



**OHIO**  
UNIVERSITY

# New Faculty Mini-Guide

Center for Teaching & Learning



# Center for Teaching & Learning

## New Faculty Mini-Guide

Welcome to Ohio University! We hope this New Faculty Mini-Guide will provide you with essential information for a smooth transition. Check our website for upcoming workshops and other events for faculty: [www.ohio.edu/ctl](http://www.ohio.edu/ctl). Contact us any time with suggestions for professional development opportunities that will be helpful to you!

Center for Teaching & Learning  
Haning Hall  
740.593.2910  
[oii@ohio.edu](mailto:oii@ohio.edu)  
[www.ohio.edu/ctl](http://www.ohio.edu/ctl)

Please note that some of this information can change from semester to semester. For the most current information, please visit the Ohio University websites listed in the guide.

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# Ohio University Essentials

## Academic Achievement Center

**Alden Library, second floor**  
**740.593.2644**  
[www.ohio.edu/uc/aac](http://www.ohio.edu/uc/aac)

The Academic Achievement Center (AAC) offers support services to all OHIO undergraduates. AAC staff maintains collaborative relationships across campus to support the instructional objectives of the faculty and instructors.

### Tutoring Services

Meeting with tutors can improve academic performance and help students develop a positive attitude. Tutors can help with short-term or long-term needs for mastering academic material. At [www.ohio.edu/uc/aac](http://www.ohio.edu/uc/aac), students may find additional information about the following tutoring services, including employment opportunities.

### Supplemental Instruction (SI)

SI provides free collaborative learning sessions outside the traditional classroom for students enrolled in select classes. These evening study sessions, held several times throughout each week, are facilitated by undergraduate SI Leaders, who have successfully completed the course they lead. Leaders serve as guides who help students master information. Students work in groups to review lecture notes, prepare for exams, and improve study skills. For more information, including up-to-date schedules, visit the SI website at: [www.ohio.edu/uc/aac/tutoring-services/si](http://www.ohio.edu/uc/aac/tutoring-services/si).

### Study Skills & Reading Tutors

AAC professional staff provides strategies for helping students use study time efficiently, take lecture notes, prepare for exams, and read textbooks effectively. Contact the AAC to make an appointment.

## Academic Advising

**University College**  
**140 Chubb Hall**  
**740.593.1935**  
[university.college@ohio.edu](mailto:university.college@ohio.edu)  
[www.ohio.edu/uc/advising](http://www.ohio.edu/uc/advising)  
[www.ohio.edu/uc/university-academic-advising-council](http://www.ohio.edu/uc/university-academic-advising-council)

Ohio University cultivates a strong student–faculty academic advising model. The University’s advising system is an integral part of the entire OHIO experience. Advising is not merely a once-a-term conference about scheduling classes. Neither is it simply an administrative function. Advising is an extension of quality teaching; it is developmental and student-centered.

University College and the University Academic Advising Council (UAAC) provide university-wide support for academic advising services and initiatives. University College advances the mission of Ohio University by providing leadership across colleges to promote teaching, learning, and advising. The college provides a number of services to students, including orientation, advising, and first-year and student success programs such as learning communities, college transition, and success courses. Faculty advising support is offered through workshops, professional development resources, and opportunities.

The UAAC is a university-wide body composed of faculty, professional advisors, and representatives from student services offices. These individuals are interested in and committed to academic advising and recognize the importance of quality advising in students’ higher education experience. UAAC meetings are held once per semester. For UAAC meeting dates and additional information, visit [www.ohio.edu/uc/university-academic-advising-council](http://www.ohio.edu/uc/university-academic-advising-council).

For questions or information on academic advising at Ohio University, contact the University College office or visit the website at [www.ohio.edu/uc/advising](http://www.ohio.edu/uc/advising).

## Alden Library

30 Park Place  
740.593.2699  
[www.ohio.edu/library](http://www.ohio.edu/library)

### What is Library Instruction?

Library instruction is a skills-based approach to helping students become lifelong learners. In the short run, library instruction may help them become more effective researchers. Every graduating student of Ohio University should be a master of the basic Five Concepts of Information Competency. The information-competent student:

- determines the nature and extent of the information needed
- accesses needed information effectively and efficiently
- evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system
- individually or as a member of a group, uses information effectively to accomplish a specific purpose
- understands many of the economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally

### Who Needs It?

All students can benefit from some form of library instruction, particularly those who are new to doing research at Ohio University.

### Why do Students Need it?

Although most students have had some training in library use, many of them:

- are unfamiliar with large academic libraries
- have no concept of how to design an effective search strategy
- need an introduction to ALICE, our online catalog, and to the OhioLINK system
- can benefit greatly from learning how to use electronic databases
- don't know how to choose appropriate indexes and abstracts
- cannot effectively use the advanced features of web search tools

### When Should it be Given?

Library instruction is most effective when a student has a specific library-related assignment for a class. Library instruction outside of such a context tends to be quickly forgotten. Subject librarians can help you design effective assignments.

### Where Can it be Given?

Alden Library has classrooms that are used for library instruction. Additionally, library staff members are ready and willing to do presentations in your classroom or lecture hall. For "live" demonstration of searching systems and techniques, the room should be equipped with appropriate computing and network facilities. Librarians can also provide instruction in an online environment, and can work with you to create online videos and research guides tailored for specific courses or assignments.

### Types of Library Instruction

The Libraries offer a wide variety of materials and services designed to help students and faculty use the library most effectively. If you have any questions about the library instruction program, please contact Lorraine Wochna, [wochna@ohio.edu](mailto:wochna@ohio.edu) or 740.597.1238.

### Course-Related Instruction

All professional librarians serve as subject librarians for one or more fields of study and are available to present seminars on advanced research sources for graduate and upper-division classes. They can acquaint students with both electronic and printed resources and research methods for their fields. Find your subject librarian at: [www.ohio.edu/library/about/subject-librarians-archivists](http://www.ohio.edu/library/about/subject-librarians-archivists).

### Reference Service

Walk-in reference and online service are provided in all public service areas of the library regarding research topics; help in the use of indexes, subject headings, the use of ALICE, etc.; explanations of how to use reference works; and suggestions for additional information resources.

### Workshops

From time to time, the library sponsors workshops for faculty and students on a variety of topics. For news of upcoming workshops, follow the library's page at: [www.ohio.edu/library/about/news-events](http://www.ohio.edu/library/about/news-events).

### Tips for Better Library Assignments

- Don't assume your students already have the necessary skills to complete your assignment effectively.
- Request library instruction for your classes. Advanced notice of at least one week is preferred.
- Update your assignments to keep pace with the ever-changing research environment.
- Avoid the "mob scene!" When an entire class comes to the library to look for one book or article, the result is chaos, confusion, and frustration. If an entire class will be using a few titles, put these items on reserve.
- Be sure that the library actually owns the materials you are assigning.
- Provide students with resource lists—complete with call numbers and accurate titles—which will give them specific information sources for a particular assignment.
- Inform your librarian in advance of the assignment so that staff members can ensure availability of materials and provide the best possible service.
- Consider alternatives to the traditional term paper assignment. Possibilities include comparison of scholarly and non-scholarly treatments of the same topic, annotated bibliographies, writing abstracts of journal articles, preparation of subject guides to specialized fields, and others. The Libraries will be glad to work with you to devise new types of assignments.

## Allen Student Advising Center

417 Baker Center  
740.566.8888  
advisingcenter@ohio.edu  
www.ohio.edu/uc/advising-center

**Hours:**  
Monday–Thursday 8 a.m.–7 p.m.  
Friday 8 a.m.–5 p.m.

This friendly office has staff who offer guidance for students who are academically lost or who are struggling with multiple concerns and aren't sure where to go for:

- walk-in or appointment assistance
- walk-in study skills assistance
- academic coaching
- re-entry/exit interviews
- Academic Success Workshops
- Gaining Academic Progress Workshops

## Center for Campus and Community Engagement

041 Lindley Hall  
740.597.1206  
communityengagement@ohio.edu  
www.ohio.edu/uc/ccce/home

The Center for Campus and Community Engagement is your bridge to authentic and relevant partnerships. The Center aims to serve as a centralized connector for students, faculty, staff, and community (from local to global) to create joint design, mutually beneficial academic, research, and service partnerships that foster resilient communities and life-long engaged citizens.

The Center for Campus and Community Engagement can assist you in connecting and implementing your community engagement ideas:

- service-learning courses and study abroad opportunities
- community-based research
- internships incorporating service, engagement, and civic responsibility
- speaking engagements and tours with regional experts

## Center for Teaching & Learning

Haning Hall  
740.593.2910  
oii@ohio.edu  
www.ohio.edu/ctl

The Center for Teaching & Learning (CTL) is housed within the Office of Instructional Innovation. CTL works collaboratively with members of the University community to enhance the connection between teaching and learning. Through CTL programs and activities, colleagues across the University share teaching and learning ideas and expertise with one another, learn about new developments in the scholarship of teaching and learning, and strengthen teaching skills and strategies. At the heart of such efforts is a core value of enhancing—potentially transforming—students' intellectual growth and skill acquisition, and promoting their development as both individuals and engaged citizens.

Goals of the Center for Teaching & Learning include:

- responding to the teaching and professional development needs of faculty, instructors, and graduate students at different points in their careers
- encouraging mentoring relationships within the teaching and learning communities
- promoting leadership roles of faculty and other colleagues in teaching and learning initiatives, including graduate students as future faculty
- strengthening linkages between the CTL and other programs and units across the University that also are integral to the teaching and learning missions of the University
- promoting collaborative initiatives in the scholarship of teaching and learning
- highlighting excellence in teaching and learning at Ohio University

CTL offers workshops, programs, and resources for faculty, teaching assistants, and instructional staff. A number of these opportunities are offered in cooperation with academic departments and colleges at the University and other OHIO centers and units. In addition to formal programs, individual consultations are available to provide teaching-related support and assistance. Please contact CTL Director Tim Vickers at vickerst@ohio.edu or 740.593.2681 for further information.

Please bookmark the CTL website [www.ohio.edu/ctl](http://www.ohio.edu/ctl) and check back for further updates on services and resources for faculty related to teaching and professional development.

## Course Policy Issues

### Missing a Class

If you can anticipate your absence, notify the department chair. Discuss with the chair or course director (if one has been designated) possible arrangements for a substitute or alternate activity.

### Change of Time/Place of Class

Such changes require approval of the department chair and/or course director, who also will see that the registrar's office is notified of the change.

### Attendance Policy

This is a matter decided by the instructor. You are required to announce your attendance policy the first day of class by including it in your syllabus. It is acceptable for you to establish a policy of counting off from the final grade for excessive absences, (e.g., three absences lowers the final grade by 1/3 of a grade; four absences lowers the final grade a full grade; five or more absences results in course failure). Simply spell out your policy, and then stick with it.

You are expected to make allowances for students after a legitimate absence. The Faculty Handbook gives the following as examples of legitimate absences: illness, death in the immediate family, religious observance, and involvement in University-sponsored activities. You are obligated to allow students with legitimate absences to make up missed exams. If you are planning activities that by their nature cannot be made up (such as field trips or outside speakers) and feel that you have to impose some limitations on the absences you will allow, announce this the first day of class.

### Final Exam Policy

A formal final exam is required in all courses where a letter grade of A–F is given, unless you substitute some other method for bringing the course into focus and evaluating students. Be sure to let your students know what this alternative is by including it on your syllabus and by announcing it on the first day of class. The final exam schedule is posted on the registrar's website: [www.ohio.edu/registrar/finals.cfm](http://www.ohio.edu/registrar/finals.cfm).

Final exams may not be given at any time prior to the regularly scheduled examination time without prior approval of the dean. The same goes for final projects assigned in lieu of an exam.

**Reminder:** You can find policy and procedures relating to teaching and other faculty matters in the Faculty Senate Handbook:

[www.ohio.edu/faculty-senate/current-handbook](http://www.ohio.edu/faculty-senate/current-handbook)

### Course Syllabus

Instructors are required to distribute a syllabus on the first day of class. The Faculty Handbook lists the following as requirements:

- the instructor's name
- the descriptive title
- the call number
- the catalog number of the course
- the basis for grading in the course
- the instructor's office hours—office hours are required
- a statement of the instructor's attendance policy
- intended learning outcomes or objectives
- the instructor's policy on academic misconduct
- suggested language about intellectual property
- suggested language about accommodations for the impact of a disability

The Center for Teaching & Learning has created a guide of requirements and recommendations for instructors to create an ideal syllabus for their course(s). This guide addresses curriculum, educational policies, and broader issues concerning students. View the guide here:

[www.ohio.edu/instructional-innovation/ctl/resources/syllabus-recommendations.html](http://www.ohio.edu/instructional-innovation/ctl/resources/syllabus-recommendations.html)

## Crisis Help

**Dean of Students**  
**345 Baker University Center**  
**740.593.1800**  
**[www.ohio.edu/deanofstudents](http://www.ohio.edu/deanofstudents)**

Students occasionally encounter emergency or crisis situations while at Ohio University. Some of these situations might include (but are not limited to): the death of a family member, a serious accident, physical or mental illness that requires hospitalization, sexual assault, or other situations that would cause a student to leave campus for a temporary or extended period of time. In situations like these, feel free to call the Dean of Students at 740.593.1800 for resources to help.

If you are looking for an immediate response to a specific crisis, the following resources may be helpful:

**Report a sexual assault or other crime that occurred:**

On campus: Call Ohio University Police at 740.593.1911  
Off campus: Call Athens Police at 740.592.3313

**Speak with a trained advocate:**

Call Ohio University Survivor Advocacy Program at 740.597.SAFE(7233)

**Report sexual or discriminatory harassment:**

Office of University Equity and Civil Rights Compliance | Lindley Hall 006 | 740.593.9140  
or  
Legal Affairs | 160 West Union Street Office Center/Suite 150 | 740.593.2626

**Reach a counselor or therapist:**

Call Counseling & Psychological Services at 740.593.1616

**Report or talk about a student incident but I'm not sure who to call:**

Contact Dean of Students Office at 740.593.1800

**To get help with an academic conflict:**

Contact University Ombudsperson, Baker University Center 501 at 740.593.2627

**Need emergency transport to hospital:**

Call 911 or Athens County Emergency Medical Services at 740.797.9560

**Need emergency medical care:**

Call 911 or go to O'Bleness Hospital Emergency Room  
55 Hospital Drive, Athens, OH 45701, 740.593.5551

## Environmental Health & Safety

**49 Factory Street**  
**740.593.1666**  
**[ehs@ohio.edu](mailto:ehs@ohio.edu)**  
**[www.ohio.edu/ehs](http://www.ohio.edu/ehs)**

Environmental Health & Safety (EHS) is dedicated to the protection of human life and the campus environment. EHS is committed to preventing fatalities, injuries, illness, and disabilities in the campus community and provides many services to faculty, staff, students, and visitors.

EHS responsibilities include: radiation safety, hazardous materials management, environmental management, public health and sanitation, lab safety, biosafety, occupational safety and health (OSHA), fire/life safety, regulatory compliance, safety training and education, infectious waste, and chemical safety.

Use EHS as your internal consultant for all campus activities that could affect the health and safety of the campus community or have an adverse environmental impact. If you are engaged in research, please contact Environmental Health & Safety to see what specialized safety training is required to keep your area safe. EHS offers a variety of training courses and consultations.

For more information, visit [www.ohio.edu/facilities/safety](http://www.ohio.edu/facilities/safety).

## Grading System

### Grading Options

Frustrations with the difficulty in giving two students the same letter grade for different overall accomplishment have led to our 12-point grading scale that allows you to give pluses and minuses. How you correlate a 12-point grading system to percentage points is your decision. Assignments (such as papers or essay exams) that do not easily generate a numerical score may lead some students to ask you to explain why you gave a C to what was clearly a brilliant paper worthy of a Pulitzer Prize. We have found that we get fewer questions when we attach a note to the papers when we return them. You can change or adapt this note to your own standards.

The Faculty Handbook requires you to retain grades, tests, and assignments as well as any other material you use in determining students' grades for at least one academic semester. You may choose to return materials to students, or you may provide an alternative policy to the class at the beginning of the semester.

### "PR" and "I" Grades

"PR" stands for progress and is primarily used at the graduate level and applies only to a few very specific pre-approved undergraduate courses that are designed to span more than one semester. This grade indicates that the student has made progress in the course but has not finished the work required for a letter grade. It may extend longer than one semester.

Eligible grades are shown at the top of your class list and are available through the Faculty & Advising Center.

The grade of "I" stands for incomplete and should be given only in cases where there are emergencies that prevent the student from completing the course on time (serious illness, death in the immediate family). Failure to complete the work you assign is not sufficient grounds for a grade of incomplete. Students must complete the work within the first two weeks of the next semester of enrollment or two years from the end of the term in which the grade of "I" is given, whichever comes first, or the "I" converts automatically to an "F." You may request a one-time extension to the end of the semester by completing a request for the extension through the Office of the University Registrar. When a student applies for graduation, any incompletes on the record will be calculated as "F" grades for the purpose of determining eligibility for graduation and will be converted to "F" upon graduation.

### "FN" and "FS" Grades

You will need to assign an "FN" grade to students who are on your class list but never attended. You will need to assign an "FS" grade to students who are on your class list but stopped attending. If an "FS" grade is assigned, you will need to enter the "FS Stop Date," which is the date of last attendance in your class.

### "WP" and "WF" Grades

You will have to assign students who drop your course the grade of WP (withdrawn passing), WF (withdrawn failing), or WN (withdrawn never attended) to indicate whether they were passing, failing, or never attended when they dropped the class. Any students who have withdrawn from your class will have a W grade in the "Grade" column on your class list. You must provide the P, F, or N. If you assign a P or F, you also must indicate a last date of participation.

### Changing Grades

The general rule is that you can't change grades, except for the grades of progress (PR) and incomplete (I). You can change a grade of A–F only if you made an error when you calculated your grades. It is not acceptable for you to change a grade because a student convinces you dire things will happen if you don't (such as loss of a scholarship or getting dropped from the University). If you have made an error, your departmental support staff can give you a Special Grade Report. Fill in the required information and send the form to the Office of the University Registrar in Chubb Hall. You will be required to explain the reason for the change of grade on the form itself. The Office of the University Registrar will change the grade if the reason given for the change is deemed acceptable.

### Cheating

The Student Handbook warns students about all forms of academic dishonesty. "Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from your work, submitting an academic exercise (written work, printing, sculpture, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip."

## Office for Diversity & Inclusion

Cutler Hall 300  
740.593.2431  
diversityinclusion@ohio.edu  
www.ohio.edu/diversity

The Office for Diversity & Inclusion supports its community values by advocating for the inclusion of all people. It believes that a learning experience reflective of our diverse global community is the best way to prepare students to make a difference in the world. They seek to address societal issues that prevent anyone from being their authentic selves.

The Office for Diversity & Inclusion includes the following departments:

- **Lesbian, Gay, Bisexual, Transgender Center (LGBT)**  
740.593.0239, lgbt@ohio.edu
- **Multicultural Center**  
740.597.2110, multiculturalcenter@ohio.edu
- **Office for Multicultural Student Access and Retention (OMSAR)**  
740.593.9376, diversity@ohio.edu
- **Women's Center**  
740.593.9625, womenscenter@ohio.edu

## Office of Equity and Civil Rights Compliance

Lindley Hall 006  
740.593.9140  
equity@ohio.edu or access@ohio.edu  
www.ohio.edu/equity-civil-rights

The Office of Equity and Civil Rights Compliance ensures that the University maintains an employment and educational environment that is free from discrimination and harassment. They monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of protected status. They make policy recommendations, offer training, and provide avenues for the resolution of grievances that are based on protected status. This includes discrimination on the basis of race, color, religion, age, ethnicity, national origin, national ancestry, sex, pregnancy, gender, gender identity or expression, sexual orientation, military service or veteran status, mental or physical disability, or genetic information.

They support the University's efforts to foster a diverse student body and workforce; they often collaborate with campus partners who have responsibilities for those efforts, such as the Office for Diversity and Inclusion and University Human Resources.

This office houses the University's Title IX Coordinator, who can be reached by email at [titleix@ohio.edu](mailto:titleix@ohio.edu) or by phone at 740.593.9140.

## Office of Information Technology

740.593.1222  
servicedesk@ohio.edu  
www.ohio.edu/oit

For a complete list of Information Technology services and resources, visit their website at [www.ohio.edu/oit](http://www.ohio.edu/oit). For a list of software available, visit at [www.ohio.edu/oit/device/software](http://www.ohio.edu/oit/device/software).

Test score services are provided by the Test Score Office, Bromley Hall 037, 740.593.1010. The office provides automated scanning of exams.

## Office of Instructional Innovation

Haning Hall 102  
740.593.2910  
oii@ohio.edu  
www.ohio.edu/instructional-innovation

Ohio University's Office of Instructional Innovation (OII) serves as a catalyst to spark bold experimentation and sustainable discovery of innovative instructional models that fulfill the University's promise of a transformational educational experience. This team brings expertise, skill, and passion to collaboration with a growing network of innovative instructors and engaged students. OII's services are designed to meet the needs of individual faculty, program directors, and distance learners.

OII can help you:

- design or redesign a course
- advance your instructional practice and deepen student learning
- achieve broader instructional goals through customized programs
- launch an online program
- support and engage distance learners
- increase visibility for innovative teaching practices

## Office of the University Registrar

Chubb Hall (First Floor)  
740.593.4191  
registrar@ohio.edu  
www.ohio.edu/registrar

Registrar services:

- Academic Calendar
- Advisee Lists
- Class Lists
- Classroom Reservations
- Course Offerings
- Degree Audit Reporting System (DARS)
- Final Exam Schedule
- Online Grading System
- Privacy of Student Records (FERPA) ([www.ohio.edu/registrar/ferpa.cfm](http://www.ohio.edu/registrar/ferpa.cfm))
- Student Registration (including add/drop procedures)
- Textbook System
- Undergraduate Catalog

### Class Permission

If a student is trying to register for a class and is not able to get into it via the My OHIO Student Center, they will request permission from the instructor. You will receive an email notification to approve or deny the request, and you also will see an indicator in the Faculty & Advising Center. If approved, the student will be notified to finish enrolling using the My OHIO Student Center.

### Class Lists/Grade Roster

The Faculty & Advising Center (<https://webapps.ohio.edu/oasis>) is an online resource for faculty and advisors of students to access various services for advising and assisting students. As the instructor of record, you will be able to access a list of all your students enrolled in your classes. In addition, during appropriate times faculty may enter students' final grades into their class lists. The Faculty & Advising Center requires your OHIO ID and password.

If a student misses the first two meetings where the meetings are fewer than 80 minutes, or the first meeting where the meeting is 80 minutes or longer, you have the option of not admitting the student to the class whether or not the student is registered for the class.

If your class meets fewer than 80 minutes, this will be after the second class meeting; if it meets 80 minutes or longer, this will be after the first class meeting. If you do not admit the student, the student must drop the class from their schedule through the My OHIO Student Center.

### Blocking Registration

The online registration system allows students to add your class through Friday of the first week of the semester. After the Friday of the first week of the semester through the Friday of the second week, a student must obtain the instructor's permission to register. If you want to "block" registration prior to the Friday of the first week, contact your department or school.

### Textbooks

Federal law requires universities to provide textbook and material information to enrolling students. See the University Registrar's website. From there, click on the link for the "Textbook System" for more information and detailed instructions, including "Frequently Asked Questions" and "Quick Reference" guides.

Ohio University is served by three privately-owned stores located on Court Street in Athens: Follett's University Bookstore, College Book Store, and the Little Professor—as well as the Bobcat Depot in the ground floor of the Baker University Center.

## Ohio University Faculty Senate

**Lindley Hall 346**  
**740.593.2641**  
**faculty.senate@ohio.edu**  
**www.ohio.edu/facultysenate**

The Faculty Senate, as sanctioned by the Ohio University Board of Trustees, is an elected representative body that acts on behalf of all faculty on matters related to University planning, governance, and resource allocation. The Senate maintains primary jurisdiction over curriculum and academic policies, and is an advocate for faculty views on all other University policies and practices. As a key partner in University governance, the Senate provides representatives to all relevant University committees, boards, and task forces. The Faculty Senate provides a forum for the discussion of all issues of concern to the faculty and is dedicated to creating and maintaining a University environment that preserves academic freedom and fosters the free exchange of ideas.

The rights, privileges, and responsibilities of the faculty of Ohio University are governed by the statements and bylaws contained in the latest revision of the Faculty Handbook. Proposed revisions are referred to the Faculty Senate and, when approved by the Senate, are forwarded as recommendations to the President for approval and subsequent publication in the Faculty Handbook.

Monthly meetings are advertised to faculty in advance.

## Ohio University Press / Swallow Press

**Alden Library**  
**Suite 101**  
**740.593.1154**

The scholarly publishing arm of Ohio University, Ohio University Press, was originally incorporated in 1947 and formally organized in 1964 by President John C. Baker. It is the largest scholarly press in the state of Ohio. With a staff of 12, it publishes 50 titles per year and generates more than \$1 million in annual book sales.

The mission of Ohio University Press is to publish and disseminate the fruits of research and creative endeavor, specifically in the areas of literary studies, regional works, American history, and international studies. Its charge to produce books of value in service to the academic community and for the enrichment of the broader culture is in keeping with the University's core mission of teaching, research, and service to its constituents.

## Research Division

**Innovation Center**  
340 West State Street  
740.593.1818  
innovation@ohio.edu  
www.ohio.edu/research/innovation

**Office of Grant Development and Projects  
Research and Technology Center**  
740.597.6777  
orsp@ohio.edu  
www.ohio.edu/research/orsp/grant-  
development

**Office of Research Communications  
Research and Technology Center**  
740.597.2166  
www.ohio.edu/research/communications

**Office of Research Compliance  
Research and Technology Center**  
740.593.0664  
compliance@ohio.edu  
www.ohio.edu/research/compliance

**Office of Research and Sponsored Programs  
Research and Technology Center**  
740.597.6777  
orsp@ohio.edu  
www.ohio.edu/research/orsp

**Technology Transfer Office**  
340 West State Street  
740.593.1778  
techtransfer@ohio.edu  
www.ohio.edu/research/tto

**Vice President for Research and Creative  
Activity, and Dean of the Graduate College  
Research and Technology Center 120**  
740.593.0370  
www.ohio.edu/research

The Office of Research houses the **Ohio University Innovation Center**. The Innovation Center is OHIO's business incubator. The Center provides access to business assistance, flexible lease space, and shared office and research equipment for community and University entrepreneurs. It works in conjunction with the Technology Transfer Office to assist in the commercialization of University technologies through business start-ups.

The **Office of Grant Development and Projects** oversees various internal award programs, including the Student Enhancement Awards and Graduate Student Senate Awards, and provides assistance to faculty, staff, and students. Services include proposal coordination, development, and writing assistance. Through the annual Student and Research and Creative Activity Expo ([www.ohio.edu/studentexpo](http://www.ohio.edu/studentexpo)), the Office helps to showcase undergraduate, graduate, and medical student research. With the assistance of the Council for Research, Scholarship and Creative Activity, the Office generates reports on the status, needs of, and opportunities for research at the University.

The **Office of Research Communications** coordinates the University's efforts to promote research, scholarship, and creative activity to the internal and external audiences. The Office publishes the national award-winning *Perspectives* magazine, the University's biannual publication of research and creative activity. The Office also produces stories on the latest results from research studies, as well as articles about undergraduate and graduate student engagement. More information is available on the Office's website.

The **Office of Research Compliance** assists faculty, students, and staff engaged in research involving human subjects or animals. The Office is responsible for ensuring the University maintains compliance with federal standards imposed by such agencies as the Office for Human Research Protections, Office of Laboratory Animal Welfare, and the U.S. Department of Agriculture. Any research that calls for participation by human subjects must be approved by the University's Institutional Review Board before the project can begin. Individuals conducting research involving animals must receive approval from the Office of Laboratory Animal Resources before that work can begin. The Office also manages the University's Conflict of Interest policy, which identifies, reviews, and addresses potential conflicts in research. More information, including online forms and procedures, is available on the Office's website.

The **Office of Research and Sponsored Programs (ORSP)** assists faculty, staff, and students in locating sources of funding for their research, scholarly, and creative activities; in preparing application and certification forms for funding proposals; in negotiation of awards with sponsors; in obtaining appropriate signatures on proposal and award documents; in setting up the restricted funds account in the University financial system; and in closing out projects. ORSP has online resources and staff assignments by school/department available on its website. ORSP provides access to Pivot, a comprehensive database for identifying funding opportunities, finding potential collaborators, and promoting your research and creative activities. ORSP also provides access to the Foundation Directory Online, which has a wealth of background information on potential private foundation funders.

The **Technology Transfer Office** also falls under the Office of Research and Sponsored Programs. The Technology Transfer Office manages the commercial application of discoveries, inventions, and technologies developed at Ohio University through licensing agreements and new venture formation. It also offers researchers expertise and guidance regarding the protection of intellectual property. Questions concerning intellectual property, patents, technology transfer, and the University policies and procedures on these topics should be directed to this office.

The **Vice President for Research and Creative Activity** promotes Ohio University's research mission to advance excellence in the search for new information, knowledge, understanding, and creative endeavors. The staff manage the University's investment in scholarship and its relationships with external sponsors, including the protection and commercialization of intellectual property, to advance the creative achievements of the faculty, students, and staff.

## Student Accessibility Services

**Baker University Center 348**  
**740.593.2620**  
**disabilities@ohio.edu**  
**www.ohio.edu/uc/sas**

The mission of Student Accessibility Services is to ensure equal opportunity and access for all members of the Ohio University community. Central to this mission is the development of an academic environment that is accessible to all people without the need for adaptation. While working toward the goal of full inclusion, accommodations still must be provided on an individual basis.

## WOUB Public Media

**Scripps College of Communication**  
**740.593.1771**  
**woub@woub.org**  
**www.woub.org**

WOUB Public Media, an administrative unit of the Scripps College of Communication at Ohio University, provides public broadcast services, student professional development, and non-broadcast educational services in support of the goals of Ohio University.

WOUB's resources support the University's public service, teaching, research, and administrative missions through public radio, public television, and related and developing technologies. Through these activities, WOUB extends the intellectual resources of the University to its broader community.

### **COMMON ACRONYMS**

CTL	Center for Teaching & Learning	ONCA	Office of Nationally Competitive Awards
DARS	Degree Audit Reporting System	OPIE	Ohio Program of Intensive English
FERPA	Family Educational Rights and Privacy Act	OUPD	Ohio University Police Department
FN	Failure Never Attended	PCARD	Purchasing Card
FS	Failure Stopped Attending	PID	Personal Identification Number
FT	Full Time	P&T	Promotion & Tenure
HRTC	Human Resources Training Center	PT	Part Time
HTC	Honors Tutorial College	SIS	Student Information System
I	Incomplete (grade)	SWC	Student Writing Center
ISFS	International Student and Faculty Services	UC	University College
NR	No Report	USO	University System of Ohio
OII	Office of Instructional Innovation	WF	Withdrawn Failing
OIT	Office of Information Technology	WP	Withdrawn Passing



# Center for Teaching & Learning

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