

Department of Statistics

Pattern of Administration

June, 2016

I. Introduction

This document provides a brief description of the Department of Statistics 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.

II. Department Mission

The mission of the Statistics Department is produce research in statistical science at the level of the best universities in the country and to provide teaching and service at equally high levels of excellence.

Excellence in research involves advancing the state of knowledge in statistical science and its application. We value highly research in methodology, theoretical statistics, applied statistics and probability, computational science in the presence of uncertainty, and interdisciplinary research. The attainment of excellence necessitates hiring, and then promoting, outstanding new faculty to preserve and enhance our department's strengths in research.

Excellence in teaching involves (1) presenting the most complete and engaging educational product possible in our courses, (2) continuously updating our courses to present state-of-the-art information to our students in the most exciting and stimulating ways possible, (3) introducing innovation in teaching statistical ideas, including new and effective ways to communicate our knowledge, (4) producing outstanding scholars who are capable of serving on the faculty of the very best departments or as leaders in the industrial or governmental sectors, and (5) ongoing evaluation of teaching quality, both by peers and students, to improve our educational product to the highest possible level. These educational goals can be achieved only in conjunction with excellence in research.

Excellence in service involves demonstrating leadership and carrying out duties responsibly in a collegial manner. It involves ongoing evaluation to ensure that duties are carried out professionally and that the audiences we serve are satisfied. Duties will include service on committees within the Department, College, and University. They will also entail serving on professional committees at the local, state, national, and international levels; providing service in the form of peer reviewing or editing for journals and funding agencies; evaluating other programs as they strive for excellence; and evaluating colleagues at other universities involved in

the promotion and tenure process. Finally, duties require sharing the fruits of our educational and research endeavors with the community outside of the University, often through statistical consulting.

III. Academic Rights and Responsibilities

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This statement can be found on the Office of Academic Affairs website, <https://oaa.osu.edu/rightsandresponsibilities.html>.

IV. Faculty

Faculty Rule 3335-5-19 (<http://trustees.osu.edu/university/facultyrules>) 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 voting members of the Department of Statistics are all tenure-track faculty for whom the Department of Statistics is the tenure-initiating unit (TIU). Faculty on courtesy appointments or associated faculty (as described in the Department Appointments, Promotion, and Tenure document) and professional staff do not have voting privileges, but may be formally or informally consulted by the faculty or by the Chair on relevant issues. Unless otherwise provided for (noting promotion and tenure issues in particular), there is a presumption favoring majority faculty rule on all matters covered by the Pattern of Administration. The majority vote shall be more than half of all votes cast, including proxy, mail, and email balloting. Abstentions do not count towards vote totals. Unless otherwise provided for in the Department Appointments, Promotion and Tenure document, one half of eligible voters in any case will constitute a quorum. Detailed information about the appointment criteria and procedures for the various types of faculty appointments is provided in the Appointments, Promotion and Tenure document.

Emeritus faculty in this department may be invited to participate in discussions, but may not participate in personnel matters, including discussions of personnel, 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 (see <https://oaa.osu.edu/governance.html>).

Definitions and Conventions

1. The word Department will mean Department of Statistics, unless specified otherwise.
2. The word Faculty will mean tenured and tenure-track faculty of the Department unless specified otherwise. For the purpose of this pattern of departmental administration, a member of the Faculty of the Department of Statistics is any person appointed as a member of the Department for more than zero percent time.

V. Overview of Department Administration and 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.

VI. Department Administration

A. Chair

The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35, <http://trustees.osu.edu/university/facultyrules>. 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/university/facultyrules>, also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure.

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/university/facultyrules>) 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 members 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.

The Chair is appointed by the Executive Dean and the Divisional Dean of Natural and Mathematical Sciences in the College of Arts and Sciences, in consultation with the Department Faculty, for a term of four years.

The Chair shall organize the search process for new faculty appointments, appoint faculty search committees, meet with the candidates, and develop letters of offer to new faculty in cooperation with the dean. The Chair will work with the Vice Chairs to set the teaching schedule and to resolve faculty or graduate student instructional problems. At the start of each academic semester, the Chair shall provide to all faculty members a schedule of all regular faculty meetings for that semester. The Chair (or designee) is responsible for maintaining minutes of all faculty meetings and for maintaining records of all other actions covered by the Appointments, Promotion and Tenure document. The Chair appoints faculty Mentors to junior faculty members.

The Chair shall prepare (after consultation with the faculty) annual budget recommendations for consideration by the Dean of the college.

The Chair will approve or reject requests by the faculty for absences from Campus during on-duty periods (Faculty Rule 3335-5-08).

The Chair has final approval power over all financial matters in the department. In consultation with the Executive Advisory Committee (see point 3 below) and the College, the Chair will determine the salaries of teaching assistants, lecturers, and Emeritus, associated and visiting faculty employed in the teaching program, subject to guidelines and policies of the college, and determine the maximum number of offers that can be made to foreign and domestic applicants to the graduate program and the salaries of teaching assistants. Additional funds to support research will be allocated to faculty engaged in extra teaching. The Chair will delegate portions of the

department budget appropriately. The Chair will report annually to the faculty on the state of the department's finances.

The Chair will supervise certain members of the staff. As vacancies develop in the staff, the Chair will decide whether to fill the vacated position or to hire a new staff member with different skills and responsibilities. This decision will be made in consultation with the Executive Advisory Committee and interested faculty members and is subject to the approval of the divisional dean.

B. Other Administrators and standing committees

1. The Vice Chair will be a faculty member appointed by the Chair. Appointments are renewable. Duties of the Vice Chair include assigning teaching duties to faculty and graduate students. The Vice Chair solicits teaching requests from faculty and honors those requests when possible, though the department's first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, 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/university/facultyrules>) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester. 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 semesters of offering to assure that instructional expertise is always available for such courses. Graduate Teaching Associate (GTA) duties are assigned depending on department needs and abilities of the students. Assignments are also made in a fashion which contributes to the professional training of the students. The Vice Chair supervises the Department's lecturers and associated and visiting faculty members. The Vice Chair's duties also include coordinating the evaluation of all departmental teaching, updating course catalog descriptions, administering the Department's Graduate Minor program, and delegating responsibilities, in consultation with the Chair. The Vice Chair also serves as Acting Chair in the Chair's absence.

2. The Vice Chair for Graduate Studies will be a faculty member appointed by the Chair for a mutually agreeable term. The Vice Chair for Graduate Studies heads the Graduate Studies Committee, which is appointed annually by the Department Chair in consultation with the Graduate Studies Chair. This committee is composed of an Admissions subcommittee and other subcommittees at the discretion of the Vice Chair for Graduate Studies. It administers the Graduate Programs and works closely with the Biostatistics Graduate Studies Committee. The Vice Chair for Graduate Studies advises the Chair of Statistics and the Chair of the Division of Biostatistics within the College of Public Health in the appointment of the Chair of the Biostatistics Graduate Studies Committee. Much of the responsibility for enforcement of policy is borne by the Vice Chair for Graduate Studies. Other responsibilities of the Vice Chair for Graduate Studies include: (1) recruiting graduate students; (2) serving as liaison with the Graduate School for current students; (3) nominating faculty for membership in the Statistics Graduate Faculty (the Chair of the Biostatistics Graduate Studies Committee nominates faculty for membership of the Biostatistics Graduate Faculty); (4) in consultation with the Chair and Vice

Chair, appointing all Graduate Teaching Associates, both new and continuing. The Vice Chair for Graduate Studies serves as Acting Chair in the Chair's and Vice Chair's absence.

3. The Executive Advisory Committee of the Department consists of the Chair, the Vice Chair, the Vice Chair for Graduate Studies, and two other at-large members of the faculty whose Tenure Initiating Unit is the Department. Each year, one of the at-large members will be elected by the tenure track faculty for a term of two years. The at-large members serve in overlapping terms. An at-large member whose term is ending is not eligible for re-election. The Executive Advisory Committee will be available to advise and assist the Chair in administrative and policy matters. Duties of the Executive Advisory Committee shall include the coordination of the search, review, and selection of candidates for associated and visiting faculty and lecturer positions in the Department, in consultation with the entire faculty, and decision making regarding faculty leave requests and special assignments.

C. 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 (1) the Committee of Eligible Faculty and the Promotion and Tenure Committee and (2) tenure-track faculty search committees. In addition to the committees mentioned above, the department has several standing committees.

The Computer Advisory Committee sets departmental policy with regard to computational issues, determining such issues as choice(s) of computational platform, allocation and reallocation of computers to faculty, and the necessity of software packages. The number of members on the committee varies at the discretion of the Chair of the department. The Chair appoints members to the committee.

The Curriculum Committee oversees the development of new course offerings, vetting proposals for new courses and preparing proposals to present to the college and university curriculum committees. The committee also monitors the health of our programs and GE course offerings at the undergraduate level and service courses at the graduate level through a variety of assessment mechanisms. The chair and other members of the committee are appointed by the Chair of the department.

The Qualifying Examination Committees oversee writing and grading of the department's two written qualifying exams for the PhD, the written exam for the MS degree, and the written exam for the MAS degree. Typically, there is one committee for the MAS exam; one committee for the MS exam and the first PhD qualifying exam, and one committee for the second PhD qualifying exam. All tenure-track faculty members are expected to serve on one of these exam committees. The Vice Chair for Graduate Studies appoints members to these committees and selects the chair of each exam committee.

The department often engages in searches for tenure-track faculty. If a search is to be conducted with the expectation that the department will be the tenure initiating unit, a Search Committee is

constituted. The Search Committee consists of at least three tenure-track faculty members, appointed by the Chair of the department. The Search Committee is tasked with reviewing applicant files, determining which candidates should be invited to campus for interviews, and coordinating the interviews. The department's Appointment, Promotion and Tenure document contains more information on the duties of this committee.

The chair may appoint any ad hoc committees and respective chairs as the chair deems beneficial to departmental administration.

VII. 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 semester and normally will provide for monthly meetings. A call for agenda items and completed agenda will be delivered to faculty by email 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 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 email—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.

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 members eligible to vote.

Either the chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot or secret, secure online 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 a majority of all faculty members eligible to vote. Balloting will be conducted by mail or email when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will normally be given one week to respond.

When a matter must be decided and a simple majority of all faculty members 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.

VIII. Distribution of Faculty Duties and Responsibilities

The Office of Academic Affairs requires departments to have guidelines on the distribution of faculty duties and responsibilities (See the OAA Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.5, <https://oaa.osu.edu/policiesprocedureshandbook.html>).

During on-duty periods, faculty members are expected to be available for interaction with students, research, and departmental meetings and events even if they have no formal course assignment. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XIII) or on approved travel.

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the department and the individual circumstances of faculty members may warrant temporary deviations from these guidelines. Assignments and expectations for the upcoming year are addressed as part of the annual review by the department chair.

A. Tenure-track Faculty

Tenure-track faculty members are expected to contribute to the university's mission via teaching, scholarship, and service. When a faculty member's contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected.

Teaching

All tenure-track faculty members are expected to contribute to the department's teaching, including large enrollment and specialized courses in both the undergraduate and graduate curricula. The standard teaching assignment for full-time tenure-track faculty members is three courses per academic year, which is consistent with the guidelines provided by the College of Arts and Sciences. Tenure track assistant professors may have reductions in this respect as part of their offers. Other adjustments to the standard teaching load to account for teaching a new class, the size of the class, whether the class is taught on-line or team-taught, and other factors that may affect the preparation time involved in teaching the course may be approved by the Chair in consultation with the Vice Chair and the Executive Advisory Committee and will generally be counted as a special assignment. Externally funded release time is administered according to current policies of the College of Arts and Sciences.

Faculty members are also expected to advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work.

The standard teaching assignment may vary for individual faculty members based on their research and/or service activity. Faculty members who are especially active in research can be assigned an enhanced research status that includes a reduced teaching assignment. Likewise,

faculty members who are relatively inactive in research can be assigned an enhanced teaching status that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the department, college, university, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment.

Scholarship

All tenure-track faculty members are expected to be engaged in scholarship as defined in the department's Appointments, Promotion, and Tenure Document. Over a three-year rolling period a faculty member who is actively engaged in scholarship will be expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles. Faculty members engaged in basic or applied research are expected to seek extramural funding. Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research.

Service

Faculty members are expected to be engaged in service and outreach to the department, university, profession and community. All faculty members are expected to attend and participate in faculty meetings, recruitment activities, and other department events.

Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs Special Assignment Policy (<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>). The information provided below supplements these policies. Reasonable efforts will be made to award SA research opportunities to tenure-track faculty members subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department work. The department's Executive Advisory Committee will evaluate SA proposals and make recommendations to the chair. The chair's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

B. Associated Faculty

Compensated associated faculty members are expected to contribute to the university's mission via teaching, service, and/or research depending on the terms of their individual appointments.

Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based on their appointment level.

Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.

The standard teaching assignment for full-time lecturers is eight courses per academic year.

C. Parental Modification of Duties

The Department of Statistics strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of the Arts and Sciences' guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption. See the college pattern of administration for details.

The faculty member requesting the modification of duties for childbirth/adoption and the department chair should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the dean.

IX. 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 budgetary matters rest with the chair.

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

X. Leaves and Absences

The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook (<https://oaa.osu.edu/policiesprocedureshandbook.html>) and Office of Human Resources Policies and Procedures website, <https://hr.osu.edu/policies-forms>. The information provided below supplements these policies.

A. Discretionary Absence

Faculty are expected to complete a travel request or an Application for Leave form well in advance of a planned absence (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 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 semester is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (See Faculty Rule 3335-5-08) and must be requested at <https://eleave.osu.edu/>.

B. 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. For additional details see OHR Policy 6.27, <https://hr.osu.edu/public/documents/policy/policy627.pdf>.

C. Unpaid Leaves of Absence

The university's policies with respect to unpaid leaves of absence and entrepreneurial leaves of absence are set forth in OHR Policy 6.45, <https://hr.osu.edu/public/documents/policy/policy645.pdf>. The information provided below supplements these policies.

D. Faculty Professional Leave

Information on faculty professional leaves is presented in the OAA Policy on Faculty Professional Leaves (<http://oaa.osu.edu/assets/files/documents/facultyprofessionalleaves.pdf>). The information provided below supplements these policies.

The department's Executive Advisory Committee will review all requests for faculty professional leave and make a recommendation to the department chair 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.

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.

XI. Supplemental Compensation and Paid External Consulting

Information on faculty supplemental compensation is presented in the OAA Policy on Faculty Compensation (<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>). Information on paid external consulting is presented in the university's Policy on Faculty Paid External

Consulting (<http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>). The information provided below supplements these policies.

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.

XII. Financial Conflicts of Interest

Information on faculty supplemental compensation is presented in the university's Policy on Faculty Financial Conflict of Interest (<http://oaa.osu.edu/assets/files/documents/financialconflictinterest.pdf>). 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 with external funding or otherwise required by university policy 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.

XIII. 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.

A. 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 (Appendix C of the College of Arts and Sciences Pattern of Administration, http://oaa.osu.edu/assets/files/governance/college-of-arts-and-sciences/college-of-arts-and-sciences_POA_2014-07-01.pdf). 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 in the Office of Human Resources (<https://hr.osu.edu/>).

B. Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04, <http://trustees.osu.edu/university/facultyrules>.

C. Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05, <http://trustees.osu.edu/university/facultyrules>.

D. Sexual Misconduct, Sexual Harassment, and Relationship Violence

The university's policy and procedures related to misconduct, sexual harassment, and relationship violence are set forth in OHR Policy 1.15, <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

E. 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 (see <http://oaa.osu.edu/coam.html> and <http://senate.osu.edu/committees/COAM/COAM.html>).

F. Code of Student Conduct

In accordance with the Code of Student Conduct (<http://trustees.osu.edu/rules/code-of-student-conduct/>), faculty members will report any instances of academic misconduct to the Committee of Academic Misconduct.