

3359-20-031 Salaries (full-time faculty).

- (A) Although the university has no definite salary schedule, the president announces at the November meeting of the faculty senate the maximum, minimum, median, and average salaries paid to regular teaching professors, associate professors, assistant professors, and instructors, all figures being based on a ~~nine-months'~~ an academic year pay schedule. Generally, faculty members are on the ~~nine-months'~~ academic year schedule, and administrative officers are on the twelve-months' schedule.
- (B) Although salary adjustments may be considered at any necessary time, the deans, after conferences with their department chairs, normally review and recommend changes in salaries in the spring so that the president's recommendations may be presented to the board during the spring semester and salary changes can go into effect at the beginning of the academic year.
- (C) Department chairs, school directors, or deans in colleges without departments, shall conduct an annual evaluation of each faculty member as required by 3359-20-02-B.
- (D) Salary adjustments shall be based at least in part on merit.
 - (1) Annual evaluations shall serve as the basis for determining merit.
 - (2) Academic units may use information from more than one year of annual evaluations in determining salary adjustments.
- (E) Department chairs or school directors and deans shall recommend faculty salary adjustments based upon merit procedures and criteria as required by section (I) of this rule.
- (F) For the purposes of establishing procedures and criteria for annual evaluation and merit, an academic unit is defined as follows:
 - (1) A department or school where faculty hold a primary appointment.
 - (2) A college where faculty hold a primary appointment.
 - (3) Faculty in colleges with departments or schools may choose to act as a faculty of the whole and establish procedures and criteria that govern that college as a whole.
- (G) "Robert's Rules of Order," in the most recent edition, shall be accepted as the authority on all questions of parliamentary procedure not determined by the university rules as defined in the Ohio Administrative Code. In any conflict

between the Ohio Administrative Code and “Robert’s Rules of Order,” the Ohio Administrative Code takes precedence.

(H) Each academic unit shall establish procedures and criteria for annual evaluations.

(1) Annual evaluation procedures and criteria shall be established in writing by the academic unit faculty in consultation with the dean.

(a) These procedures and criteria shall be approved by at least a simple majority of the eligible faculty.

(i) The dean shall not vote as a member of the regular faculty.

(ii) Any other individuals, beyond the level of the academic unit, directly involved with the approval process for these procedures and criteria are ineligible and shall not vote.

(iii) In extenuating circumstances, individual unit’s guidelines may allow for absentee ballots for faculty who have been participants in the deliberations.

(b) These procedures and criteria shall be approved by the dean.

(c) These procedures and criteria shall be approved by the senior vice president and provost.

(2) Annual evaluation procedures and criteria shall include a process for amendment.

(3) Annual evaluation procedures and criteria shall be accessible to all faculty members. A copy of the procedures shall be available in the department, the school, the college, and the office of the senior vice president and provost.

(4) A written copy of the completed annual evaluation shall be provided to the faculty member in a timely manner.

(5) Annual evaluation procedures shall include an opportunity for the faculty member to meet with the initial evaluation(s) prior to the forwarding of the evaluation beyond the academic unit.

(6) Annual evaluation procedures shall include an appeals process.

(7) The annual evaluation shall cover the period defined by the calendar year.

(8) Annual evaluation criteria shall address all components of the faculty

member's responsibility and shall be suited to the distinctive mission and role of the academic unit.

- (9) In the case of conflict, the university rules and regulations as contained in the Ohio Administrative Code supercede all other guidelines.
- (I) Each academic unit shall establish procedures and criteria for the purposes of recommending salary adjustments based on merit.

 - (1) Merit procedures and criteria shall be established in writing by the academic unit faculty in consultation with the dean.

 - (a) Merit procedures and criteria shall be approved by at least a simple majority of the eligible faculty.

 - (i) The dean shall not vote as a member of the regular faculty.
 - (ii) Any other individuals, beyond the level of the academic unit, directly involved in the approval process of these procedures and criteria are ineligible and shall not vote.
 - (iii) In extenuating circumstances, individual unit's guidelines may allow for absentee ballots for faculty who have been participants in the deliberations.
 - (b) These procedures and criteria shall be approved by the dean.
 - (c) These procedures and criteria shall be approved by the senior vice president and provost.
 - (2) Merit procedures and criteria shall include a process for amendment.
 - (3) Merit procedures and criteria shall be accessible to all faculty members. A copy of the procedures shall be available in the department, the school. The college, and the office of the senior vice president and provost.
 - (4) Merit procedures shall require that the department chair, school director, or dean in colleges without department provide to the faculty member a written explanation of the merit award recommendation.
 - (5) Merit procedures shall include an appeals process.
 - (6) In the case of conflict, the university rules and regulations as contained in the Ohio Administrative Code shall supercede all other guidelines.

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Certification: _____
Secretary
Board of Trustees

Prom. Under: 111.15

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