

Pattern of Administration
Department of Materials Science and Engineering
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Pattern of Administration

Department of Materials Science and Engineering

I Introduction

This document provides a brief description of the Department of Materials Science and Engineering 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.

II Department Mission

Our mission is to create and transfer of knowledge through research and teaching excellence in materials science and engineering and welding engineering, and be a core asset to the Ohio economy for national and global competitiveness

III Department Vision

Our vision is creation of an environment that brings together a diversity of people and ideas through the process of discovery and learning for the advancement of materials science and engineering and welding engineering. We seek to create impact that is tangible and significant with excellence that is obvious.

IV 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>.

V Faculty

Faculty Rule 3335-5-19 (<http://trustees.osu.edu/rules/university-rules.html>) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. 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 are invited to participate in discussions on nonpersonnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

The Department of Materials Science and Engineering serves both the Materials Science and Engineering and Welding Engineering degree program. Regular tenure track faculty titles are assistant professor of Materials Science and Engineering, assistant professor of Welding Engineering, associate professor of Materials Science and Engineering, associate professor of Welding Engineering, professor of Materials Science and Engineering, professor of Welding Engineering.

The Department of Materials Science and Engineering has a regular clinical track. Regular clinical track faculty titles are assistant professor of practice in Materials Science and Engineering or in Welding Engineering, associate professor of practice in Materials Science and Engineering or in Welding Engineering, and full professor of practice in Materials Science and Engineering or in Welding Engineering. The number of regular clinical track faculty members must be fewer than the number of regular tenure track faculty members in MSE department (revised Faculty Rule 3335-7-03). Regular clinical track faculty may vote in all matters of department governance except tenure track promotion and tenure decisions. -

The Department of Materials Science and Engineering also has a regular research track. Regular research track faculty titles are research assistant professor of Materials Science and Engineering, research assistant professor of Welding Engineering, research associate professor of Materials Science and Engineering, research associate professor of Welding Engineering, research professor of Materials Science and Engineering, and research professor of Welding Engineering. Regular research track faculty can comprise no more than 20% of the tenure track faculty. Regular research track faculty may vote in all matters of department governance except tenure track promotion and tenure decisions and clinical track promotion decisions. Research track faculty is eligible to advise and supervise graduate students and postdoctoral scholars and to be a principal investigator on external research grant applications. Approval to advise and supervise graduate students must be obtained from the graduate school as set forth in rule 3335-5-29 and detailed in the graduate school handbook.

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

VI Organization of Department Services and Staff

Department offices reporting to the department chair are organized as follows. *Academic Services* provides administrative and advising support for the graduate and undergraduate academic programs and affairs in Materials Science and Engineering and Welding Engineering. *Business Services* has administrative support for finances and budget planning, purchasing, travel and human resources. *Laboratory Services* provides support for departmental user facilities, laboratory-based education and departmental physical facilities. Information Systems Services provides support for computer laboratory user facilities, networking and connectivity, and information systems security. *Intradepartmental research centers* have responsibilities specific to their individual missions.

VII Overview of Department Administration and Decision-Making

The main governance principle of the Department of Materials Science and Engineering is that it adheres to the principle of faculty governance via majority vote regarding all departmental policies. Open discussions, both formal and informal, constitute the primary means of reaching consensus decisions of central importance.

VIII Department Administration

A Chair

The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35, <http://trustees.osu.edu/rules/university-rules.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/rules/university-rules.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 chair, not specifically noted elsewhere in this Pattern of Administration, are summarized below.

- To have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- To plan with the members of the faculty and the dean of the college a progressive program; to encourage research and educational investigations.
- To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.
- To evaluate faculty members annually in accordance with both university and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.
- To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 (<http://trustees.osu.edu/rules/university-rules.html>) and this department's Appointments, Promotion and Tenure Document.
- To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.
- To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

Day-to-day responsibility for specific matters may be delegated to others, but the chair retains final responsibility and authority for all matters covered by this Pattern, subject when relevant to the approval of the dean, Office of Academic Affairs, and Board of Trustees.

Operational efficiency requires that the chair exercise a degree of autonomy in establishing and managing administrative processes. The articulation and achievement of department academic goals, however, is most successful when all faculty members participate in discussing and deciding matters of importance. The chair will therefore consult with the faculty on all educational and academic policy issues and will respect the principle of majority rule. When a departure from majority rule is judged to be necessary, the chair will explain to the faculty the reasons for the departure, ideally before action is taken.

B Associate Chair

Chair will select and appoint an Associate Chair for the department. An associate Chair will be designated annually to serve during the Chair's absence in situations requiring administrative decision or signature when the Chair cannot be reached within a reasonable period of time. The associate Chair may also be assigned administrative duties to assist the Chair.

C Faculty Secretary

The elected faculty secretary will assure that minutes are maintained, and are approved by majority vote of the faculty, of all faculty meetings and records for actions covered by the Pattern of Administration.

D Committees

Principal committees with duties and responsibilities indicated by their title are the Chair Advisory, Graduate Studies, Undergraduate Studies, Honor and Awards, Lab Facilities, Library and Computing, Promotion and Tenure, Student Relations and Recruiting, Faculty Secretary, and Peer Evaluation of Teaching. The faculty will elect these from candidates selected by a nominating committee in consultation with the Chair. The chair is an ex-officio member of every departmental committee, non-voting on the committee of the eligible faculty. The nominating committee will be appointed by the Chair with one faculty member from each rank, when possible. The list of nominees (the "slate") for the coming year beginning September 1st and ending August 31st of the following year will be presented to the faculty in the spring for discussion and vote. A faculty meeting will be held in which further nominations will be solicited followed by a discussion and vote by secret ballot. The slate will be approved by a simple majority vote of the eligible faculty. Chair Advisory committee is selected and appointed by the department chair.

IX 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 semester 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. 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.

X Voting Faculty

All regular and clinical faculty members with 50% or greater salaried appointments whose tenure-initiating unit is Materials Science and Engineering may vote and participate in departmental faculty meetings. Clinical and research track faculty members may not participate or vote on hiring, promotion or tenure actions involving regular tenure track faculty. Regular clinical track faculty may vote in all matters of department governance except tenure track promotion and tenure decisions. Other faculty and staff members may be invited to attend faculty meetings in a non-voting capacity. A quorum is defined by attendance by 50% of eligible faculty except for personnel issues, for which a quorum is defined by attendance by 2/3 of the eligible faculty. A majority of the eligible faculty voting in such meetings carries the vote. Excluding promotion and tenure actions, in cases where written motions are available for review and discussion before a faculty meeting at which the vote is held, absentee votes submitted to the Chair in advance of the meeting will be counted in determining the majority position. Either the chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance.

The following shows the faculty meeting participation and voting rights of different categories of faculty.

| | = or > 50% appointment in MSE | Faculty Meeting Participation | Voting Rights in Governance | Voting Rights in Hiring or P&T matters of RTT | Voting Rights in Hiring and Promotion matters of RCT | Voting Rights in Hiring and Promotion matters of RRT |
|---------------------------|---|--|--|--|---|---|
| Tenure Track | Yes | Yes | Yes | Yes | Yes | Yes |
| Clinical Track | Yes | Yes | Yes | No | Yes | Yes |
| Research Track | Yes | Yes | Yes | No | No | Yes |

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.

XI 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](http://oaa.osu.edu/handbook.html), Volume 1, Chapter 2, Section 1.4.5, <http://oaa.osu.edu/handbook.html>). The information provided below supplements these guidelines.

During on-duty semesters, faculty members are expected to be available for interaction with students, service responsibilities and other responsibilities even if they have no formal course assignment that semester. 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 (see section XIII).

A Policy on Faculty Teaching Load and Assignments

The nominal workload for faculty members in MSE is described in the Faculty Workload Statement, which is appended to this document. The information provided below supplements these guidelines.

The Chair prepares a preliminary list of teaching assignments based on faculty workload considerations (see the MSE Faculty Workload Statement appended to this document) and programmatic needs. The preliminary teaching assignment for the coming academic year will be distributed to the faculty as soon as possible in the Spring semester, and discussion will be solicited. Subsequent drafts may be prepared for discussion, leading to final teaching assignments by the Chair. A scheduled course that does not attract sufficient student enrollment as determined by consultation among the instructor, the appropriate academic oversight committee and the chair will be cancelled. In disputed cases, the chair will make the final determination on whether the course will be offered or cancelled. If the course is cancelled, the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester by the chair.

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 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 chair or the chair's designee will evaluate SA proposals and make recommendations to the dean on whether to accommodate the SA at the time requested or not.

XII 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 with the faculty at least annually and attempt to achieve consensus regarding the use of funds across general categories. However, final decisions on budgetary matters rest with the chair.

Research space shall be allocated on the basis of research productivity including external funding 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 subdisciplines and productivity and grouping staff functions to maximize efficiency.

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

XIII Leaves and Absences

MSE follows the College of Engineering (<http://engineering.osu.edu/faculty>) and University policies governing leaves of absence. The university's policies and procedures with respect to leaves and absences are set forth in the Office of Academic Affairs Policies and Procedures Handbook (<http://oaa.osu.edu/handbook.html>) and Office of Human Resources Policies and Procedures website, www.hr.osu.edu/policy/policyhome.htm.

A Discretionary Absence

Faculty are expected to complete a travel request or an Application for Leave form well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 continuous business days (See Faculty Rule 3335-5-08) and must be requested 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 chair know promptly so that instructional and other commitments can be managed. Faculty members are always expected to use sick leave for any absence covered by sick leave (personal illness, illness of family members, medical appointments). Sick leave is a benefit to be used—not banked. For additional details see OHR Policy 6.27, www.hr.osu.edu/policy/index.aspx.

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

D Faculty Professional Leave

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

The chair advisory committee will review all faculty professional leave (FPL) proposals and make recommendations to the chair. The committee will also see that the approved purpose of the leave is strictly fulfilled. 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.

XIV 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.

The Department of Materials Science and Engineering adheres to these policies in every respect. In particular, MSE 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.

XV Financial Conflicts of Interest

Information on faculty supplemental compensation is presented in the university's Policy on Faculty Financial Conflict of Interest (<http://oaa.osu.edu/assets/files/documents/financialconflictofinterest.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.

XVI 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. The 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 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 chair and wish to pursue the matter should contact Consulting Services in the 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.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.html>.

D Sexual Harassment

The university's policy and procedures related to sexual harassment are set forth in OHR Policy 1.15, www.hr.osu.edu/policy/index.aspx.

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 department chair, the chair will first ascertain whether or not the students require confidentiality. If confidentiality is not required, the chair will investigate the matter as fully and fairly as possible and provide a response to both the students and any affected faculty. If confidentiality is required, the chair will explain that it is not possible to fully investigate a complaint in

such circumstances and will advise the student(s) on options to pursue without prejudice as to whether the complaint is valid or not.

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct (see www.oaa.osu.edu/coam/home.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-contact.html>), faculty members will report any instances of academic misconduct to the Committee of Academic Misconduct.

G Academic Integrity and Misconduct

The department's statement on academic integrity and misconduct is as follows:

Academic misconduct may be found in any action that tends to distort the accurate assessment of any student's individual accomplishments that are evaluated for the purpose of grading or conferring academic credit. A student may be guilty of academic misconduct, by cheating, collaborating, plagiarizing, or by allowing another student to cheat, collaborate, or plagiarize. Distortion applies to exams, homework assignments, laboratory work and any other graded assignment. To the extent that any class activity, such as attendance or participation, is used for evaluation for the purpose of grading or conferring academic credit, falsifying or distorting such activity, or permitting another student to falsify or distort such activity, represents academic misconduct.

Instructors are required to include this statement on their course syllabi, however, omission, intentional or unintentional, does not relieve students of their obligations with respect to the principles of academic integrity implied in this statement.

Faculty Workload Statement for Regular Tenure Track Faculty

Department of Materials Science and Engineering (MSE)

1. Expected level of instruction, scholarly and service activity:

- Instruction: 2 courses per year (6 credit hour equivalents)
- Research: 4 to 5 supported and advised Graduate Research Associates. Sponsored research (approximately \$300K per year plus 22% released time). Commensurate publication in peer-reviewed journals.
- Service: Two standing or ad hoc committee assignments or one committee Chair assignment (Dept. level). Participatory support of departmental governance, activities and initiatives. Proactive involvement in College, University or professional society committees. Active participation in undergraduate student advising and mentoring.

2. Departures from nominal expectations:

Faculty without significant research and service duties may be expected to teach up to 4 courses per year.

Faculty with more than 33% released time and 8 supported and advised graduate research associates or significant administrative duties will normally have reduced teaching loads. Teaching assignments may comprise one full course per year and partial teaching assignments that lecture and lab courses. Alternatively, such faculty members may have a teaching assignment comprising partial teaching assignments only.

Teaching loads will be adjusted considering overall loading, quality and duties requiring major time commitments (e.g., committee assignments, major proposals, conference organization lead, etc.) and the need to offer high quality undergraduate and graduate degree programs.

3. Minimum and maximum number of courses taught per year: less than one and four.

4. This Statement does not constitute a contractual obligation. Fluctuation in instructional demands and individual circumstances of faculty members may warrant deviation from these statements.

Faculty Workload Statement for Clinical Track Faculty

Department of Materials Science and Engineering (MSE)

1. Expected level of instruction, scholarly and service activity:

Instructional: 4 courses per year (12 credit hour equivalents)

Research: Occasional publication in peer-reviewed journals on engineering pedagogy or research. Occasional supervision of student research groups.

Service: Two standing or ad hoc committee assignments or one committee Chair assignment (Dept. level). Participatory support of departmental governance, activities and initiatives. Proactive involvement in College, University or professional society committees. Active participation in undergraduate student advising and mentoring.

2. Departures from nominal expectations:

Depending on the nature of the courses taught and demands on the educational programs may be expected to teach up to 6 courses per year.

Teaching assignments may comprise one full course per year and partial teaching assignments that lecture and lab courses. Alternatively, such faculty members may have a teaching assignment comprising partial teaching assignments only.

Teaching loads will be adjusted considering overall loading, quality and duties requiring major time commitments (e.g., committee assignments, major proposals, conference organization lead, etc.) and the need to offer high quality undergraduate and graduate degree programs.

3. This Statement does not constitute a contractual obligation. Fluctuation in instructional demands and individual circumstances of faculty members may warrant deviation from these statements.

Faculty Workload Statement for Research Track Faculty

Department of Materials Science and Engineering (MSE)

1. Expected level of instruction, scholarly and service activity:

- Instruction:** Occasional support of instruction in research specialty.
- Research:** 5 to 6 supported and advised Graduate Research Associates. Sponsored research (approximately \$500K per year plus salary support). Commensurate publication in peer-reviewed journals.
- Service:** One standing or ad hoc committee assignment (Department or College level). Participatory support of departmental governance, activities and initiatives. Proactive involvement professional society committees.

2. Departures from nominal expectations:

Workload will scale with fractional appointments between 50 and 100%.

3. This Statement does not constitute a contractual obligation. Fluctuation in research funding and individual circumstances of faculty members may warrant deviation from these statements.