

COLLEGE OF ENGINEERING

Pattern of Administration

Approved by the College Faculty April 25, 2014

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1. INTRODUCTION	

1.1 Purpose: The purpose of this Pattern of Administration (POA) is to describe the policies and structure concerning the governance of the College of Engineering. The goal of the policies and structure is to facilitate the orderly conduct of the business of the Faculty of the College of Engineering. The policies and structure supplement the

Rules of the University Faculty (<http://trustees.osu.edu/rules/university-rules.html>), the Office of Academic Affairs policies and procedures (<http://oaa.osu.edu/handbook>), and any additional policies established by the University. Should those policies and rules change, the College 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 during the year of appointment or reappointment of the Dean of the College, and modified or reaffirmed at that time.

- 1.2 Scope: All College matters concerning which the Faculty has power to act are governed by this POA. Powers of the Faculty are delegated to committees or otherwise only by this POA. The College recognizes in principle the presumption favoring faculty rule on those matters in which faculty have primary responsibility, including: curriculum, subject matter and methods of instruction, research, faculty status (appointment, promotion and tenure of faculty), and those aspects of student life which relate to the educational process.
- 1.3 Interpretation: This POA shall be interpreted consistently with applicable statutes, the By-Laws of the Board of Trustees, and the Rules of the University Faculty. All references to periods of time in days refer to calendar days; in computing a period of time, the date of the act or event from which the period of time begins to run shall not be included.
- 1.4 Meetings: Except as modified by this POA or other applicable rules, meetings of the Faculty and its committees and subcommittees shall be governed by the most recently published version of Robert's Rules of Order and shall be open to all persons except where compelling reasons require otherwise.

2. MISSION OF THE COLLEGE

The College of Engineering and the Knowlton School of Architecture will:

- Foster a learning culture that prepares our students to be key contributors to society
- Provide new knowledge that can be assimilated by our customers and partners
- Create and disseminate new ideas and concepts that expand our understanding of science, engineering and architecture
- Be an innovative leader in engineering and architecture education
- Be a prime resource for Ohio economic development
- Provide life-long learning for engineers and architects
- Promote and support the purposes of the entire university

3. ACADEMIC RIGHTS AND RESPONSIBILITIES

Academic freedom and intellectual diversity have been hallmarks of the ethic of The Ohio State University since it opened its doors in 1873. The Office of Academic Affairs leads the institutional effort to inform faculty (and students) about relevant policies and procedures and to promote frank, open, and respectful discussion about the issues of freedom of thought and expression. More information can be found online at: <http://oaa.osu.edu/rightsandresponsibilities.html>

4. FACULTY

4.1 Faculty Appointments: Rule 3335-5-19 (<http://trustees.osu.edu/rules/university-rules.html>) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. Detailed information about the appointment criteria and procedures for the various types of faculty appointments is provided in the College Appointments, Promotion and Tenure Document.

4.2 Distinguished Professor: Distinguished faculty members within the College of Engineering may be awarded the title the College of Engineering Distinguished Professor, for a period of three years, in recognition of excellence in teaching, research, and service. Appointment as a College of Engineering Distinguished Professor is based upon rank at the professor level, a minimum of five years of service in the College, national and international recognition of the highest level of intellectual leadership, excellence and performance in research, teaching and professional service. This appointment includes annual discretionary funding. This honorific is limited to no more than 10% of the full professors in the College. The Dean will solicit nominations from department chairs who may submit a nomination letter outlining the key achievements of the faculty member, along with a copy of the faculty member's vita. The Dean will review the nominations and select a candidate to receive the honorific. Reappointment is possible based successful performance and the recommendation of the Dean.

5. ORGANIZATION OF THE COLLEGE

5.1 Departments, school: The College shall be organized into the following school and departments; Biomedical Engineering; Chemical and Biomolecular Engineering; Civil, Environmental, and Geodetic Engineering; Computer Science and Engineering; Electrical and Computer Engineering; Integrated Systems Engineering; Materials Science and Engineering; Mechanical and Aerospace Engineering; and The Austin E. Knowlton School of Architecture. The Department of Food, Agricultural and Biological Engineering in the College of Food, Agricultural, and Environmental Sciences is an adjunct department in the College of Engineering. Each department and school in the College shall have a Pattern of Administration that contains policies governing faculty responsibilities and teaching assignments within that unit. Unit patterns of administration, as well as any revisions and affirmations thereto, must be approved by the Dean of the College and the Office of Academic Affairs.

5.2 Power of the Faculty: The Faculty of the College shall have the power to "create and abolish schools, departments and divisions of instruction within the college, subject to approval of the council on academic affairs, the university senate, the president, and the board of trustees." (See Rules of the University Faculty 3335-5-14 (C).) "Instruction" shall include graduate student research and continuing education.

6. OVERVIEW OF COLLEGE ADMINISTRATION AND DECISION MAKING

The College operates on the premise that all members of the faculty have unique talents and skills that contribute to the pursuit of excellence in the engineering. Thus, the opinions of all faculty, along with staff and students are valued. While decisions are made in a number of manners, consensus is the preferred vehicle as often as possible. Decisions are made by the College faculty as a whole, by standing or ad hoc committees of the College, or by the Dean with the nature and importance of any specific matter determining how the issue is to be addressed. College governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision needs to be. Open discussions of formal and informal nature are encouraged and constitute the primary means of reaching consensus on decisions of central importance.

7. COLLEGE ADMINISTRATION

7.1 Office of the Dean:

7.1.1 Dean of the College: The Dean shall be the administrative head of the College and shall carry out the duties prescribed in the Rules of the University Faculty 3335-3-29. The Dean shall appoint, pursuant to University Rules, a Secretary of the College and such Associate and Assistant Deans and other administrative officers as are needed to carry out the programs of the College. The Secretary shall be selected from among the voting members of the College Faculty who hold a tenured faculty appointment. At least annually, a roster of the administrative personnel within the Office of the Dean shall be provided to all Faculty.

7.1.2 Assistant and Associate Deans of the College: The College shall have the following Associate Deans. In the execution of these responsibilities, the Associate Deans are accountable to the Dean of the College of Engineering. This accountability to the Dean does not abrogate, but supports, any responsibility or accountability to other offices or officers of the University as may be designated or apparent for particular duties or functions.

1. Associate Dean for Academic Affairs and Administration: Responsible for recruitment, retention and advancement of faculty and the administrative operation of the College including auxiliary operations. The Associate Dean is responsible for the planning, orderly development, administration, success and effectiveness of the College.

2. Associate Dean for Diversity and Outreach: Responsible for the recruitment, retention, and advancement of underrepresented groups; graduate fee waivers and fellowships, and K-12 outreach, serve as an advocate for undergraduate and graduate students, post-doctoral researchers, staff and faculty.

~~3. Associate Dean for Graduate and Professional Education: Responsible for graduate and professional programs, recruitment and retention, fellowships and graduate fee waivers, and international programs.~~

4. Associate Dean for Undergraduate Education and Student Services: Responsible for curriculum, student recruitment and retention, scholarships/financial aid, enrollment management, graduation certification, undeclared student advising, orientation, Engineering Career Services, Dean's List, study awards, and student organizations.

5. Associate Dean for Research: Responsible for planning, development, and administration of the College research enterprise; promotes externally sponsored research; facilitates the establishment of externally funded research centers; oversees the Engineering Experiment Station and other auxiliary operations as designated.

6. Assistant Dean for Minority Engineering Program: Responsible for administration of the Minority Engineering Program (MEP) including outreach and pre-college initiatives to increase the number of highly competitive school STEM graduates, develops and manages recruitment and retention efforts that include bridge programs, scholarships, advising MEP students and the four MEP student organizations; promote partnership collaborations, community involvement and alumni relations, raise funds for MEP.

7. Assistant Dean for Curriculum and Assessment: Responsible for college level activities dealing with curriculum and assessment, academic actions, student projects and organizations, international programs, and advises departments in these areas.

~~8. Assistant Dean for Research: Promotes externally sponsored research; assists in supporting principal investigators on grant proposals; and other auxiliary operations as designated.~~

7.2 Annual Presentation: The Dean shall at least annually address the Faculty of the College recommending new or modified policies which are necessary and proper to carry out the programs of the College and presenting an outline of the budget and budgetary trends of the College.

7.3 Committees: College committees may be established to address an interdisciplinary research and/or educational mission. The existing College Committees and the procedures for establishing and reviewing College Committees are appended to this Pattern of Administration.

7.4 Centers: College Centers may be established to address an interdisciplinary research and/or educational mission. The procedures for establishing and reviewing College Centers are appended to this Pattern of Administration.

8. FACULTY MEETINGS

8.1 Membership of Faculty

- 8.1.1 Membership: Except as otherwise determined in accordance with the Rules of the University Faculty, the College Faculty shall be constituted as follows: members of the University Faculty, including clinical, research, and tenure-track, holding a salaried regular appointment, or having emeritus status, in the College or in a department or school of the College; University administrators who are members of the University Faculty and hold an appointment in a department/School of the College; members of the Faculty of the Department of Food, Agricultural and Biological Engineering who have been certified by the Chair of the Department to the Secretary of the College as participating in resident instruction for the academic year in programs leading to a degree administered by the College; and the President. All members of the college faculty have voting rights except as noted in paragraphs 8.1.3 and 8.1.4 below and except those having emeritus or associated faculty status.
- 8.1.2 Associate Membership: The Dean may annually appoint as Associate Members of the Faculty of the College other University Faculty members who play active or supportive roles in the programs of the College. Associate Members shall not have voting rights.
- 8.1.3 Food, Agricultural and Biological Engineering: College faculty members from the Department of Food, Agricultural and Biological Engineering shall have voting rights on all matters before the College except those concerned with the organization of the College.
- 8.1.4 Austin E. Knowlton School of Architecture Faculty: Only faculty members of the Austin E. Knowlton School of Architecture shall vote on recommendations of recipients of tagged degrees, course and curricular proposals, and admission and retention policies as these matters pertain to the School. Faculty members from the School shall not vote in these matters as they pertain to the balance of the College.
- 8.1.5 Rosters: On or about October 1 of each year, the Secretary of the College shall distribute to each faculty member official lists showing those holding voting rights in each department and school and in the Faculty of the College.

8.2 Regular Meetings

- 8.2.1 Regular Meetings: The Faculty shall meet upon the call of the Dean but at least once per year.
- 8.2.2 Special Meetings: The Secretary of the College shall promptly schedule a special meeting when requested by the Committee on Academic Affairs, by a majority of the faculty of any department, or by a minimum of twenty-five faculty members by signed petition.
- 8.2.3 Quorum: Thirty members of the Faculty each having power to vote on a matter shall constitute a quorum as to that matter.

- 8.2.4 **Announcement and Agenda:** The Secretary of the College shall give reasonable notice of each meeting to members of the Faculty. The Secretary shall also distribute a proposed agenda for each meeting, at least a week in advance of the meeting when practicable, to members of the Faculty.
- 8.2.5 **Ballot:** Any vote of the assembled Faculty at a meeting shall be subject to appeal by a ballot of the entire Faculty with voting rights as to that matter either upon request by twenty-five percent of the faculty members present at the meeting at which the vote is taken, or upon written petition addressed to the Secretary of the College by twenty-five faculty members, such petition being received at the administrative offices of the College within seven days of the time the vote is taken. Ballots shall be distributed by the Secretary of the College with the Committee on Academic Affairs acting as tellers.
- 8.2.6 **Minutes:** Minutes of each meeting of the Faculty shall be prepared and preserved by the Secretary of the College as a record of the proceedings of the College. A copy of the minutes shall be distributed to each faculty member as soon as it is practicable.
- 8.2.7 **Presiding Officer:** Regular and special meetings of the Faculty shall be presided over by the Dean. In the absence of the Dean or at the request of the Dean, the Chair of the Committee on Academic Affairs shall preside. In the absence of both, the Secretary of the Faculty shall preside.

9. DISTRIBUTION OF FACULTY DUTIES AND RESPONSIBILITIES

The Office of Academic Affairs requires TIUs to have guidelines on the distribution of faculty duties and responsibilities (See the OAA [Policies and Procedures Handbook](http://oaa.osu.edu/handbook.html), Volume 1, Chapter 2, Section 1.4.5, <http://oaa.osu.edu/handbook.html>). Each TIU shall establish guidelines for workload for tenure track, research track, clinical track and auxiliary faculty.

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 or on approved travel.

9.1 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>). Faculty may request an SA, consistent with the TIU's requirements for SA proposals. The TIU head shall make a recommendation to the dean regarding an SA proposal. Award of the SA 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.

9.2 Parental Modification of Duties

The College of Engineering strives to be family-friendly in its efforts to recruit and retain high quality faculty members. To this end, the College is committed to parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption/fostering. This can include a 50 percent reduction in course teaching for the academic year, see Appendix B for details.

The faculty member requesting the modification of duties for childbirth/adoption/fostering and the TIU head 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.

10. COURSE OFFERINGS AND TEACHING SCHEDULES

Each department chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. Additional information on course offerings and teaching schedule requirements can be found online at: <http://oaa.osu.edu/handbook.html>

11. LEAVES AND ABSENCES

11.1 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 (<http://oaa.osu.edu/handbook.html>) and Office of Human Resources Policies and Procedures website, www.hr.osu.edu/policy/policyhome.htm. The TIU may supplement these policies.

11.2 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 TIU head 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 continuous business days (See Faculty Rule 3335-5-08) and must be requested at <https://eleave.osu.edu/>.

11.3 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, www.hr.osu.edu/policy/index.aspx.

- 11.4 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, www.hr.osu.edu/policy/index.aspx. The TIU may provide department specific policies on unpaid leaves of absence.
- 11.5 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>). Requests for professional leave from eligible faculty members will be reviewed at the departmental or school level according to established departmental procedures. The department chairperson or school director will submit the approved requests (in rank order) with his/her recommendations to the Dean. Requests that reach the Dean will be reviewed by the College Faculty Professional Leave committee, as described in the appendix, that will rank them in priority order and submit them to the Dean with their recommendations for the Dean's submission to the provost. Highest priority in the review process will be given to those applicants who have a positive record of achievement, service, and commitment to the University and can show the benefits of the requested leave to their continuing professional development and to the University. Specifically, the committee assesses applications based on: (1) the degree to which the proposed activity meets the stated objectives of the Professional Leave Program, which are: a) faculty can enhance their teaching effectiveness, scholarly interests and overall performance. b) the University's academic programs can be strengthened and developed. (2) The degree to which the applicant's goals can realistically be achieved during the period requested. In the event that the number of qualified applicants exceeds the number of leaves available, applicants will be judged on quality of the proposal and elapsed time since their last leave.

The application should follow the form provided by the Office of academic Affairs. The application should provide the committee with (1) a clear indication of the activity to be undertaken during the leave, (2) insight into the motivation for the leave, and (3) the expected outputs and outcomes to be realized from the leave experience (4) Letters of invitation or support from sponsors of the planned leave activity.

12. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING

The policies of the University for overload and external professional activities are to be followed. Faculty are expected to meet all assigned responsibilities related to teaching, scholarship and outreach without interference from participating in activities associated with supplementing annual income. For further detail, see the University's faculty compensation policy (<http://oaa.osu.edu/assets/files/documents/facultycompensation.pdf>) Additional information on the circumstances under which external professional service activities will be approved can be found online at: <http://oaa.osu.edu/assets/files/documents/paidexternalconsulting.pdf>

13. FINANCIAL CONFLICTS OF INTEREST

All faculty shall report potential financial conflicts of interest, consistent with the University's Faculty Financial Conflict of Interest policy (<http://oaa.osu.edu/assets/files/documents/financialconflictinterest.pdf>)

14. AMENDMENTS

This POA will become effective upon their adoption by the Faculty of the College by a two-thirds vote at a regular meeting. It may be amended at a regular or special meeting (a) by a vote of the majority of the members of the Faculty, or (b) by a two-thirds vote, notice of the proposed amendments and the date of the meeting which the vote is to be taken having been given to the Faculty at least two weeks prior to the meeting. The Secretary of the College shall at least annually review this POA and bring to the Faculty (a) any suggested modifications deemed appropriate whether editorial or substantive in nature or, (b) a statement that no modifications appear necessary. The Secretary shall maintain current copies of this POA, and shall provide a copy to new members of the Faculty and to others upon request.

Appendix A

**College of Engineering
Overview of College Committees
Approved by the College Faculty _____, 2012**

1. COMMITTEE ON ACADEMIC AFFAIRS

- 1.1 Faculty Membership: One member shall be elected from each undergraduate degree-granting program, including the Department of Food, Agricultural and Biological

Engineering, Center for Aviation Studies and the Engineering Physics Program; but excluding the Austin E. Knowlton School of Architecture. Each College Center offering an approved undergraduate degree program will be permitted to elect a member. The term of membership shall be three years, such terms beginning at the start of autumn semester.

- 1.2 Each program from which members may be elected, as defined in paragraph 1.1 of this POA document, shall have one vote on the committee.
- 1.3 Election of Members: Members shall be elected by the faculty of each concerned program as they are defined in paragraph 1.1 of this POA document.
- 1.4 Representation by Members: Each member is expected to become familiar with and advance before the Committee proposals originating in the program from which the member is elected, but each member also has the responsibility to act for the benefit of the College as a whole.
- 1.5 Officers: During each Spring semester, the Committee shall elect from its continuing members a Chair for the following year beginning at the start of autumn semester. The Secretary of the College or such other person as the Dean shall appoint shall be the Secretary of the Committee with the right to discuss but without the right of vote.
- 1.6 Powers Delegated: Subject to the separate powers of the Austin E. Knowlton School of Architecture, the Committee shall (a) Certify at the end of each semester lists of students who have fulfilled the requirements for a degree or for whom special recommendation is made and recommend to the Faculty membership of the University Senate and the Board of Trustees, candidates for degrees. The Committee may delegate this task or any portion of it to the Secretary of the Committee. (b) Review and approve or disapprove proposals for new courses and proposals for changes in courses and curricula which are recommended by departments or College Centers approved for such purposes, reporting its decisions directly to the departments or centers concerned and, subject to appeal as described in paragraph 1.10 of this POA document, to the University Council on Academic Affairs.
- 1.7 Responsibility of Academic Policy: The Committee shall be responsible for making recommendations to the Faculty of the College concerning the educational and academic policies of the College. This shall include, but shall not be limited to, the responsibility to make recommendations concerning the establishment, alteration, and abolition of all curricula and courses offered by the College or any division thereof, of all degrees and certificates supervised by the College, and of all departments, schools and divisions of the College, and of all College Centers authorized to offer for-credit courses or degree programs. In carrying out its activities under this paragraph, the Committee shall, when appropriate, utilize its counterpart committee in the Austin E. Knowlton School of Architecture.
- 1.8 Action of the Committee: No action of the Committee other than one concerning a matter described in paragraph 1.6 (a) of this POA document shall be effective until it appears in the form of an approved motion in the published minutes of the Committee.

- 1.9 Minutes: The Secretary of the Committee shall prepare minutes of the Committee meetings and shall publish them by causing them to be sent to each member of the Committee and to the chair of each department represented on the Committee.
- 1.10 Appeal: Any action of the Committee may be appealed to the Faculty of the College by twenty-five percent of the members of the Committee present at the meeting at which the vote is taken or upon written petition, addressed to the Secretary of the College, signed by twenty-five faculty members or by the majority of the faculty members of any department, such petitions being received at the administrative offices of the College within ten days after publication of the minutes containing a report of the action. The action being appealed shall be placed on the agenda, referred to in paragraph 8.2.4 of the College of Engineering's POA, for the next regular or special meeting of the Faculty of the College.

2. ADDITIONAL COMMITTEES

2.1 Faculty Salary Appeals Committee: In accordance with the *OAA Policy and Procedures Handbook*, (<http://oaa.osu.edu/handbook>), the Dean will convene a faculty salary appeals committee to review a faculty salary appeal that cannot be settled at the department level, and to make recommendations to the Dean concerning the disposition of such cases. Each faculty salary appeals committee comprises three persons, each of whom is a department chair or school director, selected from among those College units not party to the appeal.

2.2 Investigations Committee: In accordance with Faculty Rule 3335-4-04, the Dean will convene a grievance committee to review and recommend to the Dean disposition of an appeal, or referral by department chairs or school directors, of a complaint against tenure-track, clinical, or associated faculty members. Each investigations committee comprises three persons, each of whom is a tenured faculty member, selected from among those College units not party to the complaint.

2.3 Grievances against staff should be referred to the staff's supervisor. The Office of the Dean will provide consultative advice and a point of referral for complaints that cannot be handled within the staff member's unit. The Office of the Dean will interact with the parties and the Office of Human Resources, as appropriate, to facilitate resolution of the grievance.

2.4 Promotion and Tenure Committee: In accordance with Faculty Rule 3335-6-04(C), there shall be a standing College Promotion and Tenure Committee. The purposes of the College Promotion and Tenure Committee are:

1. To ensure that high standards of excellence are maintained in the college promotion and tenure process.
2. To serve as an advisory body to the Dean, and as requested by the Dean, on matters concerning faculty promotion and/or tenure, including a recommendation submitted by a Tenure Initiating Unit (TIU) of the College. [ref: Faculty Rule 3335-6-04(C)(2)]

3. To determine whether the TIU conducted a rigorous promotion and/or tenure review and reached a recommendation consistent with College and TIU policies, procedures, practices, and standards. [ref: Faculty Rule 3335-6-04(C)(1)(a)]
4. To determine where the weight of the evidence lies in promotion and/or tenure cases in which there is not a clear or consistent recommendation from the review conducted in the TIU. [ref: Faculty Rule 3335-6-04(C)(1)(b)]
5. If requested by the Dean or the Dean's designee, to review TIU Appointments, Promotion and Tenure documents and recommend to the Dean that the document submitted to the Dean for approval be: (1) approved and forwarded to the Office of Academic Affairs, or (2) returned to the TIU with changes recommended.
6. To review proposed changes to the College's Appointments, Promotion and Tenure document, and recommend to the Dean that the proposed changes be (a) approved and forwarded to the Office of Academic Affairs, (b) not approved, or (c) revised.

2.4.1 Membership

Membership consists of six tenure track faculty at the rank of Professor appointed by the Dean, each serving a three-year term. Up to an additional two senior members from the clinical faculty may be appointed by the Dean, each serving a three-year term, to assess clinical faculty candidates only. Up to an additional two senior members from the research faculty may be appointed by the Dean, each serving a three-year term, to assess regular research track faculty candidates only. Clinical or research faculty cannot participate or vote on promotion and tenure matters of tenure track faculty [ref: Faculty Rule 3335-7-04(A)]. Membership shall be rotated to ensure fair and balanced participation among the TIUs. Each year, four tenure track faculty members will remain on the P&T Committee for the following year. One of these shall be appointed by the Dean in spring to serve as P&T Committee Chair the following year. New appointments will be made in spring to commence the following year.

2.4.2 Recommendations

Committee recommendations to the Dean shall be in writing and report the vote of the Committee on the particular matter deliberated by the Committee.

2.5 Executive Committee: The Executive Committee is responsible for the administrative leadership of the College, and the execution of its strategic plan and all pertinent policies and procedures. The Executive Committee is chaired by the Dean, and includes all Associate Deans, School Directors, and Department Chairs within the College. Other members may be added at the discretion of the Dean.

2.6 Engineering Experiment Station (EES) Advisory Council: The EES Advisory Council establishes and approves the policies governing the operation of the Engineering

Experiment Station. It comprises seven faculty members from the College, appointed by the OSU Board of Trustees for three-year terms, and the Director of the EES, who serves as the chair of the Council.

2.7 Engineering Staff Advisory Committee: The ESA Committee shall advise the Dean on matters concerning the work environment. It is comprised of 11 members. Members of the committee and its chair are appointed for two-year terms by the Dean, and will include representation from staff throughout the College and the COE Human Resources Director. The Committee will select a rotating chair.

2.8 Faculty Professional Leave Committee: The FPL Committee shall advise the Dean on applications for FPL. It is comprised of seven members appointed for two-year terms by the Dean. Members of the committee are appointed for two-year terms by the Dean, and will include faculty at the rank of Associate and/or Full Professor. The Associate Dean of Academic Affairs and Administration shall serve as the committee chair.

2.9 Research Committee: The Research Committee shall advise the Dean on matters concerning the College's research programs and centers. It is comprised of seven members. Members of this committee are appointed for two-year terms by the Dean. The Committee is chaired by the Associate Dean for Research.

2.10 The Dean, the Faculty of the College, or the Committee on Academic Affairs may each establish or abolish additional committees and subcommittees. The individual or group that establishes a committee or subcommittee has the primary responsibility to abolish it when it is no longer needed. Ordinarily such committees and subcommittees should be established with a specific charge and for a limited period of existence, but some will be standing committees, or standing subcommittees of the Committee on Academic Affairs. Faculty members of the standing subcommittees of the Committee on Academic Affairs shall be appointed by the Dean. At least one member of each standing subcommittee of the College Committee on Academic Affairs should also be a member of the College Committee on Academic Affairs. Annually, the Secretary of the College shall distribute to each faculty member the membership of each standing committee and of each standing subcommittee of the Committee on Academic Affairs.

3. STUDENT PARTICIPATION

3.1 Policy: It is the policy of the Faculty that students serve on all committees of the College except where compelling reasons require otherwise. Appointments of students to committees should be made only after consultation with representatives of appropriate student organizations.

3.2 Lists of Interested Students: The Associate Dean for Undergraduate Education and Student Services shall at least annually make known to the students associated with the College, including students in graduate and advanced professional degree programs, opportunities for participation in the committee work of the College. The

Associate Dean shall devise convenient means for students to indicate their interest in such participation and shall, from time-to-time, compile lists of those who have done so. All student appointments to committees shall be made from these lists, each student first having been informed of the nature of the committee and the normal workload associated with membership.

- 3.3 Committee on Academic Affairs: The lists referred to in paragraph 3.2 of this POA document shall be made available to the Chair of the Committee on Academic Affairs who shall appoint from the lists one undergraduate student and one graduate student to the Committee for terms of office not to exceed one year. Unless otherwise determined by the Committee, at least one student shall serve on each of its subcommittees. These student members of the subcommittees, who need not be members of the Committee, shall be appointed in the same manner by the Chair of the Committee on Academic Affairs for terms not to exceed one year. Student members of the Committee on Academic Affairs or its subcommittees shall not participate in matters referred to in paragraph 1.6 (a) of this POA document.

Appendix B

College of Engineering
Template for Establishment and Review of College Centers
Approved by the College Faculty 05/26/2010

Faculty Rule 3335-3-36, “Center Establishment” (revision dated, 02/04/2009) contains the rules governing establishment and review of college centers. College of Engineering centers (herein after “College Centers”) will be established and reviewed consistent with this Rule.

1. Definition

A College Center is a unit within the College engaged in research, instruction, and/or outreach and engagement. A center is generally defined as an organized group of faculty and research staff that has come together to address an interdisciplinary research and educational mission. A College Center will typically have a substantial research/scholarship component to its mission, and this research should be interdisciplinary in nature, involving faculty members and graduate students from two or more academic units within the college.

College Centers will generally not offer for-credit courses or degree programs, but such offering may be allowed in certain cases, with approval of the College’s faculty and the Council on Academic Affairs. Prior to approval by the College faculty, the College Committee on Academic Affairs shall review and make a recommendation on such courses or degree programs.

Each Center will have a Director who reports to the Dean of the College of Engineering. The Dean may appoint one or more associate deans to manage the formation, review, and oversight of the Center.

The College will use the word ‘Center’ for multidisciplinary college centers (those that involve faculty and students from different departments primarily within the College of Engineering). The College prefers that university-level centers (those that involve faculty and students from departments in different colleges and with significant activities across colleges) be termed ‘Institutes.’ Guidelines for establishment and review of college and university centers are found in Faculty Rule 3335-3-36.

2. Procedure for Establishment of a College Center.

Prospective centers wishing to formally establish in the College of Engineering should consult with the Associate Dean for Research for guidance on center establishment. The establishment of the center is formally initiated by submission of a proposal package, prepared by the proposed Director and proposed oversight committee, that includes:

- (a) Cover letter, describing the goals of the center, outlining its mission and scope, and recommending an initial Director and initial oversight committee. The cover letter should state whether the proposed center is a college-level or university-level center.
- (b) Draft Charter
- (c) Draft Pattern of Administration (POA)
- (d) Supporting document that details the mission, member faculty and staff, administration, budget, evaluation criteria, and any history of collaboration.

Templates of the POA, Charter, and Supporting Document can be obtained from the Associate Dean for Research. The financial plan should include all expected sources and uses of both internal and external funds for a period of at least the first three years of operation, and should justify the likelihood for success.

Submit the center proposal documentation to the Associate Dean for Research (ADR). The ADR will, in consultation with the Dean and the College Research Committee, recommend whether the center will be a College or University Center. The center will be designated a College Center following the completion of and favorable review by the Associate Dean of Research (ADR) or a committee designated by the ADR. The review should take place within six weeks after the application is submitted. Once approved, the center will be assigned an organization number within the College that will be used to include the center in the College's budget process. The ADR will notify the Office of Academic Affairs of any approved College center.

If the center proposes to offer for-credit or degree programs, the proposal must also be reviewed by the College Committee on Academic Affairs, and will require approval by both the College's faculty and the Council on Academic Affairs (see Faculty Rule 3335-3-36).

3. Procedure for Establishment of a University Center or Institute.

If the center wishes to be designated as a *university center*, a proposal to establish an academic center must be submitted to the Council on Academic Affairs (CAA). The Associate Dean for Research in the College of Engineering should be consulted early in the process to ensure time for appropriate evaluation and endorsement by the College. Faculty Rule 3335-3-36 details the process for preparing a university-level center establishment proposal. The completed proposal, including endorsement letters from relevant department chairs and school directors, should be submitted to the Associate Dean for Research. The ADR will evaluate the proposal, in consultation with the Dean and the College Research Committee as needed. The review should take place within six weeks after the application is submitted. Upon favorable review, the Dean will provide a letter of support, to be included in the proposal package that is submitted to CAA.

4. Appointment of College Center Directors

The Center Director shall be the administrative head of a College center, and represents the members of the center in dealing with the dean or others in the university administration. The director is responsible for leading the center in developing and maintaining a robust, high-quality research program. The Director will have general administrative responsibility for the Center, subject to the approval of the Dean. The director is appointed by the Dean, and appointments are generally for a period of three years or less. A director shall be eligible for reappointment. The Center Director reports to the Dean, or an Associate Dean if directed so by the Dean. The Director shall be a tenured or tenure-track faculty member whose research aligns with the center.

5. Reporting and Review of College Centers

Each college center shall prepare and submit an annual report on the Center's activities during the previous year, following the annual report template provided by the Associate Dean for Research. The report should describe the major activities of the Center during the previous year, and should include a financial analysis and budget for the coming year. The report should also provide an analysis of the Center's activities with respect to its performance review criteria.

Each college center will undergo a formal review three years after initial establishment and at three year intervals thereafter. The review of centers will be conducted by the College Research Committee; if the center offers courses or degree programs, it will be reviewed by a committee formed from members of both the College Research Committee and the College Committee on Academic Affairs, as appointed by the Dean. The evaluating committee may, at its discretion, appoint ad hoc committees (including faculty with expertise in the relevant subject area, and usually also including administrators) to supervise the review process outlined below.

The center will prepare a self-study document that contains:

- A summary statement describing the purpose of the center and its scope of activities.
- A comprehensive self study that provides information regarding its mission, faculty, administrative structure, budget, and evaluative criteria and benchmarks, as outlined in Faculty Rule 3335-3-36.

Upon receipt of the self-study, the evaluating committee will discuss and assess the self-study with a focus on:

- relevance of the mission with respect to the College's strategic priorities
- effectiveness of the center's administration and leadership
- performance of the center relative to the center's stated evaluation criteria
- appropriateness of the budget and the continued financial viability
- effectiveness of its use of space and facilities.

The committee will meet with the director, oversight committee, and administrative staff as appropriate to discuss the self-study. The committee may also consult with stakeholders or external center advisory committee members, as appropriate.

Based on the review, the evaluating committee will provide a report to the Associate Dean for Research. The report should evaluate the center's performance with respect to the focus points above, and make recommendations about the center's mission, operation, financing, and facilities. The report should also make an overall recommendation to either (a) renew the center, (b) conditionally renew the center with a follow-up review in 1-2 years, or (c) dissolve the center.

6. Change of Status of College Centers

Any change of a College center's status will be reported to the Office of Academic Affairs by the Associate Dean for Research.

Appendix C

College of Engineering Outline of Parental Modification of Duties Approved by the College Faculty July 3, 2012

The College of Engineering at The Ohio State University is committed to providing a work environment that is healthy, supportive and considerate of employee work and personal life

obligations. The parental modification of duties is intended to assist faculty with better integration of their professional and personal lives to help faculty feel more productive, engaged, and satisfied in their work environment.

The University provides specific parental leave benefits under the Paid Leave Programs policy 6.27 in conjunction with the Family and Medical Leave (FML) policy 6.05. In the event of the birth or adoption of a child, the Parental Leave policy allows faculty members who have been employed with the University for at least twelve (12) months to use six (6) weeks of paid leave as the birth mother, and/or three (3) weeks of paid leave as the father, domestic partner, employee using a surrogate, or adoptive parent, to recover from childbirth and/or to care for and bond with a newborn or newly adoptive child. In addition, under FML, faculty members can use sick leave, vacation leave and/or unpaid leave to extend the total leave to a maximum of 12 weeks.

The College of Engineering Parental Modification of Duties provides further assistance to faculty to appropriate manage their workload.

- 1) Tenure-track and Clinical-track faculty members who experience an event would receive modified duties for the semester nearest to the event, to be used in conjunction with university parental leave policies.
- 2) The modified duties would release the faculty member from 50 percent of their course teaching assignments for the academic year. Should 50 percent of the course teaching lead to a noninteger number (such as 1.5) then the fractional portion may be banked and taught in a future year or an arrangement can be made to co-teach a course if such an arrangement is reasonable given the TIU's teaching needs.
- 3) The faculty member would be expected to focus their "on-duty" time on advising students, conducting research, and completing service during the modified duties semester.
- 4) Both the birth/adoptive/foster parent and the spouse/domestic partner would be eligible for the modified duties.
- 5) If the event occurs within a dual career household within the College of Engineering, each partner would be eligible for modified duties which could be taken concurrently or consecutively.
- 6) The College will provide funding to the TIU with the event to cover 50% of the cost of reassignment of teaching responsibilities, if costs are explicitly incurred.
- 7) The faculty member is responsible for completing modified duties memorandum of understanding prior to the parental event, using a template provided by the College. The MOU will be reviewed and approved by the Chair/Director and the Dean. The MOU shall be approved in accordance with the TIU and the faculty member's needs.
- 8) The modified duties shall be noted in the annual review letter for that year.
- 9) Exceptions will be considered on a case by case basis by the Chair/Director and Dean.