PATTERN OF DEPARTMENTAL ADMINISTRATION

Department of Entomology
College of Food, Agriculture, and Environmental Sciences
The Ohio State University

Approved by the Entomology Faculty: 18 January 2011

Revised by vote of the Entomology Faculty: 31 July 2012
(modification of Departmental Mission Statement)

Revised by vote of the Entomology Faculty: 7 January 2013
(modification of duration of term of Chair of Promotion & Tenure and Graduate Studies Committees)

INTRODUCTION

This document provides a brief description of the Department of Entomology as well as a description of its policies and procedures. It supplements the Rules of the University Faculty, and other policies and procedures of the University to which the Department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the Department Chair. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

DEPARTMENT MISSION

Mission Statement: The Department of Entomology develops and implements research, teaching, and outreach programs focused on the role and significance of insects in managed and natural ecosystems, including their negative impacts as pests and positive impacts as providers of ecosystem services.

The Department of Entomology provides instruction in insect biology, ecology, and management at both the undergraduate and graduate levels. The Department also contributes liberally to undergraduate instruction in the Center of Life Science Education. Through its graduate program, the faculty in the Department train the next generation of scholars both in Entomology as well as in several interdisciplinary programs. Faculty in the Department of Entomology engage in both applied and basic research in entomology and related areas, consistent with the mission of a major research-intensive, Land Grant University. Our emphasis in teaching and research is on arthropods. However, we use
entomological knowledge to participate in the broader missions of the University. The service activities of Departmental faculty allow interactions with other scientists in academia and government agencies to promote the advancement of science in society. Departmental faculty members contribute to outreach and engagement activities both inside and outside the University. The extension program of the Department provides information to stakeholders in Ohio, in the USA, and throughout the world. In all of these areas of activity, the Department continually seeks to increase the quality of its endeavors. The Department of Entomology, thus, plays a key role in assisting the University to fulfill its mission of attaining international distinction in research, teaching, and service, and all faculty members are expected to engage in all three mission areas.

FACULTY

Faculty Rule 3335-5-19 (http://trustees.osu.edu/rules5/ru5-19.php) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this Department include Regular Faculty, defined as those that hold tenure, or tenure-track appointments, in the Department of Entomology. Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this Department is provided in the Appointments, Promotion and Tenure document.

OVERVIEW OF DEPARTMENTAL ADMINISTRATION & DECISION-MAKING

Departmental policy and program decisions are made in a number of ways: by the Regular Faculty as a whole, by standing or special committees, or by the Chair. The nature and importance of any individual matter determine how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more inclusive participation in decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

Research Track faculty, adjunct faculty, emeritus faculty, Research Scientists, and Regular Faculty in other departments with courtesy or joint appointment in the Entomology Department may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter, unless authorized to do so by the Department Chairperson within the confines of appointments to specific committees.

DEPARTMENT ADMINISTRATION

The Departmental mission is supported by resources provided through the College of Food, Agricultural and Environmental Sciences (FAES), including the Ohio Agricultural
Research and Development Center (OARDC) and Ohio State University Extension (OSUE). The Department is administered by a Chair and an Associate Chair. The Chair has traditionally been located in Columbus, and the Associate Chair in Wooster.

**CHAIR**

The primary responsibilities of the Chair are set forth in Faculty Rule 3335-3-35 ([http://trustees.osu.edu/rules3/ru3-35.php](http://trustees.osu.edu/rules3/ru3-35.php)). This rule requires the Chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6 ([http://trustees.osu.edu/rules6/ru6index.php](http://trustees.osu.edu/rules6/ru6index.php)), also requires the Chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure (the Appointments, Promotion and Tenure document; [http://www-lvs14.net.ohio-state.edu/assets/files/documents/APT11.pdf](http://www-lvs14.net.ohio-state.edu/assets/files/documents/APT11.pdf)).

Other responsibilities of the Chair, not specifically noted elsewhere in this Pattern of Administration, are paraphrased and summarized below:

- To have general administrative responsibility for Department programs, subject to the approval of the Dean of the College, and to conduct the business of the Department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the Dean of the College a progressive program; to encourage programs of research, outreach, and teaching.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both University and Department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their Department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the Department faculty to the appropriate Dean(s), in accordance with procedures set forth in Faculty Rule 3335-6 ([http://trustees.osu.edu/rules6/](http://trustees.osu.edu/rules6/)) and this Department's Appointments, Promotion and Tenure document.
- To see that all faculty members, regardless of their assigned location, are offered the Departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
• To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

Day to day responsibility for specific matters may be delegated to others, but the Chair retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the Dean, Office of Academic Affairs, and Board of Trustees.

Operational efficiency requires that the Chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of Department academic goals, however, is most successful when all faculty participate in discussing and deciding matters of importance. The Chair will therefore consult with the faculty on all educational and academic policy issues and will respect the principle of majority rule. When a departure from majority rule is judged to be necessary, the Chair will explain to the faculty the reasons for the departure, ideally before action is taken.

OTHER ADMINISTRATIVE POSITIONS

The Associate Chair assists the Chair in overall Departmental administration and provides direct, daily supervision of activities in Wooster. If the Chair were located in Wooster and the Associate Chair in Columbus, the duties of each would be revised accordingly. The Chair also appoints a faculty member with a significant Extension appointment to assist in the coordination of OSUE activities. Both serve on a year-to-year basis and are appointed by the Chair.

COMMITTEES

Much of the development and implementation of the Department's policies and programs is carried out by standing and ad hoc committees. The Chair is an ex officio member of all Department committees and may vote as a member on all committees except the Promotion and Tenure Committee.

Several Departmental committees assist the Chair in formulating and implementing administrative policies. All faculty members are eligible for service on these committees except the Promotion and Tenure Committee, whose membership is limited to tenured Associate Professors and Professors. The six standing committees and their duties are:

• Administrative Advisory and Planning: provide advice and consultation to the Chair on Departmental administration and strategies for the future.

• Promotion and Tenure: administrative services for promotion and tenure reviews.
- Awards and Scholarships: identification and sponsorship of appropriate faculty, staff and students for local, national and international recognition.

- Curriculum: teaching program and related issues.

- Graduate: admissions and training of graduate students and related issues.

- Seminar: development and administration of a regular program of intramural and extramural speakers on current research and teaching issues in entomology.

The Chair, in consultation with the Associate Chair, appoints faculty, and where appropriate, staff, and students to the committees annually, and selects the chair of each committee. Except for the Administration Advisory and Planning Committee and the Promotion and Tenure Committee, each has a graduate student representative that is elected by their peers. One-year terms commence each fall, with eligibility for reappointment, with the exception of chairs of the Promotion and Tenure and Graduate Study Committees, which are appointed for three year terms. Ad hoc committees are created to carry out specific, irregularly occurring tasks such as faculty searches. Deliberations and recommendations of these committees are brought before the faculty at regularly scheduled or special meetings.

Committee business is subject to Robert’s Rules of Order. With the exception of the Promotion and Tenure Committee, for which absentee votes are prohibited by University rule, each committee will set their policy regarding the acceptability of absentee and email votes. With the exception noted below, any person appointed to a standing or ad hoc committee by the Chair has voting rights on that committee.

Research Track Faculty are not eligible to serve on the Promotion and Tenure Committee, or to vote on the appointment, promotion, or tenure of tenure-track faculty. However, Research Track Faculty are eligible for appointment to other standing committees of the Department, and have voting privileges on standing committees and in faculty meetings except as indicated above. Research Track Faculty are eligible to serve on University committees and task forces but not on University governance committees (as set forth in Rule 3335-7-37).

**FACULTY MEETINGS**

The Chair will provide to the faculty a schedule of Department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per academic term and normally will provide for monthly meetings. Twice yearly, or more often as needed, face-to-face meetings of the entire faculty are held to consider action on Departmental matters. A call for agenda items and completed agenda will be delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least seven days before the meeting, and to distribute the agenda by e-
mail at least three business days before the meeting. A meeting of the Department faculty will also be scheduled on written request of 25% of the Department regular faculty. The Chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The Chair will distribute minutes of faculty meetings to faculty by e-mail-within seven days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes. The Chair is responsible for archiving the minutes of faculty meetings.

Special policies pertain to voting on personnel matters, and these are set forth in the Department's Appointments, Promotion and Tenure document.

For purposes of discussing Department business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple majority of all faculty eligible to vote. All Regular Faculty are eligible to vote on Departmental issues except those pertaining directly to the graduate program, whereupon voting is limited to members of the Graduate Faculty. A nonvoting Graduate Student representative and a nonvoting staff representative are invited to all Departmental meetings.

Either the Chair or one-third of all faculty eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least 51% of all faculty eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting.

When a matter must be decided and a simple majority of all faculty eligible to vote cannot be achieved on behalf of any position, the Chair will necessarily make the final decision.

The Department accepts the fundamental importance of full and free discussion but also recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally Department meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, Robert’s Rules of Order will be invoked when more formality is needed to serve these goals. The Chair and Associate Chair, as appropriate, consult individual faculty privately on sensitive matters such as personnel and salary decisions.

**DEPARTMENT FACULTY TEACHING LOAD POLICY**

All faculty members in Entomology are expected to contribute to classroom and individualized teaching, including graduate advising. Faculty members in Entomology teach courses in Entomology and in other Departments at the undergraduate and graduate levels. In addition, the Department contributes heavily to instruction in the Center for Life Science Education. Formal research courses (Entomology 693, 699, H783, 999), as
well as research advising, are offered on an individual basis to both undergraduates and graduates. In addition, Entomology faculty members advise graduate students and may participate in formal courses in Interdisciplinary Graduate Programs. Finally, Entomology faculty members serve on examination and thesis/dissertation committees of graduate students, assist with students’ manuscript reviews and grant applications, and mentor Graduate Teaching Associates, all of which contribute to our instructional effort.

The expected normal level of effort in instruction will be determined by the Chair in conjunction with the Associate Dean of Academic Affairs in the College of FAES. The expectation will vary according to the percent instructional appointment. Deviations from the prescribed norm are appropriate under certain special circumstances such as:

- A faculty member who generates extraordinary levels of extramural research funding and who supervises a large research group which includes graduate students may have reduced classroom-teaching assignments. However, a concomitant increase in individualized instruction of undergraduate and graduate students is expected.

- A faculty member who takes on a major committee or other service assignment may be exempted from some teaching duties.

- A faculty member who is granted a Special Research Assignment may have a reduced teaching load.

- Probationary faculty may have a reduced teaching load during their first few years to facilitate setting up a lab and obtaining funding for their research.

POLICY ON FACULTY DUTIES & RESPONSIBILITIES

Every faculty member of the Department is expected to contribute in the areas of instruction, research and service. The faculty of the Department consists of a mix of individuals holding 9- and 12-month appointments with varying proportion of teaching, outreach, and research responsibilities. Details of each faculty member’s contribution to teaching, outreach, research and service are negotiated annually and duties are assigned as appropriate to each individual’s appointment.

Teaching expectations are outlined above in the section on Department Faculty Teaching Load Policy.

All faculty members are expected to maintain a focused research program consistent with Departmental mission and goals. It is expected that each faculty member will regularly publish research results in high quality, peer-reviewed journals, give presentations at national and international meetings, and present scholarly seminars in their area of expertise. All faculty members are expected to seek and obtain extramural funds to support their research effort. Funds from agencies that subject proposals to peer review
are especially valued. Faculty with a salaried OARDC appointment are expected to be co-investigator on at least one Hatch or McIntire-Stennis project, and to communicate their research findings to appropriate user groups.

Faculty members are expected to participate on Departmental, College and University committees and to have significant involvement in professional societies and or agencies. In addition, serving as an ad hoc reviewer for journals or granting agencies as well as serving as an editor, editorial board member or on a review panel is a valued service activity. It is expected that the level of service and degree of responsibility will increase with the seniority of the faculty member. Entomology faculty members are expected to be responsive to and interact with the public.

Faculty members with a formal OSUE appointment are expected to develop appropriate educational programs and materials for their clientele. The level of involvement in such programs is a function of the percentage extension appointment.

The section on Faculty Duties and Responsibilities does not constitute a contractual obligation. Fluctuations in instructional demands and the individual circumstances of a faculty member may warrant deviations from this policy.

**COURSE OFFERINGS & TEACHING SCHEDULES**

The Department Chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the Department's first obligation is to offer the courses needed by students at times most likely to meet student needs. To assure classroom availability reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17 (http://trustees.osu.edu/rules8/ru8-16-17.php) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent quarter.

**ALLOCATION OF DEPARTMENT RESOURCES**

The Chair is responsible for the fiscal and academic health of the Department, and for assuring that all resources - fiscal, human, and physical - are allocated in a manner that will optimize achievement of Department goals.

The Chair will discuss the Department budget at least annually with the faculty and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on allocation of Departmental resources rest with the Chair.
Research space shall be allocated on the basis of research productivity including external funding and will be reallocated periodically as these faculty-specific variables change.

The allocation of office space will include considerations such as achieving proximity of faculty in subdisciplines and productivity and grouping staff functions to maximize efficiency.

The allocation of salary funds is discussed in the Appointments, Promotion and Tenure document.

LEAVES & ABSENCES


Discretionary Absence

Faculty are expected to consult with the Chair well in advance of a planned absence (e.g. as for attendance at a professional meeting or to engage in consulting) in order to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the Chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular quarter is substantial. Faculty Rules require that the Office of Academic Affairs approve any discretionary absence of ten or more days.

Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the Chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. See OHR Policy 6.27 for details: http://hr.osu.edu/policy/policy627.pdf.

Unpaid Leaves of Absence
A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons would include an opportunity to accept a visiting appointment at another institution. A faculty member desiring an unpaid leave of absence should submit a written request for the absence as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered or deferred during the proposed absence, and the positive or negative impact on the Department of the proposed absence. Unpaid leaves of absence require the approval of the Dean, Office of Academic Affairs, and Board of Trustees (see: http://oaa.osu.edu/handbook.html#OAA%20Policies%20and%20Procedures%20Handbook).

**Special Research Assignments**

Special Research Assignments (SRA) are normally one quarter in length and are designed to provide a faculty member time away from classroom teaching and some other responsibilities in order to concentrate effort on research. See: http://oaa.osu.edu/handbook.html#OAA%20Policies%20and%20Procedures%20Handbook).

SRAs are usually, but not necessarily, provided to faculty to develop a new research skill, initiate a new project, or complete an ongoing project. SRAs of shorter duration may be provided for such purposes as facilitating travel related to research that is less than a quarter in duration but more than a week or two provided classroom teaching is not disrupted.

Untenured faculty will normally be provided an SRA during their probationary period. Reasonable efforts will be made to provide SRA opportunities to all productive faculty on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the Department, and the need to assure that sufficient faculty are always present to carry out Department work.

Faculty members who desire an SRA should discuss the matter with the Department Chair during their annual evaluation or as soon thereafter as possible. The Department Chair will indicate whether submission of a full proposal articulating the purpose and nature of the SRA is appropriate. The Chair will normally announce decisions regarding SRAs for the next academic year no later than June 30 of the previous academic year, but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

**Faculty Professional Leave**

A Faculty Professional Leave (FPL) constitutes a more formal departure from regular academic duties than a Special Research Assignment and may be one, two or three quarters in length for 9-month faculty and one, two, three, or four quarters in length for
12-month faculty. FPLs involve salary reductions and other considerations established by the Ohio Legislature and University Board of Trustees, and faculty considering an FPL should fully acquaint themselves with these policies before applying for leave.

Faculty members who desire an FPL should discuss the matter with the Department Chair during their annual evaluation or as soon thereafter as possible. The Department Chair will indicate whether submission of a full proposal articulating the purpose and nature of the FPL is appropriate. Because FPL proposals must be approved by the Dean, Office of Academic Affairs, and Board of Trustees before they may be implemented, faculty should submit FPL proposals for a particular year no later than the end of Autumn term of the preceding year, except when the development of an unexpected opportunity precludes such timing.

The Chair's recommendation to the Dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the Department and to the faculty member as well as the ability of the Department to accommodate the leave at the time requested.

SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

The University's policies with respect to supplemental compensation and external consulting are set forth in the Office of Academic Affairs Policies and Procedures Handbook:


This Department adheres to these policies in every respect. In particular, this Department expects faculty members to carry out the duties associated with their primary appointment with the University at a high level of competence before seeking other income-enhancing opportunities. All activities providing supplemental compensation must be approved by the Department Chair regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the Department. In addition, it is University policy that faculty may not spend more than one business day per week on supplementally-compensated activities and external consulting combined.

Faculty who fail to adhere to the University's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

FINANCIAL CONFLICTS OF INTEREST

Interim OAA Approval, 10/01/13

A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any University duty or responsibility, including designing, conducting or reporting research.

Faculty members are required to file conflict of interest screening forms annually, and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with University officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

**GRIEVANCE PROCEDURES**

Members of the Department with grievances should discuss them with the Chair who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Content below describes procedures for the review of specific types of complaints and grievances

**Salary Grievances**

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the Chair. The faculty or staff member should provide documentation to support the complaint.

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal (http://oaa.osu.edu/handbook.html#OAA%20Policies%20and%20Procedures%20Handbook).

Staff members who are not satisfied with the outcome of the discussion with the Chair and wish to pursue the matter should contact Consulting Services (http://hr.osu.edu/dir/Directory.htm#Consult) in the Office of Human Resources.

**Faculty Misconduct**

Faculty misconduct/incompetence: Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04: http://trustees.osu.edu/rules5/ru5-04.php.

**Faculty Promotion and Tenure Appeals**
Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05: http://trustees.osu.edu/rules5/ru5-05.php.

**Sexual Harassment**

The University's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15: http://hr.osu.edu/policy/policy115.pdf.

**Student Complaints**

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the Department Chair, the Chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the Chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the Chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with University rules and policies. Faculty should seek the advice and assistance of the Chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct (http://oaa.osu.edu/coam.html and http://senate.osu.edu/committees/COAM/COAMDuties.pdf)