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I Introduction

This document provides a brief description of the Department of Food Science and Technology as well as a description of its guidelines and procedures. It supplements the Rules of the University Faculty, and other policies and procedures of the university to which the department and its faculty are subject. The latter rules, policies and procedures, and changes in them, take precedence over statements in this document.

This Pattern of Administration is subject to continuing revision. It must be reviewed and either revised or reaffirmed on appointment or reappointment of the department chair. However, revisions may be made at any time as needed. All revisions, as well as periodic reaffirmation, are subject to approval by the college office and the Office of Academic Affairs.

II Department Mission

The department strategic vision is to be “a global leader in food science and technology learning, discovery and engagement.” OSU’s Department of Food Science and Technology will lead collaborative innovation focused on discovering and applying knowledge in food safety and public health, value-added food processing, ingredient technology, and health-promoting foods; developing professionals and leaders who advance industry, academia, and government both locally and globally and continue to grow professionally over the course of their careers. We improve human health via effective dissemination of the collective knowledge of the department to our stakeholders across the university, Ohio and the national and international community.

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/chapter-3335-5-faculty-governance-and-committees.html) defines the types of faculty appointments possible at The Ohio State University and the rights and restrictions associated with each type of appointment. For purposes of governance, the faculty of this department includes tenure-track faculty with compensated FTEs of at least 50% with their tenure home in the department.

Associated faculty, emeritus faculty, non-tenure-track faculty including lecturers and faculty with FTEs less than 50% in this department 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.
Detailed information about the appointment criteria and procedures for the various types of faculty appointments made in this department is provided in the Appointments, Promotion and Tenure Document (see http://oaa.osu.edu/governance).

V Organization of Department Services and Staff

Supporting staff includes positions deemed necessary by the Chair to provide services essential to the mission of the Department of Food Science and Technology, including but not limited to the following: a human resources director, fiscal officer, IT director, industry liaison and academic program coordinator. The human resources director, fiscal officer, IT director, industry liaison report to the Chair directly, with a dotted line to the appropriate directors in the College of Food Agricultural and Environmental Sciences and through the Chair to the faculty.

VI Overview of Department Administration and Decision-Making

Policy and program decisions are made in a number of ways: by the department faculty as a whole, by standing or ad hoc committees of the department, or by the chair. The nature and importance of any individual matter determine how it is addressed. Department governance proceeds on the general principle that the more important the matter to be decided, the more inclusive participation in decision making needs to be. Open discussions, both formal and informal, constitute the primary means of reaching decisions of central importance.

Appropriate issues will be assigned to a committee. The committee will discuss the issue with all affected parties, and develop a recommendation. The recommendation will be shared by email inviting optional discussion at the next department meeting. Members will provide feedback during the meeting or by email. The committee may then withdraw, revise, sustain or reconsider their recommendation. The department chair will make a final decision on the recommendation.

VII Department Administration

A Chair

The primary responsibilities of the chair are set forth in Faculty Rule 3335-3-35, (http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html). This rule requires the chair to develop, in consultation with the faculty, a Pattern of Administration with specified minimum content. The rule, along with Faculty Rule 3335-6, http://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html, also requires the chair to prepare, in consultation with the faculty, a document setting forth policies and procedures pertinent to promotion and tenure.

Other responsibilities of the chair, not specifically noted elsewhere in this Pattern of Administration, are paraphrased and summarized below.
• To have general administrative responsibility for department programs, subject to the approval of the dean of the college, and to conduct the business of the department efficiently. This broad responsibility includes the acquisition and management of funds and the hiring and supervision of faculty and staff.

• To plan with the members of the faculty and the dean of the college a progressive program; to encourage research and educational investigations.

• To evaluate and improve instructional and administrative processes on an ongoing basis; to promote improvement of instruction by providing for the evaluation of each course when offered, including written evaluation by students of the course and instructors, and periodic course review by the faculty.

• To evaluate faculty members annually in accordance with both university and department established criteria; to inform faculty members when they receive their annual review of their right to review their primary personnel file maintained by their department and to place in that file a response to any evaluation, comment, or other material contained in the file.

• To recommend appointments, promotions, dismissals, and matters affecting the tenure of members of the department faculty to the dean of the college, in accordance with procedures set forth in Faculty Rule 3335-6 [http://trustees.osu.edu/rules/university-rules/chapter-3335-6-rules-of-the-university-faculty-concerning-faculty-appointments-reappointments-promotion-and-tenure.html] and this department's Appointments, Promotion and Tenure Document.

• To see that all faculty members, regardless of their assigned location, are offered the departmental privileges and responsibilities appropriate to their rank; and in general to lead in maintaining a high level of morale.

• To see that adequate supervision and training are given to those members of the faculty and staff who may profit by such assistance.

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

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

GRADUATE STUDIES COMMITTEE CHAIR

The Graduate Studies Committee Chair (GSCC) is elected for a 3 year term (starting July 1, ending June 30th) by the graduate faculty and is eligible for re-election. The GSCC represents graduate education to the graduate students and Graduate Faculty members in the department. The graduate faculty consists of all category M or P faculty members. Faculty member with M status may request conversion to P status once they have successfully co-advised one Ph.D. student through completion of degree and have demonstrated a professional relationship with their past and present advisees.

As described in the Guide for Graduate Studies Committee Chair (available from the Graduate School), the GSCC is responsible for a wide variety of activities, including recruiting and admitting new graduate students, monitoring graduate student academic progress, recommending graduate associate appointments to the chair, overseeing the degree certification and graduation process, assisting faculty in becoming members of the Graduate Faculty and serving as a resource for Graduate Faculty in the program.

Committee responsibilities are described in the OSU Graduate School Handbook.

The GSCC will represent the department at the College meetings of the Graduate Studies Committee Chairs.

UNDERGRADUATE PROGRAM COORDINATING ADVISER

The undergraduate program coordinating adviser is appointed annually (starting July 1, ending June 30th) by the chair and may be reappointed. The Coordinating Adviser coordinates the advising program for the department and is the primary undergraduate advising contact with the college. Duties include:

1) Maintaining records of undergraduate majors
2) Coordinating undergraduate advising assignments, including freshman adviser assignments, in consultation with the chair
3) Serve as a resource for faculty advisers

C Committees

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

Standing committees consist of a minimum of four faculty and staff (as warranted) appointed by the department chair for a 3 year term (starting July 1, ending June 30th, unless otherwise noted). Staggered appointments are made as practical. Committee chairs are appointed by the department chair with the exception of the elected Graduate Studies Committee Chair and Promotion and Tenure Committee Chair. Standing committees meet as often as needed to complete the work of the committee. Committees report to the department chair and present substantive issues to the faculty at department meetings for discussion. Appointed chairs serve at the discretion of the department chair and may be asked to serve a term greater than two consecutive terms if appropriate, otherwise all appointed chairs have a maximum of two terms. A year before the end of their term a chair designee will be appointed.

Academic Affairs Committee. This committee is charged with the oversight of instructional programs and courses, except those specifically delegated to the Graduate Studies Committee.

Awards Committee. The charge of this committee is to increase awareness of internal and external award opportunities and to coordinate the nomination of qualified faculty, staff and students for appropriate awards, including department graduate student teaching and research awards.

Building and Facilities Committee. This committee recommends permanent and temporary assignments of research laboratories and offices to the chair. This committee recommends space renovations, as needed. This committee reviews, coordinates and implements safety procedures and policies as required by university, local, state or federal regulations to maintain a safe and secure working environment.

Executive Committee. This committee provides recommendations to the chair on issues affecting the future of the department.

Graduate Studies Committee. This committee is charged with the responsibility of conducting the department graduate program within the context and the policies and rules established by the Graduate Council. Committee responsibilities are described in the OSU Graduate School Handbook. The committee also updates and maintains the Food Science & Technology Graduate Handbook and assigns desk space to graduate students.

Harris Award Committee. This committee is responsible for publicizing the award, soliciting applications, and presenting candidates for selection by the voting faculty. The committee makes the arrangements necessary to bring the awardee to campus for a seminar and awards ceremony.

Hall of Distinction Committee. This committee is responsible for publicizing the recognition, soliciting nominations, evaluation of nominees and selection of annual inductees to the Food Science and Technology Hall of Distinction. The committee makes arrangements for engraving and hanging of the plaques, inviting the inductees to the recognition ceremony, and hosting a recognition dinner. In addition, the committee is responsible for enhancing professional
development among undergraduate and graduate students, and for encouragement of programs to
improve communication of science-based information about food.

**Laboratory Instruction Committee.** This committee provides oversight of teaching labs and
graduate student teaching assignments after input from relevant faculty.

**Pilot Plant Committee.** This committee recommends permanent and temporary assignment of
the pilot plants, and related spaces, to the chair. This committee will recommend operational
policies and fee schedules for research and teaching use of the pilot plants.

**Promotion and Tenure Committee.** (December 1 – November 30) This committee evaluates
the qualifications of regular faculty members for promotion and tenure and provides an
independent recommendation to the department chair as outlined in the OAA Policies and
Procedures Handbook. Committee composition and responsibilities are outlined in the
departmental Appointments, Promotion and Tenure document. The Chair of the Promotion and
Tenure committee is determined by vote of the members of that committee.

**Recruitment and Scholarship Committee.** This committee identifies and coordinates recruiting
efforts to attract qualified students into department programs. The committee also establishes
procedures for departmental scholarship applications and oversees the scholarship selection
process.

**Ad hoc Committees**

Ad hoc committees are appointed by the chair as needed and dissolved by the chair upon
completion of their work and/or acceptance of their report to the voting faculty. Faculty search
committees are ad hoc committees that are represented mainly by tenure-track voting faculty.
Faculty search committees can also be represented by staff, students, and other stakeholders, but
the final vote on candidates will be by the voting faculty members of the committee only.

**VIII Department Meetings**

The chair will provide to the faculty a schedule of department meetings at the beginning of each
academic term. The schedule will provide for at least one meeting per semester and normally
will provide for monthly meetings. A call for agenda items and completed agenda will be
delivered to faculty by e-mail before a scheduled meeting. Reasonable efforts will be made to
call for agenda items at least seven days before the meeting, and to distribute the agenda by e-
mail at least three business days before the meeting. A meeting of the department faculty will
also be scheduled on written request of 25% of the department faculty. The chair will make
reasonable efforts to have the meeting take place within one week of receipt of the request. The
chair will distribute minutes of faculty meetings to faculty by e-mail—within seven days of the
meeting if possible. These minutes may be amended at the next faculty meeting by a simple
majority vote of the faculty who were present at the meeting covered by the minutes.
Personnel matters will be discussed in an executive session comprised only of the voting faculty. The staff member in charge of departmental human resource matters may be invited by the chair to attend the meeting to provide policy guidance.

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

Either the chair or one-third of all faculty members eligible to vote may determine that a formal vote conducted by written ballot is necessary on matters of special importance. For purposes of a formal vote, a matter will be considered decided when a particular position is supported by at least a majority of all faculty members eligible to vote. Balloting will be conducted by mail or e-mail when necessary to assure maximum participation in voting.

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

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

IX Distribution of Faculty Duties and Responsibilities

The Office of Academic Affairs requires departments to have guidelines on the distribution of faculty duties and responsibilities (See the OAA Policies and Procedures Handbook, Volume 1, Chapter 2, Section 1.4.5, (http://oaa.osu.edu/assets/files/documents/1.2HBUnitAdmin.pdf).

During on-duty periods, faculty members are expected to be available for interaction with students, research, and departmental meetings and events even if they have no formal course assignment. On-duty faculty members should not be away from campus for extended periods of time unless on an approved leave (see section XIII) or on approved travel.

The guidelines outlined here do not constitute a contractual obligation. Fluctuations in the demands and resources of the department and the individual circumstances of faculty members may warrant temporary deviations from these guidelines. Assignments and expectations for the upcoming year are addressed as part of the annual review by the department chair.

A full-time faculty member’s primary professional commitment is to Ohio State University and the guidelines below are based on that commitment. Faculty who have professional commitments outside of Ohio State during on-duty periods (including teaching at another institution; conducting research for an entity outside of Ohio State; external consulting) must disclose and discuss these with the chair in order to ensure that no conflict of commitment exists. Information on faculty conflicts of commitment is presented in the OAA Faculty Conflict of Commitment policy (http://oaa.osu.edu/assets/files/documents/conflictofcommitment.pdf). A Tenure-track Faculty
Tenure-track faculty members are expected to contribute to the university’s mission via teaching, scholarship, and service. When a faculty member’s contributions decrease in one of these three areas, additional activity in one or both of the other areas is expected. These three responsibilities are not limited to the general fund, OARDC and OSUE budget appointment. The line-item responsibilities are met by the total faculty effort and individual faculty members report accomplishments that are independent of percentage appointment.

**Teaching**

All tenure-track faculty are expected to contribute to the department’s teaching, including large enrollment and specialized courses in both the undergraduate and graduate curriculums. The minimum teaching assignment for full-time tenure-track faculty members is two courses per academic year. Faculty members are also expected to advise undergraduate and graduate students and supervise independent studies and thesis and dissertation work.

Adjustments to the standard teaching assignment may be made to account for teaching a new class, the size of the class, whether the class is taught on-line or team-taught, and other factors that may affect the preparation time involved in teaching the course.

The standard teaching assignment may vary for individual faculty members based on their research and/or service activity. Faculty members who are especially active in research can be assigned an enhanced research status that includes a reduced teaching assignment. Likewise, faculty members who are relatively inactive in research can be assigned an enhanced teaching status that includes an increased teaching assignment. Faculty members who are engaged in extraordinary service activities (to the department, college, university, and in special circumstances professional organizations within the discipline) can be assigned an enhanced service assignment that includes a reduced teaching assignment.

The chair is responsible for making teaching assignments on an annual basis, and may decline to approve requests for adjustments when approval of such requests is not judged to be in the best interests of the department. All faculty members must do some formal instruction and advising over the course of the academic year.

**Scholarship**

All tenure-track faculty members are expected to develop and maintain a focused program of scholarship that reflects professional interests, as well as the department mission, as defined in the department’s Appointments, Promotion, and Tenure Document (http://oaa.osu.edu/governance.html). All faculty members are expected to publish regularly in high quality peer-reviewed journals as well as in other appropriate venues, such as edited book chapters of similar quality and length as articles. Faculty engaged in basic or applied research are expected to attract extramural funding. Faculty members are also expected to seek appropriate opportunities to obtain patents and engage in other commercial activities stemming from their research. Each faculty member with an OARDC appointment must be a principal or co-principal investigator on an approved Hatch project, and must report their research activities annually.
through the Research, Extension, and Education Project Online Reporting Tool (REEport) system.

Service

Faculty members are expected to be engaged in service and outreach to the department, university, profession and community. Typically this will include service on at least two committees within the department and one outside of the department. This pattern can be adjusted depending on the nature of the assignment (e.g. service as committee chair, service on a particularly time-intensive committee, organizing a professional conference, leadership in an educational outreach activity, service in an administrative position within the department, college, or university).

All faculty members are expected to attend and participate in department meetings, recruitment activities, and other department events.

Special Assignments

Information on special assignments (SAs) is presented in the Office of Academic Affairs Special Assignment Policy (http://oaa.osu.edu/assets/files/documents/specialassignment.pdf). The information provided below supplements these policies.

Reasonable efforts will be made to award SA opportunities to all faculty members subject to the quality of faculty proposals, including their potential benefit to the department or university, and the need to assure that sufficient faculty are always present to carry out department work. The chair's recommendation to the dean regarding an SA proposal will be based on the quality of the proposal and its potential benefit to the department or university and to the faculty member as well as the ability of the department to accommodate the SA at the time requested.

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

B Associated Faculty

Compensated associated faculty members are expected to contribute to the university’s mission via teaching or research depending on the terms of their individual appointments.

Faculty members with tenure-track titles and appointments <50% FTE will have reduced expectations based on their appointment level. Expectations for compensated visiting faculty members will be based on the terms of their appointment and are comparable to that of tenure-track faculty members except that service is not required.
C Parental Modification of Duties

The Department of Food Science And Technology strives to be a family-friendly unit in its efforts to recruit and retain high quality faculty members. To this end, the department is committed to adhering to the College of Food Agricultural and Environmental Science’s guidelines on parental modification of duties to provide its faculty members flexibility in meeting work responsibilities within the first year of childbirth/adoption. See the college pattern of administration at (http://oaa.osu.edu/governance.html) for details.

The faculty member requesting the modification of duties for childbirth/adoption and the department chair should be creative and flexible in developing a solution that is fair to both the individual and the unit while addressing the needs of the university. Expectations must be spelled out in an MOU that is approved by the dean.

X Course Offerings and Teaching Schedule

The department chair will annually develop a schedule of course offerings and teaching schedules in consultation with the faculty, both collectively and individually. While every effort will be made to accommodate the individual preferences of faculty, the department's first obligation is to offer the courses needed by students at times and in formats, including on-line instruction, 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 3335-8-16 (http://trustees.osu.edu/rules/university-rules/chapter-3335-8-instruction.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. Finally, to the extent possible, courses required in any curriculum or courses with routinely high demand will be taught by at least two faculty members across semesters of offering to assure that instructional expertise is always available for such courses.

XI Allocation of Department Resources

The chair is responsible for the fiscal and academic health of the department and for assuring that all resources—fiscal, human, and physical—are allocated in a manner that will optimize achievement of department goals.

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

The chair will allocate research space, in consultation with the Building and Facilities Committee, on the basis of research productivity including external funding and will be reallocated periodically as these faculty-specific variables change.
The chair will allocate office space, in consultation with the Building and Facilities Committee, including considerations such as achieving proximity of faculty in sub disciplines and productivity and grouping staff functions to maximize efficiency.

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

XII 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, https://hr.osu.edu/policy/. Faculty members have either 9 or 12 month appointments that meet the defined duties in faculty rule 3335-5-07 (http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html). The information provided below supplements these policies.

A Discretionary Absence

Faculty are expected to complete a travel request (https://etravel.osu.edu) or an Application for Leave form (https://eleave.osu.edu) well in advance of a planned absence (for attendance at a professional meeting or to engage in consulting) to provide time for its consideration and approval and time to assure that instructional and other commitments are covered. Discretionary absence from duty is not a right and the chair retains the authority to disapprove a proposed absence when it will interfere with instructional or other comparable commitments. Such an occurrence is most likely when the number of absences in a particular semester is substantial. Rules of the University Faculty require that the Office of Academic Affairs approve any discretionary absence longer than 10 consecutive business days (See Faculty Rule 3335-5-08 http://trustees.osu.edu/rules/university-rules/chapter-3335-5-faculty-governance-and-committees.html) and must be requested at https://eleave.osu.edu/.

B Absence for Medical Reasons

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

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,
The information provided below supplements these policies.

A faculty member desiring an unpaid leave of absence should submit a written request for the leave as far in advance as possible of the time for which the leave is desired. Approval will be based on, but not limited to, the nature of the request, the extent to which the faculty member’s responsibilities can be covered during the proposed absence and the positive or negative impact on the department of the proposed absence.

D Faculty Professional Leave

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

Faculty members who desire a FPL should discuss the matter with the department chair during their annual evaluation or as soon thereafter as possible. The department chair will indicate whether submission of a full proposal articulating the purpose and nature of the FPL is appropriate. Classes that would normally be taught by the faculty member during the period of their leave should be moved to the semester before or after their leave, to allow students the maximum opportunity to take the classes. The chair will normally announce decisions regarding FPLs for the next academic year no later than June 30 of the previous academic year, but retains the option of making decisions regarding proposals at other times when circumstances warrant such flexibility.

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

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

XIV Financial Conflicts of Interest

Information on faculty financial conflicts of interest is presented in the university’s Policy on Faculty Financial Conflict of Interest (http://orc.osu.edu/files/2013/02/Policy-on-Faculty-Financial-Conflict-of-Interest.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 with external funding or otherwise required by university policy 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.

In addition to financial conflicts of interest, faculty must disclose any conflicts of commitment that arise in relation to consulting or other work done for external entities. Further information about conflicts of commitment is included in section IX above.

XV Grievance Procedures

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

A Salary Grievances

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

Faculty members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter may be eligible to file a more formal salary appeal (the Office of Academic Affairs Policies and Procedures Handbook, http://oaa.osu.edu/handbook.html).

Staff members who are not satisfied with the outcome of the discussion with the chair and wish to pursue the matter should contact Consulting Services in the Office of Human Resources (https://hr.osu.edu/elr/).
**B  Faculty Misconduct**


**C  Faculty Promotion and Tenure Appeals**


**D  Sexual Harassment**


**E  Student Complaints**

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

Faculty complaints regarding students must always be handled strictly in accordance with university rules and policies. Faculty should seek the advice and assistance of the chair and others with appropriate knowledge of policies and procedures when problematic situations arise. In particular, evidence of academic misconduct must be brought to the attention of the Committee on Academic Misconduct (see [http://oaa.osu.edu/coam.html](http://oaa.osu.edu/coam.html) and [http://senate.osu.edu/committees/COAM/COAM.html](http://senate.osu.edu/committees/COAM/COAM.html)).

**F  Code of Student Conduct**

In accordance with the Code of Student Conduct ([http://studentaffairs.osu.edu/csc/](http://studentaffairs.osu.edu/csc/)), faculty members will report any instances of academic misconduct to the Committee of Academic Misconduct.