



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. 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
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/

Tutoring Services

The Academic Advancement 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.

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, students may find additional information about all of the following tutoring services, including employment opportunities.

Supplemental Instruction (SI)

SI provides free collaborative learning sessions outside of the traditional classroom for students enrolled in selected 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 and SI Leader employment, visit the SI website at: www.ohio.edu/uc/aac/tutoring-services/si.

Study Skills & Reading Tutors

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

Academic Advising

University College
140 Chubb Hall
740.593.1935
university.college@ohio.edu
www.ohio.edu/uc/advising
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 university 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, first-year and student success programs such as learning communities and college transition and success courses. Faculty advising support is offered through workshops, professional development resources, and opportunities.

The UAAC is a university-wide body comprised 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 a semester. For UAAC meeting dates and additional information, visit 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.

Alden Library

30 Park Place
740.593.2699
www.library.ohio.edu

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 four 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@ohiou.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.library.ohio.edu/about/subject-librarians/.

Reference Service

Walk-in reference and online service is 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.library.ohio.edu/news.

Tips for Better Library Assignments

- Don't assume that 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
- free desktop computer loans for eligible students
- re-entry/exit interviews
- Academic Success Workshops
- Gaining Academic Progress Workshops

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 Center 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 individuals and as engaged citizens.

Goals for 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, mini-conferences, discussion series, and other 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 the 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 and check back for further updates on services and resources for faculty related to teaching and professional development.

Course Policy Issues

Missing a Class

Notify the department chair. If you can anticipate your absence, 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 will also 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, (i.e., 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). Just 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, written in class, 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. In any event, you must meet your class at the time the final exam is scheduled. The final exam schedule is posted on the Registrar's website.

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/facultysenate/handbook/current-handbook.cfm

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

Crisis Help

Dean of Students
345 Baker University Center
740.593.1800
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 740.597.SAFE(7233)

Report sexual or discriminatory harassment:

Institutional Equity || Crewson House || 740.593.2620 || equity@ohio.edu
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 academically-related conflict:

Contact University Ombuds, Baker University Center 501 at 740.593.2627

Need emergency transport to hospital:

Call 911 or Southeast Ohio Emergency Medical Service 740.593.7029

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
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.

To view training information: www.ohio.edu/riskandsafety/ehs/general/training.htm

To access various safety forms that may be helpful: www.ohio.edu/riskandsafety/forms.htm

For health and safety program documents and manuals:

www.ohio.edu/riskandsafety/ehs/general/programdocs.htm

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, 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 or upon graduation, 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. Note: Grades of "I" assigned in spring semester may be completed by the second week of fall semester.

"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 need to assign students who drop your course after the Friday of the second week of the semester the grade of WP (withdrawn passing) or WF (withdrawn failing) to indicate whether they were passing or failing when they dropped the class. Students who have withdrawn will have a "W" grade in the "Grade" column on your class list; you provide the "P" or "F."

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. We 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 and Programs**
740.593.4027, palmerp@ohio.edu
- **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. We monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of protected status. We 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.

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

Our office houses the University's **Title IX Coordinator**, who can be reached by email at 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. For a list of software available visit their site at www.ohio.edu/oit/software.

Test Score Services are provided by the Test Score Office, Bromley Hall 037, 740.593.1010. The office provides optical scanning and analysis of standard NCS answer sheets used for exams, instructor/course evaluations and research.

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. Our 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). For more information on FERPA, please visit www.ohio.edu/registrar/ferpa.cfm
- Student Registration (including add/drop procedures)
- Textbook System
- Undergraduate Catalog

Class Permission Slips

Class permission slips are used to add students to a class when permission is required. Please do not provide a blank permission slip to the student.

Class Lists/Grade Roster

The Faculty & Advising Center (<https://webapps.ohio.edu/oasis/>) is an online resource for faculty and advisors of students to get access to 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 his/her 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 on a class permission slip 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
www.ohioswallow.com

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 220**
740.597.6777
orsp@ohio.edu
www.ohio.edu/research/orsp/grant-
development

**Office of Research Communications
Research and Technology Center 120**
740.597.2166
www.ohio.edu/research/communications

**Office of Research Compliance
Research and Technology Center 117**
740.593.0664
compliance@ohio.edu
www.ohio.edu/research/compliance

**Office of Research and Sponsored Programs
Research and Technology Center 105**
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**, OHIO's business incubator. The Center provides access to business assistance, flexible lease space, and shared office and research equipment for 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, the Office helps to showcase undergraduate, graduate, and medical student research.

The **Office of Research Communications** coordinates the University's efforts to promote research, scholarship, and creative activity to 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.

The **Office of Research Compliance** assists faculty, students, and staff engaged in research involving human subjects or animals. The Office is responsible for managing the University's Conflict of Interest Policy and 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. The University's Institutional Review Board must approve any research that calls for participation by human subjects. The Office of Laboratory Animal Resources must approve research involving animals.

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 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** 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 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 must still 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.

The Center'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, the Center extends the intellectual resources of the University to its broader community.

COMMON ACRONYMS

AT	Academic Technologies	OIT	Office of Information Technology
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
ITS	Information Technologies	USO	University System of Ohio
NR	No Report	WF	Withdrawn Failing
OII	Office of Instructional Innovation	WP	Withdrawn Passing

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