

PATTERN OF ADMINISTRATION

**College of Food, Agricultural, and Environmental Sciences
(Includes Departments, School of Environment and Natural Resources,
ATI, OARDC and OSUE)**

I. Overview

The College of Food, Agricultural, and Environmental Sciences including the School of Environment and Natural Resources, ATI, OARDC and OSUE, is administered by the Vice President for Agricultural Administration and Dean of the College of Food, Agricultural, and Environmental Sciences and the vice president's administrative cabinet through department chairs and school directors. Department chairs and the directors of the Agricultural Technical Institute and the School of Environment and Natural Resources work with the directors/associate deans of Academic Affairs, OARDC, OSUE, International Programs and the vice president/dean to establish priorities, obtain resources and administer programs.

II. Vision Statement

Purpose: We bring knowledge to life.

Core Values: Discovery
Life-long learning
Science-based knowledge
Academic freedom
Civility and Professionalism
Diversity

Goal: To be the standard of excellence for colleges of agricultural and environmental sciences.

Indicators of Success:

We will know progress is being made toward our goal when:

- Integrated teaching, research and extension focus on economic, environmental, social, and production issues.
- Faculty, staff, students, and external partners operate as co-learners.
- Diversity is evident throughout the college.
- We open the world to our students, stakeholders, staff, and faculty.
- The best faculty, staff, and students seek to work and learn here.
- Employers actively seek our graduates.
- Our alumni are leaders and recognized professionals.
- Each unit within the college is among the best in the nation.
- We make high impact discoveries.
- Faculty, staff, and students work and learn in state-of-the-art facilities.
- We are the models for extending to people the latest research-based information.

- The citizens of Ohio provide personal and financial support for the college.

III. Dean

The major responsibility of the dean shall be that of providing active leadership in the promotion, direction and support of educational and research activities of the university, in the maintenance of a high level of morale among the faculty, and in the encouragement of the spirit of learning among the students. In addition, the dean shall have general administrative responsibility for the program of the college, subject to the approval of the president and the board of trustees. These administrative responsibilities shall include the duty:

- (1) To preside at meetings of the college faculty and to appoint all college committees unless their membership has been designated by faculty rule or by the college faculty.
- (2) To approve courses of study for students in his or her college, to warn students who are delinquent in their studies and to recommend appropriate student disciplinary action to the appropriate university disciplinary body or official.
- (3) To present candidates for degrees to the president on behalf of the college faculty and to serve as a member of the council of deans (see rule 3335-3-29 of the Administrative Code).
- (4) After consultation with the chairs of the departments and the directors of the schools within the college to make recommendations to the executive vice president and provost concerning the college budget, the appointments to and promotions within the staff and the membership of the college faculty
- (5) The dean is given authority requisite to carrying out the responsibilities of his or her position. The dean may delegate any of his or her responsibility and authority to another member of the faculty of the college. The dean shall be a voting member of the faculty of each department.
- (6) The usual method of communication between the dean and the president or the board of trustees shall be through the appropriate staff member, then to the president and through the president to the board of trustees. (B/T 4/4/97, B/T 2/6/98, B/T 12/4/98, B/T 10/1/1999, B/T 12/2/05).

IV. Consultation of College Administration in Decision Making

The vice president and dean, and other administrative officers of the college, shall use consultation and interaction with the faculty in order to effectively administer the programs of the college. The vice president/dean and directors will consult with the faculty on all policy matters (as opposed to administrative procedures and responsibilities). On matters not requiring faculty vote, the vice president/dean will normally obtain faculty input via the CFAES Faculty Council and department chairs/school directors. The directors and associate deans will, in a similar manner, use appropriate faculty committees for consultation. Directors of schools and the director of OSUE (for matters related to the Department of Extension) will follow the procedures of their pattern of administration regarding appropriate consultation.

Upon appointment or reappointment for another term, the vice president/dean will reaffirm or revise the College POA and A, P&T document in consultation with his/her cabinet, department chairs, school directors, the FAES faculty council and will receive comments from the faculty at large. If revisions are required, the same process will be used.

Where matters have wide spread staff impact, the vice president/dean will formulate policies and positions in consultation with the Vice President's Staff Advisory Council.

In addition, the vice president/dean relies on advice from the Vice President's Advisory Council comprised of external stakeholders, faculty and staff from the college.

Definition of voting faculty:

In CFAES the presumption favoring faculty rule on those matters in which faculty have primary responsibility including: curriculum, subject matter and methods of instruction, research, faculty status (appointment, promotion and tenure of faculty) and those aspects of student life which relate to the educational process is followed.

Only regular faculty as defined in Article II A of the FAES Faculty Council Bylaws in the academic departments in the College of Food, Agricultural, and Environmental Sciences will be eligible to vote on matters pertaining to curricula and course materials within the academic departments. Only regular faculty as defined in Article II A of the Bylaws within the Agricultural Technical Institute will be eligible to vote on matters pertaining to curricula and course matters within the Agricultural Technical Institute. Only regular faculty as defined in Article II A of the Bylaws in the School of Environment and Natural Resources will be eligible to vote on matters pertaining to curricula and course matters within the School of Environment and Natural Resources. All regular faculty as defined in Article II A of the Bylaws in the College will be eligible to vote on all other matters.

V. Committee Structure

The primary faculty governance group of the college is the CFAES Faculty Council. A copy of the CFAES Faculty Council By-Laws is attached as Appendix A.

Policy and program decisions are usually made at the department level. These 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 determines how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the greater the need for inclusive participation in decision making. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

There are four groupings of committees within the college that function above the individual department or school level. There are Joint Committees Involving Research, Academic Programs, and Extension in Agriculture and Natural Resources, Biological Sciences, Human Ecology and Veterinary Medicine. These committees are charged with various functions, which involve all areas of agricultural administration, i.e. instruction, research, extension and international activities. There are also committees which are charged with activities related almost exclusively to one budget area such as: interdepartmental committees dealing with academic affairs matters, OARDC Committees, and Ohio State University Extension Committees.

List of Committees

Joint Committees Involving Research, Academic Programs, and Extension in Agriculture and Natural Resources, Biological Sciences, Human Ecology and Veterinary Medicine

Crop Variety Release and Distribution
 Farm Science Review Program and Policy
 Promotion and Tenure
 Faculty Investigation Committee (which also handles salary grievance cases)

Interdepartmental Committees Related to Academic Affairs

Academic Affairs
 Honors
 Executive Committee (in FAES, this is the Vice President's Administrative Cabinet and Department Chairs and School Directors)
 Library
 Nutrition Program
 Undergraduate Academic Advising

OARDC Committees – <http://www.oardc.ohio-state.edu/centernet/committees.asp>

Agricultural Animal Use and Care
 Capital Projects Planning
 Director's Associateship
 Environmental Safety Wooster Campus
 Faculty Research Awards
 Krauss Director's Award for Excellence in Research
 Library
 MCIC Advisory Committee
 OARDC Outstanding Staff Award
 OARDC Staff Council
 OARDC Career Development
 OARDC Child Care Advisory
 OARDC Family Scholarship
 OARDC Grounds
 OARDC Research Committee
 OARDC Research Conference
 Weather Station Committee

Ohio State University Extension

Extension Administrative Cabinet and Executive Committee
 Director's Internal Advisory Committee
 Ohio Dairy Industry Task Force
 OSU Extension County Director Sounding Board
 OSU Extension In-Service and Recognition Planning Committees
 OSU Extension State Extension Advisory Committee

OSU Extension Promotion and Tenure Committee
Watershed Task Force

Appointments to Committees:

Appointments to most of the above committees are made by the vice president/dean in consultation with the vice president's cabinet, department chairs and school directors or by a director/associate dean. However, the CFAES Faculty Council, as per its by-laws, collaborates in the appointment of two "college-wide" standing committees (i.e., "committees on which faculty in all units of the college are eligible to serve"). These committees are: Promotion and Tenure Committee (Appendix B) and Faculty Investigation Committee which will also handle salary grievances (Appendix C).

VII. Faculty Meetings

CFAES faculty meetings are called in accordance with the by-laws of the FAES Faculty Council (see Appendix A).

VIII. Vice President's Administrative Cabinet

The vice president's administrative cabinet consists of the vice president/dean and the directors of Academic Affairs, OSUE, OARDC, and International Programs, as well as the assistant vice president and the associate to the vice president.

The administrative cabinet typically meets weekly. A wide variety of issues are addressed at these meetings including:

- General information
- Allocation of positions
- Budget
- Review of department/school plans
- Development of policy

IX. Selection and Appointment of Faculty

When there is a faculty vacancy or new position, the department chair/school director must secure the approval of the appropriate director(s) and the vice president/dean before initiating a process that leads to filling the position.

Once approval to establish or reestablish a position has been secured from the vice president/dean, the department chair/school director posts the position and initiates a search. The process will follow each department's/school's pattern of administration as long as the procedures outlined in the OAA Policies and Procedures Handbook (<http://oaa.osu.edu/handbook/>) are followed.

Prior to initiating the search, the search committee and chair/school director must meet with the vice president (or designee) to receive an affirmative action charge.

After finalists have been interviewed, department chairs/school directors gather the views of those who participate in the interview process and finalize the decision to offer the position along with commitments of salary and other resources in consultation with the vice president/dean and the appropriate director(s)/associate dean(s).

Departments may also appoint regular research faculty as described in Chapter 3335-5 and in accordance with the unit's Pattern of Administration and Appointments, Promotion and Tenure document.

X. Selection and Appointment of Department Chairs and School Directors

When a vacancy occurs, the vice president/dean appoints a search committee consisting of faculty and staff in the department or school and usually at least one faculty member from another department in the college. As appropriate, committees may include persons from industry and others.

The committee, in consultation with the vice president/dean, describes the position and characteristics deemed necessary by the person who fills the position. Once the position description is agreed upon by the vice president/dean and the search committee (including consultation with the faculty of the department or school), it is submitted to Academic Affairs/Human Resources for posting. The committee distributes announcements and advertises the position in appropriate journals and other publications and follows the guidelines prescribed in the OAA Policies and Procedures Handbook (<http://oaa.osu.edu/handbook/>).

Once the committee has received nominations and applications, the pool is narrowed to a short list of candidates, usually 2-3. After consultation with the vice president/dean, the committee then invites candidates to campus for interviews with faculty, staff, students, deans, directors, and industry groups as appropriate.

The committee shall solicit input from relevant groups that participate in interviews. Input from the vice president/dean's staff shall be transmitted directly to the vice president/dean.

The committee, based on input received and its own deliberations, then presents the vice president/dean with the names (unranked) of acceptable candidates. The committee also provides a summary of strengths and weaknesses of each acceptable candidate. The vice president/dean decides to whom he/she will offer the position. The vice president/dean and candidate negotiate terms of appointment. Those accepting a position are appointed to a four-year term as provided for by the rules of the University.

XI. Selection and Appointment of Associate Chairs

Associate chairs', in departments that utilize the structure, are appointed by the department chair, in consultation with the faculty, and with the approval of the appropriate director(s)/associate dean(s). These appointments should be made as soon as possible after a department chair has been appointed. Where there are incumbent associate chairs already serving, the new chair and the faculty will evaluate the incumbent's performance. Upon a favorable review, the associate chair will be offered reappointed to a four-year term. If the review is unfavorable, the chair will

proceed with a new appointment as described above, for a four-year term. Departments that do not use formal associate chair designations will follow their own POA guidelines for similar appointments.

XII. Department Chair/School Director Review

Department chairs and school directors include the chairs of the departments and directors of The School of Environment and Natural Resources and the Agricultural Technical Institute in the College of Food, Agricultural, and Environmental Sciences. The vice president for agricultural administration evaluates chairs and school directors annually in consultation with others. Annual conferences will be held to apprise each chair or school director of his/her performance. Normally this conference will culminate in providing specific feedback regarding strengths and/or weaknesses. Feedback will be oral and written.

During the fourth year of service and every fourth year thereafter (for those who are reappointed) a more comprehensive review will be conducted if the incumbent chooses to stand for reappointment. The vice president/dean shall meet with the faculty of the departments or school and receive oral and written feedback regarding the effectiveness of the chair or school director and the advisability of reappointment of the chair or school director.

The vice president/dean will confer with his/her administrative cabinet regarding possible reappointment of the chair or school director. He/she may also confer with others as deemed appropriate.

The vice president/dean will inform the chair or school director under review of his/her decision in writing. The vice president/dean will also inform the faculty of the department/school of his/her decision to reappoint (or not) the chair or school director along with the rationale for his/her decision.

In conjunction with these reviews, there will also be formal reviews of associate chairs and assistant directors of schools conducted at the department/school level as noted above.

XIII. College Administrator Review

College administration refers to administrators who serve college wide (includes academic affairs capacities, OSUE and OARDC) in positions other than those of vice president/dean or school director or department chair. This level of college administration includes but is not limited to director of OARDC, director of OSUE, director of Academic Affairs, director of International Programs, chair of extension and assistant directors of OSUE and OARDC, as well as the Head of FAHRP and assistant deans of academic affairs in the College of Food, Agricultural, and Environmental Sciences. District directors in OSUE will also be reviewed in this manner.

All College administrators serve at the pleasure of the vice president/dean and/or appropriate director/associate dean. These persons are evaluated annually by the person to whom they report. The person charged with such evaluations consults with others in the organization and with other deans, as he/she deems appropriate. Annual conferences will be held to apprise each administrator of his/her performance. Normally, this conference culminates in providing specific

feedback regarding strengths and/or weaknesses. In addition, this is the usual time when any administrator not being reappointed would be so notified verbally and in writing.

During the fourth year of service (and each fourth year thereafter) a more extensive review is conducted. During this review, the person responsible for supervision of each individual solicits formal feedback related to the person's job performance. This feedback will be both written and verbal in nature. In the case of directors/associate deans, the vice president/dean will involve the other directors/associate deans, the director/associate dean's staff, department chairs, school directors and a sample of faculty in securing feedback regarding this person's performance and the judgment of those mentioned above as to the advisability of continuing the director/associate dean in the current role. The vice president/dean will also consult with other deans as appropriate. Chairs will be encouraged to consult with their faculty before offering input. Following the gathering of such feedback, the vice president/dean will then determine whether to continue the appointment.

In the case of administrators on the director/associate dean's staff, the director/associate dean will conduct a similar review including other members of his/her staff, other directors/associate deans, department chairs and a sample of faculty. The director/associate dean will then decide whether to continue the appointment.

XIV. Faculty Responsibilities and Teaching Assignments

In FAES, each unit subscribes to the practice of establishing "mutually agreed expectations" between the unit and each faculty member. See Appendix A in the FAES A, P&T document. Annual reviews which form the basis for annual salary adjustments are based on each individual's set of mutually agreed upon expectations. Within this frame work each unit, following its own pattern of administration, sets the range of faculty responsibilities including teaching assignments.

XV. Guidelines for Allocation and Management of Operating Budgets

(GENERAL FUNDS, OSUE and OARDC)

The vice president/dean in collaboration with the director of OSUE, director of OARDC, and director of academic affairs is responsible for allocation and management of all funds to the various units of the college. Funds to units are allocated annually based on established performance allocation models – one for each budget line.

XVI. Salary Adjustments

Upon receipt of the University Guidelines for salary increases, the Vice President for Agricultural Administration and Dean of the College of Food, Agricultural, and Environmental Sciences advises appropriate administrators of the guidelines and time lines to be followed. Chairs and the Director of the School of Environment and Natural Resources develop their recommendations and normally meet with the vice president's cabinet to present them and to reach final decisions. The Director of ATI presents his/her recommendations to the Vice President/Dean for final decisions.

The criteria for merit increases shall be in accordance with the University Guidelines and the criteria as set forth in the patterns of administration for the departments or schools. Recommendations that are at variance with the guidelines and instructions of the University and the Vice President for Agricultural Administration are subject to documented justification and individual review and approval or disapproval by the vice president.

XVII. Equity Adjustments

An annual review of salaries for equity adjustments is the responsibility of the department chairs and school directors who report their recommendations to the Vice President/Dean.

XVIII. Promotion and Tenure Process

See the FAES Appointments, Promotion and Tenure document.

XXIV. Grievance Procedures

The college, in consultation with the FAES Faculty Council, annually appoints a College Investigation Committee in the event of grievance being filed with the vice president and dean because they could not be resolved at the department level following procedures described in each unit's pattern of administration. This committee will handle salary appeals according to university prescribed procedures as well as cases of faculty misconduct.

APPENDIX A**College of Food, Agricultural, and Environmental Sciences
CFAES Faculty Council Bylaws****Revised and Accepted by Faculty – July 2006****ARTICLE 1. PURPOSE**

- A. The College of Food, Agricultural, and Environmental Sciences (hereafter College) Faculty Council (hereafter Council) will serve as the principal faculty advisory group to the vice president/executive dean of the College (hereafter vice president/dean). The Council will be the primary agency for full faculty participation in the governance of the College.
- B. The specific functions of the Council include: representing the faculty in matters of faculty business, acting as the official liaison between the College administration and faculty, advising the vice president/dean on College programs and budgets, making recommendations to the vice president/dean regarding candidates to fill positions on College-wide standing committees, and assisting the vice president/dean in conducting faculty meetings.

ARTICLE II. MEMBERSHIP

- A. The Council will consist of representatives from the College faculty. For purposes of the Council and its Bylaws, College faculty are defined as those: 1) having the title of professor, associate professor, assistant professor, or instructor, 2) giving service of 50% or more to the College, and 3) being in a tenure-initiating unit in the College, the Department of Entomology, or the Food Animal Health Research Program.
- B. Faculty with official administrative appointments, including department and division chairs, associate chairs, regional directors, directors, associate and assistant directors, and associate and assistant deans will be excluded from membership on the Council.
- C. The vice president/dean or designated representative(s) will be an ex officio (non-voting) member.
- D. The following units will each have one representative: Agricultural, Environmental and Development Economics, Human and Community Resource Development, Food, Agricultural, and Biological Engineering, Animal Sciences, Horticulture and Crop Science, Food Animal Health Research Program, Food Science and Technology, Plant Pathology, Entomology, School of Environment and Natural Resources, Department of Extension, and Agricultural Technical Institute. Ohio State University Extension field faculty will have one representative from each of the extension regions
- E. Term of membership will be three years beginning July 1. One third of the membership will be newly elected each year. Replacement of members, whose terms are expiring, will be included as an agenda item at the April meeting of Council. Each retiring Council member is responsible for seeing that the unit represented conducts an election for replacement through procedures indicated for governance in the unit's pattern of administration and reporting

election results to the vice chair of Council no later than May 1. Members serving less than three years may succeed themselves; otherwise, at least three years must pass before a member may be reelected.

- F. A member must provide for a substitute from the unit represented if unable to attend meetings.
- G. Council members may be recalled and/or replaced by their constituent group at any time. When a vacancy occurs, the vice chair of Council will notify the unit administrator to conduct an election of a person to serve out the un-expired term through procedures indicated for governance in the unit's pattern of administration. Election results will be given to the vice chair of Council by the unit administrator.

ARTICLE III. OFFICERS

A. Officers

The officers of the Council will consist of a chair, vice chair, secretary, and immediate past chair. Officers will be elected at the April meeting from those members of the Council who are tenured faculty. Officers will serve a term of one year commencing July 1. The chair and immediate past chair will continue as members of Council even if their regular term of membership has expired.

B. Chair

The chair will advance from the vice chair position and will: be responsible for keeping the work of the Council directed toward its purposes and functions, conduct Council meetings, chair the executive committee, carry out such activities as voted upon by members of Council, appoint members to Council committees, communicate with the College faculty as appropriate, and meet with the vice president/dean on a regular basis.

C. Vice Chair

The vice chair will assume the duties of the chair in the absence of the chair. The vice chair will maintain an official roster of Council members, monitor the completeness of the Council membership replacement procedures, and distribute to Council members copies of the Bylaws.

D. Secretary

The secretary will record, maintain, and preserve minutes of Council and College faculty meetings. Copies of these minutes will be deposited with the secretary of the College for preservation. The secretary will maintain and preserve copies of Council Bylaws. The secretary will distribute the agenda for Council meetings to all Council members (at least two weeks prior to regular meetings).

The secretary will distribute to all College faculty by appropriate means: a summary of Council meeting minutes, the agenda for College faculty meetings (at least two weeks prior to regular meetings), a summary of College faculty meeting minutes, and communications resulting from College faculty meetings.

E. Immediate Past Chair

The immediate past chair will provide advice and assistance to the Council and its officers and serve as chair of the nominating committee.

ARTICLE IV. COUNCIL MEETINGS AND COMMITTEES

A. Meetings

1. Regular Council meetings will be held in October , January and April.
2. Special meetings may be called by the vice president/dean, the executive committee, or by two members of Council.
3. The presiding officer will adhere to the newest edition of *Robert's Rules of Order*.
4. Presence of at least 50% of the Council membership will constitute a quorum.
5. A report from the College's senators to the University Senate will be an agenda item.

B. Committees

1. Executive Committee

The executive committee will consist of the four Council officers. The duties of the executive committee include: coordinating Council business and activities, scheduling Council meetings, and setting meeting agendas. The committee will meet at least once before each Council meeting.

2. Nomination Committee

The nomination committee will consist of three members. The duties of the committee are to prepare and present a slate of candidates for vice chair and secretary at the April meeting of Council.

3. Ad Hoc Committees

Ad hoc committees will consist of two or more Council members. The duties of these committees are to evaluate specific items of Council business and make recommendations for action at Council meetings. To the extent possible, all business that requires official action on the part of the Council will be assigned to ad hoc committees for preliminary analysis.

ARTICLE V. COLLEGE FACULTY MEETINGS AND STANDING COMMITTEES

A. Meetings

1. College faculty meetings may be called for the discussion of those issues defined as academic affairs as described in the Rules of the University Faculty (3335-5-14) and for discussion of other College-related issues of interest to faculty.
2. The vice president/dean will preside at College faculty meetings per the Rules of the University Faculty (3335-3-29).
3. The vice president/dean and the Council chair will jointly prepare an agenda and ensure that it is distributed to all faculty at least two weeks prior to a meeting unless an emergency exists. Items not on the formal agenda may be introduced for discussion/action.
4. The presiding officer will adhere to the newest edition of *Robert's Rules of Order*
5. College faculty meetings may be called into session by the vice president/dean, the Council chair, petition to Council from five percent of the eligible voting faculty as defined in Article II A of the Bylaws, or petition to Council from any combination of at least three departments and schools through their department chairs or school directors. Faculty meetings will be announced by the chair of the Council and will be held between two and four weeks after the request.
6. Distribution to the faculty of motions for consideration and appropriate information concerning the meeting's agenda will be the responsibility of the individual or group recommending the meeting and will be provided with the announcement of the meeting date.
7. Main motions for consideration during College faculty meetings may be put forth by the vice president/dean, the Council, five percent of the eligible voting faculty as defined in Article II A of the Bylaws, or by any combination of at least three departments and schools through their department chairs or school directors.
8. If further review and discussion of a main motion are needed prior to vote, a second faculty meeting will be held within one to three weeks following the first meeting. Determination of the need for a second meeting will be made by the vice president/dean and the executive committee of Council.
9. Main motions may be withdrawn only by those persons or groups that presented the original motion. Withdrawals may be made either during or after College faculty meetings.

10. No votes will be taken at faculty meetings. Balloting on main motions will be conducted by the executive committee of Council using a confidential procedure within a time line of one to three weeks after a faculty meeting. Only regular faculty as defined in Article II A of the Bylaws in the academic departments in the College of Food, Agricultural, and Environmental Sciences will be eligible to vote on matters pertaining to curricula and course matters within the academic departments. Only regular faculty as defined in Article II A of the Bylaws within the Agricultural Technical Institute will be eligible to vote on matters pertaining to curricula and course matters within the Agricultural Technical Institute. Only regular faculty as defined in Article II A of the Bylaws in the School of Environment and Natural Resources will be eligible to vote on matters pertaining to curricula and course matters within the School of Environment and Natural Resources. All regular faculty as defined in Article II A of the Bylaws in the College will be eligible to vote on all other matters.
11. The vote required for passage of main motions will be a simple majority of the returned ballots.
12. To be counted, ballots must be returned to the chair of the Council within three weeks of the date of distribution. The executive committee of Council will be the teller committee. The teller committee will announce voting results within one week of the balloting deadline.
13. A decision reached by individual faculty vote will override decisions made by a vote by departments and schools.

B. Standing Committees

1. Council will make recommendations to the vice president/dean regarding candidates to fill positions on College-wide standing committees (i.e., committees on which faculty in all units of the College are eligible to serve). Recommendations for specific committees are subject to stipulations and restrictions contained in the College Pattern of Administration.
2. Filling vacancies on the College standing committees will be included as an agenda item at the April meeting of Council. It is the responsibility of Council members to poll eligible faculty in the unit represented concerning interest in serving on specific standing committees and to recommend named individuals to the Executive Committee of Council no later than May 1.
3. The executive committee of Council will submit to the dean/director no later than June 1 a list of suggested candidates for standing committee membership. The list will contain at least two more names than vacancies anticipated for each committee.

ARTICLE VI. AMENDMENTS TO THE BYLAWS

- A. Amendments to the Bylaws may be proposed by any member of the Faculty or an ad hoc committee of Council.
- B. Proposed amendments will be placed on the agenda of a Council meeting. If approved by Council, the proposed amendments will then be submitted for a College faculty vote in accordance with the balloting procedures described in Article V.
- C. Proposed amendments will be adopted if approved by a simple majority of voting College faculty.

APPENDIX B

Recommendations of the CFAES Faculty Council Regarding the Establishment, Organization, and Operational Procedures for a College Committee On Promotion and Tenure.

1. A standing faculty committee should be established to review recommendations for promotion and tenure (P & T) submitted by departments, the School of Environment and Natural Resources, the Agricultural Technical Institute and the OSU Extension.
2. Membership of the committee shall comprise of nine faculty plus the dean of the College of Food, Agricultural, and Environmental Sciences, ex-officio, who shall not vote.
3. Faculty members of the committee shall be professors with full-time appointments, preferably with prior experience of P & T matters.
4. Committee members shall be selected and appointed by the dean from a list of suggested candidates submitted by the CFAES Faculty Council (FC). FC, no later than June of each year, shall submit to the dean a list of suggested candidates for membership, which shall contain at least two more names than vacancies anticipated in the coming year.
5. Committee members shall serve a term of three years and shall not be eligible to serve a second consecutive term.
6. Temporary vacancies shall be filled by an eligible faculty member selected and appointed by the dean, with concurrence of the chairman of FC.
7. When recommendations for prospective committee members are made by the FC, attention should be given to, and care taken to assure that, where possible, over time, all areas from which recommendations for P & T come to the committee, have representation on it. This condition is, however, secondary to that of having a committee comprised of highly qualified, respected faculty member.
8. Organization of the Committee
 - a. A chair and vice chair of the committee are to be selected by the committee each year, for service during the following year. The chair and vice chair are to be elected from among the faculty members who have served at least one year on the committee.
 - b. A schedule of meeting times shall be arranged by the dean, in consultation with the chair, by the middle of Autumn Quarter each year.

9. Operating Procedures

- a. Notes relevant to discussions, deliberations, and decisions of the committee are to be taken by staff personnel and maintained in a central location. These shall be accessible to, but not circulated to committee members.
- b. A formal vote shall be taken and recorded to decide what recommendation shall be made regarding each matter considered by the committee.
- c. A written report giving the recommendation of the committee, the considerations on which the recommendation is based, and the vote shall be submitted to the dean by the committee for each matter brought to its attention.
- d. In those situations where the decision of the committee differs from that of the dean regarding recommendation to be made to the provost's office for promotion or tenure for a particular candidate, both recommendations shall be submitted to the provost's office. The committee's written evaluation of the candidate and the tabulation of the vote count shall be included as substantiation of its recommendation.

(Approved by CFAES Faculty Council, May 15, 1987)
(Item number 4 amended October 2, 1987)

Explanation and background:

The CFAES Faculty Council during the summer and autumn of 1986, resolved to consider the advisability for constituting a College Committee on Promotion and Tenure. Early in autumn, the vice president for agricultural administration and executive dean requested the FC to make recommendations for creation of such a committee. A subcommittee was appointed to consider the matter and submit suggested recommendations to the FC. Interim reports from the subcommittee were discussed at several of the monthly meetings of FC. From these discussions consensus was reached regarding the position of FC on many aspects of a College P & T Committee. Recommendations were formulated, approved by FC, and submitted to the dean in May 1987.

APPENDIX C

Rule Establishing a College Investigation Committee for the College of Food, Agricultural, and Environmental Sciences

A. Definitions and Construction

1. The Investigation Committee of the College of Food, Agricultural and Environmental Sciences shall be comprised of five (5) members. The term of office for Committee members shall begin in the Autumn Quarter and terminate at the end of Summer Quarter. Terms of Committee members who are actively hearing a case shall be extended until the termination and disposition of the case being heard. No person shall have more than three (3) consecutive 1-year appointments.

The Executive Committee of the Faculty Council shall appoint the five member committee effective Autumn Quarter. The term “department” is used as a general term to include Extension, School of Environment and Natural Resources and ATI. If a case arises, the Chair of the Faculty Council shall select three (3) of the five (5) on the committee and appoint them to a Hearing Panel and will appoint one of the three as chair of the Hearing Panel. The Hearing Panel for a particular case shall not include members from the home department of the faculty person against whom the complaint is registered.

2. This rule shall apply only to faculty members as defined in the OAA Policies and Procedures Handbook 1.2.1.
3. Procedures for establishing this committee and the committee hearing complaints are as specified in University Rule 3335-5-04, Section (3), quoted as follows:
 - a. Each college shall establish a procedure for the creation of a standing college investigation committee, which shall consist of tenured faculty members. A college may include on its college investigation committee tenured faculty members from other colleges.
 - b. Upon receipt of a referral of a complaint from the dean, the college investigation committee shall meet with the complainant and the respondent and shall review any documentary evidence provided by these parties. The respondent shall be given copies of any documentary evidence provided to the committee by the complainant. The committee may also obtain relevant information from other persons, but shall protect the confidentiality of the proceedings. At the conclusion of its investigation, the committee shall deliver to the dean its findings, a recommendation concerning the merits of the complaint and, if the complaint is judged to have merit, a proposed sanction. Findings of the committee shall be based on clear and convincing evidence.

- c. Any proposed sanctions shall be commensurate with the nature of the complaint. Sanctions of a continuing nature must include time limitations and an annual review. Sanctions include but are not limited to:
- i. Verbal reprimand;
 - ii. Written reprimand;
 - iii. Mandatory counseling or other rehabilitation;
 - iv. Reimbursement for damages to or destruction of university property, or for misuse or misappropriation of university property, services or funds;
 - v. Reassignment of duties or other restrictions on duties or privileges;
 - vi. Restriction of access to university property or services, the abuse of which led to the complaint;
 - vii. Reduction of salary base not to exceed thirty-three percent for one year; or
 - viii. Reduction of twelve-month appointment to nine-month appointment;
 - ix. Combination of above sanctions;
 - x. Dismissal of non-tenured faculty;
 - xi. Dismissal of tenured faculty.
- c. The committee shall recommend termination of employment of tenured faculty members only in demonstrated cases of gross or serious incompetence or grave misconduct.
- d. The committee shall make every effort to complete its investigation and submit its report within forty-five days.