



## Ohio Administrative Code Rule 3335-3-29 Deans of the colleges.

Effective: September 25, 2023

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(A) There shall be a dean of each college who shall be a member of its faculty and the administrative head of the college. Each dean shall be appointed and reappointed by the board of trustees upon nomination of the president. Before making this nomination or recommendation for reappointment, the president shall confer with members of the faculty of the college for which the dean or executive dean is to be appointed and shall give substantial weight to faculty recommendations in reaching a decision. The president shall also consider the recommendations of the chairs of the departments and the directors of the schools in that college.

(B) The major responsibility of the dean of each college shall be that of providing active leadership in the promotion, direction and support of educational and research activities of the university, in the maintenance of a high level of morale among the faculty, and in the encouragement of the spirit of learning among the students. In addition, the dean shall have general administrative responsibility for the program of the college, subject to the approval of the president and the board of trustees. These administrative responsibilities shall include the duties to:

(1) Preside at meetings of the college faculty and to appoint all college committees unless their membership has been designated by faculty rule or by the college faculty.

(2) Approve courses of study for students in their college, to warn students who are delinquent in their studies and to recommend appropriate student disciplinary action to the appropriate university disciplinary body or official.

(3) Present candidates for degrees to the president on behalf of the college faculty and to serve as a member of the council of deans (see rule 3335-3-23 of the Administrative Code).

(4) Make recommendations to the executive vice president and provost concerning the college budget, and concerning the appointments to and promotions within the staff and the membership of the college faculty, after consultation with the chairs of the departments and the directors of the



schools within the college.

(5) Review in consultation with the faculty the college's pattern of administration (POA). The POA shall be consistent with the principles of faculty governance and the responsibilities of the dean. At the beginning of each five-year term, in consultation with the faculty, the dean shall either reaffirm or revise the existing POA. The existing POA shall be the starting point for the review of the POA and shall remain in effect until the process is complete. Any revisions to the existing POA shall be accomplished first with broad faculty input, obtained in a manner consistent with the college's established practices and procedures, and, second, with faculty approval, also consistent with the college's practices and procedures. If faculty approval is not achieved, the dean shall explain the rationale in writing for the departure in order to enhance communication and facilitate understanding.

The POA will be submitted to the executive vice president and provost for approval. After approval, the POA shall be made available to all members of the faculty, be posted on the college web site, and be distributed to each department and the college office.

For purposes of defining minimum content the following shall be included in the POA:

- (a) Introductory statement
- (b) College mission
- (c) Types of faculty appointments and their respective governance rights
- (d) Organization of college services and staff
- (e) Overview of college administration
- (f) Description of college faculty governance structure, including at least a college investigation and sanctioning committee (see rule 3335-04 of the Administrative Code) and a salary appeals committee
- (g) Policies governing faculty responsibilities and teaching assignments



(h) Policies governing allocation of college resources

(i) Grievance procedures

(j) A statement recognizing in principle the presumption favoring faculty rule on those matters in which faculty have primary responsibility, including: curriculum, subject matter and methods of instruction, research, faculty status (appointment, promotion and tenure of faculty), and those aspects of student life which relate to the educational process. (Source: "AAUP Statement on Government of Colleges and Universities")

(C) The dean is hereby given authority requisite to carrying out the responsibilities of their position. The dean may delegate any of their responsibility and authority to another member of the faculty of the college. The dean shall be a voting member of the faculty of each department.

(D) The usual method of communication between the dean and the president or the board of trustees shall be through the office of academic affairs, then to the president and through the president to the board of trustees.