

The Ohio State University Libraries

POLICY FOR TEACHING COURSES AT THE OHIO STATE UNIVERSITY*

Responsible Committee: CFBPR

History: 6/1/78; rev.3/87; rev.3/94; rev.6/00; reaffirmed 7/05; rev. 12/10

Library faculty are encouraged to participate in the development and teaching of new and existing credit courses when it enhances their ability to connect with and serve constituents and as described in this document.

1. Developing and teaching of library related credit courses, those where the primary focus is student development of research and information literacy skills or engagement with Libraries' collections, will be considered assigned time. Although some faculty may teach other types of courses under certain circumstances and with supervisory approval, that work is considered an overload (outside normal work responsibilities) and should be compensated by the offering unit.
2. Librarians who wish to propose any new course offering should consult first with their immediate supervisor or Assistant/Associate Director and follow the approval procedures required by the offering unit. Proposals for courses to be offered as a part of the Libraries' curriculum must be reviewed by the Libraries' Teaching and Learning Committee as the first step in the university's course approval process.
3. Librarians who are invited to teach a course offered by another department at the Ohio State University, including its regional campuses and the Office of Continuing Education, must submit the university's *Internal Supplemental Compensation Approval Form* (regarding time devoted to the preparation and teaching of the course and compensation) to their immediate supervisor or Assistant/Associate Director and the academic department. This document will be forwarded to the Director of University Libraries or the Director of the Health Sciences Library for final approval.
4. Librarians must use the university's Student Evaluation of Instruction (SEI) form to evaluate their teaching performance. Courses that are part of the Libraries' curriculum will also be assessed on a regular basis by the Teaching & Learning Committee.
5. Joint appointments should be considered if a librarian is devoting a significant amount of time to classroom teaching for another department on a regular basis.

* These policies pertain only to teaching courses at Ohio State University. When teaching courses at other institutions, including Kent State SLIS, library employees should observe the university's [Conflict of Commitment Policy](#) and also submit the [Paid External Consulting Approval Form](#) to document supervisory approval of these activities.