

PATTERN OF ADMINISTRATION

The Ohio State University

AGRICULTURAL TECHNICAL INSTITUTE



COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

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I. Introduction

This document provides a brief description of the Ohio State Agricultural Technical Institute (Ohio State ATI) 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 institute 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 director. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the relevant college and the Office of Academic Affairs.

II. Institute Mission

The mission of Ohio State ATI is to develop high quality technical competency through our educational endeavors in programs leading to associate degrees in agriculture, horticulture, environmental sciences, business, and engineering technology. We aspire to provide accessible, high-quality, applied educational experiences leading to associate of science and associate of applied science degrees and certificates with an emphasis on lifelong learning.

III. Academic Rights and Responsibilities

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

IV. Faculty

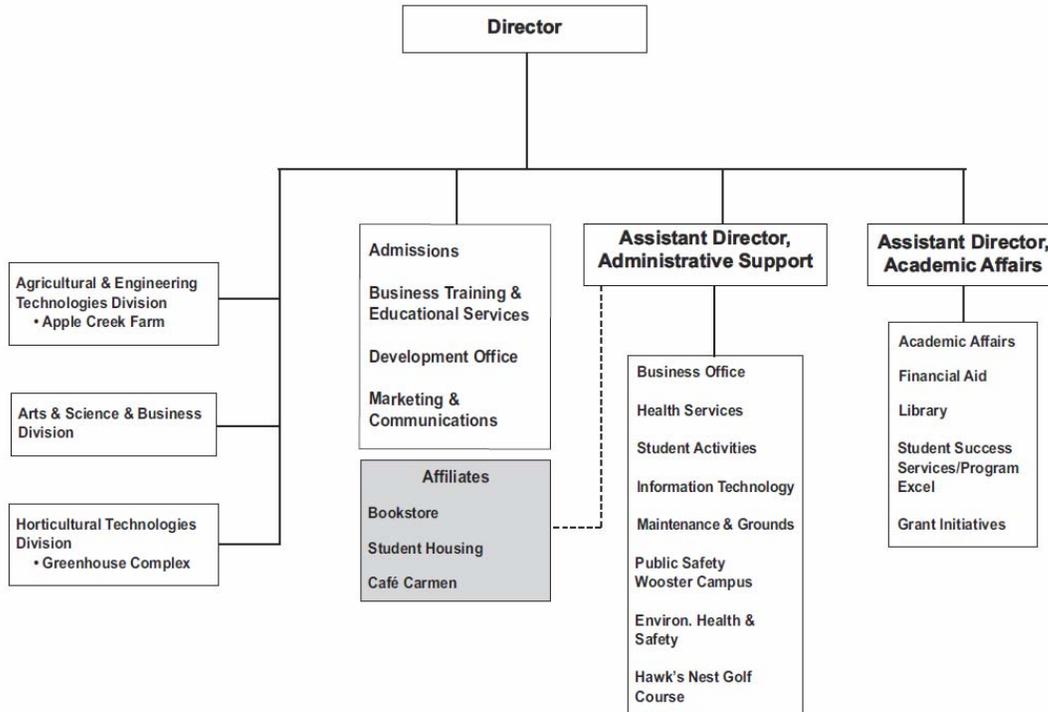
Faculty Rule 3335-5-19 (<http://trustees.osu.edu/rules/university-rules.html>) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this institute include tenure track faculty with compensated FTEs of at least 50% in the institute. Associated faculty, emeritus faculty, and tenure track faculty joint appointees with FTEs below 50% in this institute are invited to participate in discussions on non-personnel matters, but may not participate in personnel matters, including promotion and tenure reviews, and may not vote on any matter.

Appointment of professional/clinical practice faculty is not approved for the College of Food, Agricultural and Environmental Sciences (CFAES) at the present time. There is, however, intent by the leadership of CFAES to gain approval for appointing professional/clinical practice faculty members. If and when this occurs, Ohio State ATI will be eligible to employ professional/clinical practice faculty members. Professional/clinical practice faculty titles are assistant professor of professional/clinical practice, associate professor of professional/clinical practice, and professor of professional/clinical practice. Professional/clinical practice faculty can comprise no more than 20% of the total tenure track faculty. Professional/clinical practice faculty may vote in all matters of institute governance except tenure track promotion and tenure decisions.

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

V. Organization of Ohio State ATI Services and Staff
1. Administrative Organizational Structure

Ohio State ATI Organizational Chart



2. Organization of Institute Services and Functions

A. Administration and Operations

- **Business Office:** Provides budget, financial management, purchasing, human resources and inventory management services
- **Computer/Network Support:** Provides hardware and software support services to help Ohio State ATI faculty, students, and staff use technologies in learning, teaching, and administrative settings
- **Maintenance & Grounds Services:** Provides campus building maintenance; vehicle maintenance; custodial, roads, landscaping and grounds services for the Ohio State ATI campus
- **Public Safety:** Provides law enforcement and related duties by commissioned police officers for Ohio State ATI, Applewood Apartment Village, Ohio Agricultural Research and Development Center (OARDC) and all outlying operations for Ohio State ATI and OARDC
- **Environmental Health & Safety:** Assists in providing and maintaining a safe and healthful work environment for faculty, staff, students, vendors, contractors and visitors through development of safety procedures, development of safety protocols, accident investigations, recommendations and presentation of safety educational training programs to reduce and control incidents involving fires, occupational diseases,

hazardous materials, explosions, or human error; ensures compliance with federal, state and local requirements

- **Health Services:** Provides health services and resources for faculty, staff and students, such as assessment for physical or mental health issues, treatment for minor injury or illness, and referral to other medical resources
- **Public Relations:** Manages a strategic communication process that builds mutually beneficial relationships between Ohio State ATI and its stakeholders through the web site, social media, media and community relations activities, advertising and marketing communications
- **Development Office:** Cultivates and provides support for philanthropic giving including financial gifts and gifts-in-kind
- **Farm Operations:** Staff members facilitate use of and teaching at a 1,718 acre learning laboratory that is owned by the university and used for agricultural programs including dairy, beef, small ruminant, swine, horse and agronomic crop production and management
- **Golf Course:** Staff members provide oversight and facilitate teaching at a 194 acre 18 hole public golf course that is owned by the university and used as a learning laboratory in support of academic programs

B. Academic Support

- **Admissions:** Provides student recruitment and support services for the student admission process
- **Business Training and Educational Services (BTES):** Develops, organizes and offers non-credit continuing education courses, certificate programs and business/industry client specific contract training
- **Library:** Provides print and digital learning resources and information literacy services for students, faculty and staff
- **Student Activities:** Provides recreational facilities, intramural sports and physical activities course support for students, faculty and staff including indoor and outdoor basketball, tennis, bowling, flag football, racquetball, soccer, softball, swimming, volleyball, and weight training equipment
- **Student Success Services:** Provides support services for students including professional counseling, disability services, tutoring, success mentoring, and coordination of new student orientation
- **Academic Affairs Office:** Provides campus support in the areas of student financial aid, student employment, student academic records, course scheduling and registration, degree audit, transfer credit and academic discipline, and manages course and program approvals

C. Affiliates

- **Bookstore:** A full service retail bookstore operated by Barnes & Noble serving students, faculty and staff
- **Campus Housing:** Operated by the OSU Office of Student Life, Applewood Village offers furnished one, two and three bedroom apartment-style and townhouse residences with full kitchens
- **Café Carmen:** Operated by OSU Dining Services, Café Carmen is an on-campus dining facility open to faculty, staff and students

VI. Overview of Institute Administration and Decision-Making

Program decisions are made in a number of ways: by the institute faculty as a whole, by standing or ad hoc committees of the institute, or by the director. The nature and importance of

any individual matter determine how it is addressed. Institute governance proceeds on the general principle - the more important the matter to be decided, the more inclusive participation in decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

VII. Institute Administration

1. Director

The primary responsibilities of the director are set forth in Faculty Rule 3335-3-35, <http://trustees.osu.edu/rules/university-rules.html>. This rule requires the director 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 director to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to appointment, promotion and tenure.

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

- Has general administrative responsibility for institute programs, subject to the approval of the vice president and dean of the college, and to conduct the business of the institute efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.
- Plans with the members of the faculty and the CFAES vice president and dean a progressive program; to encourage research and educational investigations
- Evaluates and improves instructional and administrative processes on an ongoing basis; promotes 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
- Evaluates faculty member performance annually in accordance with both university and institute established criteria; informs faculty members when they receive their annual review of their right to review their primary personnel file maintained by their institute and to place in that file a response to any evaluation, comment, or other material contained in the file
- Recommends appointments, promotions, dismissals, and matters affecting the tenure of members of the institute faculty to the vice president and 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 institute's Appointments, Promotion and Tenure Document
- Assures all faculty members are offered the institutional privileges and responsibilities appropriate to their rank; and in general leads in maintaining a strong morale
- Assures 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 director retains final responsibility and authority for all matters covered by this Pattern of Administration, subject

when relevant to the approval of the vice president and dean, Office of Academic Affairs, and Board of Trustees.

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

2. Assistant Director of Academic Affairs

This position is an appointed position with the assistant director of academic affairs serving at the pleasure of the director. The assistant director of academic affairs consults with the director when inputs are requested, and assists the director in administering the academic program. Specific responsibilities of the assistant director of academic affairs are to develop and process curricula and coursework; supervise learning services; supervise academic advising; supervise development of the master schedule of classes and faculty load assignments; administer faculty in service programs; administer academic discipline (warnings, probations, dismissals) and honors programs; supervise evaluation of transfer credit; supervise student registration procedures; inter-relate with personnel at the university level on academic affairs, Ohio Board of Regents, Ohio Department of Education, and relevant state and national groups; hold formal and informal faculty development sessions updating them on policies and procedures and classroom methodologies; interpret academic procedures and policies; oversee issues related to financial aid and job placement; administer Ohio State ATI program for faculty orientation of new appointees; and serve as acting director at the request of the director.

3. Assistant Director of Administrative Support

This position is an appointed staff position with the assistant director of administrative support serving at the pleasure of the director. The assistant director of administrative support consults with the director so as to facilitate the director in providing leadership for administering business affairs, physical facilities and equipment, public safety, human resources, student health services, and student activities. Primary position responsibilities are to manage fiscal affairs, including assistance in budget development; facilitate purchasing activities and review requests for supplies and equipment purchases; supervise custodial/maintenance staff and coordinate scheduling of maintenance/service agencies; consult with director in plans for future physical plant needs, capital improvements and oversee projects; supervise the public safety staff; supervise the maintenance of Ohio State ATI vehicles; supervise maintenance of inventory records of Ohio State ATI equipment; administer and interpret personnel policies and procedures and serve as liaison with legal affairs, coordinate student health services and student activities; serve as the institutes judicial officer; serve as primary liaison with university office of student housing, food service, and event centers; administer Ohio State ATI staff orientation for new appointees; and serve on various university and institute committees.

4. Division Chairs

These positions are appointed with the division chairs serving at the pleasure of the director. Division chairs are members of the tenure track faculty and are appointed for 4 years and renewal of the appointment is at the discretion of the institute director after gaining inputs from institute faculty regarding their performance as division chair. All division chairs have teaching responsibilities during their 4 year administrative term appointments in addition to their division

chair administration responsibilities. The division chair appointment is considered a component of service responsibilities in performance assessments. The major responsibilities of the division chairs are to plan and implement division programs in consultation with faculty, the director and assistant director of academic affairs; recommend appointments, promotions, dismissals to the director; in consultation under the leadership of the director participate in annual performance reviews of division faculty; provide leadership for the orientation of all auxiliary faculty/staff; conduct annual performance reviews of auxiliary faculty/staff, and division staff; facilitate professional development of division faculty and staff; provide leadership in orientation of new faculty hires; assists assistant director of administrative support in orientation of new staff hires; prepare short- and long-term plans for division personnel, facilities and equipment, budget needs, for the director's assessment and consideration; manage the business of the division; work with other division chairs on curricula and scheduling; work closely with the assistant director of academic affairs on academic matters; develop, in consultation with division faculty, director of administrative support and assistant director of academic affairs, the master schedule of classes; provide leadership for class scheduling and faculty assignments; assign advisees and internship supervision; supervise and improve classroom teaching; advise the director about appointments to coordinator positions; and provide academic leadership for utilization of enterprise laboratories (e.g., greenhouse, farm, and horse operations).

5. Academic Program Coordinators

These positions are appointed positions with the academic program coordinators serving at the pleasure of the respective division chair. Appointments are made annually with renewal occurring on mutual agreement between the director, respective division chair and academic program coordinator. The primary responsibilities of academic program coordinators are the same as tenure track faculty and are considered a component of service in performance assessment. Other responsibilities related to this appointment are to work with division chair in the chair's leadership role in conducting peer evaluations for auxiliary faculty; assist admissions and public relations personnel in attracting prospective students and keeping them informed about academic program updates; meeting with prospective students and providing them with information about Ohio State ATI programs; maintain strong liaison with industry by providing leadership for advisory committees and meetings as well as participating in industry conferences; conduct the academic advising in the relevant program area and if advising load becomes an unworkable task work with the division chair for additional help in this regard; assist the director and division chair in selecting auxiliary faculty and staff; consult with the director and division chair on budget allocations in the division; and provide leadership in course and curricula design considering the program and educational needs of students and the industry.

6. Area Coordinators

These positions are appointed positions with the area coordinators serving at the pleasure of the respective division chair. Appointments are made annually with renewal occurring on mutual agreement between the director, respective division chair and area coordinator. The primary responsibilities of area coordinators are the same as tenure track faculty and are considered a component of service in performance assessment. Other responsibilities related to this appointment are assisting the division chair with scheduling classes; revising schedules, and developing syllabi; advertising and hiring auxiliary faculty; work with the division chair in the chair's leadership role for orientation of auxiliary faculty with courses, procedures, and rules; working with Columbus and regional campus faculty to ensure consistency of instruction for courses taught on multiple campuses; apprise division chair of budgetary and curricular needs; determining appropriate transfer equivalencies to ATI courses; work with division chair in the chair's leadership role in conducting peer evaluations for auxiliary faculty; conduct orientation for new staff and student employees of the division; supervise and schedule laboratory use for the

division; administer credit by examination (EM) tests, process EM credit, review SOAR testing for entrance placement, and build transfer matrix; and work with continuing education in addressing credit and non-credit courses.

VIII. Committees

Much of the development and implementation of the institute's policies and programs is conducted by standing and ad hoc committees. The director is an ex officio member of all institute committees and may vote as a member on all committees except the Committee of Eligible Faculty and the Promotion and Tenure Committee.

1. Faculty Senate

The Ohio State ATI faculty senate addresses issues affecting the institute and makes recommendations to director's advisory committee composed of elected faculty peers, division chairs and assistant director of academic affairs via the Senate President who serves as a member of the director's advisory committee. The constitution of the Ohio State ATI faculty senate is to be followed by the senate president in making these recommendations to the director's advisory committee (http://ati.osu.edu/pdf/Ohio_State_ATI_Senate_Constitution.pdf).

2. Administrative Committees

Director's Advisory Committee - This committee serves in a consultant role to the director. It is comprised of three faculty members elected by the institute faculty – one from each division, three division chairs, assistant director of academic affairs, assistant director of administrative support, faculty senate president, and staff council president. When there are items addressed that relate to faculty, staff members of the committee will be dismissed from the meeting and these items will be dealt with by the members of the committee with tenure track faculty status. Elected faculty members will serve for three years on the committee with one member alternating onto and one member alternating off the committee each year.

3. Standing Committees

Guidelines for the Standing Committees:

Appointments - The selection of faculty to serve on committees shall be done through election, volunteering, or appointment and shall include tenure track and professional/clinical practice track faculty only. Appointments will be made by the director after consultation with the members of the director's advisory committee, and will consider factors such as expertise, interest and workload. The director shall provide a list of current committee assignments to members of the Ohio State ATI faculty. Adjunct faculty involvement shall be made at the discretion of the director.

Student Representation - Students should be consulted by committees on an ad hoc basis regarding substantive institute issues.

Term of Office - Standing committee members normally shall serve for a 3- or 4-year period. Term of office shall be adjusted, if necessary, to 1, 2, 3, or 4 years to achieve staggered continuity. Membership on the standing committees shall begin on 1 June.

Committee Chairs - Members of each committee elect the chair annually unless designated otherwise subsequently in this document

Meetings – Members of each committee shall meet upon the call of the chair or upon petition of two or more committee members, but not less than once per year.

Annual Reports - During spring semester each committee chair will be requested to submit a report to the director's advisory committee on the committee's activities of the current academic year.

- a. **Academic Affairs Committee** - This committee represents the faculty in meeting the responsibility for review and approval of course offerings, curriculum requirements, and matters of academic policy within the framework of the Rules of the University Faculty and the Bylaws of the Board of Trustees. The Ohio State ATI Academic Affairs Committee shall have a minimum of six (6) faculty members. Each academic division shall elect two of their faculty members (designated as "senior" and "junior" based on time of service on the committee during the current term). At a minimum, one of the two elected members shall be a tenured faculty member. The terms shall be staggered. The assistant director of academic affairs shall be an ex officio member of the committee. The chair must be elected from the tenured membership of the committee. The term will be for 1 year with the option for re-election for one additional term. This committee shall conduct their activities as described in Appendix 1.
- b. **Promotion and Tenure Committee** - Ohio State ATI has a promotion and tenure committee that assists the committee of eligible faculty in managing promotion and tenure issues. The committee consists of three tenured faculty members at the associate or full professor rank that are elected by the eligible faculty – one from each division, and two members selected by the Ohio State ATI director with new appointments occurring in the spring of each year. The two members selected by the director shall be chosen with consideration that underrepresented segments of the institute be represented on the Ohio State ATI promotion and tenure committee. The chair of the promotion and tenure committee will be elected by the committee members in the spring of each year. In addition to the chair, the committee elects a faculty member of the committee as the Procedures Oversight Designee annually. The promotion and tenure committee members will serve 3 year terms with one or two eligible faculty rotating off each year.
- c. **Wooster Campus Diversity Committee** – The Wooster campus diversity team is a subset of the CFAES/OSU Extension Diversity Catalyst Team with members from the OARDC Wooster campus and Ohio State ATI. This committee shares the mission of the college diversity team which is to "create a climate of inclusion and inspire an appreciation of diversity." Specific areas of focus are: professional development/diversity opportunities for faculty and staff; serve as role models and ambassadors of diversity and inclusion; and create a support program for international employees/students, minorities and members of other diverse groups working on the Wooster campus. The assistant director of administrative support of Ohio State ATI serves as a standing member of this committee. There are two additional Ohio State ATI faculty and staff members (total of four) plus one student member from the Ohio State ATI that serve on the Wooster Campus Diversity Team.
- d. **Expect Respect Committee** – Members of this committee are Ohio State ATI faculty, and staff; Ohio State ATI Housing Coordinator, two Ohio State ATI student members, and three community members with a strong interest in the Ohio State ATI mission. There will be a minimum of three Ohio State ATI faculty members serve on this committee with term limits being for 3 years and a faculty member rotating off the committee each year. The mission of the Expect Respect Committee is to empower campus community members to identify and fight bias of all kinds and promote a climate of respect among students and employees at Ohio State ATI. Members of this committee are to work in close concert with members of the Wooster Campus Diversity

Committee so that common goals are addressed across the whole of the Wooster campus. The director is an ex officio member of this committee.

- e. **Research, Creative and Other Scholarly Activities (RCOSA) Committee** - This committee provides leadership for research enhancement and other creative/scholarly activity pertaining to faculty development. This committee plans and implements the faculty seminars. This committee also selects the recipient of the annual Outstanding Scholarship and Research Award. The RCOSA Committee consists of one tenured, tenure track faculty member from each division (elected by faculty members within each division), and two tenured faculty members-at-large elected by the faculty. Term limits for faculty on this committee are 3 years.
- f. **Student Recognition Committee** - This committee solicits nominations for students who are worthy of outstanding student, and director's awards. The committee reviews applications, and recommends students to the director for the director's award. The director chooses the recipient of the director's award on the basis of academic history; participation in Ohio State ATI organizations and activities; on-campus leadership and awards; community leadership and awards; and work experience. Committee members plan and conduct the annual outstanding student recognition banquet. The committee is comprised of five faculty members appointed for 3 year terms and one student appointed by the director. The Chair is selected by the committee.
- g. **Faculty Recognition Committee** - This committee solicits nominations for faculty who are worthy of the Ohio State ATI distinguished teaching and outstanding advisor awards. The committee reviews nominations, and selects the award recipient. Members consult students and alumni in accordance with the award procedures. The two award recipients are selected on the basis of quality of teaching, advising, and collegial endeavors in enhancing the quality of teaching and advising at Ohio State ATI. The committee is composed of four members - the last two recipients for the distinguished teacher and outstanding advisor awards. The committee members select the committee chair. The recipient is announced at the annual faculty and staff recognition reception. The assistant director of academic affairs serves as an ex officio member.
- h. **Staff Recognition Committee** - This committee solicits nominations for staff who are worthy of the Ohio State ATI outstanding staff award. The committee reviews applications, and selects the award recipient. The award recipient is selected on the basis of quality of efforts in addressing the responsibilities on the basis of quality of effort in addressing the responsibilities of the position into which the staff member is employed, service to the institute and beyond, and in extent of collegiality in addressing Ohio State ATI activities. The committee is composed of three members - the last three recipients for the outstanding staff award. The committee members select the committee chair. The recipient is announced at the annual faculty and staff recognition reception. The assistant director of administrative support serves as an ex officio member.
- i. **Homecoming Committee** – This committee provides leadership for Ohio State ATI surrounding the regional homecoming festivities both on the Ohio State ATI and Columbus campuses including the selection of the Ohio State ATI homecoming court. Six faculty and staff members that volunteer to be members along with the Ohio State ATI Housing Coordinator serve on this committee.
- j. **Adhoc Committee Search Committee**- An adhoc committee ASCfor faculty hiring will be appointed by the institute director. The ASCadhoc will consist of four institute tenure track faculty members. Each member of the ASC will serve a 4-year term with appointments staggered, whereby one member rotates off the ASCad hoc committee each year. The Chair of the ASCadhoc committee will be the member in their fourth year of appointment. The policies and procedures for filling faculty positions at Ohio State ATI are described in Appendix 2.

4. Ad Hoc Committees

Ad Hoc Committees may be appointed by the director to address specific concerns and recommend action for resolution.

IX. Faculty Meetings

The director will provide the faculty a schedule of institute faculty meetings at the beginning of each academic term. The schedule will provide for at least two meetings per semester (a minimum of four meetings per year). A call for agenda items and completed agenda will be delivered to faculty by e-mail communication before a scheduled meeting. Reasonable efforts will be made to call for agenda items at least 7 days before the meeting, and to distribute the agenda by e-mail at least three business days before the meeting. Faculty meeting minutes will be taken by an elected faculty member of the director's advisory committee with the committee deciding which member will develop the meeting minutes. The director will distribute minutes of faculty meetings to faculty by e-mail within 7 days of the meeting if possible. These minutes may be amended at the next faculty meeting by a simple majority vote of the faculty who were present at the meeting covered by the minutes.

Special policies pertain to voting on personnel matters, and these are set forth in the institute's appointments, promotion and tenure document. For purposes of discussing institute business other than personnel matters, and for making decisions where consensus is possible and a reasonable basis for action, a quorum will be defined as a simple majority of all faculty members eligible to vote (see section IV).

Either the director 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. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting. When conducting a ballot by mail or email, faculty members will be given 1 week to respond. When a matter must be decided and a simple majority of all faculty members eligible to vote cannot be achieved on behalf of any position, the director will necessarily make the final decision.

The institute accepts the fundamental importance of full and free discussion but also recognizes that such discussion can only be achieved in an atmosphere of collegiality, mutual respect and civility. Normally institute 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.

X. Faculty Duties and Responsibilities

The Office of Academic Affairs requires the institute 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. The University has emphasized the goal of – “Students First” as a core value. Teaching is the greatest priority at Ohio State ATI. If faculty members are going to have the highest quality relationships with students, they need to be present on campus most of the time students are taking classes so as to be available for student interactions and to be directly engaged with faculty peers in addressing curricular and teaching

endeavors – the ultimate goal in this latter regard being to have the most cohesive approach possible in teaching and service of students across Ohio State ATI. Presence on campus does not equate to high quality engagement of faculty in working with students and faculty peers or staff. Furthermore, we will strive at Ohio State ATI to foster a climate on campus so that faculty and staff will want to be physically present on campus in interacting with students, staff, and their peer faculty on both a formal as well as informal basis. The administration at Ohio State ATI places a high priority on doing their part in helping create a high quality climate. Expectations are for faculty and staff to do the same with regard to helping create a high quality culture and climate at our institute so that faculty have this as an incentive to be present and engaged in their professional endeavors on our Ohio State ATI campus. 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).

1. Policy on Faculty Teaching Load

The Office of Academic Affairs requires the institute 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 1.4.5.1, <http://oaa.osu.edu/handbook.html>). The information provided below supplements these guidelines.

The Ohio State ATI tenure track and professional/clinical faculty workload that were approved in the fall semester of 2012 are as follows. The proposed faculty workload at Ohio State ATI will be developed by the division chair in consultation with the faculty member, and Ohio State ATI assistant director of academic affairs after considering the needs of the division and the individual's specific circumstances. The director will have final approval of faculty workloads.

a. General Expectations

An Ohio State ATI faculty member will generally be expected to teach a full load of courses each semester; conduct a program of research, creative and/or scholarly activity; and serve the institute, university, profession and/or the broader public. Each faculty member is expected to be an active participant in the governance of Ohio State ATI; be engaged in personal professional development; and demonstrate a commitment to fostering a positive and professional atmosphere that contributes to the overall success of the institute.

b. Instructional Activity

Teaching is a primary responsibility of Ohio State ATI faculty and teaching excellence is an expectation. The following variables will be used to determine instructional assignments.

Semester Teaching Assignment:

Under normal circumstances the *maximum* semester instructional load will be 16 contact hours per week (minimum of two courses and a maximum of four courses).

Annual Teaching Assignment:

Under normal circumstances the *annual maximum* instructional load will be:

- 32 contact hours for faculty with 9 month appointments
- 37 contact hours for faculty with 12 month appointments

The following criteria will be considered in adjusting teaching assignments for an individual in a given semester:

- Teaching assignment in previous or upcoming semester

- Probationary status
- Course is being taught for the first time
- Number of sections taught of the same course
- Course enrollment
- Extent to which writing is required of students
- Laboratory component associated with the course
- Technician support for instruction
- Involvement in practicum, internship, individual studies
- Involvement in workforce (non-credit) classes, seminars and/or workshops
- Whether the person must travel to teach the course
- Course delivery mode (contact hours for courses taught via distance delivery shall be equivalent to the face-to-face contact hours of the same course)
- Development and/or use of innovative teaching approaches/materials
- Advising assignment
- Academic program or discipline area coordination
- Unusually time-consuming service activities
- Productivity in research, creative and/or other scholarly activities (described below)
- Productivity in professional service (described below)

c. Research, Creative, and/or Other Scholarly Activity

Faculty are expected to maintain and enhance their knowledge and skills in pedagogical and subject matter areas and are expected to devote a reasonable portion of their time to the creation of new knowledge and to its dissemination through publication in refereed professional and/or trade journals; presentations at professional and/or industry meetings; authorship and publication of educational media materials and computer software; authorship of books and monographs; editorship of journals and newsletters; and by other methods as appropriate.

d. Professional Service

Faculty members shall devote a reasonable amount of time to professional service to the institution, the profession, the community, and the industry. Examples of acceptable service activities include institute, college and university committees, advising student organizations, active participation in professional and/or industry and/or community organizations, and administrative service to the university. Examples of administrative service include coordinating an academic program or discipline area, supervising laboratories, and conducting prospective student interviews and other recruitment activities.

e. Exceptions to Workload Expectations

Any semester workload assignment which exceeds the limits shall be made only with the consent of the faculty member and with clear expectations for workload reduction in a future semester or supplemental payment for the overload. Significant exceptions to workload expectations stated previously, related to instructional assignment, scholarly activity, and/or service activities must be approved in advance by the director. Proposed exceptions must be agreed upon by the faculty member and division chair, in consultation with the Ohio State ATI assistant director of academic affairs. The director will have final approval of faculty workloads.

f. Appeals/Grievance Procedure

Appeals and/or grievances resulting from the above procedures must be made in writing to the director. Further appeals should go to the College of Food, Agricultural, and Environmental Sciences Vice President and Dean for Agricultural Administration. The Ohio State ATI Faculty Senate Grievance Committee or other University agencies that function in dispute resolution could be asked for support at any of the above stages.

g. Disclaimer

The above policy does not constitute a contractual obligation. Fluctuations in instructional demands and the individual circumstances of faculty members may warrant deviations from the policy.

B. Special Assignments

Information on Special Assignments (SA) 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.

Untenured faculty will normally be provided an SA for research during their probationary period. Reasonable efforts will be made to award SA opportunities to all productive faculty members on a rotating basis subject to the quality of faculty proposals, including their potential benefit to the institute or university, and the need to assure that sufficient faculty members are always present to conduct institute responsibilities. The institute director's advisory committee will evaluate all SA proposals and make recommendations to the director. The director's recommendation to the vice president and dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the institute or university and to the faculty member as well as the ability of the institute to accommodate the SA at the time requested.

XI. Course Offerings and Teaching Schedule

The staff working under the direction of the institute assistant director of academic affairs will annually develop a schedule of course offerings and teaching schedules in consultation with the division chairs. While every effort will be made to accommodate the individual preferences of faculty, the institute's first obligation is to offer the courses needed by students at times most likely to meet student needs. To assure classroom availability, reasonable efforts must be made to distribute course offerings across the day and week. To meet student needs, reasonable efforts must be made to assure that course offerings match student demand and that timing conflicts with other courses students are known to take in tandem are avoided. A scheduled course that does not attract the minimum number of students required by Faculty Rule 3335-8-17 (<http://trustees.osu.edu/rules/university-rules.html>) will normally be cancelled and the faculty member scheduled to teach that course will be assigned to another course for that or a subsequent semester.

XII. Allocation of Institute Resources

The director provides the leadership in addressing the fiscal and academic health of the institute and for assuring that all resources - fiscal, human, and physical - are allocated in a manner that will optimize achievement of institute goals. The director will discuss the institute budget at least annually with the faculty and gain inputs regarding the use of funds across general categories. Final decisions on budgetary matters rest with the director.

Teaching space shall be allocated on the basis of instructional needs and will be reallocated periodically as these needs change based on student numbers, and programmatic needs. The allocation of office space will include considerations such as achieving proximity of faculty in divisions and productivity and grouping staff functions to maximize efficiency. The director will discuss space needs with the members of the director's advisory committee at least annually and gain inputs regarding the use of space across the institute. Final decisions on space allocations will be made by the director.

The allocation of salary funds is discussed in the Appointments, Promotion and Tenure Document. Recommendations for allocation of the faculty professional development funds will be made by the director's advisory committee to the director and the director will make the final decision on allocation from these accounts.

XIII. Leaves and Absences

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. The information provided subsequently supplements these policies. Ohio State ATI does not have specific policies regarding leaves and absences beyond the university's policies and procedures.

A. Discretionary Absence

Faculty are expected to complete a travel or leave request 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 institute 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 (Faculty Rule 3335-5-08) and must be requested through completion of a leave request form.

B. Absence for Medical Reasons

When absences for medical reasons are anticipated, faculty members are expected to complete a leave request form as early as possible. When such absences are unexpected, the faculty member, or someone speaking for the faculty member, should let the director 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. The information provided below supplements these policies.

D. Faculty Professional Leave (FPL)

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 director's advisory committee will review all requests for a FPL and make a recommendation to the institute director based on the justification for the leave to enhance the teaching programs of the institute. The institute's recommendation to the CFAES vice president and dean regarding an FPL proposal will be based on the quality of the proposal and its

potential benefit to the institute and to the faculty member as well as the ability of the institute 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.

This institute adheres to these policies in every respect. In particular, faculty members are expected to conduct 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 institute director 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 conducting 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 institute. In addition, it is university policy that faculty may not spend more than one business day per week on supplemental-compensated activities and external consulting combined. Faculty who fail to adhere to the university's policies on these matters, including seeking approval for external consulting, will be subject to disciplinary action.

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 institute with grievances should discuss them with the director who will review the matter as appropriate and either seek resolution or explain why resolution is not possible. The following describes procedures for the review of specific types of complaints and grievances.

A. Salary Grievances

A faculty or staff member who believes his or her salary is inappropriately low should discuss the matter with the director. 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 director and wish to pursue the matter may be eligible to file a more formal

salary appeal (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 director 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 the office of human resources 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 or staff members who instruct the class about which the student is making the complaint. Faculty or staff members teaching the class should report the complaint to the division chair and area coordinator for the relevant program. If the instructor about which the student is making the complaint is the area coordinator, the area coordinator should report the complaint to the division chair. If the instructor about which the student is making a complaint is the division chair, the division chair should make the director and assistant director of academic affairs aware of the student complaint. In receiving such complaints, faculty members 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 institute director, the director will initially ascertain whether or not the students require confidentiality. If confidentiality is not required, the director in consultation with the respective division chair and assistant director of academic affairs 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 director, after consultation with the respective division chair and assistant director of academic affairs, will communicate to the student 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 director 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>). The relevant division chair and assistant director of academic affairs will be informed by the director about faculty complaints regarding students.

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.

Appendix 1

THE OHIO STATE UNIVERSITY AGRICULTURAL TECHNICAL INSTITUTE ACADEMIC AFFAIRS COMMITTEE

I. Prologue

The responsibility and authority for course offerings and curricular requirements are vested in the faculty of the Institute subject to the University Rules. The Institute's Academic Affairs Committee serves as a committee of the Institute Faculty. Matters of academic programming are determined by the faculty and the Academic Affairs Committee represents the faculty in the administration of this programming.

II. Faculty

For the purposes of Ohio State ATI Academic Affairs, "Faculty" shall include all tenure track and clinical/professional practice faculty members as defined by the Ohio State ATI Patterns of Administration and Faculty Rule 3335-5-19.

III. Committee Structure

- A. The Institute's Academic Affairs Committee shall have a minimum of six (6) faculty members. Each academic division shall elect two of their faculty members¹ for a three-year term. The terms shall be staggered and begin June 1.
- B. The Assistant Director of Academic Affairs and the Academic Records Manager shall be non-voting members of the Committee.
- C. The Committee Chairperson shall be elected by the members of the committee by June 15.
 - 1. The chairperson must be elected from the tenured membership of the committee.
 - 2. The term will be for one year with the option for re-election for one additional term.
 - 3. During the term of office, the chair's responsibility will be factored into the individual's workload.

1. DESIGNATED AS "SENIOR" AND "JUNIOR" BASED ON THE TIME OF SERVICE ON THE COMMITTEE DURING THE CURRENT TERM

- D. Subcommittees may be appointed by the Chairperson as needed to conduct the business of the committee. These subcommittees must be chaired by a member of the committee but membership may be drawn from the total faculty.

IV. Responsibilities of Committee

- A. The Committee shall act for or make recommendations to the faculty under the following general faculty powers (See Faculty Rule 3335-5-14):

1. To adopt requirements for admission subject to the approval of the University Senate and the Board of Trustees.
 2. To adopt, alter or abolish courses and curricula subject to the approval of the Council on Academic Affairs and the President and the Board of Trustees (see Rule 3335-5-48 and 3335-7-02 of the Administrative Code).
 3. To create and abolish schools, bureaus, and departments of instruction within the college subject to approval of the Council on Academic Affairs, the University Senate, the President, and the Board of Trustees.
 4. To adopt and abolish academic degrees administered by them subject to approval of the Council on Academic Affairs, the University Senate, the President, and the Board of Trustees.
 5. To recommend to the faculty membership of the University Senate and the Board of Trustees, candidates for degrees.
- B. The Committee shall actively encourage the faculty of each division to review and improve, in a continuous and systematic process, the division's courses and curricula.
 - C. The Committee shall actively address Institute-wide curriculum and course issues.
 - D. The Committee shall inform the faculty of appropriate academic issues and deadlines.

V. Responsibilities of Chairperson

- A. The Chairperson will convene and conduct committee meetings.
- B. The Chairperson will establish the meeting dates and agenda in consultation with the Assistant Director for Academic Affairs.
- C. The Chairperson will request the Director call special faculty meetings as per Section IX.
- D. The Chairperson will prepare an annual report of committee activities by May 30 and submit it to the Institute's Executive Committee.
- E. The Chairperson will be familiar with the general academic affairs procedures of the University.
- F. The Chairperson will, as requested, meet with division faculty.

VI. Responsibilities of the Institute's Academic Affairs Office

- A. The Office will publish minutes of Committee meetings.
- B. The Office will maintain records of Committee activities.
- C. The Office will submit all course and program proposals approved by the Committee to the University for approval.

- D. The Office will monitor and support the progress of proposals through the appropriate University offices.
- E. The office will serve as a liaison with the College and University Academic Affairs offices and representatives

VII. General Procedures

- A. The following illustrates the approval process for Ohio State ATI's academic matters:
 1. Individual Faculty (proposal development)
 2. Division faculty (review by chair and other faculty)
 3. Industry Advisory Committee (proposal review)
 4. Inter-divisional consultation
 5. Institute Administration (review of fiscal concerns)
 6. Ohio State Departments (Letters of support are requested from departments with academic interest)
 7. Institute Academic Affairs Committee
 8. Institute Academic Affairs Office (Transmittal)
 9. College of Food, Agricultural And Environmental Sciences' Administration
 10. University Council on Academic Affairs
 11. University Senate
 12. University President
 13. University Board of Trustees
 14. Ohio Board of Regents

B. Committee Presentation

1. The senior division representative will review and certify all proposals from the division prior to submission to the Committee.
2. Generally, committee members will present the items from their division. The Committee may request consultation from other appropriate people as necessary to determine the proper action.

C. Committee Voting

1. A quorum shall consist of two-thirds (2/3) of the voting membership of the committee.
2. The vote required for passage of motions shall be a simple majority of the voting members present.

D. Committee member Absences

Each committee member is responsible for identifying a voting substitute in cases of absence.

VIII. Course Approval Procedures

Changes in specific courses and approval of new courses when requested by the academic divisions will be reviewed and acted upon by the Academic Affairs Committee and forwarded through the college to the University Council on Academic Affairs.

- A. The Instructor, or other appropriate person, prepares an outline of the proposed new course or course changes in accordance with the guidelines and recommended format in the University's Office of Academic Affairs (OAA) Procedures Manual.
- B. The division's senior representative to the Institute's Academic Affairs Committee should review the outline to provide guidance in the developmental stages as well as background for future committee discussion.
- C. The completed outline is submitted to the division chair for divisional approval by majority vote of faculty and for appropriate inter-divisional support.
- D. The division chair contacts the Institute's Academic Affairs Office for an appropriate course number to be assigned and prepares the appropriate course request form. The chairperson's signature indicates appropriate intra-divisional and inter-divisional review and action.
- E. As needed, the division chair will request letters of support from the appropriate department(s) on Columbus campus.
- F. The division's senior representative to the Institute's Academic Affairs Committee will present the proposed course to the committee for review, discussion, and approval. Upon approval, any committee suggestions for revisions will be considered by the division for incorporation and submitted by the division chair to the Institute's Academic Affairs Office.
- G. Upon receipt of the approved outline and necessary letters of support, the Assistant Director of Academic Affairs will submit the approved course requests to the College office.
- H. The College office will submit the requests to the Office of the University Registrar for review and placing in the Circulating Form before final approval.

IX. Establishing, Modifying and Abolishing Programs

A. Criteria

Ohio State program (see Appendix I) plans require approval at the University level and by the Ohio Board of Regents (OBR). Consult the University's OAA Procedures Manual and the OBR Manual for details on program criteria and proposed format.

The following factors and criteria will be considered in program proposals:

- 1. Academic Integrity
 - a. The program action proposed does not detract from the Institute's goal of comprehensive agricultural and educational excellence.
 - b. The program action does not violate the OBR policy on program offerings at nearby Ohio colleges.
- 2. Fiscal Responsibility

- a. There is demonstrated student interest for credit enrollments to prepare students for employment in the industry. The Ohio Board of Regents standard is 15 first-year students, 12 second-year students and 8 graduates per technology per year.

Consideration for exceptions must be given for extenuating circumstances such as: industry economic status; employment in the industry; and transfer to a program in the same subject area at another educational institution. Consideration will also be given for enrollment plans which are designed to correct deficiencies.

- b. There is demonstrated student interest for economical enrollments in non-credit workshops and/or seminars.
- c. There is demonstrated interest for enrollments of students in non-credit, short-term, contracted programs.
- d. The income generated from fees, subsidies and other program-related income is sufficient to off-set the program's cost of salaries, instructional materials, and a prorated portion of general plant operations.

3. Faculty Availability

- a. Faculty are available who have the academic and experiential qualifications required by the University. Faculty members are subject to the University promotion/tenure procedures and regulations. In the case of program deactivation or abolishment, faculty will be reassigned to areas of their expertise following University procedures and regulations.
- b. Decisions regarding program establishment, modification or abolition shall not be weighed excessively on issues of personnel, including faculty.

4. Facility Adequacy

- a. The facilities and equipment are adequate to conduct a quality program in line with industry expectations.
- b. There is a systematic plan to acquire or improve appropriate facilities and equipment.

4. Industry Support

- a. An industry or technology advisory committee has reviewed and endorsed the proposal.
- b. There is an identifiable need for additional new employees in the industry.
- c. The industry has identified a definite need for upgrading/updating current employees (continuing education).
- d. Graduates of the program have a high rate of placement in the industry. The OBR standard is 75% upon graduation.

B. Procedure

Academic proposals as described in Faculty Rule 3335-5-14 and illustrated in Appendix I will be reviewed by the Academic Affairs Committee to determine the need for additional faculty review before forwarding to the College of Food, Agricultural And Environmental Sciences for consideration by the University Council on Academic Affairs.

1. A program proposal is prepared in accordance with the guidelines and format published in the OBR Manual or OAA Procedures Manual.
2. Program proposals developed at the divisional level will be reviewed and approved by a majority vote of the division faculty with appropriate inter-divisional consultation. If appropriate, the Technology Advisory Committee will also be consulted. The division chair's signature indicates appropriate intra- and inter-divisional review and action.
3. The senior division representative will present the proposal to the Committee for review, discussion, and action. The Technology or Area Coordinator may be invited to participate in the discussion.
4. Program proposals developed at non-division levels will be received by the Assistant Director of Academic Affairs for presentation to the Committee.
5. A faculty review and vote will always be taken for establishment, substantive change or abolition of a program. The Committee will request the Director call a faculty meeting for the purpose of discussing an issue or proposal.
 - a. The meeting shall be called by the Director and will be held within two to four (2-4) weeks after the request is received during the academic year and in September for requests received after June 1. Distribution of appropriate information on the meeting's topic will be the responsibility of the committee and shall be provided at the time of the announcement of the meeting date. A quorum shall consist of a majority of the current faculty as described in the Institute's Patterns Of Administration. A vote of the faculty on an issue or proposal will be taken only when called for by the faculty.
 - b. Faculty Voting on Programmatic Issues
 - (1) All voting on programmatic proposals will be by anonymous ballot.
 - (2) For a valid vote, ballots must be received from fifty percent or more of the faculty eligible to vote.
 - (3) The vote required for passage of programmatic motions shall be a simple majority of the ballots returned.
6. Upon approval, the Assistant Director of Academic Affairs will submit the proposal to the College office.
6. The CFAES Associate Dean of Academic Affairs submits the proposal to the OSU Office of Academic Affairs for further action.

X. Faculty Actions on Academic Proposals

In cases of faculty concern about academic matters, special faculty meetings may be requested following the Institute's Patterns of Administration for the purpose of discussion and proposal development following the procedures described in Section IX.

Upon approval by the faculty, the Academic Affairs Committee will proceed, through the Assistant Director of Academic Affairs, to implement the approved proposal following the general sequence outlined in Section IX.

XI. Review of Procedures

These procedures will be reviewed biennially by the Academic Affairs Committee. Any recommended changes shall be voted on by the faculty at a faculty meeting before the end of spring quarter.

APPENDIX I

Program Terminology

Ohio State

Degree
Major
Specialization
Certificate

ATI

Degree
Technology
Major or Option
Certificate

Example

AAS
Business
Agr Commerce
Hydraulic Service/Repair

Appendix 2

Procedures and Guidelines for Filling Vacant Faculty Member Positions

1. Search Committee

- 1.1 An Ad hoc Search Committee (ASC) will be appointed by the institute director
- 1.2 The ASC will consist of four institute tenure track faculty members
- 1.3 Each member of the ASC will serve a four-year term with appointments staggered, whereby one member rotates off the ASC each year
- 1.4 The Chair of the ASC will be the member in their fourth year of appointment

2. Overview of Duties of the ASC

- 2.1 The charge of the ASC will be determined by the institute director and will include that the members of the committee be highly proactive in recruiting applicants to apply for the position
- 2.2 Members of the ASC must attend an annual session for training in aspects of affirmative action and other statutes issued by the institute, college, and university regarding interviewing and hiring policies
- 2.3 The ASC will write each position announcement based on input from the faculty members, division chair and institute director
- 2.4 The ASC will provide, in consultation with the institute director, the final decision regarding candidates to be invited for interviews for each position
- 2.5 The ASC will plan and schedule interviews
- 2.6 Following interviews, the ASC will submit a final report to the institute director including:
 - 2.6.1 Summary of the search process and number of applicants
 - 2.6.2 Overview of applicants
 - 2.6.3 Summary of data provided by committee advisor members, faculty, staff, students, stakeholders, and others involved with the interviews
 - 2.6.4 Specific recommendations from the ASC leaving no doubt concerning the ASC's judgment of candidates
- 2.7 The ASC will report to faculty the progress of searches and interviews
- 2.8 When the position is filled, the chair of the ASC will send a letter to each applicant not invited for an interview, or who was invited for an interview but was not selected as the preferred candidate for the position

3. Advising Committee Members

- 3.1 The director may appoint an individual faculty member closely associated with the program area in which the search is being conducted to serve as a SCC committee advisory member that will have all rights as a regularly appointed SCC member
- 3.2 The appointment of an advising committee member to the SCC will occur if there is not a regularly appointed ASC committee member who is closely associated with the programmatic area in which the search is occurring

4. Overview of Duties of Advising Committee Members

- 4.1 Help identify and recruit potential candidates
- 4.2 Review applicants to make sure they are a good fit for the programmatic area in which the search is being conducted

5. Overview of Duties of the Institute Director

- 5.1 Responsible for hiring faculty

- 5.2 Determines the charge of ASC
 - 5.3 Identifies the needs to be filled by each faculty position, after consultation with the CFAES associate dean and director of academic affairs, as well as Ohio State ATI assistant director of academic affairs, division chairs, and faculty members
 - 5.4 Provides the ASC with institute office support to facilitate correspondence, scheduling interviews, and reimbursing expenses for candidate searches and interviews
 - 5.5 Deals with issues related to partner during interviews
 - 5.6 Following their interviews, provides all formal communication with applicants to be made an offer
6. Prior to Job Announcement Meeting
- 6.1 Charge of the ASC issued by the institute director
 - 6.2 Members of the ASC write job announcement
 - 6.3 Members of the ASC determine outlets for advertising the position
 - 6.4 Members of the ASC define target deadlines for
 - 6.5.1 Application period
 - 6.5.2 Interviews
 - 6.5.3 Final report to institute director and faculty members
7. Applications
- 7.1 Job announcements should include a request for
 - 7.1.1 A statement of interest to accompany the application
 - 7.1.2 A list of three references including complete address, phone number, fax number and email address for each reference
 - 7.1.3 CV
 - 7.2 Applications should be sent to and files maintained by the office staff member
 - 7.3 After completion of the search, all application materials will be maintained in the office of the institute assistant director of administrative support for the required period for maintaining such materials
 - 7.4 Staff person coordinating applications will maintain a current list of applicants
8. Review of Applications
- 8.1 Only completed files will be reviewed
 - 8.2 Initial review of applications by ASC in institute office (i.e., copies not made for ASC)
 - 8.3 First round of voting done for each applicant without prior discussion
 - 8.3.1 Applicants that receive at least two positive votes will be reviewed in the second round
 - 8.3.2 Applicants that receive no (0) positive votes will be removed from the pool
 - 8.3.3 Applicants that receive one positive vote, the individual voting positive will be allowed to discuss the merits of the applicant prior to a re-vote
 - 8.3.3.1 Applicants that receive at least two positive votes in the re-vote will be considered in the second round
 - 8.3.3.2 Applicants receiving less than two positive votes will be removed from the pool
 - 8.4 Second round voting will be preceded by discussion of each remaining applicant
 - 8.4.1 Applicants receiving three or four positive votes:
 - 8.4.1.1 Remain in potential applicant pool to be reviewed in third round
 - 8.4.1.2 Three references will be contacted and comments relative to the applicant's suitability to specific job responsibilities requested
 - 8.4.2 Applicants receiving two or less positive votes will be removed from the

pool

- 8.5 Third round review of applicants following receipt of letters of reference will result in a list of applicants to be invited for interviews
 - 8.5.1 Letters of reference remain in office staff member's file for review by ASC and advising committee members (if appointed)
 - 8.5.2 Third round review ends with a list of individuals to be invited for interviews
 - 8.5.3 The number of applicants to be invited for interviews will depend on the institute director's charge to the committee

9. Planning Interviews

- 9.1 Have office staff member schedule dates to hold for college-level meetings with applicants being interviewed as soon as possible
- 9.2 Reserve meeting rooms and hotel rooms as soon as possible
 - 9.2.1 Use the same hotels for all interviewees of a position
 - 9.2.2 Use the same meeting rooms for all interviewees of a position
- 9.3 Chair of the ASC extends invitations to interviewees via the telephone
 - 9.3.1 Invite strongest candidate first (allowing first choice of available dates)
 - 9.3.2 Do not invite spouses on first interviews
 - 9.3.3 Explain what resources will be mailed to the candidate prior to the visit
- 9.4 Mail interview schedule, travel arrangements, and hotel reservations when confirmations are secured. Include guidelines for the type of oral presentations (teaching, scholarly creativity)

10. Interviewing

- 10.1 Interviewees should arrive the evening before the interview begins. Allow the candidate to have the evening to rest and relax before commencing the interview process the next morning
- 10.2 All presentations by the applicant should be made near the beginning of the interview period
- 10.3 Breakfast with the ASC
 - 10.3.1 Explain the role of ASC and institute director
 - 10.3.2 Review any changes in the schedule that may have surfaced (avoid tough or hard sell discussion, keep discussion light)
 - 10.3.3 The job description, salary, teaching load, tenure, start-up packages, office assignments will be described by the institute director
 - 10.3.3 Have each member of the ASC prepared to ask a predetermined question
- 10.4 Schedule first agenda item a "meet and greet" with either the institute director
- 10.5 Allow the candidate 30 minutes before the morning presentation to shift attention toward the presentation
- 10.6 Schedule seminar, including questions, for 1 hour
- 10.7 Develop schedule where the candidate moves about the institute and does not remain in one room
- 10.8 Schedule one meal with untenured and recently hired faculty on campus
- 10.9 Schedule one meal with likely faculty collaborators on campus
- 10.10 Schedule a meeting with the director of OARDC or their designee in which potential collaborations and research opportunities will be discussed
- 10.11 Schedule a tour of the Ohio State ATI campus at the end of the first day of the interview
- 10.12 The candidate should conclude the first day of interviewing by staying at the same hotel as their arrival
- 10.13 Second day of interviewing begins with the candidate being transported to the

- Columbus campus by the institute director and chair of the ASC
- 10.14 Schedule a “meet and greet” with the either the academic unit leader on the Columbus campus with which the position aligns from a disciplinary perspective
- 10.15 Schedule one meal with faculty on the Columbus campus who teach in the same area as candidate
- 10.16 Schedule a meeting with the CFAES associate dean and director of academic affairs
- 10.17 Schedule a tour of the entire Columbus campus by the director of Ohio State ATI
- 10.18 Develop schedule where the candidate moves about the campus and does not stay in one room
- 10.19 Chair of the ASC will give the institute director an overview of the 2 days of interviewing, including possible issues or problems that might arise, immediately before the candidate’s exit interview
- 10.20 The last appointment is a 1 hour meeting with the institute director
- 10.21 Chair of the ASC drives the candidate to the airport immediately after exit meeting with the institute director
 - 10.21.1 Objective of this time is to assess the candidate’s impressions, questions, and concerns
 - 10.21.2 Try to avoid having dinner with the candidate as it may distract from the exit interview with the institute director
 - 10.21.3 Confirm that communications henceforth will be with the institute director and not the ASC

11. Progress Reports to Faculty

- 11.1 ASC has responsibility to report progress of the committee to tenure track faculty members
- 11.2 Report at each faculty meeting (begin with charge of the committee)
- 11.3 Memos should be sent to faculty members after the third round of applicant review
 - 11.3.1 Include number of applicants
 - 11.3.2 Announce candidates invited and interview schedules
- 11.4 Provide summary of interview evaluations

12. Evaluations

- 12.1 Evaluation forms will be distributed as soon as the candidate’s interview is completed
- 12.2 Evaluations will be summarized and the results reported in the progress report to faculty members after interviews have been completed