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Ohio Administrative Code

Rule 3344-61-02 Appointment and conditions of employment.

Effective: November 5, 2026

(A) Appointment.

Appointments shall be made in accordance with the affirmative action plan of the university as approved by the board of trustees.

(B) Procedures for appointment.

The unit, in conjunction with human resources compensation, develops a job description detailing the duties, responsibilities and minimal requirements and qualifications necessary to perform the functions of the position. Human resources compensation analyzes the description and assigns a salary grade to the position. Following this process, the unit obtains presidential or designee approval, and authorizes university administrator approval to initiate the appointment.

(C) Letter of appointment terms.

Only the president, or an authorized university administrator or designee, may provide a staff member with a letter of appointment, which stipulates the term of appointment, title, salary grade and salary. Professional staff members are considered employees at will, subject to the provisions of these policies. Professional staff members shall receive subsequent notice of salary adjustments, as appropriate.

(D) Professional staff regular and temporary appointment.

There are two categories of appointment: regular or temporary.

(1) Regular appointment. Regular appointments are identified as regular base-funded or regular funds-available.

(2) Regular base-funded. Regular base-funded are appointments to positions that are funded by instruction and general, general fee or auxiliary funds. The individual occupying the position is designated as full-time or part-time.

(3) Corresponding employment appointments may be renewed annually.

(4) Regular funds-available. Regular funds-available are appointments to positions that are not funded by instruction and general, general fee, or auxiliary funds. The position is not assumed to be continuing; continuation is contingent upon funds availability. Consequently, employment letters indicate specific starting and ending dates. The individual occupying the position is designated as full-time or part-time.

(5) The provisions of paragraphs (E)(1) to (E)(5) of rule 3344-61-07 of the Administrative Code do not apply to staff members hired into regular funds

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available positions. The appointments of regular funds available employees may be ended without prior notice. Letters of appointment for regular funds-available appointments shall include a statement of these facts.

(6) Temporary appointment. Individuals hired for a specific project or hired for a similar task on an intermittent basis over an extended period of time (duties that occur sporadically) are categorized as temporary. Employment is contingent upon project need, intermittent workload peaks and funding availability; consequently there is no expectation of continued employment. Letters of appointment shall be issued as needed for hourly or salaried positions and shall indicate specific starting and ending dates that are tied to a specific project. Although the time period may not extend beyond six months, the assistant vice president of human resources or designee may grant time extensions, if the extension relates directly to the original project, subject to the renewal of waiver of posting.

(7) The provisions of paragraphs (E)(1) to (E)(5) of rule 3344-61-07 of the Administrative Code do not apply to temporary professional staff members. These appointments may be ended without prior notice. Letters of appointment for temporary positions shall include a statement of these facts.

(8) Introductory period. Newly hired professional staff members shall serve an introductory period of six months. Staff members promoted or transferred from a bargaining unit or classified position are also subject to this introductory period. This period is designed to permit the staff member's supervisor to ascertain the staff member's skills and potential. The introductory period may be extended for an additional ninety days as requested by the supervisor and approved by the assistant vice president of human resources or designee. The employment of staff members who do not satisfactorily complete an introductory period may be terminated pursuant to rule 3344-61-07 of the Administrative Code.

(E) Job titles and descriptions

(1) Job titles and descriptions provide functional meaning and organizational consistency throughout the university.

(2) Every full-time and part-time professional staff position must have a written job description appropriate to the position and title that shall be provided to the staff member at the time of the initial appointment. The job description shall include title, major duties and responsibilities, minimum job requirements, preferred requirements (if any), supervisory and budgetary responsibility, reporting

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relationships, salary grade, and other pertinent information, as determined by human resources compensation.

(F) Personnel files and contents

The official personnel file is maintained in the department of human resources. The official personnel file for each staff member shall contain the following in either hard copy or electronic form, if available:

(1) Letter of application and all materials requested or received by the university from persons other than the applicant in connection with the staff member's original employment, including official academic transcripts;

(2) Offer of appointment, initial date of employment, and letter of appointment;

(3) Job description(s);

(4) Documents relating to position classification, grade, and length of time in position;

(5) Documents pertaining to reclassifications or transfers; Documents pertaining to salary recommendations;

(6) Documents pertaining to the staff member's professional activities and accomplishments;

(7) Performance evaluations and reviews;

(8) Disciplinary actions and information pertaining to disciplinary actions; personnel actions pertaining to extended leaves;

(9) Information pertaining to separation from employment.

(10) All personnel files are public records. The professional staff member, the staff member's supervisor, university general counsel, institutional equity and prospective supervisors, may view the personnel file without written request. All other requests must be submitted by a public records request. The professional staff member, whose file is being viewed as a result of a public records request, shall be notified of the request in writing by the department of human resources.

(11) Other personnel related files containing benefits information, workers' compensation, medical, "Family Medical Leave Act" (FMLA), or "American Disability Act" (ADA) information shall not be maintained in the official personnel files and shall not be available for public inspection.

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(G) Joint appointments

(1) Persons with appropriate qualifications may be given a joint appointment to the faculty and professional staff. In such cases, appointment procedures for both faculty appointment and professional staff appointment must be followed.

(2) Upon appointment, such persons shall enjoy the procedural rights of the professional staff as to their professional staff employment so long as their appointment for executive, professional, or administrative work is in effect.

(3) This section does not prohibit the granting of academic tenure to personnel on joint appointments involving an academic department.

(4) Adoption of these professional staff rules shall not divest a person of any tenured faculty status acquired prior to initial adoption.

(H) Nepotism. The university may employ members of the same immediate family, on a full-time or part-time basis, so long as neither family member is responsible for the decision to hire, supervision, direction, evaluation or recommendation as to merit increases for the other. Relationship by family, marriage, or partnership shall constitute neither an advantage nor a deterrent to appointment in the university, provided the individual meets and fulfills the appropriate appointment standards.