THE OHIO STATE UNIVERSITY

COLLEGE OF EDUCATION AND HUMAN ECOLOGY

Department of Human Development and Family Science

2007 Pattern of Administration

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INTRODUCTION

This document provides a brief description of the Department of Human Development and Family Science 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 was developed in consultation with the faculty. Although the faculty rule does not require a formal vote by the faculty to accept the Pattern of Administration, the chair will attempt to reach consensus on this document. Should those rules and policies change, the Department of Human Development and Family Science shall follow those new rules and policies until such time as it can update this document to reflect the changes. In addition, this document must be reviewed, and either reaffirmed or revised, at least every four years on appointment or reappointment of the department chair. Finally, this document must be approved by the dean of the college and the provost of the University before it can be implemented.

DEPARTMENT MISSION

The Department of Human Development and Family Science engages in scholarship, teaching, outreach, and the preparation of scholars and professionals to enhance the lives of individuals and families.

DEPARTMENT VISION

We are scholars and educators who embrace intellectual passion. We are a community of innovative leaders and mentors. We enrich the lives of individuals and families through basic and applied research that has relevance for present and future generations. Our approach to teaching, research and outreach is collaborative, multi-disciplinary, and inclusive. Our students work beside us as we build a world in which children thrive in their families, adults thrive in their relationships, and families thrive in their communities.

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 with compensated FTEs of at least 50% in the department. Auxiliary faculty, emeritus faculty, and regular faculty joint appointees with FTEs below 50% in this 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.
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

Policy and program decisions are made in a number of ways: by the department faculty as a whole, by standing or special committees of the department, 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.

DEPARTMENT ADMINISTRATION

CHAIR

The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35 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/index.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; see: http://oaa.osu.edu/OAAP_PHandbook.php.

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 research and educational investigations.

- 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 dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 http://trustees.osu.edu/rules6/index.php and the 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.

• To determine graduate associate stipends, appointments, and re-appointments. These decisions are based on consultation with the Graduate Studies Committee, and the Academic Advisor, taking into account evaluations of the graduate associates and their academic performance, and the needs of the department.

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.

DIRECTOR OF ACADEMIC STUDIES

The Director of Academic Studies manages the undergraduate programs and reports directly to the Chair. The Director monitors course enrollments and instructional demands associated with fluctuating enrollments; evaluates curriculum needs and recommends updates or revisions; oversees the training of graduate teaching associates; and teaches introductory, upper level and professional development courses. The Director also supervises and directs the department’s undergraduate academic advising and manages the placement and supervision of students in field experiences.
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.

Standing committees of the department shall include the Graduate Studies Committee, the Undergraduate Studies Committee, and the Promotion and Tenure Committee. Ad hoc committees may be appointed by the department chair or by standing committee Chairperson with approval of the department chair. Committee assignments will be announced at the beginning each academic year and after the department chair has consulted with individual faculty to access projected overload and interest.

Promotion and Tenure Committee

Membership: All tenured faculty whose TIU is in the department and who are at the rank of associate professor and above. The committee chairperson will be a faculty member with the rank of professor appointed by the department chair for a one-year term.

Responsibilities: The purpose of the Promotion and Tenure Committee is to review and makes recommendations to the department chair for all nominations for fourth-year review, tenure, and promotion. The committee will follow as its guidelines the departmental guidelines for the granting of tenure and promotion in all its deliberations.

Graduate Studies Committee

Membership: The committee will be composed of three elected members. Faculty with graduate status are eligible to serve on the Graduate Studies Committee; however, all graduate faculty members are eligible to vote on issues deemed appropriate by the Graduate Studies Committee.

The department chair will designate the committee chairperson from elected members. The chair of the committee shall have category P status. The term of service for the committee chairperson will be three years, whereas membership by others will be a one-year term, which can be renewed for up to a maximum of three years. The department chair will have the capacity to be a signatory for the graduate studies committee chairperson to facilitate operation of the graduate program initiative.

Responsibilities: The purpose of this committee is to advise the department chair of on matters related to graduate education as stipulated in the Graduate School Handbook and in the Human Development and Family Science Graduate Handbook. The committee ensures adoption of and adherence to policies stipulated in the Human Development and Family Science Graduate Handbook. The committee will also interact with the Office of Academic Affairs to ensure appropriate program oversight, current
and correct program information, and to act on all matters related to change of program. The committee is also charged to evaluate and enhance the graduate student experience including mentoring by advisors and enhancement of the diversity of the graduate student population.

Undergraduate Studies Committee

Membership: The committee will be composed of the Director of Academic Studies and three elected members. All graduate faculty members are eligible to vote on issues deemed appropriate by the Undergraduate Studies Committee.

The department chair will designate the chairperson from members. The term of service for the chairperson will be three years, whereas membership by others will be a one-year term, which can be renewed for up to a maximum of three years. The department chair will have the capacity to be a signatory for the undergraduate studies committee chairperson to facilitate operation of the undergraduate program initiative.

Responsibilities: The purpose of this committee is to ensure appropriate oversight of the undergraduate curriculum, maintain current and correct program information, and to act on all matters related to changes of the undergraduate program. The committee is also charged to evaluate and enhance the undergraduate student experience, including faculty advising, as well as to enhance the diversity of the undergraduate student population.

DEPARTMENTAL AND FACULTY MEETINGS

Faculty meetings:

Faculty meeting will be held at least once per academic quarter. A meeting of the department faculty can be called either by the department chair or 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. A call for agenda items and completed agenda will be delivered to members of the department 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.

It is reasonable to expect faculty to attend all faculty meetings scheduled during normal working hours unless they are otherwise occupied by teaching, scheduled research activities, established office hours that cannot otherwise be changed, university committee meetings, or prior university-related commitments. The department chair should be informed of a faculty member’s absence from a faculty meeting.

Normally faculty 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. 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.

Either the department 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 department chair will make the final decision.

**Department meetings**

The department chair will provide to the faculty, staff and students a schedule of departmental meetings at the beginning of each academic year. The schedule will provide for at least one meeting per month. A call for agenda items and completed agenda will be delivered to members of the department by e-mail before a scheduled meeting. Reasonable efforts will be made to distribute the agenda by e-mail at least three business days before the meeting. The chair will distribute minutes of departmental meetings 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.

It is reasonable to expect faculty and staff members to attend all departmental meetings scheduled during normal working hours unless they are otherwise occupied by teaching, scheduled research activities, established office hours that cannot otherwise be changed, university committee meetings, or prior university-related commitments. The department chair should be informed of a faculty member’s absence from a departmental meeting.

**Meeting processes**

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.
DEPARTMENT FACULTY TEACHING LOAD POLICY

The policy on Faculty Teaching Load must be consistent with the Office of Academic Affairs guidelines found at http://oaa.osu.edu/documents/Handbook2009Vol1_000.pdf.

Faculties are expected to serve the instructional mission of the department, college and university. In this regard, “Ohio State provides accessible, high quality undergraduate and graduate education for qualified students who are able to benefit from scholarly environment in which research inspires and informs teaching” (OSU Mission Statement).

The department chair will facilitate a high quality of instruction by the faculty and graduate teaching associates of the academic unit. Workshops, brown bags and orientations can be used to facilitate learning “best” instructional practices. The department chair will use the SEI and other means of evaluation of instruction to assess the quality of instruction.

The department chair has the ultimate responsibility of assigning teaching load. The standard teaching load for all faculty in the department of Human Development and Family Science are 4 courses per 9 month academic year. Teaching load assignments may be differential in accordance with the previous year’s annual assessment or the demand of funded research. When a faculty member needs to be released for the purposes of conducting funded research the amount should equal 25% of the faculty members’ salary per course.

If enrollment is not adequate for a class, the class may be cancelled, and the faculty member will be consulted to determine alternate duties and responsibilities. Scheduled classes will not be cancelled unless appropriately justified to or by the department chair.

Although faculty member’s preferences for scheduling the day(s) and time of day for classes will be considered, the primary consideration for scheduling classes will be related to efficient program delivery. Courses should be taught frequently enough to facilitate graduation by students from the program within which they have been accepted as balanced against maximizing enrollment.

In consultation with the chair, it is the Director of Academic Studies responsibility to insure that required courses for students in Human Development and Family Science programs are not consistently offered at conflicting times, primarily with other Human Development and Family Science courses, but also considering course scheduling by other academic units.

Faculty are encouraged to offer seminar and/or colloquia courses to foster knowledge of ongoing research and to foster collaborations among students and faculty of the program.
POLICY ON FACULTY DUTIES & RESPONSIBILITIES

The policy on Faculty Duties and Responsibilities must be consistent with the Office of Academic Affairs guidelines.

The department chair has responsibility to ensure that every faculty member has duties and responsibilities commensurate with their appointment and that the academic unit workload is distributed equitably among the faculty. Faculties are expected to make substantive, appropriate, and equitable contributions in the areas of teaching, research and service. These contributions can be adjusted annually in collaboration between the department chair and faculty member.

As indicated previously, the department chair is ultimately responsible for teaching assignments and school service responsibilities. In making assignments, the department chair will balance the needs of the academic unit with the preferences of the faculty member in the context of the academic unit policy on faculty duties and responsibilities.

In general, faculty members should anticipate being available at their offices for consultation by students. Individuals are encouraged to identify strategies that make themselves available particular days and times of the day during the week for consultation with prospective students and matriculated students. In general, faculty should anticipate being available for consultation by students enrolled in their classes by appointment and during regularly scheduled office hours. In general, office hours should be scheduled that are equivalent to the number of student contact hours for each course. Faculty members’ quarterly schedule (including instruction, scheduled office hours, regularly scheduled meetings and research activities) will be posted, and will be provided to the department secretary to facilitate communication and interactions with students and among faculty.

In general, tenure-track faculty members are not expected to undertake a heavy load of service responsibilities within the initial years of duty. It is also anticipated that faculty at the Associate Professor and Professor ranks will undertake more substantive contributions in the area of service to the academic unit. Professors especially are expected to undertake major responsibilities on school, college and university committees. Similarly, professors should anticipate providing guidance as mentors of tenure-track faculty.

During on-duty quarters, faculty members are expected to be available for interactions with students, for instruction, for service assignments, and for other assignments. If a faculty member will be unavailable to meet such on-duty quarter obligations for a period longer than 24 hours, or is traveling, the faculty member should complete and submit to the department chair an “Application for Leave Request” form. The major consideration related to such absences from campus and the submission of this form is to ensure that appropriate arrangements have been made to “cover” regular duties and/or responsibilities.
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. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across quarters of offering to assure that instructional expertise is always available for such courses.

ALLOCATION OF DEPARTMENT RESOURCES

The department 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. This responsibility can not be delegated.

The department 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 budgetary matters 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 department chair will make decisions regarding use of department resources for travel and other professional activities in a fair and consistent manner that considers availability of such funds, the importance of the activity for professional development, and the recent history of allocations to the individual requesting investment. Departmental support to offset costs for presentations by students at national meetings is viewed as a priority. Funds for more than 2 trips per academic year are subject to review and approval by the chair.
LEAVES & ABSENCES


**Discretionary Absence**

Faculty are expected to complete an Application for Leave form well in advance of a planned absence (e.g. as for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the department 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 ([http://trustees.osu.edu/rules5/ru5-08.php](http://trustees.osu.edu/rules5/ru5-08.php)).

**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 department 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](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. University policy on Unpaid Leaves of Absence can be found at: [http://oaa.osu.edu/documents/Handbook2009Vol2.pdf](http://oaa.osu.edu/documents/Handbook2009Vol2.pdf) and [http://hr.osu.edu/policy/policy645.pdf](http://hr.osu.edu/policy/policy645.pdf). 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 to the department chair 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.

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Special Research Assignments (SRA)

University policy on SRAs can be found at: http://oaa.osu.edu/documents/Handbook2009Vol2.pdf. SRAs 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. 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 application that is submitted to the director includes the rationale and the professional development objectives of the SRA. The department 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 member will provide a written report summarizing activities to the department chair within 60 days of the conclusion of the SRA.

Faculty Professional Leave

University policy on Faculty Professional Leave can be found at http://oaa.osu.edu/documents/Handbook2009Vol2.pdf. A Faculty Professional Leave 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 peer reviewed and then 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 Quarter of the preceding year, except when the development of an unexpected opportunity precludes such timing.

After peer review, the department 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. Faculty member will provide a written report summarizing activities to the department chair within 60 days of the conclusion of the FPL.

SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY

The University's policies with respect to supplemental compensation and external consulting are set forth: http://oaa.osu.edu/SenatePolicies.php and http://hr.osu.edu/policy/policy335.pdf. The 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. Each faculty member must complete an OSU Conflict of Interest Form annually. The Conflict of Interest Form will be distributed by the department chair using the University’s timeline. Grants cannot be submitted via the research foundation without a current and completed conflict of interest form on file at the research foundation.

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

The University's policy with respect to financial conflicts of interest is set forth in the Senate policies on the Office of Academic Affairs website (http://oaa.osu.edu/SenatePolicies.php). 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 department chair who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. In general, and as appropriate, there will be attempts to resolve grievances at the lowest level possible in an informal manner. 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 is encouraged to discuss the matter with the department chair. The faculty or staff member should provide documentation to support the complaint. Such documentation will be immediately forwarded to the Dean for settlement.

Faculty members who are not satisfied with the outcome of the discussion with the department chair and wish to pursue the matter may be eligible to file a more formal salary appeal [link].

Staff members who are not satisfied with the outcome of the discussion with the department chair and wish to pursue the matter should contact the Office of Human Resources.

Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04: [link].

Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05 [link] and [link].

Sexual Harassment

Sexual harassment of faculty, staff or students will not be tolerated. The University's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15, Sexual harassment policy (www.hr.osu.edu/policy/index.aspx). Instances of sexual
harassment must be reported immediately to either the chair or to the appropriate office in human resources.

**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 the students require confidentiality or not. If confidentiality is not required, the department 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 department 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://trustees.osu.edu/Rules%2023/documents/3335-23-14-16.pdf](http://trustees.osu.edu/Rules%2023/documents/3335-23-14-16.pdf). The Code of Student Conduct is Faculty Rule 3335-23-14 which can be found at: [www.trustees.osu.edu/Rules%2023/index.php](http://www.trustees.osu.edu/Rules%2023/index.php).

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