

Office of Academic Affairs
Policies and Procedures Handbook

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This handbook contains the faculty and academic unit procedures promulgated by the Office of Academic Affairs. It is an accompaniment to the OAA policies posted in the [Policies and Procedures Handbook](#). It is updated annually or in response to a change to [the Rules of the University Faculty](#) and [Bylaws of the Board of Trustees](#).

Revisions and edits

Each section includes the dates the last time the section was revised and edited. Edits do not represent substantive changes to that section. If, for example, a section was revised on 09/01/99, it is still current, since no revision has been needed since then.

Rules of the University Faculty

When referring the reader to specific language in the [Rules of the University Faculty](#), this handbook will provide the web reference for the index housed on the [Ohio State Board of Trustees](#) website and the chapter and section numbers that will allow the reader to find the specific reference.

Examples

Examples provided in parentheses within this handbook are exemplary only. They do not represent an exhaustive list.

Common abbreviations used in this document

ACE	American Council on Education	OIE	Office of Institutional Equity
APT	Appointments, promotion, and tenure	P&T	Promotion and Tenure
BOT	Board of Trustees	POA	Pattern of Administration
CAFR	Committee on Academic Freedom and Responsibility	POD	Procedures Oversight Designee
FERPA	Family Educational Rights and Privacy Act	SA	Special Assignment
FPL	Faculty Professional Leave	SOH	Special Opportunity Hire
FTE	Full Time Equivalent	SEI	Student Evaluation of Instruction
IUC	Inter-University Council	TIU	Tenure-Initiating Unit
LOA	Leave of Absence		
OAA	Office of Academic Affairs		
OHR	Office of Human Resources		