

I. Introduction

This document provides a brief description of the Department of Marketing and Logistics as well as a description of its policies and procedures. It supplements the Max M. Fisher College of Business governance document, 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 will be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time subject to approval by the college office and the office of Academic Affairs.

The department of marketing and logistics consists of two distinct faculty groups – marketing and logistics. Each group has its own peers and peer institutions, and unique programs have been developed in each area to respond to the needs of their constituencies.

II. Mission

The mission of the department of marketing and logistics is to be the finest center of marketing and logistics education in the world. We will provide intellectual leadership through excellence in teaching, research and service. In teaching we will provide undergraduate, masters, Ph.D. and executive education students with the skills and values that will permit them to become successful leaders in business, educational institutions and other influential organizations. In research we seek to contribute to knowledge by publishing in and leading the most prestigious journals in our fields. In service, we will hold leadership positions and contribute to national and international professional organizations, the most prestigious journals in our fields and to The Ohio State University.

III. Faculty

The faculty of the department of marketing and logistics encompass regular faculty, auxiliary faculty, and emeritus faculty. Only regular faculty have voting rights.

Regular faculty are tenured and tenure track faculty with the titles of professor, associate professor, assistant professor and instructor who hold appointments totaling fifty percent or more to the university and fifty percent or more to the department of marketing and logistics.

Auxiliary faculty are persons with adjunct titles, visiting titles, lecturers and courtesy appointments; also professors, associate professors, assistant professors and instructors who

serve on appointments totaling less than fifty percent to the university and the department of marketing and logistics.

Emeritus faculty are persons who upon retirement were recommended by the chairperson, the dean, and the executive vice president and provost for emeritus status.

In the remainder of the document, “faculty” will refer to “regular faculty” unless otherwise noted.

IV. Overview of Departmental Administration and Decision Making

Policy and program decisions are made by the department faculty as a whole, by standing or special committees, or by the chair. Department governance proceeds on the general principle that the more important the matter to be decided, the more widespread the agreement on a decision needs to be. Open discussions, both formal and informal, constitute the primary means of reaching consensus on decisions of central importance. In accordance with the principles of faculty governance, it is expected that, whenever possible, the faculty will be consulted and decisions will be made on the basis of a vote by the faculty as a whole. Each group (i.e., logistics and marketing) will develop recommendations that pertain to the group’s activities and bring those recommendations to the faculty for consideration. The faculty as a whole will perform an auditing function to ensure that the recommendations are consistent with the group’s plans and college and university policies.

V. Department Administration

A. Chair: The chairperson of the department of marketing and logistics shall be the administrative head of the department. In addition, the department chair represents the faculty of the department in dealing with the dean or others in the university administration. The chairperson is recommended by the Dean of the Max M. Fisher College of Business after consultation with the regular faculty of the department. Appointment of the chair is made by the board of trustees upon the nomination of the president. The term of appointment is for a period up to four years, and appointments are subject to renewal.

B. The duties of the chairperson, as in part prescribed in Rule 3335-3-35(C), Rules of the University, shall be as follows:

1. To have general administrative responsibility for the department’s programs, subject to the approval of the dean of the college.
2. To develop, in consultation with the faculty, a pattern of administration. This pattern of administration shall be made available to all present and prospective members of the faculty of the department and a copy shall be deposited in the office of the dean of the college and in the office of the executive vice president and provost.

3. To provide a schedule of all regular department faculty meetings to all faculty members before the start of each quarter. All other faculty meetings will be announced at least one week in advance.

4. To maintain minutes of all faculty meetings and maintain records of all other actions covered by the pattern of administration.

5. The chair shall consult with the affected faculty on all policy matters and, whenever practicable, consultation will be undertaken at a meeting of the faculty as a whole. In accordance with the general principles of faculty governance, the chair shall ensure that faculty decisions on all matters covered by the pattern of administration are based on the principle of majority rule.

6. Policy statements setting forth the criteria and procedures according to which recommendations are made concerning appointments and/or dismissals, salary adjustments, promotion in rank, and matters affecting the tenure of the faculty have been established by the Fisher College of Business. The policies specified in those documents apply to all departments in the Fisher College of Business, and they are followed by the Department of Marketing and Logistics. Copies of these documents are made available to all present and prospective members of the department and copies are also available in the office of the Dean of the Fisher College.

7. The chair shall operate the business of the department with efficiency and dispatch.

8. The chair shall see that adequate supervision and training are given to those members of the faculty and staff who may profit from such assistance.

9. The chair shall evaluate members periodically in accordance with criteria approved by the board of trustees and subject to instructions from the executive vice president and provost, and also according to supplemental criteria set up by the college and department.

10. The chair shall inform faculty members when they receive their annual review of their right to review their primary personnel file and to place in that file a response to any evaluation, comment, or other material contained in the file.

11. The department chair recommends teaching loads, salary increases, individual spending account levels, service and scholarship to the Dean. In developing these recommendations, the department chair reviews activity reports submitted by faculty and follows college faculty responsibility allocation and compensation policy to ensure equitable and policy-consistent assignments and compensation for all. Faculty are informed of these decisions and the basis for them in writing.

12. The chair will recommend to the dean of the college, after a vote of the faculty, appointments, promotions, dismissals and matters affecting the tenure of members of the department faculty.

13. The chair shall encourage research and educational initiatives and plan with the members of the faculty and dean of the college, a progressive set of teaching and research programs.

14. The chair shall see that all faculty, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank and, in general, lead in maintaining a high level of morale.

15. The chair will 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.

16. The chair will continually evaluate the instructional and administrative processes and lead in the study of methods of improving them.

17. The chair will prepare (after consultation with tenured faculty) annual budget recommendations for the consideration of the dean of the college.

18. The chair will recognize the interdisciplinary nature of the Max M. Fisher College of Business and the department of marketing and logistics and the corresponding importance of effective collegiality and cooperation in both academic undertakings and administrative operations.

19. The chair will consult with the logistics group on matters that affect logistics and with the marketing group on matters that affect marketing.

20. The chair is responsible for the department's administration including the development in consultation with the faculty of the pattern of administration, development and communication of teaching assignments, committee assignments, handling of the budget and submission to the college of ISA and teaching load recommendations.

VI. Committees

The department shall have the following committees with responsibilities described below. Membership in these committees is assigned by the department chair from regular faculty in the department after consultation with the faculty. All committees report to the department at faculty meetings and seek consultation of the faculty as a whole in their activities. There are three types of departmental committees – policy committees, administrative committees and ad hoc committees. Policy committees are responsible for implementing policy established by the faculty and bringing recommendations to the faculty at regularly scheduled department meetings and other department faculty meetings announced at least one week in

advance. Administrative committees work with faculty to foster development of programs and other activities beneficial to the College, and they regularly inform the faculty at department meetings of programs and opportunities as appropriate. Ad hoc committees may be formed as needed to carry out department business. If needed, they will be formed by the department chair after faculty consultation.

Policy Committee Responsibilities

A. Undergraduate programs. This committee is responsible for coordinating the undergraduate program in marketing and recommending changes in and proposing program improvements to the faculty.

B. MBA. The MBA committee is responsible for coordinating the marketing major in the MBA program and recommending changes in the program as appropriate.

C. Ph.D. The Ph.D. committee is responsible for recruiting and recommending the admission of doctoral students majoring in marketing and helping them pursue a program of study that is consistent with department of marketing and logistics, college and university policies and procedures. The Ph.D. committee monitors Ph.D. student performance and develops and proposes changes in the program to the faculty.

D. Logistics programs. The logistics programs committee is responsible for coordinating the undergraduate, MBA and Ph.D. programs in logistics and developing and recommending changes in these programs to the faculty at department meetings.

E. Recruiting. Each group, marketing and logistics, has its own recruiting committee. The committee follows guidelines established by the department and college to coordinate and carry out recruiting activities when department searches are authorized. In accordance with college policy, the department chair is a member of each recruiting committee and serves as the affirmative action designee. Faculty involvement is sought at all stages of the recruiting process and decisions are made on the basis of a vote of the faculty as a whole. The committee is active only in those years in which we are able to hire faculty.

Administrative Committee Responsibilities

A. Executive education. Each group, marketing and logistics, has its own executive education committee. The executive education committees are responsible for encouraging, developing and coordinating executive education courses and programs in marketing and logistics and keeping the faculty informed of activities and opportunities in this area.

B. Professional interaction. Each group, marketing and logistics, has its own professional interaction committee. The committees are responsible for fostering faculty and Ph.D. student interaction through the development and sponsoring of research colloquia and other activities. Faculty input will be sought in the development of programs and activities designed to enhance faculty and Ph.D. student interaction.

VII. Faculty Meetings

A. The chair shall provide a regular schedule of department faculty meetings before the start of each quarter. Faculty meetings will be held at least once per quarter during the autumn, winter and spring quarters. Agendas for these meetings will be developed by the department chair.

B. The meetings operate under the parliamentary procedures outlined in Robert's Rules of Order.

C. Minutes shall be taken at all department faculty meetings.

D. Voting at department meetings is limited to regular faculty members, and votes are considered to have passed when a majority of those in attendance at the meeting responds to a motion affirmatively.

E. No binding votes on any issues may be taken unless at least 50 percent of the faculty is in attendance.

F. To be eligible to vote on an issue, faculty must be in attendance at the meeting and present for all or substantially all of the discussion in which the issue is considered.

VIII. Consultation

A. The chair will consult with department faculty regularly on matters affecting the department and its teaching and research programs. Group consultation will be the norm, though individual consultations will be employed as deemed appropriate.

B. Group consultation shall include all regular faculty of the department and will, whenever possible, be undertaken at a meeting of the faculty as a whole held after the provision of due notice.

IX. The department of marketing and logistics follows policies of the Fisher College of Business that apply to all departments within the college concerning faculty teaching load policy, policy on faculty duties and responsibilities, allocation of department resources and leaves of absences. The following college policy documents contain those policies: "Faculty Responsibility Allocation Policy", "Guiding Principles for a Compensation Policy", "Policies and Procedures for Individual Spending Accounts." Those policy documents are given made available to all faculty in the college.

X. Course offerings and teaching schedules are developed by college program directors in consultation with department chairs. In the department of marketing and logistics, the undergraduate, MBA, Ph. D. and logistics program committees are consulted for their

recommendations about course offerings and schedules and the offerings and schedules are recommended by the department chair to college program chairs.

XI. The department of marketing and logistics follows college and university policies regarding supplemental and paid external consulting policies. The university policy states that, if students may become involved in activities related to supplemental compensation the department must have a policy statement dealing with that issue. The following policy statement, approved July 2003, addresses this issue:

Occasionally faculty members working on consulting projects hire Ph. D. students to work on data analysis or otherwise assist with those projects. In addition to offering opportunities for compensation, that work can help students strengthen their knowledge of the literature and analytical skills. However, care must be taken to ensure that these activities do not interfere with students' progress in their programs of study or otherwise adversely affect their educational experience.

The faculty members involved in these activities are personally responsible for hiring and compensating these students from their own rather than university funds. Prior to the start of the activity in which one or more students are to be hired the department chair and/or department Ph. D. program coordinator must be notified and approve the assignment in writing. The notified individual will meet with the student to make sure the project does not interfere with the student's progress in the program. The department chair and/or Ph. D. program coordinator are to verify that the consulting activity is not being used in fulfillment of any course or degree requirements.

Care must be taken by the consulting faculty member to ensure that the assigned work does not interfere with the student's progress in the program. Students believing that the work has the potential to interfere with their progress are encouraged to turn down the assignment and/or contact the department chair and/or Ph. D. program chair about these and any other concerns that may result from the assignment or requested assignment.

Reviews of all Ph. D. students are conducted annually to ensure that students are making satisfactory progress in their programs of study, and when a consulting activity has been undertaken, the effect of that activity on the student's progress should also be considered as part of the review.

Students are to be given a copy of this policy document prior to being hired to assist with any consulting activity.