

PATTERN OF ADMINISTRATION  
Department of Accounting and Management Information Systems

Introduction

This document provides a brief description of the Department of Accounting and Management Information Systems as well as a description of its policies and procedures. It supplements the Rules of the University Faculty, other policies and procedures of the University to which the department and its faculty are subject, the policies and procedures of the Fisher College of Business as described in Governance of the Fisher College of Business and other policies and procedures of the Fisher College to which the department and its faculty are subject. The rules, policies and procedures of the University and the Fisher College of Business, and changes in them take precedence over statements in this document.

The 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

The mission of the Department of Accounting and Management Information Systems is to offer and maintain outstanding, nationally recognized programs in accounting and management information systems at the undergraduate, masters, and doctoral levels. This mission can only be accomplished through a faculty that achieves excellence in knowledge creation, knowledge dissemination, and related activities.

Faculty

Faculty Rule 3335-5-19<sup>1</sup> 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 the Department of Accounting and Management Information Systems includes regular tenure-track faculty with compensated FTEs of at least 50% in the department and emeritus professors who serve as chair of a Department committee or as an administrative officer in the Department. Regular clinical faculty, regular research faculty, auxiliary faculty, emeritus faculty not serving as chair of a Department committee or as an administrative office in the Department, 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.

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<sup>1</sup> Rule 3335-5-19 can be located via URL: <http://trustees.osu.edu/rules5/ru5-19.html>

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the Fisher College of Business Appointments, Promotion and Tenure document.

### Overview of Departmental Administration and Decision-Making

The administration of the Department of Accounting and Management Information Systems shall consist of a chair, program directors, coordinators, standing committees, and ad-hoc committees as deemed necessary by the faculty or the chair.

Policy and program decisions are made in a number of ways: by the department faculty as a whole, by standing or ad-hoc committees of the department, or by the chair. The nature and importance of any individual matter determines how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision should be. Open discussions, both formal and informal, constitute the primary means of reaching consensus on decisions of central importance.

The Department of Accounting and Management Information Systems adopts the Fisher College of Business Appointments, Promotion and Tenure policies and the Rules for Administering the Regular Clinical Track in the Fisher College of Business.

### Department Administration: Chair

The primary responsibilities of the Chair of the Department of Accounting and Management Information Systems (hereafter Chair) are set forth in Rule 3335-3-35 of the Rules of the University Faculty<sup>2</sup>. This rule requires the chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content.

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

- A. To have general administrative responsibility for Department programs, subject to the approval of the Dean of the Fisher College of Business 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.
- B. To plan with the members of the faculty and the Dean of the Fisher College of Business a progressive program; to encourage research and educational investigations.

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<sup>2</sup> Rule 3335-5-35 can be located via URL: [trustees.osu.edu/rules3/ru3-35.html](http://trustees.osu.edu/rules3/ru3-35.html).

- C. 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.
- D. To evaluate faculty members annually in accordance with both University and College established criteria and also according to such supplemental criteria as may be set up by the Department; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by the Department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- E. To recommend appointments, promotions, dismissals, and matters affecting the tenure of regular members of the Department faculty to the Dean of the Fisher College of Business, in accordance with procedures set forth in Faculty Rule 3335-6<sup>3</sup> and the Fisher College of Business Appointment, Promotion and Tenure document.
- F. To make appointments of full-time and part-time auxiliary faculty, with concurrence of the Dean, as necessary to meet the instructional needs of departmental programs. After each three years of continuous appointment, the Chair Advisory Committee or the regular faculty will evaluate each auxiliary faculty member and advise the Chair on continuation.
- G. To see that all Accounting and Management Information Systems 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.
- H. To see that adequate supervision and training are offered to those members of the staff who may benefit 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 of the Fisher College of Business, Office of Academic Affairs, and the 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.

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<sup>3</sup> Rule 3335-6 can be located via URL: [trustees.osu.edu/rules6/ru6index.html](http://trustees.osu.edu/rules6/ru6index.html).

### Department Administration: Other Administrative Officers

Other administrative officers of the Department include:  
Director of the Accounting Honors Program  
Director of the Master of Accounting Program  
Director of the Ph.D. Program in Accounting & MIS  
Coordinator of the T.J. Burns Colloquium  
Coordinator of the Accounting Internship Program

Duties, qualifications, appointment and supervision of these administrative officers are described in the appendix to this document.

The Chair may create such other administrative positions as he or she deems necessary or eliminate administrative positions that are no longer required for efficient operation of the department. The Chair appoints all administrative positions to serve a term of three years subject to annual review and renewal but limited by the term of the appointing Chair.

### Department 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 Faculty

##### 1. Accounting & MIS Chair Advisory Committee

Objective: To advise the Chair on any matters affecting the Department that the Chair wishes to bring to the committee or individual members of the Committee wish to discuss.

Membership: At the Chair's discretion, at least three members of the regular tenure-track faculty of the Department are elected by the faculty or, at the Chair's discretion, appointed by the Chair for a one year term.

##### 2. Accounting Hall of Fame Committee

Objective: To support the process of nominating, selecting and inducting members of the Accounting Hall of Fame.

Membership: At least three members of the faculty of the Department.

3. Faculty Recruiting Committee

Objective: To work closely with the Chair to plan, administer and support the efforts of the Department of Accounting and Management Information Systems to recruit the most highly qualified faculty consistent with the resources, needs, and mission of the College and the Department.

Membership: At least three members of the regular tenure-track faculty of the Department.

4. Committee on Student Appeals

Objective: To equitably resolve student concerns about grading policies and practices while maintaining high academic standards and honoring the rights and responsibilities of faculty members.

Duties: To investigate and evaluate the grade appeals of students.

Membership: At least three members of the faculty of the Department.

5. Committee on Student Awards

Objective: To support the recruiting, retention and graduation of outstanding students through the development and awarding of grants, scholarship, and other awards.

Membership: At least three members of the faculty of the Department.

6. Peer Assessment of Course Delivery Committee

Objective: To assess the quality of course delivery as described in the Fisher College of Business peer assessment of instructional effectiveness policy.

Membership: At least three members of the faculty of the Department.

7. Undergraduate Accounting Program Committee

Objective: To support constant improvement in the undergraduate accounting program through oversight and innovation of program policies and curriculum, including curriculum development and assessment of course content of all undergraduate accounting courses following procedures set forth in the Fisher College of Business Peer Assessment of Instructional Effectiveness policy.

Membership: At least three members of the faculty of the Department.

8. MIS Programs Committee

Objective: To support constant improvement in the undergraduate and graduate MIS programs through oversight and innovation of program policies and curriculum, including curriculum development and assessment of course content of all undergraduate and graduate MIS courses following procedures set forth in the Fisher College of Business Peer Assessment of Instructional Effectiveness policy.

Membership: At least three members of the faculty of the Department.

9. Accounting MBA Program Committee

Objective: To support constant improvement in the MBA program through oversight and innovation of program policies and accounting curriculum, including curriculum development and assessment of course content of all MBA accounting courses following procedures set forth in the Fisher College of Business Peer Assessment of Instructional Effectiveness policy.

Membership: At least three members of the faculty of the Department.

10. Masters of Accounting Program Committee

Objective: To support constant improvement in the Masters of Accounting program through oversight and innovation of program policies and curriculum, including curriculum development and assessment of course content of all Masters of Accounting courses following procedures set forth in the Fisher College of Business Peer Assessment of Instructional Effectiveness policy.

Membership: At least three members of the faculty of the Department.

11. Honors Accounting Program Committee

Objective: To support constant improvement in the Honors Accounting program through oversight and innovation of program policies and curriculum, including curriculum development and assessment of course content of all Honors accounting courses following procedures set forth in the Fisher College of Business Peer Assessment of Instructional Effectiveness policy.

Membership: At least three members of the faculty of the Department.

12. Graduate Studies Committee

Objective: To support the administration of graduate level programs in Accounting & MIS through admission decisions, recommendations to the Chair regarding the courses needed to support graduate programs, recommendations to the Graduate School regarding the Graduate Faculty status of faculty teaching Accounting & MIS

courses, and the conduct of annual evaluations regarding the progress and performance of all students.

Membership: Membership is based upon the rules of the Graduate Faculty of Accounting and Management Information Systems and described in the Handbook of its Graduate Studies Committee. Presently, those rules call for five Category P members of the Graduate Faculty of Accounting and Management Information Systems, including two ex-officio members with full voting privileges—the Director of the Accounting & MIS Ph.D. Program and the Director of the Master of Accounting Program. The chair of the Graduate Studies Committee and the remainder of the members are appointed by the Department Chair. Neither the Department Chair nor an ex-officio member of the committee is eligible to serve as committee chair.

### 13. Committee on Promotion and Tenure Review

Objective: To review regular faculty for promotion and tenure decisions and to propose changes in departmental promotion and tenure policy for approval by the departmental faculty.

Membership: All tenured members of the regular faculty of the Department, subject to the restriction that members may not participate in discussions of cases in which the candidate presently is at their rank or above.

### 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. 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 one business day 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.

For purposes of discussing department business, unless otherwise provided in the Fisher College of Business Appointment, Promotion and Tenure document, 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. Provided that a quorum is present, a matter will be determined by a majority of faculty members voting, except as described below.

Either the chair or one-third of all faculty who attend the meeting and are eligible to vote may determine that a formal vote conducted by written ballot is appropriate 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.

#### Faculty Teaching Load Policy

Faculty teaching loads will be determined in accordance with the Fisher College of Business Faculty Responsibility Allocation Policy. The Department Chair is charged with making allocation and assignment decisions consistent with college and departmental priorities. The fairness and equitable allocation of workload activities is subject to audit by the departmental faculty at the time of the annual review process.

#### Policy on Faculty Duties and Responsibilities

Faculty duties and responsibilities include knowledge creation, knowledge dissemination and service activities as described in the Fisher College of Business Appointment, Promotion and Tenure document and Fisher College of Business Faculty Responsibility Allocation Policy. Faculty duties will vary and are determined according to the Fisher College of Business Faculty Responsibility Allocation Policy. The Department Chair is charged with making allocation and assignment decisions consistent with college and departmental priorities. The fairness and equitable allocation of workload activities is subject to audit by the departmental faculty at the time of the annual review process.

#### Course Offerings and Teaching Schedules

The Department chair will consult with program directors in the Fisher College of Business at least annually to develop a schedule of course offerings and teaching schedules. The teaching schedules will be created in consideration of courses appropriate to facilitate educational objectives of students, individual preferences of faculty, and classroom availability. 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. In preparing the teaching schedule, the Chair will endeavor to provide unscheduled time for regular faculty meetings and for the T.J. Burns Colloquium.

A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17<sup>4</sup> normally will be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent quarter. 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.

Teaching assignments will be based on faculty qualifications, teaching preferences of the faculty, recommendations of program directors and College staff, AACSB accreditation standards, program needs, financial resources, and scheduling needs of students. Ordinarily, teaching assignments will be prepared annually during Spring quarter, and will be revised as circumstances require.

#### 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 prepare (after consultation with the professors, associate professors, and assistant professors with tenure) annual budget recommendations for the consideration of the Dean of the Fisher College of Business.

The allocation of salary funds is determined according to the Fisher College of Business Compensation Policy. Individual faculty members are responsible for documenting their contributions and preparing reports of their activities annually as described in the Fisher College of Business Compensation Policy. The Chair will communicate, in writing, the substance of each regular faculty member's evaluation to that faculty member.

#### Leaves and Absences

The University's policies with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook<sup>5</sup> and Office of Human Resources Policies and Procedures website.<sup>6</sup> The information provided below supplements these policies.

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<sup>4</sup> Rule 3335-8-17 can be located via URL: <http://trustees.osu.edu/rules8/ru8-16-17.html>

<sup>5</sup> See URL: <http://oaa.osu.edu/handbook/tc.html>

<sup>6</sup> See URL: <http://hr.osu.edu/policy/policyhome.htm>

### 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 managed. 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.<sup>7</sup>

### Unpaid Leaves of Absence

A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons 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 reassigned 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.<sup>8</sup>

### Special Research Assignments

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.

<sup>7</sup> See URL: <http://hr.osu.edu/policy/policy627.pdf>

<sup>8</sup> See URL: [http://oaa.osu.edu/handbook/ix\\_loa.html](http://oaa.osu.edu/handbook/ix_loa.html) and [http://oaa.osu.edu/handbook/ix\\_loaentrepren.html](http://oaa.osu.edu/handbook/ix_loaentrepren.html)

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. SRAs require approval of the department chair and dean.<sup>9</sup>

### Faculty Professional Leave

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 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.

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.<sup>10</sup>

### 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.<sup>11</sup>

The Department adheres to these policies in every respect. In particular, the 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

<sup>9</sup> See URL: [http://oaa.osu.edu/handbook/ix\\_sra.html](http://oaa.osu.edu/handbook/ix_sra.html)

<sup>10</sup> See URL: [http://oaa.osu.edu/handbook/ix\\_fpl.html](http://oaa.osu.edu/handbook/ix_fpl.html)

<sup>11</sup> See URL: [http://oaa.osu.edu/handbook/iii\\_facextracomp.html](http://oaa.osu.edu/handbook/iii_facextracomp.html) and <http://oaa.osu.edu/handbook/paidexternal.html>

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

The University's policy with respect to financial conflicts of interest is set forth in the Office of Academic Affairs Policies and Procedures Handbook.<sup>12</sup> 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 with the College Salary Appeals Committee as provided in the Office of Academic Affairs Policies and Procedures Handbook.<sup>13</sup>

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<sup>12</sup> See URL: <http://oaa.osu.edu/handbook/coipolicy.html>

<sup>13</sup> See URL: [http://oaa.osu.edu/handbook/xii\\_salaryprocess.html](http://oaa.osu.edu/handbook/xii_salaryprocess.html)

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.<sup>14</sup>

### Faculty Misconduct

Complaints alleging faculty misconduct or incompetence should follow the procedures set forth in Faculty Rule 3335-5-04.<sup>15</sup>

### Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05.<sup>16</sup>

### Sexual Harassment

The University's policy and procedures related to sexual harassment are set forth in OHR Policy 115.<sup>17</sup>

### 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 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. (See Faculty Rule 3335-23 describing the Code of Student Conduct.<sup>18</sup>) 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.<sup>19</sup>

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<sup>14</sup> See URL: <http://hr.osu.edu/dir/Directory.htm#Consult>

<sup>15</sup> Rule 3335-5-04 can be located via URL: <http://trustees.osu.edu/rules5/ru5-04.html>

<sup>16</sup> Rule 3335-5-05 can be located via URL: <http://trustees.osu.edu/rules5/ru5-05.html>

<sup>17</sup> See URL: <http://hr.osu.edu/policy/policy115.pdf>

<sup>18</sup> See URL: [http://trustees.osu.edu/Rules\\_23/index.html](http://trustees.osu.edu/Rules_23/index.html)

<sup>19</sup> See URL: <http://oaa.osu.edu/coam/home.html> and <http://senate.osu.edu/COAMDuties.pdf>

## APPENDIX

### Duties, Qualifications, Appointment and Supervision of Other Administrative Officers

Director of the Accounting Honors Program  
Director of the Master of Accounting Program  
Director of the Ph.D. Program in Accounting & MIS  
Coordinator of the T.J. Burns Colloquium  
Coordinator of the Accounting Internship Program

DEPARTMENT OF ACCOUNTING & MIS  
Director of the Accounting Honors Program

Duties:

1. The Director is responsible for the administration and overall success of the Accounting Honors program.
2. Specifically, the Director is responsible for the following activities:
  - a. initiate and participate in the activities and programs necessary to attract and retain high-quality students capable of benefiting from the Honors program;
  - b. serve as initial advisor of students entering or planning to enter the program;
  - c. monitor the course offerings and communicate opportunities for improvement to the Chair of the Department;
  - d. advise and counsel faculty members teaching in the program regarding the goals, character and distinctive features of the program and its students;
  - e. review the educational recommendations of the AAA, AACSB, AICPA, FEI, IMA, IIA and other professional organizations for achievement of objectives and standards of high quality consistent with the career expectations and opportunities of students;
  - f. monitor developments in accounting education nationally and in the University to assure that all significant developments have been considered by the faculty of the Department in the content of the program;
  - g. assume administrative responsibility for preparation of the Accounting Honors program promotional materials; and
  - h. communicate administrative support, faculty staffing, computing resource and other needs of the program to the Chair of the Department.

Qualifications: The Director of the Accounting Honors Program should be a tenure-track or emeritus faculty member with a record of scholarly achievement and experience working with Accounting Honors students.

Appointment: The Director of the Accounting Honors program is appointed by the Chair of the Department.

Supervision: The Director of the Accounting Honors program reports to the Chair of the Department.

DEPARTMENT OF ACCOUNTING & MIS  
Director of the Master of Accounting Program

Duties:

1. The Director is responsible for the overall success of Master of Accounting Program.
2. Specifically the Director is responsible for the following activities:
  - a. initiate and participate in the activities and programs necessary to attract and retain high-quality students;
  - b. monitor the course offerings and communicate any problems or concerns to the Chair of the Department;
  - c. advise and counsel faculty members teaching in the program regarding the goals, character and distinctive features of the program and its students;
  - d. review the educational recommendations of the AAA, AACSB, AICPA, FEI, IIA, IMA and other professional accounting organizations for achievement of program objectives and AACSB accreditation standards;
  - e. monitor developments in accounting education nationally, and in the University to assure that all significant developments have been considered by the faculty of Accounting & MIS in the content of the program;
  - f. assume administrative responsibility for preparation of the program's promotional materials;
  - g. assist generally in the job placement of students; and
  - h. communicate administrative support, faculty staffing, computing resource and other needs of program to the Chair of the Department of Accounting & MIS.

Qualifications: The Director of the Master of Accounting Program should be a tenure-track or emeritus faculty member with a record of scholarly achievement and experience working with Masters of Accounting students.

Appointment: The Director of the Master of Accounting Program is appointed by the Chair of the Department.

Supervision: The Director of the Master of Accounting Program reports to the Chair of the Department.



DEPARTMENT OF ACCOUNTING & MIS  
Director of the Ph.D. Program in Accounting & MIS

Duties:

1. The Director is responsible for the overall administration and success of the academic program.
2. Specifically, the Director is responsible for the following activities:
  - a. attract and recruit high-quality students to the program;
  - b. advise and counsel students regarding their course work and individual academic programs and financial resources;
  - c. administer clerical and staff functions pertaining to program, maintain files and necessary records on program and students;
  - d. assist in the job placement of students;
  - e. communicate administrative support, faculty staffing, computing resource and other needs of the program to the Chair of the Department;
  - f. compile and administer the written portion of the Accounting and Management Information Systems preliminary examination; and
  - g. advising and recruiting responsibilities, as described in Handbook of the Department's Graduate Studies Committee.

Qualifications: The Director of the Ph.D. Program in Accounting & MIS should be a tenure-track faculty member with a record of scholarly achievement and experience working with doctoral students.

Appointment: The Director of the Ph.D. Program in Accounting & MIS is appointed by the Chair after consultation with the Chair of the Graduate Studies Committee.

Supervision: The Director of the Ph.D. Program in Accounting & MIS reports to the Chair and consults with the Chair of the Graduate Studies Committee and the Director of Ph.D. Programs for the Fisher College of Business.

DEPARTMENT OF ACCOUNTING & MIS  
Coordinator of the T.J. Burns Colloquium

Duties:

1. The Coordinator is responsible for the overall planning of the T.J. Burns Colloquium.
2. Specifically the Coordinator is responsible for the following activities:
  - a. solicit suggestions for speakers from faculty and doctoral students;
  - b. coordinate with the Graduate Studies Committee to ensure a reasonable balance of topical coverage in the workshop series;
  - c. coordinate with the Faculty Recruiting Committee to ensure adequate scheduling of campus visit presentations; and
  - d. work with department staff to foster effective scheduling of itineraries for workshop speakers.

Qualifications: The Coordinator of the T.J. Burns Colloquium should be a regular tenure-track faculty member with an active program of scholarly research activity.

Appointment: The Coordinator of the T.J. Burns Colloquium is appointed by the Chair of the Department

Supervision: The Coordinator of the T.J. Burns Colloquium reports to the Chair of the Department.

DEPARTMENT OF ACCOUNTING & MIS  
Coordinator of the Accounting Internship Program

Duties:

1. The Coordinator is responsible for the overall success of the Accounting Internship Program.
2. Specifically the Coordinator is responsible for the following activities:
  - a. promote the program among prospective students and employers;
  - b. manage the process of approving candidates for internships;
  - c. coordinate logistics of on-campus interviewing with the College Office of Career Services; and
  - d. work with individual students to maximize internship placement success.

Qualifications: The Coordinator of the Accounting Internship Program should be a faculty member in the Department.

Appointment: The Coordinator of the Accounting Internship Program is appointed by the Chair of the Department.

Supervision: The Coordinator of the Accounting Internship Program reports to the Chair of the Department.