

Pattern of Administration

**For the Department of Civil, Environmental and Geodetic Engineering
The Ohio State University
Revised: 6/15/2012**

Table of Contents

I	Introduction	3
II	Department Mission	3
III	Academic Rights and Responsibilities	4
IV	Faculty	4
V	Organization of Department Services and Staff	5
VI	Overview of Department Administration and Decision-Making	5
	A Chair	5
	B Committees	6
VII	Faculty Meetings	8
VIII	Policy on Faculty Duties and Responsibilities	9
	A Policy on Faculty Teaching Load	9
	B Special Assignments	11
IX	Course Offerings and Teaching Schedule	11
X	Allocation of Department Resources.....	11
XI	Leaves and Absences.....	12
	A Discretionary Absence	12
	B Absence for Medical Reasons.....	12
	C Unpaid Leaves of Absence	12
	D Faculty Professional Leave.....	13
XII	Supplemental Compensation and Paid External Consulting	13
XIII	Financial Conflicts of Interest	14

XIV	Grievance Procedures.....	14
	A Salary Grievances	14
	B Faculty Misconduct.....	15
	C Faculty Promotion and Tenure Appeals	15
	D Sexual Harassment.....	15
	E Student Complaints.....	15
	F Code of Student Conduct.....	15
	G Professional Student Honor Code.....	15
	Attachment A. Faculty Workload Framework	16

Pattern of Administration

Department of Civil, Environmental and Geodetic Engineering (CEG) The Ohio State University (OSU)

I Introduction

This document provides a brief description of the Department of Civil, Environmental and Geodetic Engineering (CEG), 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 CEG 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 CEG Chair. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the OSU College of Engineering office and the OSU Office of Academic Affairs.

II Department Mission

We will continue to be the premier department in the fields of civil engineering, environmental engineering, and geoinformation and geodetic engineering in the State of Ohio, become ranked among the top ten public universities nationally, and compete with the best programs internationally.

The Department will form an entity that integrates effective teaching from the sophomore year through the Ph.D. while reinforcing existing, nationally and internationally recognized programs in Civil, Environmental and Geodetic Engineering. Augmented by strong research and related activities, our students will receive an education that reflects and embodies the current state-of-the-art.

Moreover, it is becoming increasingly important to develop teaching methodologies and technologies that increase the efficiency of the learning process.

In order that the Department will be perceived by students, faculty, alumni, and professionals everywhere as a leader in teaching, research, and service, we will provide an environment that encourages:

- learning by all of our students,
- scholarship by all of our faculty,
- interdisciplinary research and teaching,
- service to our College, University, and society,
- diversity in population,
- professional activity and leadership and national and international recognition
- mentoring of students and younger faculty,
- continuous improvement of delivery of instruction,
- strong interaction with and support of the alumni,
- support by industry

Our mission is to (1) provide undergraduate and graduate education, derived from and based on active research, and to serve as a focal point for academic programs in civil engineering, environmental engineering, and geoinformation and geodetic engineering, and (2) provide innovative instruction in these programs. The Department will create and disseminate knowledge in these areas and provide service to society through leadership in scientific and professional organizations as well as individual public service. This dissemination will be achieved through the creation of a Department administration that emphasizes collegial and professional relations amongst faculty, staff, and students, a thorough response to student, faculty, and alumni, and practitioner concerns, and open consultative decision-making. More specifically, the mission of the Department is to:

- Serve as a center of excellence for research and teaching undergraduate and graduate studies in construction engineering and management, environmental engineering, geotechnical engineering, hydraulic engineering, structural engineering, transportation engineering, and geoinformation and geodetic engineering;
 - Continue to strengthen the graduate degree program in the department;
 - Continue to develop the two existing strong, accredited undergraduate programs in Civil Engineering and Environmental Engineering;
 - Promote synergies within the Department, College, and University in five Strategic Systems:
 - environment (ecological and environmental engineering, environmental fluid mechanics);
 - infrastructure (construction, materials, structures, sustainable growth and preservation);
 - geodetic and geoinformation science (GIS, image understanding, photogrammetry, remote sensing);
 - transportation (planning, analysis, design, operations, control), and;
 - science and engineering workforce development.

III Academic Rights and Responsibilities

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

IV Faculty

Faculty Rule 3335-5-19 <http://trustees.osu.edu/rules/university-rules/rules5/ru5-19.html> defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the voting CEG faculty include regular faculty with compensated FTEs of at least 50% time for whom CEG is the tenure initiating unit. Auxiliary faculty, emeritus faculty, and regular faculty joint appointees with FTEs below 50% time 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.

The Department of Civil, Environmental and Geodetic Engineering does have regular clinical track faculty. Regular clinical track faculty titles are Instructor of Practice, Assistant Professor of Practice, Associate Professor of Practice, and Professor of Practice. The Department does have regular research track faculty. Regular research track faculty titles are Research Assistant Professor, Research Associate Professor, and Research Professor. Regular clinical track plus regular research track faculty lines would be capped at 25% of the total regular faculty. With

this scenario, the regular tenure track faculty would be 75% of the total regular faculty in the department. Regular clinical track and research track faculty may vote in all matters of department governance, except tenure track promotion and tenure decisions.

Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in CEG is provided in the Department's Appointments, Promotion and Tenure (AP&T) document.

V Organization of Department Services and Staff

To run a successful and smooth Department requires the expertise of a support staff made up of Civil Service and Administrative and Professional Personnel to assist the CEG Chair and faculty on a day-to-day basis.

VI Overview of Department Administration and Decision-Making

Policy and program decisions are made in a number of ways: by the CEG faculty as a whole, by standing or special committees of the Department, or by the CEG Chair. The nature and importance of any individual matter determine how it is addressed.

CEG governance proceeds on the general principle that the higher priority or urgency of the matter to be decided, the more inclusive the participation in decision making is adhered to.

Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance to CEG.

A Chair

The primary responsibilities of the Chair are set forth in Faculty Rule 3335-3-35 <http://trustees.osu.edu/rules/university-rules/rules3/ru3-35.html>. This rule requires the CEG Chair to develop, in consultation with the faculty, this Pattern of Administration with specified minimum content. This rule, alongside Faculty Rule 3335-6, see <http://trustees.osu.edu/rules/university-rules/rules6.html>, also requires the Chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure.

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

- To have general administrative responsibility for CEG programs, subject to the approval of the Dean of the OSU College of Engineering, 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 CEG faculty and staff.
- To plan with the members of the faculty and the Dean of the OSU College of Engineering, a progressive program that encourages research and educational investigation.
- 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 University, College and CEG 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 CEG faculty to the Dean of the College, in accordance with procedures set forth in Faculty Rule 3335-6 <http://trustees.osu.edu/rules/university-rules/rules6.html> and the CEG Appointments, Promotion and Tenure (AP&T) 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 CEG Chair retains final responsibility and authority for all matters covered by this Pattern of Administration, subject when relevant to the higher decision rights and approval of the Dean of the OSU College of Engineering, the Provost and the OSU Office of Academic Affairs, and the OSU Board of Trustees.

Operational efficiency requires that the CEG Chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of CEG academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The CEG 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 CEG Chair will explain to the CEG faculty the reasons for the departure, ideally before action is taken.

B 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 Eligible Faculty and the Promotion and Tenure Committee.

CEG Executive Committee

Following consultation with the faculty, the CEG Chair may appoint a CEG Executive Committee to act in an advisory role to the CEG Chair. The purpose of the CEG Executive Committee is to provide timely faculty input on decision-making matters of importance to the Department, to advise on long-range planning, and formulate proposals for presentation to and consultation with the CEG faculty as a whole. Membership will include faculty representing the six strategic areas defined in the Department's Ten-Year Strategic Plan (ceg.osu.edu). The term of appointment is one year, renewable up to three-years upon the CEG Chair's decision. The CEG Chair is an ex-officio member of the CEG Executive Committee. The CEG Chair serves as Chair in session of the CEG Executive Committee.

CEG Standing Committees

There are three standing committees within the Department of Civil, Environmental and Geodetic Engineering:

1. Undergraduate Studies Committee

This committee has the following responsibilities for the civil and environmental accredited programs: the recruiting of undergraduate students; admission of students to the accredited program; monitoring student progress and providing information, help, and oversight as necessary to encourage satisfactory progress on the part of the student; keeping the program and program course syllabi current; reviewing undergraduate-level new course requests and course change requests; participation in hearing student curriculum and instructional grievances and providing advice to the CEG Chair on the merits of such grievances and possible solutions; participating in CEG, OSU College of Engineering, and University-wide panels concerning student dismissals and probation; assisting the CEG Awards Committee in identifying quality undergraduate students for scholarships and awards; and participating on OSU College of Engineering or University-wide committees responsible for developing and implementing academic policy or curricula.

2. Graduate Studies Committee

This committee has the following responsibilities for the civil engineering graduate program: recruiting graduate students; acting upon student admission applications; monitoring student progress and providing information, help, and oversight as necessary to apprise the student of the best methods for ensuring satisfactory progress; keeping the graduate program and graduate courses current; reviewing graduate-level new course requests or course change requests; assessing the graduate advising status of the faculty; participating in hearing student curriculum and instructional grievances and providing advice to the CEG Chair on the merits of such grievances and possible solutions; preparing student files for possible award of University Fellowships or for other honors; and participating on the OSU College of Engineering or University-wide committees responsible for graduate education.

Each of the foregoing committees is at least three members appointed by the CEG Chair to three-year terms, staggered as much as possible. The committees are encouraged to cooperate whenever possible to achieve the advantages of synergy.

3. CEG Promotion and Tenure Committee.

The CEG Promotion and Tenure (P&T) Committee shall be composed of three senior tenured members of the regular faculty with three-year terms staggered as much as possible. One member will be designated by the CEG Chair as the Procedures Oversight Designee. In exceptional circumstances, a member's term may be renewed for an additional three-year term. The CEG P&T Committee has the following responsibilities:

- Perform an annual review of the University and the OSU College of Engineering promotion and tenure criteria and procedures to ensure that Department policies are in compliance.
- Perform continuous evaluation of CEG P&T procedures and criteria as well as formulate and recommend revisions by the faculty where appropriate and necessary.

- Review dossiers prepared by candidates for promotion, promotion and tenure, and fourth-year review, and prepare for the eligible faculty a detailed quantitative and qualitative evaluation of the candidate in terms of his/her own field and role in the Department, revising this evaluation, if necessary, to reflect the final vote of the eligible faculty.
- Coordinate all evaluations of teaching for the purpose of promotion, granting of tenure, granting of teaching awards, and special appointments requiring demonstrated high quality teaching ability. Evaluations will be conducted by associate or full professors, as appropriate, and as appointed by the CEG Chair with the concurrence of the CEG P&T Committee.
- The CEG P&T Committee shall follow all of the criteria and procedures detailed in the CEG Appointments, Promotion, and Tenure (AP&T) document.

Each committee is at least three members appointed by the CEG Chair to three-year terms, staggered, as much as possible. The committees are encouraged to cooperate whenever possible to achieve the advantages of synergy.

Ad-Hoc Committees

In addition to the standing committees, the faculty may from time to time form and serve on ad-hoc committees through the initiative of the CEG Chair in coordination with the faculty. Approval of an ad-hoc committee must be sought through a vote of the CEG faculty. The need for an existing ad-hoc committee will be reviewed annually during the development of the annual CEG committee assignments. An ad-hoc committee in existence for more than three years must be disbanded, re-authorized, or made a permanent standing committee by CEG faculty vote.

Individual Assignments

The CEG Chair may appoint individuals to special individual assignments. Examples are CEG representative to: College of Engineering Committee on Academic Affairs; College of Engineering Committee on Outcomes Assessment for Undergraduate Engineering Programs; College of Engineering Core Curriculum and Undergraduate Services Committee; and other similar assignments. Examples within CEG include faculty search committees, faculty contacts for student organizations, student project competitions, Undergraduate Honors Program, professional society student chapters, undergraduate program technical advisors, and others.

VII Faculty Meetings

The CEG 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 three business days before the meeting. A meeting of the Department faculty will also be scheduled on written request of 25% of the CEG regular faculty. The CEG Chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The CEG 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 CEG Appointments, Promotion and Tenure (AP&T) 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 CEG faculty members eligible to vote.

When a matter must be decided and a simple majority of all CEG faculty members eligible to vote cannot be achieved on behalf of any position, the CEG Chair will necessarily make the final decision.

The Department accepts the fundamental importance of full and free discussion, but also recognizes that such discussion can only be achieved in an atmosphere of mutual respect and civility. Normally, Department meetings will be conducted with no more formality than is needed to attain the goals of full and free discussion and the orderly conduct of business. However, *Robert's Rules of Order* will be invoked when more formality is needed to serve these goals.

VIII Policy on Faculty Duties and Responsibilities

The Office of Academic Affairs requires departments to have a policy on faculty duties and responsibilities (See the OAA [Policies and Procedures Handbook](#), Policy on Faculty Recruitment and Selection, <http://oaa.osu.edu/assets/files/documents/facultyrecruitment.pdf>). The information provided below supplements these guidelines.

During on-duty academic terms, faculty members are expected to be available for interaction with students, service responsibilities and other responsibilities even if they have no formal course assignment during a term. Expected office hours for each faculty member are at least 3 hrs/wk on an academic term basis. On-duty faculty members should not be away from campus for extended periods of time unless on an approved Faculty Professional Leave or other approved leaves.

A Policy on Faculty Teaching Load

General

The Office of Academic Affairs requires departments to have a policy on faculty duties and responsibilities (See the OAA [Policies and Procedures Handbook](#), Volume 1, Chapter 1, Section 1.8, <http://oaa.osu.edu/assets/files/documents/HBVol1.pdf>). The OSU Office of Academic Affairs, using the Ohio Board of Regents Advisory Committee guidelines, has established that OSU Departments with active baccalaureate, master's, and doctoral degree programs should have a norm for teaching activities that is at least 50% of the total Departmental workload. The remaining workload time should be devoted to externally-sponsored and Departmental funded research/creative activity, service, and other professional responsibilities consistent with the Department's mission.

Assignment of teaching and workload responsibilities to each faculty member is the responsibility of the CEG Chair. In meeting this responsibility, first priority for course assignment will be to meet the degree requirements for undergraduate and graduate students.

No course will be cancelled or scheduled without approval of the CEG Chair. If a course is cancelled, the CEG Chair must approve an alternative use of the faculty member's time.

Timing of Teaching Assignment

By June 30 of each year, the CEG Chair will have identified courses required to be taught in the following academic year, and will have assigned teaching responsibilities to each faculty member. The required number of course sections, support personnel and facilities, and time of offering shall also have been determined. It is understood that the CEG Chair may find it necessary to modify these assignments as the academic year progresses, based upon instructional demands and individual circumstances.

Expected Workload

All tenured and tenure track faculty are expected to teach graduate and undergraduate courses, conduct research and perform services at the department, college and/or university levels in addition to professional society services. Expected distribution among these three components is as follows:

- Service: 10% of FTE
- Research: 40% of FTE
- Teaching: 50% of FTE

Detailed expectations of each component as well as policies regarding the redistribution of this workload for deficiencies in the service and/or research components are outlined in Attachment 1.

MENTORSHIP PROGRAM

General

The purpose of the Mentorship Program is two-fold: 1) to provide individualized mentoring for assistant and associate professors so that these faculty be more successful in their progression through rank, and; 2) to be of assistance to the CEG Promotion and Tenure Committee in its review of promotion cases. If successful, the program should strengthen the Department academically, programmatically, and financially. The program is intended as a follow-up to the major effort put forth in locating and hiring the most capable new faculty into the Department.

Structure

One Promotion and Tenure Mentor (PTM) will be chosen for each candidate by the CEG Chair with input from the candidate. The PTM will be selected no later than the second year following appointment for untenured faculty, and at least six months before the dossier is submitted for tenured associate professors. An additional PTM may be selected at any time as well. Tenured associate professors may elect not to be mentored.

To the extent possible, mentors should be full professors. To maximize effectiveness of the mentorship program, both mentors and candidates are encouraged to request the help and advice of other faculty in the mentorship process.

General Duties

PTMs will serve as follows: conduct a detailed annual review of the candidate's dossier, and suggest areas for improvement to the candidate; discuss with the candidate each term the status of the candidate's research program, journal publications, funding sources, and possible internal and external faculty collaborators; and provide an annual written and oral progress report on the candidate to the CEG Chair and Chair of the CEG P&T Committee.

This listing of general duties is not meant to be exclusive of other positive efforts that may be possible. However, the responsibility for successful progress lies solely with the candidate.

B Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs Special Assignment Policy (<http://oaa.osu.edu/assets/files/documents/specialassignment.pdf>). The information provided below supplements these policies.

Reasonable efforts will be made to award SA opportunities to all productive faculty members on a rotating basis 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 Promotion and Tenure 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.

IX Course Offerings and Teaching Schedule

The CEG Chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the Department's first obligation is to offer the courses needed by students at times most likely to meet student needs. To assure classroom availability reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17, <http://trustees.osu.edu/rules/university-rules/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 term. 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 terms of offering to assure that instructional expertise is always available for such courses.

X Allocation of Department Resources

The CEG 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 CEG Chair will discuss the CEG 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 CEG Chair.

Research space shall be allocated on the basis of research productivity, including external funding and will be reallocated periodically as these faculty-specific variables change.

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

The allocation of salary funds is discussed in the CEG Appointments, Promotion and Tenure (AP&T) document.

XI Leaves and Absences

The University's policies with respect to leaves and absences are set forth in the OSU Office of Academic Affairs Policies and Procedures Handbook <http://oaa.osu.edu/handbook.html> and Office of Human Resources Policies and Procedures website <http://hr.osu.edu/policy/>.

A 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 CEG Chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular quarter is substantial. 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 that such a leave must be requested through an Application for Leave form.

B Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the CEG Chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used – not banked. See OHR Policy 6.05 for details, <http://www.hr.osu.edu/policy/policy605.pdf>.

C Unpaid Leaves of Absence

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

A faculty member may request an unpaid leave of absence for personal or professional reasons. Professional reasons would include an opportunity to accept a visiting appointment at another institution. A faculty member desiring an unpaid leave of absence should submit a written

request for the absence as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member's responsibilities can be covered or deferred during the proposed absence, and the positive or negative impact on the Department of the proposed absence. Unpaid leaves of absence require the approval of the dean, OSU Office of Academic Affairs, and OSU Board of Trustees.

D Faculty Professional Leave

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

A Faculty Professional Leave (FPL) constitutes a more formal departure from regular academic duties than a Special Research Assignment and may be one or more academic terms up to one academic year. FPLs involve salary reductions and other considerations established by the Ohio legislature and OSU Board of Trustees. Faculty considering an FPL should fully acquaint themselves with these policies before applying for leave.

Faculty members who desire an FPL should discuss the matter with the CEG Chair during their annual evaluation or as soon thereafter as possible. The CEG Chair will indicate whether submission of a full proposal articulating the purpose and nature of the FPL is appropriate. Because FPL proposals must be approved by the Dean of the OSU College of Engineering, OSU Office of Academic Affairs, and OSU Board of Trustees before they may be implemented, faculty should submit FPL proposals for a particular year no later than the end of Autumn term of the preceding year, except when the development of an unexpected opportunity precludes such timing.

The department's executive committee will review all requests for faculty professional leave and make a recommendation to the department chair. Specifically, the Committee will assess applications based on the degree to which the proposed activity enhances teaching effectiveness, scholarly interests or overall professional development; strengthens and develops the department's mission; and realistically achieves the applicant's goals during the period requested.

Highest priority in the review process will be given to those applicants who have a positive record of achievement, service, and commitment to the department.

The CEG Chair's recommendation to the Dean of the OSU College of Engineering regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to CEG and to the faculty member, as well as the ability of CEG to accommodate the leave at the time requested.

XII Supplemental Compensation and Paid External Consulting

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

CEG adheres to these policies in every respect. In particular, the Department expects faculty members to carry out the duties associated with their primary appointment with the University at a high level of competence before seeking other income-enhancing opportunities. All activities providing supplemental compensation must be approved by the CEG Chair and College Dean regardless of the source of compensation. External consulting must also be approved. Approval will be contingent on the extent to which a faculty member is carrying out regular duties at an acceptable level, the extent to which the extra income activity appears likely to interfere with regular duties, and the academic value of the proposed consulting activity to the Department. In addition, it is University policy that faculty may not spend more than one business day per week on supplemental compensated activities and external consulting combined.

Faculty who fail to adhere to the University's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

XIII Financial Conflicts of Interest

Information on faculty conflict of interest is presented in the university's Policy on Faculty Financial Conflict of Interest (<http://oaa.osu.edu/assets/files/documents/financialconflictinterest.pdf>). A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any university duty or responsibility, including designing, conducting or reporting research.

Faculty members 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.

XIV Grievance Procedures

Members of the Department with grievances should discuss them with the CEG Chair who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. Content below describes procedures for the review of specific types of complaints and grievances

A Salary Grievances

A faculty or staff member who believes that his or her salary is inappropriately low should discuss the matter with the CEG 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 (the Office of Academic Affairs Policies and Procedures Handbook, <http://oaa.osu.edu/handbook.html>).

Staff members who are not satisfied with the outcome of the discussion with the CEG Chair and wish to pursue the matter should contact Consulting Services in the OSU Office of Human Resources (www.hr.osu.edu).

B Faculty Misconduct

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

C Faculty Promotion and Tenure Appeals

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

D Sexual Harassment

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

E Student Complaints

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the CEG Chair, the CEG Chair will first ascertain whether the students require confidentiality or not. If confidentiality is not required, the CEG 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 CEG 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 CEG Chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct (see <http://oaa.osu.edu/coam.html> and <http://senate.osu.edu/committees/COAM/COAM.html>).

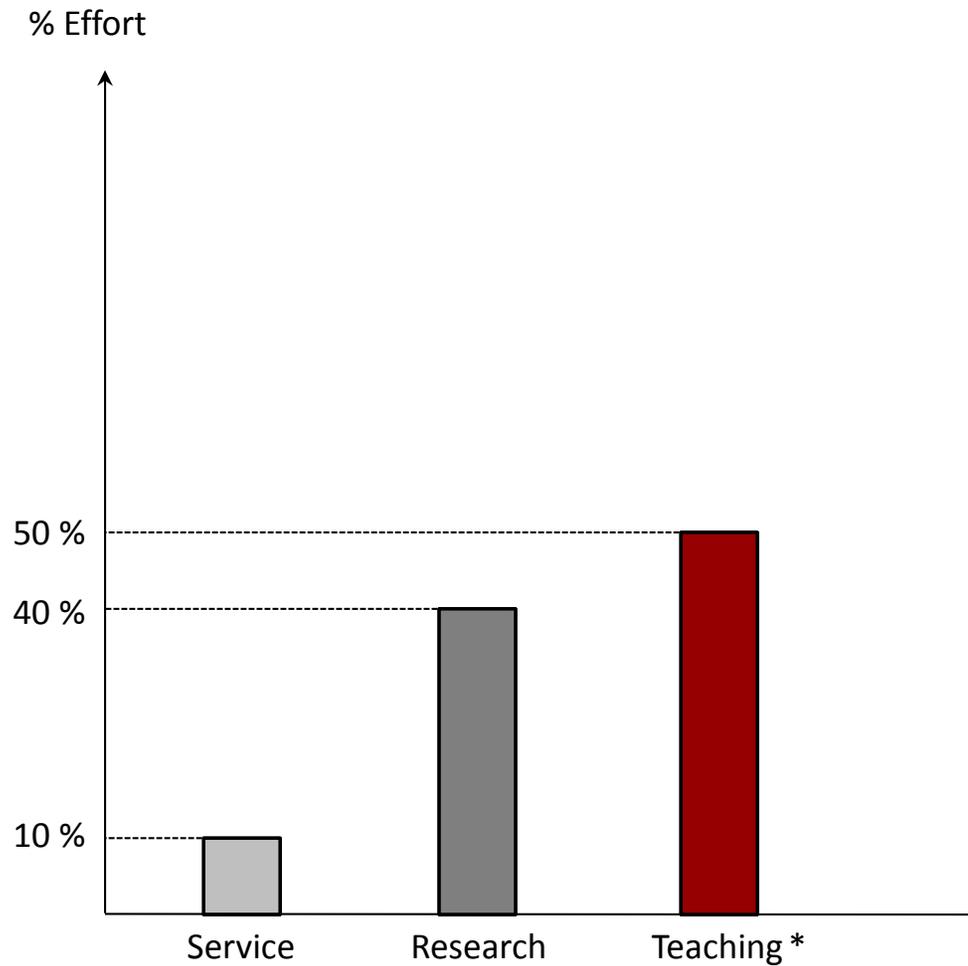
F Code of Student Conduct

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

G Professional Student Honor Code

The department has an academic standard and requirements policy that is explained in the student handbook. Students sign this policy when they enter the major, see <http://ceg.osu.edu/content/forms-handbooks>. Students follow the university honor code (academic honor code through COAM and the behavior honor code through Student Judicial Affairs in Student Life, see <http://oaa.osu.edu/coam.html> and <http://studentconduct.osu.edu/>).

FACULTY WORKLOAD:

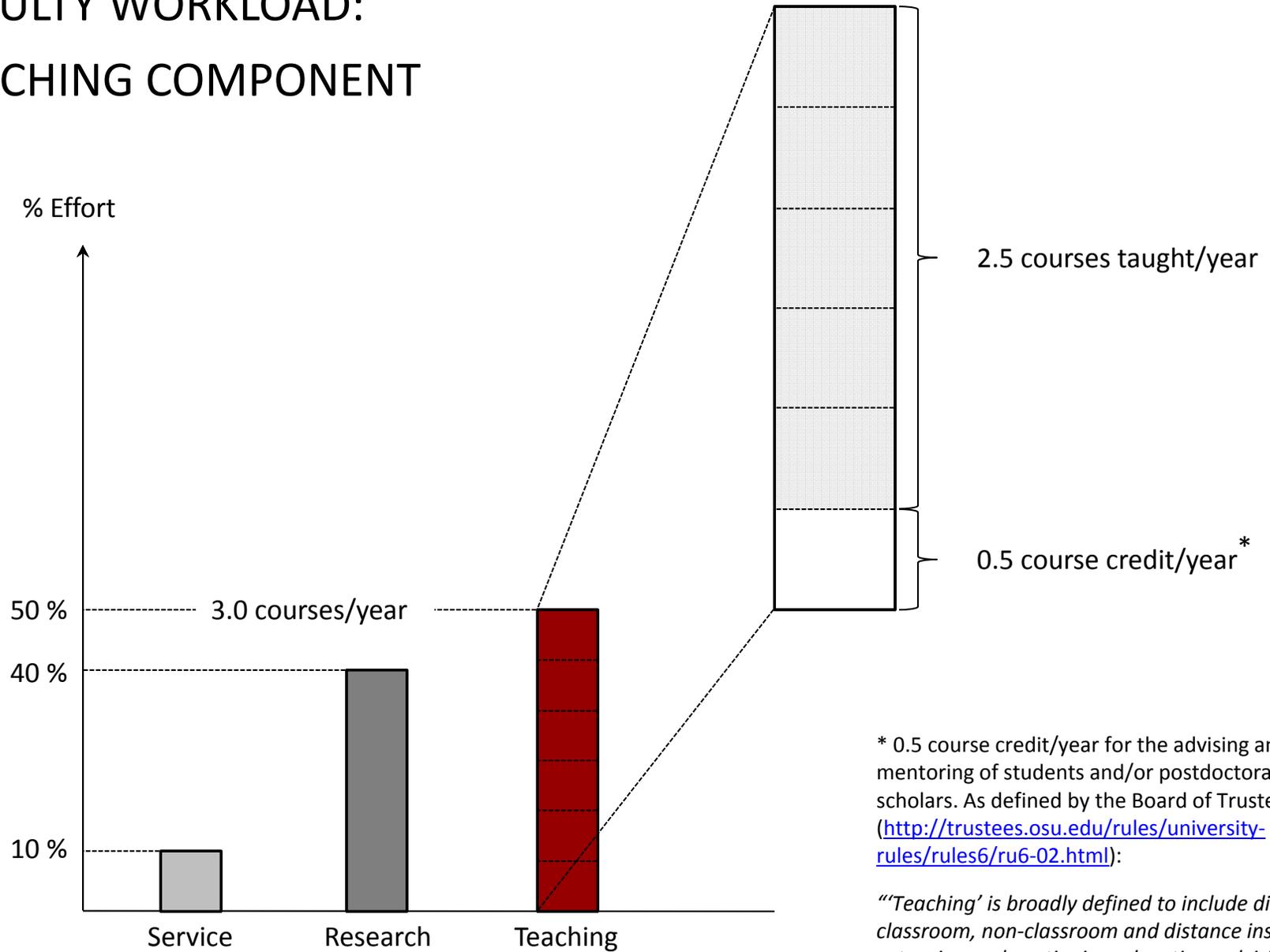


*As outlined in the **Office of Academic Affairs Policies and Procedures Handbook, 2011** (Volume 1, page 42):

“The following range of teaching responsibilities applies to all colleges and departments whose missions include undergraduate students:

- *Departments with active baccalaureate, masters, and doctoral programs should have a norm of at least 50% of the total departmental workload devoted to teaching.”*

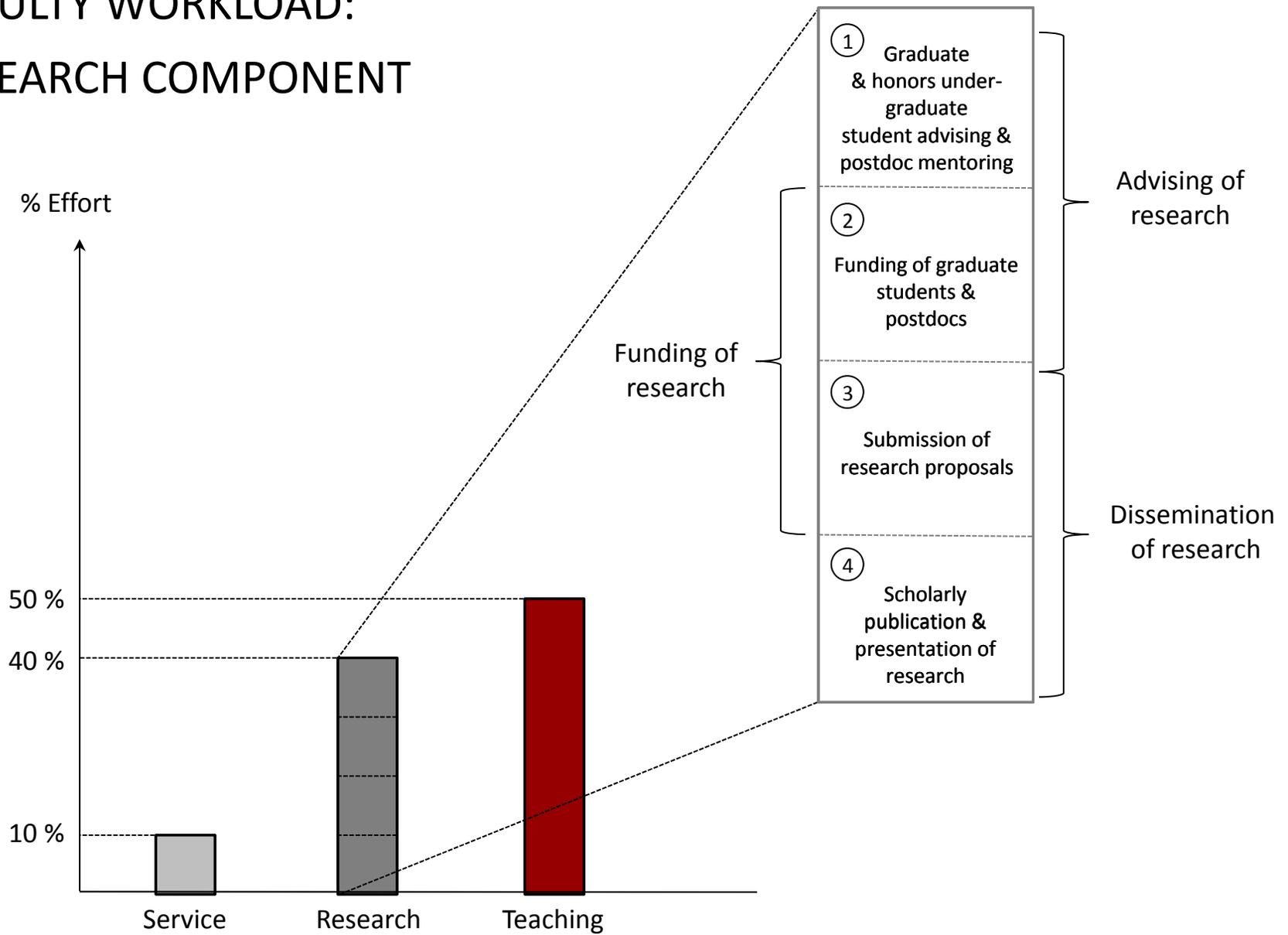
FACULTY WORKLOAD: TEACHING COMPONENT



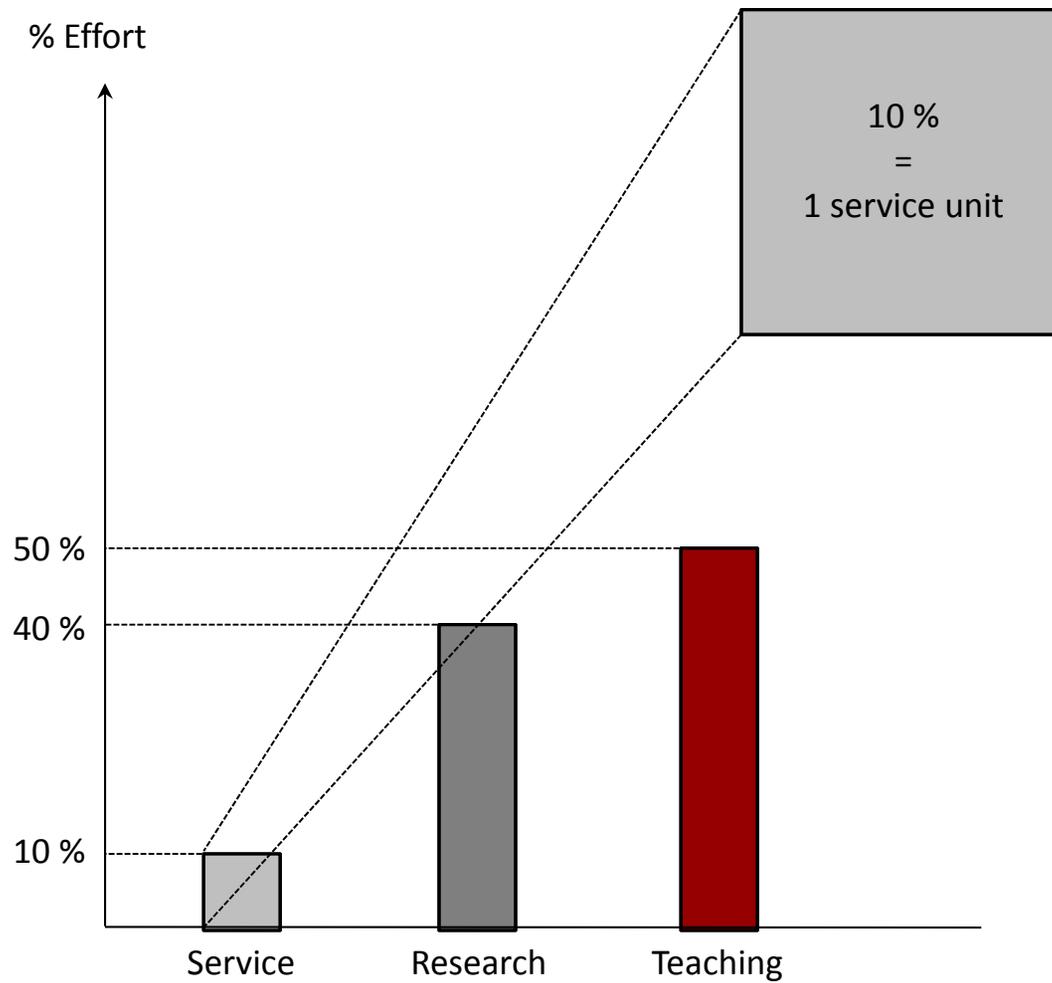
* 0.5 course credit/year for the advising and mentoring of students and/or postdoctoral scholars. As defined by the Board of Trustees (<http://trustees.osu.edu/rules/university-rules/rules6/ru6-02.html>):

“Teaching’ is broadly defined to include didactic classroom, non-classroom and distance instruction, extension and continuing education, advising, and supervising or mentoring students or postdoctoral scholars.”

FACULTY WORKLOAD: RESEARCH COMPONENT



FACULTY WORKLOAD: SERVICE COMPONENT



E.g. participation in:

- Department, college, and university governance.
- Professional organizations and societies.
- Advising of student organizations.

FACULTY WORKLOAD: DEFICIENCY-BASED REDISTRIBUTION

RESEARCH: Noted deficiencies in the research component – items ① through ④ – will result in a redistribution of the workload based on the number of deficiencies D as follows:

$D = 1:$	+ 0.5 courses	or	+ 1 service units		
$D = 2:$	+ 1.0 courses	or	+ 0.5 courses <i>and</i> 1 service units	or	+ 2 service units
$D = 3:$	+ 1.5 courses	or	+ 1.0 courses <i>and</i> 1 service units	or	+ 0.5 courses <i>and</i> 2 service units
$D = 4:$	+ 2.0 courses	or	+ 1.5 courses <i>and</i> 1 service units	or	+ 1.0 courses <i>and</i> 2 service units

Note: Additional service units may only be used in the redistribution provided the expected service component of 10% is already being met.

SERVICE: Failure to meet the expected service component of 10% will result in + 0.5 to 1.0 courses/year.