

The Ohio State University at Lima

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# Handbook for Associated Faculty

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*Office of the  
Associate Dean  
December 31, 2019*

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## CONTACTS

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Executive Assistant to the Dean	Robin Pohl	567-242-7200	pohl.60@osu.edu
Interim Associate Dean	Mark Kleffner	567-242-7215	kleffner.1@osu.edu
Assistant to the Associate Dean	Julie Klingler	567-242-7215	klingler.67@osu.edu
Assistant Dean	Bryan Albright	567-242-7274	albright.34@osu.edu
Assistant Dean	Meggie Young	567-242-7233	young.1661@osu.edu
Human Resource Manager	Melissa Coldiron	567-242-7277	coldiron.25@osu.edu
Faculty Services Assistant	Nancy Vennekotter	567-242-7229	vennekotter.2@osu.edu
Safety and Security	Tony Swygart	567-242-7400	swygart.6@osu.edu
Library/Director	Tina Schneider	567-242-7214	schneider.290@osu.edu
Bookstore Manager	Jennifer Rush	419-995-8243	SM8170@bncollege.com
Director of Enrollment Services	Kristina Healy	567-242-7163	healy.83@osu.edu
OCIO (Technology needs)	Help Desk	614-688-HELP (4357)	8help@osu.edu
Campus Security (general number)		419-995-8449	
Allen County Sheriff's Department		419-227-3535	
Fire & Rescue		911 or 419-221-1221	

The information contained in this handbook has been assembled for convenience. It is not intended to replace the authoritative documents of the University.

## PART 1. FINDING YOUR WAY

### Location:

The Ohio State University is located two miles east of Interstate 75. It is just north of St. Rt. 309 on Mumaugh Road/Biddle Drive. From Columbus, the major access routes are US 33 to Marysville, St. Rt. 31 from Marysville to Kenton, St. Rt. 309 from Kenton to Lima or US 33 to Huntsville (just west of Bellefontaine), St. Rt. 117 to Lima, east on St. Rt. 309 to campus. (See map in the Appendix).

### Parking:

Ohio State Lima has parking areas designated as faculty/staff, students, visitors and handicapped. Free parking is available in the student areas. **YOU MAY NOT PARK IN THE HANDICAPPED AREAS AT ANY TIME UNLESS YOU HAVE THE APPROPRIATE HANDICAPPED VALIDATION CARD.** If you would like to park in the faculty/staff areas, please register your vehicle with Campus Security, ext. 8067.

### Campus:

The Ohio State University at Lima is one of four regional campuses of The Ohio State University and has been operating since 1960. Ohio State Lima shares the Lima campus and its facilities with James A. Rhodes State College. Hence, room assignments place some OSU and RSC classes side by side. The two institutions operate separate academic programs, but RSC students may enroll in Ohio State courses.

The campus consists of eight buildings for academic use: Galvin Hall, Reed Hall, Technical Education Laboratory, Cook Hall, Public Service Building, Engineering Technologies, Life Sciences and Information Technologies, and the Perry Webb Student Life Building. The Student Services Center, located just off Mumaugh Road, houses the Admissions Office, Office of Academic Advising, and the Financial Aid office.

### Building Abbreviations:

GA Galvin Hall

RE Reed Hall

TL Tech Lab

CK Cook Hall

PS Public Service

JJC Eng Tech

LL Lima Life Science

PW Student Life Building  
SSC Student Services Center

### Programs:

Currently, Ohio State Lima offers a broad-based freshman and sophomore curriculum; bachelor's degree programs in Biology, Business, Education, English, Health and Rehabilitation Sciences, History, Psychology, Social Work, Theatre, Zoology; and graduate coursework toward the Master of Social Work. In addition, students can complete a two-year Associate of Arts degree. Ohio State Lima draws its students primarily from the surrounding ten-county area and across the state. Privately owned, Longmeadow University Residences offers nearby student housing with a convenient pathway to campus. Students are found in all age groups. Many continuing undergraduate students move to the Columbus campus to complete a bachelor's degree after spending one or two years at Lima; however, an increasing number of students are completing their studies in Lima.

### Initial Contacts:

When you first arrive on campus you will want to make contact with someone who can answer your questions and help you become familiar with the campus. If you live near the campus, it is recommended that you make arrangements to visit prior to the start of classes with an appointment through the Associate Dean's Office or Human Resources. On your initial contact, you will be oriented to the location of the library, faculty mailboxes, faculty duplicating services, and given a tour of the facilities if you wish. It would be advisable that you meet with the Human Resources department at this time.

## PART 2. YOUR CONTRACT

### Setting Terms:

The Ohio State Lima Associate Dean is responsible for setting the contract terms of associated faculty. In some cases, arrangements are made with a departmental chair or staff person on the Columbus campus to whom that function is delegated. In such instances, the department acts as the faculty member's agent. Usually this is done by email or telephone. A written verification is then sent by the Associate Dean's Office to the faculty member.

### Background Checks

The Ohio State University conducts background checks on all faculty performing services for the university. New faculty and those who have not taught at Ohio State in the preceding 12 months will be required to complete a Disclosure, Authorization, and Release Form included in their letter of offer.

### Credentials:

It is OSU policy that credentials for all faculty be on file with the teaching unit; consequently, each instructor is requested to provide a resume or curriculum vitae immediately after being hired, if such documents are not already on file. One copy should be sent to the Associate Dean's Office.

### Salary and Withholding:

Salaries are typically paid on the last day of the month during each semester (*Autumn*: September, October, November and December; *Spring*: January, February, March and April). During Summer Term, salaries are paid in May, June, July, and August. Ohio State has a paperless payroll system. Direct deposit enrollment must be completed so your salary can be deposited to the account you have selected. Enrollment can be done online through employee self-service.

Federal and state income taxes and the employee contribution to a retirement program are withheld (it is now mandatory to contribute to a retirement plan). OSU does not participate in the Social Security System; however, Medicare Tax is withheld. The auxiliary faculty member must complete tax and information forms in order to be placed on the payroll. Columbus-based faculty or GTAs already under contract or part-time faculty who have previously taught at Ohio State need not fill out tax forms unless changes are desired, or a year has passed since previous employment.

Benefits may be available to associated faculty depending on the number of hours worked. Possible benefits include health care, dental, vision and flexible spending account programs. Information is available in the Human Resources Office in #141, Public Services Building. **It is essential that you contact the Human Resources office well in advance of the semester to make sure you have completed all necessary paperwork.**

## SYLLABUS

As a reminder, please note that all syllabi must meet certain requirements and include standard language on learning objectives, academic misconduct, and disability services. The following guidelines and suggested templates are designed to help faculty with syllabus preparation and provide additional instructions regarding Lima Campus procedures and expectations.

For more detailed information on various questions pertaining to course management (such as accessing class rosters and posting final grades), adding events to the campus calendar, reserving rooms on campus, academic affairs, the business office, or facilities and maintenance, please go to FAQ for Faculty, available on the Lima Campus website under Faculty Assembly:

<https://lima.osu.edu/faculty-and-staff/faculty-assembly/>

Note: A syllabus template is provided by the College of Arts & Sciences:

<http://asccas.osu.edu/curriculum/asc-syllabus-elements>

Ohio State University's Code of Student Conduct can be found at:

<http://studentconduct.osu.edu/>

Requirements regarding General Education (GE) course categories, learning objectives and outcomes:

If you are teaching a GE course, your syllabus must include the following information:

- the GE category or categories the course fulfills (e.g., Cultures and Ideas),
- the “GE Expected Learning Outcomes” boiler plate language pertaining to the appropriate area(s),
- a statement beneath these that explains how the course will satisfy the stated Expected Learning Outcomes.

For additional information on GE Goals and Expected Learning Outcomes, go to:

<https://asccas.osu.edu/curriculum/ge-goals-and-learning-outcomes>

### **Statement on Disability Services:**

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental



health, chronic or temporary medical conditions), please let me know privately as soon as possible such that we can discuss accommodation options. To establish reasonable accommodations, you may want to register with Student Life Disability Services. After that registration, please make arrangements with me as soon as possible to review the recommended accommodations for you so that they may be implemented in a timely fashion. The contact information for Ohio State Lima Disability Services follows: Karen Meyer, 154 Student Services Building, 567-242-7510, [meyer.193@osu.edu](mailto:meyer.193@osu.edu).

### **Statement on Academic Misconduct:**

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct at: <http://studentconduct.osu.edu/>

### **Statement on Sexual Misconduct/Relationship Violence**

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu>. You may also contact the university's Title IX Coordinator at [titleix@osu.edu](mailto:titleix@osu.edu) or Ohio State Lima's Title IX contact at [mccrory.6@osu.edu](mailto:mccrory.6@osu.edu).

### **Statement on Counseling Services:**

Should you find yourself experiencing personal difficulties, whether related to class or not, please know that you have access to confidential services provided by the Ohio State Lima Counseling and Consultation Service (LCCS). All current Ohio State Lima students are eligible for services at no charge. You may contact LCCS at 567-242-7158 or 567-242-7189 to schedule an appointment or visit: <https://lima.osu.edu/current-students/health-and-wellness-services/counseling/>

**Statement regarding Tobacco Free Campus policy:**

Ohio State has adopted a tobacco free policy that supports a healthy environment for all members of the campus community. The use of all types of tobacco products is prohibited in all university buildings and on all university-owned properties, including parking lots and all outside areas. The full policy can be found at:

<http://hr.osu.edu/public/documents/policy/resources/720faq.pdf?t=2014724155314>

**Statement on University Expectations regarding 2:1 ratio of student effort:**

In an effort to establish educational standards and expectations for all institutions of higher education in the state, the Ohio Department of Higher Education (formerly the Ohio Board of Regents) has established formal guidelines to standardize the length of semesters, academic years, and define the practical meaning of each semester hour of credit. In these guidelines, one semester credit hour is awarded for a minimum of 750 minutes of formalized instruction and “students will be expected to work at out-of-class assignments on a regular basis, which, over the length of the course, would normally average two hours of out-of-class study for each hour of formal class activity.”

## PART 4. TEACHING YOUR CLASS

### Faculty:

The Ohio State Lima faculty consists of two groups. Most instruction is provided by more than fifty full-time faculty members, including both tenure-track and annually appointed faculty, who are assigned by the University to render primary service and full-time teaching duties at the Lima Campus. The second group is made up of term-to-term lecturers, who teach occasional courses in the areas of their expertise.

### Students:

The students at Ohio State Lima fall into three main categories: undergraduate, graduate, and non-credit. However, most classes enroll OSU undergraduates who are completing basic work prior to admission to their major area of study.

Academic advisors, located in the Student Services Center, monitor the scheduling of students into courses. Advisors process “adds,” “drops,” and other course changes. (See “Advising and Registration” entry in Part 4).

### Style and Presentation:

Teaching technique is of particular importance in structuring a course, and considerable thought should be given to the specific approaches to be used. The purpose of teaching usually is to introduce material to students, explain it to them, and seek methods of feedback to assure that they understand it. There are a large number of approaches, but the techniques used should be appropriate to the size of the class section and aims of the particular course taught.

Care should be taken that presentation is made at an appropriate level. Most Ohio State Lima courses are designed for university undergraduates. A common complaint of disgruntled students is that instructors aim their classes either at the “high school” level or a level too high for their comprehension; usually the latter. Continual watchfulness of student reaction in class and attention to other student feedback can assist you in striking a good balance while still achieving the objectives of the course.

Please be aware that you can also utilize Carmen, the name of Ohio State University’s online learning management system, to create course activities and share materials. For assistance with this system, please refer to <https://resourcecenter.odee.osu.edu/carmencanvas/getting-started-canvas-instructors>. You can also contact the Office of Technology Services for any further questions at 614-688-HELP (4357).

### Ordering Textbooks:

Most instructors prefer a textbook, students are accustomed to having one, and most departments expect its use. Sometimes, the instructor may choose the text from a list approved by the academic/home department. In some cases, primarily when hiring is done just prior to the beginning of the course, a text already has been ordered to facilitate instruction. In general, textbook orders should be placed when registration begins, typically during the 5<sup>th</sup> week of the previous term. Even if you choose not to use a textbook, please notify the bookstore to let them know. We are mandated by Federal law (Higher Education Opportunity Act) to provide students with this information so that they will have more freedom in choosing where to buy their textbooks. It is mandatory that you contact the bookstore by the time students are able to register for the semester. The Assistant Dean will notify you of the textbook ordering deadline by email.

Below are directions for placing your textbook order online.

- Go to OSU Lima's bookstore link [here](#)
- Select "Faculty Resources" at the top right corner (this will take you to [www.facultyenlight.com](http://www.facultyenlight.com))
- At the top select "Sign In" or "Create account" if you need to set up an account (simply follow the prompts)
- Select "Adopt"
- Select "Term," "Department," and "Course"
- Your class should populate below, select the correct section
- Add or search for your materials or select "No Materials Required For This Course"
- Upon finding your text, select "Adopt This Book"
- Select "Continue"
- Select "Required" or "Recommended" for students
- Select "Submit Order"
- You will receive a confirmation page

If you have questions, contact Jennifer Rush (SM8170@bncollege.com). After a day or two has passed, check the bookstore [website](#) to ensure that your texts have been correctly recorded.

The Bookstore is located on the first floor of the Public Services Building. Jennifer Rush is the bookstore manager. Jennifer may be contacted at 419-995-8243. Bookstore related questions should be addressed to Assistant Dean Bryan Albright, at 567-242-7274 or via email, [albright.34@osu.edu](mailto:albright.34@osu.edu).

Ohio State Lima does not provide desk copies of textbooks to faculty. Desk copies of adopted textbooks must be ordered directly from the publisher well in advance of need. Desk copies can be ordered through the bookstore website. When you have found the

text that you are interested in, there will be a “Request Desk Copy?” note, and a link to “Print”. Select “Print”. You will be taken to a brief form to fill out, which will be submitted directly to the publisher. The publisher information will be listed to the left of the form. If you don’t hear back within 7-10 days, be sure to follow up with the publisher. The faculty services assistants can also help you with obtaining your desk copy.

### Classroom Equipment

Nearly all classrooms contain the most requested multimedia equipment available for classroom instruction including a Microsoft Windows based desktop computer connected to the OSU Lima network, a VGA laptop input, a DVD and VCR player, all connected to a permanently installed projection system. In addition, most classrooms also have access to an overhead (transparency) projector. Other A/V equipment may be available for you on a reservation/scheduled basis, such as document cameras, stereos, video cameras, flipcharts, slide projectors, etc. You should always verify that the room assigned to your class has the equipment you will need. If it does not, you will need to make arrangements in advance with the Office of the Chief Information Officer (OCIO) at 614-688-HELP (4357) or [8help@osu.edu](mailto:8help@osu.edu). Be sure to say you are in Lima.

The desktop computers in campus classrooms have a standardized distribution of software installed for basic classroom presentations including support for word processing, spreadsheets, and slide presentations as well as programs for viewing PDFs, pictures, and videos. Detailed information about the standard software available on these classroom computers is available in the OCIO office in Galvin Hall. If you require specific software to facilitate the teaching of your course, please check with this office for additional information and support. Please note that you should use your Ohio State name.# to log in to the computer in your assigned room.

Please check well in advance of the beginning of the semester to make sure your classroom has the appropriate equipment and software installed to facilitate the teaching of your class. If the appropriate equipment or software in your assigned room cannot be provided by OCIO, please call the Assistant Dean.

### Class Meetings and Locations:

Classroom assignments are listed on the course schedule website at <http://lima.osu.edu/academics/lima-class-schedules.html>. From time to time, classroom assignments do change. Every effort will be made to contact the instructor if this happens. It is a good idea to check the schedule of classes as any updates will be listed there. Any special needs or requests for classroom changes should be made to the Assistant Dean, as soon as possible.

Please do not permit students to be in your class or switch sections without approval. Your permission will be sought if a student wishes to add your course after the first day of the semester. Permission to change a student's schedule is given only by the student's academic advisor. Any enrollment changes not authorized and processed by the Registration Office can result in failure to earn credit. Please be sure to take roll using the official class roster to ensure your students are properly enrolled.

A considerable part of the first-class meeting should be devoted to class structure, expectations of the instructor, requirements placed on students, and grading procedures. A copy of the course syllabus should be given to each student and he/she should be aware of its contents. Students coming into class after the first day, regardless of the reason, should be informed about these matters as well and should be given a copy of the syllabus. The tone set the first day usually carries through for the course, so considerable preparation should be done to set a positive tone.

At particular times throughout the semester, an instructor should make time available during class to discuss upcoming requirements, make general comments about performance, and review expectations. Discussion in class of individual student cases and performance should be scrupulously avoided.

### Class Rosters:

Class rosters may be obtained through the SIS: Student Information System from the following web site: <https://buckeyelink.osu.edu>. Select the "Faculty Center" link. Occasionally an associated faculty member may not have access to print out their own class rosters. If this happens, most likely you have not yet been entered completely into the HR system. Problems with rosters (i.e., students attending but not on the roster, on roster but not attending, or listed as unpaid) should be reported to Julie Klingler at 567-242-7215. Please see the handout in the appendix that shows how to use the Faculty Center for accessing class rosters. During the first two weeks of each semester, please print hard copies of all class rosters and send them to the Associate Dean's office.

### Library Assignments:

Class assignments involving extensive use of library resources should be discussed with the Library Director, in advance to ascertain that the sources are available and to assist the librarian in meeting the aims of the instructor. Please contact a library staff associate for further information on processes and standard procedures.

### Examinations:

Exams and tests during the semester are the prerogative of the instructor. At Ohio State Lima, we strongly encourage at least one “mid-term” examination be administered and returned to students prior to the course withdrawal deadline, usually the tenth Friday of the semester. Deadlines for shorter sessions and workshops differ. Some type of formal evaluation very early in the semester is also recommended. Students may drop a course during the first four weeks of a semester with no entry on their records. **A final examination is a University requirement. There are few exceptions to this policy and all final exams must be administered at the designated time during finals week (University Faculty Rules 3335-7-19 and 3335-7-20). The schedule for finals differs from the standard class meeting schedule and can be found on the course schedule website prior to the start of the semester. Faculty are responsible for administering all examinations, including make-ups. Do not ask office assistants, student workers or anyone other than faculty to proctor exams.**

### Grades:

Grades are to be posted via the SIS: Student Information System via the “Faculty Center” link at this address: <https://buckeyelink.osu.edu>. If you are having trouble posting grades, please contact Julie Klingler at 567-242-7215. Please see the handout in the appendix concerning the posting of grades. **It is imperative that grades be submitted on time.** Failure to submit the grades on time often produces difficulties for students. Grade point average is computed on the basis of the marks that are submitted. Graduations, scholarships, honors, financial aid, probations, and dismissals often hinge on the outcome of grades submitted on the due date. If you have a student whose name is not available online, you should report this to Julie Klingler at 567-242-7215. Grade submission deadlines can be found at <http://registrar.osu.edu/registration/index.asp>, under Important Dates, select the appropriate semester.

Federal privacy laws explicitly prohibit, the public posting of grades in any manner which would allow anyone other than the specific individual from knowing his/her grade. Care should be taken in giving out grades and in returning materials, such as tests and papers that evaluate students’ performances, so that privacy is maintained.

Change in grades after their final submission can be made online through the Registrar’s website at <https://registrar.osu.edu>, then click on “forms”. University Faculty Rule 3335-7-23 states, in part that “such changes shall be made only when an error has been discovered in evaluation or recording of a grade. In no case will a grade be revised in accordance with criteria other than those applied to all

students in the semester.” Since students are provided the opportunity to petition for grade changes for up to two semesters after a grade has been awarded, we request that you preserve your records associated with this course for at least two semesters.

### Class Cancellations:

Associated faculty are expected, without supervision, to undertake their obligation for meeting classes, grading, consulting with students, and all other matters concerned with the course. They are expected to meet at each scheduled class time and cancellation should be the rare exception. However, when instructors cannot be present, they should make arrangements for a substitute class. In a substitute class, students should undergo a learning experience equal to that normally received if the regular instructor had been there, usually through the use of a guest lecturer at the regularly scheduled class time and place.

**If a class must be cancelled, it is important to notify students as soon as possible.** The faculty member should first notify students through Carmen, email, or other agreed upon methods. Contact the Faculty Services Assistant to post a sign to your classroom door notifying students who may have missed the Carmen announcement or email. Also, please be sure to notify the Associate Dean’s office at 567-242-7215 or via email.

**If the cancellation is due to illness, remember to submit your leave form through <https://eleave.osu.edu>.**

In the event of an emergency, contact the Associate Dean’s office (567-242-7215) when you are able to do so.

Weather conditions seldom provide sufficient reason to cancel classes at the Lima Campus. If weather forces a delay, classes will usually begin at noon. Activities or classes scheduled to begin on or after the delayed time will be conducted in a normal manner with students held responsible for any material presented. For example, if the university delays until noon, any class that begins at noon or after will begin at its normal time.

The Buckeye Alert text messaging system will notify you of closings or delays if your cell phone number is in the HR system. To verify that you have registered for Buckeye Alert, please follow the steps below:

- Go to <https://buckeyelink.osu.edu>.
- Use your OSU name.# and password to log in
- Click on “Personal Information Summary”
- Click on “Change Phone Numbers”
- Enter your cell number in the “Mobile” field, if not listed



- Click “Save”

When a cancellation or delay occurs, area radio and television stations are informed. When conditions suggest a delay or cancellation, it is a good idea to check multiple stations.

Ohio State Lima’s weather policy can be found at:

<http://lima.osu.edu/assets/lima/uploads/FacStaff/weatherPolicy.pdf>.

### Early Alert

At the start of the semester and again at the mid-way point, the Academic Advising Office will contact all faculty members with an Early Alert Roster for each of their classes. Faculty members are required to return the rosters and identify any students that may be struggling in a class for any reason. Anyone identified will be contacted by their academic advisor. Students may be encouraged to touch base with their instructors or to utilize resources such as the Learning Center. If there are no students who need to be contacted, please respond with that information. Early Alert Rosters should be returned to the manager of academic advising at the Student Services Center.

### Student Evaluations (SEIs)

Near the conclusion of the course, all faculty members are required to give students the opportunity to evaluate their courses. The University provides electronic student evaluations which will show up in a student’s “self-service” area in the Student Information System.

### Records Retention

Review the [OSU records and retention schedule](#) as it pertains to student and course records. If you are leaving our campus after the semester and do not wish to take students records with you, you are welcome to use our storage space in Galvin Hall. Please work with Nancy Vennekotter in faculty services to schedule a time to pass materials to her.

## Procedures for Ohio State Lima Student Complaints, Grievances, and Appeals

Consistent with the procedures available to all OSU students, Ohio State Lima students can take the following steps to register a complaint about a course or an experience on the Lima campus. (For appeals of course grades, see specific steps on the next page.)

1. You are advised to resolve any dispute, disagreement, or grievance as directly as possible, engaging with the person or persons most closely involved. Meet with the faculty or staff person, as appropriate to the situation to discuss your case.
  - 1.1. You are also reminded the campus counseling and consultation services can provide you with confidential services to help you navigate a stressful situation <https://lima.osu.edu/current-students/health-and-wellness-services/counseling/>.
2. If step one does not produce acceptable results, you may arrange to meet with the course supervisor or staff supervisor, as appropriate to the situation, to discuss your case.
3. If steps one and two do not produce acceptable results, you may arrange to meet with the academic program coordinator to discuss your academic case.
  - 3.1. Dr. Jackie Augustine coordinates the Biology program.
  - 3.2. Temple Patton coordinates the Business program.
  - 3.3. Dr. Leah Herner-Patnode coordinates the Education program.
  - 3.4. Doug Sutton-Ramspeck coordinates the English program.
  - 3.5. Dr. Tryntje Helfferich coordinates the History program.
  - 3.6. Dr. Tariq Rizvi coordinates the Mathematics program.
  - 3.7. Dr. Joe Green coordinates the Psychology program.
  - 3.8. Margie Anich coordinates the Theatre program.
  - 3.9. For courses in disciplines/programs not listed above, please arrange to meet with the associate dean.
4. If steps one through three do not produce acceptable results, you may arrange to meet with the associate dean to discuss your academic case.
5. If steps one through four do not produce acceptable results, you may arrange to meet with Dean Rehner to discuss your case.
6. If steps one through five do not produce acceptable results, you are advised to contact the Office of Undergraduate Education (<https://ugeducation.osu.edu/complaint-grievance-and-appeal-procedures>) or the Graduate School (<https://gradsch.osu.edu/handbook/d-graduate-student-grievance-review-guidelines>), as appropriate, or the Student Advocacy Center (<http://advocacy.osu.edu>).

To register a complaint related to registration:  
<http://registrar.osu.edu/policies/appealReview.asp>

To register a complaint related to financial aid:  
<http://www.sfa.osu.edu> (External complaint process)

To register a complaint related to Disability Services, please follow this link to the Office of Disability Services' Student Handbook: <https://slds.osu.edu/registered-students/student-handbook/>

To appeal a course grade for which you have evidence of a procedural error in evaluation or recording, please follow the steps below, which are guided by the University Faculty Rule 3335-8-23 on Alteration of Marks (<http://trustees.osu.edu/rules/university-rules/chapter-3335-8-instruction.html>).

1. Shortly after having had access to the course grade, begin by contacting your instructor and by providing evidence that supports the appeal for a correction.
2. If no resolution is achieved, you may arrange to meet with the associate dean to discuss the matter. The associate dean will seek a resolution after conferring with the instructor and will communicate the result to you within 30 days of your meeting.
3. If your appeal is not resolved to your satisfaction, and after your final grade for the course has been posted by the registrar's office, you may request (with a letter to both the Associate Dean and the Dean) that a faculty committee review the case.
  - 3.1. Likewise, your instructor may also request that a faculty committee review the case.
  - 3.2. The Associate Dean and the Dean will decide whether there is sufficient reason to convene a committee.
4. In case one is convened, the review committee will consist of three Ohio State Lima faculty, either from the same department as the instructor or from another department as closely related to the course's department as possible.
  - 4.1. The review committee should communicate with the student and the instructor to ascertain the facts of the case. The committee should make its findings and recommendations known in writing to the student, the instructor, and the Associate Dean within 30 days of the student's request for a committee review.
5. After the committee's findings and recommendations, if the instructor declines to accept them, the committee may, upon consideration of the reasons, authorize in writing a grade change to be instituted by the Associate Dean.
  - 5.1. If the instructor chooses not to respond to the findings of the review committee within three business days, the judgment of the committee shall prevail.
  - 5.2. If the committee can find no academic basis upon which to recommend a grade for the course, the student shall be given the option of having the course stricken from the student's record and, if so desired, to retake that course without prejudice or penalty.

Paramount to grade appeals is that all students must receive equal treatment in the course. As a guide, grade appeals are inappropriate if the complaint is based on any of the following:

- An instructor performs a professional assessment of student learning in a

different manner than another instructor.

- A student asks to be treated differently than other students (e.g., rounding up grades, leniency on late assignments). Unless an instructor rounds up the grades for all students, a student who misses a grade by 0.1% or less will not have earned the higher grade, even if that means failing the class, not graduating on time or losing financial aid.
- The instructor follows the assessment criteria described in the course syllabus and applies those criteria to students equally.

On the other hand, grade appeals are appropriate when:

- The instructor recorded the wrong grade for any assignment or miscalculated the total points;
- An assignment or exam answer was marked incorrect and it is later judged by faculty review committee to be factually correct;
- The criteria for determining the final grade are different than those indicated in the course syllabus; or
- Not all students in the course in point are not being held to the same standard.

## PART 4. : OFFICES, PEOPLE AND SERVICES:

### Dean and Director:

The senior administrative official at the Ohio State University Lima is the Dean and Director, Tim Rehner. The Dean's executive assistant is Robin Pohl.

### Associate Dean:

The Associate Dean's area of responsibility includes the academic programs and student affairs. The Interim Associate Dean is Mark Kleffner.

### Assistant Dean:

The Assistant Deans, Bryan Albright and Meggie Young, are responsible for course and room scheduling, and textbook orders.

### Human Resources:

The Human Resources office provides coordination and consultation in the employment process including recruitment and selection, reward and recognition, performance management and retention for faculty and staff; serves as a liaison with the Office of Human Resources in Columbus regarding benefits and payroll function; and manages the employee relations function. The office may be reached at 567-242-7276.

### Advising and Registration:

Professional staff members are assigned to advise students concerning their academic programs. They assign students to courses, regulate student course changes, and administer student withdrawals from courses. The Advising and Registration area is located in the Student Services Center. The academic advisors are Sean Boley, Wendy Hedrick, Karen Meyer, Marissa Snyder, Lori Schleeter, Deborah Barton, and Courtney Roeder. Kristina Healy serves as Director of Enrollment Service.

### Bookstore:

The bookstore is located on the first floor of the Public Services Building. For store hours, please visit their website by clicking [here](#). The Barnes & Noble Bookstore houses textbooks (see "ordering textbooks" entry in Pt.3), general school supplies, snack food and souvenir items. The telephone number is 419-995-8342 and the Manager is Jennifer Rush.

### Bistro and Starbucks

The Baron's Bistro and Starbucks are two places on campus where food is available. Starbucks is located in the Perry Webb Student Life Building and offers an array of vending machines, including some with convenience foods. There is also a microwave available. The Baron's Bistro is located in Reed Hall and provides both hot and cold menu items in a casual dining area. For more details, visit the webpage by clicking [here](#).

### Communications:

In addition to information on academic programs and how to navigate through a university career, Ohio State Lima's website (<http://lima.osu.edu>) contains useful information on upcoming events and news about campus. The Office of Advancement sends out all media releases from the campus. To post an upcoming event to the website, submit the event at <https://lima.osu.edu/events>. To also have a media release prepared for the posted event, or for other communication information, contact Pamela Joseph at [joseph.122@osu.edu](mailto:joseph.122@osu.edu), 567-242-7224.

### Courier to Columbus:

A courier from Lima campus travels to the Columbus Campus on most Wednesdays throughout the year, carrying mail and other items between the two campuses. Staff and faculty may use this service. Please contact the faculty services assistant for help with pickups from Columbus or drop offs. All mail addressed to the Columbus Campus should be sent by campus courier.

### Faculty Services:

Nancy Vennekotter serves as the faculty assistant. Nancy's office is located in Science, #318. There are also student workers available to help during the academic year. To avoid delay in the typing or duplicating of your materials, please give as much advance notice as possible. Copiers and mailboxes are located in Galvin #428, Galvin #220B (code: 1985), Reed #130, and Science #318. Please check your mailbox each time you teach your class.

### Phillip A. Heath Center for Teaching and Learning:

The Heath Learning Center is located in Galvin Hall Room 310. The purpose of the center is to provide assistance in all mathematics, statistics, foreign language, chemistry, and physics courses as well as writing across the curriculum. Students demonstrating academic strength in these respective areas are recruited and trained as tutors by faculty coordinators for Math and Writing. The coordinators also work alongside the tutors in assisting students. The Math Center provides informal tutorial sessions in math and statistics. The sessions are offered on a walk-in basis.

### Library:

The library is located in Cook Hall. Hours vary slightly between semesters and during the summer. Please check the library web site by clicking [here](#) to see hours of operation.

The Library has a vast collection and serves both Ohio State Lima and Rhodes State College. Their website has valuable features including tips for faculty, links to online library resources, account Q&As, upcoming events, and staff listings. Feel free to explore their site to learn more by clicking on the above link or call 567-242-7220 to speak with a library associate.

### Office of the Chief Information Officer (OCIO):

OCIO coordinates all computer, media and networking services for Ohio State Lima. A call center in Columbus, the Help Desk, is operated to provide a single point of contact for computing questions, audio/visual equipment requests, and various technical services. Lima's on-site Help Desk staff members are located in 335 Galvin Hall and can be contacted via 614-688-4357 or [8help@osu.edu](mailto:8help@osu.edu). Be sure to say you are in Lima.

Computer facilities for instruction support are located in 305, 336, 340, and 451 Galvin Hall and need to be reserved for instructional use. There are also computers available for student use in the psychology lab, the library, the Phillip A. Heath Center for Teaching and Learning in 310 Galvin Hall, and science lab areas in the Science Building. All lab computers have internet access and access to shared laser printers.

Distance learning via live two-way video is accommodated in rooms 310K, and 318 Galvin Hall. Distance learning resources are coordinated by OCIO at 614-688-HELP (4357). Room reservations should be given to Mike Buckland at 567-242-7137. OCIO provides technology for instructional use, including installed projection systems with integrated computers, video players, and whole-room sound. Other available

services can provide limited video recording, media duplication, and media supplies.

OCIO Help Desk staff hours may vary between terms and during the summer term. Evening faculty should call in advance for any special equipment requests needed during their class hours.



### Safety and Security:

In case of an emergency, please follow the steps below.

Call 9-1-1 with the following info:

- Your name
- Type of emergency
- Specific building and location

Call Campus Police/Security, 567-242-7400 or 419-995-8499, and give the following info:

- Your name
- Type of emergency
- Specific building and location
- Verify Bath EMS has been called

In any emergency, the Bath Township EMS unity should be notified first, so as to have transport capabilities as soon as possible.

Please notify Campus Police/Security once you have called 9-1-1. Security will respond to any accident scene or illness situation and, if needed, will go to the parking lot to direct EMS.

Security personnel are on campus 24 hours a day, including weekends. During evening hours, the parking lots and walks are well lit for your safety. For any reason, you may call security and request an escort to your vehicle. The security office is also equipped to assist you if you should lock yourself out of your car or if you have minor car trouble such as a dead battery or a flat tire.

Fire safety is a serious concern and evacuation procedures are a vital part of a fire safety program. Evacuation plans are located near the entries to all classrooms on campus and show the location of the nearest fire exit doors.

### Notice:

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, creed, religion, national origin, sex, ages, handicap or Vietnam-era veteran status is specifically prohibited. Title IX of the Education Amendment Act of 1972 prohibits sex discrimination and Section 504 of the Rehabilitation Act of 1973 Prohibits discrimination on the basis of handicap in educational programs and activities. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other University activities is extended to all persons, and the

University promotes equal opportunity through a positive and continuing affirmative action program.

The University's Office of Human Resources, 1590 North High Street, Suite 300, Columbus, Ohio, 43201, phone 614-292-1050, is responsible for the coordination of matters relating to equal opportunity and this nondiscrimination policy. Information concerning violations of the policy and inquiries regarding University compliance with equal opportunity mandates, affirmative action, the requirements of Title IX of the Education Amendment of 1972 Act, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes and regulations pertaining to equality of opportunity may be addressed to the director or associate director of Affirmative Action at the address and telephone number indicated.

Further policy guidelines pertaining to affirmative action at The Ohio State University are detailed in the University Operating Manual, Section 1.0. Copies of this operating manual are available for reference in college and department offices throughout campus.

## A CHECKLIST FOR NEW ADJUNCT FACULTY

After you have received your contract via DocuSign, please follow the checklist below to ensure you are ready to begin teaching when the semester begins. If you are missing something below or have questions, please contact the appropriate person as soon as possible.

- Sign your contract as soon as possible. When it is signed, you will be emailed a link to complete your background check. The HR Office will retain your original contract, and a copy will be held in the Associate Dean's Office.
- Mandi Garver, HR Generalist, will enter your employee information into the HR system and forward additional paperwork to you as soon as your background check has been processed. She will also include a vehicle registration form. Mandi Garver: 567-242-7276
- Additional paperwork must be completed before you will have access to online resources such as class rosters or Carmen, mentioned below. Don't forget to activate your email.
- Textbook orders are due by the time students can register for the semester. Detailed information can be found on our website at the following link: [http://lima.osu.edu/assets/lima/uploads/FAQ\\_for\\_Faculty.pdf](http://lima.osu.edu/assets/lima/uploads/FAQ_for_Faculty.pdf) If you have further questions, please contact Assistant Dean Bryan Albright at 567-242-7274 or our bookstore manager at 419-995-8243.
- Faculty Services Assistant, Nancy Vennekotter, will prepare your campus mailbox and can assist you in day-to-day things like copies or supply requests. Nancy Vennekotter: 567-242-7229
- Be sure to regularly check the online course schedule at <http://lima.osu.edu/academics/lima-class-schedules.html> to verify your classroom assignment, textbook order, and course enrollment numbers.
- Familiarize yourself with the *Faculty Center* through Buckeye Link, Ohio State's Online Academic Center, to ensure that you can print class rosters before your first class. Buckeye Link can be found at <http://buckeyelink.osu.edu>. Final grades must also be entered here.
- Ohio State's Online Learning Management System can be found at <https://carmen.osu.edu/>. Carmen enables you to create course activities and share materials online. For help, contact OCIO at 614-688-HELP (4357) or at [8help@osu.edu](mailto:8help@osu.edu).
- Soon after classes start and midway through the semester, you will be contacted by our Advising office to participate in our **Early Alert** program to help identify students that may be struggling. Please be sure to watch for more information in your mailbox and via email.

## THE OHIO STATE UNIVERSITY AT LIMA-CAMPUS MAP




### Location:

The Ohio State University is located two miles east of Interstate 75. It is just north of St. Rt. 309 on Mummaugh Road/Biddle Drive. From Columbus, the major access routes are US 33 to Marysville, St. Rt. 31 from Marysville to Kenton, St. Rt. 309 from Kenton to Lima or US 33 to Huntsville (just west of Bellefontaine), St. Rt. 117 to Lima, east on St. Rt. 309 to campus.

## Faculty Center Class Roster


### Navigation Path:

- Open a browser window.
- Go to <http://buckeyelink.osu.edu/facultystaff.php>.
- Select Faculty Center.
- Authenticate using your name.n and password.
- Click  (Class Roster icon) on the Faculty Center page to access your class roster. (Note: A Printer Friendly Version is available by clicking the button at the bottom right of the page.)

Faculty Center						
Class Roster				<a href="#">View FERPA Statement</a>		
12383 - HISTORY 151 - Am Civ To 1877						
Class Roster Information						
Course	HISTORY 151	Institution	The Ohio State University			
Title	Am Civ To 1877	Term	Winter 2009			
Class Number	12383	Session	Regular Academic Session			
Class Section	1D	Career	Undergraduate			
Component	Recitation					
Day	Mon Wed		Instructor	Robinson, Rick		
Time	3:30PM 4:30PM					
Room	Ramseyer 0110					
*Enrollment Status	Enrolled	<a href="#">change</a>				
Display Graduating Students	<input type="checkbox"/>					
Total Students	5	Enroll Capacity	50			
Enrolled Students <span style="float: right;"><a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">First</a>   <a href="#">1-3 of 5</a>   <a href="#">Last</a></span>						
Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1	<input checked="" type="checkbox"/>	[REDACTED]	Graded	5.00	Environment & Natural Resource - Env and Natl Res Undec/Resource Development	Junior
2	<input type="checkbox"/>	[REDACTED]	Graded	5.00	Humanities - Women's Studies/Sexuality Studies	Junior
3	<input type="checkbox"/>	[REDACTED]	R/NP	5.00	Humanities - World Literatures/Music	Senior
4	<input type="checkbox"/>	[REDACTED]	Graded	5.00	Engineering - Aero and Astronautical Eng	Senior
5	<input type="checkbox"/>	[REDACTED]	Admin	0.00	Social & Behavioral Sciences - Psychology	Senior
<a href="#">NOTIFY SELECTED STUDENTS</a>			<a href="#">NOTIFY LISTED STUDENTS</a>		<a href="#">PRINTER FRIENDLY VERSION</a>	
<a href="#">RETURN</a>		<a href="#">GRADE ROSTER</a>				

## Faculty Center Grade Roster

### Navigation Path:

- Open a browser window.
- Go to <http://buckeyelink.osu.edu/facultystaff.php>.
- Select Faculty Center.
- Authenticate using your name.n and password.
- Click  (Grade Roster icon) on the Faculty Center page next to the appropriate class in "My Teaching Schedule" to access your grade roster. Note: Grade Rosters will not appear until generated by the Office of the University Registrar and then only for an instructor if he/she been designated to Grade/Approve/Post in the Schedule of Classes. Questions regarding access to the Grade Roster should be directed to your College/Department Scheduling Contact.

### To post grades:

- Select a grade for each student from the drop down box in the Roster Grade column.
- Review the assigned grades.
- Click the "POST" button.

**Faculty Center**

**Grade Roster** [View FERPA Statement](#)

**HISTORY 151 - 10Am Civ To 1877**

Recitation (12303)  
Winter 2009 - Regular Academic Session - The Ohio State University - Undergraduate

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
MoWe 3:30PM - 4:30PM	Ramseyer 0110	Hock Robinson	1/5/2009 - 3/22/2009

Grade Roster Type:   Display Unassigned Roster Grade Only  
 Approval Status:   Display Graduating Students

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>			▼		Graded	Environment & Natural Resource - Env and Natl Res Under/Resource Development	Junior
<input type="checkbox"/>			▼		Graded	Humanities - Women's Studies/Sexuality Studies	Junior
<input type="checkbox"/>			▼		P/NP	Humanities - World Literatures/Music	Senior
<input type="checkbox"/>			▼		Graded	Engineering - Aero and Astronautical Eng	Senior
<input type="checkbox"/>			▼		Graded	Social & Behavioral Sciences - Political Science/Law	Senior
<input type="checkbox"/>				W	Admin	Social & Behavioral Sciences - Psychology	Senior