

**PATTERNS OF ADMINISTRATION  
FOR  
THE DEPARTMENT OF MANAGEMENT SCIENCES  
FISHER COLLEGE OF BUSINESS**

Approved by vote of Faculty  
September 19, 2005

**INTRODUCTION**

This document provides a brief description of the Department of Management Sciences 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.

**DEPARTMENT MISSION**

The Department of Management Sciences focuses on managerial decision-making that is relevant to service and manufacturing businesses across the globe. This focus is apparent in both scholarship and teaching and is most salient in two areas (1) improving both process and systems operational performance across the supply chain and (2) effective decision making in business organizations. Our course offerings in both operations management and decision sciences emphasize management issues using data-driven decision making. Such analytical capability supports both continuous process improvement and systems improvement in service and manufacturing businesses. Our research reflects faculty expertise in the areas of managerial decision making and process and systems performance improvement that is published in highly regarded research journals. Our faculty members are known as leaders in their respective scholarly communities.

**FACULTY**

Faculty Rule 3335-5-19 <http://trustees.osu.edu/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 faculty of this department include regular faculty with compensated FTEs of at least 50% in the department. Auxiliary faculty, emeritus faculty, and regular faculty joint appointees with FTEs below 50% in this department may be invited to participate in discussions on nonpersonnel matters, but may not

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participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

## **OVERVIEW OF DEPARTMENTAL ADMINISTRATION & 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.

## **DEPARTMENT ADMINISTRATION**

### **CHAIR**

The Chairperson of Management Sciences shall be the presiding officer of the Department. In the absence of the Chairperson, the duties of the presiding officer shall be assigned by the Chair to a tenured regular member of the Department.

The Chairperson of Management Sciences is recommended by the Dean of the Fisher College of Business after consultation with the regular members of the Department. Appointment of the Chair requires the approval of the Board of Trustees. The term of appointment is for a period up to, but not exceeding, four years. Appointments may be renewed.

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/handbook/i\\_aptdoc.html](http://oaa.osu.edu/handbook/i_aptdoc.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 college 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/ru6index.html> and the college'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 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.

## COMMITTEES

Much of the development and implementation of the department's policies and programs is carried out by standing and ad hoc committees. The chair is an ex officio member of all department committees and may vote as a member on all committees except the Promotion and Tenure Committee.

1) Standing Committees

a) Decision Sciences Curriculum Committee

i) Purpose

The Decision Sciences Curriculum Committee is responsible for curriculum development and evaluation of the graduate and undergraduate course offerings in operations research and statistics. The Committee is also responsible for identifying the needs of the Fisher College of Business and the business world for instruction in Decision Sciences, responding to that need by designing the appropriate curricula, facilitating the coordination between the Department and other faculties on campus regarding instruction in Decision Science, recommending new and improved methods for teaching Decision Science (including computer interaction).

ii) Composition

The Committee shall consist of a Chair and all regular faculty members of the Department teaching Decision Science courses for at least fifty percent of their teaching load, plus any others appointed by the Chair of the Department as deemed necessary and appropriate. The committee will include one faculty member from operations management. The Committee Chair shall be a regular member of the Department teaching at least fifty percent of his/her teaching load in Decision Science.

iii) Appointment

The Chair of the Department shall appoint the Committee Chair and members. The Appointment of the Committee Chair shall be for one year, renewable. Appointment of the members meeting the teaching requirements is automatic. Other appointments, if deemed necessary by the Chair of the Department, shall be for one year.

iv) Meetings

Meetings shall be held as deemed necessary by the Committee Chair, as directed by the Chair of the Department, or as directed by action of the Department when assembled in a meeting.

b) Operations Management Undergraduate Committee

i) Purpose

The Operations Management Undergraduate Committee is responsible for curriculum development and evaluation of the undergraduate major in Operations Management, and other undergraduate courses in Operations Management. The Committee is also responsible for identifying the needs of the Fisher College of Business and the

business world for instruction in Operations Management, responding to that need by designing the appropriate curricula, facilitating the coordination between the Department and other faculties on campus regarding instruction of operations management, recommending new and improved methods for teaching operations management (including computer interaction).

ii) Composition

The Committee shall consist of a Chair and all regular faculty members of the Department teaching Operations Management undergraduate courses plus any others appointed by the Chair of the Department as deemed necessary and appropriate. The committee will include one faculty member from Decision Sciences. The Committee Chair shall be a regular member of the Department teaching at least fifty percent of his/her teaching load in Operations Management.

iii) Appointment

The Chair of the Department shall appoint the Committee Chair and members. The appointment of the Committee Chair shall be for one year, renewable. Appointment of the members meeting the teaching requirements each year is automatic. Other appointments, if deemed necessary by the Chair of the Department, shall be for one year.

iv) Meetings

Meetings shall be held as deemed necessary by the Committee Chair, as directed by the Chair of the Department, or as directed by action of the Department when assembled in a meeting.

c) Administrative Committee

i) Purpose

The Administrative Committee is responsible for providing counsel to the Chair of the Department on administrative matters and providing advisory input to the chair on annual reviews of the department's administrative associate and office associate(s).

ii) Composition

The Committee shall consist of two senior faculty appointed by the chair.

iii) Appointment

The appointments of the members are for one year and will rotate annually.

iv) Meetings

Meetings shall be held as deemed necessary by the Chair of the Department or as directed by action of the Department when assembled in a meeting.

d) Operations Management MBA Committee

i) Purpose

The Operations Management MBA Committee is responsible for curriculum development and evaluation of MBA courses in Operations Management. The Committee is also responsible for identifying the needs of the Fisher College of Business and the business world for instruction in Operations Management, responding to that need by designing the appropriate curricula, facilitating the coordination between the Department and the Marketing and Logistics faculty regarding the Operations and Logistics major, and coordination with other faculties on campus regarding instruction of operations management, recommending new and improved methods for teaching operations management.

ii) Composition

The Committee shall consist of a Chair and all regular faculty members of the Department teaching Operations Management MBA courses plus any others appointed by the Chair of the Department as deemed necessary and appropriate. The committee will include one faculty member from Decision Sciences. The Committee Chair shall be a regular member of the Department teaching at least fifty percent of his/her teaching load in Operations Management.

iii) Appointment

The Chair of the Department shall appoint the Committee Chair and members. The appointment of the Committee Chair shall be for one year, renewable. Appointment of the members meeting the teaching requirements each year is automatic. Other appointments, if deemed necessary by the Chair of the Department, shall be for one year.

iv) Meetings

Meetings shall be held as deemed necessary by the Committee Chair, as directed by the Chair of the Department, or as directed by action of the Department when assembled in a meeting.

e) Ph.D. Committee

i) Purpose

The Ph.D. Committee is responsible for curriculum development and evaluation of the Ph.D. programs in the department. The Committee oversees and coordinates curriculum, admissions, testing, and other activities for Ph.D. programs.

ii) Composition

The Committee shall consist of a Chair, a Decisions Sciences subcommittee chair, an Operations Management subcommittee chair and all regular faculty members of the Department.

iii) Appointment

The Chair of the Department shall appoint the Committee Chair and Subcommittee chairs. The appointment of the Committee Chair and subcommittee chairs shall be for one year, renewable. Appointment of the members meeting the regular faculty criterion each year is automatic. Other appointments, if deemed necessary by the Chair of the Department, shall be for one year.

iv) Meetings

Meetings shall be held as deemed necessary by the Committee Chair, as directed by the Chair of the Department, or as directed by action of the Department when assembled in a meeting. It is expected that most meetings will be in subcommittee.

f) Seminar Committee

i) Purpose

The Seminar Committee is responsible for managing the departmental seminar series with the advice of the department chair and all department faculty. The Committee is also responsible for selecting, scheduling and inviting internal and external speakers.

ii) Composition

The Committee shall consist of two Co-Chairs.

iii) Appointment

The Chair of the Department shall appoint the Committee Co-Chairs. The appointment of the Committee Co-Chairs shall be for one year, renewable.

iv) Meetings

Meetings shall be held as deemed necessary by the Committee Co-Chairs, as directed by the Chair of the Department, or as directed by action of the Department when assembled in a meeting.

2) Ad Hoc Committees

a) Search Committees

i) Purpose

A Search Committee shall be established whenever the need exists to fill a vacancy occurring in the Department. The Committee will be responsible for facilitating the search for candidates for such a vacancy. The Committee shall act in accordance with University Policy; the Fisher College Appointment, Promotion, and Tenure Review Document; receive and circulate vitae of prospective candidates; recommend a suitable number of candidates for interview; coordinate the on-site visits of candidates; and, based on faculty opinion, rank order the interviewed candidates.

ii) Composition

Each Search Committee will consist of a Chair and two or more members, normally regular members of the Department serving on the Area Committee where the vacancy exists.

iii) Appointment

The Chair of the Search Committee shall be appointed by the Chair of the Department. The members shall be appointed by the Chair of the Department in consultation with the Chair of the Search Committee. The appointments shall extend for a period necessary to carry out the charge. At the time of appointment, the Search Committee Chair shall designate one member of the Committee as Affirmative Action Advocate.

iv) Meetings

Meetings shall take place as deemed necessary by the Committee Chair or the Chair of the Department. Appropriate records as deemed necessary by University regulations shall be kept by the Chair of the Committee.

b) Promotion and Tenure Review Committee

i) Purpose

A Promotion and Tenure Review Committee shall be established whenever a member of the Department is put forward for possible promotion or must be reviewed as part of the mandatory review process for untenured faculty.

ii) Composition

Each Promotion and Tenure Review Committee will consist of all faculty eligible to review and vote on a given case as specified in the Fisher College Appointment, Promotion, and Tenure Review Document.

iii) Procedural Oversight

The Chairperson is assigned as the Procedures Oversight Designee for the purposes of promotion and tenure review.

iv) Meetings

Meetings shall be conducted as needed and in accordance with the Fisher College Appointment, Promotion, and Tenure Review Document.

3) Other Ad Hoc Committees

Other Ad Hoc Committees may be established as deemed necessary by the Chair of the Department or as directed by action of the Department when assembled in a meeting.

## **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 three business days before the meeting. A meeting of the department faculty will also be scheduled on written request of 25% of the department regular faculty. The chair will make reasonable efforts to have the meeting take place within one week of receipt of the request. The chair will distribute minutes of faculty meetings to faculty by e-mail—within seven days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

Special policies pertain to voting on personnel matters. The department adheres to the policies set forth in the Fisher College of Business promotion and tenure document.

For purposes of discussing department business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple majority of all faculty eligible to vote.

Either the chair or one-third of all faculty eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at

least 51% of all faculty eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting.

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

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

### **POLICY ON FACULTY DUTIES & RESPONSIBILITIES**

The department adheres to the policies set forth in Faculty Responsibility Allocation Policy of the Fisher College of Business.

### **COURSE OFFERINGS & TEACHING SCHEDULES**

The department 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/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 quarter. 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 quarters of offering to assure that instructional expertise is always available for such courses.

### **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.

## **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 <http://oaa.osu.edu/handbook/tc.html> and Office of Human Resources Policies and Procedures website <http://hr.osu.edu/policy/policyhome.htm>. The information provided below supplements these policies.

### **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 quarter is substantial. Faculty Rules require that the Office of Academic Affairs approve any discretionary absence of ten or more days.

### **Absence for Medical Reasons**

When absences for medical reasons are anticipated, faculty members are expected to complete an Application for Leave form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. See OHR Policy 6.27 for details: <http://hr.osu.edu/policy/policy627.pdf>.

### **Unpaid Leaves of Absence**

[http://oaa.osu.edu/handbook/ix\\_loa.html](http://oaa.osu.edu/handbook/ix_loa.html)

[http://oaa.osu.edu/handbook/ix\\_loaentrepren.html](http://oaa.osu.edu/handbook/ix_loaentrepren.html)

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, Office of Academic Affairs, and Board of Trustees.

## Special Research Assignments

[http://oaa.osu.edu/handbook/ix\\_sra.html](http://oaa.osu.edu/handbook/ix_sra.html)

SRAs are normally one quarter in length and are designed to provide a faculty member time away from classroom teaching and some other responsibilities in order to concentrate effort on research. SRAs are usually, but not necessarily, provided to faculty to develop a new research skill, initiate a new project, or complete an ongoing project. SRAs of shorter duration may be provided for such purposes as facilitating travel related to research that is less than a quarter in duration but more than a week or two provided classroom teaching is not disrupted.

Untenured faculty will normally be provided an SRA during their probationary period. Reasonable efforts will be made to provide SRA opportunities to all productive faculty on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the department, and the need to assure that sufficient faculty are always present to carry out department work.

Faculty members who desire an SRA should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the SRA is appropriate. The chair will normally announce decisions regarding SRAs for the next academic year no later than June 30 of the previous academic year, but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

## Faculty Professional Leave

[http://oaa.osu.edu/handbook/ix\\_fpl.html](http://oaa.osu.edu/handbook/ix_fpl.html)

A Faculty Professional Leave constitutes a more formal departure from regular academic duties than a Special Research Assignment and may be one, two or three quarters in length for 9-month faculty and one, two, three, or four quarters in length for 12-month faculty. FPLs involve salary reductions and other considerations established by the Ohio legislature and University Board of Trustees and faculty considering an FPL should fully acquaint themselves with these policies before applying for leave.

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

The chair's recommendation to the dean regarding an FPL proposal will be based on the quality of the proposal and its potential benefit to the department and to the faculty member as well as the ability of the department to accommodate the leave at the time requested.

## **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/handbook/iii\\_facextracomp.html](http://oaa.osu.edu/handbook/iii_facextracomp.html) and

<http://oaa.osu.edu/handbook/paidexternal.html>.

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

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

## **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/handbook/coipolicy.html>. A conflict of interest exists if financial interests or other opportunities for tangible personal benefit may exert a substantial and improper influence upon a faculty member or administrator's professional judgment in exercising any University duty or responsibility, including designing, conducting or reporting research.

Faculty members are required to file conflict of interest screening forms annually, and more often if prospective new activities pose the possibility of financial conflicts of interest. Faculty who fail to file such forms or to cooperate with University officials in the avoidance or management of potential conflicts will be subject to disciplinary action.

## **GRIEVANCE PROCEDURES**

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

## **Salary Grievances**

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

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal  
[http://oaa.osu.edu/handbook/xii\\_salaryprocess.html](http://oaa.osu.edu/handbook/xii_salaryprocess.html).

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact Consulting Services  
<http://hr.osu.edu/dir/Directory.htm#Consult> in the Office of Human Resources.

## **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>.

## **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>.

## **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>.

## **Student complaints**

Normally student complaints about courses, grades, and related matters are brought to the attention of individual faculty members. In receiving such complaints, faculty should treat students with respect regardless of the apparent merit of the complaint and provide a considered response. When students bring complaints about courses and instructors to the department chair, the chair will first ascertain whether the students require confidentiality or not. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with University rules and policies. 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>.

The Code of Student Conduct is Faculty Rule 3335-23 <http://trustees.osu.edu/Rules 23/index.html>.

  
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Reviewed and approved by: Dean Alutto

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Date: