

Ohio Northern University
MEMORANDUM


December 4, 2008

To: Faculty and Staff

Re: University Faculty Meeting

The regular meeting of the Faculty for December will be held Tuesday, December 9, 2008 at 4:00 p.m. in the Activities Room of McIntosh Center. The agenda is as follows:

1. Call to order.
2. Invocation - Dr. Forrest Clingerman
3. Action on minutes of November 11, 2008.
4. Unfinished business.
5. Questions for the President
6. Report from University Council - Dr. Sunny Zank
7. Reports of Constitutional Committees
 - a. Budget and Appropriations - Professor Ron Beachler
 - b. Academic Affairs - Professor Laurie Laird
 - c. Student Activities - Dr. Andrew Roecker
 - d. Personnel - Dr. William Theisen
8. Reports of Operational Committees
 - a. Committee on Athletics - Professor Thomas Simmons
 - b. Cultural and Special Events - Dr. Laurie Bell
 - c. International Affairs - Dr. Anne Lippert
 - d. Religious Affairs - Chaplain Vernon LaSala
 - e. Information Technology - Mr. George Gulbis
9. Other reports.
10. New business.
 - a. Proposal to amend Faculty Bylaw 5 Sec. 2 Operational Committees - Attachment A
11. Announcements.
12. Adjournment.


Dr. David R. Sawyers
Secretary

UNIVERSITY COUNCIL

Dr. Sunny Zank

Council approved a motion from the Personnel Committee to amend Faculty Handbook Appendix 10.III Sabbatical Leave – Options Available to Applicants (Attachment I).

CONSTITUTIONAL COMMITTEES

Budget and Appropriations

No report.

Prof. Ron Beaschler

Academic Affairs

No report.

Prof. Laurie Laird

Student Activities

No report.

Dr. Andrew Roecker

Personnel

The committee forwarded a motion to University Council concerning faculty course overloads. The committee has started discussions on the number and uses of visiting faculty. The committee has started discussions on travel funds.

Dr. Bill Theisen

Committee on Athletics

No report.

Prof. Thomas Simmons

Cultural and Special Events

No further report. The next meeting is scheduled for December 12 at noon, McIntosh Room 205.

Dr. Laurie Bell

Information Technology

No report.

Mr. George Gulbis

Religious Affairs

The committee plans to meet next week.

Rev. Vern LaSala

International Affairs

No report.

Dr. Anne Lippert



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To: Dr. Zank, Chair University Council
From: Dr. Theisen, Chair Personnel Committee
Re: Clarification of current policy of salary for sabbatical leave (Appendix 10.III)
Date: 10-28-08

Current Wording

III. Options Available to Applicants
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Option I: Sabbatical leave may be for three consecutive quarters with an annual salary of two-thirds of the annual full-time contract salary, two consecutive quarters with one-half salary, or one quarter with full salary.

Proposed Wording

III. Options Available to Applicants
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Option I: In an academic year:

1. Faculty members who take sabbatical leave for 3 consecutive quarters shall be compensated at an annual salary of two-thirds of their annual full-time contract salary for that academic year.
2. Faculty members who take sabbatical leave for 2 consecutive quarters and have a normal teaching load for the third quarter shall be compensated at an annual salary of two-thirds of their annual full-time contract salary for that academic year.
3. Faculty members who take sabbatical leave for 1 quarter and have a normal teaching load for the other two quarters shall be compensated at their normal annual full-time contract salary for that academic year.

Rationale

The personnel committee recommends the proposed wording which reflects current practice and clearly states that the salary will be the same for a three quarter and a two quarter sabbatical.

To: University Faculty
Date: December 4, 2008

Bylaw 5 Sec. 2 Operational Committees - **Additions**

Purpose: Incorporate into the Faculty Bylaws six existing committees (Institutional Review Board; Institutional Animal Care and Use Committee; Biosafety Committee; University Assessment Committee; University Planning Council, ONU Compliance Committee) and one newly created committee (Presidential Speaker Series Committee).

H. Institutional Review Board

(1) Membership:

A minimum of six individuals, including five faculty or professional staff and one member who is not otherwise affiliated with the University and who is not part of the immediate family of a person affiliated with the University. Include at least one member whose primary concerns are in a non-scientific area and at least one member whose primary concerns are in a scientific area.

(2) Selection:

Appointed for three-year terms by the Vice President for Academic Affairs

(3) Area of Responsibility:

Responsible for the review and approval or modifications for approval of all research subject to the "Policy for the Protection of Human Subjects in Research". No research can be undertaken without the approval of this committee. - See Faculty Handbook Appendix 21.

(4) Administrative Coordinator or Liaison:

Committee Chair/Vice President for Academic Affairs

I. Institutional Animal Care and Use Committee

(1) Membership:

At least five members including: one Doctor of Veterinary Medicine, with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution; one practicing scientist experienced in research involving animals; one member whose primary

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concerns are in a nonscientific area; and one individual who is not affiliated with the institution in any way other than as a member of the IACUC, and is not a member of the immediate family of a person who is affiliated with the institution.

(2) Selection:

Appointed by the Vice President for Academic Affairs

(3) Area of Responsibility:

Provides oversight to ensure that the proposed activity meets the broad requirements as spelled out in ONU's institutional assurance to the U.S. Public Health Service, that procedures avoid or minimize discomfort, distress, and pain to the animals, and that the experiments are desired and performed with due consideration of their relevance to human or animal health, the advancement of knowledge, and the good of society. Has authority to halt any research not in conformity with approved protocols. - See Faculty Handbook Appendix 28.

(4) Administrative Coordinator or Liaison:

Committee Chair/Vice President for Academic Affairs

J. Biosafety Committee

(1) Membership:

Exposure Control Plan Coordinator; Director of Human Resources or designee; Institutional Review Board Chair; Representative of Student Affairs; Representative of Biological and Allied Health Sciences Department; Representative of Nursing Department; Representative of the College of Pharmacy; Representative of University Security; and Representative of Physical Plant.

(2) Selection:

By position or appointed by Vice President for Academic Affairs

(3) Area of Responsibility:

Oversees compliance of the University's Exposure Control Plan for Bloodborne Pathogens, recommends policies to University Administration that promote biosafety, works with the university Safety Committee and the Institutional Review Board (IRB) regarding biosafety issues - See Faculty Handbook Appendix 29.

(4) Administrative Coordinator or Liaison:

Committee Chair/Vice President for Academic Affairs

K. University Assessment Committee

(1) Membership:

A college assessment committee member from each college; a representative from the Office of Academic Affairs; a representative from the Office of the Registrar; a representative from Student Services; a representative from the Career Services Office, a representative from the Admissions Office; the Director of Institutional Research, a Student Senate representative; and a representative from University Council.

(2) Selection:

Appointment by director of functional area and consent of Vice President for Academic Affairs.

(3) Area of Responsibility:

Review of all college and university assessment data. Make recommendations to implement changes to existing programs that would help in improving academic and program outcomes - See Faculty Handbook Appendix 23.

(4) Administrative Coordinator or Liaison:

Vice President for Academic Affairs

L. Presidential Speaker Series Committee

(1) Membership:

Two representatives from each college. No single department or division should have more than one representative. Vice President for Advancement or designee and Managing Director of Freed Center as non-voting members.

(2) Selection:

By action of each college for staggered terms, such that the entire composition of the committee changes every three years.

(3) Area of Responsibility:

Solicit from the University President suggestions and ideas for an appropriate topic or theme. Choose the topic or theme, select the format of the series annually, and select proposed speakers, based on available budget. The President shall have final approval of the program.

(4) Administrative Coordinator or Liaison:

Committee Chair

M. University Planning Council

- (1) Membership:
President of the University, each Vice President, President of Student Senate, and faculty as appointed
- (2) Selection:
By position or by appointment by the University President
- (3) Area of Responsibility:
Develop and monitor the "Strategic Plan of Ohio Northern University" as an expression of the University's efforts to identify priorities, aspirations and directions. Modify and update the plan and the strategies identified to achieve its goals as needed and necessary.
- (4) Administrative Coordinator or Liaison:
President of the University

N. ONU Compliance Committee

- (1) Membership:
Director of Athletics, Senior Woman Administrator, Vice President for Academic Affairs, Registrar, Senior Administrative Assistant (Registrar's Office), Faculty Athletics Representative, Director of Financial Aid, Director of Admissions, Associate VP for Academic Affairs, Executive Sports Sciences Specialist
- (2) Selection:
By position
- (3) Area of Responsibility:
Monitor the University's compliance with NCAA and OAC rules and regulations.
- (4) Administrative Coordinator or Liaison:
Director of Athletics