2, chapter 4, section 2.2.3.

In addition to the above-stated responsibilities, the committee serves in an advisory role for any individual or group within the faculty who, having concerns or grievances, seeks means to address and resolve them.

### ***Advanced Computing Center for the Arts and Design (ACCAD)***

#### **Faculty Rule 3335-3-36**

The Advanced Computing Center for the Arts and Design (ACCAD) is a college center as defined by Faculty Rule 3335-3-36. The college faculty delegates to ACCAD the authority to offer courses established under the auspices of the college.

ACCAD courses follow the same course approval process as required for all department/school courses.

ACCAD courses are registered within the College of the Arts (Arts Col). Department courses taught at ACCAD by associate faculty are under department headings. Co-taught courses are cross-listed under associated department headings and Arts Col.

The ACCAD director provides an annual report to the college dean that details the center's activities.

Annual evaluation of ACCAD is based on the quality of collaborative research experiences for students, collaborative research support for associated faculty, instruction service, and outreach and engagement.

### ***Advanced Computing Center for the Arts and Design (ACCAD) Oversight Committee***

The role of the ACCAD Oversight Committee is to:

- Assist the ACCAD director in refining the conceptual framework for the center
- Facilitate conduits that connect departments with ACCAD's academic and research mission of research/scholarship, instruction, service, outreach and engagement
- Advise on funding opportunities
- Serve as liaison between ACCAD and respective academic and administrative units represented

The ACCAD Oversight Committee consists of fifteen members: the ACCAD director; an active graduate student studying at ACCAD; the college's associate deans responsible for curriculum and research; one faculty member each from the departments/school in the College of the Arts; one faculty member from the Department of Computer and Information Science; and three invited faculty members, each from an academic unit with current collaborative ties to ACCAD. The associate deans and ACCAD director are non-voting members.

All faculty members are chosen in accordance with unit procedures and serve a two-year term on a staggered basis. Faculty members may be reappointed for additional terms. The graduate student member is appointed by the committee for a one-year term, in consultation with the director of ACCAD. The student is a voting member and may be appointed for a second consecutive one-year term.

The committee chair is elected each year by the committee membership.

The committee develops minutes of meetings and members are expected to report on ACCAD activities at their department/school faculty meetings.

### ***Campus Art and Memorials Committee***

[www.arts.osu.edu/resources](http://www.arts.osu.edu/resources)

The Campus Art and Memorials Committee is a university-wide committee of approximately 13 members, including 5 visual arts faculty members from the College of the Arts. The committee chair is one of the visual arts faculty members and is appointed by the dean. The committee reports to the dean of the College of the Arts and ultimately to the Executive Vice President and Provost.

The Campus Art and Memorials Committee reviews and acts on proposals for the development and installation of campus art and memorials. "Campus art" refers broadly to any object intended to be permanently placed outdoors, attached to the exterior of a building/structure, or located in a large public space within a university to:

- Enrich the experience of an individual viewer
- Enhance the aesthetic nature of the campus

- Honor or memorialize an individual or event

## **College Meetings and College Faculty Meetings**

### **College Meetings**

The dean typically calls two College Meetings annually, usually one in fall quarter and the other in spring quarter. All regular faculty, auxiliary faculty, staff, and students are invited. This is an opportunity for the dean and staff to provide updates on current issues, progress reports, answer questions, and discuss matters of concern to those attending.

Faculty Rule 3335-5-16, 3335-5-14, 3335-5-27

### **Meetings of the College Faculty**

According to Faculty Rules, the college faculty meet upon the call of the Dean but not less than once per year.

Additional meetings may be held at the request of the dean, at the request of the majority of the faculty in any department/school of the college, by petition of a minimum of 10% percent of the faculty holding regular, tenure-track appointments in the college, or at the request of any standing committee. The dean or designee leads the meeting.

Agendas and materials for College Faculty Meetings that include important proposals/documents for discussion as well as approval and/or formal vote, will be sent sufficiently in advance so that conversations can occur in academic units, prior to the college meeting. If circumstances warrant, *Roberts Rules of Order* can be used to conduct college-level discussions.

Following the college meeting, an e-mail ballot will be sent to all eligible faculty. A majority of those voting is required for approval.

If proposals or documents before the college faculty pertain to all the arts and sciences colleges or the university, such as the general education requirements, voting requirements are determined by Faculty Rules and/or those bodies initiating the proposal/document.

## **Research Leaves**

<http://oaa.osu.edu/handbook/tc.html>

<http://hr.osu.edu/policyhome.htm>

The University's policies with respect to leaves and absences, including criteria and procedures are set forth in the *Office of Academic Affairs Policies and Procedures*

*Handbook* and *Office of Human Resources Policies and Procedures* website. The information below supplements these policies. As a guideline, no more than 10% of the faculty should be on FPL and SRA leave at any point in time.

### ***Faculty Professional Leave (FPL) Guidelines***

[http://oaa.osu.edu/handbook/ix\\_fpl.html](http://oaa.osu.edu/handbook/ix_fpl.html)  
[www.osu.edu/resources](http://www.osu.edu/resources)

A Faculty Professional Leave(FPL) may be one, two, or three quarters in length for a 9-month faculty member and one, two, three, or four quarters in length for a 12-month faculty member. An FPL may involve salary reductions and other considerations established by the Ohio legislature and OSU Board of Trustees. Faculty considering an FPL should fully acquaint themselves with these policies.

Applications for Faculty Professional Leave, which must follow the format determined by the Office of Academic Affairs, are to be peer-reviewed in the department/school. (The individual unit determines that process and includes it in its *Pattern of Administration*). Following unit-level peer review, the FPL application and unit recommendation is sent to the chair/director. The chair/director reviews the application and forwards only those recommended for approval to the college dean by an established deadline, normally in mid-January.

The dean, Office of Academic Affairs, and Board of Trustees must approve FPL proposal before they may be implemented. Each unit should allow ample time for local review in order to meet the college deadline in January.

Please consult your unit's *Pattern of Administration* for additional information on process/procedures.

### ***Special Research Assignment (SRA) Guidelines***

[http://oaa.osu.edu/handbook/ix\\_sra.html](http://oaa.osu.edu/handbook/ix_sra.html)  
[www.osu.edu/resources](http://www.osu.edu/resources)

The Special Research Assignment (SRA) is a single quarter of release time from regular faculty duties with no reduction in salary or benefits. The SRA program should be instituted in such a manner that instructional offerings of the home department are not sacrificed nor total student credit-hour enrollment in the department adversely affected.

The SRA application form, which is available from the College of the Arts website, follows the format of the FPL applications. If an SRA or FPL has already been granted for work on the same project, an account of progress and/or the state of the project should be included. The review process must be documented in the unit's *Pattern of Administration* and should include both peer review and review by the chair/director. The

unit head forwards to the dean only those applications recommended for approval by the established deadline, typically mid-January.

Please consult your unit's *Pattern of Administration* for additional information.

### **Other Leaves and Absences**

<http://oaa.osu.edu/handbook/tc.html>  
<http://hr.osu.edu/policy/policy627.pdf>  
[http://oaa.osu.edu/handbook/\\_loa.html](http://oaa.osu.edu/handbook/_loa.html)  
[http://oaa.osu.edu/handbook/\\_loaentre.html](http://oaa.osu.edu/handbook/_loaentre.html)

The university's policies on leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook and Office of Human Resources Policies and Procedures website.

The following are considered other leaves and absences:

- Discretionary Absence
- Absence for Medical Reasons
- Unpaid Leaves of Absence

Requests for discretionary absence, absence for medical reasons, and unpaid leaves are initiated at the department/school level. Please consult your unit's *Pattern of Administration* for additional information on process/procedures.

### **Supplemental Compensation and Paid External Consulting Activity**

[www.oaa.osu.edu/handbook/](http://www.oaa.osu.edu/handbook/)

The university's policies with respect to supplemental compensation (Policy 2.03) and paid external consulting (Policy 5.02) are set forth in the Office of Academic Affairs Policies and Procedures Handbook.

The college and its units adhere to these policies in every respect. It is university policy that faculty may not spend more than one business day per week on supplementary compensated activities and external consulting combined. All activities providing supplemental compensation must be approved by the chair/director

Supplemental compensation and paid external consulting activity is generated and approved at the department/school level. Please consult your unit's *Pattern of Administration* for additional information and process/procedures, and/or speak with your unit's HR/fiscal staff member.

## Financial Conflicts of Interest

[www.oaa.osu.edu/handbook/](http://www.oaa.osu.edu/handbook/)

The University's policy with respect to financial conflicts of interest (Policy 1.01 is set forth in the Academic Affairs Policy and Procedures Handbook.

A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university activity duty or responsibility, include designing, conducting, or reporting research.

Faculty are required to file conflict of interest forms annually and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with university officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

Supplemental compensation and paid external consulting activity is generated and approved at the department/school level. Please consult your unit's *Pattern of Administration* for additional information and process/procedures, and/or speak with your unit's HR/fiscal staff member.

## College of the Arts Academic Nepotism Guidelines

[www.osu.arts.edu/resources](http://www.osu.arts.edu/resources)

Nepotism guidelines exist both to protect a vulnerable party and avoid any possibility of favoritism or the appearance of favoritism.

The College of the Arts believes it is the best interests of all parties to avoid conflicts of interest or the appearance of conflicts of interest that could occur when a faculty member and a student are immediate family members. "Immediate family member" includes spouse, partner, or person in a spouse-like relationship; children, parent, brother and sister; grandchild, grandparent; and for all categories except spousal relationship, "in-law" and "step."

Faculty members are not to place themselves in a position of influence in situations amounting to academic nepotism. "Academic" nepotism includes, but is not limited to, teaching, grading, advising, evaluating, supervising or otherwise directing the academic study, progress, and/or research work of a student who is an immediate family member.

These guidelines also extend to academic decisions involving a direct benefit to an immediate family member. These include, but are not limited to, acceptance into an academic program; serving as a major advisor/professor or as a member of undergraduate

and graduate examination committees; participation in the awarding of graduate associateships, scholarships, fellowships; and recommendations for honors and awards.

It is possible for departments/school to admit a student in its courses, undergraduate program, and graduate programs who are immediate family members, as long as the student can fulfill all course and program requirements without any of the above-stated guidelines being violated.

This policy was approved by the Office of Legal Affairs and the Office of Academic Affairs on January 26, 2005.

### **Grievance Procedures**

Members of the department/school with grievances should discuss them with the chair/director who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Content below describes procedures for the review of specific types of complaints and grievances.

Most grievances/appeals are initiated at the department/school level. Please consult your unit's *Pattern of Administration* for additional information.

#### ***Salary Grievances***

<http://oaa.osu.edu/handbook/>

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the chair/director. The faculty member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the chair/director and wish to pursue the matter may be eligible to file a more formal salary appeal.

#### ***Faculty Misconduct***

Faculty Rule 3335-5-04

[www.trustees.osu.edu/ChapIndex/index.php](http://www.trustees.osu.edu/ChapIndex/index.php)

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth Faculty Rule 3335-5-04 and web address listed above.

#### ***Faculty Promotion and Tenure Appeals***

Faculty Rule 3335-5-05

[www.trustees.osu.edu/ChapIndex/index.php](http://www.trustees.osu.edu/ChapIndex/index.php)

Promotion and tenure appeals, procedures are set forth in Faculty Rule 3335-5-05 and web address listed above.

### ***Sexual Harassment***

OHR Policy 1.15

<https://hr.osu.edu/policy/policy115.pdf>

The university's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15 and web address listed above.

### ***Student Complaints***

[www.oaa.osu.edu/coam/home/html](http://www.oaa.osu.edu/coam/home/html)

[www.senate.osu.edu/COAMDuties.pdf](http://www.senate.osu.edu/COAMDuties.pdf)

[www.trustees.osu.edu/Rules23/index.html](http://www.trustees.osu.edu/Rules23/index.html)

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints faculty should treat students with respect regardless of the apparent merits of the complaint and provide a considered response. If the student is not satisfied with the response, the student should be referred to the chair/director of the unit. If there are still unresolved issues, the student may bring their concerns to the college dean's office and/or seek assistance from the Student Advocacy Center.

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the chair and others with appropriate knowledge when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct.

7.1.08