Resolution to Revise Language in the Faculty Handbook Regarding Information Presented to Faculty Appointments
Faculty Senate
Professional Relations Committee
Approved March 7, 2016

Whereas the current language in the Faculty Handbook is obsolete; and

Whereas it goes against current practices at the university:

Be it resolved that the language in the Faculty Handbook be amended to

II. CONTRACTS

A. New Appointments

1. New appointees to the Ohio University faculty will be given a written statement of appointment provided by the dean of the appropriate college, minimally specifying

   a. FTE, start and end dates of the initial contract and salary arrangements and other compensation agreements (e.g. start-up funds, moving expenses, facilities, teaching releases, etc.) as negotiated.
   b. The initial Teaching:Research:Service (T:R:S) distributions and expectations of employment, including responsibilities associated with the specified T:R:S distribution; it should also be noted that T:R:S distributions may change on annual review in accordance with department and college policies.
   c. Information about the need to attend both the “New Faculty Orientation” organized by the Provost’s office and “New Employee Orientation” run by Ohio University Human Resources, including date, time and location (if available at time of writing).
   d. A summary of benefits and/or a link to the benefits information contained on the Human Resources website.
   e. For Group I, the latest date for tenure review.

2. All faculty should attend their orientation programs. The appointment letter will specify all orientation sessions that faculty members must attend. Dates, times and locations will be provided either in the appointment letter or as soon as possible thereafter.

If a faculty member is unable to attend the orientations, the department chair should provide him/her with contact information for the appropriate person in the Provost’s Office and in Human Resources. The new faculty member is responsible for contacting them to make alternative arrangements.
3. In addition, Group I, Group II, and Clinical Faculty appointees will be given

a. A written statement of the appropriate tenure and/or promotion policy of the department, school, or division to which the faculty member is appointed that is in effect on the starting date of such appointment and

b. A written statement of the appropriate tenure and/or promotion policy of the college or campus within which that department, school, or division resides, and that is in effect on the starting date of the appointment.

D. Appointments, Tenure, and Renewal of Contracts

1. Terms of Appointments

a. The terms and conditions (FTE, T:R:S distribution, and salary) of every appointment to the faculty shall be stated in writing, and a copy of the appointment document shall be supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understandings or any notices incumbent on either party to provide shall be stated in writing with a copy given to the faculty member. These letters should specify that the Faculty Handbook governs the general conditions of employment.