

**The Department of Integrated Systems Engineering
The Ohio State University**

Pattern of Administration

March 1, 2015

**Pattern of Administration
Department of Integrated Systems Engineering**

Table of Contents

1. INTRODUCTION	1
2. DEPARTMENT MISSION.....	1
3. ACADEMIC RIGHTS AND RESPONSIBILITIES	1
4. FACULTY.....	1
5. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF	2
6. OVERVIEW OF DEPARTMENTAL ADMINISTRATION AND DECISION MAKING	3
7. DEPARTMENT ADMINISTRATION.....	4
7.1 Department Chair.....	4
7.2 Back up Department Chair	5
7.3 Committees.....	5
8. FACULTY MEETINGS	7
9. DISTRIBUTION OF FACULTY DUTIES & RESPONSIBILITIES.....	8
9.1 Faculty Effort Allocation Guidelines	9
9.1.1 Tenure-track Faculty	10
9.1.1.1 Teaching/Instructional Activities.....	10
9.1.1.2 Scholarship/Scholarly Activities.....	10
9.1.1.3 Service/Service Activities	10
9.1.1.4 Special Assignments	10
9.2 Clinical Track Faculty	11
9.3 Research Track Faculty	11
9.4 Associated Faculty	11
9.5 Parental Modification of Duties	12
9.6 Chair's Discretion.....	12
9.7 Policy on Teaching Load.....	12
9.7.1 Base Responsibility for Instruction.....	12
9.7.2 Teaching Load Carried Forward.....	13
9.7.3 Release Time	13
10. COURSE OFFERINGS & TEACHING SCHEDULES	13
11. ALLOCATION OF DEPARTMENT RESOURCES.....	14
12. LEAVES & ABSENCES.....	14
12.1 Discretionary Absence.....	14
12.2 Absence for Medical Reasons	15
12.3 Unpaid Leaves of Absence	15
12.4 Faculty Professional Leave	15
13. SUPPLEMENTAL COMPENSATION AND PAID EXTERNAL CONSULTING ACTIVITY	16
14. FINANCIAL CONFLICTS OF INTEREST.....	16
15. GRIEVANCE PROCEDURES	16
15.1 Salary Grievances.....	16
15.2 Faculty Misconduct	16
15.3 Faculty Promotion and Tenure Appeals.....	16
15.4 Sexual Harassment	16
15.5 Student complaints	17
15.6 Code of Student Conduct.....	17

PATTERN OF ADMINISTRATION FOR THE DEPARTMENT OF INTERGRATED SYSTEMS ENGINEERING

1. INTRODUCTION

This document provides a brief description of the Department of Integrated Systems Engineering (henceforth known as “Department”), as well as a description of its policies and procedures. It supplements the Rules of the University Faculty, and other policies and procedures of the University to which the department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

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

2. DEPARTMENT MISSION

Our mission is to create and transfer knowledge about and for the design and application of integrated systems and processes.

3. ACADEMIC RIGHTS AND RESPONSIBILITIES

In April 2006, the university issued a reaffirmation of academic rights, responsibilities, and processes for addressing concerns. This department adheres to the items included in the statement found on the Office of Academic Affairs website, <http://oaa.osu.edu/frightsandresponsibilities.html>

4. FACULTY

Faculty Rule 3335-5-19 <http://trustees.osu.edu/rules5/ru5-19.htm> defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department (henceforth known as “the Faculty”) includes tenure-track faculty with compensated FTEs of at least 50% in the department. Research and clinical faculty may be invited to vote on issues brought before the Faculty, provided that the issue is consistent with the nature of their faculty position (as determined by the Chair). Research and clinical faculty may be invited to participate in discussions, but do not vote, in faculty personnel matters. Associated faculty, emeritus faculty, and faculty joint appointees with FTEs below 50% in this department may be invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

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

5. ORGANIZATION OF DEPARTMENT SERVICES AND STAFF

Below is a description of the staff positions in the ISE Department. The Office Associate, Coordinator Academic Advisor, Fiscal Officer, Senior Systems Manager and Laboratory Supervisor all report to the Chair. The Academic Advisor and Staff Assistant report to the Coordinator Academic Advisor. The Human Resource Generalist and Fiscal Associate report to the Fiscal Officer.

Office Associate

Serves as Chair's assistant and office manager; coordinates scheduling of department visitors; supervises office student workers;

Coordinator Academic Advisor

Advises, counsels and recruits undergraduate major students; monitors undergraduate academic progress; manages graduate and undergraduate orientation and recruitment programs; processes graduate student applications and academic documents; coordinates departmental electronic and print communications;

Academic Advisor and Staff Assistant

Assists in the advising, counseling and recruitment of undergraduate pre-major students; monitors academic progress; coordinates undergraduate and graduate recruitment events;

Fiscal Officer

Serves as department fiscal administrator, provides long term budgeting, planning and forecasting; creates financial reporting and analysis; prepares, analyzes, interprets, and presents data for internal and external reporting; manages all fiscal operations; manages administrative team;

Human Resource Generalist

Serves as primary HR administrator for department; manages positions for all Faculty, Staff and students; manages and coordinates annual performance reviews and performance improvement processes; coordinates international scholar visas; ensures employee eligibility; ensures compliance with all HR policies and procedures;

Fiscal Associate

Initiates and processes all procurement transactions; initiates travel requests and reimbursements; serves as point of contact to faculty and staff on procurement procedures and policies; supports special projects;

Senior Systems Manager

Manages operations of computing services, telecommunications and technology-based services for department Faculty, Staff and students;

Laboratory Supervisor

Manages the operations and maintenance of the machine and tool shop; instructs on the proper use of tools, and machine equipment; assists Faculty and research staff and students in designing and building research equipment;

6. OVERVIEW OF DEPARTMENTAL 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.

7. DEPARTMENTAL ADMINISTRATION

7.1 Department Chair

The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35 <http://trustees.osu.edu/rules3/ru3-35.html>. This rule requires the chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6 <http://trustees.osu.edu/rules6/ru6index.html>, also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure (the Appointments, Promotion and Tenure document; see <http://oaa.osu.edu/policiesprocedureshandbook.html>)

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

- To have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the dean of the college a progressive program; to encourage research and educational investigations.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both University and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 <http://trustees.osu.edu/rules6/> 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.

7.2 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 Committee of the Eligible Faculty. Except as noted, all committees and committee chairs are appointed by the department chair. Membership on Department committees, whether through appointment by the Chair or as a result of a vote by the faculty, is for the duration of one year.

The chair will solicit from faculty their interest in serving on committees. The chair will try to balance committee needs and the interests of the faculty.

- Chair's Advisory Committee
The primary purpose of the Chair's Advisory Committee is to provide strategic advice to the chair about matters of potential importance to the department. The committee is comprised of four members of the Faculty, two elected by the Faculty and two appointed by the Chair, plus the Back-up Chair. The committee meets as issues and conditions warrant.
- Undergraduate Program Committee
The Undergraduate Program Committee's primary function is to manage and administer the program assessment process in order to fulfill the requirements for ABET accreditation and to make recommendations regarding curriculum and program changes to the Faculty. An undergraduate representative will be invited to attend and provide input when deemed appropriate by the chair of this committee.
- Graduate Program Committee
The Graduate Program Committee is responsible for oversight of the department's graduate programs, including those described in § III.2 of the Graduate Studies Handbook¹. All members of the Graduate Program Committee must have Category P status with the Graduate School. The committee shall invite graduate student representation when appropriate to the issues under discussion.

¹ <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>

- Committee of the Eligible Faculty
The Committee of Eligible Faculty is defined in the Department's APT document. As defined in that document, membership on this Committee is determined based on the nature of the decision under consideration. The chair of the committee will be a Full Professor, elected annually by a majority vote of the committee members. Following election, the chair's first duty is to appoint a subcommittee responsible for overseeing the committee's responsibilities as delineated in the Department's document on Appointments, Promotion, and Tenure, wherein responsibilities of the committee and its chair are described in greater detail. To ensure adequate rotation and load sharing, the Chair of the committee will not be eligible to serve for more than two consecutive years.
- Faculty Development Committee
The primary purpose of the Faculty Development Committee (FDC) is to provide advisory input to the Chair and the Faculty regarding Faculty performance and progress, identifying faculty who need guidance in order to improve their performances. This Committee will meet at the request of the Chair when he or she identifies a faculty who needs guidance in order to improve his or her performance. When so requested by the Chair, the FDC will meet with this person and develop a plan to make the necessary improvements and inform the Chair of this plan.

The FDC is comprised of four members of the tenured faculty, plus the chair of the Committee of the Eligible Faculty. The chair of the Committee of the Eligible Faculty is not eligible to serve as chair of the FDC. The remainder of the committee is comprised of four tenured faculty members who are elected by a plurality vote of the tenured faculty. Two of these members will be tenured Associate Professors and two will be Tenured Professors.

The chair of the FDC is elected by the members of the committee. To ensure adequate rotation and load sharing, no member of the Faculty can serve on the Faculty Development Committee for more than two consecutive years. In the event that circumstances prevent convening a committee that satisfies these requirements, the chair will determine how the committee is to be convened.
- Honors and Scholarship Committee
The Honors and Scholarship Committee includes the Chair of the Undergraduate Program Committee, and the Department Academic Counselor. The Honors and Scholarship Committee is charged with encouraging and fostering undergraduate research, including the undergraduate honors thesis, and developing honors courses and other experiences for honors students in the Department. The committee is also charged with a) ensuring that all department, college, and university scholarships available to our students are advertised to them; b) selecting candidates for each department scholarship annually or as required by the specific scholarship; c) ensuring that nominees meet all obligations of the sponsor of the scholarship or the endowment.
- Faculty and Staff Awards Committee

The Faculty and Staff Awards Committee will have 3 faculty members appointed by the Chair, one representing the Human Factors Area, one representing Manufacturing and one representing Operations Research. Additional members can be appointed by the Chair to cover other research focus areas as necessary. The Chair will also appoint a chair for this committee.

The responsibility of this Committee is to ensure that Department Faculty and Staff are widely recognized for their accomplishments. This Committee is expected to identify college, university, and external awards for which Faculty, Staff and Students may qualify. In consultation with the Department Chair, this Committee will select nominees and develop the nomination packages when appropriate.

- Development and Alumni Awards Committee

The Development and Alumni Awards Committee will have 3 faculty members appointed by the Chair. One responsibility of this Committee is to develop a plan for an effective Development campaign, working with Department and College staff as appropriate. A second responsibility is to ensure that Department alumni are widely recognized for their accomplishments and contributions. This Committee is expected to identify awards for which Alumni may qualify. In consultation with the Department Chair, this Committee will select nominees and develop the nomination packages when appropriate.

- Facilities Committee

The Facilities Committee is responsible for monitoring and making recommendations regarding all department facilities including offices and laboratories, facilities used for teaching and research, and instructional and research computing facilities. Committee duties include providing safety instructions to all faculty, staff, and students, and administering expenditures from the student computer fee account. The Chair will appoint 3 people to this committee (including faculty and staff members as appropriate).

- Other Committees

Additional committees may be appointed by the Department Chair, with advice from the Chair's Advisory Committee and/or the faculty at large.

8 FACULTY MEETINGS

The Chair will provide to the Faculty a schedule of department faculty meetings at the beginning of each academic term. The schedule will provide for at least one meeting per academic term and normally will provide for monthly meetings. 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 two 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 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.

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 tenured and tenure-track faculty eligible to vote.

Either the chair or one-third of all faculty eligible to vote may determine that a formal vote conducted by a secret written ballot is necessary on matters of special importance. With the exception of votes pertaining to Appointments, Promotion and Tenure (which are covered in a separate document), for purposes of a formal vote, a matter will be considered decided when a particular position is supported by a simple majority of the votes cast. Balloting will be conducted by mail or email 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.

9. DISTRIBUTION OF FACULTY DUTIES & RESPONSIBILITIES

The ISE guidelines on Faculty Duties and Responsibilities incorporate the university policy, available at <http://oaa.osu.edu/policiesprocedureshandbook.html>. The university policy should be consulted for general information plus details related to Special Research Assignments and extended absence from campus.

The department is committed to excellence in:

- education, at both the undergraduate and graduate levels
- research, both basic and applied, and
- service to the university, to the profession, and to society.

In keeping with this commitment, the primary duties and responsibilities of faculty fall into the following activities:

- *Instructional activity: A good teacher facilitates learning, improves students' critical thinking abilities, and behaves towards students in a manner that reflects well on the University. Innovative and imaginative approaches to teaching are especially encouraged.*

- *Scholarly activity: Faculty members are expected to remain current in their knowledge of recent advances in their field(s) of specialization within ISE, to contribute to its literature by publication in refereed journals and proceedings, to disseminate results through presentations at professional meetings, and to ensure the viability of their programs through the pursuit of grants and contracts for funded research.*
- *Service activity: Faculty service arises through activities performed within The Ohio State University and through external professional activities. Faculty members are expected to carry a share of the committee assignments within the Department or other assignments within the University. Faculty members are expected to demonstrate leadership in regional, national, and international professional organizations by for example, elected or appointed offices, editorial services, editorships, etc.*

In accordance with university policy, every faculty member has duties and responsibilities commensurate with his or her appointment, and the departmental workload is distributed equitably among faculty. All faculty members are expected to participate in the teaching, research, and service activities of the department. Although faculty members are expected to exercise “self-determination” in conducting their scholarly activities, the chair assigns instructional and departmental service activities.

9.1 Faculty Effort Allocation Guidelines

Faculty workload is divided among instructional activities, scholarly activities, and service activities. This division will be done in a manner that is commensurate with the faculty member’s appointment, strengths, and goals, but in a manner that meets the needs of the department. Recognizing the inherent difficulty in quantifying the workload associated with the various activities associated with a successful academic career, the chair is nonetheless responsible for assigning instructional and department service activities to faculty in a manner that ensures that department commitments are met and that the workload is distributed equitably among the faculty. To accomplish this, the chair will distribute, during the spring semester of each year, guidelines identifying the criteria considered in assigning workload and evaluating performance.

A full-time faculty member’s primary professional commitment is to Ohio State University and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must disclose and discuss these with the chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the OAA Faculty Conflict of Commitment policy (<http://oaa.osu.edu/assets/files/documents/conflictofcommitment.pdf>).

9.1.1 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.

9.1.1.1 Teaching/Instructional Activities

Faculty workloads are comprised of a combination of scholarly activities, instructional activities, and service activities. Faculty members are expected to exercise "self-determination" in focusing their scholarly activities. All tenure-track faculty are expected to develop and maintain a significant research effort. In addition, the chair will assign instructional and departmental service activities. The chair's assignment of instructional activities is known as the "teaching load."

All tenure-track faculty are expected to participate in the instructional activities of the department. The Department Chair, in consultation with the faculty, will determine the specific teaching assignments. In addition to balancing the overall workloads, an effort will be made to place the most appropriate faculty members in individual courses and to ensure that multiple faculty members are experienced in teaching the various undergraduate core courses. Depending on the needs of the educational programs and individual faculty members' research and service commitments, the teaching load may vary greatly from one faculty member to the next.

The base responsibility for instruction is determined by the department chair by the beginning of the fall semester. It depends on the service and research activities of the faculty member documented in the annual review material, and takes into account

- 1) Support for subsidy eligible graduate students.
- 2) Research activities.
- 3) General OSU service activities such as work on department, college, and university committees
- 4) Professional service such as editorial positions, professional society committees, ABET, etc.
- 5) Special assignments such as Graduate Studies and Undergraduate Studies committee chairs.

For tenure-track faculty members who are very active in research and service, the base responsibility will be 3 courses per year. For tenure-track faculty members who are somewhat active in research or service, the base responsibility will be up to 5 courses.

A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17 <http://trustees.osu.edu/rules8/ru8-16-17.html> 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. Upon consultation with the Chair, a faculty member may be permitted to offer a course with minimal enrollment.

It is impractical to make the total number of sections assigned be equal to the base responsibility every year. The difference can be carried forward to the next year and subtracted from the base responsibility. Therefore, an over-load commitment in one year can result in a reduction in the

number of courses assigned in the following year, and an under-load commitment in one year can result in an increase in the number of courses assigned in the following year. The ability to carry-forward teaching load in this manner may be influenced by the needs of the department, and is limited to a one-year carry forward.

9.1.1.2 Scholarship/Scholarly Activities

In general, the department supports active research programs. The extent of this support depends on the activities of individual faculty members, particularly, the level and nature of external funding for their research programs. Faculty effort allocated toward *scholarly activities* should be sufficient to ensure that the faculty member's research program is at least sustained, and preferably flourishes. As a general guide, all department faculty are expected to publish regularly in refereed archival journals, present papers at national and international conferences and/or contribute to other scholarly/creative activities such as authoring monographs and books, developing patents and the like. Faculty members who are engaged in research are expected to seek and obtain funding to support their research program and to actively advise graduate students and assist with the timely completion of their degree requirements.

The department supports faculty members' active research programs. However, the extent of this support is limited. Faculty whose research activity requires an allocation of effort toward research beyond a base level will, in general, be encouraged to submit "release time" from their sponsored projects in order to equalize the workload distribution.

In cases where a faculty member is under-loaded, an increased course load in the following year can be avoided if a sufficient level of release time has been accumulated.

9.1.1.3 Service/Service Activities

Service on department, college, or university committees is expected of all faculty members. National/International service is expected of all faculty members as well as part of their professional activities. Such activities may include holding elected offices in professional organizations, organizing conferences or specialized meetings, serving on society committees and national review panels, and serving on editorial review boards. Adjustments to a faculty member's effort allocations toward scholarly and instructional activities to accommodate extraordinary service commitments should be discussed with the Chair.

It is recognized that some activities do not fit within the activities described above. In such cases, the Department Chair will be responsible for determining an equitable workload, in consultation with the faculty.

9.1.1.4 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.

Untenured faculty will normally be provided an SA for research for one semester, during their

probationary period. Reasonable efforts will be made to award SA opportunities to all other 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 committee on *Faculty Development* will evaluate all 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.

9.2 Clinical Faculty

Clinical faculty members are expected to contribute to the university's mission via teaching and service, and to a lesser extent scholarship. Service expectations are similar to those for the tenure-track faculty, but are focused on service involving Department/College/university committees and national/international professional organizations concerned with engineering education.

All clinical faculty are expected to contribute to the department's teaching in courses or instructional situations involving live patients or live clients, courses or instructional situations involving the simulation of live patients or live clients, or courses or instructional situations involving professional skills. The standard teaching assignment for full-time clinical faculty members is five courses per academic year, with the remainder of a clinical faculty members time focused on service and scholarship concerned with engineering education.

For clinical teaching faculty, the expectation is that the individual will teach 5 courses while also developing National/International recognition as one of the leading scholars in engineering education including such recognition in the industrial engineering community. To help achieve this, it is expected that the individual will publish scholarly papers in the engineering education literature (and where appropriate the broader education literature), and will provide significant National/International service. Clinical faculty who engage in additional service and teaching activities for the department (such as mentoring graduate students working on projects) may have their course load reduced below the normal 5 course expectation.

9.3. Research Faculty

Research faculty members are expected to contribute to the university's mission via research.

In accord with Faculty Rule 3335-7-34, a research faculty member may, but is not required to, participate in limited educational activities in the area of his or her expertise. However, teaching opportunities for each research faculty member must be approved by a majority vote of the TIU's tenure-track faculty. Under no circumstances may a member of the research faculty be continuously engaged over an extended period of time in the same instructional activities as tenure-track faculty.

Research expectations are similar to those for the tenure-track faculty, albeit proportionally greater since 100% of effort for research faculty members is devoted to research. Specific expectations are spelled out in the letter of offer.

9.4 Associated Faculty

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

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

Expectations for full-time visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members who have no service obligations.

In accord with Faculty Rule 3335-5-19, lecturers' and senior lecturers' responsibilities are limited to teaching. The standard teaching assignment for full-time lecturers is eight courses per academic year.

9.5 Parental Modification of Duties

This department 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 Engineering's and University's guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption.

9.6 Chair's Discretion

The workloads associated with many activities vary greatly, and it is not possible to identify equitable workloads covering all possible circumstances. Therefore, the chair will have discretion in adjusting individual effort allocations.

10. COURSE OFFERINGS & TEACHING SCHEDULES

The department chair will annually coordinate course offerings and teaching schedules, developed in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the department's first obligation is to offer the courses needed by students at times most likely to meet student needs. To assure classroom availability reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17 <http://trustees.osu.edu/rules8/ru8-16->

[17.html](#) 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.

11. 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.

Research space shall be allocated on the basis of research productivity, including external funding. It may be reallocated periodically as these faculty-specific variables change, and in consultation with the Facilities Committee.

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

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

12. LEAVES & ABSENCES

The University's policies with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook available at <http://oaa.osu.edu/policiesprocedureshandbook.html> and the Office of Human Resources Policies and Procedures website <http://hr.osu.edu/policy/policyhome.htm>. The information provided below supplements these policies.

12.1 Discretionary Absence

Faculty are expected to complete an Application for Leave form well in advance of a planned absence (e.g. as for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the 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. Faculty Rule 3335-5-08 requires that absence from campus for more than ten consecutive business days approved by the chair, dean, and provost.

12.2 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 and in accordance with OHR Policy 6.27. 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). See OHR Policy 6.27 for details: <http://hr.osu.edu/policy/policy627.pdf>

12.3 Unpaid Leaves of Absence

A faculty member may request an unpaid leave of absence for personal or professional reasons. Unpaid leaves of absence require the approval of the chair, dean, Office of Academic Affairs, and Board of Trustees. See OAA policies for further detail:
<http://oaa.osu.edu/policiesprocedureshandbook.html>

12.4 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 or two semesters in length for 9-month faculty and one or two or a year in length for 12-month faculty. FPLs may 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.

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. Such requests will be reviewed and voted on for approval by an ad-hoc department FPL committee with 3 members appointed by the Chair. This committee will select its own chair. A recommendation of an FPL proposal will be submitted to the dean if a simple majority of this FPL committee and the Chair of the Department both approve of this request.

See OAA policy for further detail: <http://oaa.osu.edu/policiesprocedureshandbook.html>

13. 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:
<http://oaa.osu.edu/policiesprocedureshandbook.html> and
<http://oaa.osu.edu/policiesprocedureshandbook.html> .

This department adheres to these policies in every respect. 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.

14. 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 <http://oaa.osu.edu/policiesprocedureshandbook.html>. This department adheres to this policy in every respect.

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.

15. 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

15.1 Salary Grievances

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

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal <http://oaa.osu.edu/policiesprocedureshandbook.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 <http://hr.osu.edu/dir/Directory.htm#Consult> in the Office of Human Resources.

15.2 Faculty Misconduct

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

15.3 Faculty Promotion and Tenure Appeals

Promotion and tenure appeals procedures are set forth in Faculty Rule 3335-5-05 <http://trustees.osu.edu/rules5/ru5-05.html>

15.4 Sexual Harassment

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

15.5 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 determine whether or not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

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

15.6 Code of Student Conduct

The Code of Student Conduct is Faculty Rule 3335-23

Faculty members in this department will report any instances of academic misconduct to the Committee of Academic Misconduct. The code of student conduct is established to foster and protect the core missions of the university; to foster the scholarly and civic development of the university's students in a safe and secure learning environment, and to protect the people, properties and processes that support the university and its missions. Additional information can be found online at: <http://trustees.osu.edu/Rules 23/index.html>.